



Set Printer as Default – Required for EPIC Use

Windows 11 Step-by-Step Guide

1 Look up Printers & scanners

Click the search icon  on the taskbar and type:

Printers & scanners

Select “Printers & scanners” from the search results.

printers & scanners

All Apps Documents Web Settings Folders Photos

Best match

Printers & scanners
System settings



Printers & scanners
System settings

Settings

Add a printer or scanner >

Let Windows manage my default printer >  Open

2 Select your printer from the list

Choose your printer from the list.

For this example, we selected:

PS-F



If your printer is not listed, you can follow the steps at <https://dasmnhc.com/Add-New-Printer>.

Bluetooth & devices > Printers & scanners

Home

System

Bluetooth & devices

Network & internet

Personalization

Apps

PS-C >

PS-F >

PS-MCE >

RC-CM >

SWAdultMedTeamRoom >

3 Turn OFF “Let Windows manage my default printer”

IMPORTANT:

Uncheck (turn OFF) the toggle by moving it to the LEFT.

PS-F settings

Printer preferences

Windows protected print mode
Helps protect your device and data.

Set up

Let Windows manage my default printer

Move to the LEFT (Off) →

Off

Download drivers and device software over metered connections
Data charges may apply

Off

4 Click “Set as default”

Click the “Set as default” button to make this your default printer.

Printers & scanners > PS-F



PS-F

Printer status: Idle

Set as default

Remove

PS-F settings

Open print queue



Print test page



Printer properties



Need to troubleshoot?

Use “Print test page” (Step 4) to verify the printer is working.

If your printer is not listed, you can follow the steps at <https://dasmnhc.com/Add-New-Printer>.

