

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



Paper size

A4 ▼

Pages per sheet

1 ▼

Margins

Default ▼

Quality

600 dpi ▼

Scale

Default ▼

Options

☐ Headers and footers

☐ Background graphics

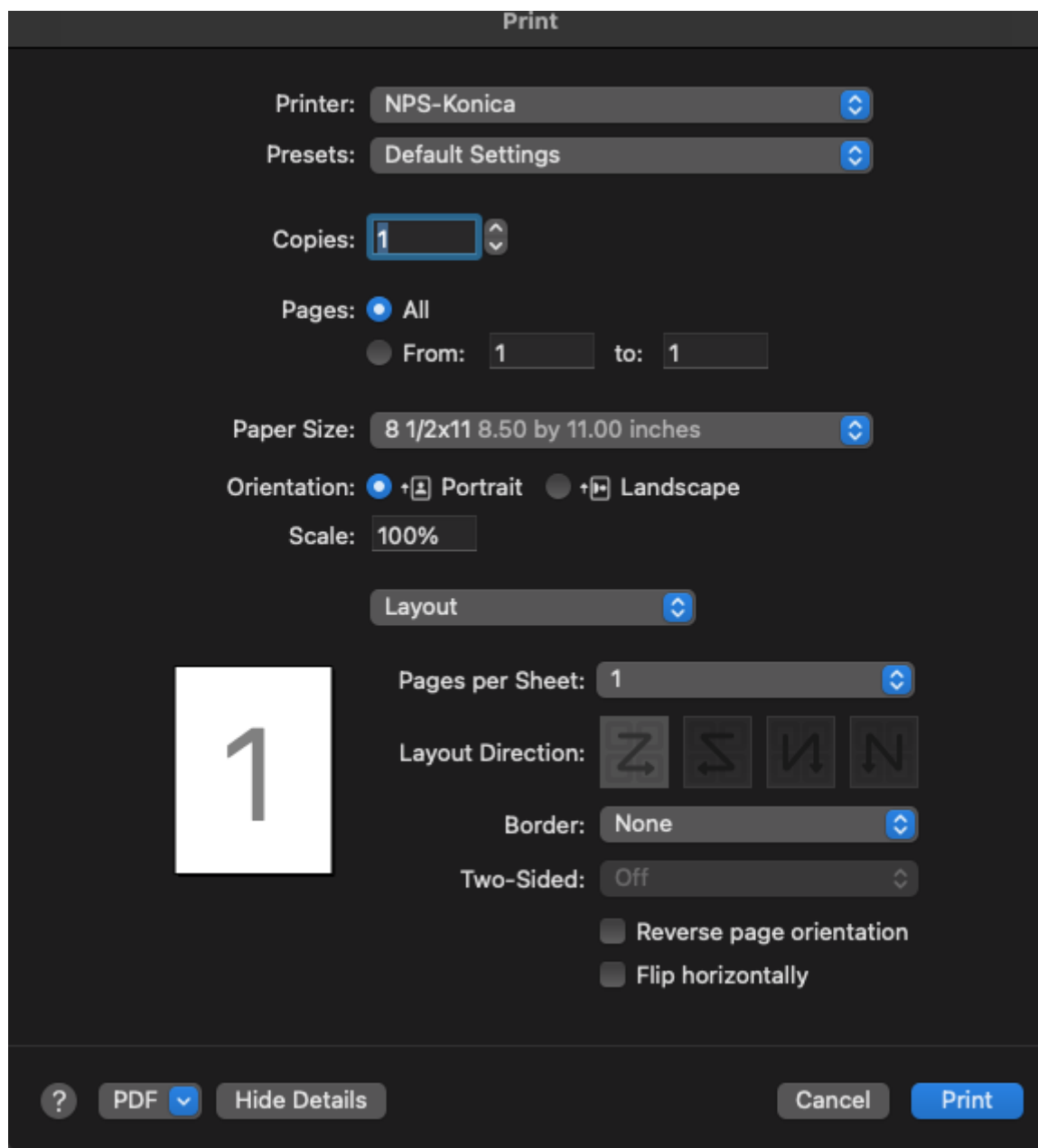
Print using system dialog... (⇧⌘P)



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.

[image-1661524645088.png](#)

Revision #3

Created 26 August 2022 14:27:34 by Michael Morse

Updated 20 October 2023 13:30:38 by Michael Morse