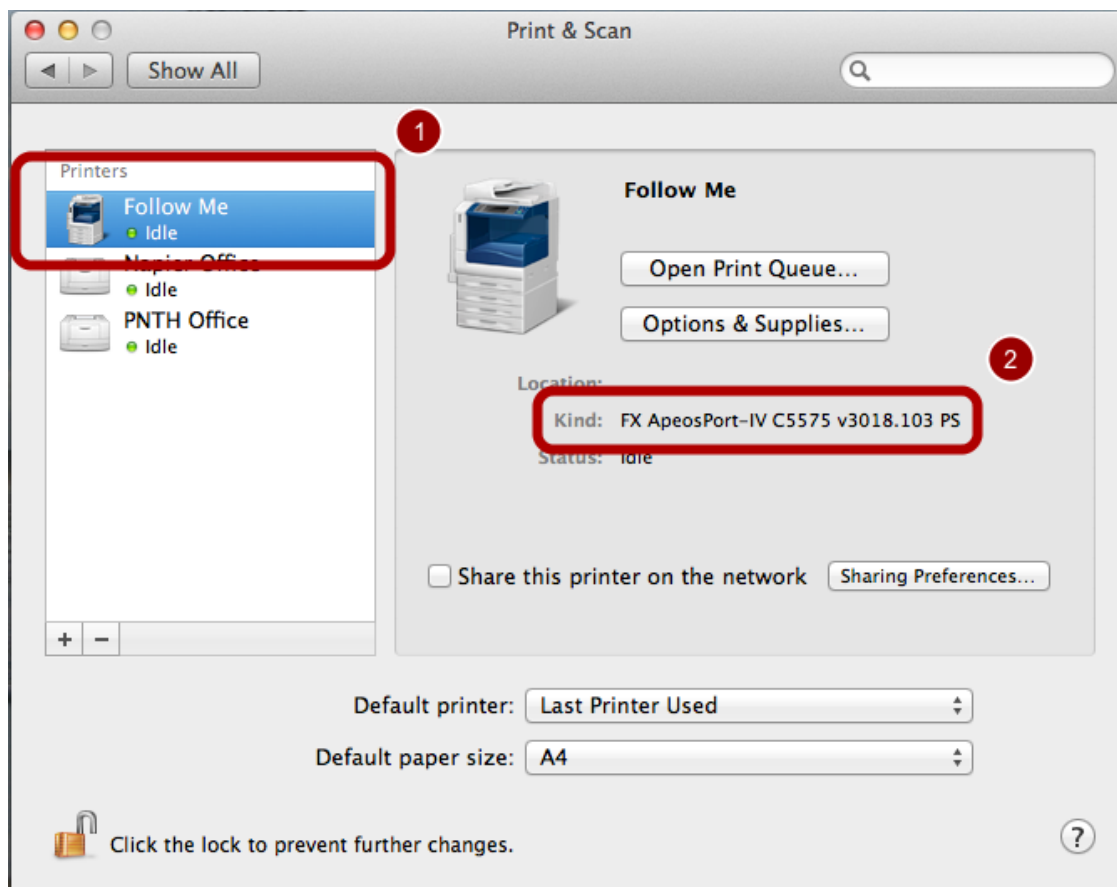


## Changing Printer Defaults in OSX

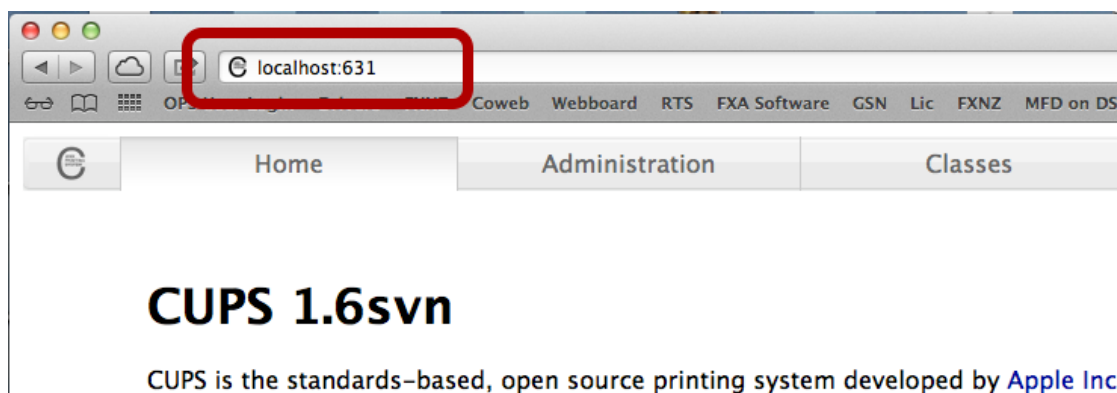
This brief document will show you how to change your printing defaults on your Mac using CUPS.

