SETTING A DEFAULT PRINTER IN WINDOWS 10
WITH OR WITHOUT A PRINT CODE - QUICK GUIDE

INTRODUCTION

This guide includes step-by-step instructions for setting a default printer in Windows 10. This guide applies to two groups of users:

- Department users who DO NOT require print codes.
- Department users who DO require print codes.

Determine if your department requires a print code and follow the appropriate instructions.

Setting a Default Printer (No Print Code Required)

1. In the Windows search box, search for and select **Control Panel**.
2. Select **Devices and Printers**.
3. Find the printer you want to set as a default, **right-click** on it, select **Set as default printer**. If successful, the printer is displayed with a green checkmark next to it. Your default printer has been set.
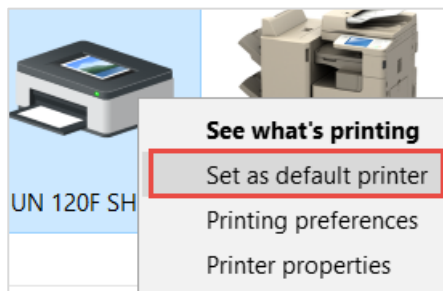
Setting a Default Printer (Print Code Required)

These instructions apply to users who are required to use print codes. If you do not know your print code, contact your immediate supervisor. Ricoh, Sharp and Canon each have their own set of instructions so be sure to find the set that applies to you.
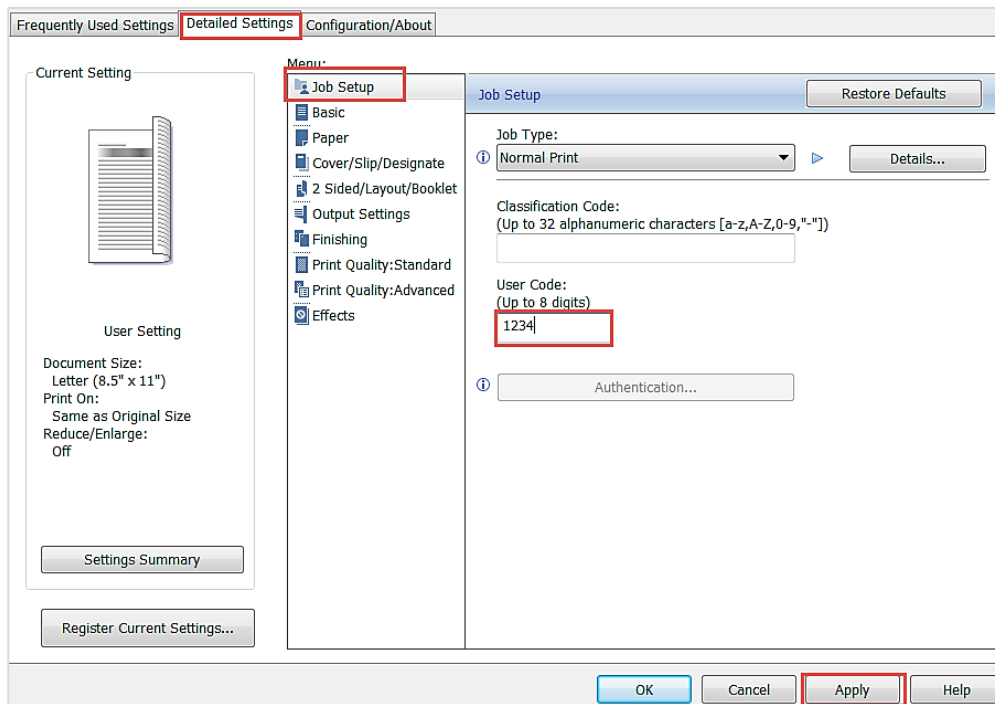
Ricoh Printer

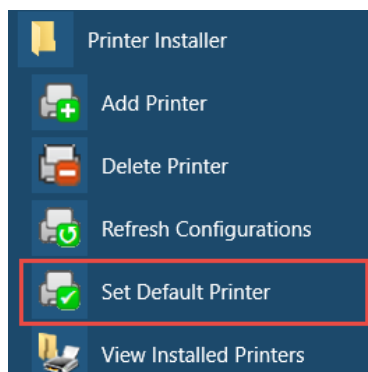To add a print code and set a Ricoh printer as your default printer:

