

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

INTRODUCTION

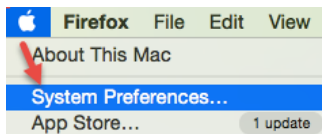
This guide includes step-by-step instructions for setting a default printer in Mac OS. This guide applies to two groups of users:

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

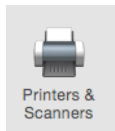
Determine if your department requires a print code and follow the appropriate instructions.

Setting a Default Printer (No Print Code Required)

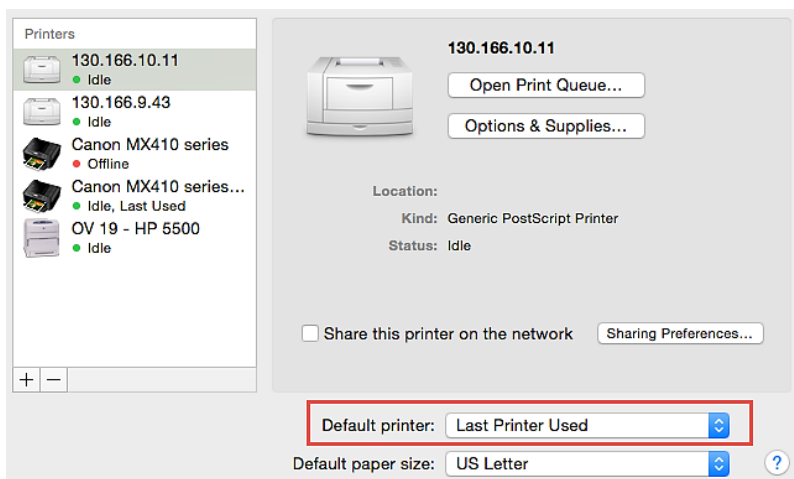
1. Choose **System Preferences** from the Apple menu.



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

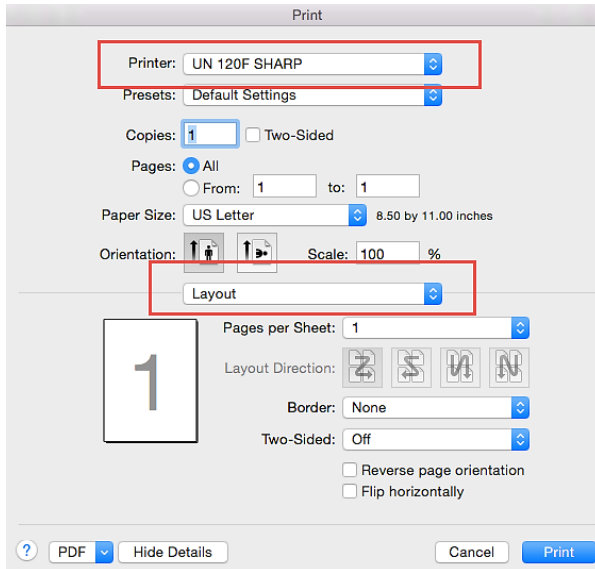
To add a print code:

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.

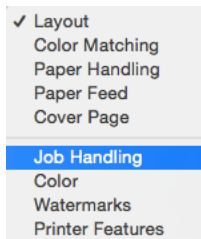
The image shows a print dialog box with the following settings:

- Print** (Title)
- Total: 2 sheets of paper
- Buttons: Cancel, Print
- Destination:** SQ 195 RICOH RICOH Aficio MP C5000 ... (Change... button)
- Pages:** All (selected), e.g. 1-5, 8, 11-13
- Copies:** 1
- Layout:** Portrait
- Color:** Color
- Options:** Two-sided (unchecked)
- + More settings
- Print using system dialog... (^⌘P)** (highlighted with a red box)
- Open PDF in Preview

- 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.



- 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).