MONTCLAIR STATE UNIVERSITY

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.**
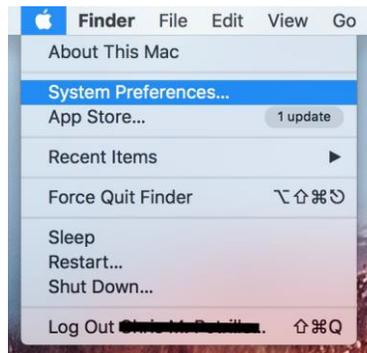
Step 2: Open Print & Scanning Preferences

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

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.