4. In the Windows search box, search for and select **Control Panel**.
5. Select **Devices and Printers**.
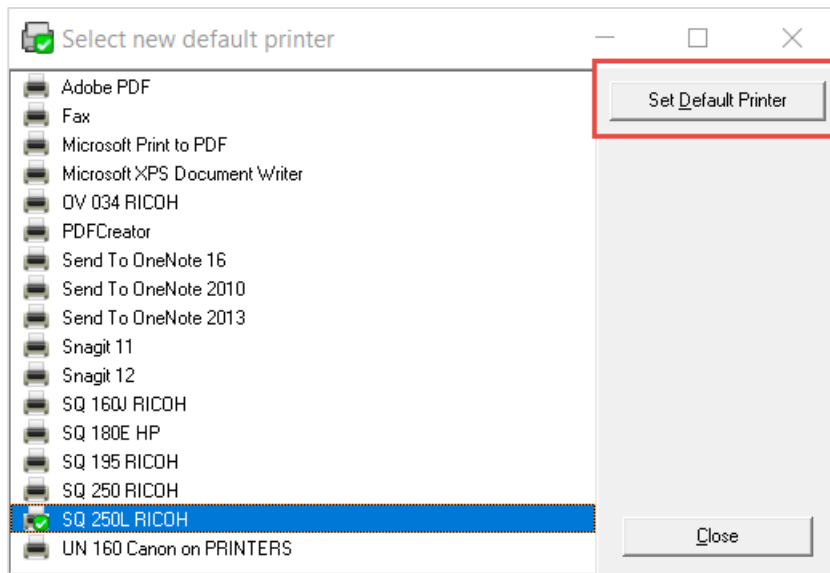6. Right-click on the printer, and then select **Printing preferences**.

4. In the next window, select the **Detailed Settings** tab > **Job Setup**, enter the printer code into the **User Code** field, select the **Apply** button, and then select the **OK** button.

5. To set the printer as the default, select the **Windows Start** button.
6. Scroll to, and select **Printer Installer**.
7. Select **Set Default Printer**.
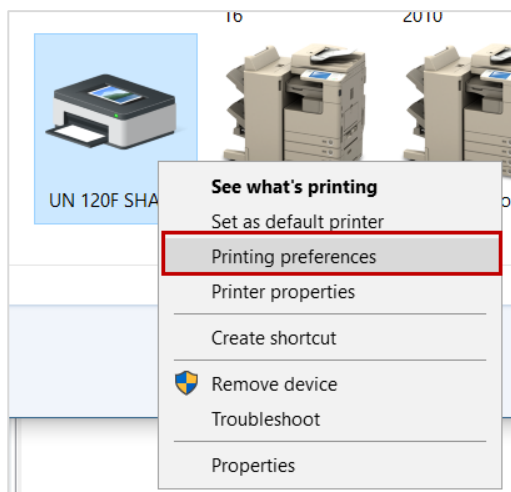
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8. Select a printer from the list, and then select the **Set Default Printer** button.
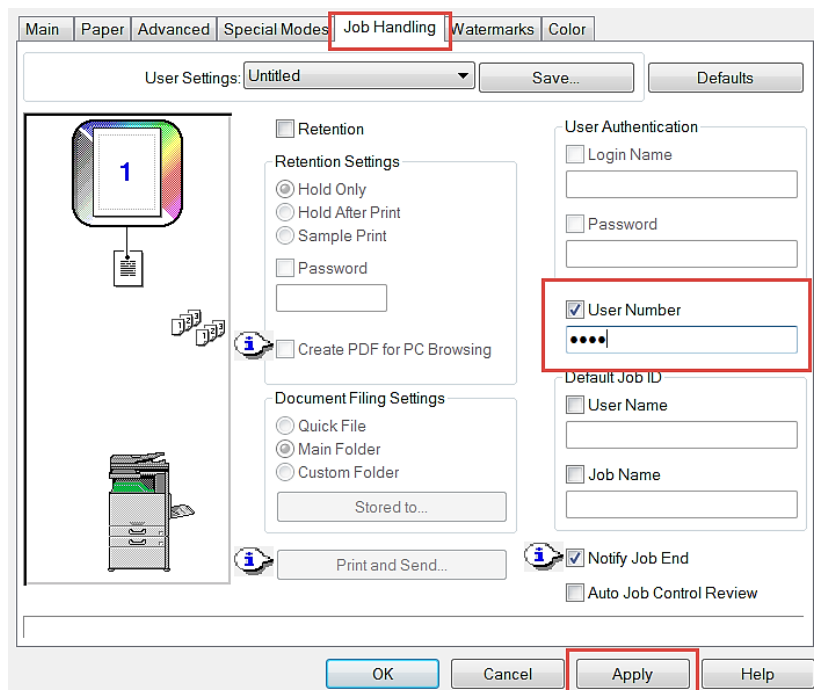

