



Pi Chiu – Self-Service Print Station 1 Configuration (Macintosh)

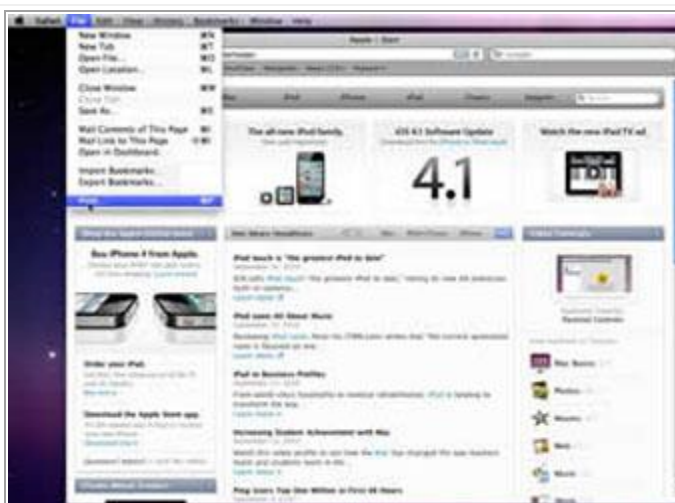
In Macintosh, the default settings of the Self-Service Print Station are: Black & White, Duplex and A4 size. Users can further change the settings.

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.



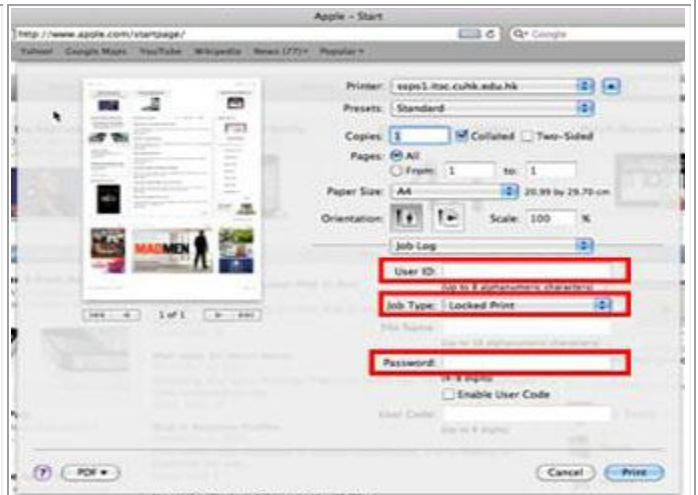
3. Click "**Safari**", then select "**Job Log**".



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.

