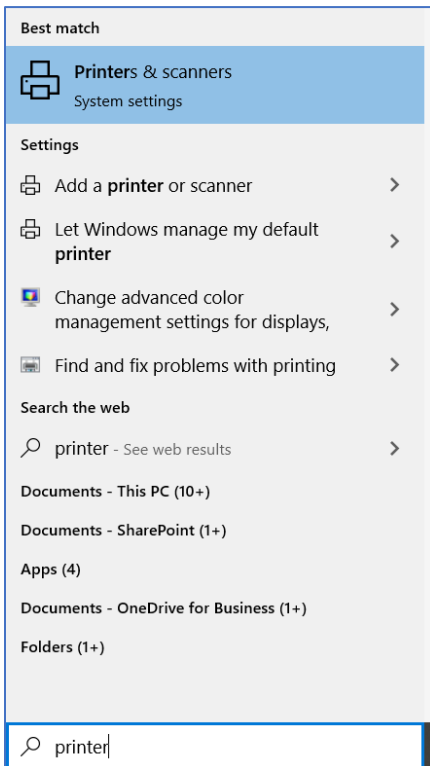


# Setup a Default Printer

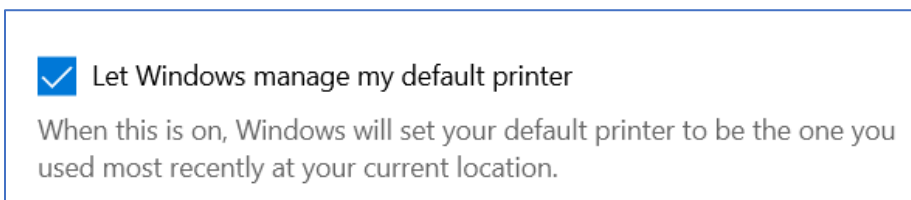
## Windows 10:

**Note:** Most Windows 10 systems have a new smart site-based printing. If you have been using this feature in Windows 10 already, begin selecting the new printer to print to in your applications, and Windows will start presenting it as your default printer. If you want to set your default printer on your own, follow these steps.

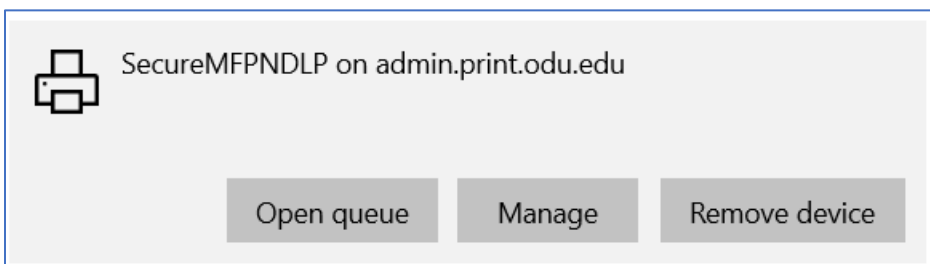
**Step 1:** In your Search box next to your start button, type “Printer” and click “Printers and Scanners” that shows up in your search.



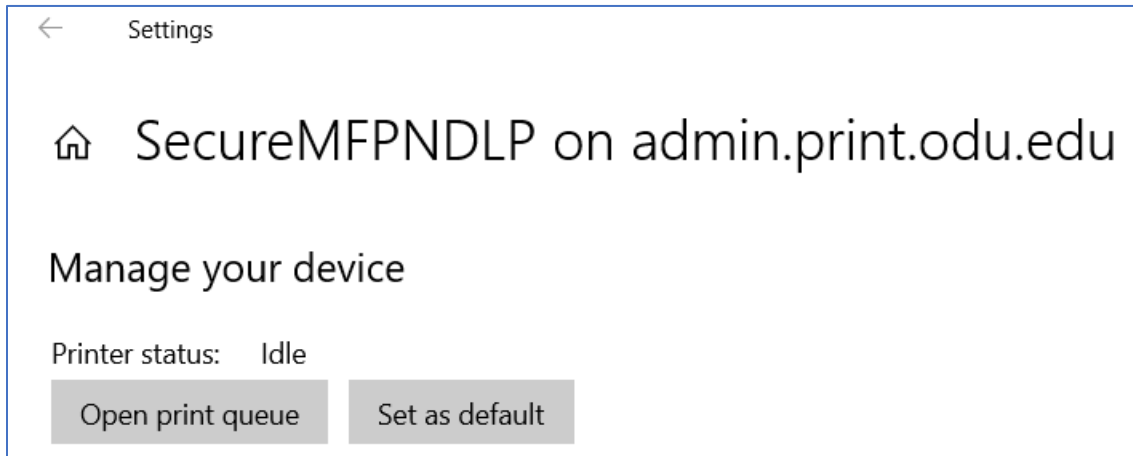
**Step 2:** Scroll down in the Printers & scanners box and uncheck “Let Windows manage my default printer”



**Step 3:** Find the printer you want to set as your new default, click on it to select, and click the “Manage” button.

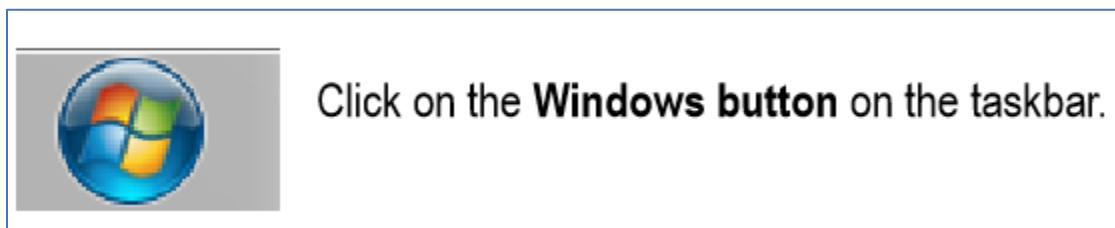


Step 4: Click the “Set as default” button.

