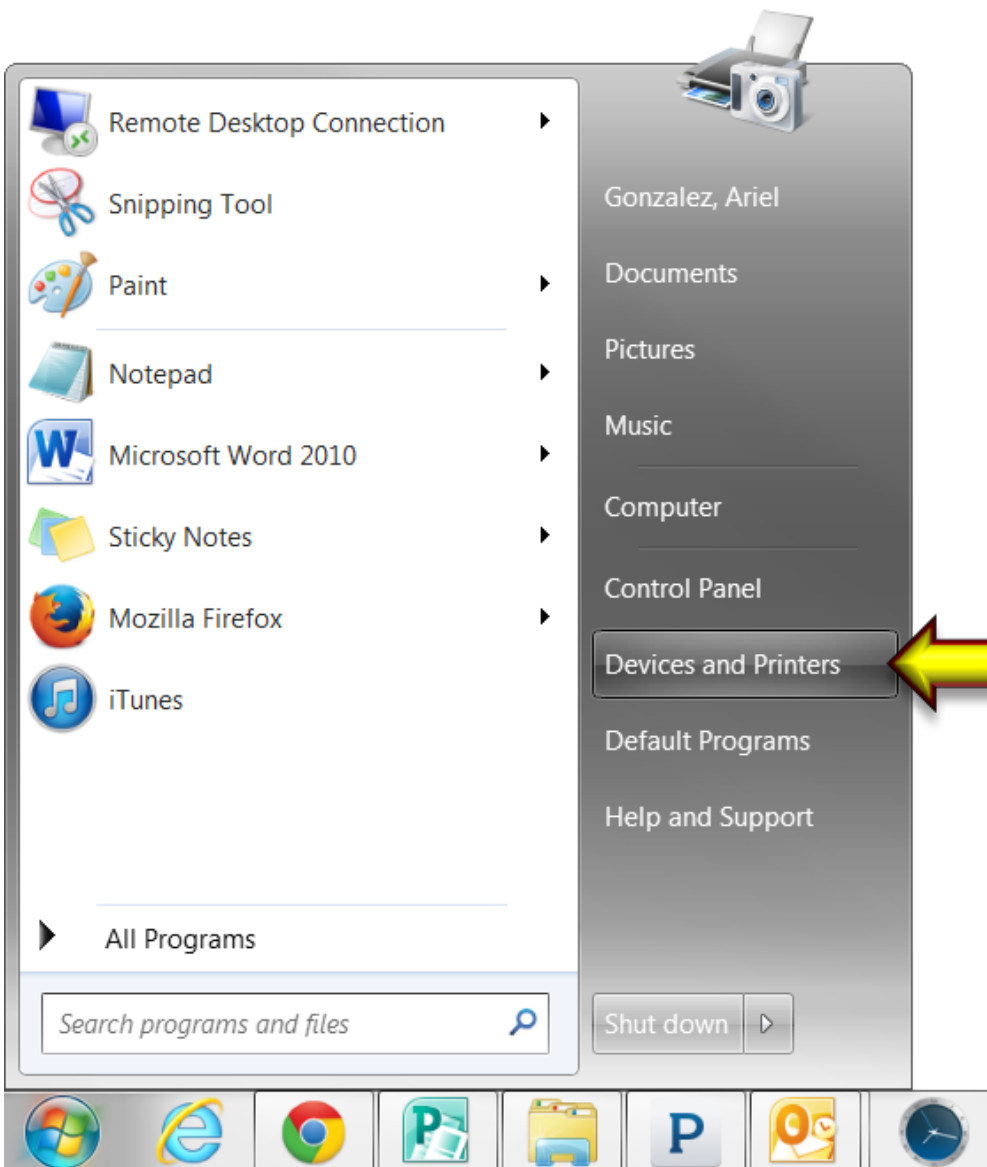




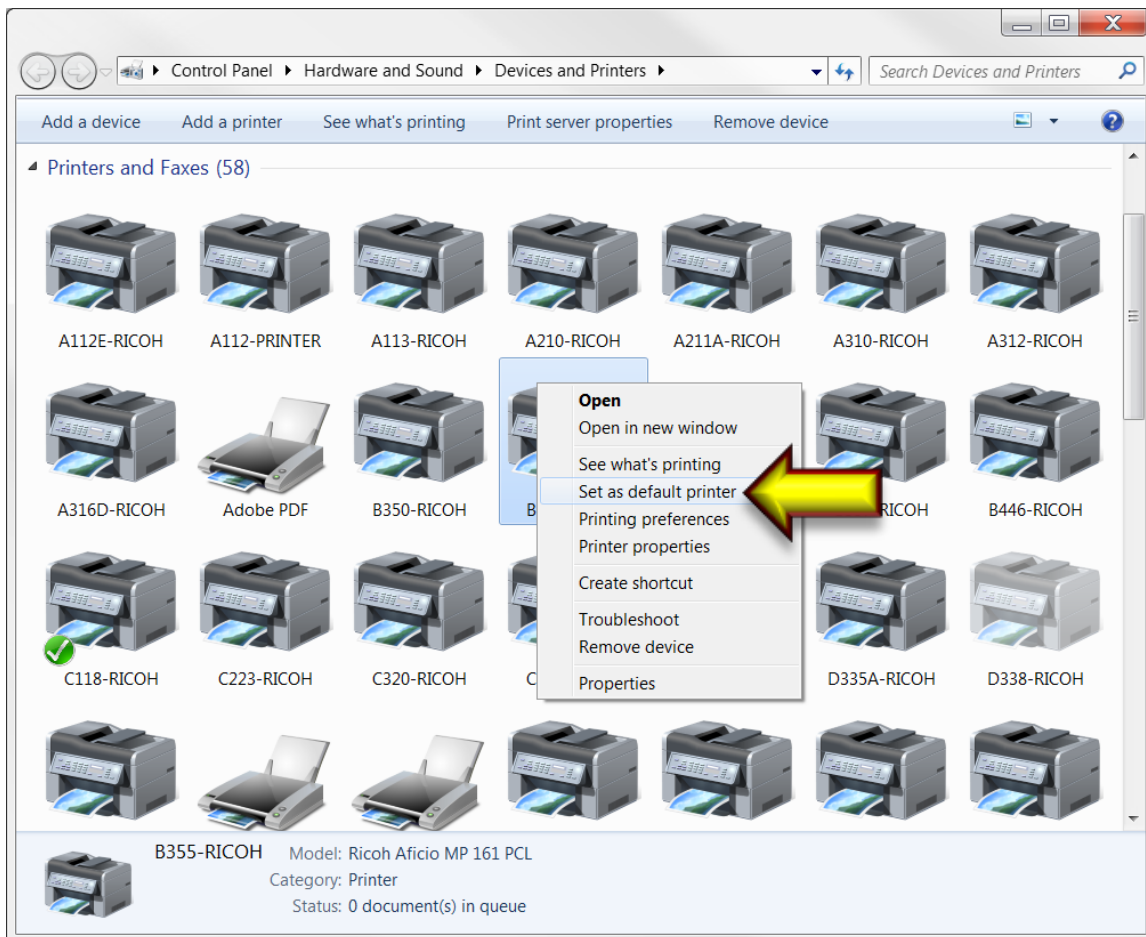
Click on the **Windows button** on the taskbar.



