pitney bowes (



Stand-Alone Label Printer

MAC Installation Instruction USB 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 label printer box.
- A MAC with full admin rights to download and install software.
- An available USB port on your MAC.

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.

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 power cord.

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





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 \bigotimes 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. Connect the printer.

Connect your printer to your computer with the USB cable.



7. Download the printer driver.

- 1. Go to support.pb.com/pb-sp100
- 2. Select Download Drivers for PB-SP100 Printer in the Downloads section.
- 3. Select common in the Download your Mac printer driver section and save Software_PBSP100CupsDrv_MAC_ v1.0.0.dmg file to Downloads.
- 4. Double click on and extract Software PBSP100CupsDrv_ MAC_v1.0.0.dmg.

	o Downloads
Back/Forward	View Group By Action Share Edit Tags
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Oownloads	Software_PBSP100CupsDrv_MAC_v1.0.0.dmg
Applications	

8. Install the printer driver.

1. Double click on Software PBSP100CupsDrv_MAC_ v1.0.0.installer.pkg file.

• •	📃 Software	e_PBSP100CupsDrv_MAC_v1.0.0	
images	readme.htm	Software_PBSP100CupsDrv_	SoftwareLicense.txt
Townson and the second s		MAC_V1.0.0_Installer.pkg	

If below message appears, select OK to close it.



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

BSP100CupsDrv_MAC_v	1.0.0
*	
Software_PBSP100CupsD	Drv_ SoftwareLicense.txt
MAC_v1.0.0_Installer.p	Open
	Open With
	Get Info Compress "Software_PBSP100CupsI Make Alias

Select Open.

Ó	"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.dronbox.com
?	Open Cancel

Select Continue then Install.

	Install Software_PBSP100CupsDrv_MAC_v1.0.0_Installer	MAC_v1.0.0_Installer)
	Welcome to the Software_PBSP100CupsDrv_MAC_v1.0.0_Installer Installer	HD"	
Introduction	You will be guided through the steps necessary to install this	e on your computer.	
Destination Select	software.	dard installation of this software on	
 Installation Type 			
 Installation 			
Summary			
		Change Install Location	
			1
	Go Back Continue	Go Back Install	1

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

Enter your passwo User Name: Password:	rd to allow this.	
	Cancel	Install Software

3. When complete, select **Close**.

	Install Software_PBSP100CdpsD1v_WAC_v1.0.0_Installer
	The installation was completed successfully.
 Introduction Destination Select Installation Type Installation Summary 	The installation was successful. The software was installed.
	Go Baci 🔡 Close

9. Add the printer.

1. Select System Preferences in the Apple menu.



bystem Preferences	
Location	►

2. Select Printers & Scanners.



3. Select the plus sign +, then select PB-SP100 USB Printer.

••• < >	Printers & Scanners			Add	
				Q Search	
		Default	IP Windows		Search
		Name			Kind
		Pitney	Bowes PB-SP100		USB
	Default printer: Last P	rinter Used	Name:		
	Default paper size: US Le	ter	ation		

 In Use section, select Select Software... Then select the PitneyBowes PB-SP100 driver and select OK. (Use the search bar to look up the SP-100 driver)

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

10. Print the test label.

1. Double click on **PB-SP100 printer** to open printer queue.



2. Select Print Test Page in the Printer menu.



Set Print Option

When printing shipping labels on the PB-SP-100 printer:

- In the Safari printer dropdown, 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.

	Copies per page: 1	0
	Fill Entir	e Paper
(< < 1 of 1 > >>	Scale to Printer Features	je
	Scale: Cover Page	
	Auto Rot Paper Handling	
	Layout	
	✓ Preview	
	Orientation:	
	Paper Size: 4.0" x 6.0"	4.00 by 6.00 inches
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	Pages: O All	
	Copies: 1	
	Presets: Default Settings	0
	Filiter. Filiteybowes PB-SP	



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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