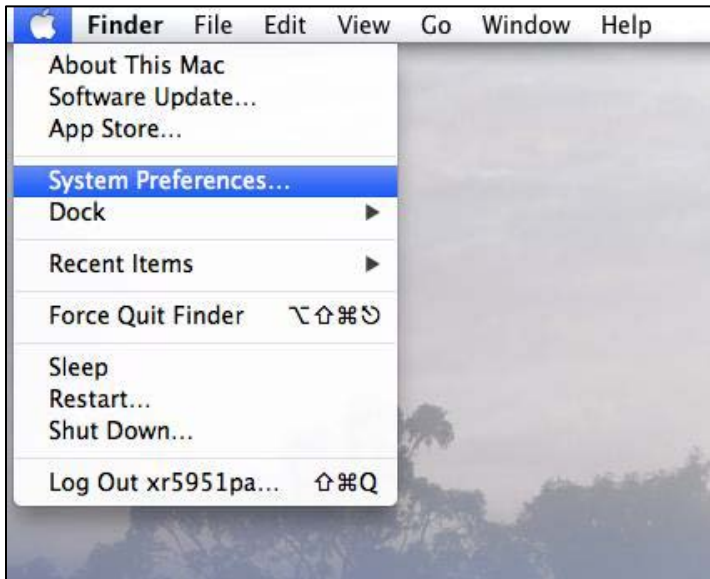
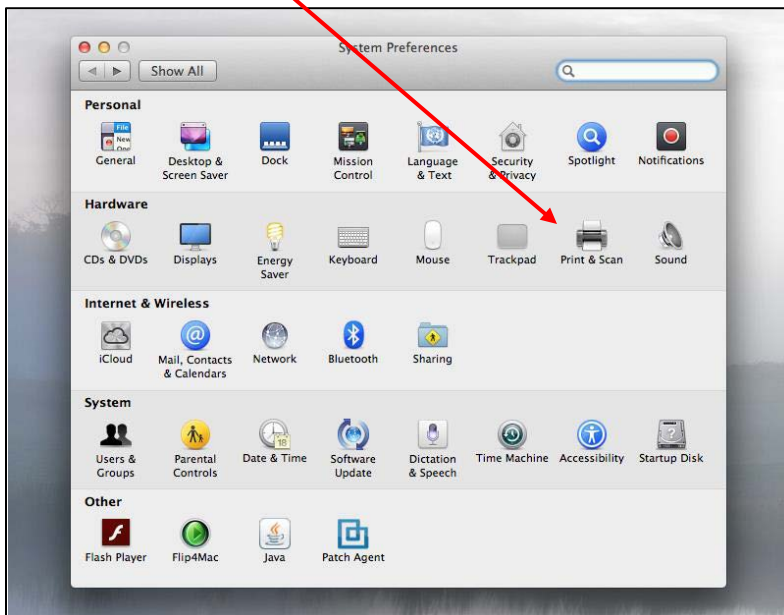


Topic: How to install a department printer on a Mac

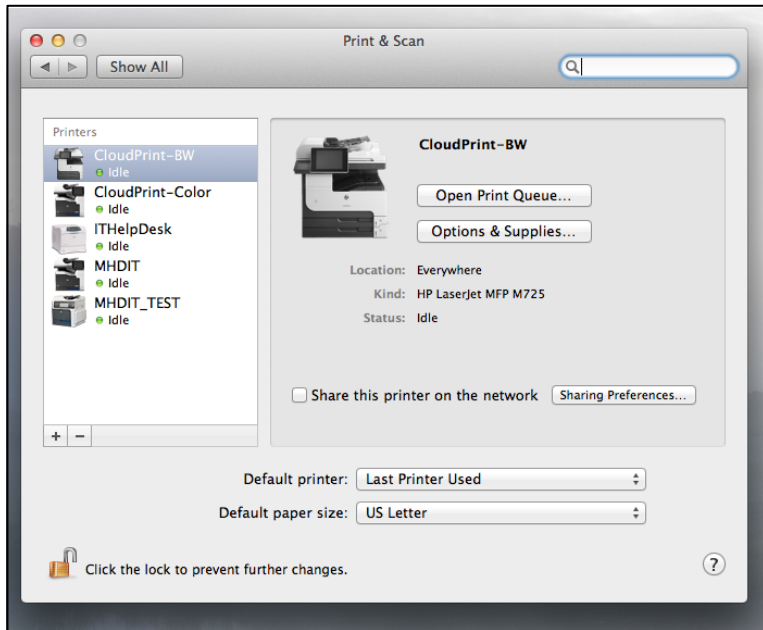
1. First, remove any printers currently installed that we are going to install
2. Go to the Apple