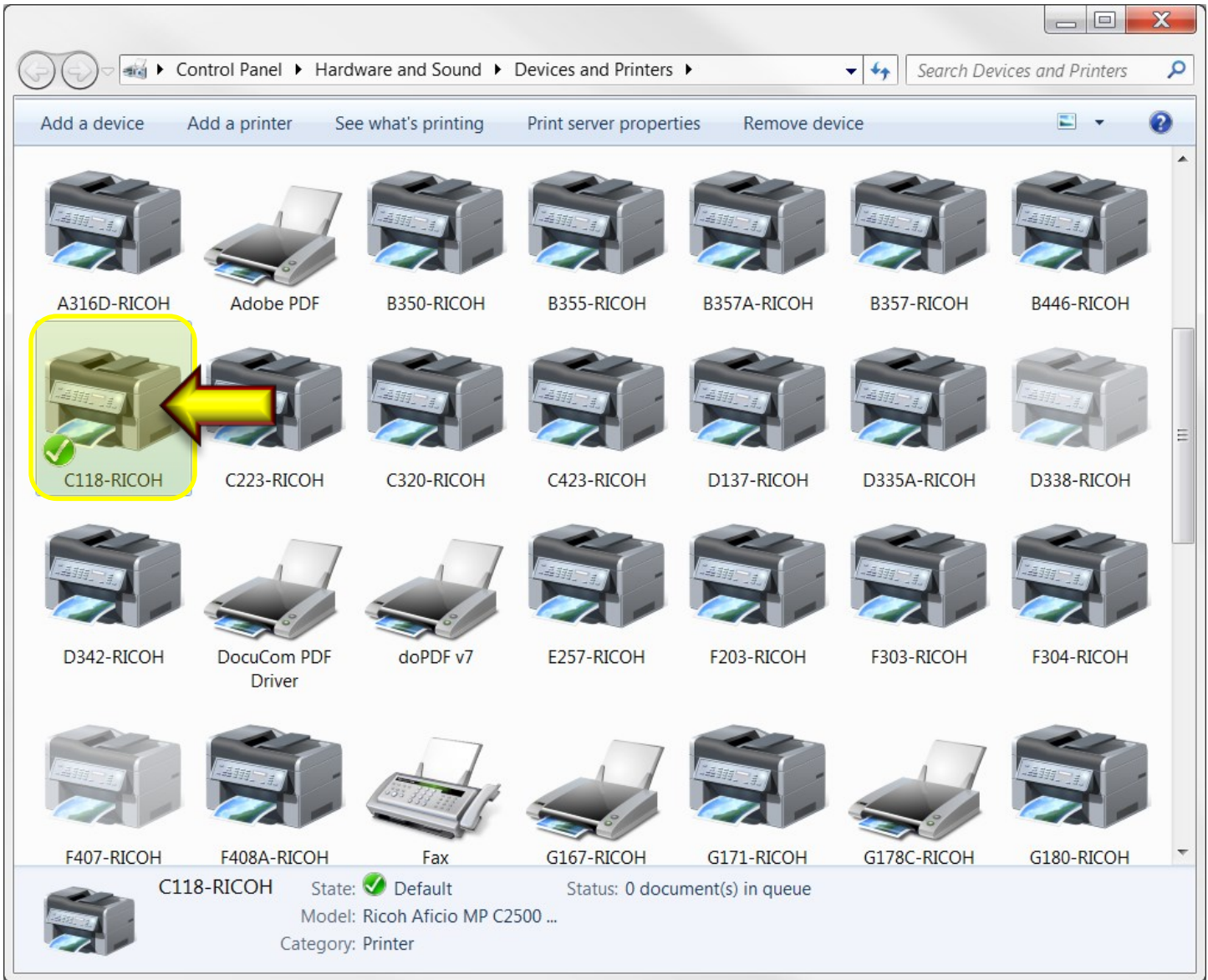
click on ***Devices and Printers.***



Once the window opens, look over the list of printers that are available to you. The printer with the green check mark on it is the current default printer.



Once you locate the printer you want like to set as your default, **right click** on the printer icon, select **Set as default printer**.



The printer you chose should be selected as the default printer similar to the example shown.