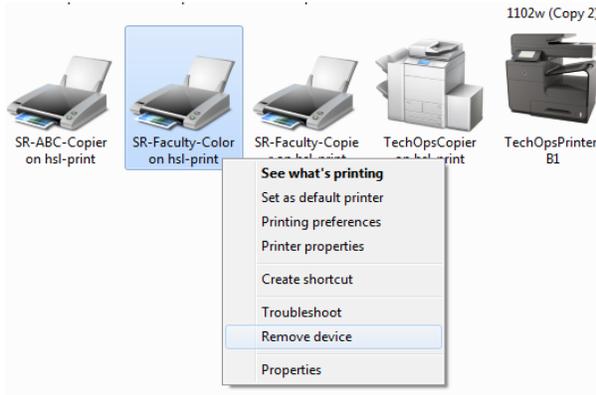


How to Remove and add a printer

Step-by-step guide

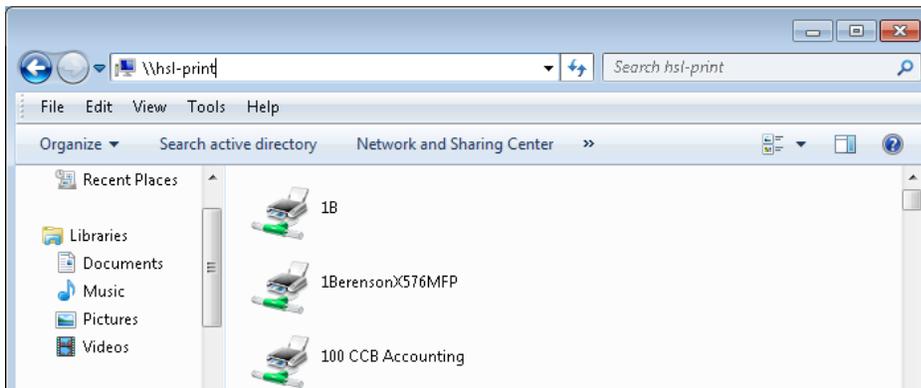
To Remove printer:

1. Go to **Start > Devices and Printers**
2. Right-click the printer you want and select **Remove device**



To add a printer:

1. Open **Windows Explorer** (Folder on task bar at bottom of screen)
2. Type **\\hsl-print** in the directory at the top of the window



3. Scroll through until you find the printer you want and double click
4. Once the driver installs, the printer queue window will pop up. You can just close that

To set default printer:

1. Go to **Start > Devices and Printers**
2. Right-click the printer you want and select **Set as Default Printer**