Sharp Printer

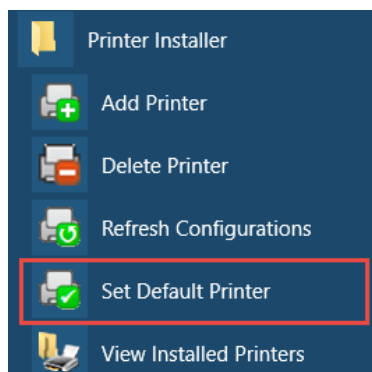To add a print code and set a Sharp printer as your default printer:

1. In the Windows search box, search for and select **Control Panel**.
2. Select **Devices and Printers**.
3. Right-click on the printer, and then select **Printing preferences**.

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4. Select the **Job Handling** tab, check the **User Number** checkbox, enter your print code in the **User Number** field, select the **Apply** button, and then select the **OK** button.

5. To set the printer as the default, select the **Windows Start** button.
6. Scroll to, and select **Printer Installer**.
7. Select **Set Default Printer**.

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8. Select a printer from the list, and then select the **Set Default Printer** button.
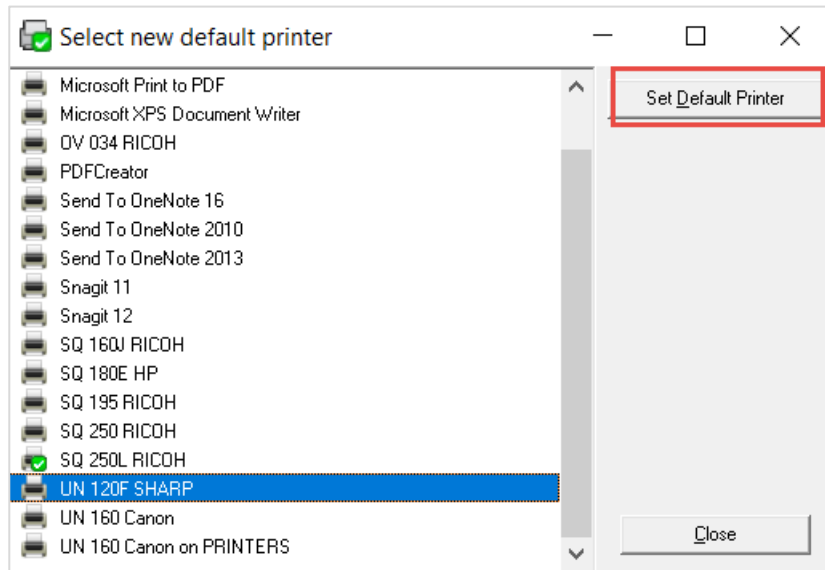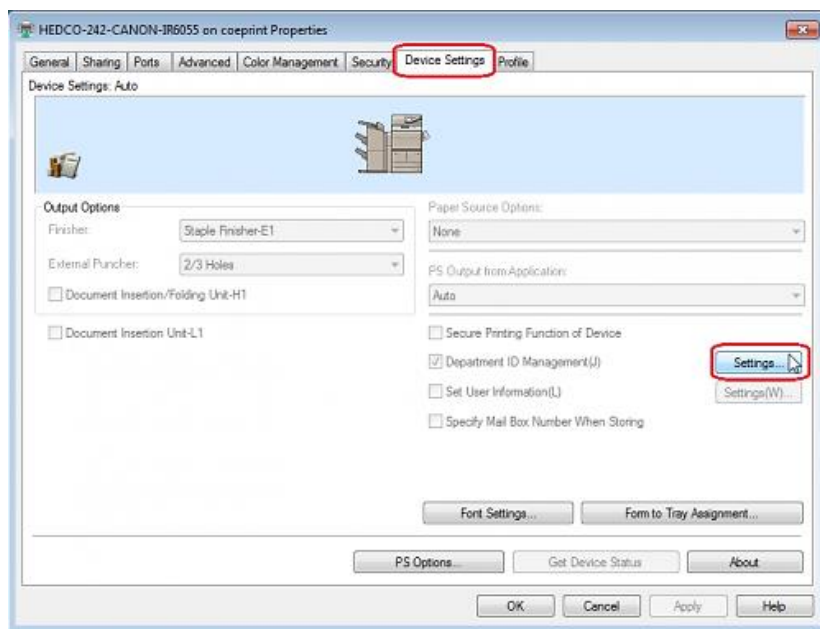

Canon Printer

To add a print code and set a Canon printer as your default printer:

1. In the Windows search box, search for and select **Control Panel**.
2. Select **Devices and Printers**.
3. Right-click on the printer, and then select **Printer properties**.