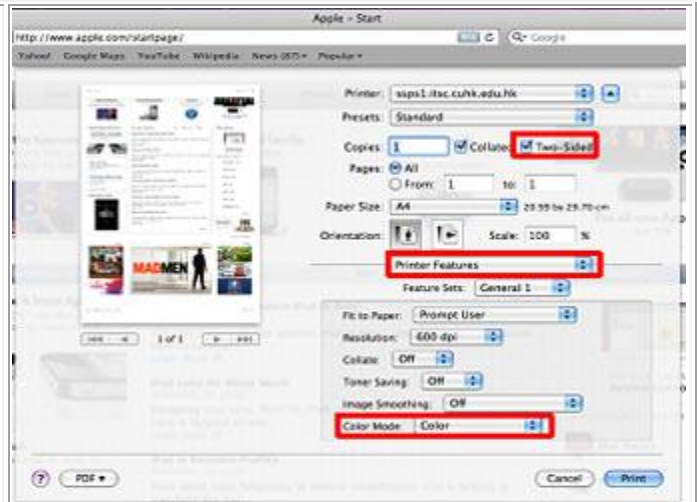


5. Click "**Job Log**".

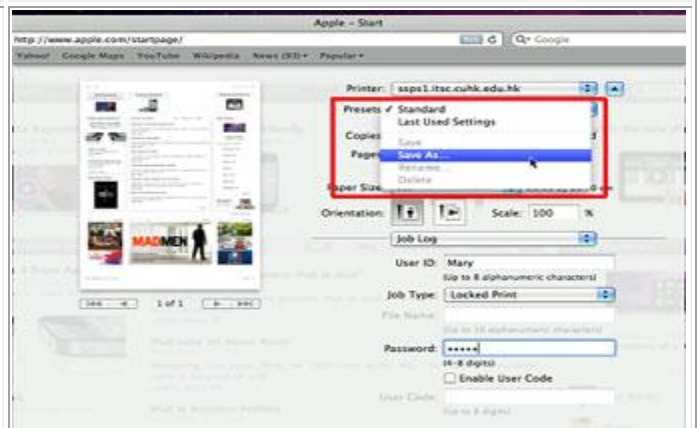
Select "**Printer Features**".

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 Preset Availability.

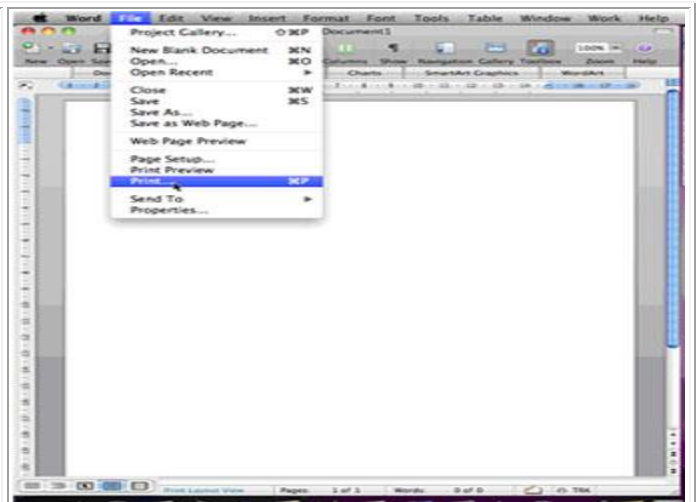
Click "**OK**".



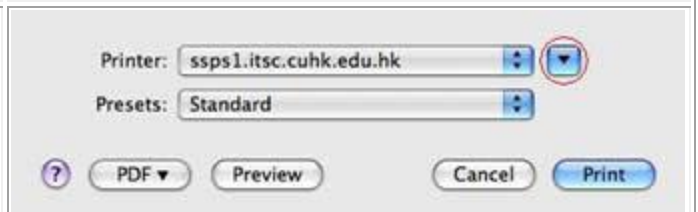
2. Microsoft Word

1. Select "**File**".

Select "**Print**".



2. Click **the arrow** button.



3. Click "**Layout**".

Select "**Job Log**".



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

Enter "**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.