### 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
<a href="#">ApeosPort_IV_C3371__9e_86_62__2_</a>	Napier Office	Napier	FX ApeosPort-IV C3371 v3017.104 PS	Idle
<a href="#">Follow_Me</a>	Follow Me		FX ApeosPort-IV C5575 v3018.103 PS	Idle
<a href="#">PNTH_Office</a>	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
<a href="#">ApeosPort_IV_C3371__9e_86_62__2_</a>	Napier Office	Napier	FX ApeosPort-IV C3371 v3017.104 PS
<a href="#">Follow_Me</a>	Follow Me		FX ApeosPort-IV C5575 v3018.103 PS
<a href="#">PNTH_Office</a>	PNTH Office	Palmerston North	FX DocuCentre-III C3300 v3017.104 PS

Click the followme (or other) Queue Name

## Setting the defaults

Home Administration

### Follow\_Me (Idle, Accepting Jobs, N

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
- Modify Printer
- Delete Printer
- Set Default Options**
- Set As Server Default
- Set Allowed Users

### Jobs

Show Completed Jobs Show All 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

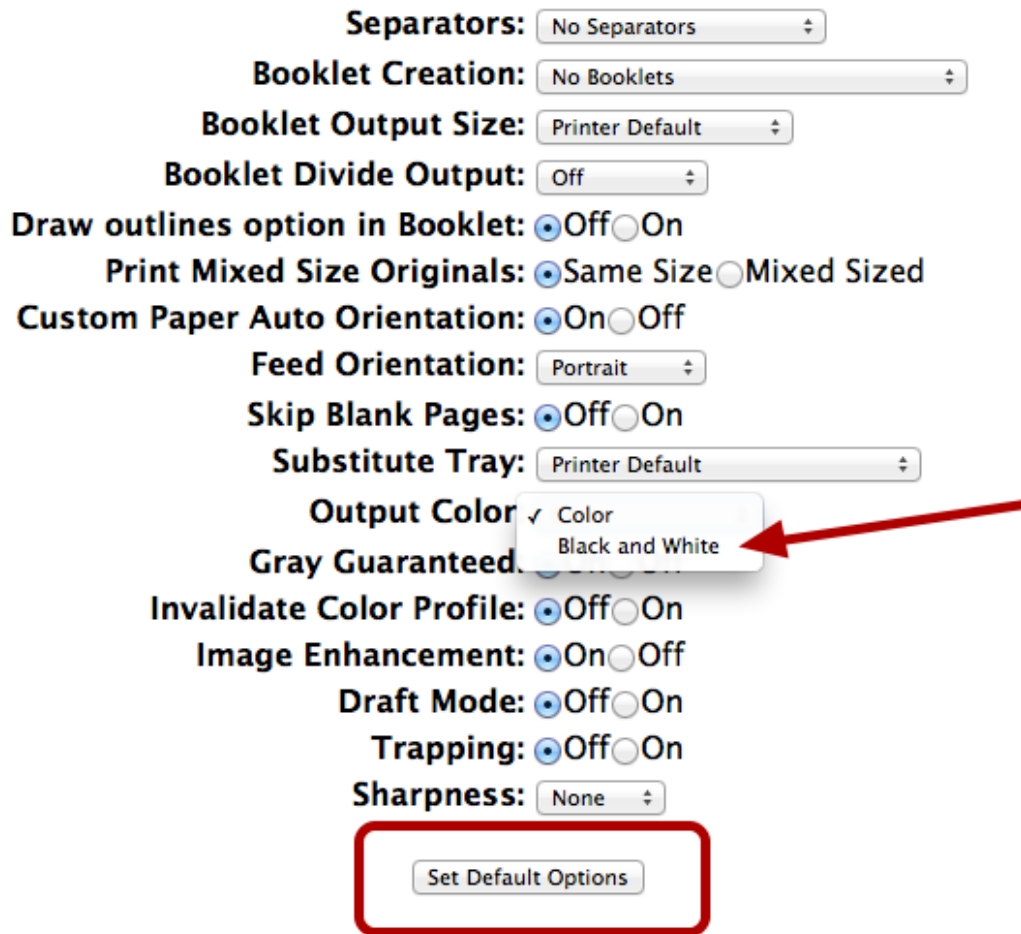
**Image Enhancement:**  On  Off

**Draft Mode:**  Off  On

**Trapping:**  Off  On

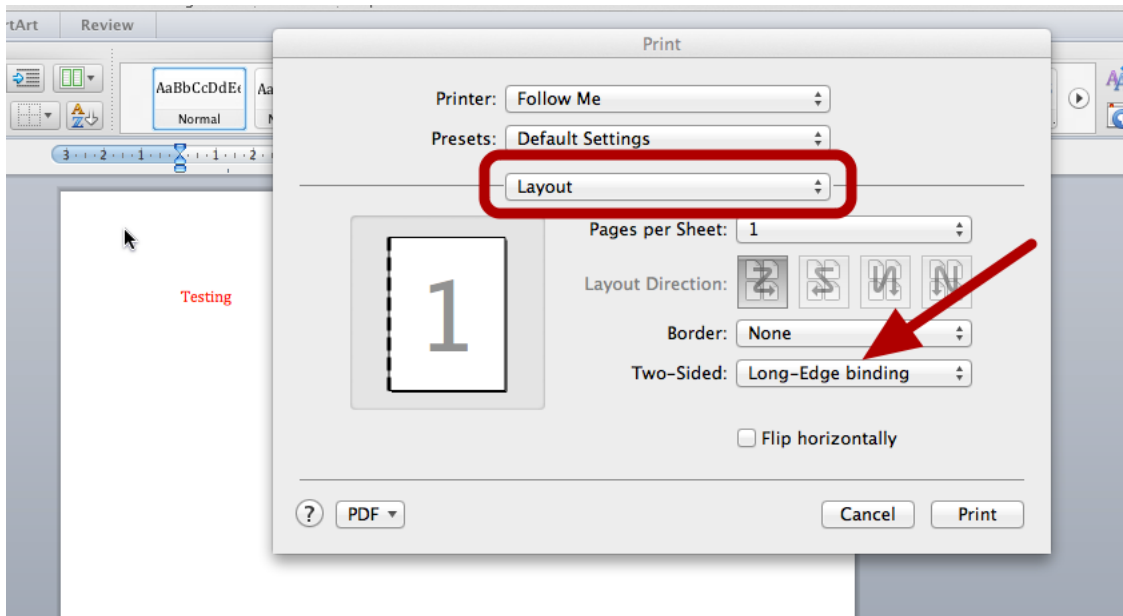
**Sharpness:** None ▾

**Set Default Options**



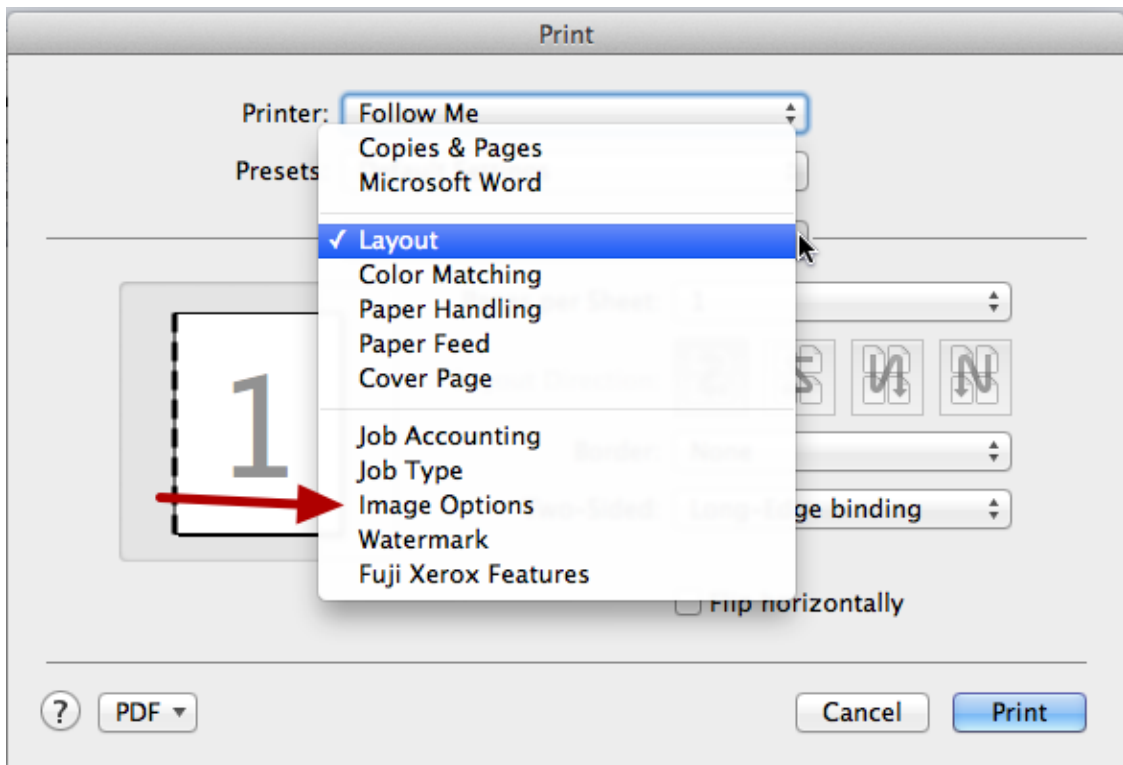
Scroll down and change Color to Black and White and click the "Set Default Options" button. You can now close your browser.

