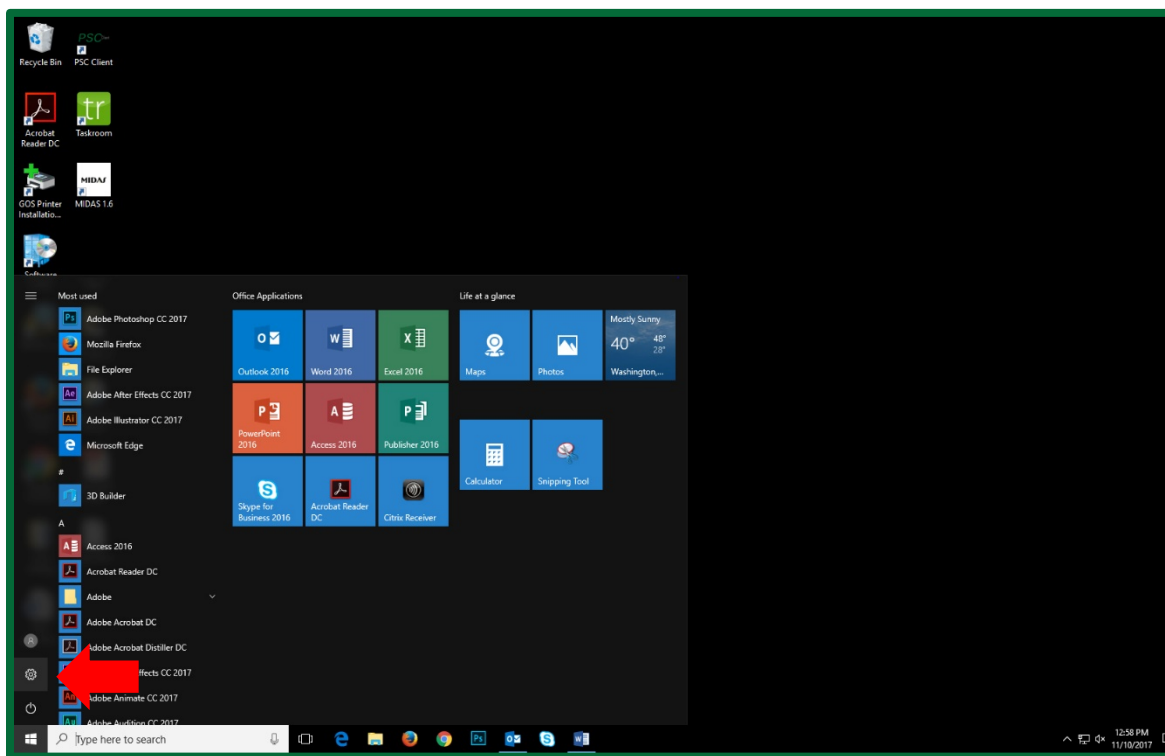# How to Uninstall a Printer
Overview and Guide for Windows 10 Users

