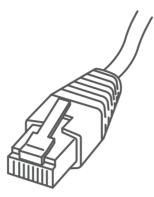
pitney bowes (



## Stand-Alone Label Printer

MAC Installation Instruction Network Printer Connection



#### Read BEFORE you unpack your equipment

#### Continue reading below



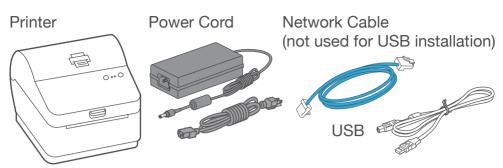
# Let's get your Label Printer up and running.

You will need the following:

- Your Network Printer box.
- A Mac with full admin rights to download and install software.

### 1. Unpack your printer.

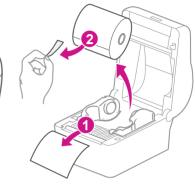
Below is the contents you will find in the box. If you have any problems during this installation, refer to the 'Troubleshoot' section at the end of this guide.

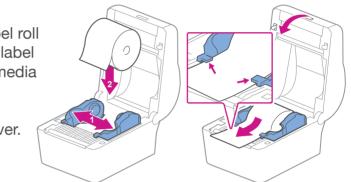


### 2. Set the label roll.

- 1. Press up on the latch to open the cover.
- 2. Remove and discard the protective sheet and tape from the label roll.
- Install the label roll and feed the label through the media guide.
- 4. Close the cover.

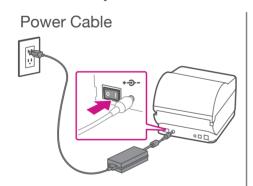






#### 3. Connect the printer.

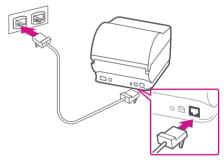
Connect the power cord and adapter to your printer (as shown) and switch on. Connect your Network cable to your printer and Network socket.

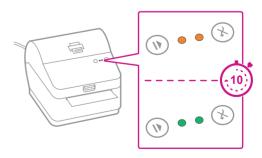


#### 4. Printer ready.

Wait for about 10 seconds until the 2 green lights remain constant and the printer is ready.





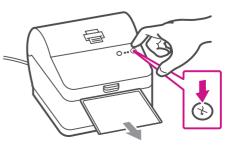


#### 5. Align the label roll.

**Press** the 🛞 button and check that the label feeds correctly.

Note: If the label does not feed correctly please refer to label alignment instructions inside the printer top cover.

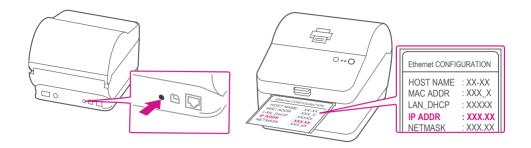
Tear off the dispensed label.



#### 6. Print a system report.

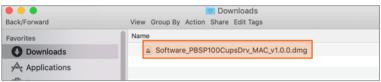
Print a System Report to obtain the IP address assigned to the label printer.

- 1. To print a system report, press the recessed button on the back of the printer with a pencil.
- 2. Set aside the printed report for later in the install process.



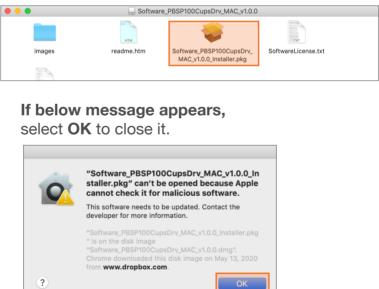
#### 7. Download the printer driver.

- 1. Go to pitneybowes.com/ca/en/spnetworksendkit
- 2. Select **Download Drivers for PB-SP100 Printer** in the Downloads section.
- Select Counter Nor () in the Download your Mac printer driver () section and save Software\_PBSP100CupsDrv\_MAC\_v1.0.0.dmg file to Downloads.
- Double click on Software PBSP100CupsDrv\_MAC\_ v1.0.0.dmg.



#### 8. Install the printer driver.

 Double click on Software PBSP100CupsDrv\_ MAC\_1.0.0.installer.pkg file.



Right click the file and select **Open**.

