



WMYLC – Self-Service Print Station 1 & 2 Configuration (Macintosh)

- Fuji Xerox

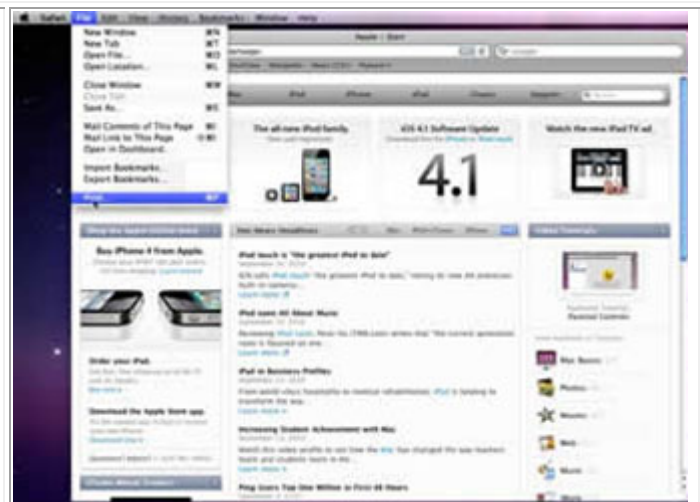
In Macintosh, the default settings of the Self-Service Print Station are: Black & White, Duplex and A4 size. Users can further change the settings.

For the configuration in Macintosh, different programs may have different interface. This webpage provides the configuration procedure for three common programs (Safari, Microsoft Word and Keynote).

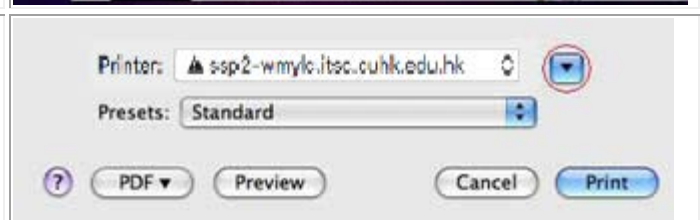
1. Safari

1. Select "**File**".

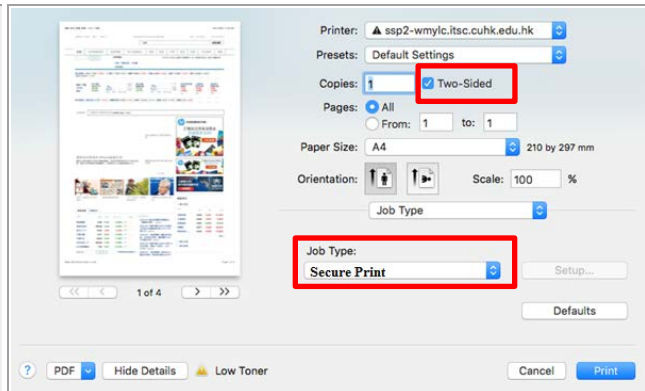
Select "**Print**".



2. Click the **arrow** button.

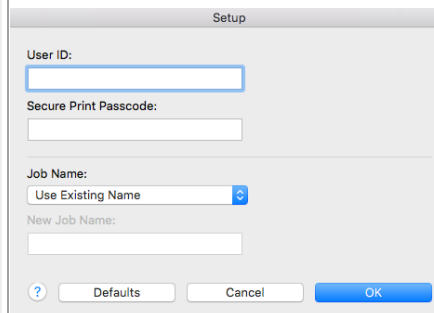


- Click **"Safari"**, then
 - Check on **"Two-sided"**
 - select **"Job Type"** -> **"Secure Print"**

