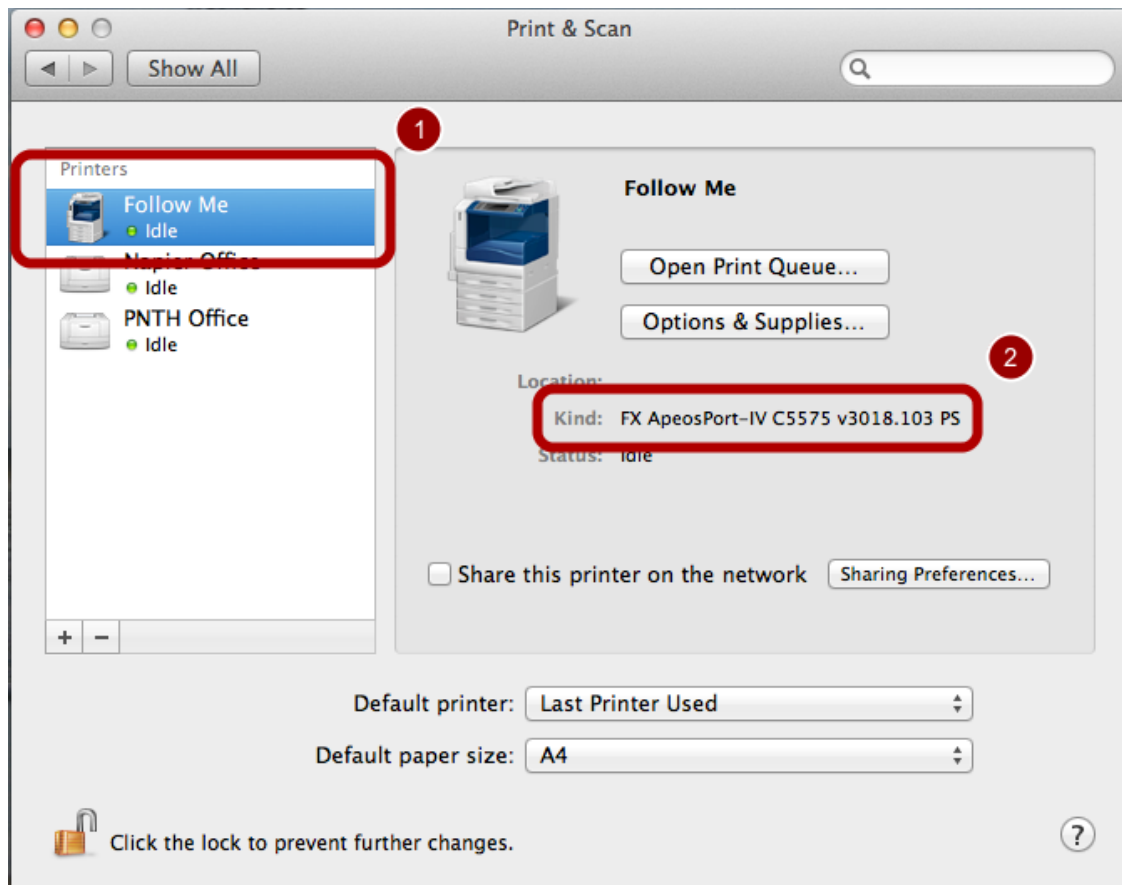


Changing Printer Defaults in OSX

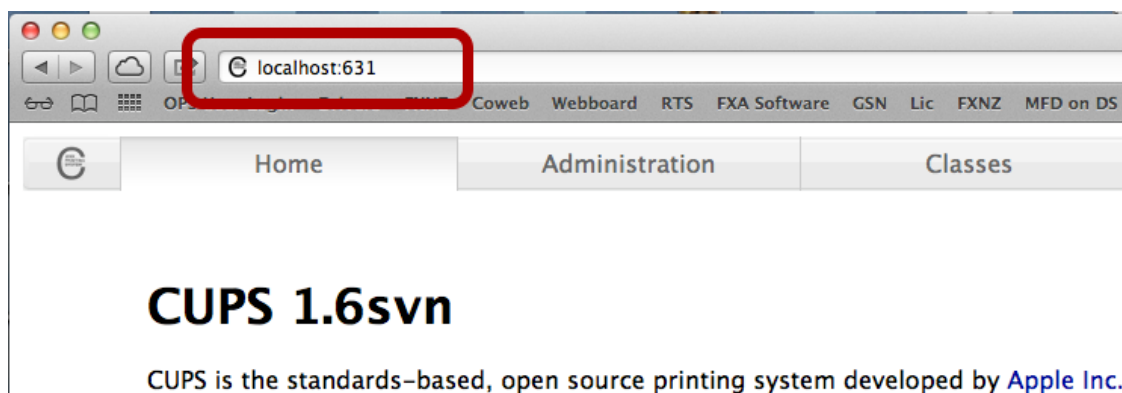
This brief document will show you how to change your printing defaults on your Mac using CUPS.

