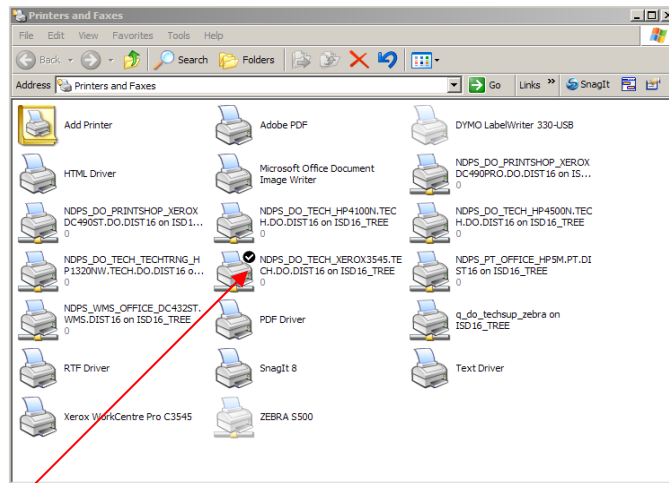


Setting a Default Network Printer

When computers in the district are setup a default printer is defined to the machine. Each building has a number of printers available for printing documents. You can set a new default printer that will be the primary printer that your machine will use.

From your Windows Start menu select Settings and the Printers and Faxes. The following windows will be displayed.



The arrow next to a printer indicates the current default printer that is set for the machine. Locate the printer that you want to set as the new default printer and right mouse click on the printer.

Select the Set as Default Printer menu item to set the selected printer as the default.

