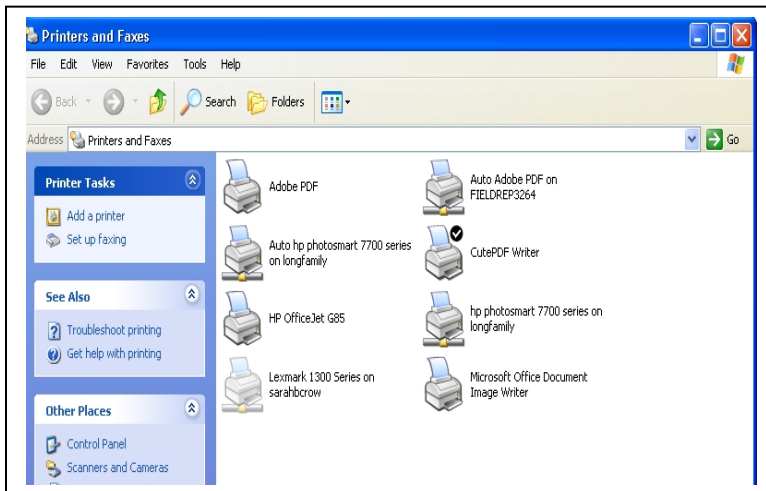


Printers

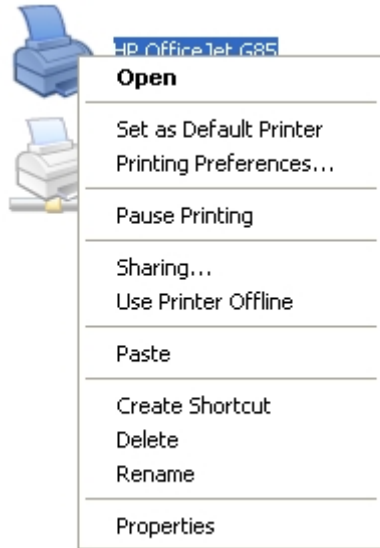
Default Printer



From the “Start Menu” select Printers and Faxes.

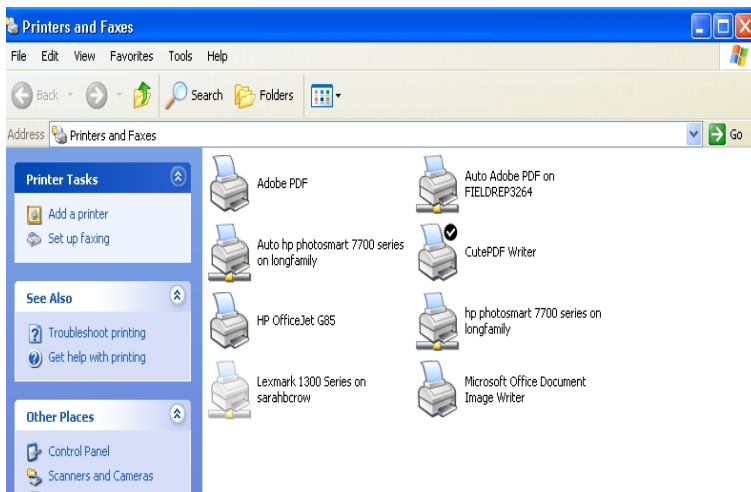


When you click on printers you will see all of the printers on your computer. The one with the check mark is the default printer. To change a default printer right click on the printer you want as your default.

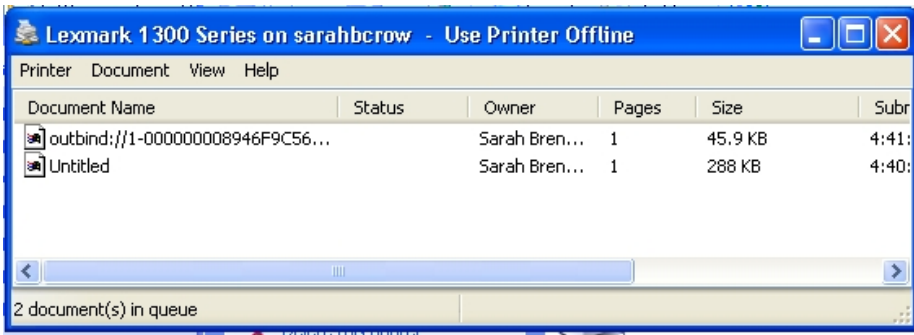


You will see the text “Set as Default Printer”. Click that text and you will have a new default printer.

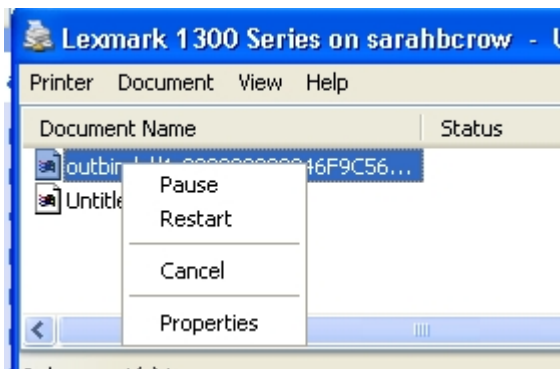
Cancel a Print Job



From your printers screen click on the printer that has the print job you want to cancel.



A list of print jobs for the printer will come up on your screen. Right click on the job you want to cancel.



Select Cancel and you can cancel your print Job.