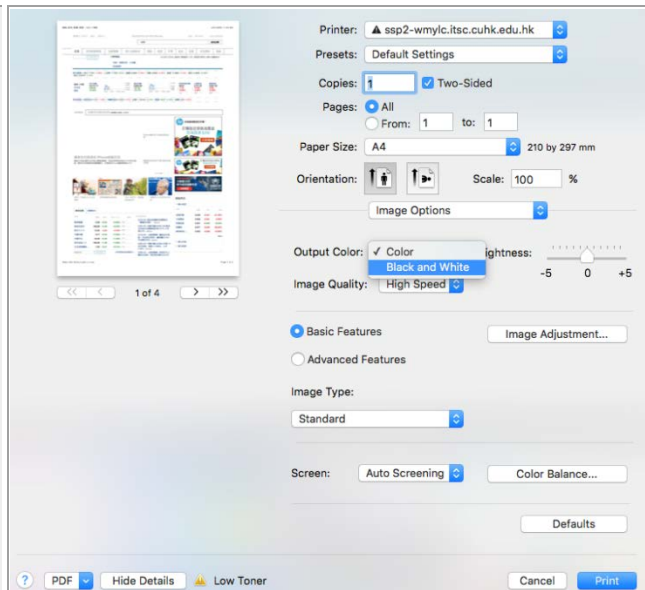


Enter the **"User ID"** and **"Password"** that you like.

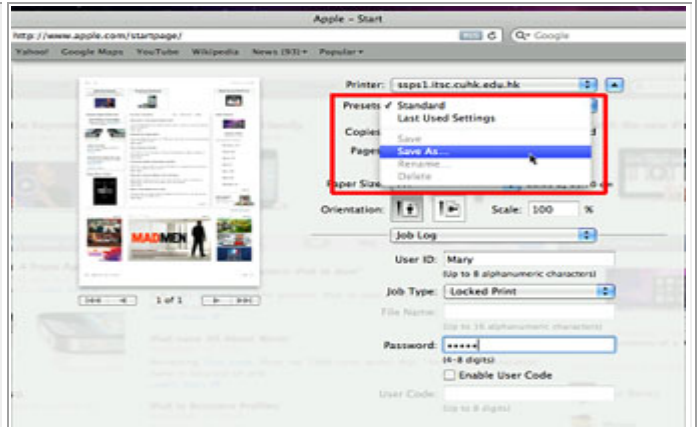
Note: Both **"User ID"** and **"Password"** can be set by the user. If you do not input **"User ID"** and **"Password"**, the warning screen will display and the print job cannot be sent.



- Select **"Image Options"** in Job Type.
 - Recommended to test on **"Black and White"**
 - then, Select **"Color"**



5. Select **"Save As"** in Presets.



7. To save the color and duplex setting, enter **"Locked Print – Color & Two-sided"** in Preset Name.



To save the black-and-white and duplex setting, enter **"Locked Print – BW & Two-sided"** in Preset Name.

Choose **"Only this printer"** in Preset Availability.

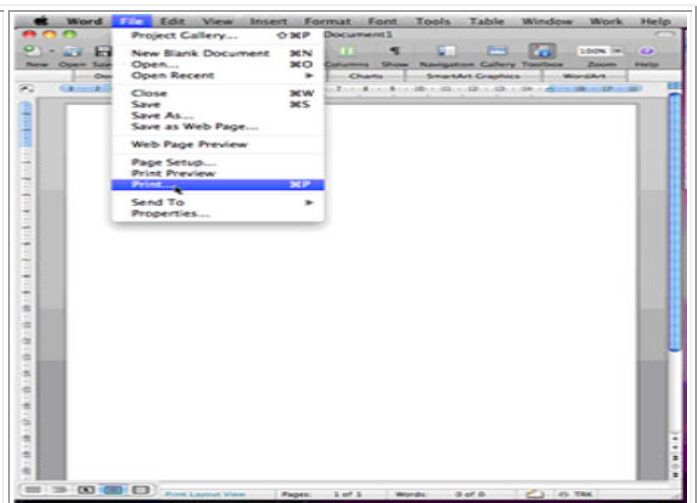


Click **"OK"**.

