

Set Your Default Printer

1. All printers have a label with its printer name and IP address.
Example Printer name: HS-Office-4300
Example Printer IP: 172.16.50.0
2. Printers are automatically loaded on your computer for your primary building. For those who travel between buildings, any non-primary building printers must be added manually – See Add a Printer Manually.
3. Before you are able to print, you must select a default printer.

a. Right click on your start button  and choose Settings.

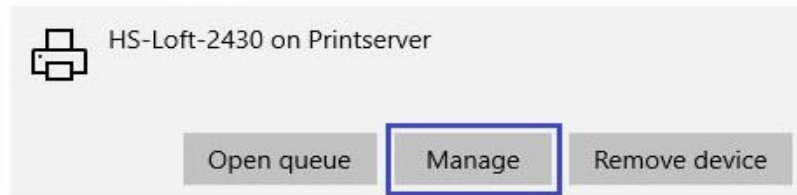
b. Click on Devices



c. Click on Printers and Scanners



d. Find the printer you want as your default and click Manage. (ex:)



e. Click Set as Default

 HS-Loft-2430 on Printserver

Manage your device


Printer status: Idle

 Open print queue

 Set as default

f. The status will change to Default

Manage your device

Printer status:  Default

Add a Printer Manually


1. Right click on your start button  and choose Settings.

2. Click on Devices



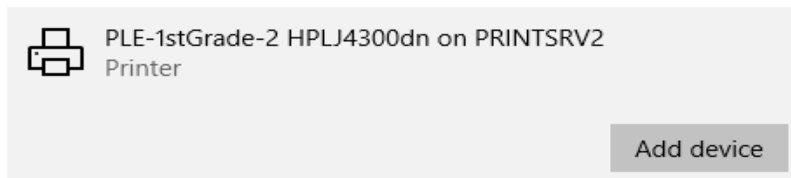
3. Click on Printers and Scanners



4. Click on  Add a printer or scanner

a. Allow the printer list to load, this may take a moment.

5. Locate the printer you want to add, click once to select and click Add Device.



Allow the printer to install. This may take a moment.

If you would like this to be your default printer, check the box. You may also test the printer

by printing a test page.