Mac’s can connect to BIH621T via Casper. [http://mediawiki.middlebury.edu/wiki/LIS/Casper](http://mediawiki.middlebury.edu/wiki/LIS/Casper)

Mac computers have the ability to print directly to the TASKalfa 8000i. However, in order to avoid inconvenience to anyone who might be making copies at the machine when you print, it is preferable NOT to print directly, but to send your job to a mailbox, to be released when you get to the machine.

You can set up a Preset on your Mac, so that all your print jobs to the TASKalfa default to a mailbox.

There are several mailbox options on the TASKalfa:

- **Printing to the Default Folder found in the Custom Box** – jobs are deleted from this folder as soon as they are printed
- **Stored Printing** – jobs are stored on the hard drive of the TASKalfa until you delete them or indefinitely
- **Private Printing** – jobs are stored until you delete them or indefinitely and are not visible to others or printable by them

Instructions for these three mailbox options are found below –

1. **Printing to the Default Folder found in the Custom Box** – jobs are deleted from this folder as soon as they are printed

First open the Printer Dialog box.
Click on Job Storage (e-MPS) and select Printer settings.
Click on Default Settings by Presets:

Then on

Save Current Settings as Preset...

Show Presets...

Give your Preset a name and click “OK”

If you like, you can save these settings as a printer Preset

Choose Custom Box

You will be prompted for a Box #. Enter # 1.
2 – Stored or Private Printing – jobs are stored on the hard drive of the machine until you delete them or indefinitely and can be password protected

First open the Printer Dialog box.

Click on

Choose Job Settings

Click on

Job Storage (e-MPS)
Choose Job storage from the Job Storage (e-MPS) drop down list.

If you would like your job to be private (not visible to others or printable by others) tick the Access Code box and enter a 4 digit code you can remember.

You will be asked for that 4 digit code when you ask the TASKalfa to release the job.
If you like, you can save these settings as a printer Preset.

Then on

Save Current Settings as Preset...

Give your Preset a name and click “OK”.