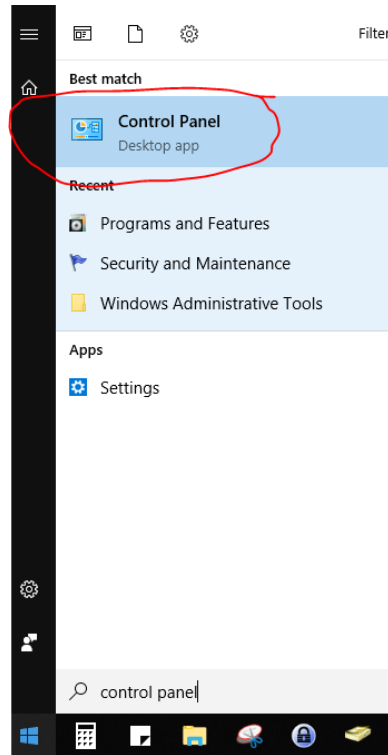
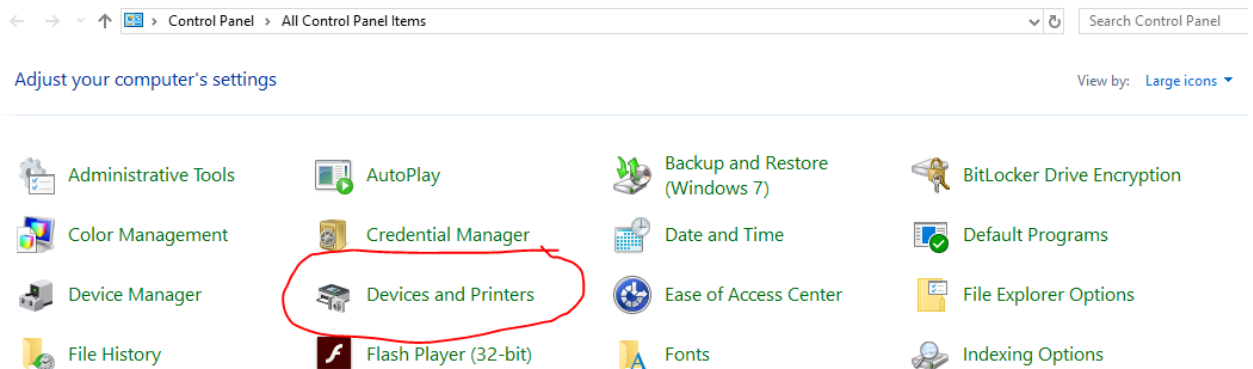

How to set a default printer

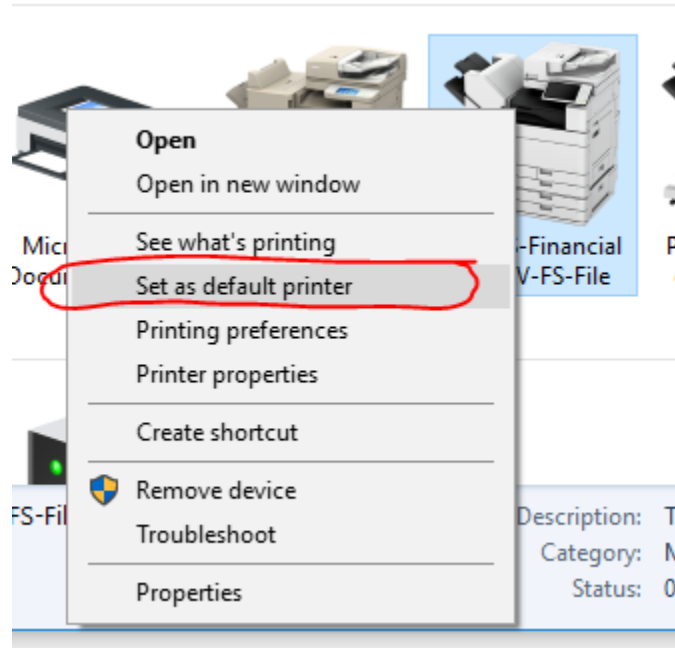
1. Click the **Start Button** and choose or type in **“Control Panel”**



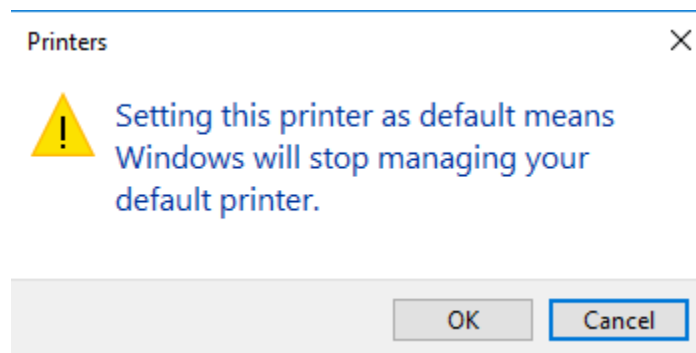
2. From Control Panel open **“Devices and Printers”**



- From the Devices and Printers menu **Right Click** the printer you want to make your default printer. **Select “Set as Default Printer”**.



- You may get a popup warning you about Windows will stop managing your default printer. **Click OK.**



- You should end up with a green check mark on the printer you have selected, indicating that it is now the default printer.

