

## QUICK GUIDE TO PRINTING ON A MAC

- **File > Print** or **Cmd + P**
- Choose **PRINTSERV-CTLT\_LJP4015x** for the first floor's black and white printer, a HP Laser Jet 4200.
- Choose **PRINTSERV-CTLT\_ColorPrinter** the first floor's color printer, a HP Color Laser Jet 4700dn.
- Make sure you check that the number of pages you are printing correlates for how much you are charged:

Color Printing	2 points per page
Grayscale Printing	1 point per page
Duplex Printing	Same as above. There is no charge for using both sides of the paper

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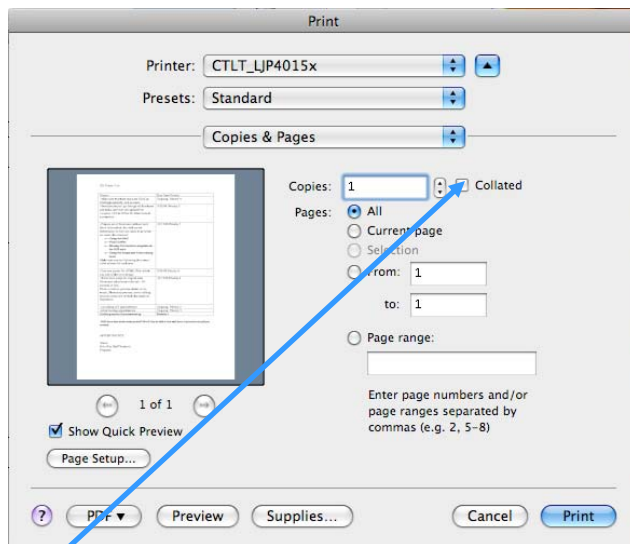
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# MAC Printing in the CTLT



## BASICS

1. Choose **File> Print**.
2. **PRINTSERV-CTLT\_LJP4015x** is the first floor's black and white printer: a HP Laser Jet 4200. **PRINTSERV-CTLT\_ColorPrinter** is the first floor's color printer: a HP Color Laser Jet 4700dn.
3. Click the blue arrow located next to the drop down menu to expand the menu and see other printing options. Here you can preview the document you're about to print and specify the number of copies.



**TIP:** Isn't it a pain when you have to print out twenty copies of a ten page paper and then you sort out all the pages and put it in order? If you make sure the box next to "Collated" is checked, the printer will do that for you.

## FINISHING UP

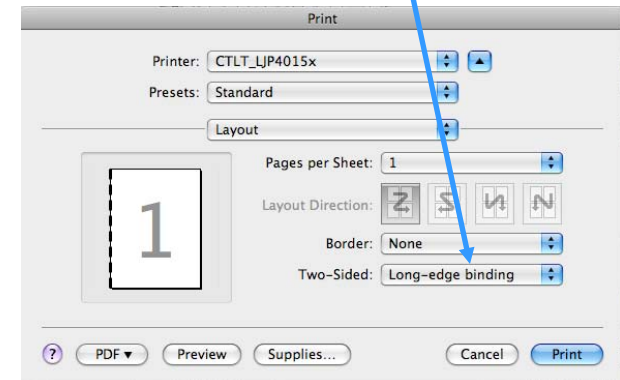
1. Once you are finished with your printing preferences, click **Print**. This screen will pop-up:
2. By default, it will show your last and first name. Instead, enter your Goucher user-name and password.
3. Next, you will be prompted to approve the printing job; make sure you check that the number of pages you are printing correlates to what you are being charged:



Color Printing	2 points per page
Grayscale Printing	1 point per page
Duplex Printing	Same as above. There is no charge for using both sides of the paper

## DUPLEX PRINTING

1. Choose **File> Print**.
2. If the full menu is not shown, click the blue arrow next to the drop down menu.
3. Click on the drop down menu directly under the "Presets" menu and choose "Layout."
4. In the bottom right of the screen is a menu that says "Two-Sided." If it says "off," click and choose "Long-Edge Binding."
5. Click "Print."



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