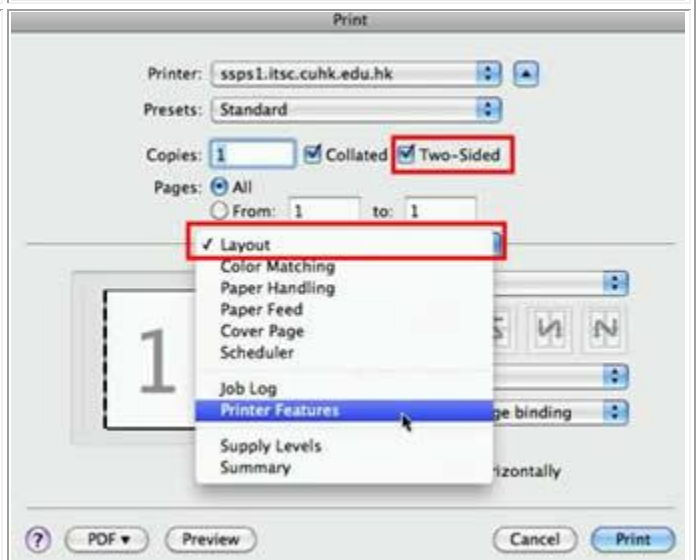


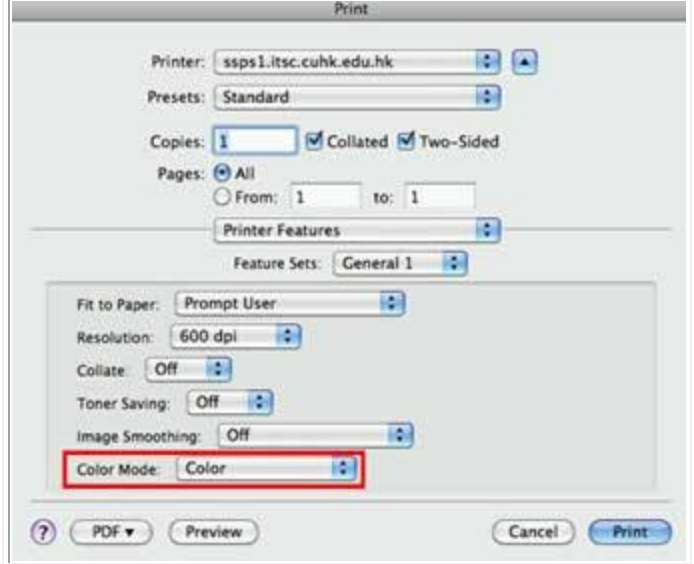

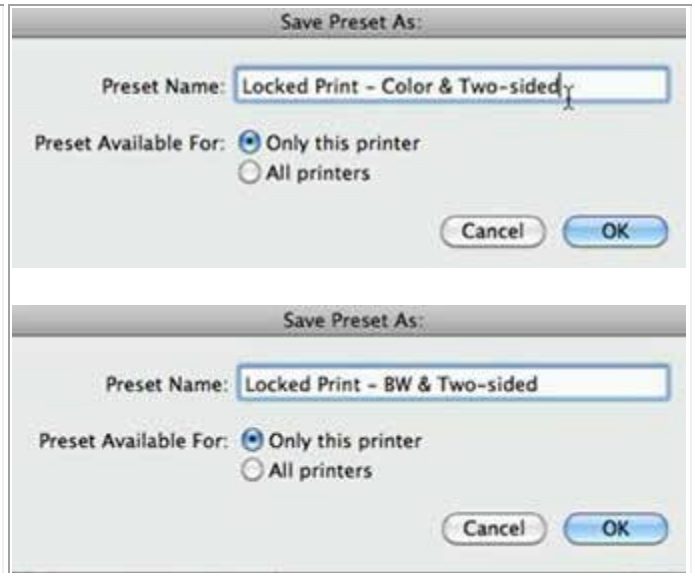
5. Check the box "**Layout**".

Select "**Printer Features**".

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

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

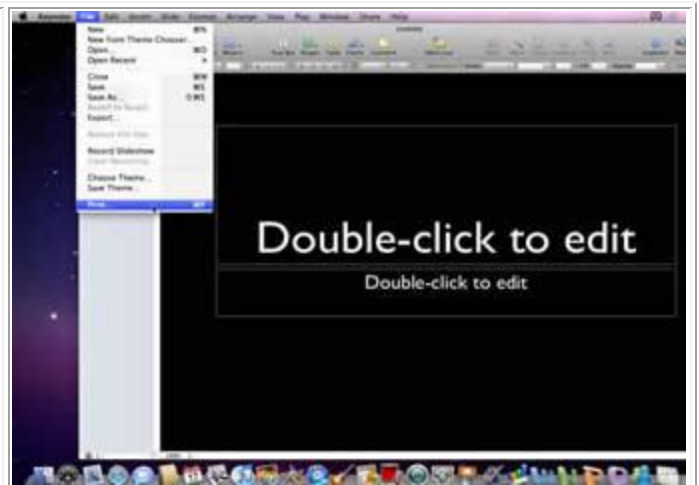


	
<p>6. Select "Save As" in Presets.</p>	
<p>7. To save the color and duplex setting, enter "Locked Print – Color & Two-sided" in Preset Name.</p> <p>To save the black-and-white and duplex setting, enter "Locked Print – BW & Two-sided" in Preset Name.</p> <p>Choose "Only this printer" in Preset Availability.</p> <p>Click "OK".</p>	

