**How to Add an Office Printer**

**Purpose:**

Provide instructions for how a user can add an office printer to their computer so they can print from it.

**Target Audience:**

Users that need to connect to an office printer.

**Examples of when to use this article:**

* I’m in an office and need to connect to the printer.

**Before We Start:**

* Computer must be in the office where the printer is located.

**Instructions:**

**Step 1:** Go to your system tray located in the Window’s Taskbar, usually at the bottom right corner of your desktop, and click on the PrinterLogic icon to add office printer(s).

 

* **Step 2:** The “Add Printer” option opens the PrinterLogic Self-service Portal, which is a browser-based tool that enables users to easily connect to an office printer. If you don’t see the printer you want to add, please submit a ticket via [ariento.com/support](https://www.ariento.com/support) .

**Step 3:** If this is your first time accessing the PrinterLogic Self-service Portal, you will be prompted to **install a Chrome Extension**.



Note – If you run into any issues with installing the Chrome Extension direct link provided within the PrinterLogice Self-service Portal, you may choose the link below to complete the install of Chrome Extension.

<https://chrome.google.com/webstore/detail/printerlogic-extension-v1/bfgjjammlemhdcocpejaompfoojnjjfn>

**Step 4:** Pop-up for Chrome Web Store will open for the you to install the PrinterLogic Extension. Please click “**Add to Chrome**”.



**Step 5:** Once a pop-up is provided you will need to accept the “**Add Extension**”.



**Step 6:** After installing the Chrome Extension, go back to the PrinterLogic icon and click on the specific printer you like to connect to and download.



**Step 7:** Installer bar will appear.



**Step 8:** Lastly, the “Notice box” will pop-up with printer completion.



**Step 9:** Printer will now show up as an option when you are printing. You may need to exit the application you were using first if it doesn’t show up immediately.

**Relevant Articles/References (Links):**

1. None