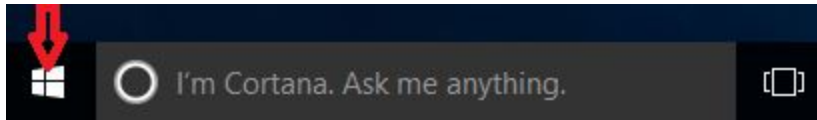


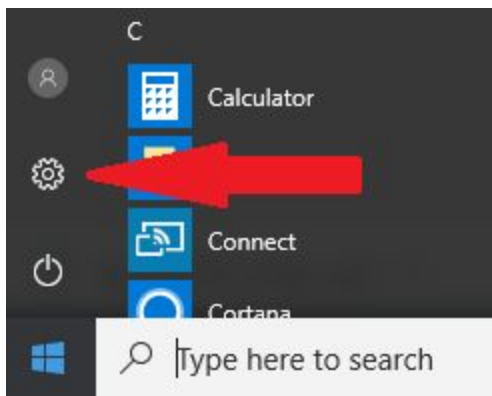
How To Set A Default Printer (Win. 10)

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. Click the “Start” button in the lower, left-hand corner of the screen.



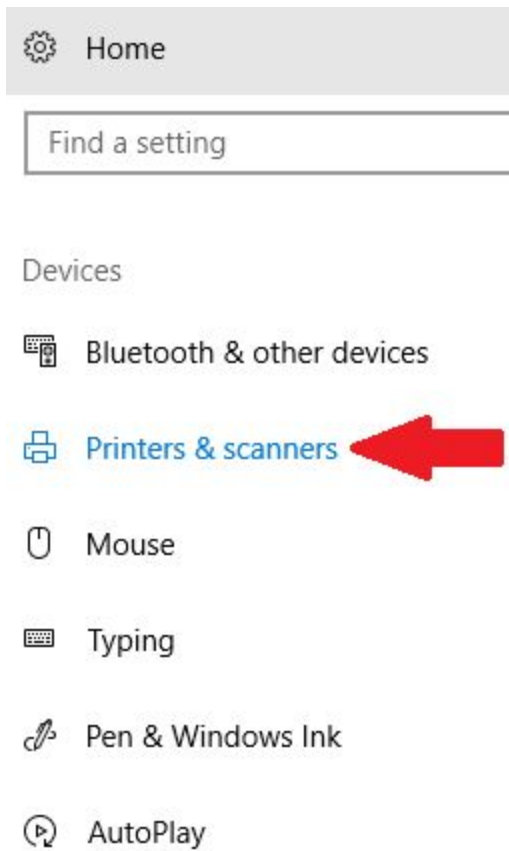
2. Click on the “Settings” gear icon.



3. From the pop-up box, click on the “Devices” button.



4. Click the “Printers & Scanners” link on the left.

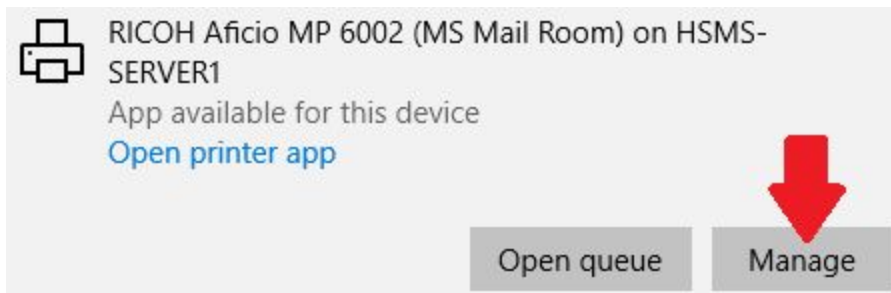


5. Scroll to the bottom of the printer list and check OFF the option to have Windows manage your default printer.

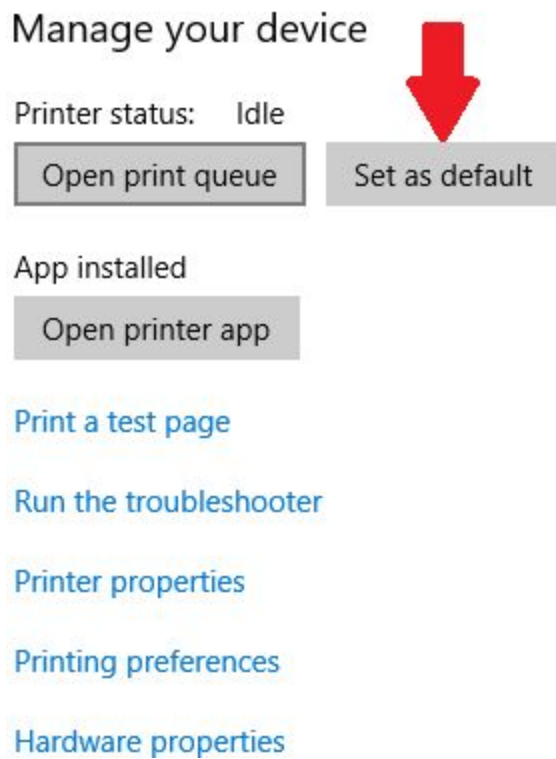
Let Windows manage my default printer

When this is on, Windows will set your default printer to be the one you used most recently at your current location.

6. Scroll back up to the printer you would like as your default and left-click once on it and then click on the “Manage” button.



7. Now click the “Set as default” button.



8. Close out the settings windows, and you're done!