



How to set your default printer (Windows 10)

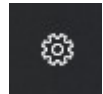
Make sure you're on your computer desktop and not in APM. You can tell that it is your desktop and not a remote session by the background. It should show the ETSU shield & ETSUHealth in the center.



1. Click on the start button.

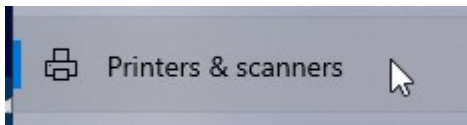
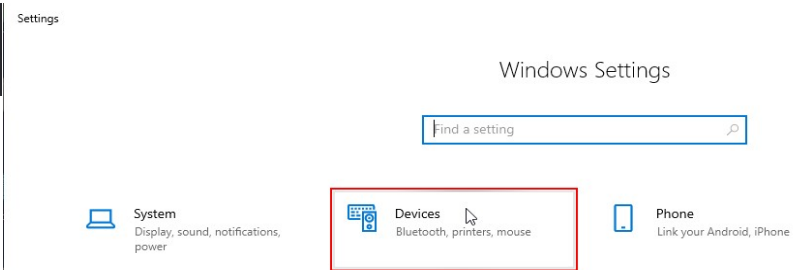


2. Click on the settings button.



3. Click on Devices.

4. Click on Printers & scanners.

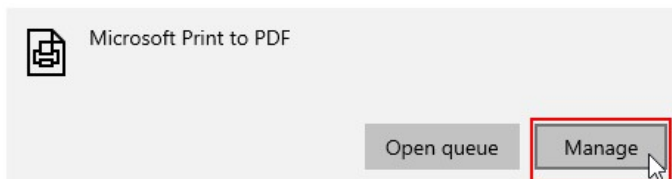


5. Scroll all the way to the bottom and uncheck the checkbox, "Let Windows manage my default printer". It needs to look like this:

Let Windows manage my default printer

When this is on, Windows will set your default printer to be the one you used most recently at your current location.

6. Click on the printer you want to expand the options, then click Manage.



7. Click on the Set as default button.

Microsoft Print to PDF

Manage your device

Printer status: Idle

Open print queue

Set as default

8. Close out of Settings cause you're done!

[Print a test page](#)

[Run the troubleshooter](#)

[Printer properties](#)

[Printing preferences](#)

[Hardware properties](#)