

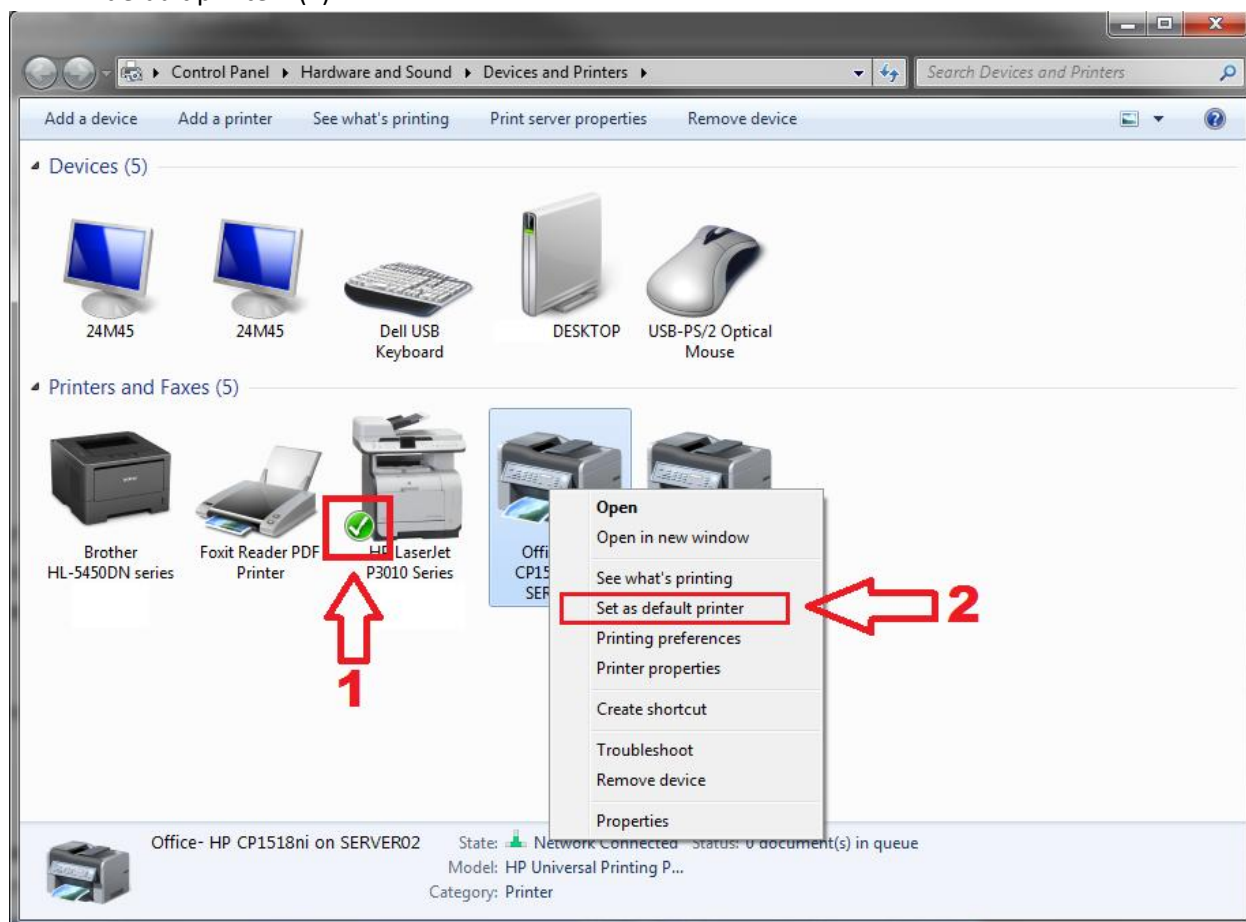
Setting a Default Printer

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A default printer is the first printer your computer and software looks to to print. Having an incorrect default printer can lead to issues. Follow the below instructions to set or change your default printer. The instructions were created from a computer running Windows 7, so your process may vary slightly.

1. Click Start, then “Devices and Printers”. If Devices and Printers is not on your Start menu, find it by doing a search.
2. Within the Printers section, you will see a green check mark on your default printer (1). To change the default to a different printer, right click on the desired printer and select “Set as default printer” (2).



If you have any questions or require assistance, submit a ticket with SmartPath via client portal, email, or calling 270-205-4709.