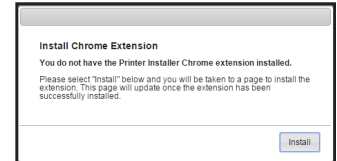


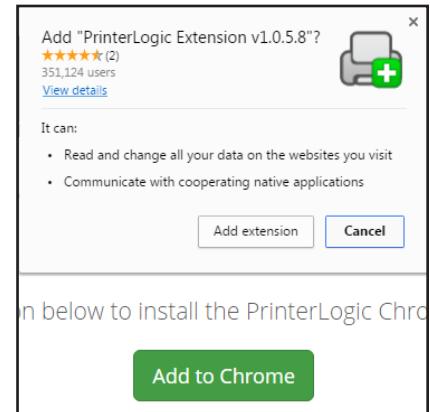
# Adding a Network Printer: Step 1

The first step, using Google Chrome, is to install the Google Chrome extension:

1. Enter **https://goo.gl/lu0MbU**.
2. On the *Install Chrome Extension* pop-up window, click **Install**.



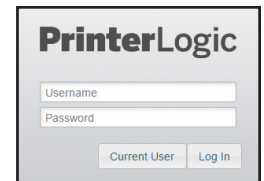
3. On the *PrinterLogic Chrome Extension Installation* page, click **Add to Chrome**.
4. Click **Add Extension**.



# Adding a Network Printer: Step 2

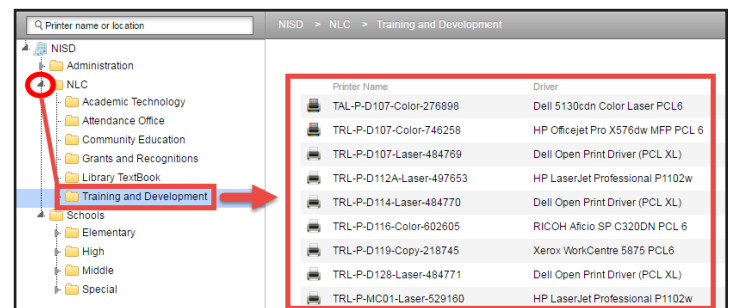
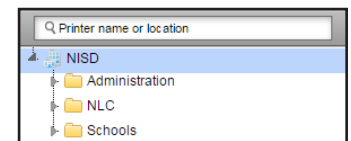
After installing the Google Chrome extension:

1. In the *System Tray*, click the **PrinterLogic** icon.
2. If necessary, log into PrinterLogic with your network **username** and **password**.

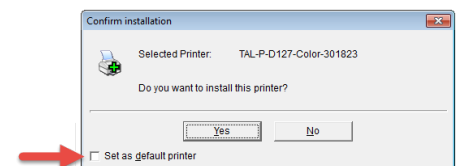


3. There are two (2) ways to locate a printer:

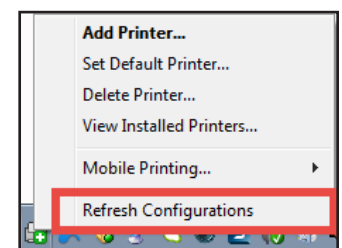
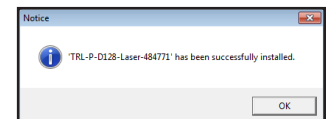
- ◇ Type the name of the printer you wish to add in the **Printer name or location** search field.
- ◇ Click the **triangle** next to the folder of the location you are looking for until the printer is located.



4. Once located, under the *Printer Name* column, click the **printer's name**.
5. On the *Confirm installation* pop-up window, check the box next to **Set as default printer** if you want to make it the default.
6. Click **Yes** to install the printer.



7. Click **OK** on the pop-up Notice window.
8. Once the printer is installed, right-click the **PrinterLogic** icon in the System Tray of the PC.
9. Select **Refresh Configurations**.
10. Right-click again and chose **View Installed Printers** for the updated list of installed printers.



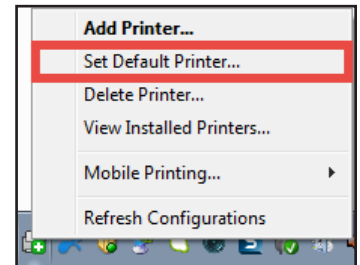
# Setting a Default Network Printer

On the PC:

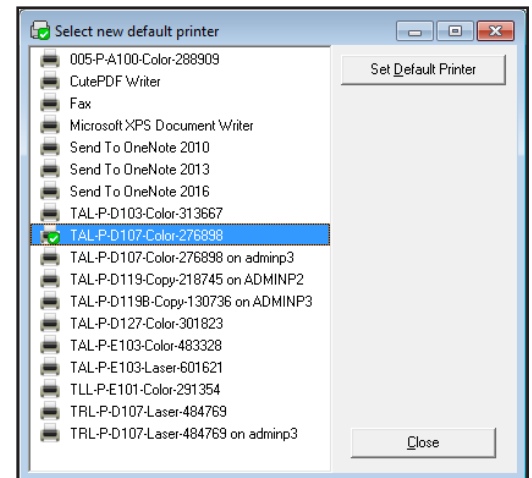
1. In the *System Tray*, right-click the **PrinterLogic** icon.



2. Select **Set Default Printer**.



3. On the *Select new default printer* window, select a **printer**.



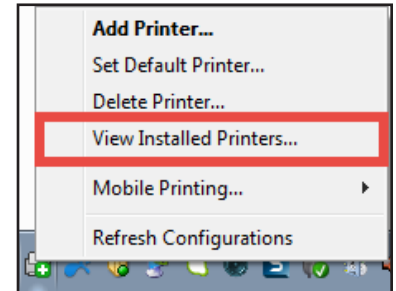
4. After selecting a printer, click the **Set Default Printer** button.
5. Click **Close**.

# Identifying Network Printers: Old vs. New

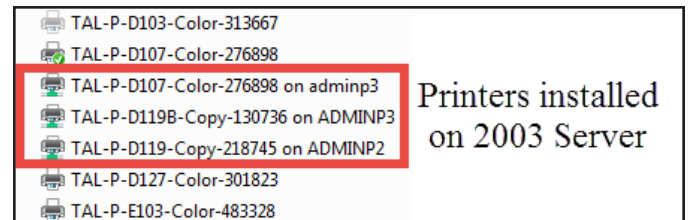
1. In the *System Tray*, right-click the **PrinterLogic** icon.



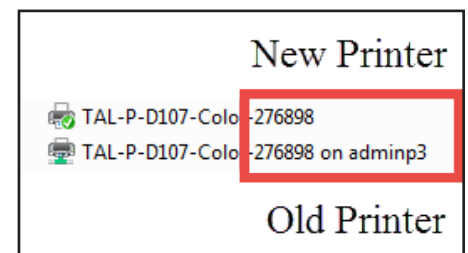
2. Select **View Installed Printers**.



3. In the Control Panel of the *Printers*' window, **observe the names** of the installed printers.



4. Old installed printers will have a reference in the naming convention to a printer that was installed on an old server such as, but not limited to ElemP1, MidP2, HighP3, or AdminP3. Newly installed network printers will not have this naming convention in the name.



5. When choosing a printer to print from as a default or one time print, this will be helpful in selecting the correct printer for the job.