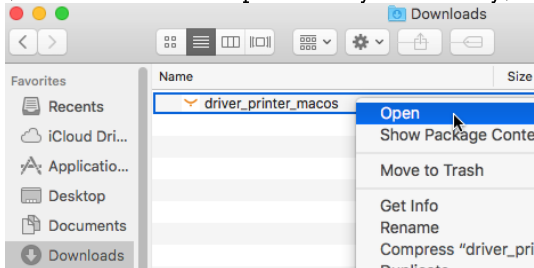


SOHO/NOHO – Printer installation guide – macOS

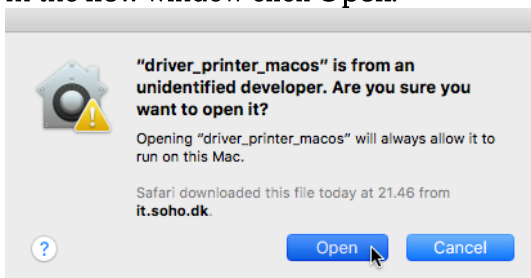
1. Install:

Download the printer software [here](#).

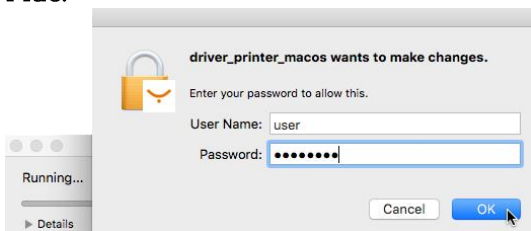
Open Finder click Downloads and Control+click the file driver_printer_macos. Choose Open.
(The file can't be opened any other way)



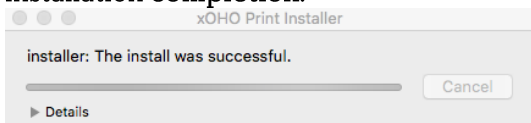
In the new window click Open.



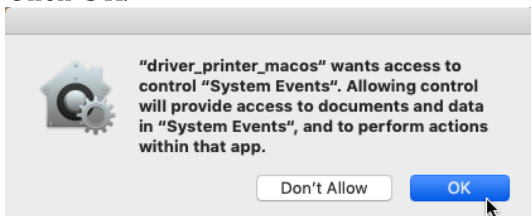
In the next window enter the password for your Mac.



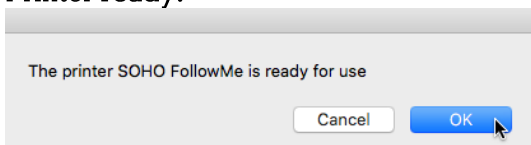
The printer software is being installed. Await installation completion.



Click OK.



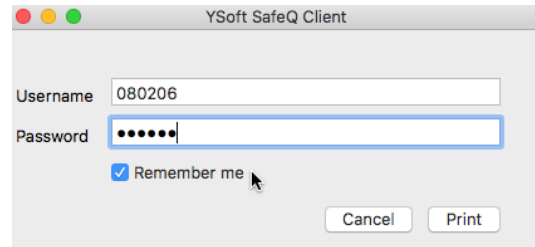
Printer ready!



2. Print:

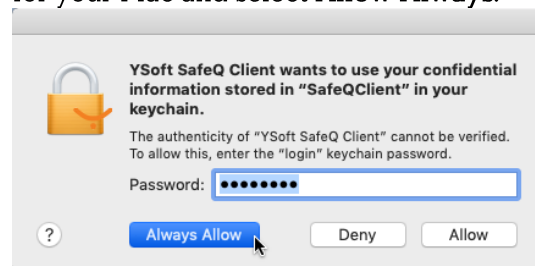
When you print a document on your Mac, you will be prompt for Username and Password. If you haven't got a Print-ID, you can get one at the SOHO Reception.

Enter your Print-ID, tick Remember me and click Print.



Your print is sent to a print server and is queued for printing. If you do not print the job within 3 days, the job will be deleted from your queue.

If you get a message as below, enter the password for your Mac and select Allow Always.



3. The use of SOHO/NOHO's printers:

Go to the nearest or your preferred printer and place your ID-card at the check mark below the printer panel to log in.

You can log on **any** printer in both SOHO/NOHO and **access** your print queue.

When logged in, you can **view and print** print jobs in queue, **scan** to mail, etc. If necessary follow the **guide** at the printer.

Newly Created Users:

If you **newly** got your ID-card, you may have to log on to the printer **manually** with your Print-ID **after** you have placed the ID-card.

Forgot your card:

If you **forgot** your ID-card, you can log on printers with your Print-ID only. Enter your Print-ID in the username and password fields on the **display of the printer**.

Help:

Should any **problems** regarding installation or the use of SOHO/NOHOs printers occur, please contact **SOHO IT**. Contact **information** can be found below.