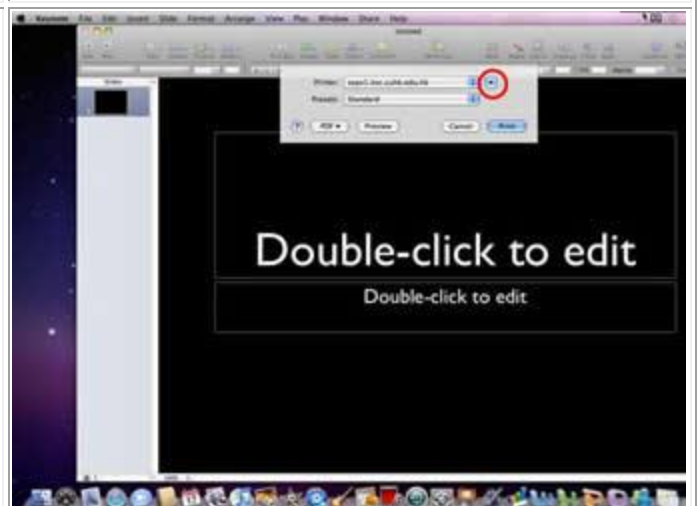
3. Keynote

1. Select "**File**".

Select "**Print**".

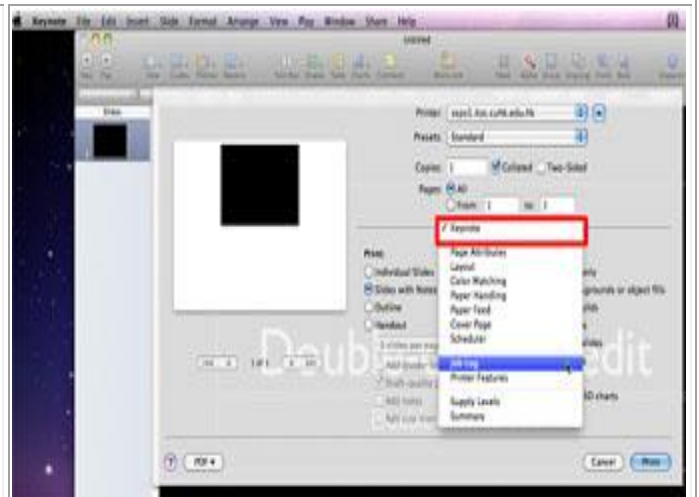


2. Click the **arrow** button.



3. check the box "**Keynote**".

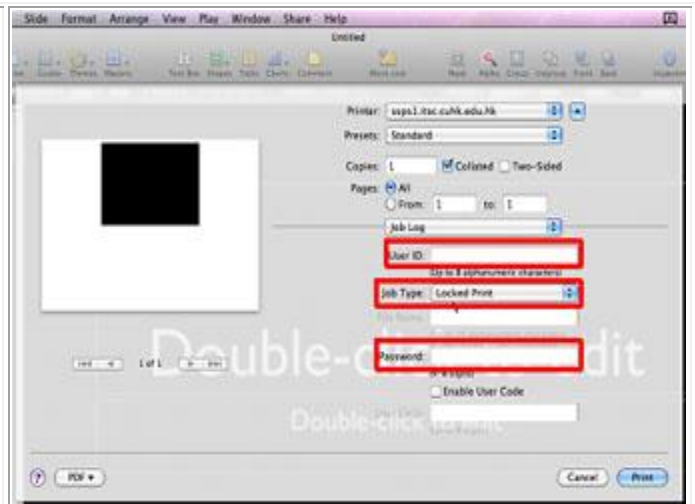
Select "**Job Log**".



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.

