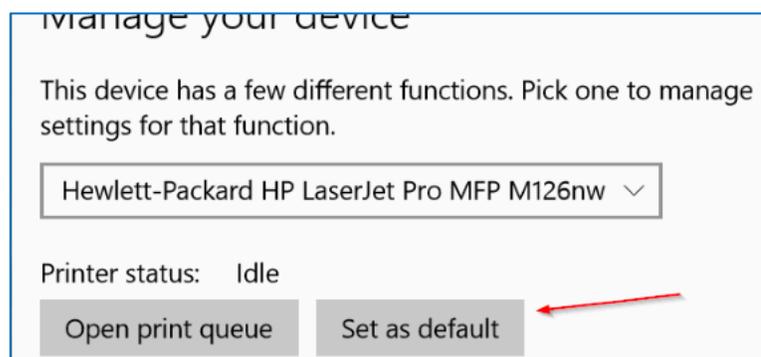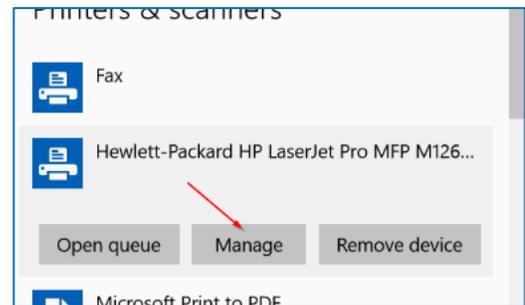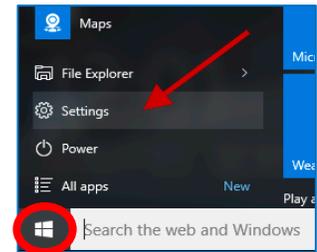*How to Series…*

## Set a Default Printer in Windows 10

Windows 10, by default, sets the printer you last used as your "default printer". These instructions assume you have already disabled this default setting. If you have not already done so, follow the instructions detailed in Disable Automatic Default Printer in Windows 10.

1. From your Windows desktop, click the *Start Button* (      ).

2. Then click the *Settings* icon (  ⚙  ). This will open *Settings*.

3. In the *Settings* screen, click the *Devices* icon (  Devices  ).

4. In the *Devices* screen, click *Printers & Scanners*.

5. Look on the right side of the *Printers & Scanners* window to locate the printer you wish to manually configure to be your Default Printer. (You may have to scroll up/down to locate the printer. (In this example, we will use *Hewlett-Packard HP LaserJet Pro MFP M126nw*)

6. Click on the printer you want to set as your default, then click *Manage*.

7. In the *Manage your device* window that opens, click the *Set as default* button.

8. Close the *Printers & Scanners* window.

For instructions on how to disable Windows 10 from automatically managing your Default Printer, refer to Disable Automatic Default Printer in Windows 10.