Driver



Make sure you have the printer loaded with the correct driver. You can check this in System Preferences, Print and Scan.

Open CUPS



Open Safari (or other web browser) and type `localhost:631` into the address bar and enter.

Setting the defaults

Search in Printers:

Showing 3 of 3 printers.

Queue Name ▼	Description	Location	Make and Model	Status
ApeosPort-IV_C3371__9e_86_62__2_	Napier Office	Napier	FX ApeosPort-IV C3371 v3017.104 PS	Idle
Follow_Me	Follow Me		FX ApeosPort-IV C5575 v3018.103 PS	Idle
PNTH_Office	PNTH Office	Palmerston North	FX DocuCentre-III C3300 v3017.104 PS	Idle - "Data file sent successf

Click the Printers tab

Setting the defaults

Search in Printers:

Showing 3 of 3 printers.

Queue Name ▼	Description	Location	Make and Model
ApeosPort-IV_C3371__9e_86_62__2_	Napier Office	Napier	FX ApeosPort-IV C3371 v3017.104 PS
Follow_Me	Follow Me		FX ApeosPort-IV C5575 v3018.103 PS
PNTH_Office	PNTH Office	Palmerston North	FX DocuCentre-III C3300 v3017.104 PS

Click the followme (or other) Queue Name

Setting the defaults

Maintenance

Description: Follow Me
Location:
Driver: FX ApeosPort-IV C5575 v3018.103 PS (c
Connection: lpd://
Defaults: job-sheets=none, none media=iso_a4_2

Administration
✓ Administration
Modify Printer
Delete Printer
Set Default Options
Set As Server Default
Set Allowed Users

Jobs

Use the Administration drop down menu and select "Set Default Options"

Setting the defaults

Set Default Options for Follow_Me

Query Printer for Default Options

Options Installed **General** Transparency Separators 1. Image Options 2. Color Adjustment 1
C 5. Color Balance M 6. Color Balance Y 7. Color Balance K Banners Policies Port Monitor

Options Installed

Output Options: Finisher Type C (2 Holes / 4 Holes)

Right Bottom Tray (Booklet Maker): ☒ Not Installed ☐ Installed

Left Top Tray (Face Up): ☐ Not Installed ☒ Installed

Paper Tray Configuration: 4 Trays (High Capacity Tandem Trays)

High Capacity Feeder: ☐ Not Installed ☒ Available

Paper Size Settings: AB Series (8K / 16K)

Switch Paper Size (8K / 16K): Traditional Chinese

Minimum Passcode Length: 0

Customize User Prompts: Display User ID and Account ID Prompts

Set Default Options

Select "General"

2 Sided Print

General

Paper Size: A4 (210 x 297mm)

Paper Tray: Auto Paper Select (Type / Color)

