



Sustainability

Washington University in St. Louis

Green Office Program

Tutorial: Defaulting Double-Sided Printing on Mac OS (HP printer)

1. Open your Safari browser and type <http://localhost:631/> into your address bar. This will take you to CUPS, a system developed by Apple that lets you manage your printing.

2. Click the "Administration" tab at the top of the page.

CUPS 1.5.3
CUPS is the standards-based, open source printing system operating systems.

CUPS for Users
Overview of CUPS
Command-Line Printing and Options
What's New in CUPS 1.5
User Forum

CUPS for Administrators
Adding Printers
Managing Operation Policies
Printer Accounting Basics
Server Security
Using Kerberos Authentication
Using Network Printers
cupsd.conf Reference
Find Printer Drivers

CUPS API
Filter and Backend Programming
HTTP and IPP APIs
PPD API
Raster API
PPD Compiler Driver Information File Reference
Developer Forum

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3. Under "Printers," click "Manage Printers."

Printers
Add Printer Find New Printers **Manage Printers**

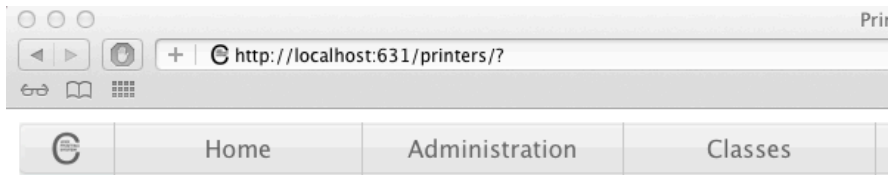
Classes
Add Class Manage Classes

Jobs
Manage Jobs



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Search in Printers:

Show

Queue Name ▼	Description
HP_LaserJet_1012__Bailey_s_iMac_V2	HP LaserJet 1012 @ Bailey's iMac V2
ST_S_Color_Print	STS Color Print
ST_S_Print	STS Print
WUSTLprint	WUSTLprint
WUSTLprint-color	WUSTLprint-color

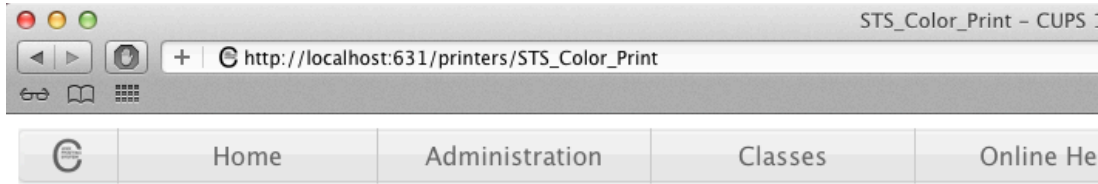
4. Click on the name of the printer to which you print most frequently and whose settings you would like to change.



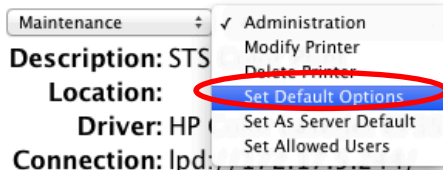
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STS_Color_Print (Idle, Accepting Jobs)



5. Change the second drop box from the left (which will say "Administration") to "Set Default Options."

Defaults: job-sheets=none, none media=na_letter_8.5x11in sides=one-sided

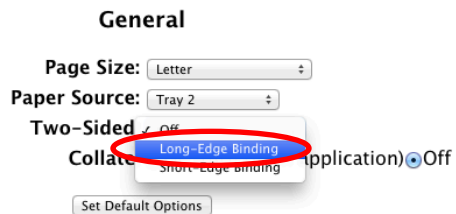
Jobs

Search in STS_Color_Print:

Set Default Options for STS_Color_Print

[Options Installed](#) [Job Storage](#) [Image Quality](#) [General](#) [Finishing](#) [CMYK Inks](#) [Color Options](#)
[Watermark/Overlay](#) [Banners](#) [Policies](#) [Port Monitor](#)

6. Select the "General" menu at the top
7. In the drop box next to "Two-Sided," select "Long-Edge Binding"





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To view this page, you must log in to area "CUPS" on localhost:631.
Your password will be sent unencrypted.

Name:

Password:

Remember this password in my keychain

Cancel Log In

8. CUPS will then prompt you for your login information. This is the username and password set on your computer, **not** your email, WUSTLkey, etc.
9. **NOTE:** If you find that you don't have a name/password that allows admin access to your computer, see our alternative Mac tutorial.

All Done!



