

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

### INTRODUCTION

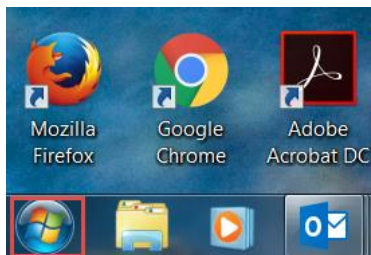
This guide includes step-by-step instructions for setting a default printer in Windows. This guide applies to two groups of users:

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

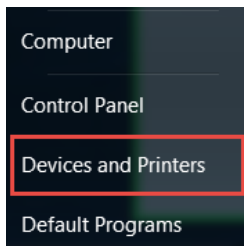
Determine if your department requires a print code and follow the appropriate instructions.

### *Setting a Default Printer (No Print Code Required)*

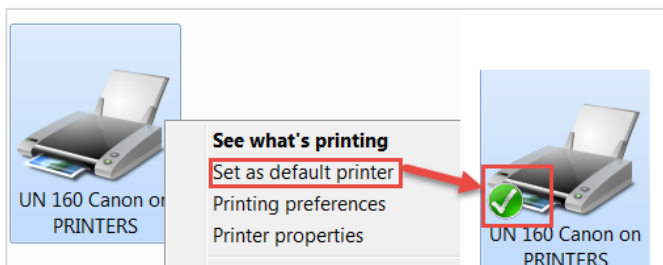
1. Select the **Start** button.



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.



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## Setting a Default Printer (Print Code Required)

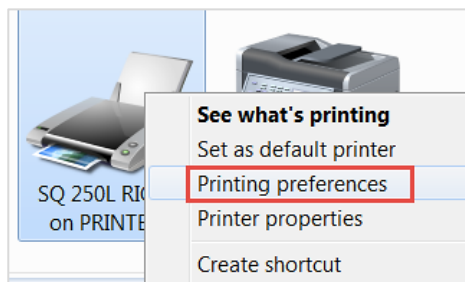
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These instructions apply to users who are required to use print codes. If you do not know your print code, contact your immediate supervisor. Ricoh, Sharp and Canon each have their own set of instructions so be sure to find the set that applies to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

