

PrinterLogic for PC/Mac

Adding a printer

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.

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.

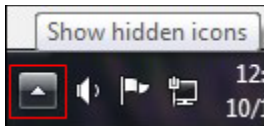


Figure 1

3. Click the **PrinterLogic** icon. This will take you to the **Towson PrinterLogic** website.

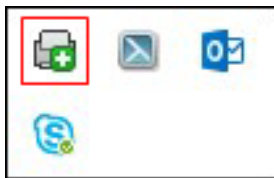


Figure 2

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.

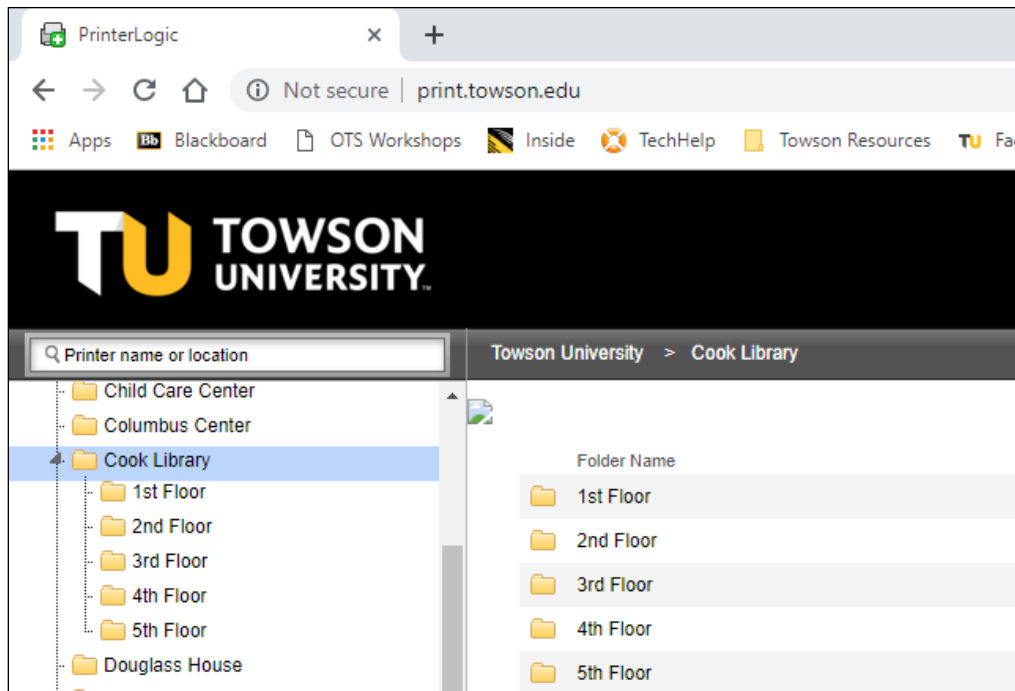


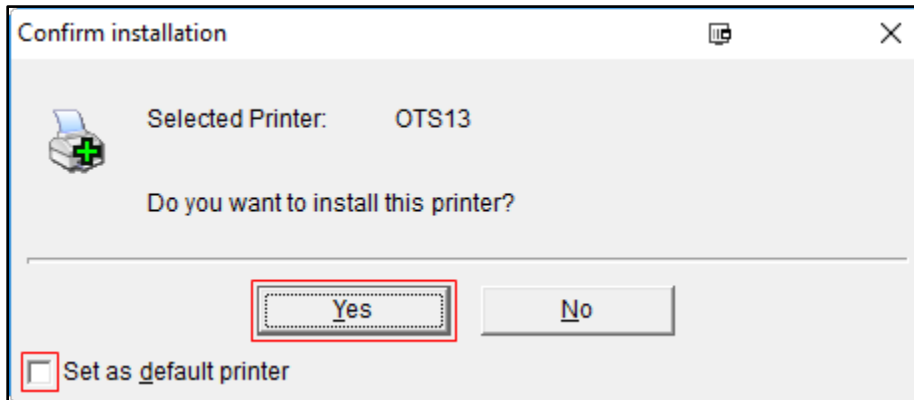
Figure 3

PrinterLogic: Adding a Printer

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

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

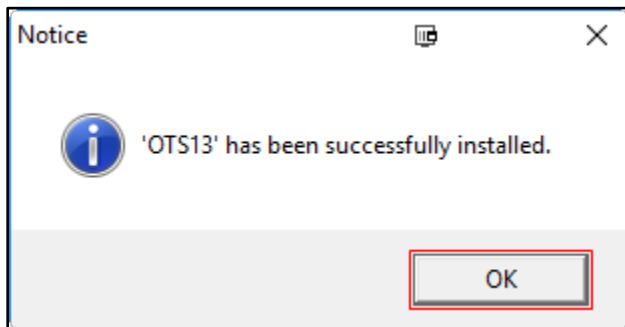


Figure 5

Changing Printing Preferences

1. Click on **Cortana** beside the **Start** button and search for **Printers**.



