

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 ▼

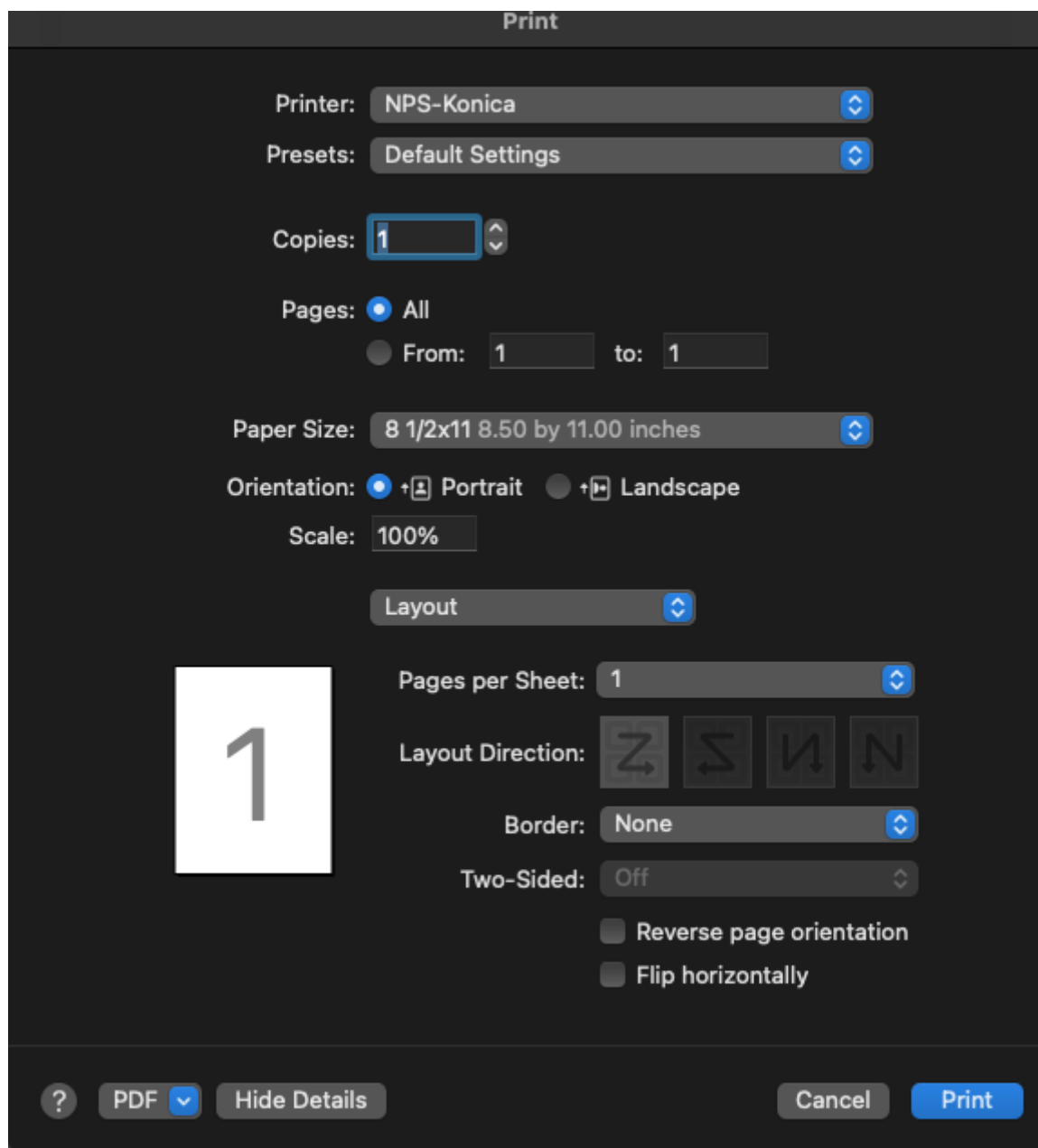
More settings 

Paper size	A4 ▼
Pages per sheet	1 ▼
Margins	Default ▼
Quality	600 dpi ▼
Scale	Default ▼
Options	<input type="checkbox"/> Headers and footers <input type="checkbox"/> 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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