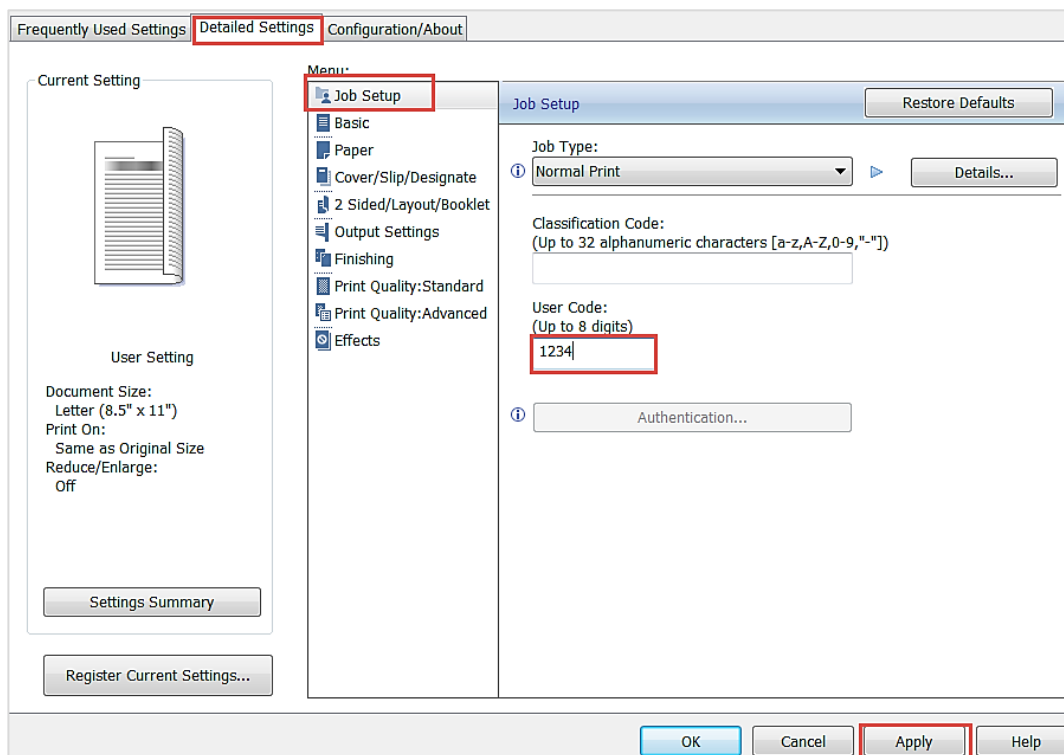
### Ricoh Printer

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

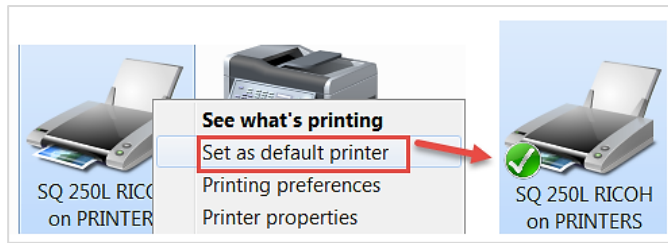
1. Select the **Windows Start** button.
2. Select **Devices and Printers**.
3. Find the Ricoh printer you want to set as the default, **right-click** on it, and then select **Printing Preferences**.



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.



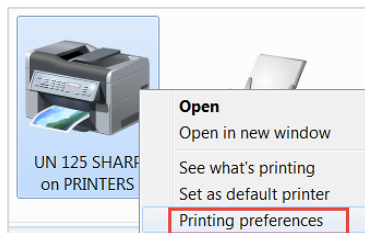
- To set the printer as the default, in the printer window, **right-click** on the printer, and then select **Set as default printer**. If successful, the printer is displayed with a green checkmark next to it. Your default printer has been set.



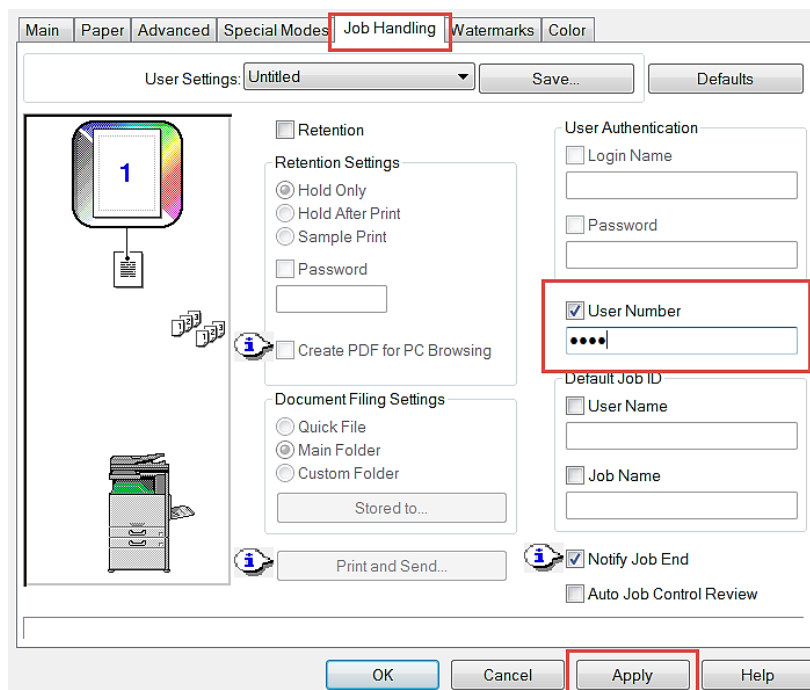
## Sharp Printer

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

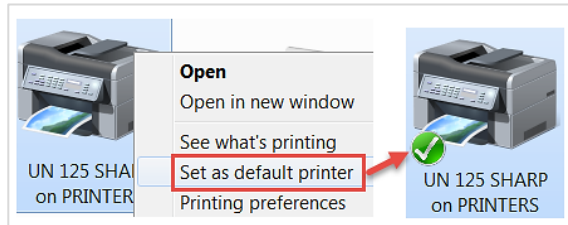
- Select the **Windows Start** button.
- Select **Devices and Printers**.
- Find the Sharp printer you want to set as the default, **right-click** on it, and then select **Printing Preferences**.



- 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.



