## **IRVINE** UNIFIED SCHOOL DISTRICT



## How to: Set a Default Printer

To Begin: Click the Start Button



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	Control Panel → Hardware and Sound → Devices and Printers →						<b>▼</b> 4 <sub>7</sub>	Search Devi
	Add a device	Add a printer	See what's printing	Print server propertie	s Remove device			
Next: Select the printer you would like to set as the default.	<ul> <li>Devices (5)</li> </ul>							
Next: Right click on it and click "Set as default printer"	DELL P2210	DELL P221	0 Dell USB Entry Keyboard	IT-CHRISM-WIN7	Optical USB Mouse			
	BUS-IT-FISCAL- C54551C1 on DO-FP	K CutePDF W	riter Dell Laser Print 1720dn	er IT-COLOR-M HPM475DN DO-FP	See what's printing Set as default printer Printing preferences Printer properties Create shortcut Troubleshoot Remove device Properties	5210N on )-FP	IT-PCSVC-D5210 N on DO-FP	Send OneNot
		T-COLOR-MFP-H	PM475DN on DO-FP	State: 📥 Network C Model: HP Universal P Category: Printer	onnected Status: 0 doc rinting P	cument(s) in queue		
Complete: Pat yourself on the back! You have a new Default Printer <sup>©</sup>								