

How to Delete a Printer from a Macintosh Computer

Step 1: Open System Preferences

To access your printers, you'll need to open System Preferences. You can open this via the Apple menu in the top left corner of the screen or via the gear icon in your dock at the bottom of the screen.



Step 2: Open Print & Scanning Preferences

In the second row of the System Preferences window, click on 'Printers & Scanners'.

••• < >		System Preferences			Q Search		
General	Desktop & Screen Saver	osec Dock	Mission Control	Language & Region	Security & Privacy	Spotlight	Notifications
Displays	Energy Saver	Keyboard	Mouse	Trackpad	Printers & Scanners	Sound	
iCloud	(@) Internet	Extensions	Network	Bluetooth	Sharing		

Step 3:

Select your old printer from the list of printers, scanners and any other devices by clicking on the printer in the list on the left.

Step 4:

At the bottom of the list should be a plus(+) and a minus(-) sign. With your chosen printer selected, **click on the minus (-) button** to delete the printer. A window will pop up asking to confirm if you'd like to delete the printer.

	Printers & Scan	ners	Q Search	
Printers MSUPRIN • Idle, Las	Are you sure you wan "MSUPRINT-UN5100"	t to delete the print 10H"?	er	
	Cancel	Delete Printe	er	
	Location: Kind: Status:	UN5100 Front area Generic PostScript Prin Idle	ter	
+ -	Share this printe	er on the network	Sharing Preferences	
	Default printer:	Last Printer Used	٥	
	Default paper size:	US Letter	٥	
Click the lock to make changes.			(?