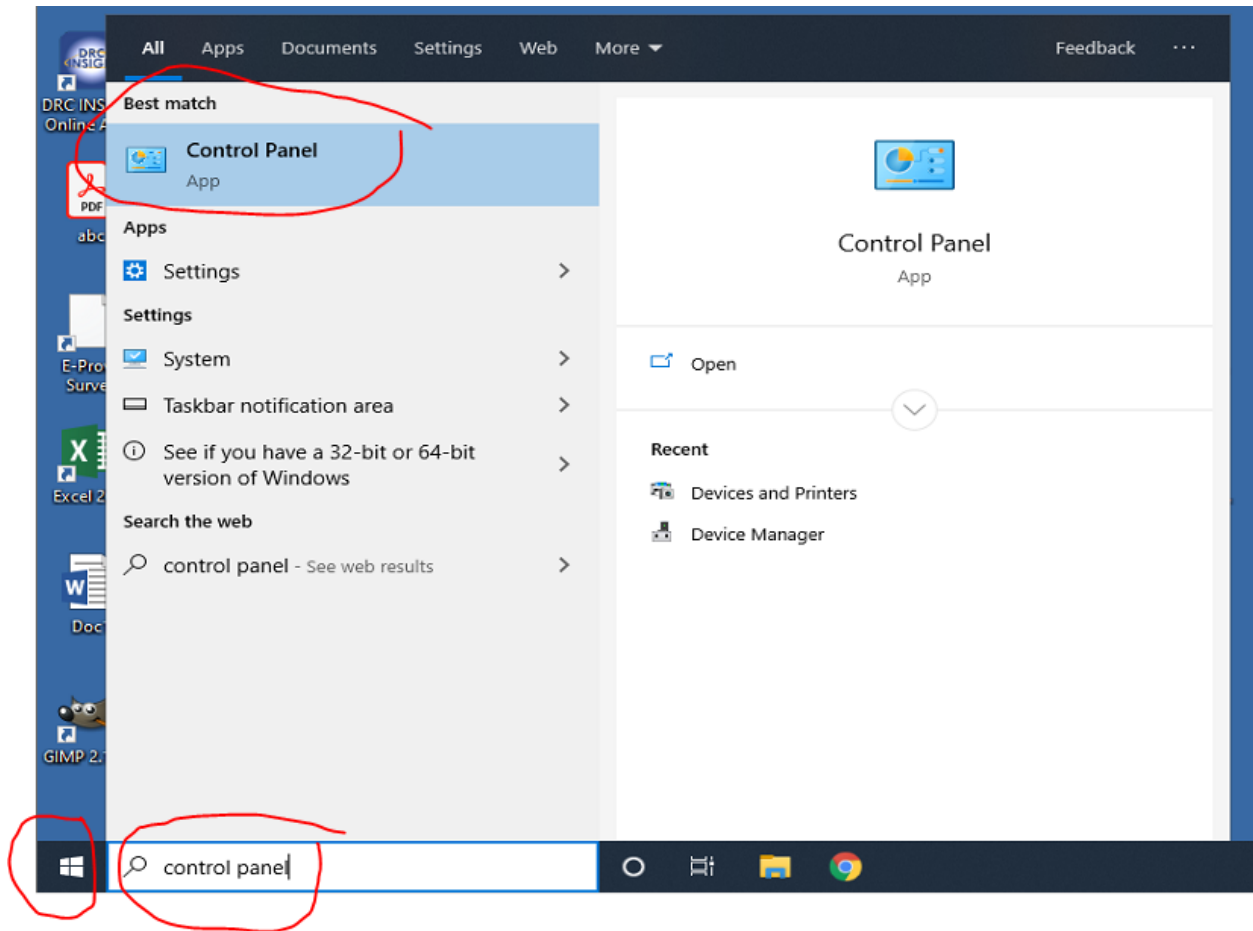


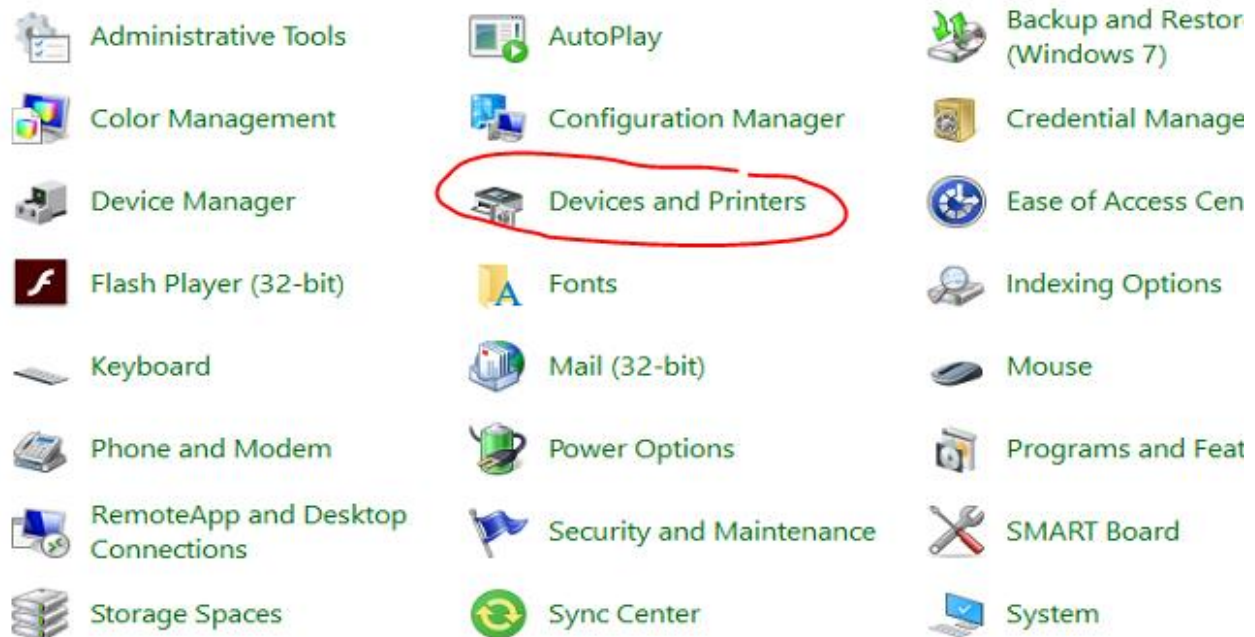
Set your default printer

1. Click the start button and in the search bar, type Control Panel and click the Control Panel app



2. Once in the control panel, click on "Devices and Printers"

Adjust your computer's settings



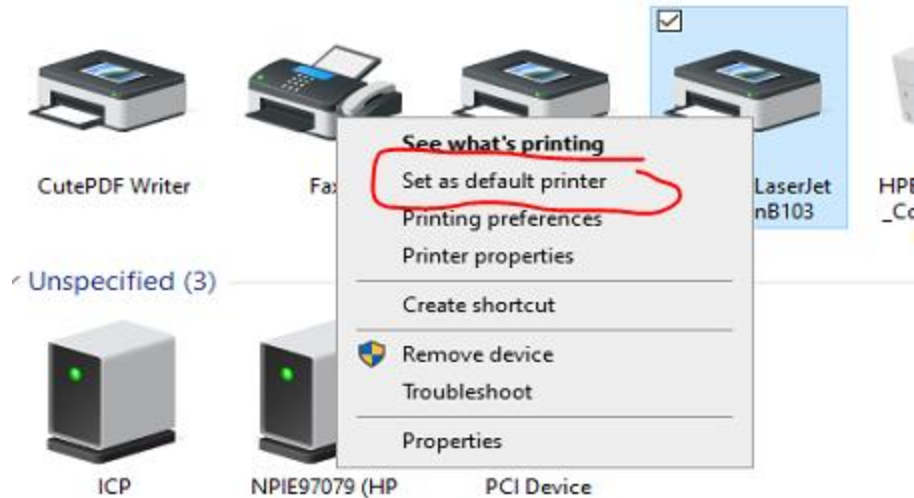
3. This will open up a list of all your currently installed printers. Find your printer you want to be your default. If it has a green check mark, it is already your default.

Printers (15)



Unspecified (3)

4. If not, right click the printer and choose "Set as Default Printer" ***Note, you may get a message asking if you want to stop windows from managing your default printer. If so, choose Yes or continue.



You will see the green check appear or move to this printer. This printer is now your default.

What does “default” printer mean?

It means that if you just click the print button, by “default”, it will print to your default printer. Some programs don't allow you to choose your printer and will only print to your system default. As a rule of thumb, the printer you want to use the most needs to be set as your default. This doesn't mean that you can't print to any other printer. You will still be able to select other printers, as long as your application allows it.