Introduction

PrinterLogic allows you to install printers with a few clicks. This self-help document will help you get started adding a printer, setting a default printer and changing printer preferences. Code Printing will also be covered.

Adding a Printer on PC

1. Log on to a Towson University computer.
2. Click the Show hidden icons button in the bottom right of your desktop in the notifications area.
   
   ![Show hidden icons button](image1.png)
   
   Figure 1

   Note: PrinterLogic will not work with Microsoft Edge. If Edge is your default browser, launch Google Chrome, Firefox or Internet Explorer instead and then navigate to print.towson.edu. You may be prompted to install an extension. Follow the on-screen prompts in your web browser to complete this task.

3. Click the PrinterLogic icon. This will take you to the Towson PrinterLogic website.
   
   ![PrinterLogic icon](image2.png)
   
   Figure 2

   Note: PrinterLogic will not work with Microsoft Edge. If Edge is your default browser, launch Google Chrome, Firefox or Internet Explorer instead and then navigate to print.towson.edu. You may be prompted to install an extension. Follow the on-screen prompts in your web browser to complete this task.

4. Click on the folder for your building and then for your floor, if applicable.
   
   ![Folder selection](image3.png)
   
   Figure 3
5. Scroll down the list of printers and select your desired printer to begin installation. **Note:** If you wish this to be your default printer, click the *Set as default printer* box.

6. Confirm the installation by clicking the *Yes* button.

![Confirm installation](image)

**Figure 4**

7. After the installation is complete, click the *OK* button.

![Notice](image)

**Figure 5**

**Changing Printing Preferences**

1. Click the *Start* button in the lower left-hand corner. **Note:** If you are using Windows 10, click on *Cortana* next to the *Start* button instead and search for *Devices and Printers*.

2. Click *Devices and Printers*.

3. Find the printer you wish to manage and right-click on its *icon*.

4. Click *Printing preferences*.

![See what’s printing](image)

**Figure 6**

5. Make desired changes and click *OK*. 
Code Printing

Some printers require the use of a **User Number** in order to print. The instructions below will show you how to enable your printer for code printing and how to input your user number.

**Setting your Printing Preferences**

1. Click the **Start** button in the lower left-hand corner.
   
   **Note:** If you are using Windows 10, click on **Cortana** next to the **Start** button instead and search for **Devices and Printers**.

2. Click **Devices and Printers**.

3. Find the printer you wish to manage and right-click on its **icon**.

4. Click **Printing preferences**.

5. In the **Printing Preferences** window, click the **Job Handling** tab.

![Job Handling Tab](image)

6. Click the **Auto Job Control Review** box.

![Auto Job Control Review](image)

7. Depending on your department (Ex: Athletics), you may need to uncheck the box **Notify Job End**.

8. Click the **OK** button.
Printing using your User Number

1. After selecting the option to print your current document, the Job Handling window will appear.
2. Click the User Number box.
3. Click in the text box and enter your User Number.
4. Click the OK button.
Adding a Printer on a Mac

1. Log on to a Towson University Mac.
2. Click the **PrinterLogic** icon.

![Figure 10](image)

3. Select **Add Printer**. This will take you to the **Towson PrinterLogic** website.

   **Note:** Depending on your default browser, you may need to install a plugin for PrinterLogic. If you are using Google Chrome, download the Chrome Extension by clicking **Add to Chrome** and then selecting **Add Extension**. If you are using the Safari browser, select **Trust** to enable the use of the **Printer Installer Client Plugin**.

![Figure 11](image)

4. Click on the folder for your building and then for your floor, if applicable.
5. Scroll down the list of printers and select your desired printer to begin installation.

   **Note:** If you wish this to be your default printer, click the **Set as default printer** box.

6. Confirm the installation by clicking the **Yes** button.

![Figure 12](image)

7. After the installation is complete, click the **OK** button.