

Setting a Default Printer

- 1) Click the “Windows Key” on your keyboard, or the start button (white Windows Icon) in the lower left corner of the screen



- 2) Click the settings cog



- 3) Click Devices, Printers and Scanners
- 4) Scroll down and verify that the box “Let Windows manage my default printer” is not checked.
- 5) Click on the printer you’d like as the default
- 6) Click Manage
- 7) Click Set as default printer
- 8) Close the settings window