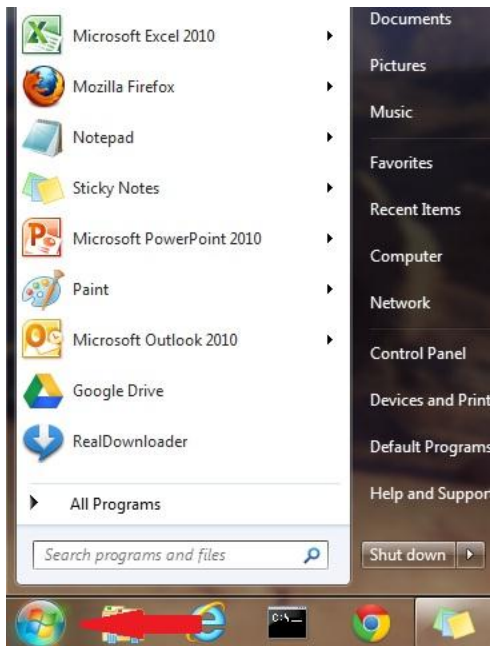


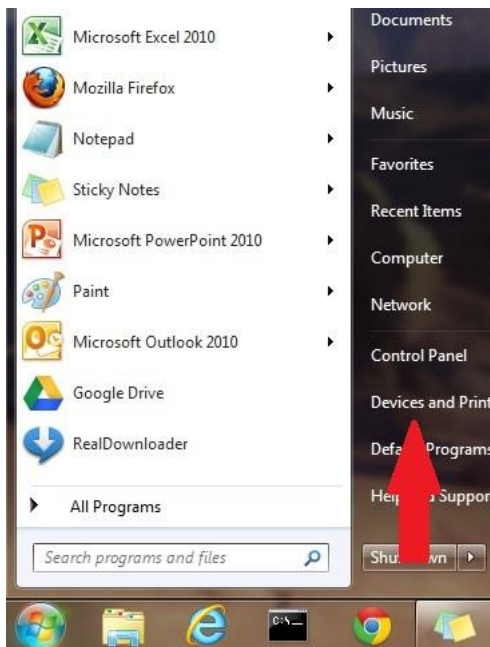
# How to Set a Default Printer

A default printer is the printer to which you would like to normally send your print jobs. This is a per-user setting and will need to be made/set under your login. Follow the instructions below to choose your default printer.

1. Left-click once on the “Start” button



2. Left-click once on “Devices and Printers”



3. Right-click once on the printer you want to set as your default printer
4. Left-click once on “Set as default printer”

