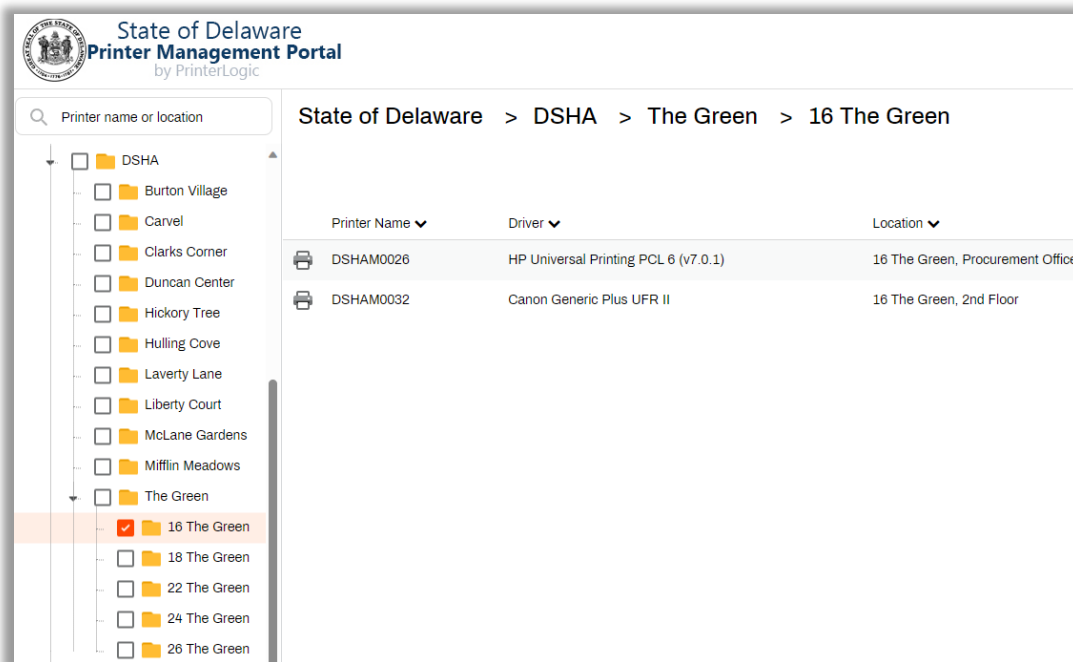# DSHA Printing Set-Up Instructions

Greetings,

Please note that DTI offers users a printer management tool called "**PrinterLogic**". Your new State domain laptop will come with PrinterLogic installed, allowing you to manage and install your own printers. We will do our best to ensure that all the printers you typically use are automatically installed on your device by 11/6. However, if you find that any printers are missing, please make sure to follow the instructions below to add a printer:
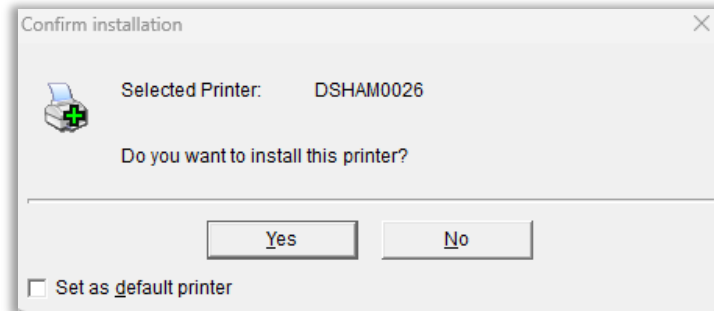
How to Add a Printer

1. Open the system tray menu using the [arrow icon] arrow icon, located at the lower right corner of your screen (system tray).
2. Click the **Printerlogic icon** in the system tray menu. [printer icon]
3. This will launch the **PrinterLogic** website.

4. Look for and click on the **Folder** for your location/department and expand the building you are in (Ex: DSHA\The Green\16 The Green)
5. Select the printer name physically closest to you from the list. (Ex. DSHAM0026)

Note: It's important to specify the printer's location in the Location field of the PrinterLogic window for easy reference.

6. Click on the "**Set as default printer**" checkbox to make this your default printer.
7. Click the **Yes** button to confirm (The system will install the printer. This may take a minute to complete.)
8. Click on the **OK** box on the confirm.
9. Done! Your printer will now appear as an option when you are ready to print a document.

If you need assistance with printing or Printerlogic, contact the **DTI Service Desk** by calling **(302)739-9560** or sending an email to: **DTI_Servicedesk@delaware.gov**