## Install Printer

Every desktop computer should be set up with convenient printer access. However, there may be times when you need to install an additional printer, or a time when you'd like to add printer access to a laptop computer.

You Must Be Logged in as a Staff Member/Teacher to Install a Printer

To Install a Printer:

1. Click on the **printer icon** on your taskbar or use an Internet browser (You must be using the Google Chrome browser) to visit **printerlogic.hayscisd.net.** If the printer logic does not work or opens in a different browser, you can type in the url or copy the link (**printerlogic.hayscisd.ne**)
2. If your campus or location does not automatically appear you can **navigate to your campus** using the pane on the left side of the screen.
3. On the right side of your screen you will see printer names. Find the printer you are wanting to install, **click on the printer** you would like to install.
4. Click **Install Printer**.