Changing Printer Defaults

Mac OS
Changing Printer Defaults

• Open a Web browser on your Mac
• Enter the address:
Access Web Interface

• If you get the following response, do the next 3 slides

• If not, skip ahead to “Choose the Printer”
Enable Web Interface

• Click on the search icon (a magnifying glass in the top, right corner) and type Terminal then press “Return”

• Type this command:
cupsctl Webinterface=yes
Enable Web Interface

• Close the Terminal window by clicking on the red dot at the upper, left-hand corner
Access Web Interface

• Click on the reload icon on the Web browser to access the Web interface
Choose the Printer

• You will be presented with a list of the available printers
• It may looks something like this:
Choose the Printer

- Click on the printer you want to modify
Set Default Options

• Click where it says “Administration” and choose “Set Default Options”
Choose “Finishing”

- Click on the “Finishing” tab for 2-sided
Choose Your Settings

- Double-sided is the “Duplex” setting
- Set it to “Off” for single-sided
Save Your Settings

- Scroll to the bottom of the window
- Click “Set Default Options” to save