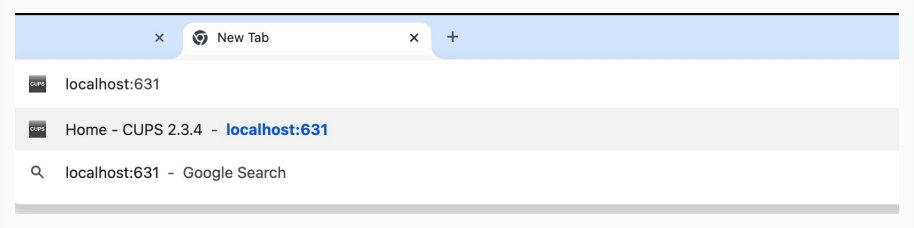
Set Your Printer's Default to Single-Sided

A step-by-step macOS guide using the CUPS web interface (localhost:631). Follow each step in order — screenshots are included for reference.

1 Open a browser and go to localhost:631

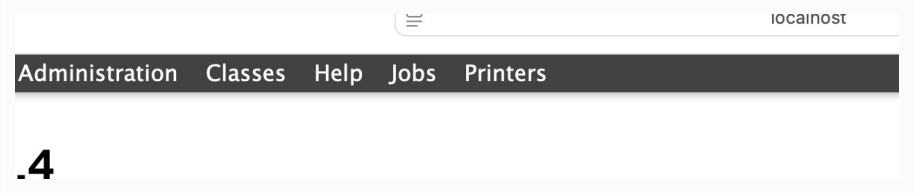
Launch your web browser, type **localhost:631** into the address bar, and press **Enter**.



*Type **localhost:631** in your browser's address bar.*

2 Click Printers in the upper-right menu

From the top navigation bar of the CUPS home page, click **Printers**.



*The top navigation bar — click **Printers**.*

3 If you see “Web Interface is Disabled”, copy the command

If this screen appears, copy the command **cupsctl WebInterface=yes** (do not include the quotation marks). You will paste it into Terminal in the next steps.



Copy the highlighted command — without the quotation marks.

Note: If the web interface is already enabled, skip ahead to **Step 8** (selecting your printer).

4 Open Spotlight Search

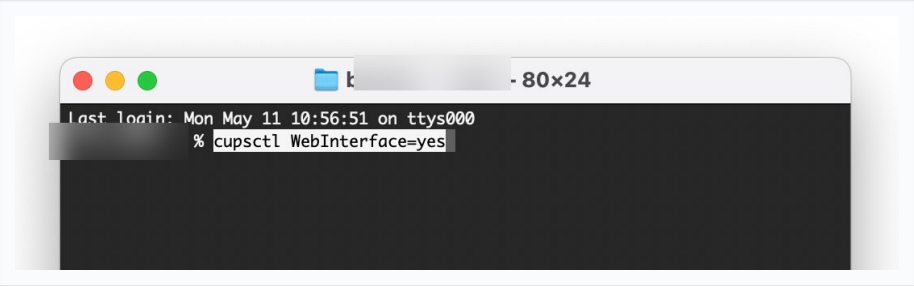
Click the **magnifying glass** icon at the top-right corner of your screen to open the macOS search function (Spotlight).



The magnifying glass icon in the menu bar opens Spotlight.

5 Type Terminal and open it

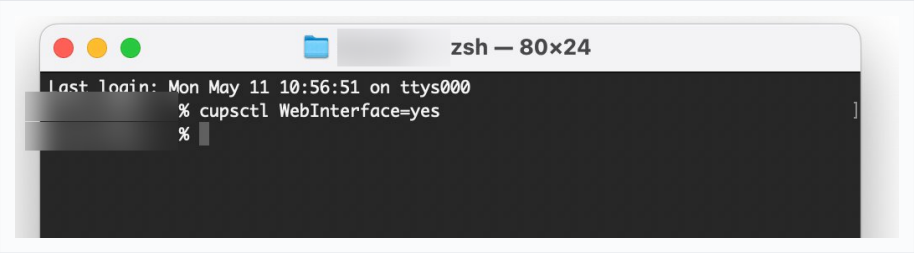
In Spotlight, type **Terminal** and press **Enter** to open the Terminal application.



A fresh Terminal window on macOS.

6 Paste the command and press Enter

Paste **cupsctl WebInterface=yes** into the Terminal window and press **Enter**. The command runs silently and returns to a new prompt — that means it worked.



After the command runs, a new empty prompt appears.

