How to set your Default Printer

1. Press the Windows key on your keyboard or click the Windows icon at the bottom left of your screen, and search for "Printer."

	All Apps Documents Web More	e 🕶	ନ ··· ×
	Best match		
	Printers & scanners System settings		品
	Settings		Printers & scanners System settings Open Get quick help from web Downloading print drivers Scanning documents Changing printer status
	🛱 Add a printer or scanner	>	
	Change advanced color management settings for displays,	>	
	Let Windows manage my default printer	>	
	📓 Find and fix problems with printing	>	
	Documents - This PC		
	Printer Order 04-18-2019	>	
	Printer Order 04-10-2019	>	
	Printer_Usage	>	
	Search school and web		
	𝒫 printer - See school and web results	>	
	Folders		
	FA Supply and Printer Orders	>	
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2. Select "Printers and Scanners" from your search results.

3. Uncheck "Let Windows manage my default printer" at the bottom of the screen by clicking the check box.

Settings	
€ Home	Printers & scanners
Devices	FA-801-275A-LJ400-M402n on ITCS-VPRINTA.ad.uab.edu
Bluetooth & other devices	FA-AB520-HPLJm402n on ITCS-VPRINTA.ad.uab.edu
B Printers & scanners	Fax
U Mouse	Hyland Software Virtual Printer
Pen & Windows Ink	Microsoft Print to PDF
(P) AutoPlay	Microsoft XPS Document Writer
DUSB USB	Send To OneNote 16
	UAB_Uniflow on itis-canonufl.ad.uab.edu
	Vet Windows manage my default printer When this is on. Windows will set your default printer to be the one y used most recently at your current location.



4. Select the device you want to make your default from the list of printers and scanners. Click on it, then click "Manage."



5. On the new screen, select "Set as default." This should now be your default printer.