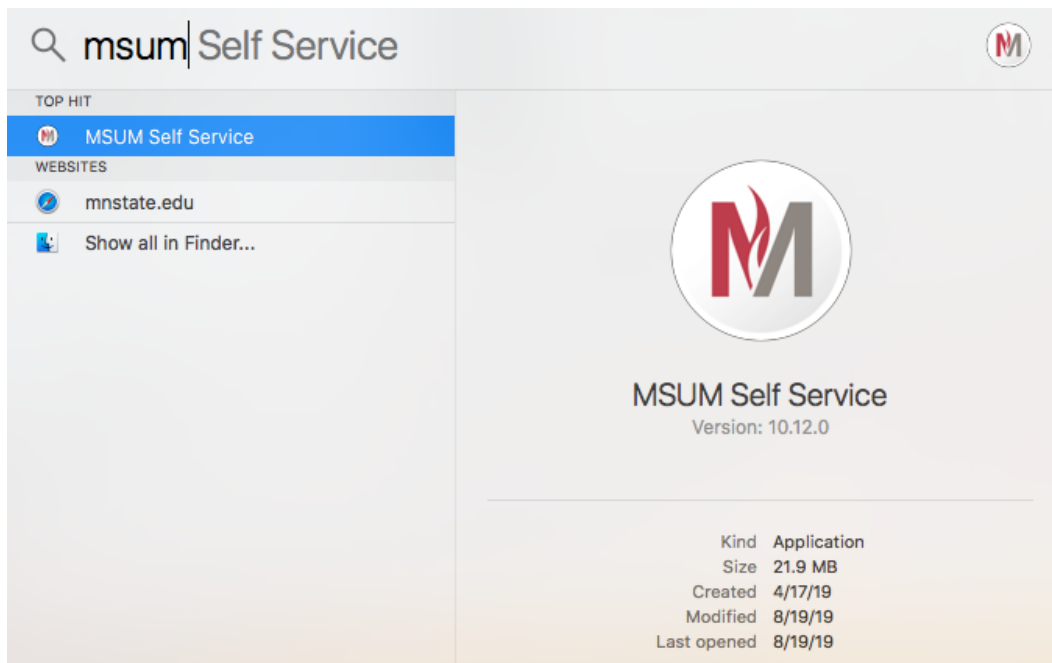
3. Click on "Print & Scan"



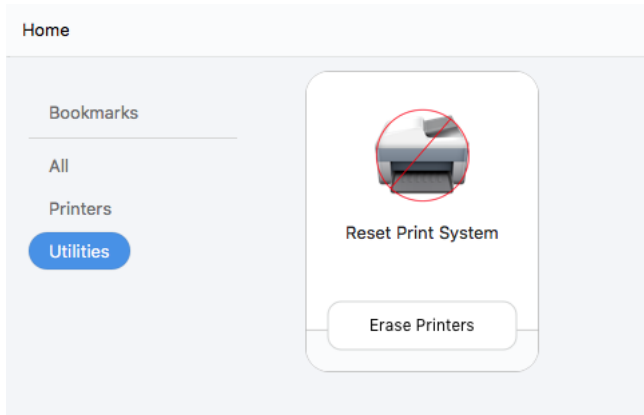
4. The printers installed should show up on the left hand side. If you are having printing issues you may need to remove them all by following through to the next step. If you do not need to remove any printers and are only adding a set of printers then skip to step 7