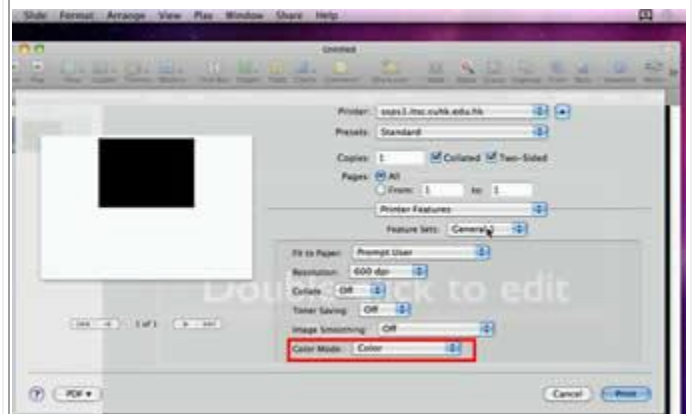
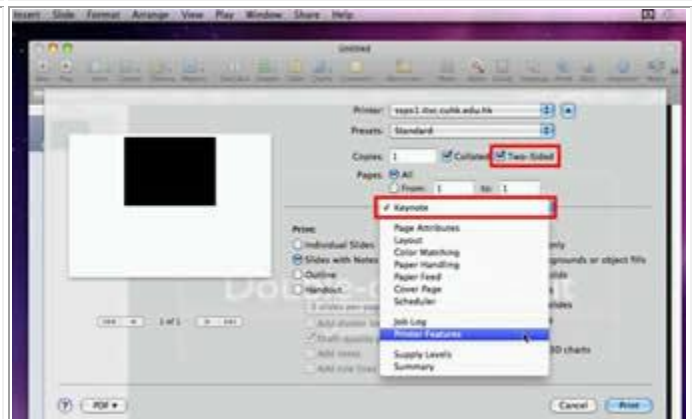


5. Check the box "**Keynote**".

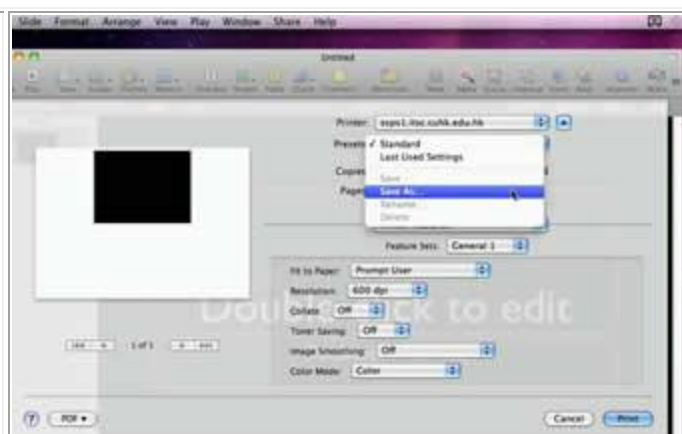
Select "**Printer Features**".

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

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



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

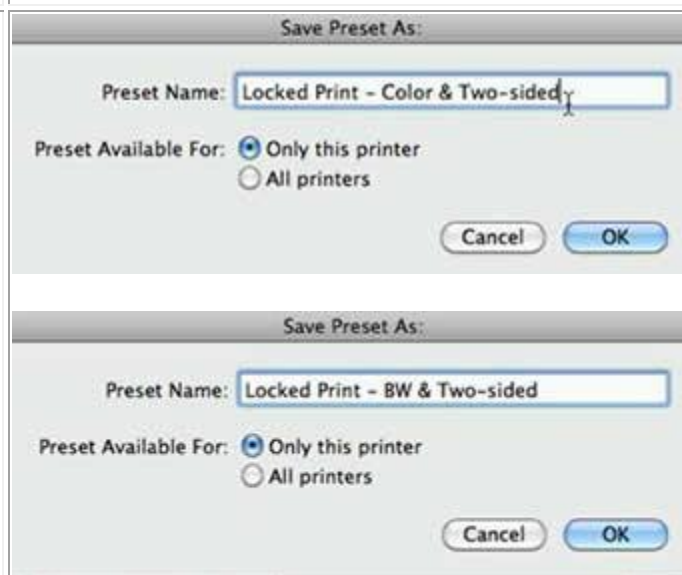


7. To save the color and duplex setting, enter **"Locked Print – Color & Two-sided"** in Preset Name.

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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