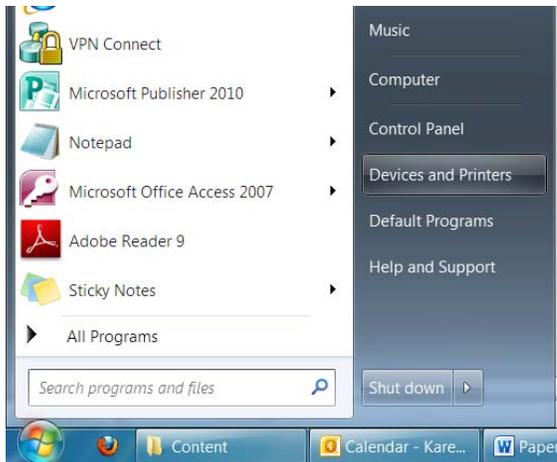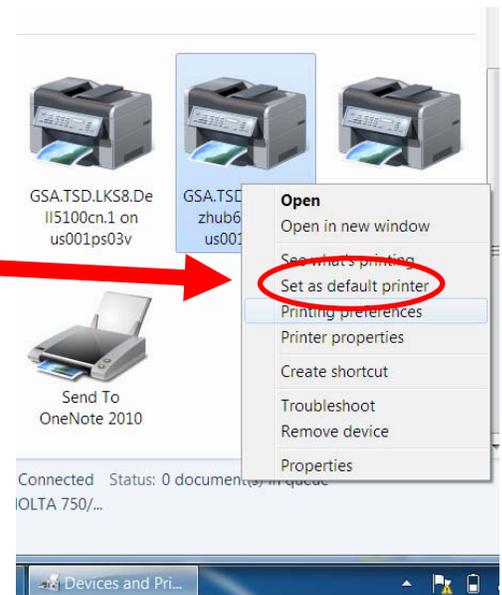# Set Your Default Printer

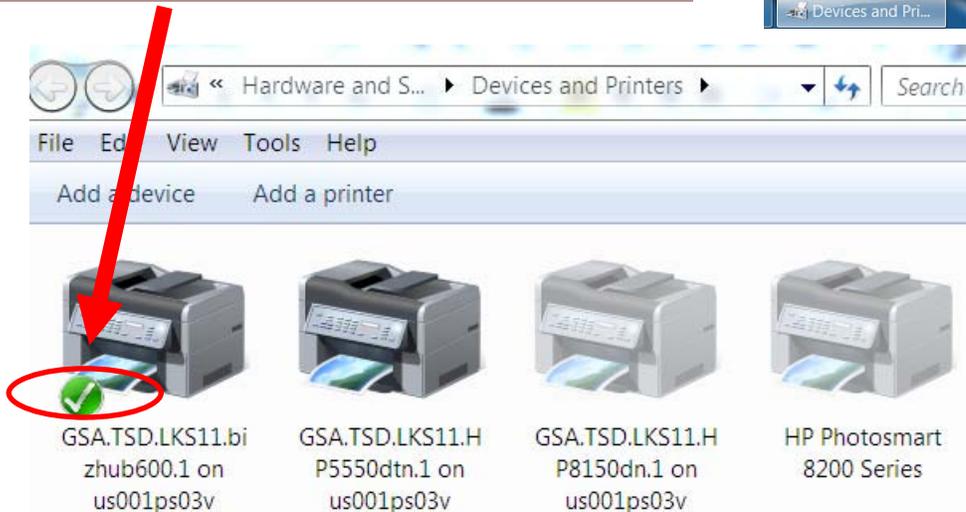# To the Multi-Function Device (MFD)

1. From the start menu, select Devices and Printers

2. Right click on the multi-function device and select 'Set as default printer'

3. A green check mark indicates your default printer

Note: If you are not able to identify which printer is the multi-function device, try a test print or ask your information technology help-desk.

For Microsoft Office 2010