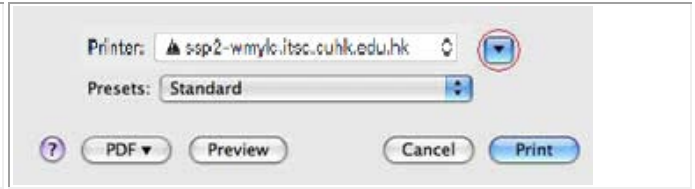
2. Microsoft Word

1. Select **"File"**.

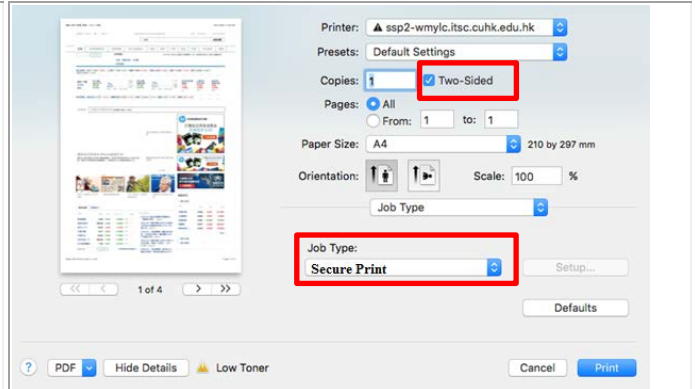
Select **"Print"**.



2. Click the **arrow** button.

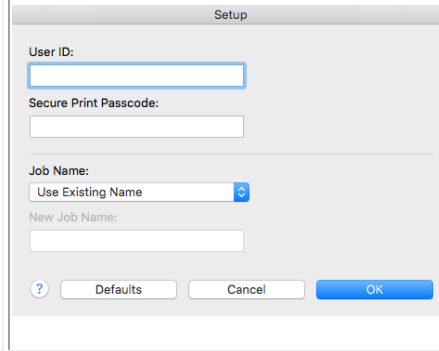


3. Click **"Print"** in MS Word, then
- Check on **"Two-sided"**
- select **"Job Type"** -> **"Secure Print"**



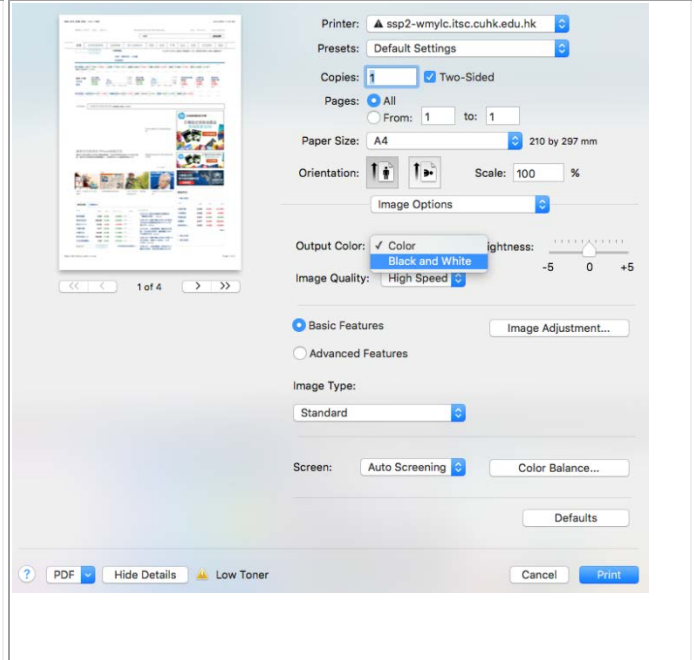
Enter the **"User ID"** and **"Password"** that you like.

Note: Both **"User ID"** and **"Password"** can be set by the user. If you do not input **"User ID"** and **"Password"**, the warning screen will display and the print job cannot be sent.

