

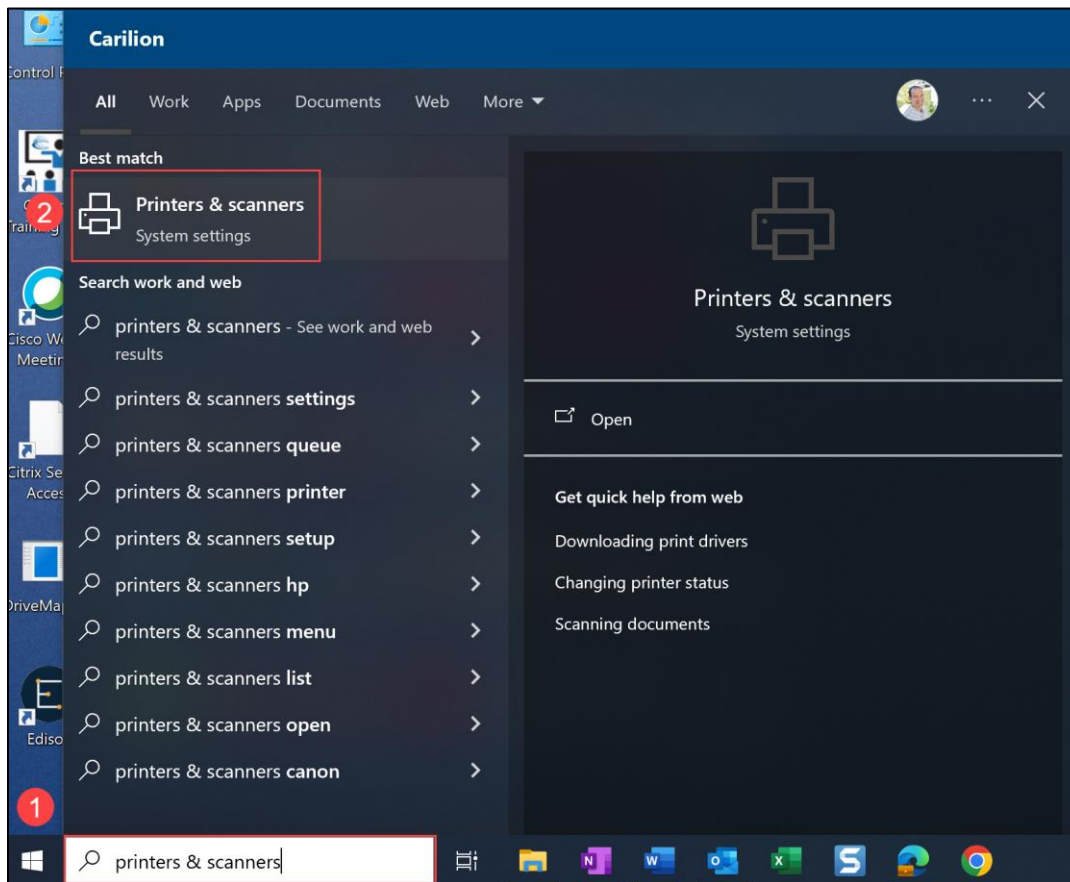
How to change your default printer

You can change the printer on your Carilion-issued computer for individual print jobs, or change the default printer for all print jobs.

This job aid provides instructions to change your default printer on your Carilion-issued computer for all print jobs.

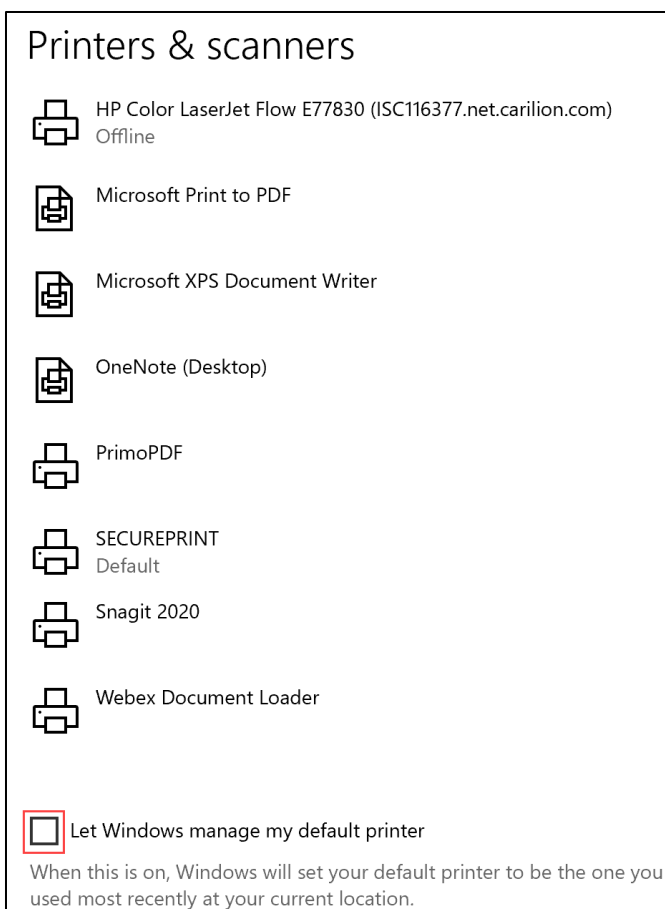
To change your default printer, do the following:

