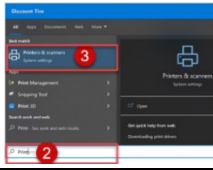
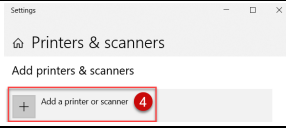

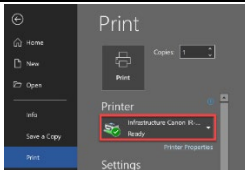


Printer Setup Instructions (Corporate, Windows and Mac)

Introduction Follow these instructions to connect a printer to your computer at corporate.

Note You must be on the Network or VPN if working remote.

Windows Procedure

Step	Action	
1	Confirm the Printer Name at your location (there should be a sticker affixed to the printer machine).	
2	On your computer, Search for "Printers & Scanners" by typing in the search box in the lower left-hand corner of your screen.	
3	Select Printers & Scanners .	
4	Select Add a printer or scanner .	
5	Scroll through the list and choose the appropriate printer.	
6	Select Add device . The Printer should now be available for selection in your applications.	
7	Test that you can print from the appropriate machine by opening an application, such as Word, select the printer, and print the test page.	

MAC Procedure

Related:
ServiceNow
KB0016201

Step	Action
1	Click on the Apple icon in the upper-left corner of the screen.
2	Select System Preferences .
3	Select Printers and Scanners .
4	Unlock the lock icon in the lower-left of the Printers and Scanners page.
5	Click the plus icon.
6	Under default it will load all printers that are set up on the network or printserver01.
7	Select the printer and driver you wish to use and click add.

Contact If you have questions, please contact support@discounttire.com.