7 Exit Terminal

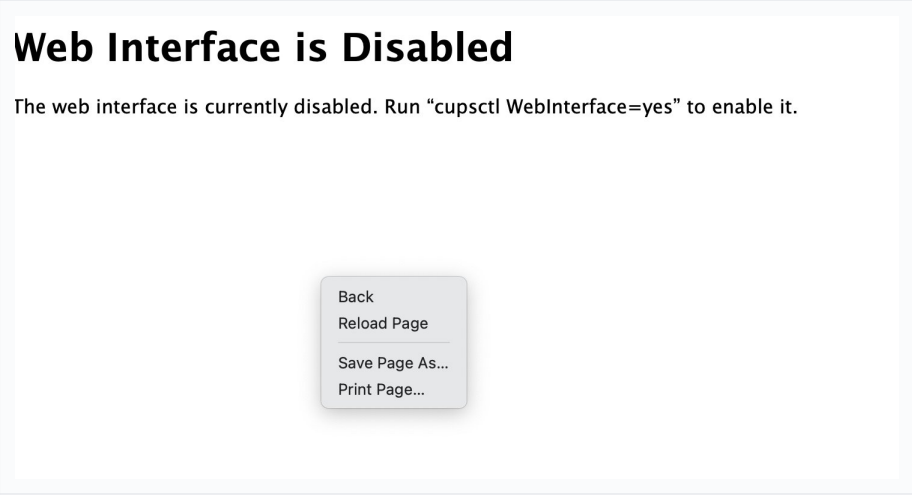
Close Terminal by clicking the red close button in the top-left corner of the window.



Click the red dot to close Terminal.

8 Return to localhost:631 and reload the page

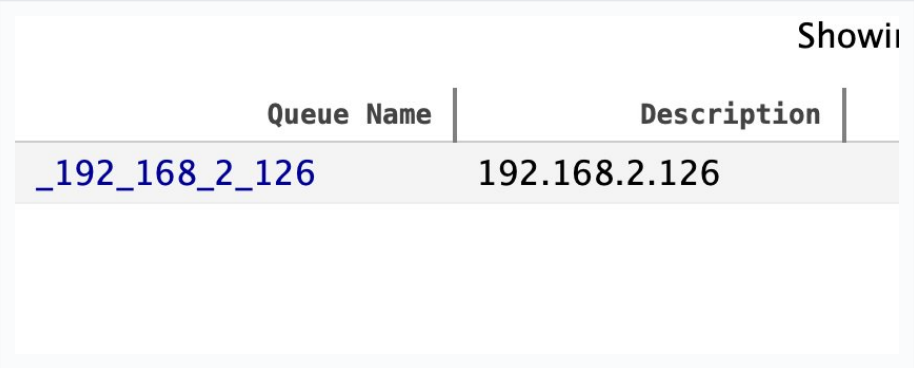
Go back to your browser tab for **localhost:631**. Make sure the window is selected, then press **Command (⌘) + R** to reload — or right-click the page and choose **Reload Page**.



*Right-click anywhere on the page and choose **Reload Page**.*

9 Select your printer from the list

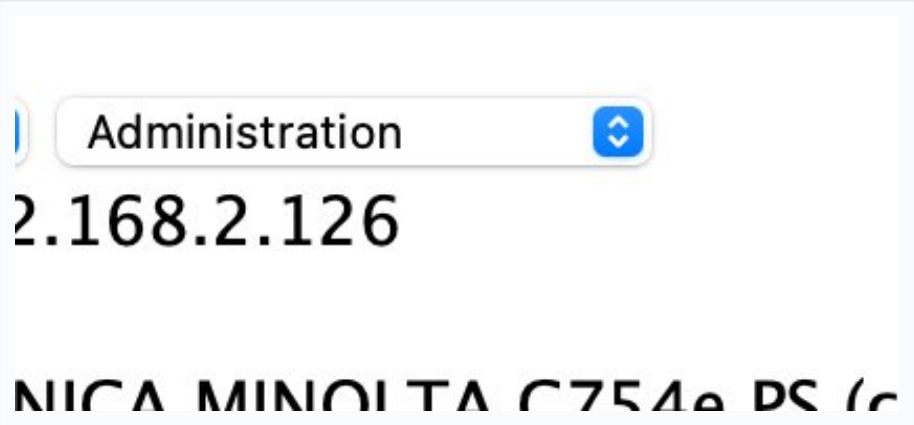
On the Printers page, click your printer's name on the left-hand side of the table to open its settings.



Click the printer name (shown in blue) to open it.

