

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.