Setting a Default Printer

1. Click on Start
2. Click on Devices and Printers
3. Click Add Printer
4. Click Add a network, wireless or Bluetooth printer
5. Click “The printer that I want isn’t listed”

6. Click Find a printer in the directory, base on location or feature

7. Click Next
8. Enter the first few letters in the name of your printer. Click “Find Now”

*In this example, we are searching for printers at AI Raleigh-Durham*

9. Find your printer in the list and double click it.

10. You will see the following screen during installation of your printer.

11. Click Next
12. Choose “Set as the default printer” if you would like this printer as default

13. Click Finish