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."
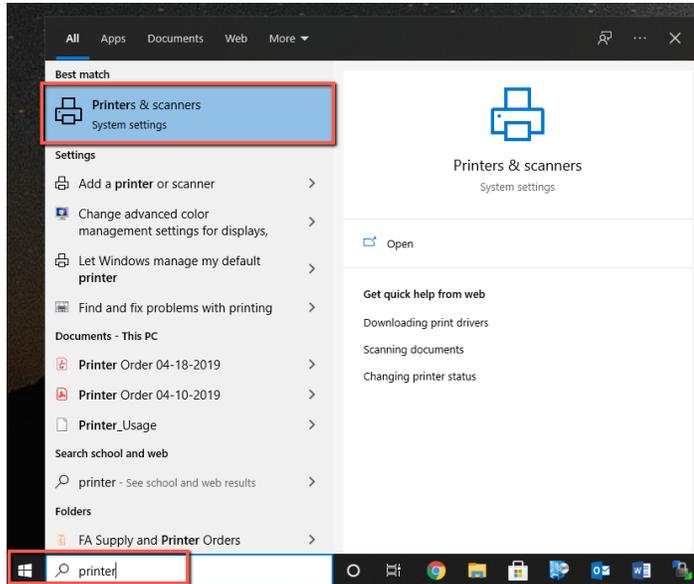
2. Select "Printers and Scanners" from your search results.

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

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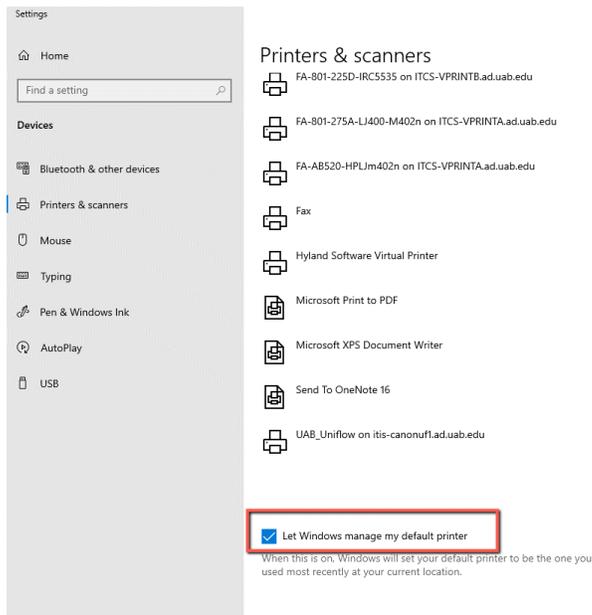
4. Select the device you want to make your default from the list of printers and scanners. Click on it, then click "Manage."
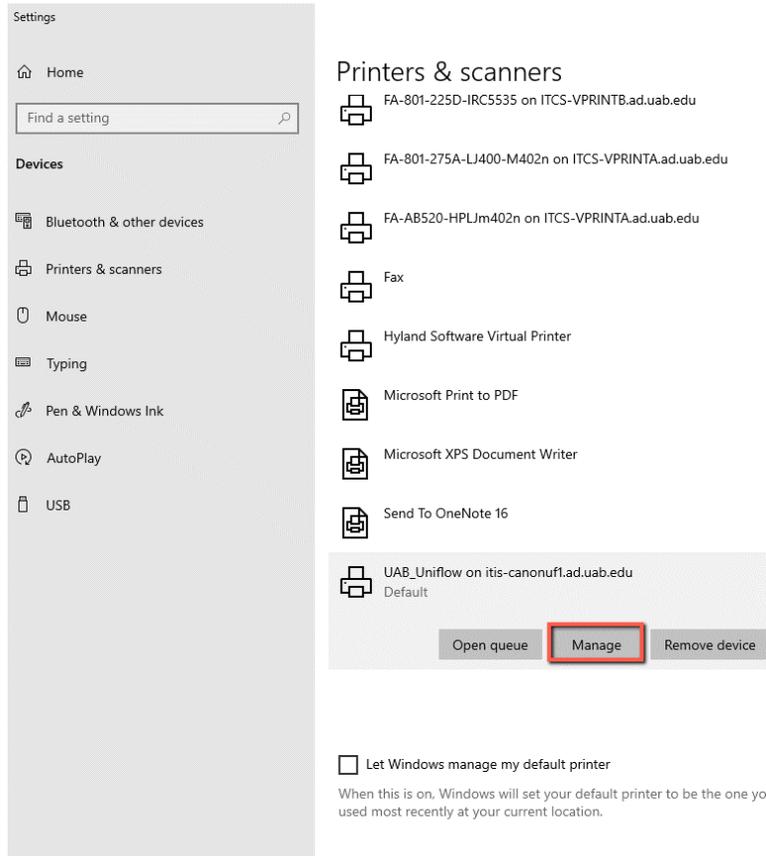
5. On the new screen, select "Set as default." This should now be your default printer.