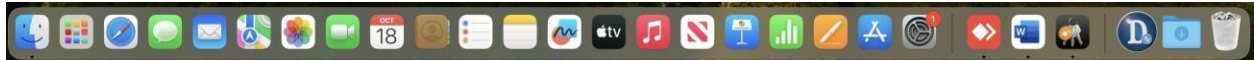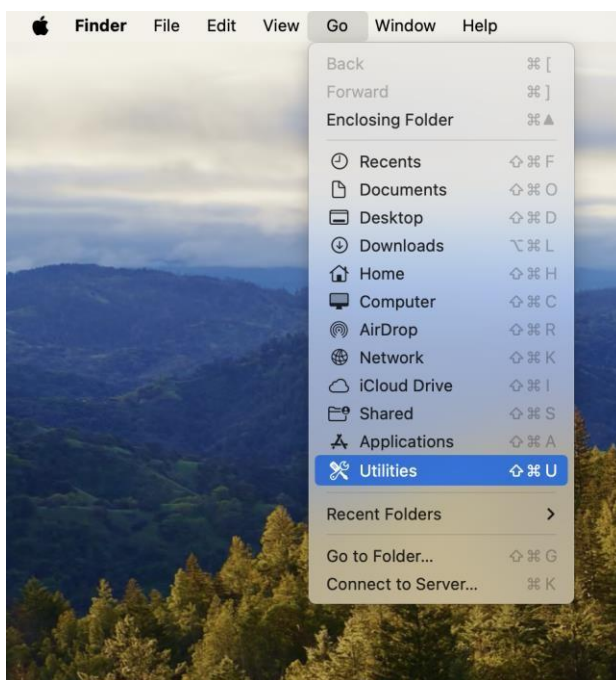## RESET THE PRINTER PASSWORD ON A MAC

When a Drury password is changed through MyDrury, the password on all network connected Apple applications/devices needs to be changed as well. To do this, the old Keychain must be deleted and a new one created.
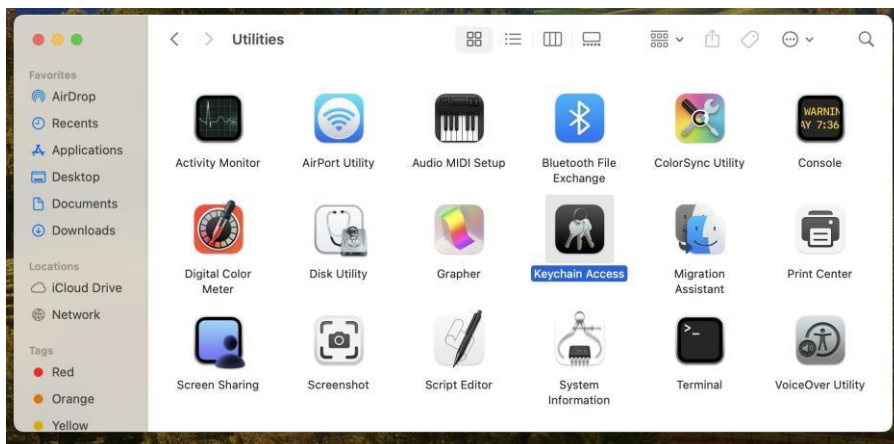
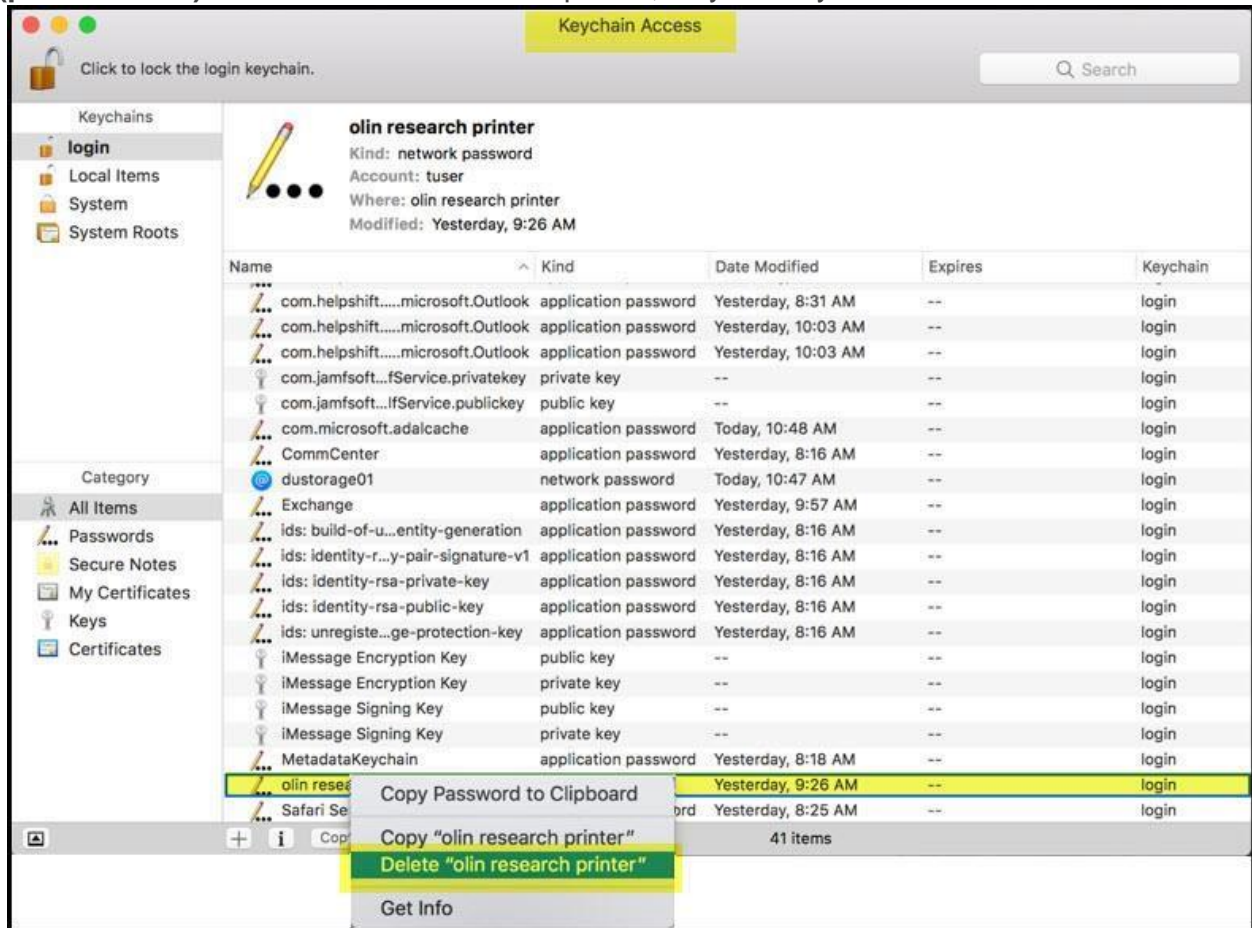Open **Finder** and be sure it's selected in the top header.

Click on **Go** in the top header and select **Utilities.**

Find **Keychain Access** and double click it.

Find the printer needing the password change, right click on it and **select Delete (printer name)**. This does not delete the printer, only the keychain.

The first time the selected printer is used, a Drury username and password will need to be provided.