

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 

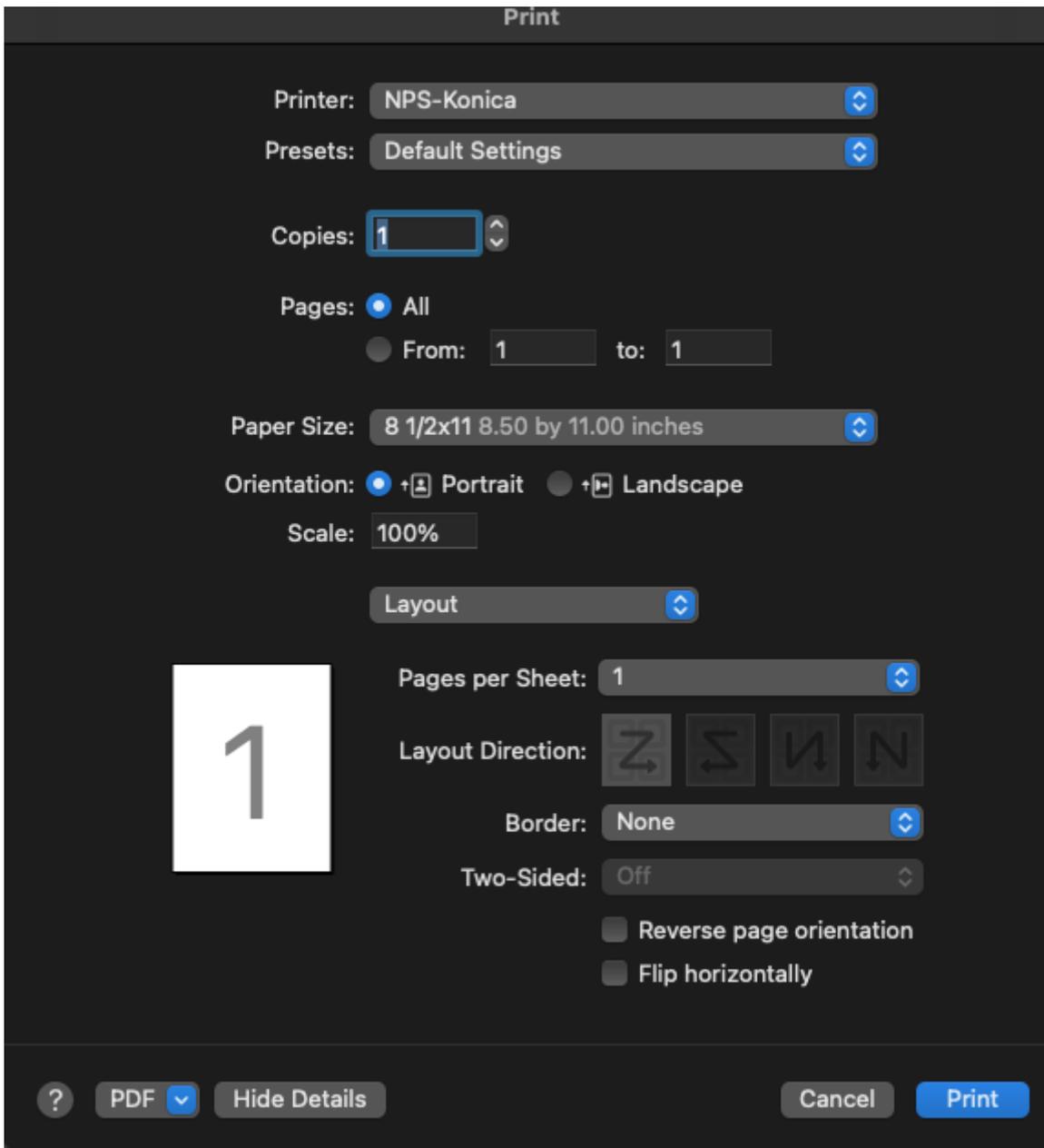
Options Headers and footers

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