

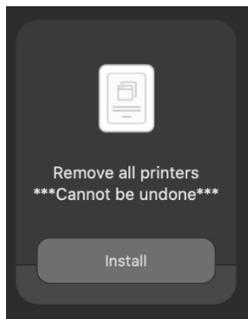
Removing and Adding Printers to your Mac

Prerequisites:

1. Your device must be enrolled in Jamf to add printers
2. You need to be logged into Self Service and either connected to OPnet, office Ethernet, or VPN.

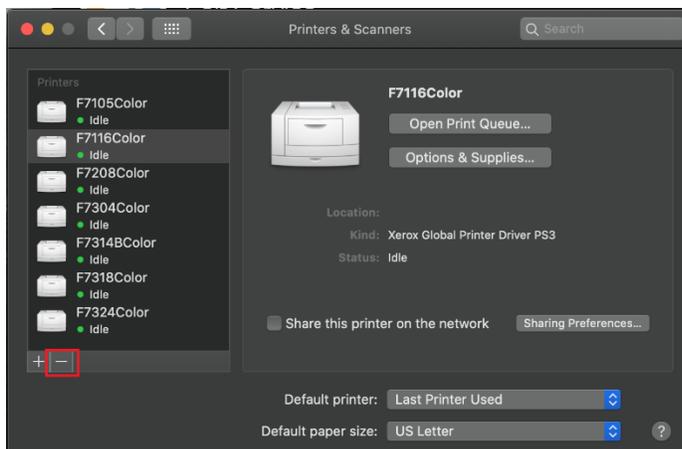
Removing all printers from your Mac:

1. Start **Self Service** 
2. Select the **Remove Printers** category
3. Click the **Remove all printers** button. Keep in mind that this will permanently remove all printers from your Mac and cannot be undone. If you have home printers you want to keep, follow the below instructions.



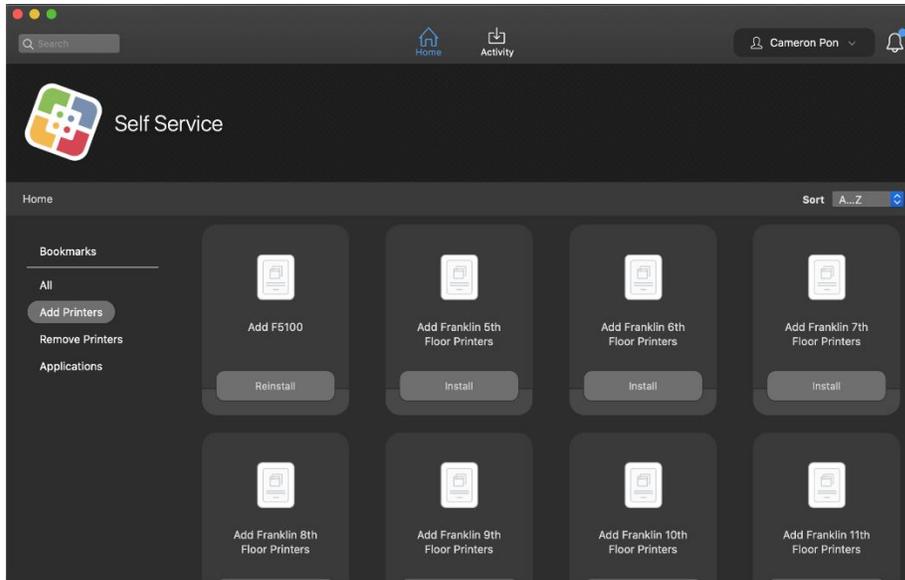
Removing specific printers from your Mac:

1. Open **System Preferences**
2. Select **Printers & Scanners**
3. Select the printer you wish to remove and click the “-” symbol on the left sidebar.



Adding new printers to your Mac:

1. Start **Self Service** 
2. Select the **Add Printers** category
3. Select the building/floor printer group you would like to add (e.g. Add Franklin 7th Floor printers)
4. Self Service will notify you when it finishes adding the selected printers



How to set your default Printer:

1. Open **System Preferences**
2. Select **Printers & Scanners**
3. On the bottom, set the **Default printer** to the desired printer