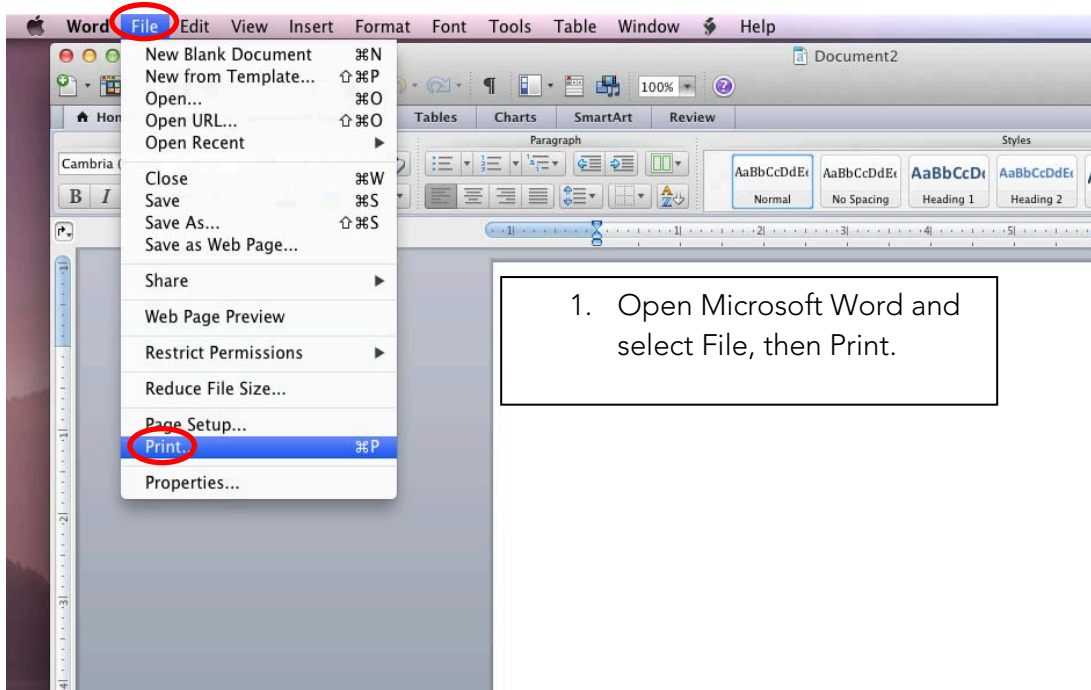
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Tutorial: Defaulting Duplex Printing on Mac OS X (HP printer)

This is for those without admin access to their computer. If you haven't seen our other Mac Duplex tutorial, try that one first.