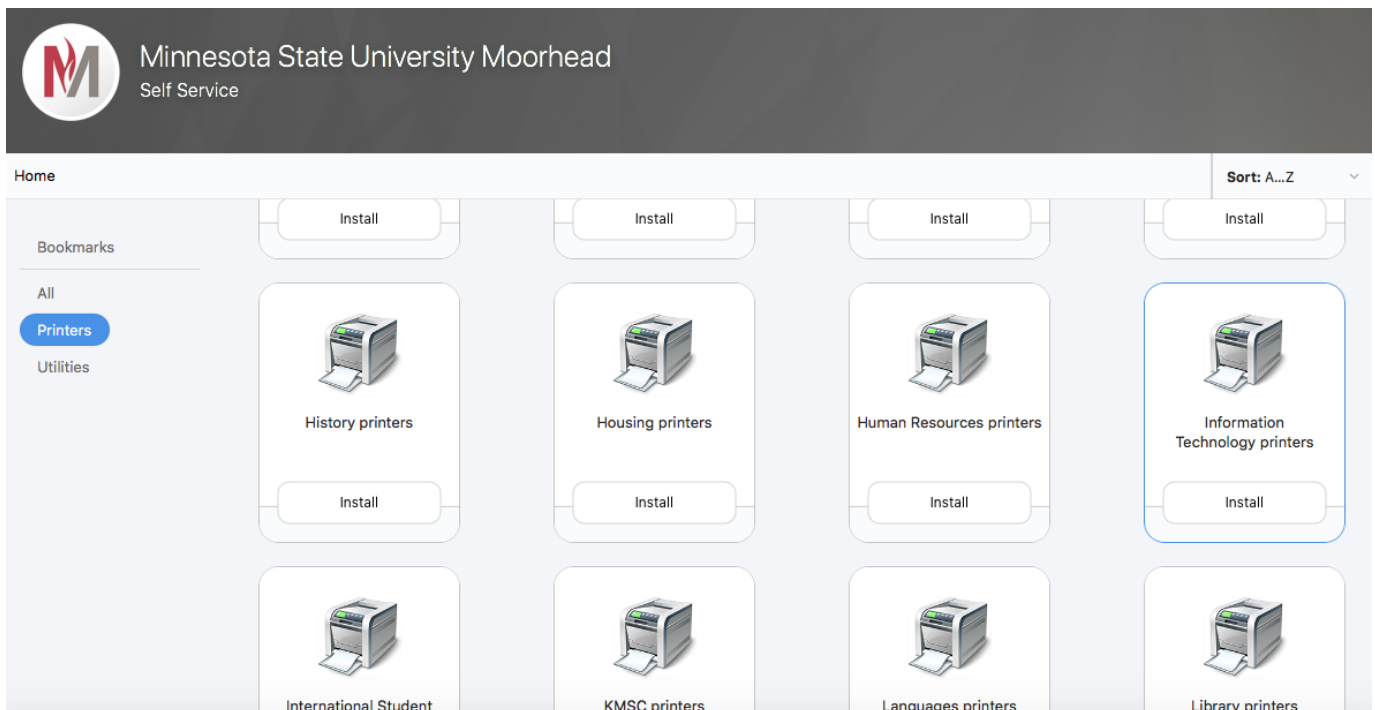
5. To remove all the printers, click on finder (magnifying glass in upper right corner of the mac screen) and type in MSUM Self Service. Run this program



