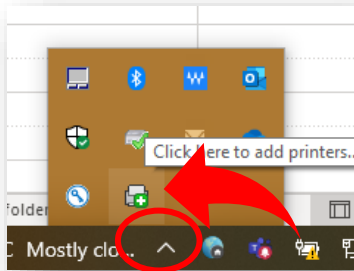
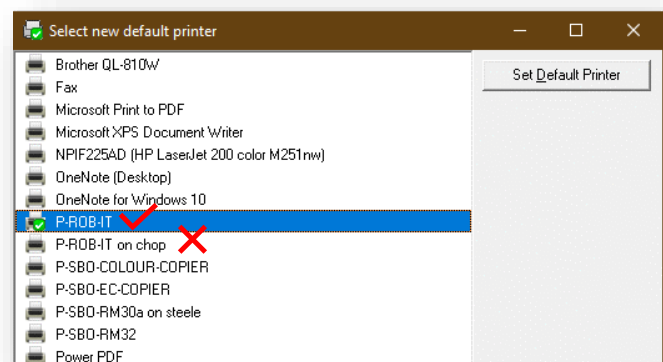
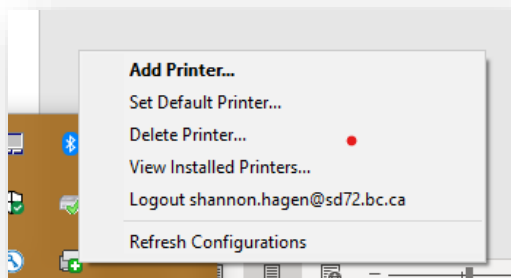


# Adding Printers Through Printer Logic

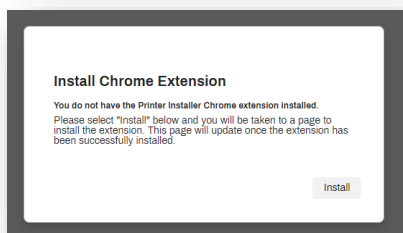
Click on Printer Logic icon from systems tray. (This is located on the bottom right of your “task bar”. You may need to click on the arrow to view this.)



Right clicking the icon will display more options . . . This is where you can set your default printer. Be sure to select a printer without the “... on SERVERNAME” in the description – these are the OLD printer objects.



If you are a Chrome user and receive this message the first time, please follow the prompts to “Install”.



The Printer Logic application will open and will automatically log you in.



You will now see the list of printers available to install.

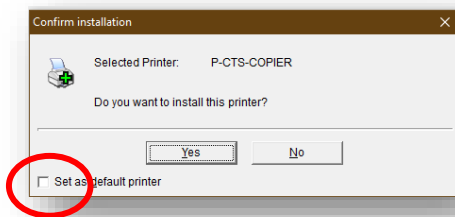
Using the folder list on the left, select the school the printer is located at.

	Printer Name ▼	Driver ▼	Location ▼	Comment ▼
<input checked="" type="checkbox"/> Cedar Elementary				
<input checked="" type="checkbox"/> Cortes Island School	P-CTS-COPIER	KONICA MINOLTA 554eSeriesPCL	Cortes Copier Room	Konica Minolta BizHub 364e
<input type="checkbox"/> Ecole des Deux Mondes	P-CTS-LAB	Lexmark Universal v2 XL	Cortes Computer Lab	Lexmark T630
<input type="checkbox"/> Ecole Phoenix Middle Sch				
<input type="checkbox"/> Ecole Willow Point Elemen	P-CTS-LIBRARY	Lexmark Universal v2 XL	Cortes Library	Lexmark T644

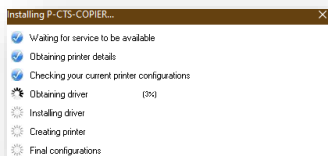
Double click on the printer you would like to install.

The installation process will start. Use the prompts to install the printer.

*NOTE: If you would like this to be your default printer, check the box before proceeding.*



The installation process will appear in a new window



Once complete, you will receive this message and then be able to print to it from within applications.

