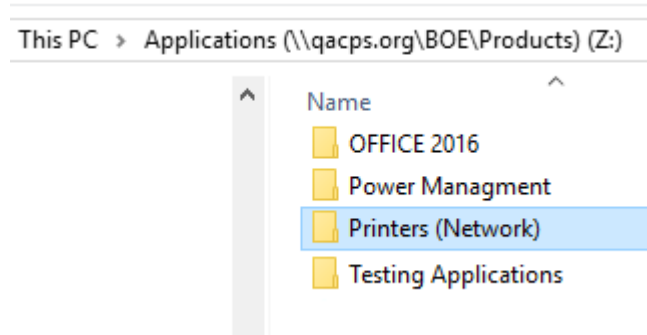
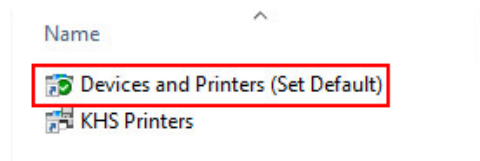


# How to Set a Default Printer

1. To set any other printer to be your default printer, click the **Printers (Network)** folder (shortcut in your Z: applications drive).



2. Double click the **Devices and Printers (Set Default)** icon.



3. In the **Devices and Printers** window, you will see a green check mark over your current default printer. If this is the printer you want as your default printer, you are done. Otherwise, continue on to set your default printer of choice.



4. To set a new default printer, **SELECT** the printer you want as your default, then **RIGHT CLICK** on that selected printer, finally select **Set as default printer**.

