



Windows 7 PrinterLogic: Add Printer

1. Open **Windows System Tray**.



2. Click .

- The PrinterLogic Self-service portal will appear in the new browser tab (<http://printers.wcpschools.wcpss.local/>).

NOTE: If link opens in Microsoft Edge browser:

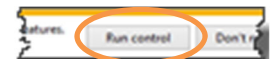
- Click the **overflow** icon.
- Click **Open with Internet Explorer**.



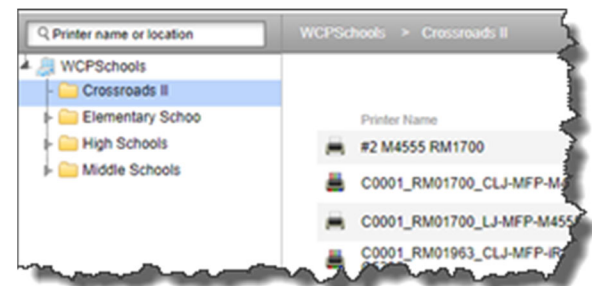
3. Click **Install**.



4. At the bottom of the browser window, click **Run Control**.

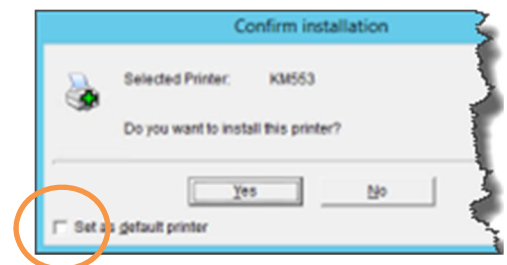


5. Navigate to your school's printers.



6. Click printer to install.

7. To set this print as the default, click the checkbox next to **Set as default printer**.



8. Click **Yes**.

A pop-up window will appear when installation is complete.