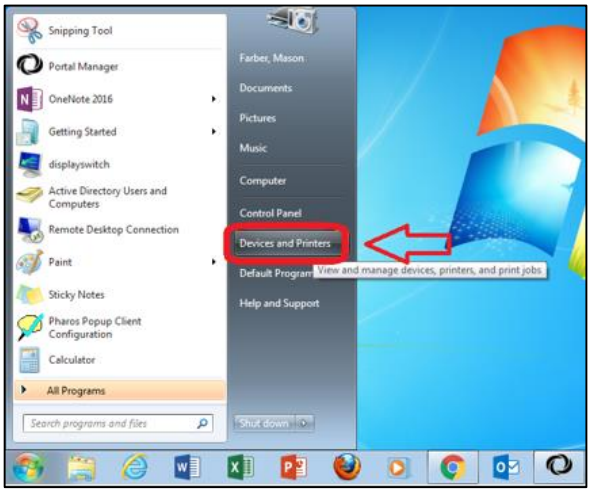
1. Click the **Start** button in the bottom left corner.

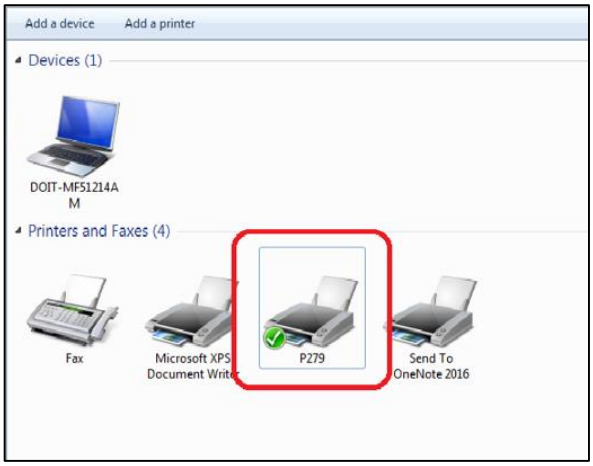
2. Select **Devices and Printers** from the list.



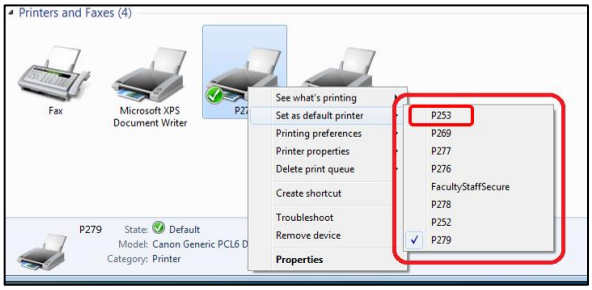

**NOTES:**

3. Listed here are the installed printers. Right-click on your desired printer.

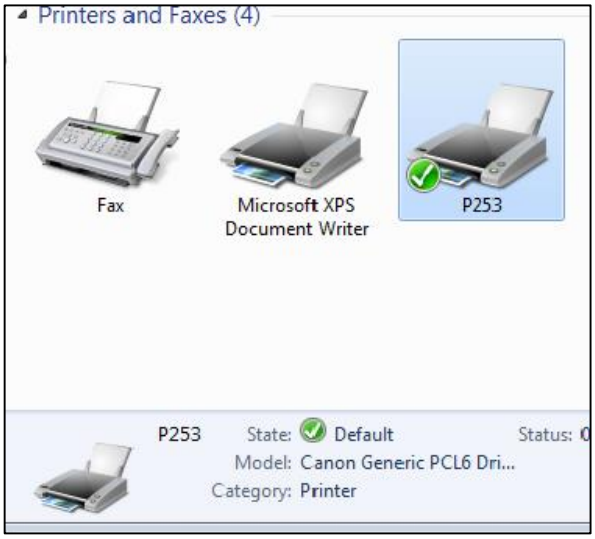
   **Example:** For Canon printers you will see either a printer marked with a **"P"** in front of it – such as **"P279"**




4. By right-clicking and hovering over **'Set as default printer'** you will then see all of the printers that are available on your buildings floor. You can then select the printer that you would like to be set as the default.
   **Example: 'P253'** – Direct Print Option
   OR **"FacultyStaffSecure."** – Secure Print Option




5. And you have now successfully set your default printer!




**NOTES:**