Mac - setting default print settings

By default, Mac Printers are set to single sided and color. We encourage that you change your default settings to double-sided and B&W. B&W printing is less expensive and double sided uses less paper.

How to set default settings for Single paged, double paged and color options:

1. From the print dialog box, you can edit the print properties by selecting the red drop-down menu. In this case, the screenshot is printing from Microsoft Word. This would be replaced with a different name if you are printing from a different program.

	Print				
Printer:	F7124Color	\$			
Presets:	Default Settings				
	Microsoft Word				
		1			
Print What: Document	○				
Print: 💿 All pages in range					
Odd page	s only Word Options				
Print data only for forms					
Print PostScript over text (PostScript printers only)					
	onlies	Cancel			
	spiles				

2. Select Xerox Features



3. On this page, you can select the properties of your print jobs. (e.g. ½ sided, color vs b/w)

Printer:	F7124Color			
Presets:	Default Settings			
	Xerox Features			
Paper/Outp	ut			
Job Type:	📑 Normal Print	¢		
Paper:	+ White - Printer Default Type			
2-Sided Printing:	🕞 2-Sided Print			
Finishing:	- No Staple - No Hole Punch			
Xerox Black and White:	On			
Print Quality:	Standard			
Output Destination:	🗲 Automatic	\$		
? PDF 🔽 🔺 Low Supplies			Cancel Print	

4. To save the settings, click on the Presets dropdown menu and select Save Current Settings as Preset...