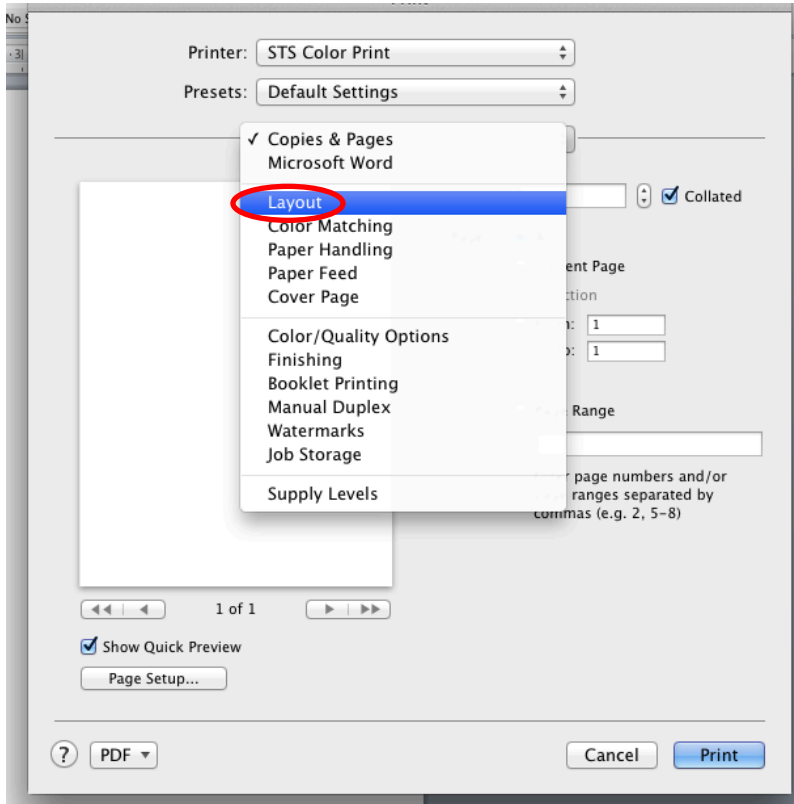




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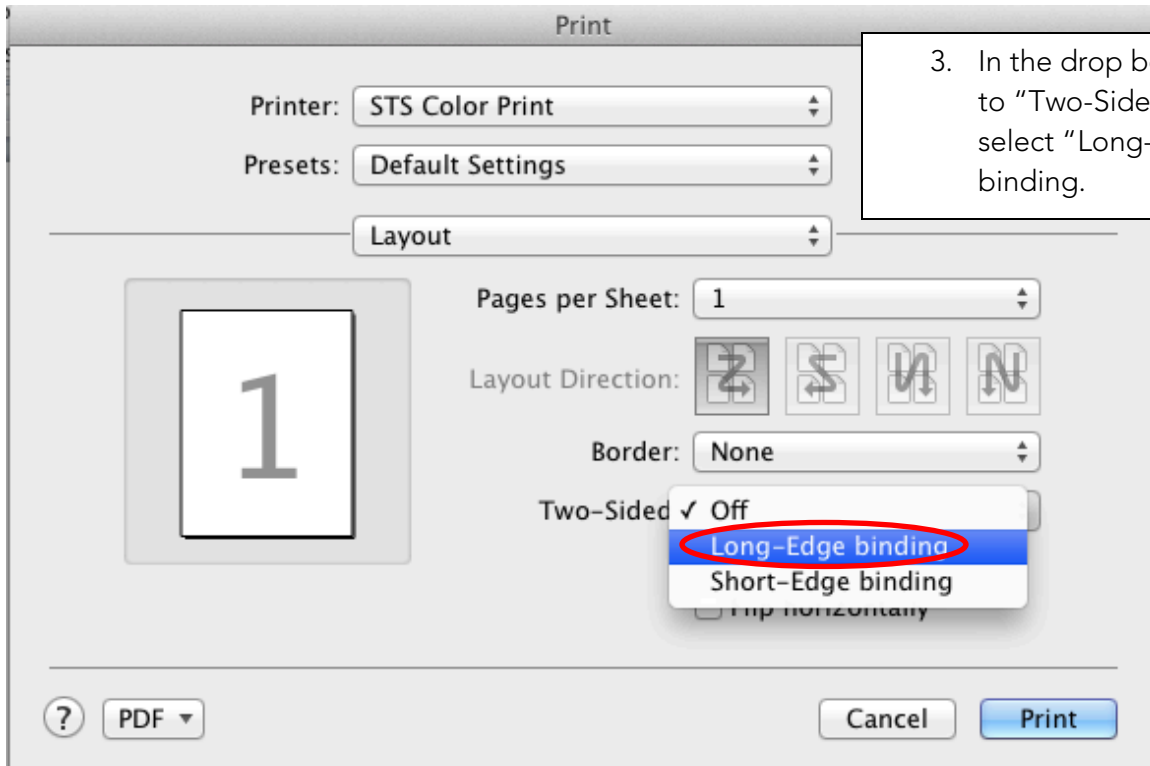
2. In the third drop box from the top (where it usually says "Copies & Pages") select "Layout".



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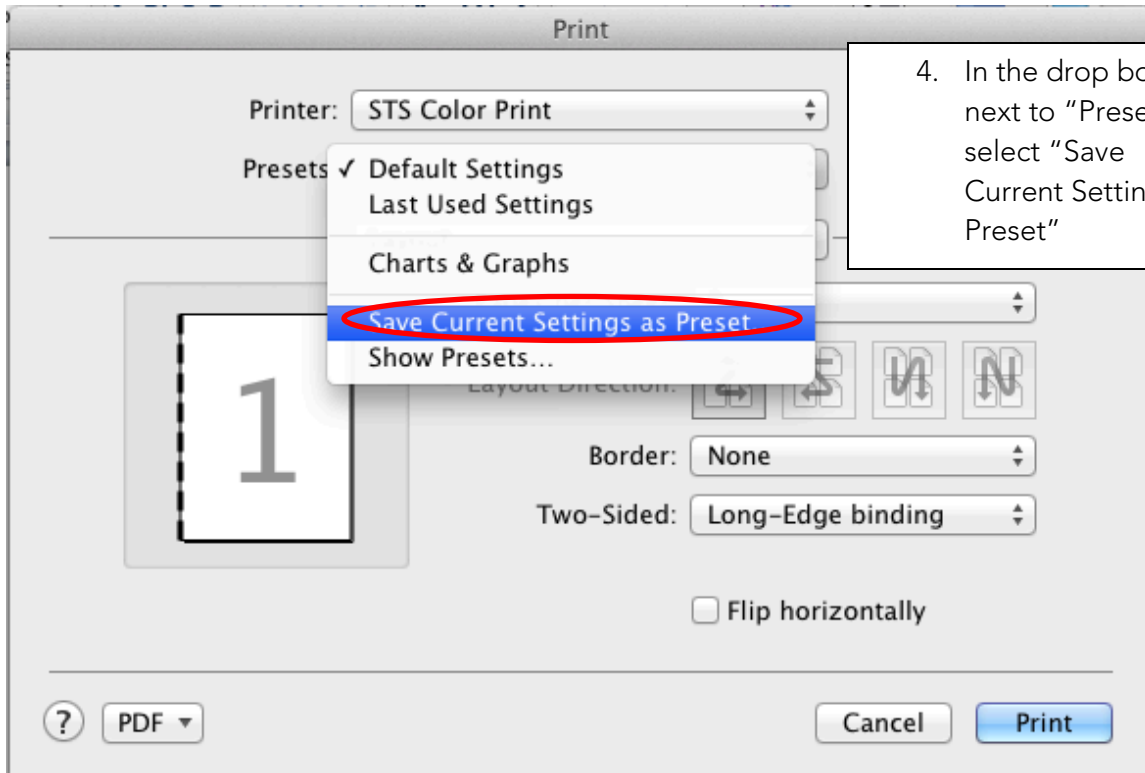




