Changing your default printer

• Click the Start button, and choose Devices and Printers



• Right-click on the printer you want to use as default, and choose Set as Default Printer

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	► (Control Pan	el⊧	Hardware and So	und	 Devices and Printers 	•	
Add a device	Add a	printer	Seev	what's printing	Ma	anage default printers	Print serv	er p
 Devices (9) 								
ASIX AX88772 USB2.0 to Fast Ethernet Adapter		Camera		DELL S2409W	ę	hp scanjet	IDEA-PC	
Printers (4)					_			
Adobe PDF	Cu	utePDF Write	er	HS Room 214 COLOR Laser on		HS Tech Office Laser on ps01		
 Unspecified (1)	Open Open in new window		3				
Microsoft Wireless Transceiver	6	See what's printing Set as default printer Printing preferences Printer properties Create shortcut Remove device		Right-click the printer you wan to be the defau and choose "S as default print		int ult, Set iter"		
		Troubleshoot						
		Properties	Properties					

• Done