

Instructions:
How to check to make sure that your classroom printer is the default printer in your room.

DELL XP directions:

1. Click on the **Start** button.
2. Choose **printers/faxes** on the dell computer.
3. **If there is a black circle with a check in it**, then it is set correctly.
4. **If another printer has the circle with the check then**
5. Right click on your classroom printer (it is an HP 692,842,laserjet 1000 or Lexmark Z45 or Z53.)
6. Select **Set As Default Printer**.

Older Computers directions:

1. Click on the **Start** Button
2. Click on **settings**.
3. Click on **printers**.
4. Right Click on your classroom printer. (it is an HP 692,842,laserjet 1000 or Lexmark Z45 or Z53.)
5. Click on **set as default**.