

How to Series...

## Disable Automatic Default Printer in Windows 10

Windows 10, by default, sets the printer you last used as your "default printer". These instructions show you how to disable this setting, so you may specify which printer you want to be your default, as detailed in Set a Default Printer in Windows 10.

- 1. From your Windows desktop, click the <u>Start Button</u> (
- 2. Then click the <u>Settings</u> icon ( $^{\textcircled{0}}$ ). This will open Settings.
- 3. In the *Settings* screen, click the <u>Devices</u> icon ( <sup>booker</sup>).
- 4. In the *Devices* screen, click <u>Printers & Scanners</u>.
- Scroll to the bottom of the list of installed printers, until you find a checkbox labeled "Let Windows manage my default printer". Click on the checkbox to UNCHECK the box.
- 6. Close the *Printers & Scanners* window.





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