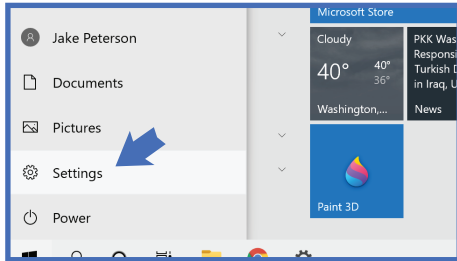


# How to Set a Printer as Default: Windows

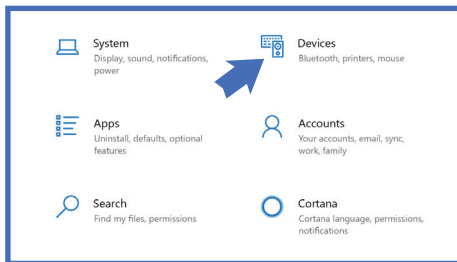


The MERIT Quick Guides are a series of step-by-step instructions to help you harness the power of technology.



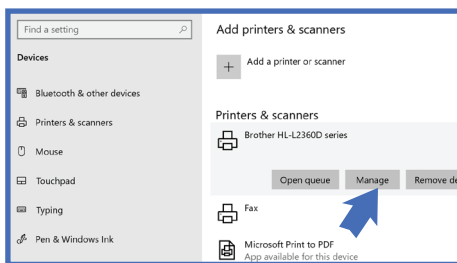
1

Click the Start button in the bottom-left corner of the screen, then click on **SETTINGS**.



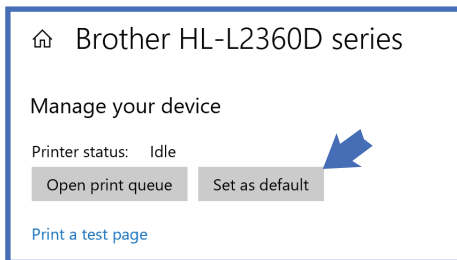
2

Click **DEVICES**, then click **PRINTERS AND SCANNERS**.



3

Click on the printer you want to set as your default, then click **MANAGE**.



4

Click **SET AS DEFAULT**.

## About MERIT 2.0

MERIT was founded in 1983 and was re-branded in 2020 as MERIT 2.0. Our Mission Statement is *To educate every worker at every client and provide them the technology to improve.*

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