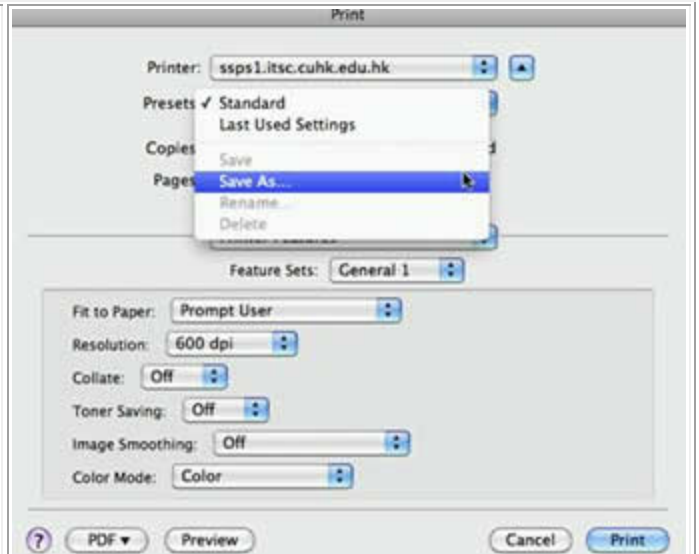


4. Select **"Image Options"** in Job Type.

- Recommended to test on **"Black and White"**
- then, Select **"Color"**



6. Select **"Save As"** in Presets.



7. To save the color and duplex setting, enter **"Locked Print – Color & Two-sided"** in Preset Name.

To save the black-and-white and duplex setting, enter **"Locked Print – BW & Two-sided"** in Preset Name.

Choose **"Only this printer"** in Preset Availability.

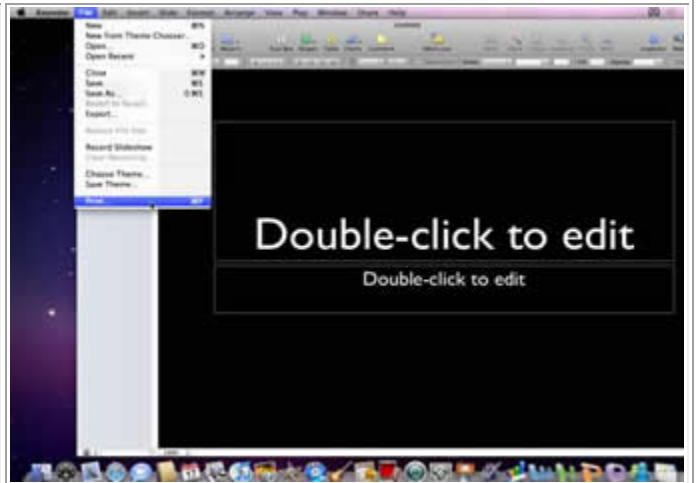
Click **"OK"**.



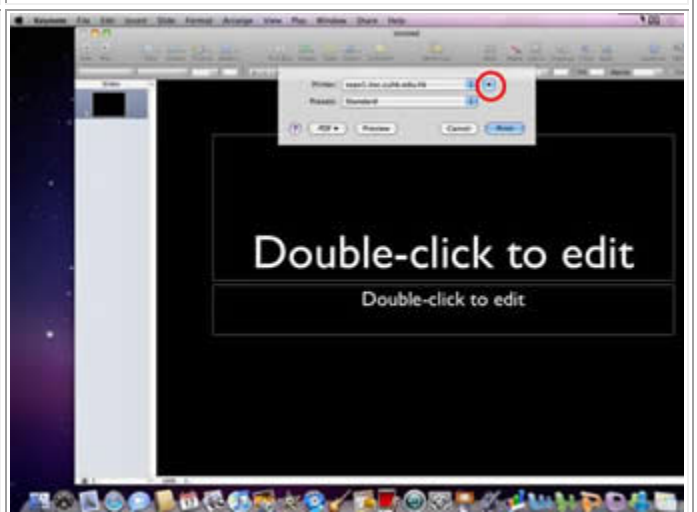
3. Keynote

1. Select "File".

Select "Print".

