## Setting printer as default

1. Go to bottom left hand corner of screen and click the start menu, then click the settings



wheel. (as shown below)

## 3. Click printers and scanners



## 4. If "Let Windows manage my default printer is checked", uncheck it.



5. Then click on the printer you want as your default and then click manage.

WWT TECHLAB 413 HPM426 on WWPS1.wwps.k12.mi.us Default Open queue Manage Remove device WWT413PRINTER (HP LaserJet MFP M426fdn)	WWT TECHLAB 413 HPM426 on wwps1					
Open queue Manage Remove device WWT413PRINTER (HP LaserJet MFP M426fdn)	WWT TECHLAB 413 HPM426 on WWPS1.wwps.k12.mi.us Default					
WWT413PRINTER (HP LaserJet MFP M426fdn)	Open queue Manage Remove device					
	WWT413PRINTER (HP LaserJet MFP M426fdn)					

6. The last step is to click set as default and your all set.

命 WWT TECHLAB 413 HPM426 on WWPS1.wwps.k12.mi.us									
Manage your device									
Printer status: Default									
Open print queue	Set as default								