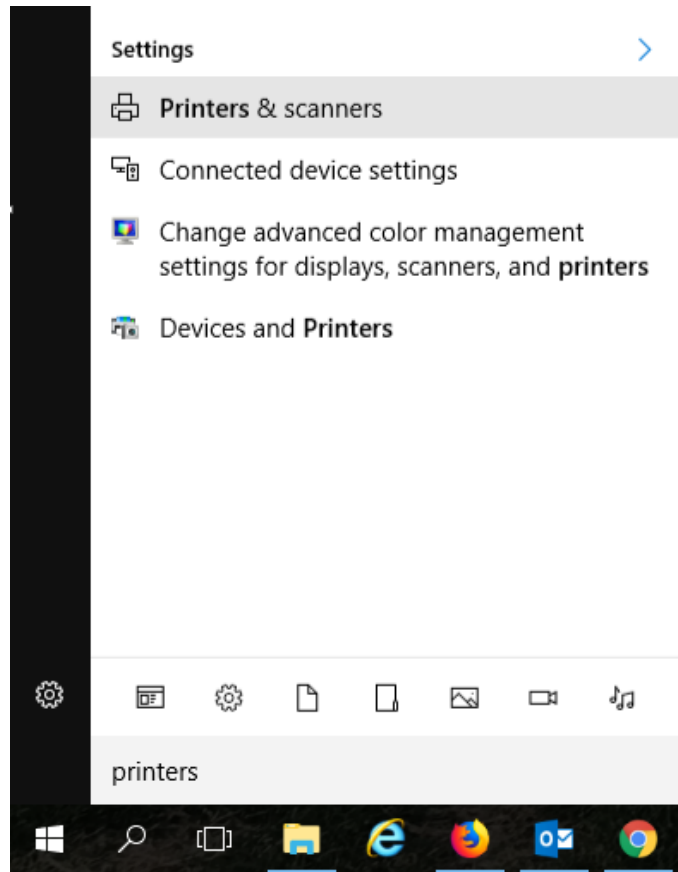# Setting a Default Printer

Windows 10

1. Type the word printers in the search box. (You may have to select the magnifying glass to open the search box.)
2. Select Printers and scanners from the list.

3. Scroll down to the section titled "Let Windows manage my default printer. Slide the button to the OFF position.

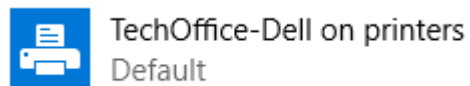4. Scroll up to find the printer to be your default and click on it. Select the Manage option.
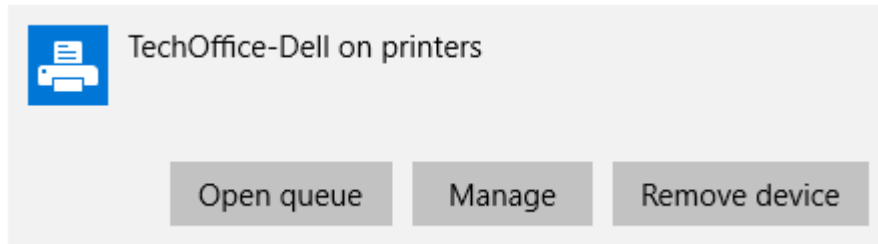
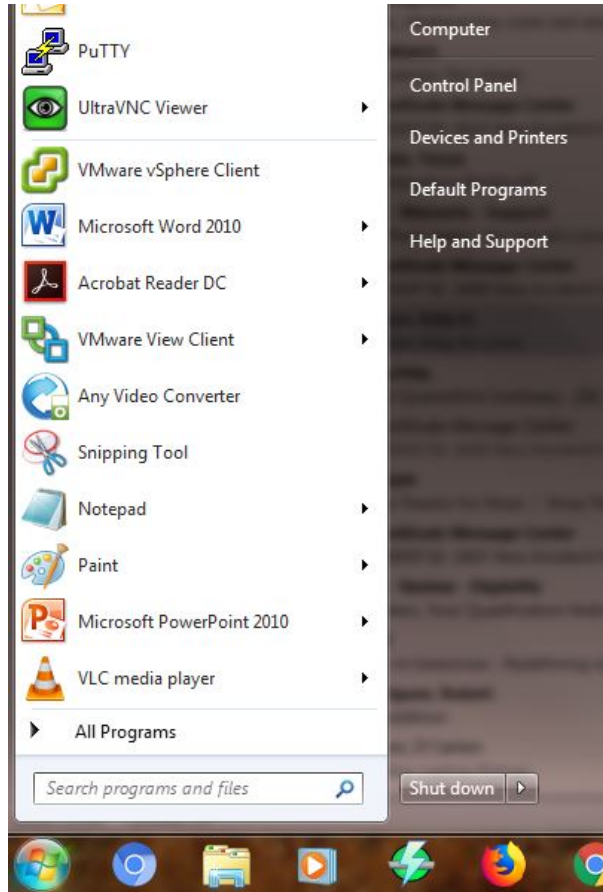
5. Select the Set as Default option.
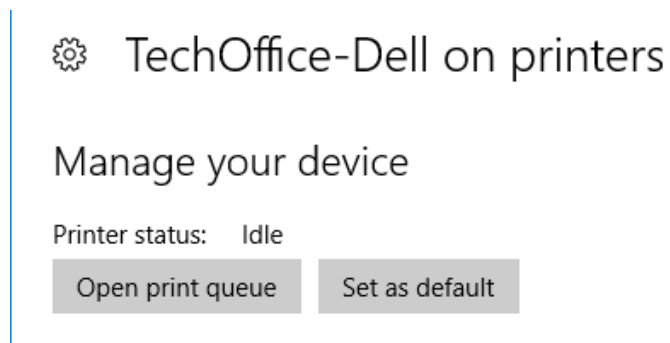
6. Close the Settings window.
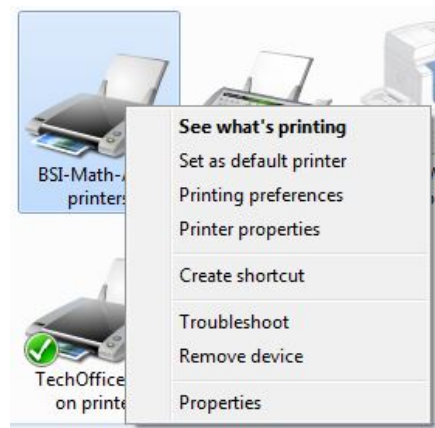7. Your default printer will say so in the Printer list.

Windows 7

1. Click the Windows icon at bottom left to open the Start Menu. Select Devices and Printers. It will open a new window.

2. Right click on the printer you want to set as your default. Select Set as default printer.

3. The default printer will have a checkmark on it.

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on printers

4. Close the Devices and Printers window.