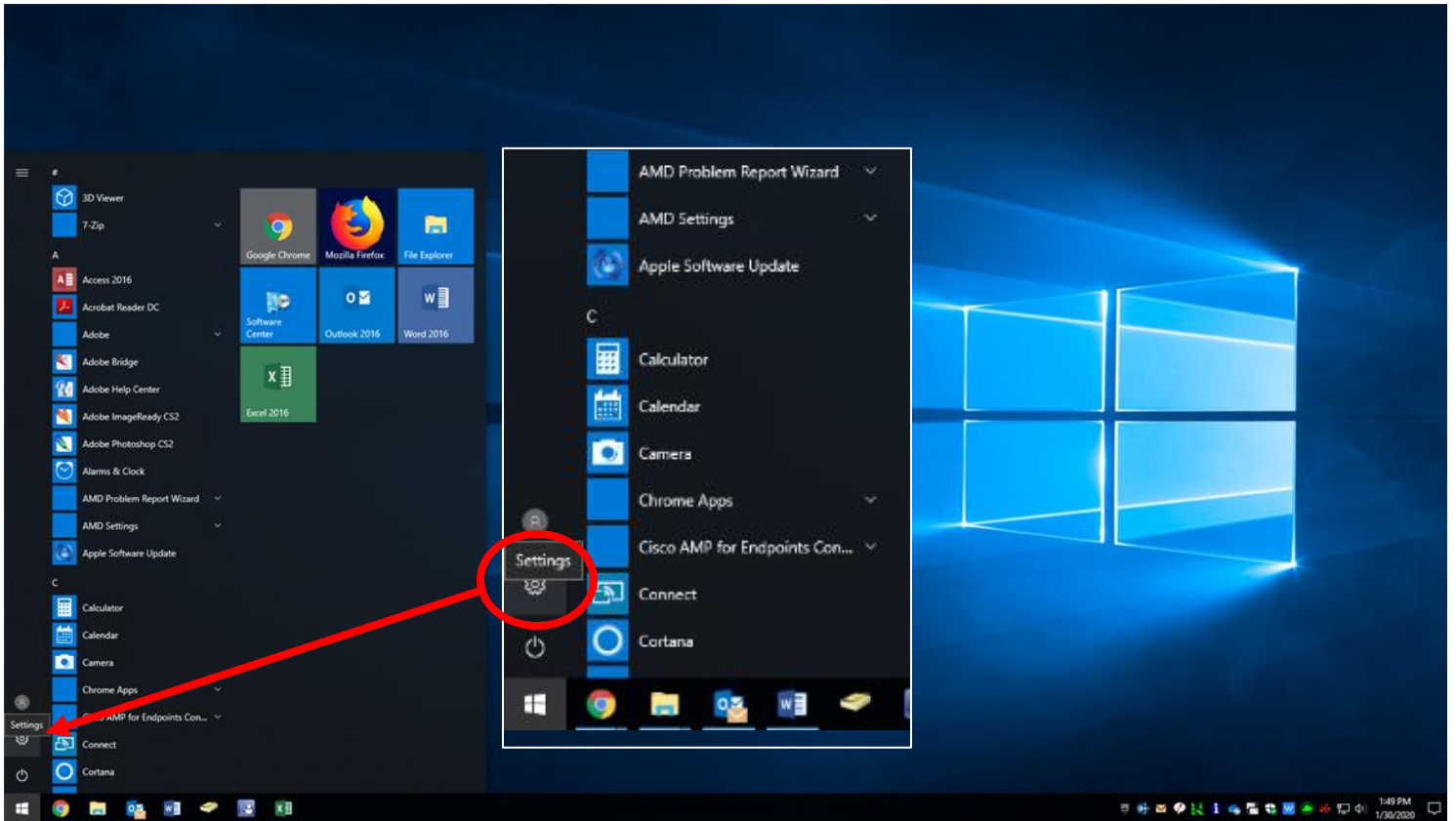
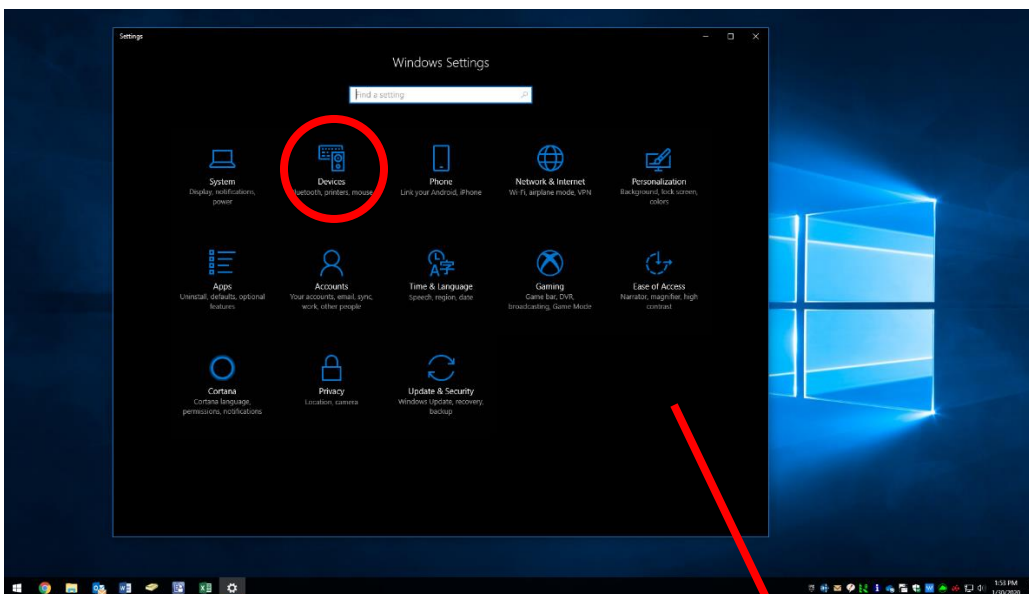


