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## **Setting Default Printer (Windows/Mac)**

On your **Windows PC**, click on Start> Printers and Faxes>right click the printer you would like to use as default> choose/click Set as Default.

In the Printer window, a small checkmark marks the default printer.

When more than one printer is available on your **Mac**, you can specify which printer should be the default in the print dialog. Unless you choose otherwise, Mac OS X defaults to the printer most recently added. To change the default printer, follow these steps:

1. From the print dialog, choose Edit Printer List from the Printer pop-up menu.
2. Select a printer from the Printer List.
3. Choose Make Default from the Printers menu.

In the Printer List window, a gray dot marks the default printer.

If you need a new printer or help setting up or installing a printer, contact WNC for assistance.  
Phone: 770.578.5159, Email: [support@wncllc.com](mailto:support@wncllc.com), Website: [www.wncllc.com/open-a-support-ticket/](http://www.wncllc.com/open-a-support-ticket/)