



TECHNOLOGY SERVICES

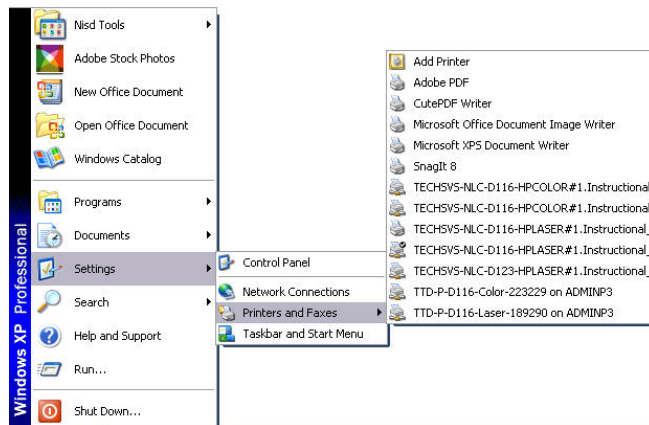
Deployment/Migration Training Resources

Instructions for Setting a Default Printer

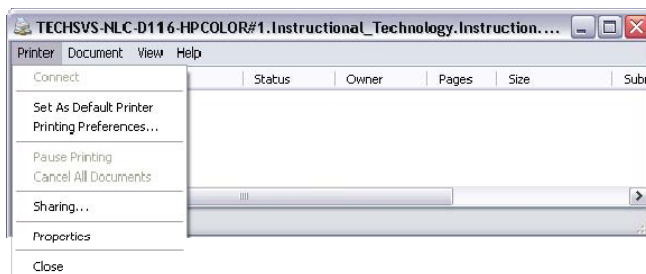
Default printers are not setup on teacher/admin workstations due to the unique user profiles in AD. The user must log in and set the default printer in their profile. Teachers and administrators will have to set the default printer when they are logged in as themselves, as well as with the student login. However, lab computers already have default printers selected when logged in as a student.

To set a default printer, do the following:

1. From *Start*, go to *Settings* and select **PRINTERS AND FAXES**.
2. Select a printer from the list that you would like as the default.



3. The Properties window for the printer will open.
4. From the *Properties* menu, select **SET AS DEFAULT PRINTER**.



NOTE: To visually verify which printer is the default, look for the check mark on the icon.

