Printer Setup

Your Sierra DigiTally Server on the cloud can print reports to your local printer.   Please follow these instructions to setup a printer on your server.

The printer you will using must be an installed printer on your PC or on your local Network.

1. Locate your printers setup CD. The easiest way to setup is to run the same printer installation on your server. If you don't have the CD you can still setup your printer.
2. Connect to your server via Remote Desktop (Double-click Sierra-Remote icon)
3. **If you have your printer's Setup CD:**
   a. Place the CD in your local PC's CD drive
   b. From the Remote Server, Click   Start > Computer
   c. You should see your CD Drive on the Server. (If you don't see your CD drive please read section below regarding CD connection)
   d. Click on the CD Drive, and open the Setup Program, and complete the setup.
   e. Optionally, you may continue from step 4.c below, using your CD's files instead of downloaded files.
4. **If you don't have your printer's Setup CD:**
   a. You'll need the Model number of your printer and search online. For Example, if you have an HP Deskjet 450, search for "HP Deskjet 450 driver download" – ideal place would be the official HP Web site.
   b. Download the Printer files. You may download to your PC or on your server (using the browser to search and download). If you save files on your local PC, you may copy from local folder and paste to a folder on the remote server.
   c. On your Server,   go to , Start > Devices and Printers
   d. Add a Printer
   e. Select "Local Printer"
   f. Use an Existing Port, do not use LPT1, select one from the list that has your PC name next to it, for example: TS001 (MYPC:PRN13), click Next
   g. Click "Have Disk" (or If you see your printer Model in the list you may also select it)
   h. Browse to the location where you downloaded your printer files, and select it. Click OK
   i. Finish the installation
5. Disconnect from the Server (close the Remote Desktop application)
6. Connect back to the Server by Sierra-Remote file. Your Printer should be now accessible; try printing a test page.   if you have printing issues, try changing the port number.   Start > Devices and Printers, right-click on the Printer you setup, select "Printer Properties", select "Ports" tab and use another port that's not assigned.

Cloud Service
Printer Setup

Connecting your CD Drive: If you don't seem to be able to access your local CD Drive from the cloud server, right-click the Sierra-Remote file, select "Edit". Choose "Local Resources" tab. Click "More". Under Drives, make sure you have your CD and DVD Drives checked. Go to the "General" tab and click Save. Disconnect if connected to the remote server, and connect again using the Sierra-Remote file.