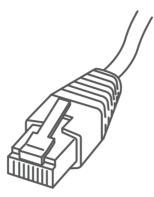
pitney bowes (



### 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.

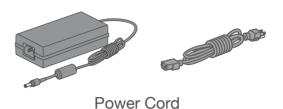
### 1. Unpack your printer.

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.

Printer







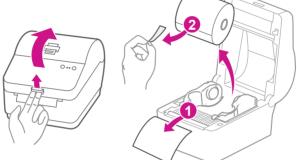
Network Cable



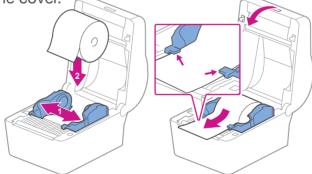
USB (not used for network installation)

### 2. Set the label roll.

Press up on the latch to open the cover. Remove and discard the protective sheet and tape from the label roll.



Install the label roll and feed the label through the media guide. Close the cover.

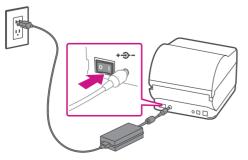


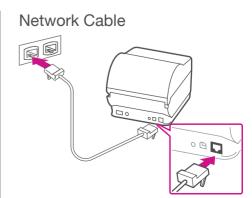
### 3. Connect the printer.

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

Connect your Network cable to your printer and Network socket.

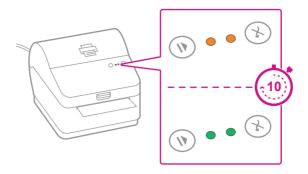
**Power Cable** 





### 4. Printer ready.

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

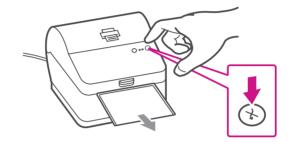


### 5. Align the label roll.

**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.

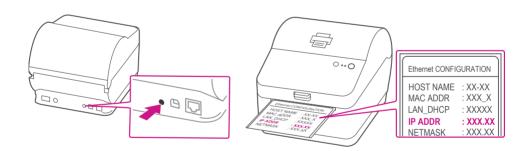
Tear off the dispensed label.



### 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 <u>support.pb.com/pb-sp100</u>
- 2. Select **Download Drivers for PB-SP100 Printer** in the Downloads section.
- 3. Select context were 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.

• • •	Downloads View Group By Action Share Edit Tags	
Back/Forward		
Favorites	Name	
Ownloads	Software_PBSP100CupsDrv_MAC_v1.0.0.dmg	
Applications		
- 7-		

### 8. Install the printer driver.

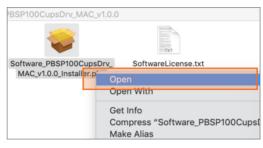
 Double click on Software PBSP100CupsDrv\_ MAC\_1.0.0.installer.pkg file.



### If below message appears, select OK to close it.



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



#### Select Open.

0	"Software_PBSP100CupsDrv_MAC_v1.0.0_in staller.pkg" can't be opened because Apple cannot check it for malicious software.
	This software needs to be updated. Contact the developer for more information.
	"Software_PBSP100CupsDrv_MAC_v1.0.0_installer.pkg " is on the disk image "Software_PBSP100CupsDrv_MAC_v1.0.0.dmg". Chrome downloaded this disk image on May 13, 2020 from www.dropbox.com.
?	Open Cancel

#### Select Continue then Install.



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

	Installer is trying to install new software.
	Enter your password to allow this. User Name:
	Cancel Install Software

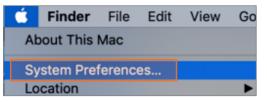
3. When complete, select Close.





### 9. Add the printer.

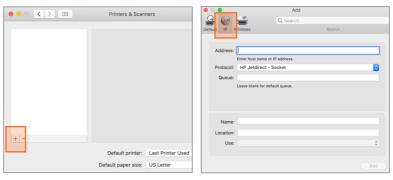
1. Select System Preferences in the Apple menu.



2. Select Printers & Scanners.



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



- 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		
Defau	ult IP	Windows		Search	
	Address	192			1
	,	Valid and complete h	est name or address.		
	Protocol	HP Jetdirect - So	ocket	0	
	Queue	:			
	Leave blank for default queue.				
	News	192			
	Name	152			
	Location	1:			
	Use	: Generic PostScr	ipt Printer	۵	
		The selected printer you use all the feature		manufacturer and may not let	
				Add	

8. 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)

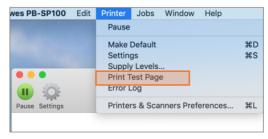
efault IP Windows	Search	Printer Software
Name PitneyBowes P8-SP100	∧ Kind USB	Q pitn Q
Name: PitneyBowes PB-SP100		
Location: US-DA512SA-MLT		
Use ✓ Choose a Driver		
Auto Select Select Software		Cancel

### 10. Print the test label.

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

	Printers & Scanners Q. Search	
Printers 192.168.1.1xxx Idle	192.168.1.1xxx Open Print Queue Options & Supplies	
	Local III 192.168.1.1xxx	

- Select Print Test Page in the Printer menu. 2.



### 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.

	Printer: PitneyBowes PB-SP100
	Presets: Default Settings
	Copies: 1
	Pages: All From: 1 to: 1
	Paper Size: 4.0" x 6.0" 0 4.00 by 6.00 inches
	Orientation:
	✓ Preview
	Auto Rot Paper Handling Scale:
	Scale to Printer Features Je Fill Entire Paper
	Copies per page:
? PDF 🗹 Hide Details	Cancel Print

## 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 support.pb.com/pb-sp100 for Support.



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