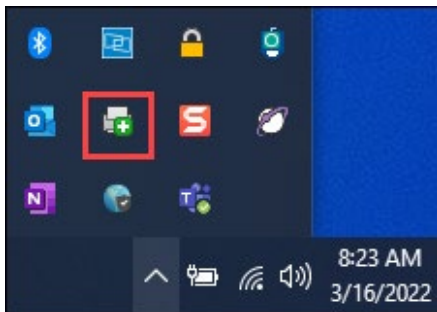# How to Add or Delete a Printer with PrinterLogic

PrinterLogic is a printer management solution that allows users to easily add or remove HHS network printers to their computer. PrinterLogic requires a connection to the HHS network, either in the office or through VPN. PrinterLogic cannot be used to add personal or locally connected printers. Please contact the OCIO Service Desk for assistance adding a locally connected printer.

For a video tutorial on how to add or remove a printer with PrinterLogic, please reference the Adding a Printer with PrinterLogic and the Removing a Printer with PrinterLogic guidance videos.
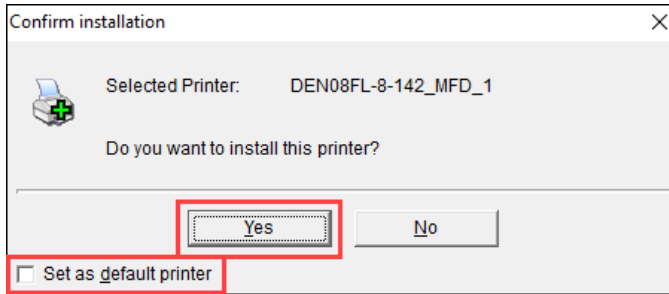
How to add a printer with PrinterLogic:

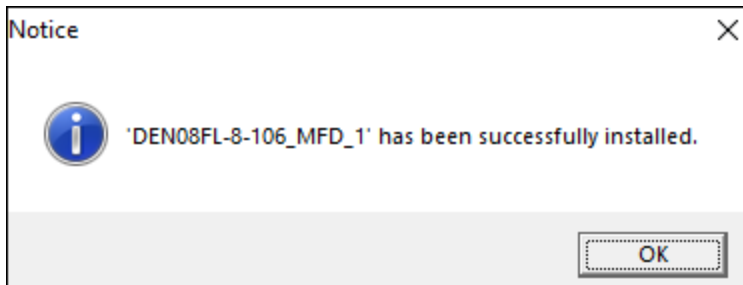1. Go to the PrinterLogic website or click on the PrinterLogic icon in the Windows system tray.

2. Use the directory on the left to navigate to the site and floor the printer is located on. Click on the printer you want to add.

3. A pop-up window will ask you to confirm that you want to install the printer. If you would like to set that printer as your default printer, put a checkmark in the lower-left checkbox. Click **Yes** to add.
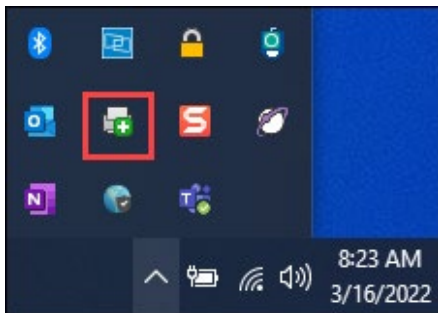

4. A Window will display the progress of the installation. When completed, a pop-up window will indicate the printer has been successfully installed. The printer will then appear in your list of printers in Windows.
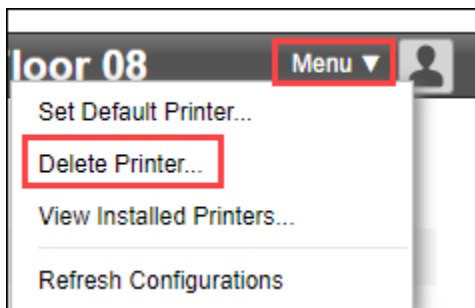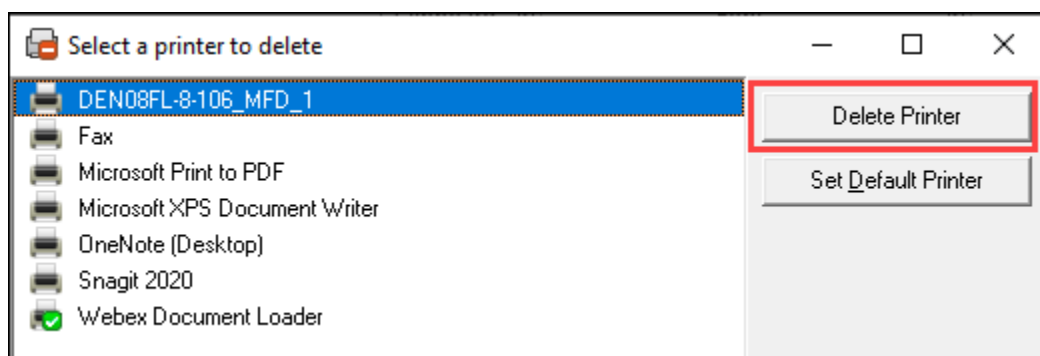

How to remove a printer with PrinterLogic:

1. Go to the PrinterLogic website or click on the PrinterLogic icon in the Windows system tray.

2. On the upper-right corner, use the pull-down **Menu** and select **Delete Printer**.

3. Select the printer you wish to remove and click Delete Printer.

4. A pop-up message will ask you to confirm you want to delete the printer. Click **Yes**. The printer will be removed from your list of printers in Windows.

The PrinterLogic Menu can also be used to set a default printer or to view the Windows list of installed printers to make any configuration changes.

If you have any questions or would like further assistance, please call the OCIO Service Desk at your convenience at 1-866-699-4872 or email the OCIO Service Desk.