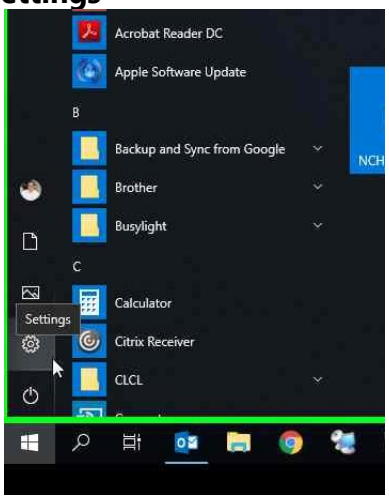
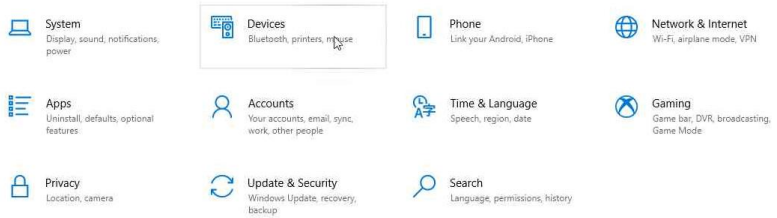
How to set a default printer in Windows 10

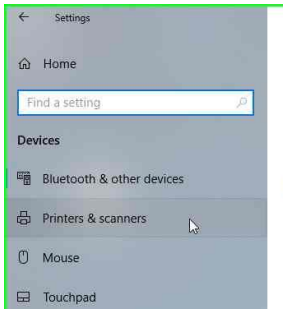
Sometimes it seems like Windows 10 has a mind of its own. One of those times is when your default printer keeps seeming to change all the time. If this keeps happening to you then this document should help. Below are some instructions on how to change your default printer in Windows 10. As well as how to turn off Windows from trying to manage this for you.

Manually

1. To choose a default printer, select the **Start** button
   a.
2. Then **Settings**
   a. 

3. Go to **Devices**
   a. 

4. Go to **Printers & scanners**

a. 

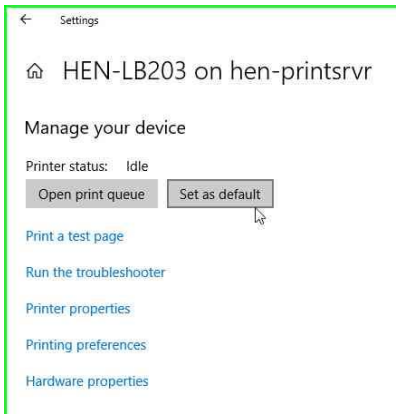
5. Then select a printer

a.

6. Click **Manage**.

a.

7. Then select **Set as default**.

a. 

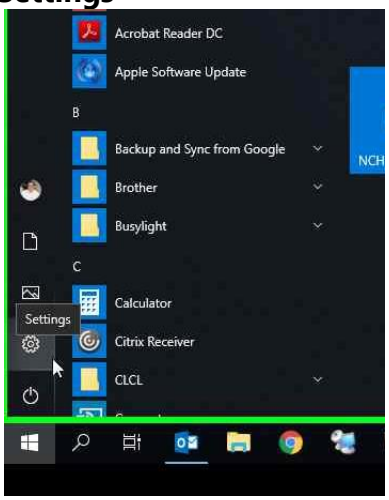
8. **NOTE:** If you have **Let Windows manage my default printer** selected, you'll need to deselect it before you can choose a default printer on your own. (Shown Below)

Turn off "Let Windows manage my default printer"

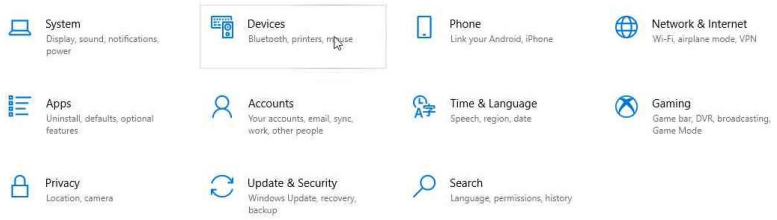
1. In Windows 10, your default can be the printer you last used.
2. To turn on this mode, open **Start**

a.

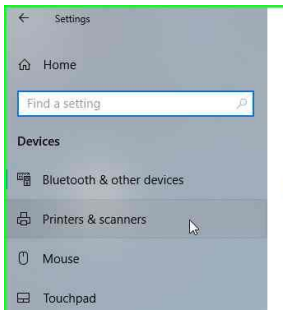
3. Select **Settings**

a. 

4. Go to **Devices**

a. 

5. Go to **Printers & scanners**

a. 

6. Uncheck the checkbox beside **Let Windows manage my default printer**.

a.