10 Open the Administration drop-down

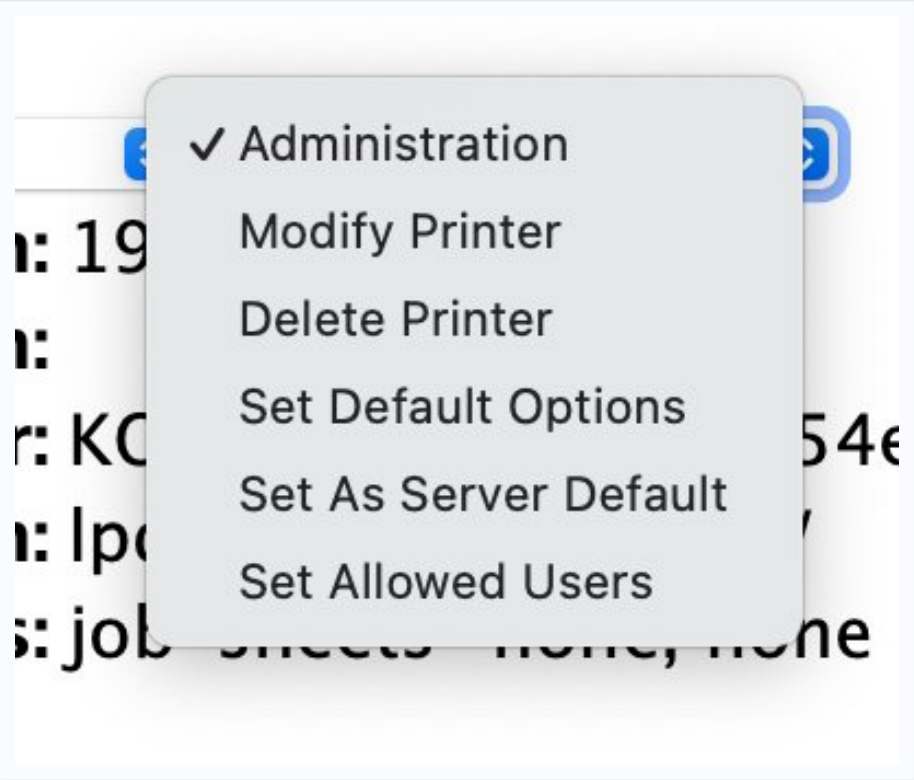
On your printer's page, find the **Administration** drop-down menu near the top.



The Administration drop-down menu.

11 Choose Set Default Options

From the Administration drop-down, click **Set Default Options**.



*Select **Set Default Options** from the menu.*

12 Click Finishing Options

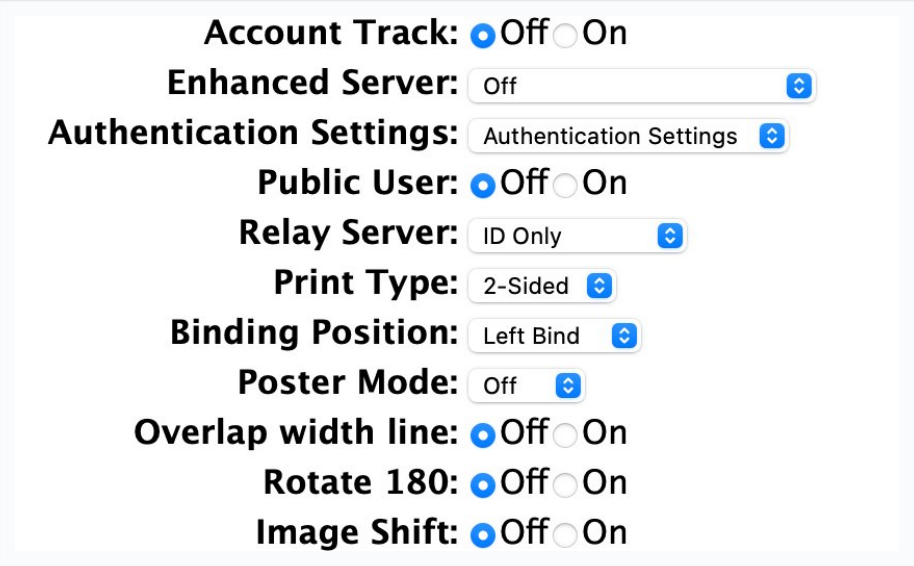
On the next screen, click **Finishing Options** in the middle of the page.