It is important to use the proper security measures when printing documents with confidential and sensitive information.
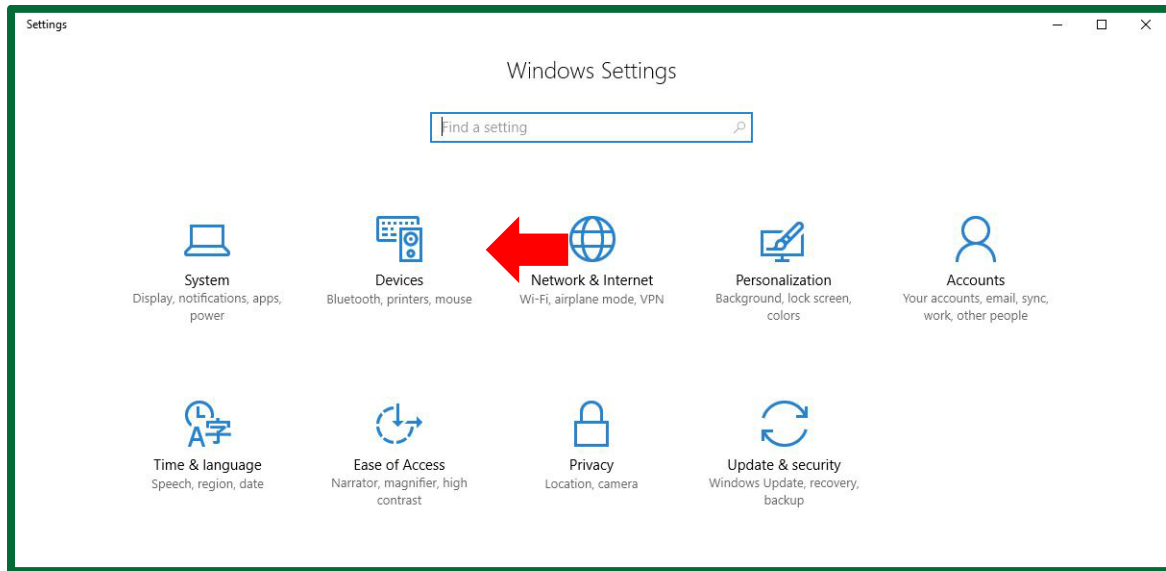
Uninstalling printers on your computer after a printer is removed from a workplace is one of these security measures. After uninstalling a printer, it is a good idea to establish a new default printer.
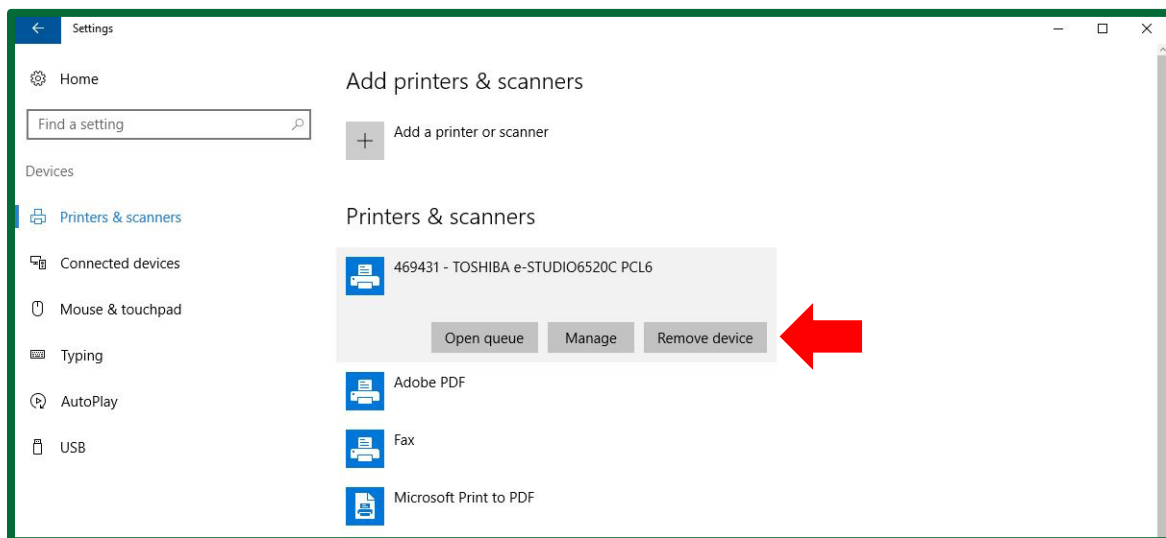
Uninstall a printer

1. Locate the list of printers on your workstation by clicking the Windows icon or "Start" button in the corner of your desktop, then click the settings option on the left side of the menu.

2. From the settings menu, select "Devices."

3. From the Devices window, select the printer you want to uninstall. A dropdown menu will appear, and select "Remove device."
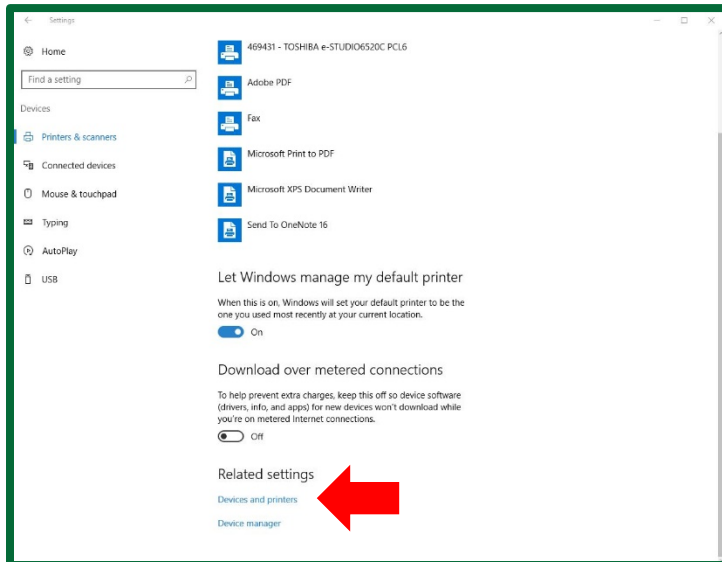

Note: This process should remove the printer from the list, but sometimes your workstation may request administrator credentials to complete the removal.

If you are prompted for administrator credentials, please call the IT Service Desk at 306-787-5000, and the Service Desk will be able to remove the printer for you.

Setting a new default printer

3. To set a new default printer, locate the list of printers on your workstation by following step one and two in the *uninstall a printer guide*. From the Devices window, scroll to the bottom and select "Devices and printers."

4. From the Device and printers window, right-click on the printer and click "Set as default printer" to set a new default printer.