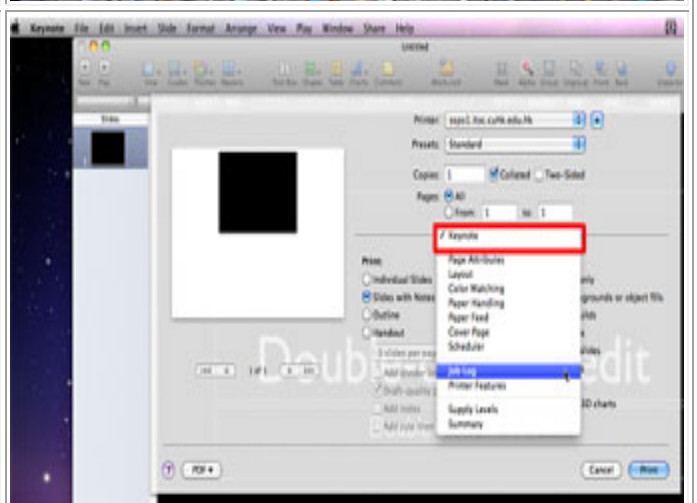


2. Click the arrow button.



3. check the box "Keynote".

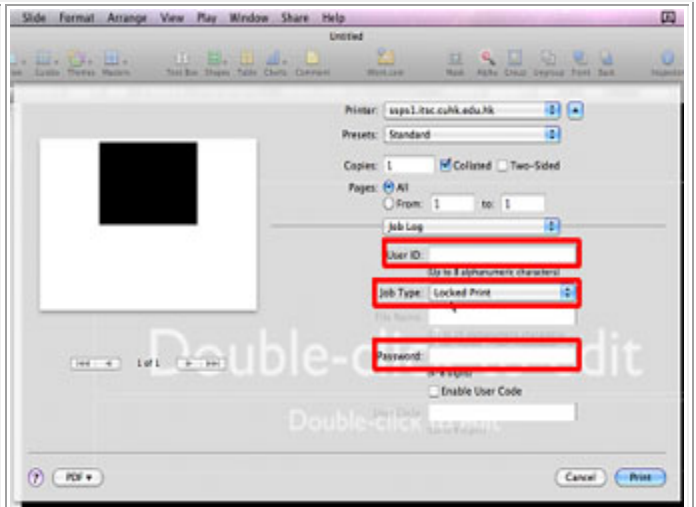
Select "Job Log".



4. Select "**Locked Print**" in Job Type.

Enter the "**User ID**" and "**Password**" that you like.

Note: Both "**User ID**" and "**Password**" can be set by the user. If you do not input "**User ID**" and "**Password**", the warning screen will display and the print job cannot be sent.