## Setting a Default Printer

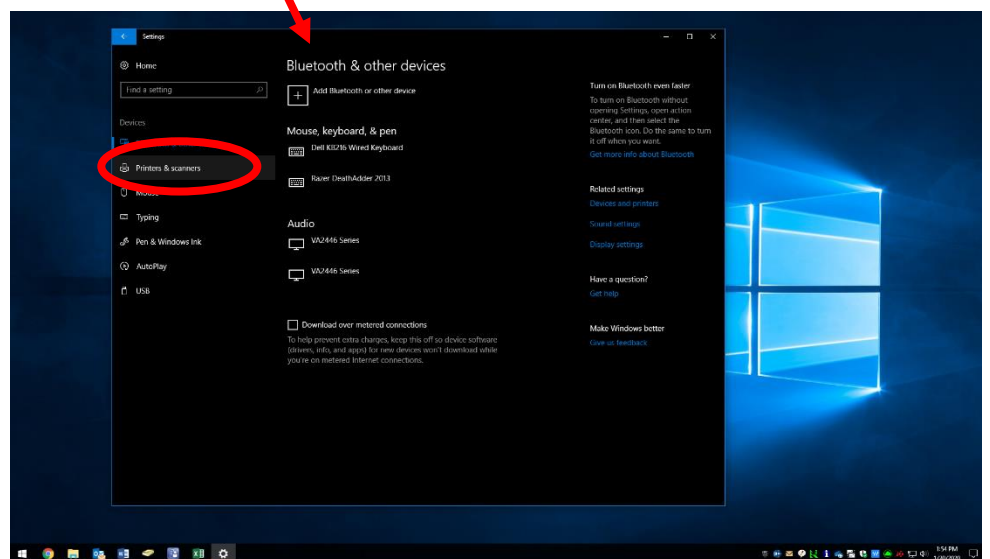
1. From the start menu, click the settings icon on the left side.



