

# Printing from your Macbook to district copiers.

## Printing to all district copiers

To print in MacOS either select File-> Print from the top bar or press ⌘ + P

[Screen Shot 2022-08-26 at 10.29.23 AM.png](#)

You should see a destination option called "NPS-Konica" If it is not selected, click the destination dropdown box and select it, you may have to select "see more" to pick from the full list.

[Screen Shot 2022-08-26 at 10.33.08 AM.png](#)

If you are ready to print, Press print and you can use your copier code or fob to release the print job at any district copier.

## Advanced Printing Features

To access advanced printing options, select Print using system dialog.

Print

1 sheet of paper

Destination

NPS-Konica

Pages

All

Copies

1

Layout

Landscape

Color

Black and white

More settings

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Paper size

A4

Pages per sheet

1

Margins

Default

Quality

600 dpi

Scale

Default

Options

☐ Headers and footers

☐ Background graphics

Print using system dialog... (⌘⌘P) 

🔗

Open PDF in Preview 

🔗

From there you'll see the print settings, you may notice that Two-Sided printing is greyed out **This is normal and 2 sided printing is not set here. To set that please click the layout dropdown box and select Layout/Finish**



Here you can set binding and select from 1 sided 2 sided and booklet style printing.

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