

UCOP IT Client Services Jan 25, 2022 Version 2

PC: Adding & Managing UCOP Printers

Printerlogic Description

PrinterLogic is a small program that allows users connect to UCOP networked printers. The program has already been preloaded onto your computer.

In order to connect or print to a UCOP Printer, you must be on-site with your computer connected via a network cable or via "OPnet" Wifi, OR off-site connected via VPN.

To Install a Printer

1. Double click on the "Printer" icon on the tool bar.



2. A web page will open and double click on the "location" and "floor" where you would like to print.





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3. Choose the printer that you would like to print to. To add the printer, you can either double

4. Click "yes" if you want to install this printer. You can also check "Set as default printer," if you want this printer to be your default.

Confirm installation				
	Selected Printer: B5052Acolor			
	Do you want to install this printer?			
	Yes <u>N</u> o			
Set as default printer				

5. Please wait while the printer and driver are installing. This can take up to a minute. Once it is installed, you will receive a notice that the printer has been installed and you can click "ok."

Notice		×
1	'B5052Acolor' has been successfully installed.	
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To set your Default Printer

1. Right click on the Printer icon in the toolbar and click on "Set Default Printer."





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2. Select your default printer and then click "set default printer" and "close"

Select new default printer	-		×
Adobe PDF B10052Ac0or B3052Color B3052Color B3052Color B305Color B3070Color B300Color B3002 on P-ITS-PRINT07		t <u>D</u> efault Pri	nter
B4052AColor B5052Acolor B5052Acolor B5034EColor Fax Microsoft Print to PDF Microsoft XPS Document Writer Xerox Global Print Driver PCL6			
		<u>C</u> lose	

To Delete Printers

1. Right click on the Printer icon in the toolbar and click on "delete printer."



2. Choose the printer that you want to delete, click on "delete printer" and "close."

