

Set a default printer in Windows

Windows 11 Windows 10
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To choose a default printer:

1. Select **Start** > **Settings** .
2. Go to **Devices** > **Printers & scanners** > select a printer > **Manage**. Then select **Set as default**.

If you don't see the **Set as default** option, the **Let Windows manage my default printer** option may be selected. You'll need to clear that selection before you can choose a default printer on your own.

[Open Printers & scanners](#)

Your default can be the printer you last used. To turn on this mode:

1. Open **Start** > **Settings** > **Devices** > **Printers & scanners**.

[Open Printers & scanners](#)

2. Select the checkbox beside **Let Windows manage my default printer**.