

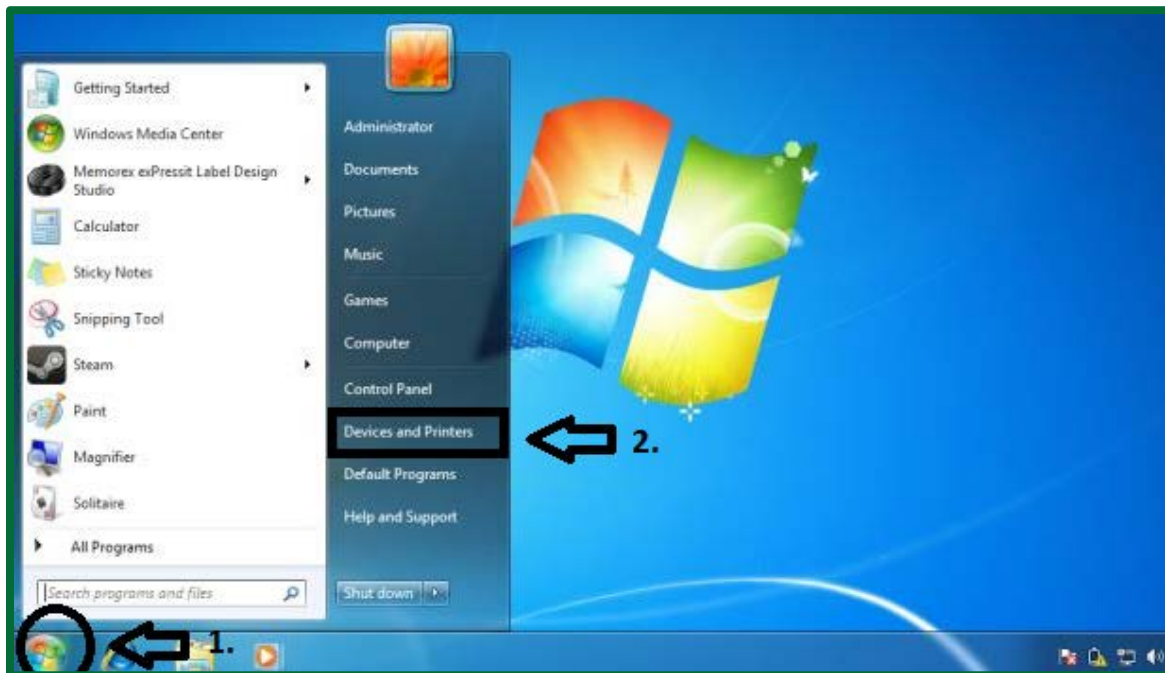
How to Uninstall a Printer Overview and Guide for Windows 7 Users

It is important to use the proper security measures when printing documents with confidential and sensitive information.

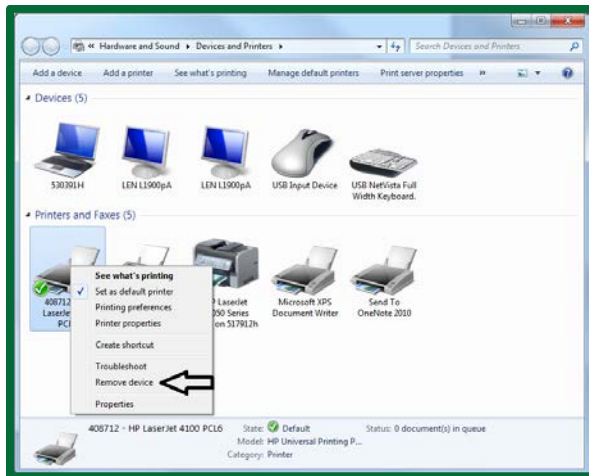
Uninstalling printers on your computer after a printer is removed from a workplace is one of these security measures. After uninstalling a printer, it is a good idea to establish a new default printer.

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 “Devices and Printers.”



2. To remove any printer, right-click on the printer and click “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

1. To set a new default printer, locate the list of printers on your workstation by following step one in the *uninstall a printer guide*. From the Devices and Printer window, right-click the correct printer and select “Set as default printer.”

