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.

![System Preferences]

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.