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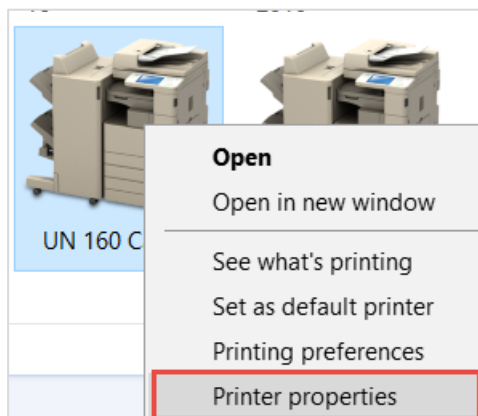
4. Select the **Device Settings** tab, and then select the **Settings…** button.


5. In the **Department ID/PIN Setting** window enter in your departmental or personal print code into the **Department ID** field, and then select the **OK** button.
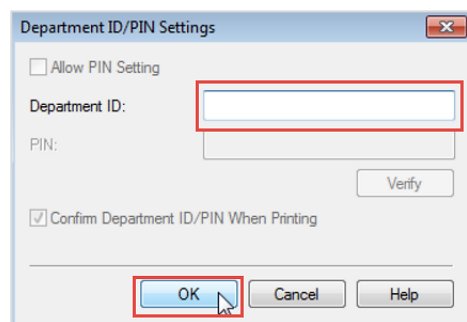
6. To set the printer as the default, select the **Windows Start** ⊞ button.
7. Scroll to, and select **Printer Installer**.
8. Select **Set Default Printer**.

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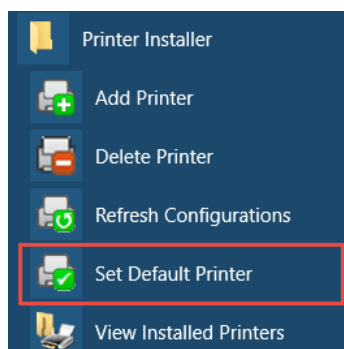
9. Select a printer from the list, and then select the **Set Default Printer** button.
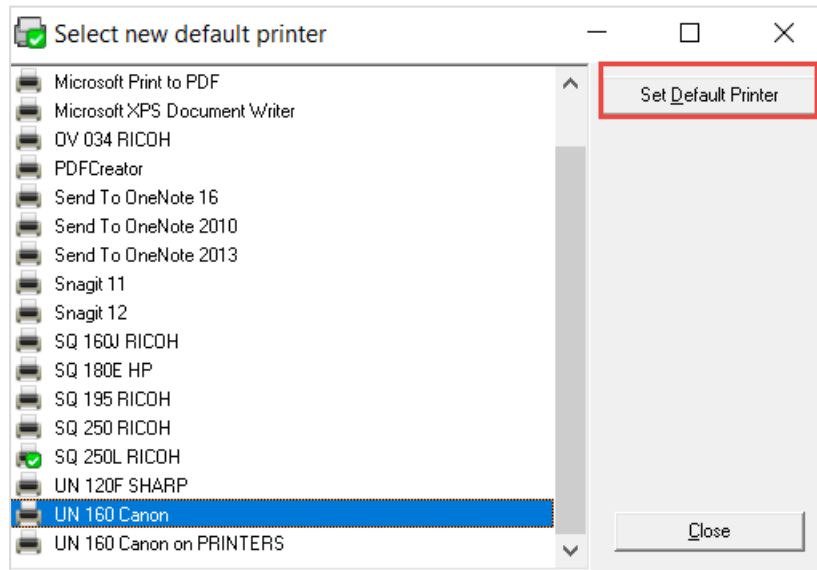
NEED HELP?

Contact the IT Help Center by phone (818-677-1400), online at (http://techsupport.csun.edu) or in person in (Oviatt Library, First Floor, Learning Commons).

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