



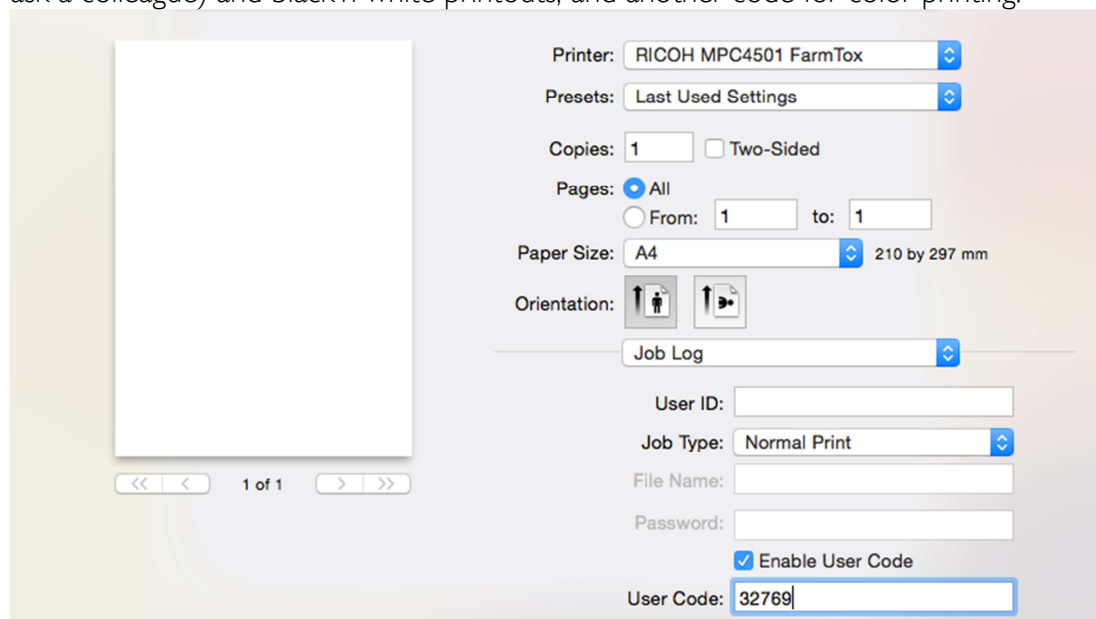
SOP – Install local printer on Mac for FBV

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.

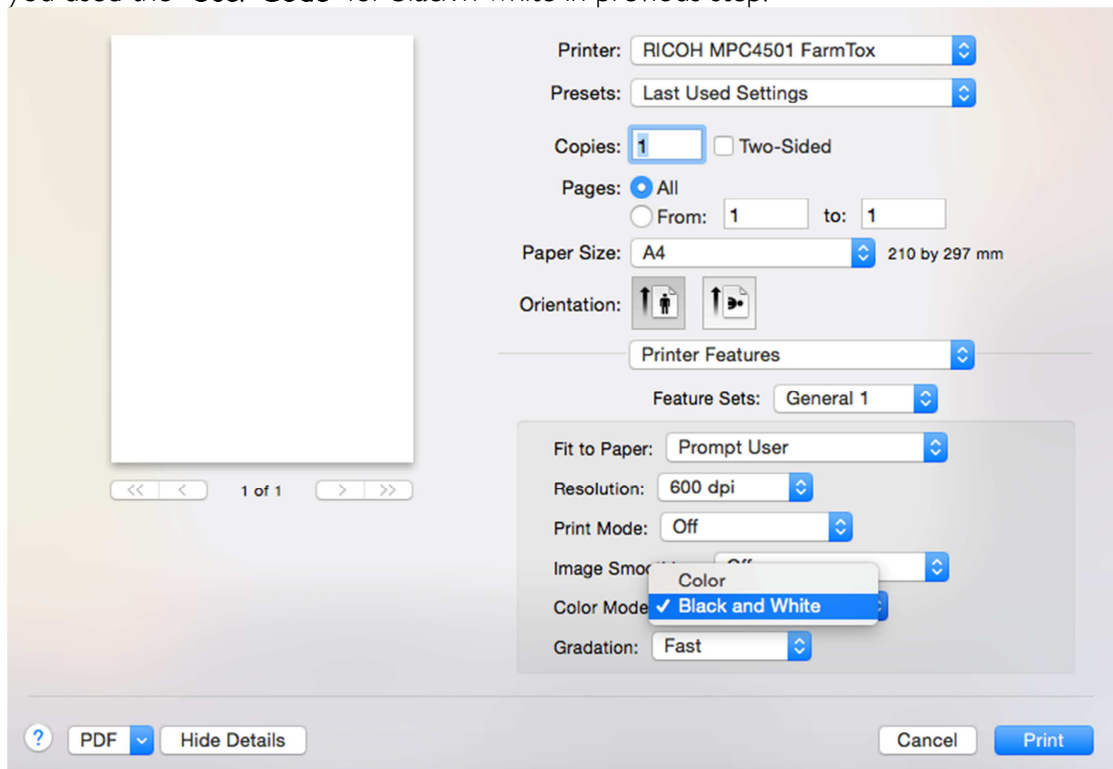
2 Configure the printer

- 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 Change lower page to "Job Log". Check "Enable User Code" and enter "User Code". There is one code for your group (see list on paper next to the printer or ask a colleague) and black'n white printouts, and another code for color printing.





- 2.6 Switch lower page to "Printer Features". Set "Color Mode" to "Black and White" if you used the "User Code" for black'n white in previous step.



- 2.7 Click "Print" in the lower right and check that the printout is ok.
- 2.8 Quit "TextEdit" using **CMD+Q**.