Tray 5 (Bypass): ☐ Yes ☒ No

Paper Type: Printer Default Type

Paper Color: White

2 Sided Print: ☒ 1 Sided Print ☐ 2 Sided Print ☐ 2 Sided, Flip on Short Edge

Collated: ☒ Collated ☐ Uncollated

Output Destination: Auto Select

Staple: No Staple

Hole Punch: No Punch

Hole Punch Settings: Printer Default

Folding: No Folding

Offset Stacking: No Offset

Add Front Cover: No Front Cover

Add Back Cover: No Back Cover

Separators: No Separators

Change 1 Sided Print to 2 Sided Print

Black and White Print

Separators: No Separators ▾

Booklet Creation: No Booklets ▾

Booklet Output Size: Printer Default ▾

Booklet Divide Output: Off ▾

Draw outlines option in Booklet: ☒ Off ☐ On

Print Mixed Size Originals: ☒ Same Size ☐ Mixed Sized

Custom Paper Auto Orientation: ☒ On ☐ Off

Feed Orientation: Portrait ▾

Skip Blank Pages: ☒ Off ☐ On

Substitute Tray: Printer Default ▾

Output Color: ☒ Color ☐ Black and White

Gray Guaranteed: ☐ On ☒ Off

Invalidate Color Profile: ☒ Off ☐ On

Image Enhancement: ☒ On ☐ Off

Draft Mode: ☒ Off ☐ On

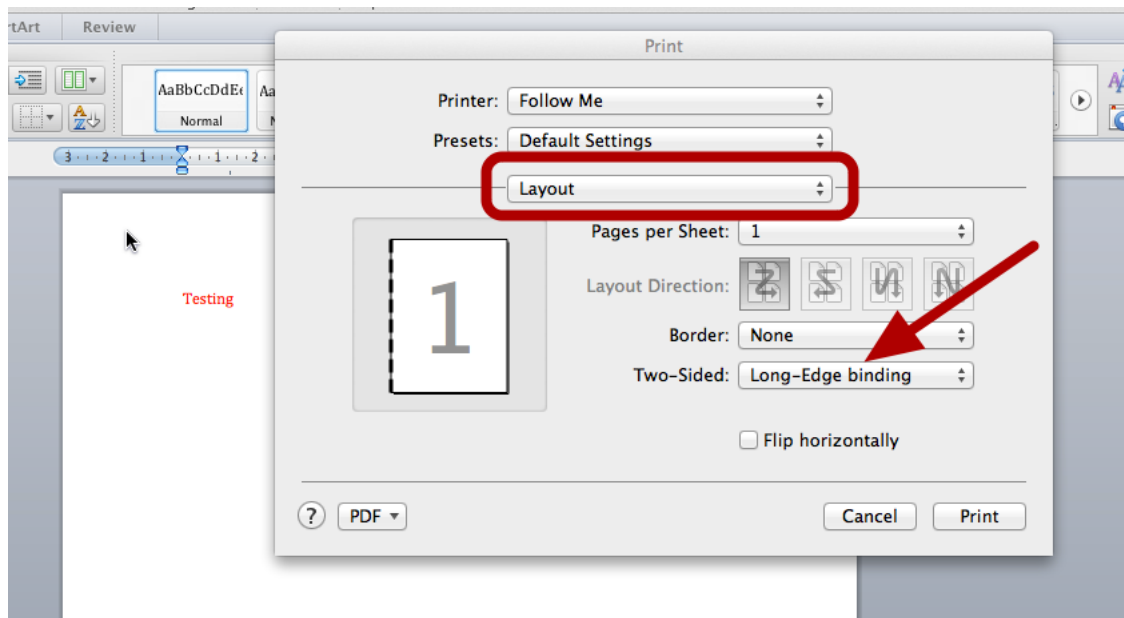
Trapping: ☒ Off ☐ On

Sharpness: None ▾

Set Default Options

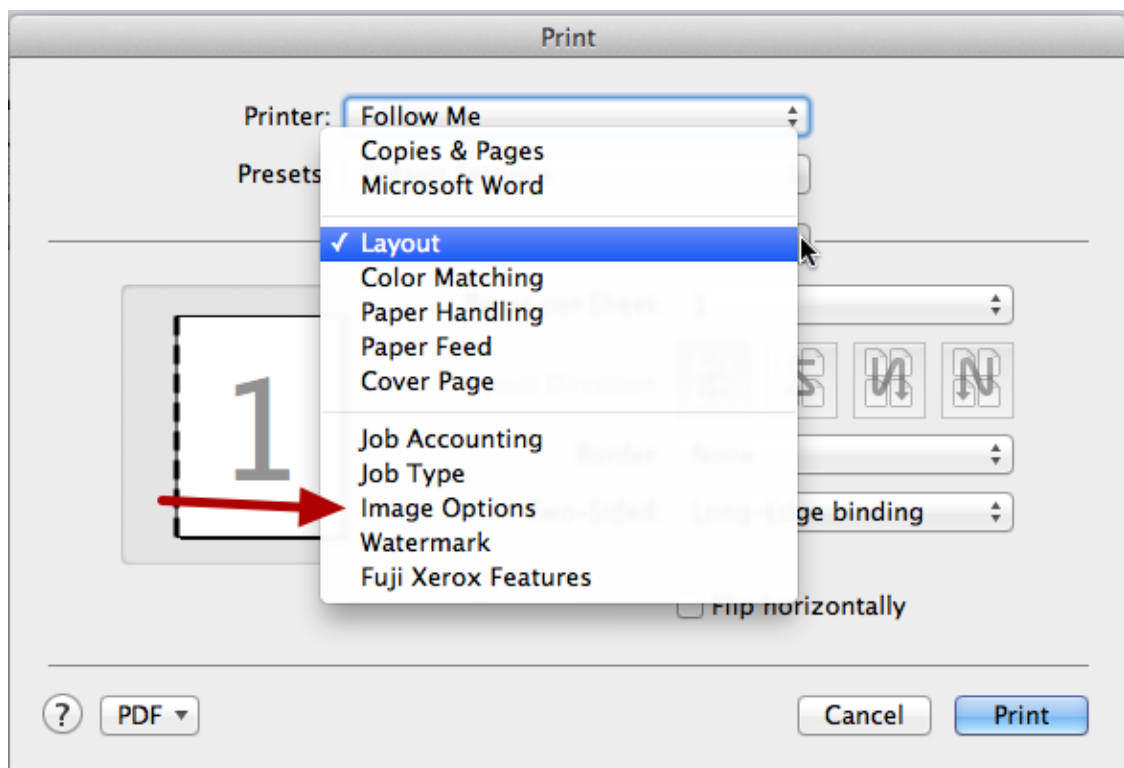
Scroll down and change Color to Black and White and click the "Set Default Options" button. You can now close your browser.