BSP100CupsDrv_MAC_v	1.0.0
<b>*</b>	No. 2012 A contract of the con
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MAC_v1.0.0_Installer.p'	Open
	Open With
	Get Info
	Compress "Software_PBSP100CupsI
	Make Alias

#### Select Open.



😑 🔘 😺 😜 I	nstall Software_PBSP100CupsDrv_MAC_v1.0.0_Installer	MAC_v1.0.0_Installer	
	Welcome to the Software_PBSP100CupsDrv_MAC_v1.0.0_Installer Install	ller HD"	
Introduction Destination Select Installation Type Installation Summary	You will be guided through the steps necessary to install this software.	e on your computer. dard installation of this software on	
		Change Install Location	

2. The installer will prompt you for your Mac administrative login. Enter your administrator username and password and select **Install Software**.

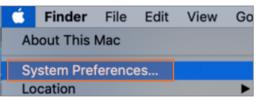
$\bigcirc$	Installer is t	rying to install new software.
5	Enter your pas	sword to allow this.
	User Name:	
	Password:	
		Cancel Install Software

3. When complete, select Close.

	Install Software_PBSP100CupsDrv_MAC_v1.0.0_Installer
	The installation was completed successfully.
<ul> <li>Introduction</li> <li>Destination Select</li> <li>Installation Type</li> <li>Installation</li> <li>Summary</li> </ul>	The installation was successful. The software was installed.
	Go Baci Close

#### 9. Add the printer.

1. Select System Preferences in the Apple menu.



2. Select Printers & Scanners.



3. Select the **plus sign +**, then select **IP** tab.

••• Viiii Pri	nters & Scanners		Gà		Add Q. Search		
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		Pro	otocol: Queue:	 Enter host name or HP Jetdirect - \$ Leave blank for def	Socket		0
	ault printer: Last Printer Used paper size: US Letter	Loc	Name: cation: Use:				¢

- 4. In the Address field, enter the **IP address** of the PB-SP100 printer from the report that you set aside earlier.
- 5. Select **HP Jetdirect Socket** from the Protocol menu.
- 6. Leave the **Queue** field blank.
- 7. (Optional) If you would like to rename the printer. Enter a new name in the Name field.

•	•		Add		
9		-	Q Search		
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4	ddress	192			
		Valid and complete h	est name or address	5	
F	rotoco	HP Jetdirect - So	ocket		0
	Queue	:			
		Leave blank for defau	ult queue.		
	Name	192			
L	ocation	1:			
	Use	e: Generic PostScr	ipt Printer		٥
		The selected printer you use all the feature		the manufacturer and may	r not let
					Add

 In Use section, select Select Software. Then select the PitneyBowes PB-SP100 driver and then OK. (Use the search bar to look up the PB-SP100 driver)

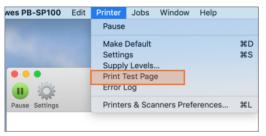
Search Contraction F	Printer Software
Kind USB PitneyBowes PB-SP100	Q pitn ©

#### 10. Print the test label.

1. Double click on the printer you added to open printer queue.

Printers	192.168.1.1	lww	
192.168.1.1xxx			
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	Options	s & Supplies	
	•••	🖶 192.168.1.1xxx	
	Local 🕕 🔅		
	R JAC		
	Pause Settings		

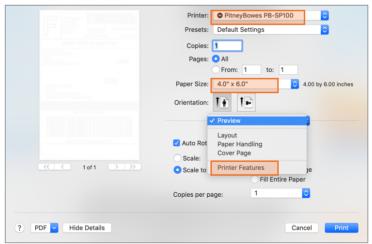
2. Select Print Test Page in the Printer menu.



#### Set Print Option

When printing shipping labels on the PB-SP100 printer:

- In the Safari printer dropdown, you must select the **PitneyBowes PB-SP100 printer** before printing.
- Select 4.0"x6.0" in the Paper Size menu.
- Select Printer Features in the dropdown menu for the specific setting as needed.



## Share the printer between multiple computers

If you want to share the printer with multiple computers, you need to complete steps 6 to 9 and set up each computer to connect to the printer.



#### Troubleshoot

#### Printing problems on PB-SP100

If you experience problems with a PB-SP100 printer, such as poor print quality, misaligned labels, jams, or flashing LED indicator lights, ensure that the roll is properly installed in the printer. If the labels are blank, the roll may be loaded upside down. The two blue brackets in the printer are spring loaded to keep the roll in place. Slide the blue brackets apart to place the roll between them with the adhesive labels on the top and the disposable material on the bottom.

> If you're still having trouble, visit **pitneybowes.ca/Product-Support/pb-sp100** for Support.



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