

Set Flinders Print as default printer

These instructions will help you set Flinders Print as your device's default printer so that you do not need to change or select the printer each time you submit a print job. There are instructions for Windows and Mac devices.

Instructions for Windows devices:

Set Flinders Print as default printer				
 Select 'Start' and then 'Settings' □ Documents □ Pictures 				
 Settings Power Power to search 				
2) Select 'Devices' Windows Settings Find a setting otifications, Devices Bluetooth, printers, mouse Screen, colors Phone Link your Android, IPhone Control				
3) Select 'Printers & scanners'				



 4) Make sure the 'Let Windows manage my default printer' is NOT ticked. This option is at the bottom of the list of printers. Let Windows manage my default printer When this is on. Windows will set your default printer to be the one you used most recently at your current location. 5. Select 'Flinders Print' and 'Manage' States is a constrained in the same is a constrained in	 4) Make sure the 'Let Windows manage my default printer' is NOT ticked. This option is at the bottom of the list of printers. Let Windows manage my default printer When this is on, Windows will set your default printer to be the one you used most recently at your current location. 5) Select 'Flinders Print' and 'Manage' If inters & scanners Winters & scanners Wint						
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Instructions for Mac devices:

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	About This Mac							
	System Preferences 1 update							
	Recent Items							
	Force Quit Word て企業も							
	Sleep Restart Shut Down							
	Lock Screen ^業Q Log Out Nichola McDonald							
2)	Select 'Devices'							
	Windows Settings							
	Find a setting							
	otifications, Devices Bluetooth, printers, mouse Phone Chink your Android, iPhone Wi-Fi, airpl							
	screen, colors E Uninstall, defaults, optional Accounts, email, sync, P Speech, re							
3)	Select 'Printers & Scanners'							
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	Sign into your Apple ID Set up iCloud, the App Store and more. Sign In							
	General Desktop & Dock Mission Siri Spotlight Language Notifications Screen Saver Control & Region							
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	Internet Wallet & Touch ID Users & Accessibility Screen Time Extensions Security Accounts Apple Pay Groups & Privacy							
	Software Network Bluetooth Sound Printers & Keyboard Tracknad Mouse							
	Update Scanners Scanners							
	Displays Sidecar Energy Date & Time Sharing Time Startup Profiles							
	Saver Machine Disk							



QUICK REFERENCE GUIDE

4)	Set 'Default printe	r' to Flinders Print	
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	Printers FlindersPrint Idle, Last Used prids01 • Idle	FlindersPrint Open Print Queue Options & Supplies Dotation: Kind: RICOH IM C6000 PS Status: Idle	
	+ -		
		Default printer: Last Printer Used	
		Default paper size: A4 🔅 ?	