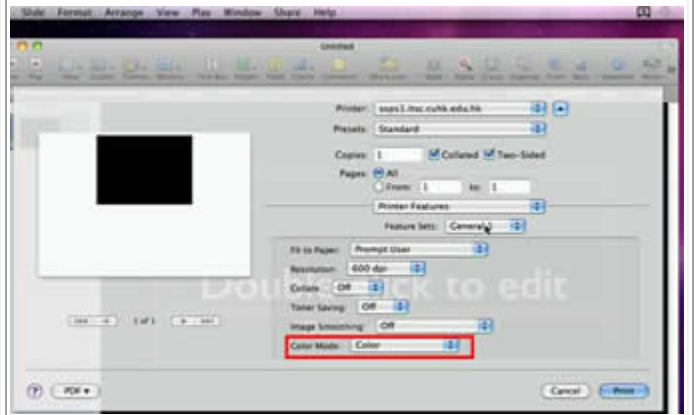
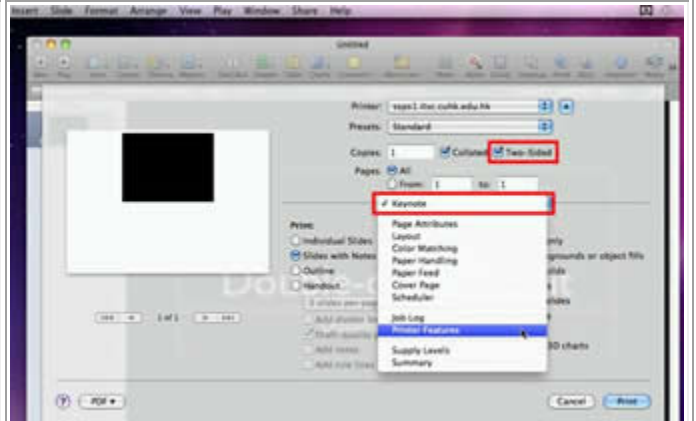


5. Check the box "**Keynote**".

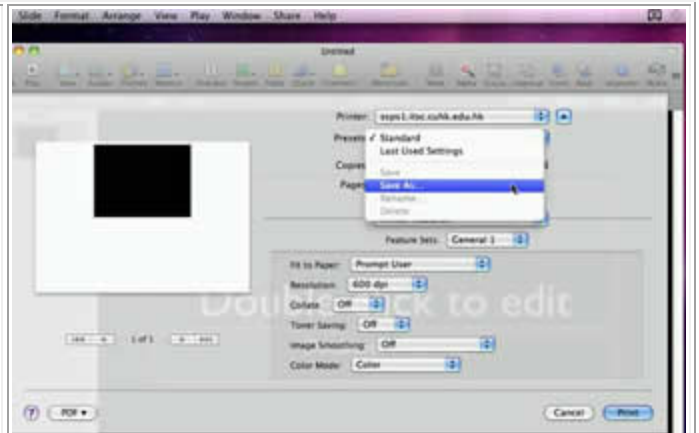
Select "**Printer Features**".

Click "**Color Mode**" to change to "**Black and White**".

Check the box "**Two-Sided**" for duplex printing.



6. Select **"Save As"** in Presets

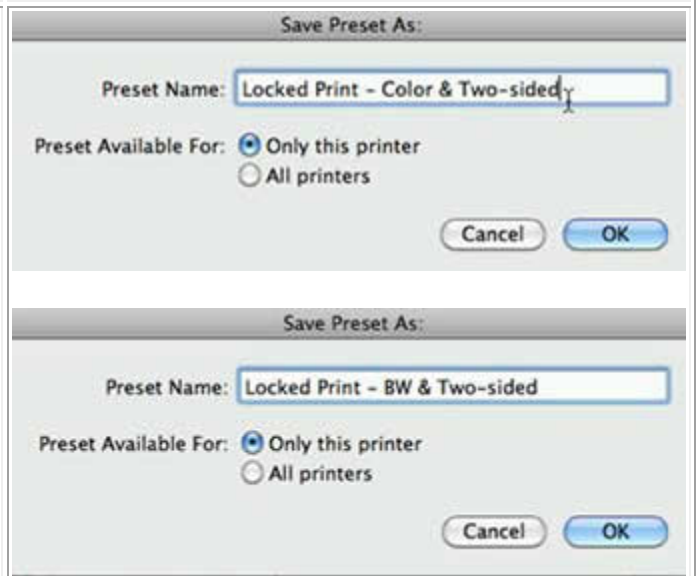


7. To save the color and duplex setting, enter **"Locked Print – Color & Two-sided"** in Preset Name.

To save the black-and-white and duplex setting, enter **"Locked Print – BW & Two-sided"** in Preset Name.

Choose **"Only this printer"** in the Preset Availability.

Click **"OK"**.



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