## Test the settings have taken effect



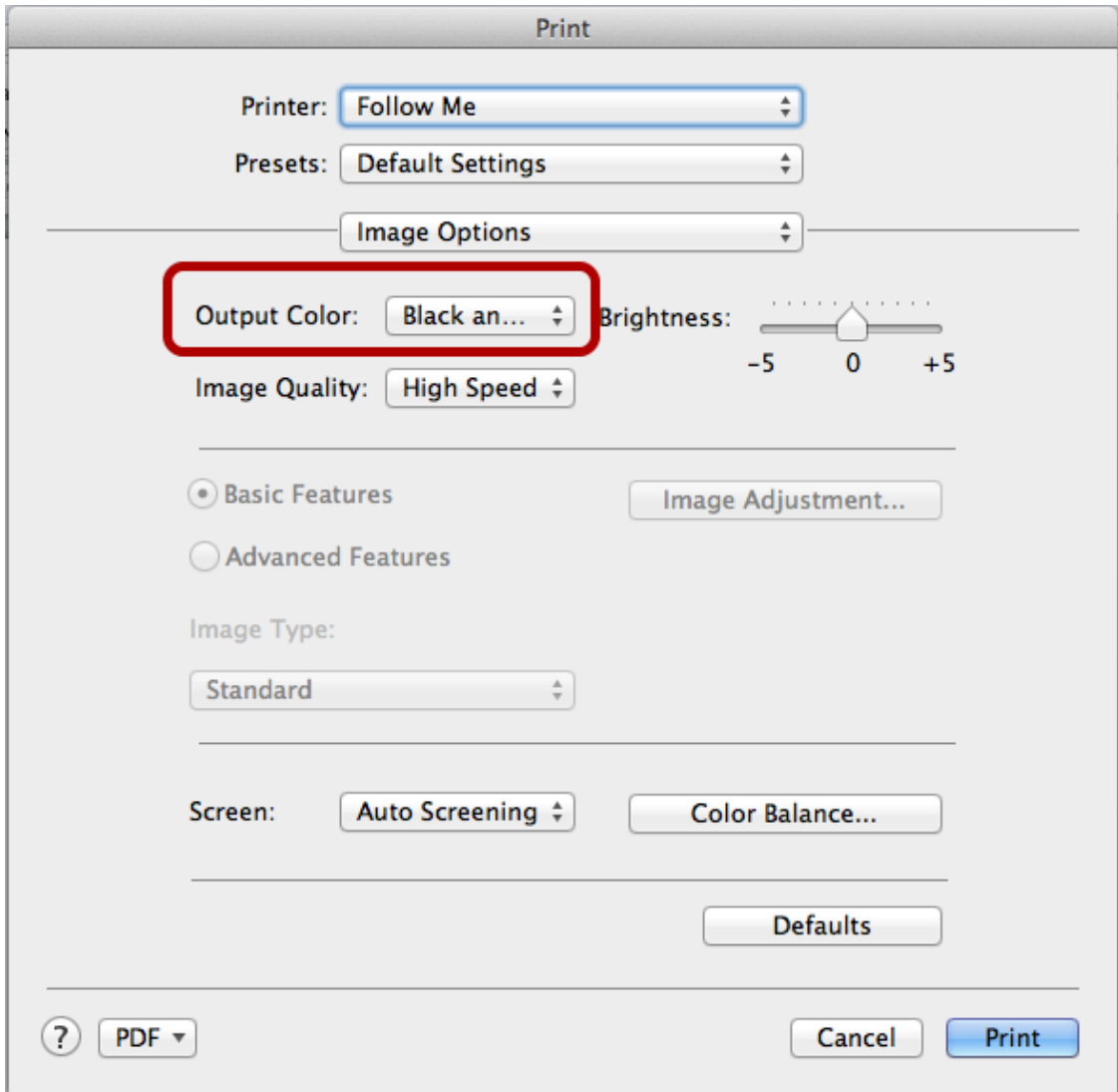
Open a document and select print, then use the drop down menu to select "Layout" and check that "Long-Edge binding" is set.

## 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.