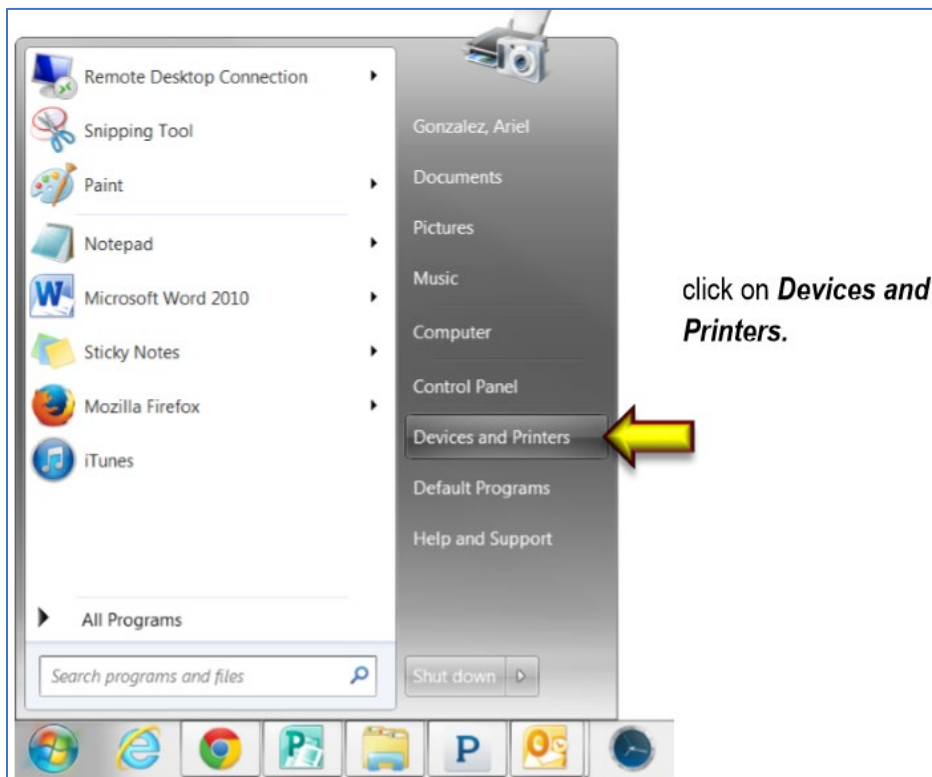


Windows 7:

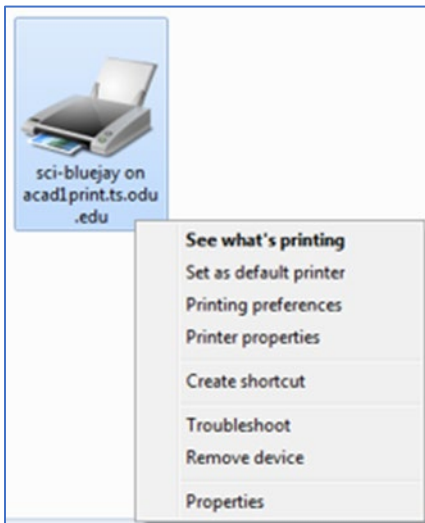
Step 1:



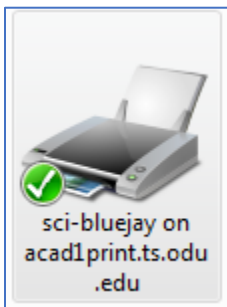
Step 2:



**Step 3:** In the Devices and Printers box, right click on the printer you want to set as your default and choose “Set as default printer”

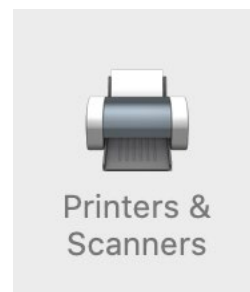
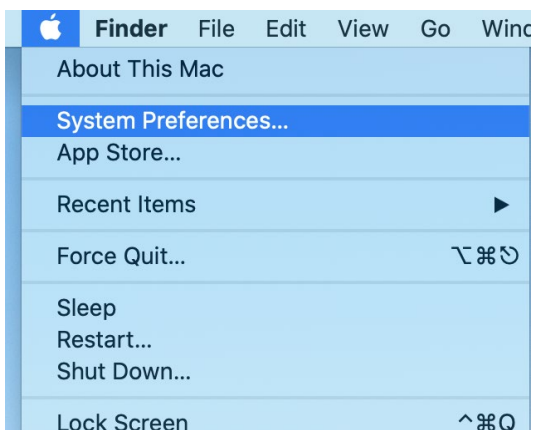


**Step 4:** Your printer will now have a green checkmark indicating it is your default



Mac:

**Step 1:** Choose Apple menu -> System Preferences, then click Printers & Scanners.



**Step 2:** In Printers & Scanners, click on the Printer you want to set as default and click the “Default printer” drop down menu at the bottom of the box to change it to your desired printer. Also take this opportunity to remove old printers by clicking the “-” button below the printers list.