Test the settings have taken effect



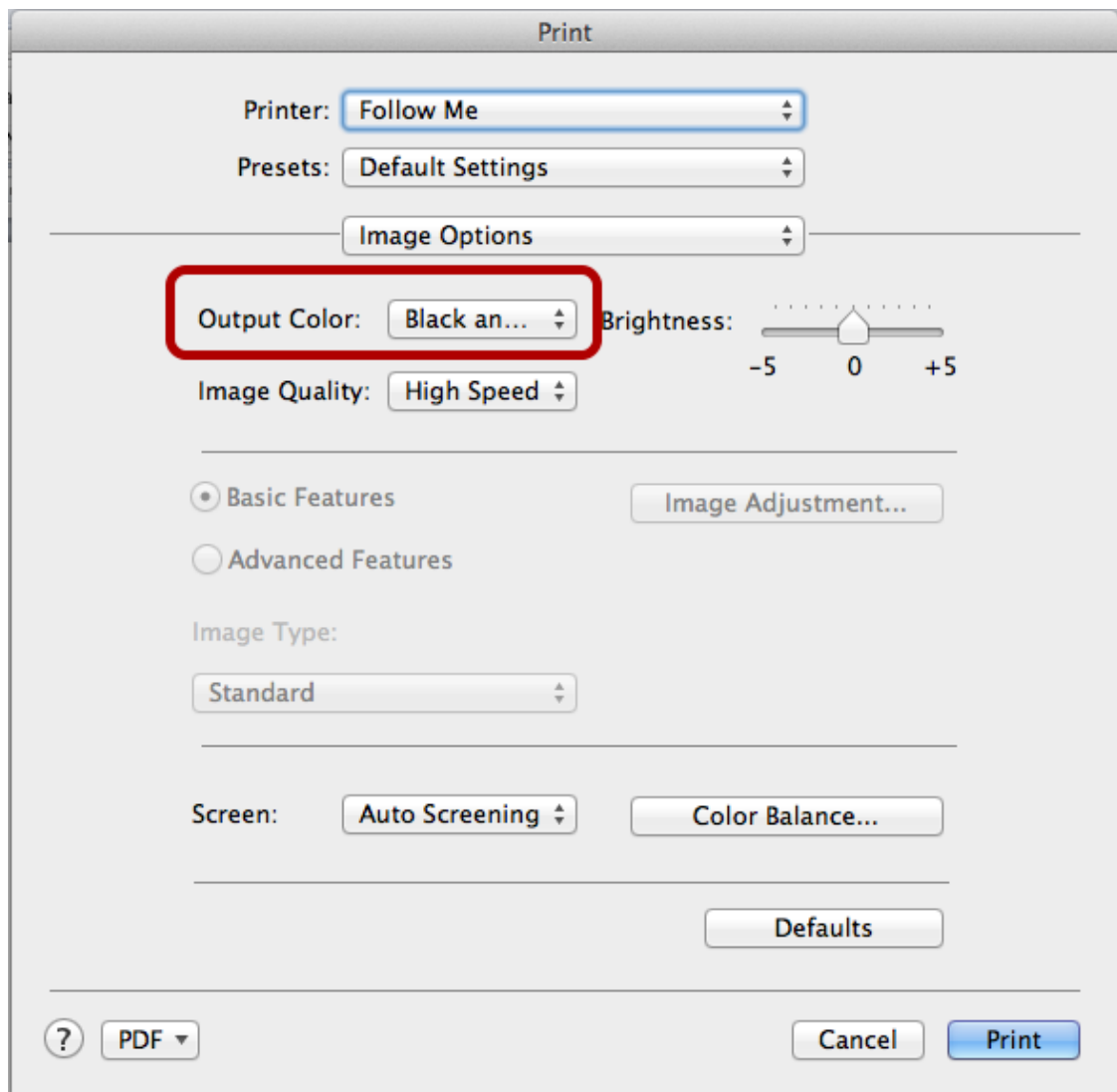
Open a document and select print, then use the drop down menu to select "Layout" and check that "Long-Edge binding" is set.

Test the settings have taken effect



Use the drop down again and select "Image Options"

Test the settings have taken effect



and check that "Black and White" is set. All done.