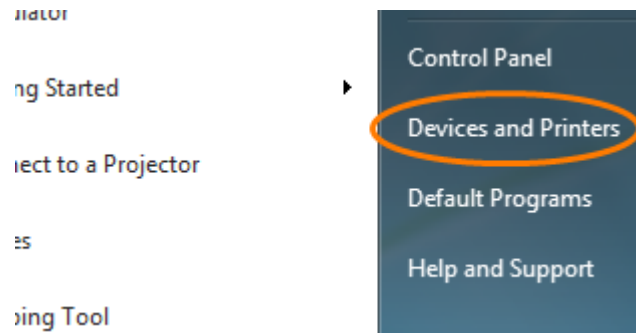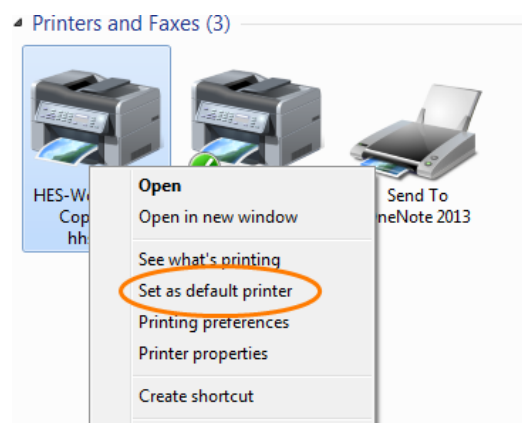# Change Default Printer

1. Click on the start button.

2. Click on "Devices and Printers" in the start menu.

3. A window should open up displaying your printers. Right click on the printer you want to set as the default. Choose the option "Set as Default Printer."

4. You can verify that it is now the default printer by making sure the printer has a green circle with a check mark next to it.