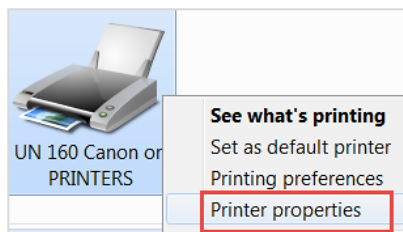
- To set the printer as the default, in the printer window, **right-click** on the printer, and then select **Set as default printer**. If successful, the printer is displayed with a green checkmark next to it. Your default printer has been set.



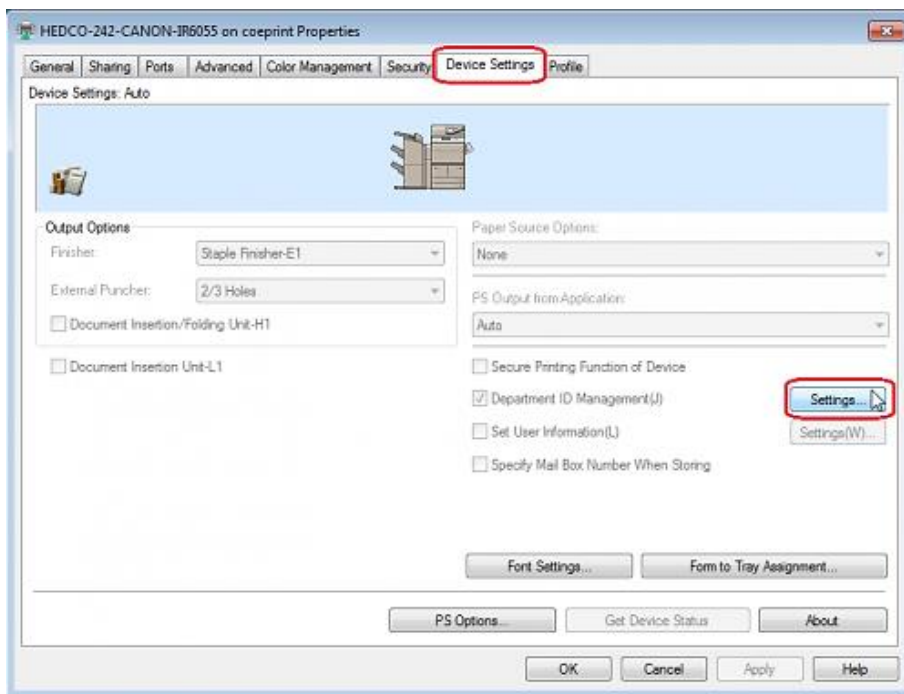
## Canon Printer

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

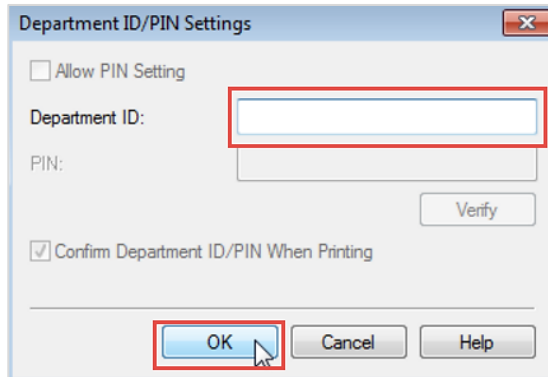
- Select the **Windows Start** button.
- Select **Devices and Printers**.
- Find the Canon printer you want to set as the default, **right-click** on it, and then select **Printing Properties**.



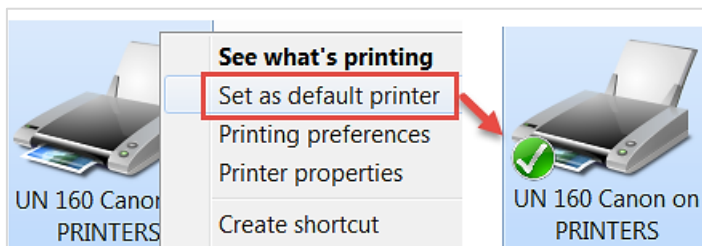
- Select the **Device Settings** tab, and then select the **Settings...** button.



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 your default, in the printer window, **right-click** on the printer, and then select **Set as default printer**. If successful, the printer is displayed with a green checkmark next to it. Your default printer has been set.



## 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).