2. Click "Devices" then "Printers & scanners" from the left side menu.



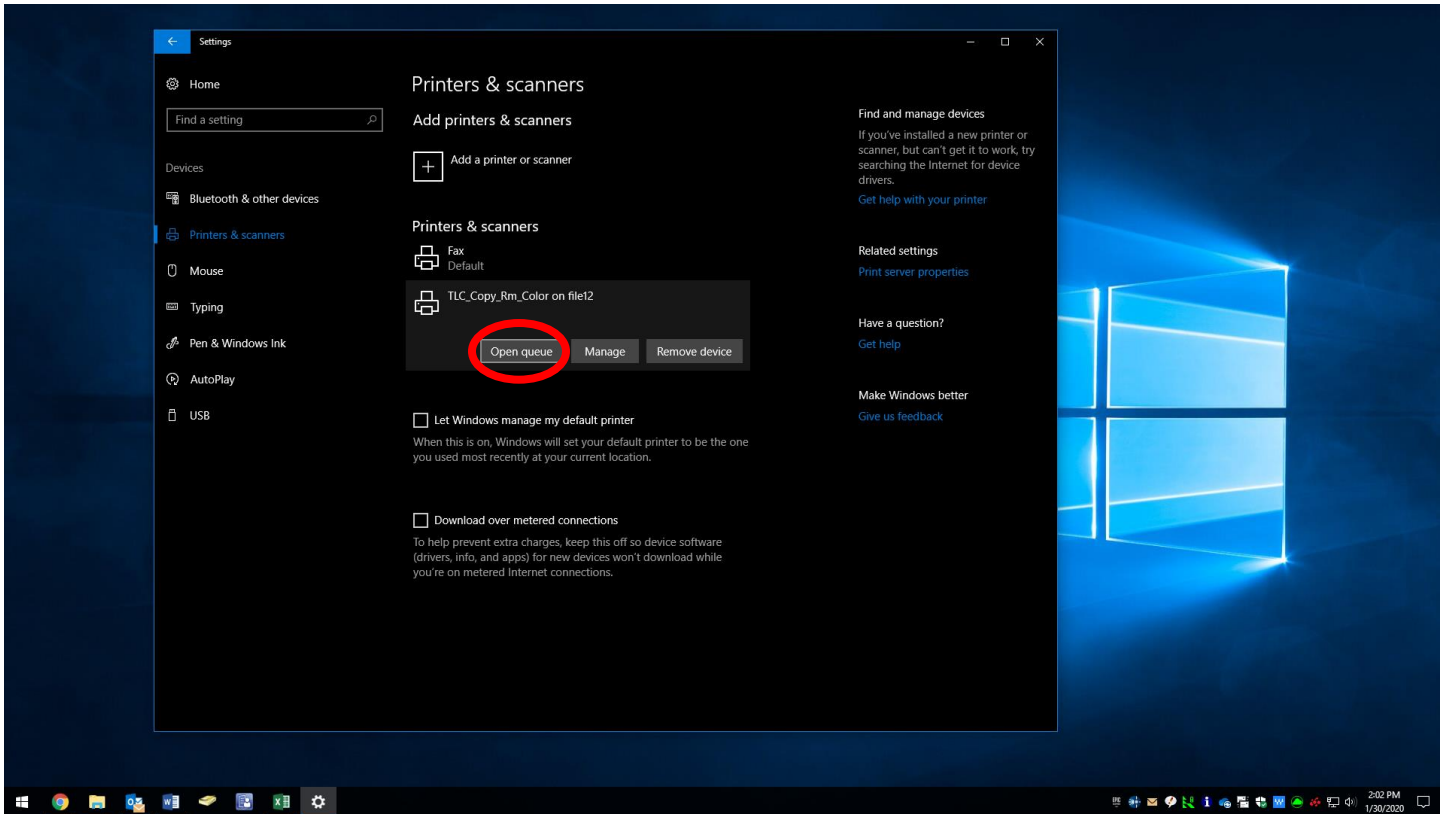
A



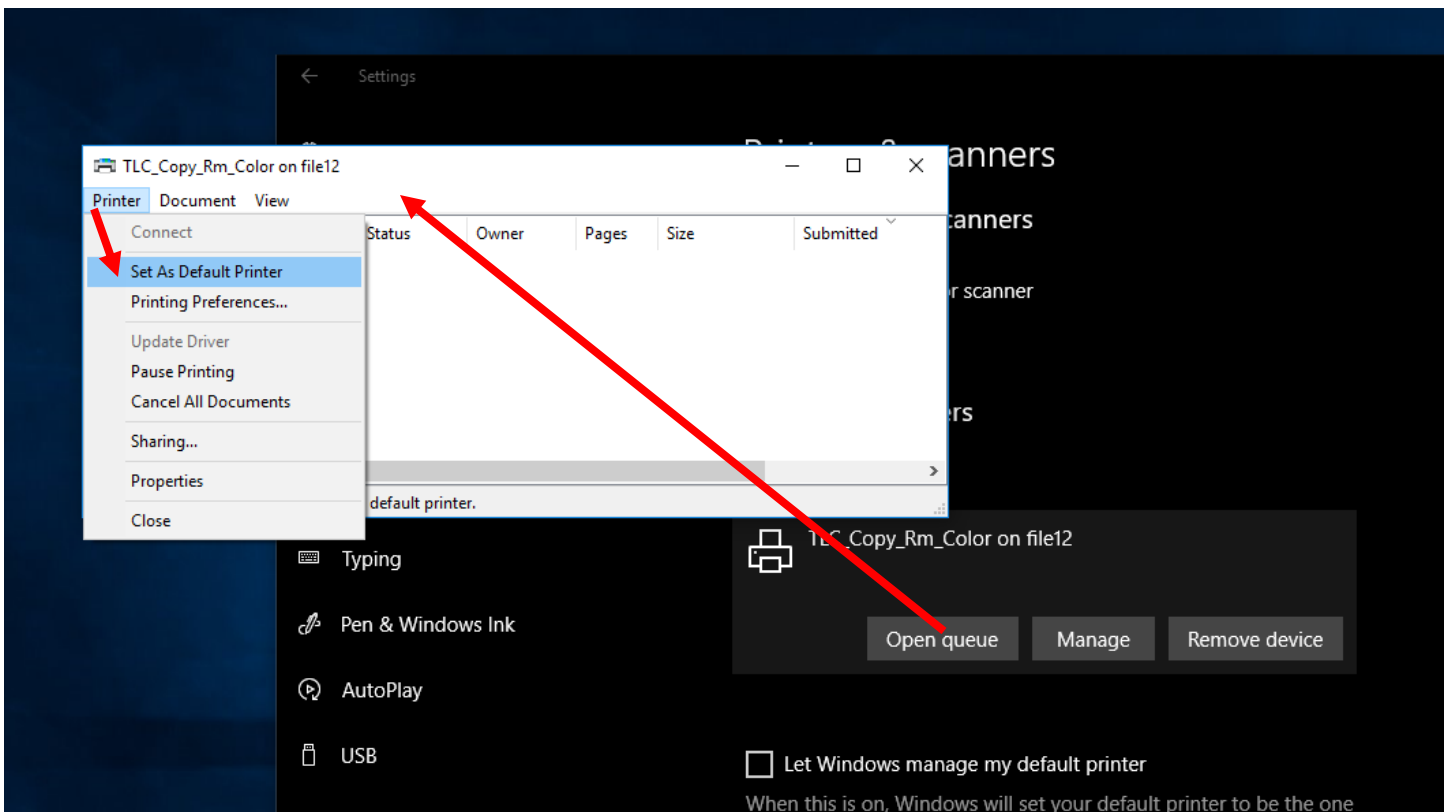
B

## Setting a Default Printer

3. Click the printer you want as the default then click "Open queue"



You will get a new window that shows the jobs in progress. From the top left click "Printer" then "Set as Default Printer"



**\*If you get a warning about windows managing your default printer click "OK"**

Close out of the queue and you should now see "Default" below the printer you assigned