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Print

Preset Name: **Duplex by Default**

Preset Available For: Only this printer
 All printers

Pages per Sheet: [Cancel] [OK]

Layout Direction: [Left] [Right] [Top] [Bottom]

Border: None

Two-Sided: Long-Edge binding

Flip horizontally

[?] PDF [Cancel] [Print]

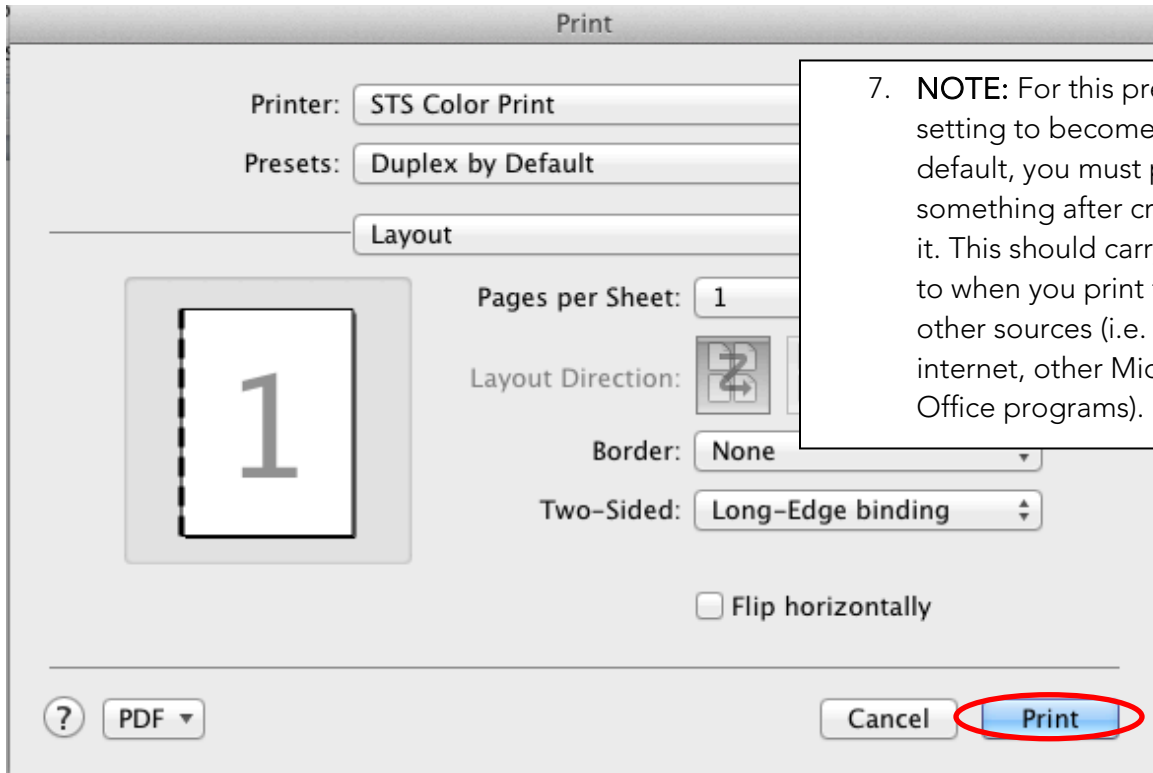
5. Rename the setting as you would like.
6. Select "all printers"



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7. **NOTE:** For this preset setting to become the default, you must print something after creating it. This should carry over to when you print from other sources (i.e. the internet, other Microsoft Office programs).

All Done!