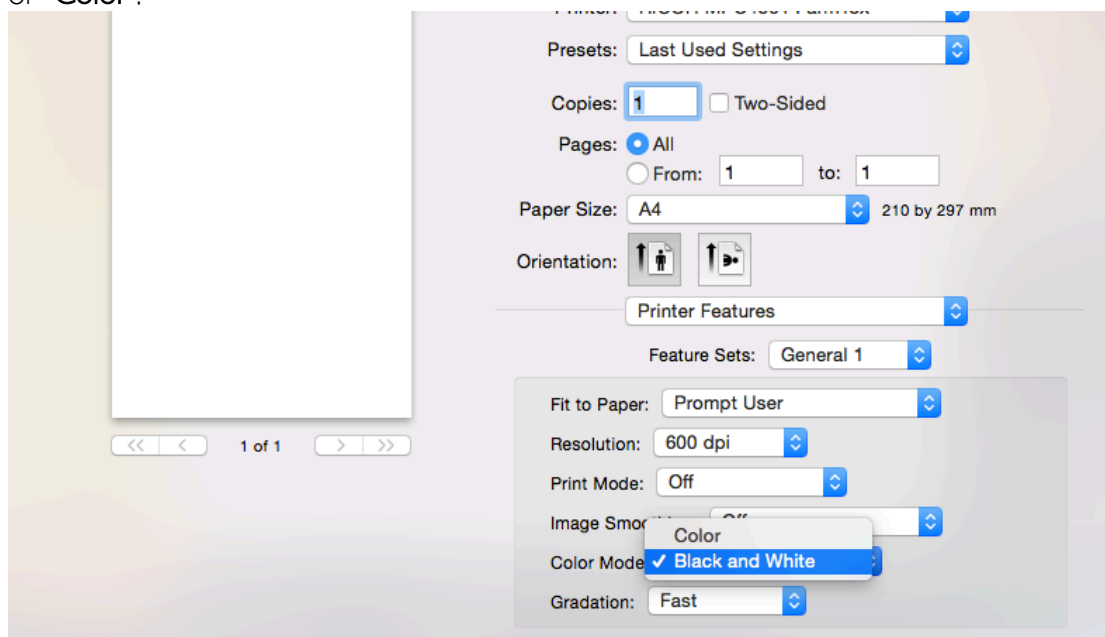# SOP – Install local printer on Mac

1   Install the printer

1.1   Click menu "**Apple / System Preferences…**". Click "**Printers & Scanners**".

1.2   If the printer you want to install is already installed, remove it by clicking on it in the Printer list and then click on the "**minus**"-sign in the lower left corner. Answer "**Delete Printer**" to the question "**Are you sure you want to delete the printer**".

1.3   Click the "**plus**"-sign in the lower left corner. Click on the printer you want to install in the list of printers found. Click on the "**Add**"-button in the lower right corner.

1.4   Close the "**Printers & Scanners**" window.

2   Configure the printer

2.1   Start the application "**TextEdit**" (press **CMD+SPACE** and search for it) and type some text.

2.2   Press **CMD+P** to open up the print dialog.

2.3   Click "**Show Details**"-button if you can't see the "**Presets**"-setting.

2.4   Change "**Presets**"-setting to "**Last Used Settings**".

2.5   Switch lower page to "**Printer Features**". Set "**Color Mode**" to "**Black and White**" or "**Color**".

2.6   Click "**Print**" in the lower right and check that the printout is ok.

2.7   Quit "**TextEdit**" using **CMD+Q**.