



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 Printers & scanners

Under “Printer preferences,” turn OFF “Let Windows manage my default printer”.

IMPORTANT:

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



NOTE:

This option is located near the bottom of the Settings page.

Bluetooth & devices > **Printers & scanners**

Printer preferences

Windows protected print mode 

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 

3 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 dasmnhc.com/Add-New-Printer.

Bluetooth & devices > **Printers & scanners**

 Home	 PS-C >
 System	 PS-F >
 Bluetooth & devices	 PS-MCE >
 Network & internet	 RC-CM >
 Personalization	 SWAdultMedTeamRoom >
 Apps	

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

Printer options

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 dasmnhc.com/Add-New-Printer.