6. Click on "Utilities" and then "Erase Printers" to remove ALL installed printers



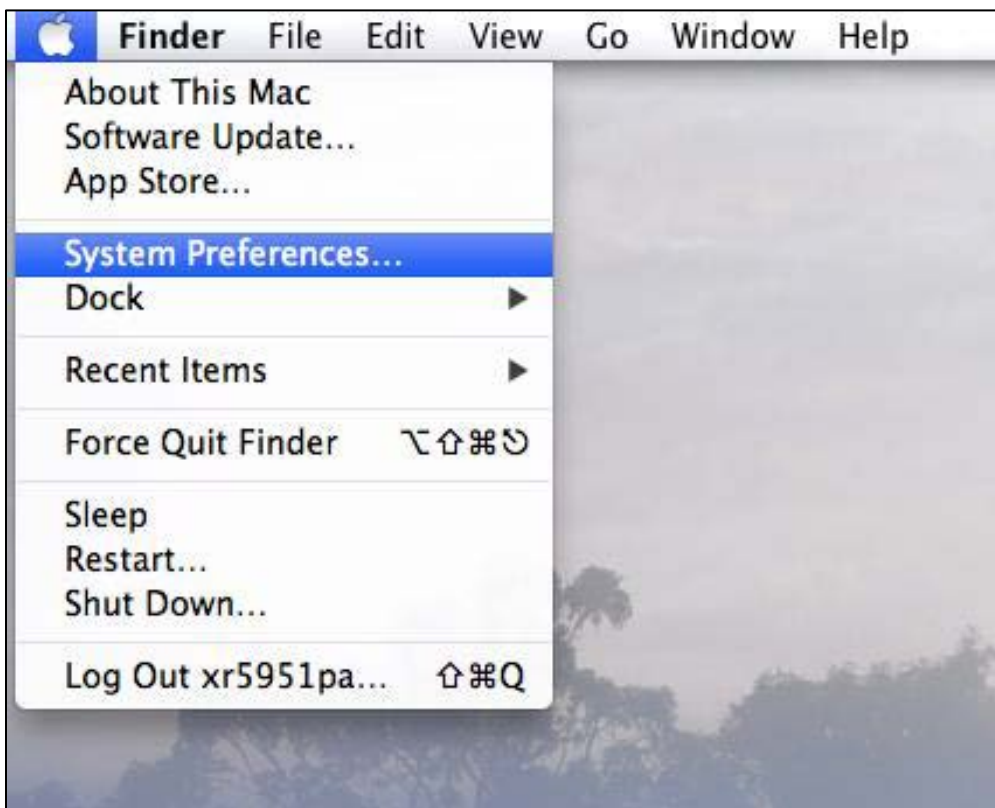
7. In the same Self Service screen click on "printers" and then select the department printers you want to install and click "install". Be patient, it may take a little while.



8. Hit "OK" after the printers are installed.



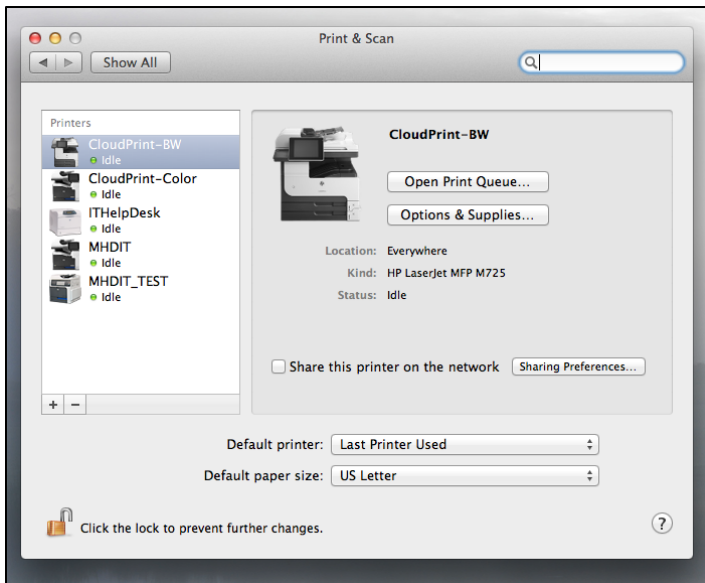
9. To see the installed printer, click on "Apple" and go to "System Preferences"



11. Click on "Print & Scan"



12. The printers installed should show up on the left hand side



For More Information

Please contact Information Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.