SETTING A DEFAULT PRINTER IN MAC OS X WITH OR WITHOUT A PRINT CODE
QUICK GUIDE

INTRODUCTION

This guide includes step-by-step instructions for setting a default printer in Mac OS. This guide applies to two groups of users:

- Department users who DO NOT require print codes.
- Department users who DO require print codes.

Determine if your department requires a print code and follow the appropriate instructions.

Setting a Default Printer (No Print Code Required)

1. Choose **System Preferences** from the Apple menu.

2. Select **Printers & Scanners**.

3. Select a printer from the **Printer default: dropdown** menu.

4. Close the window. The default has been set.
Setting a Print Code (Print Code Required)

These instructions apply to users who are required to use print codes. If you do not know your print code, contact your immediate supervisor.

Adding a Print Code

To add a print code:

1. Visit plogicprint.csun.edu/.
2. CSUN’s Printer Installer window opens as a map and displays printers based on building/area. Your view will reflect the areas/buildings you have been approved to access.
3. **Right-click (control+click)** anywhere within the left-menu area and select **Print**.
4. Select the **Print using system dialog** link.

![Print dialog](image)
5. At the top of the printer dialog window, verify that you have the correct printer selected. If not, use the dropdown to select the correct printer.

6. Under the Layout dropdown menu, select Job Code or Job Handling depending on the printer you are using, enter your print code and follow the on-screen prompts to complete the process.

NEED HELP?

Contact the IT Help Center by phone (818-677-1400), online at (http://techsupport.csun.edu) or in person in (Oviatt Library, First Floor, Learning Commons).