Figure 6

2. Click **Printers and Scanners**.

3. Find the printer you wish to manage and click on its icon and select **Manage**.

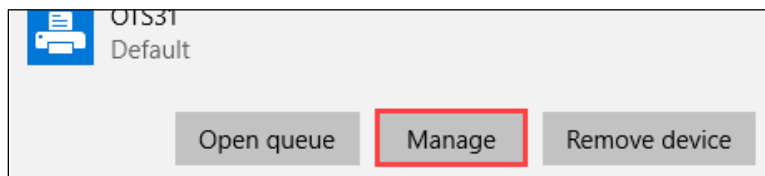


Figure 7

PrinterLogic: Adding a Printer

4. Click **Printing preferences**.

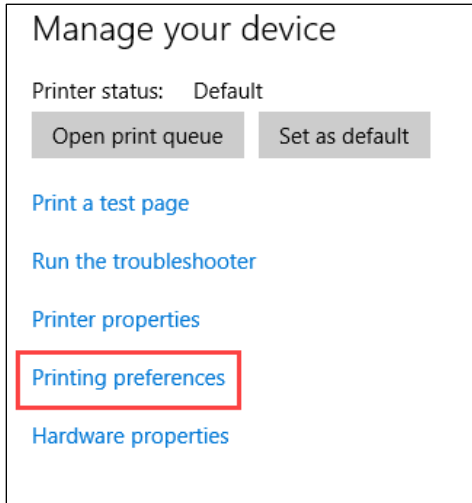


Figure 8

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

Adding a Printer on a Mac

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



Figure 9

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**.

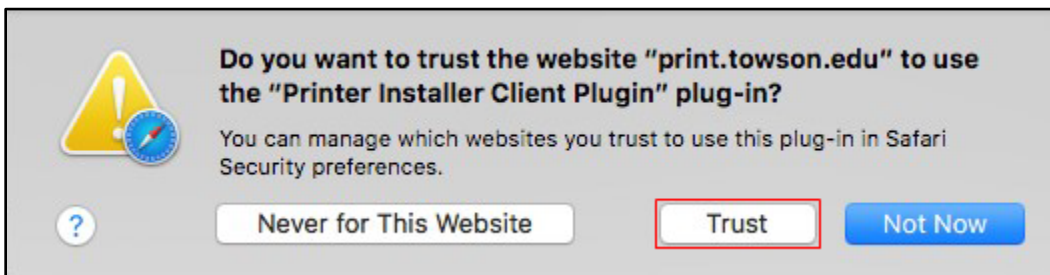


Figure 10

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.

PrinterLogic: Adding a Printer

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

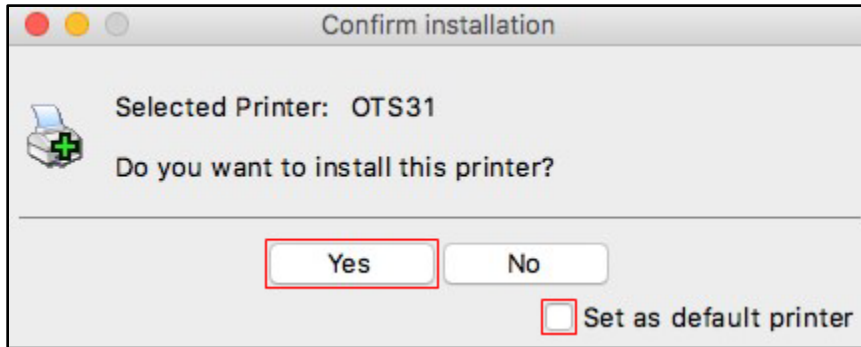


Figure 11

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