1. In the search bar next to the Windows Start menu, enter **printers & scanners**.
Printers & scanners System settings is displayed in the search results.
2. Click **Printers & scanners System Settings**.

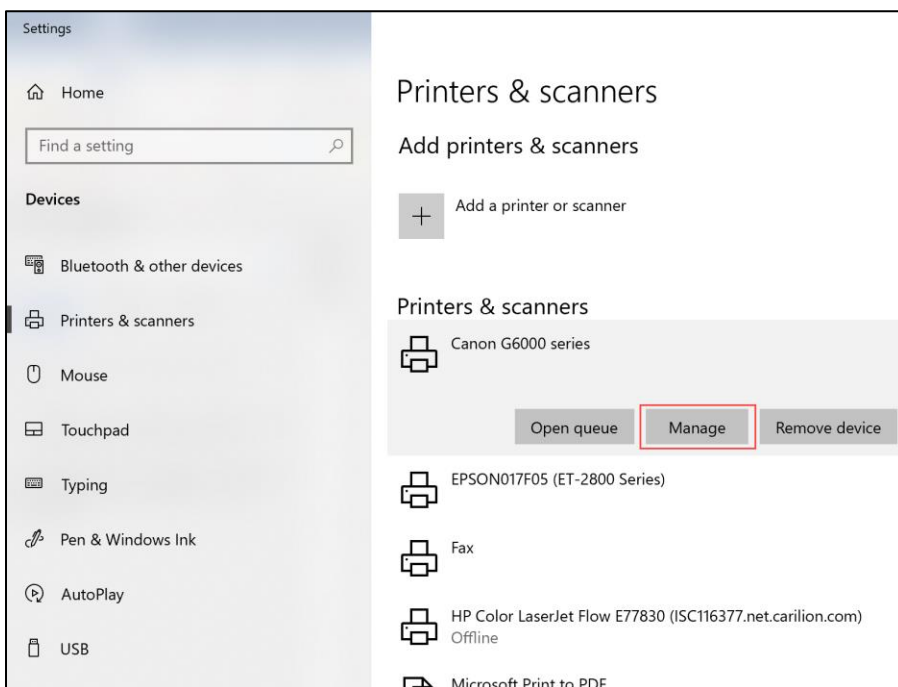


The **Printers & scanners System Settings** menu is displayed.

3. Under the **Printers & scanners** list, clear the checkbox next to **Let Windows manage my default printer**.

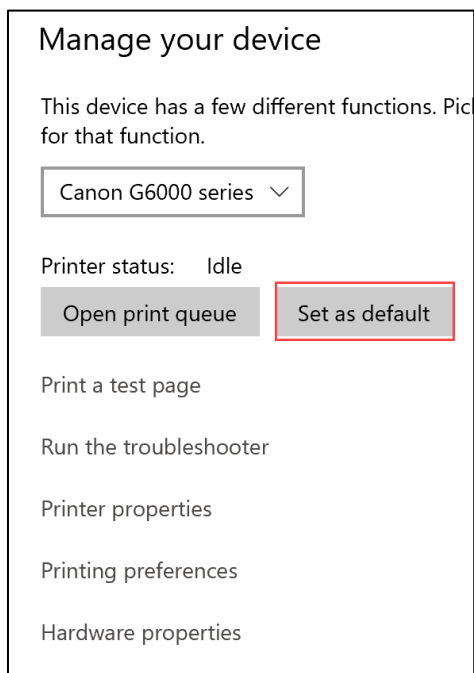


4. In the **Printers & scanners** list, click the printer you want to set as the default for all print jobs, then click **Manage**.



The **Manage your device** window is displayed.

5. Click **Set as default**.



The printer you selected is now set as the default printer for all print jobs.

