

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.

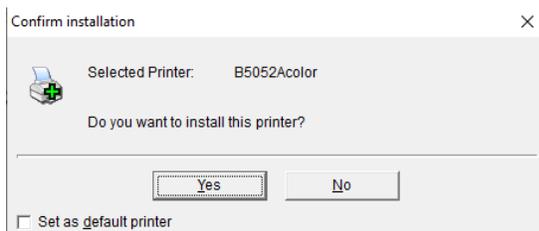


3. Choose the printer that you would like to print to. To add the printer, you can either double

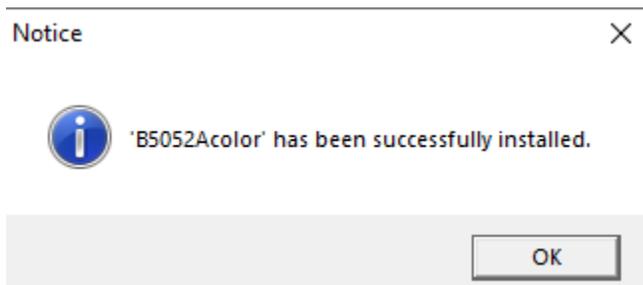


click on the “printer” on the Floor Map, or you can double click on the printer name at the bottom of the page.

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.

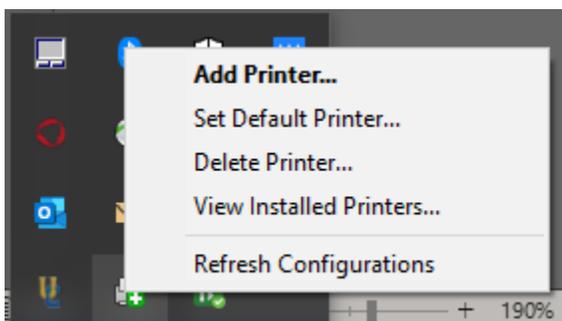


5. Please wait while the printer and driver are installing. This can take up to a minute. Once it is installed, you will receive a notice that the printer has been installed and you can click “ok.”

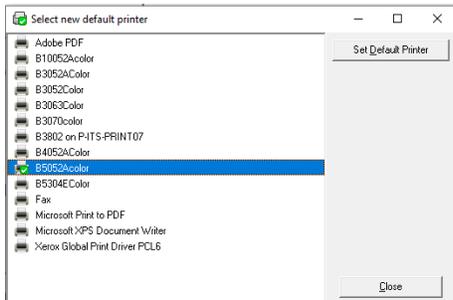


To set your Default Printer

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

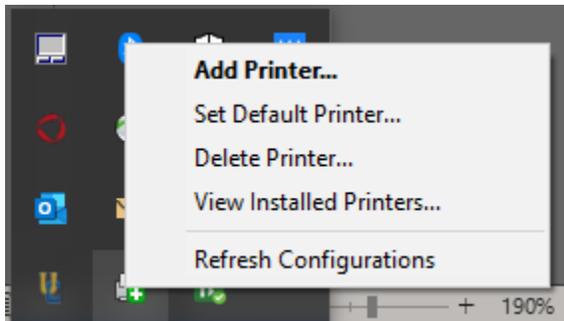


2. Select your default printer and then click “set default printer” and “close”



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.”