*The **Finishing Options** section header.*

13 Change Print Type from 2-Sided to 1-Sided

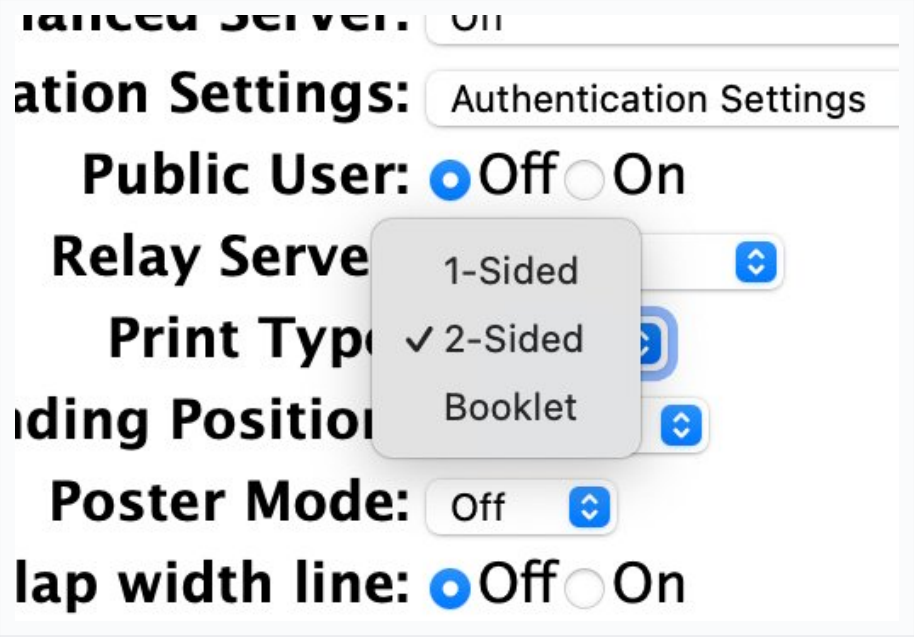
Find the **Print Type** setting (currently set to **2-Sided**). Click the drop-down menu and choose **1-Sided**.



*Locate the **Print Type** drop-down — it currently reads **2-Sided**.*

13a Select 1-Sided from the menu

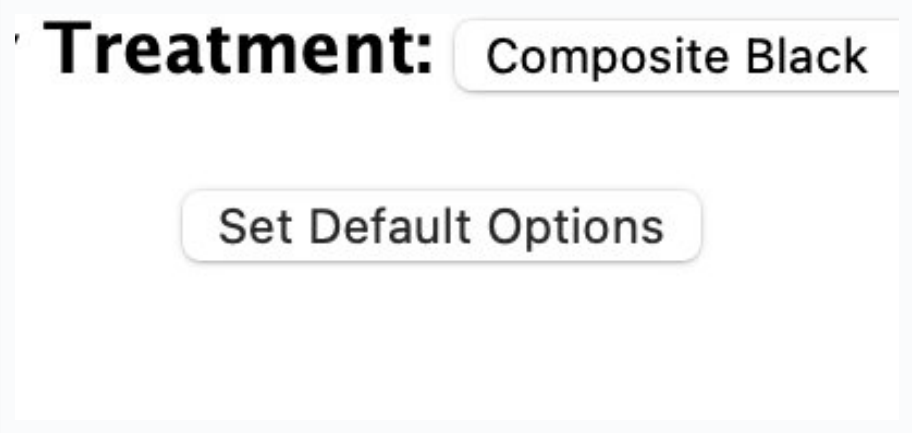
When the drop-down opens, choose **1-Sided**.



*Pick **1-Sided** from the open drop-down.*

14 Scroll to the bottom and click Set Default Options

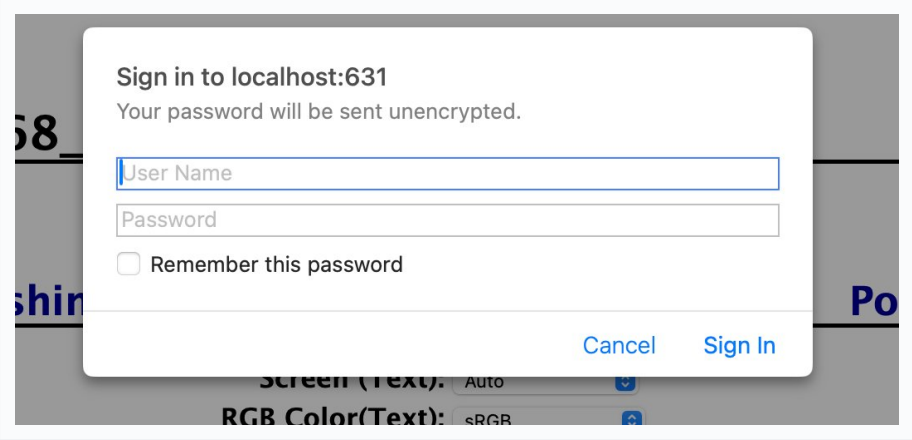
Scroll all the way down the page until you see the **Set Default Options** button, then click it to save your change.



*The **Set Default Options** button at the bottom of the page.*

15 Sign in with your Mac username and password

When prompted, enter your computer's **username** and **password**, then click **Sign In**.



Enter your Mac login credentials.

Note: Not sure of your username? Click the **Apple menu** → **System Settings** → **Users & Groups** to view it.

✓ **All set — your printer will now print single-sided by default.**