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:

<table>
<thead>
<tr>
<th>Set Flinders Print as default printer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1)</strong> Select ‘Start’ and then ‘Settings’</td>
</tr>
<tr>
<td><img src="image1" alt="Setting icon on Windows Start menu" /></td>
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<tr>
<td><strong>2)</strong> Select ‘Devices’</td>
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<tr>
<td><img src="image2" alt="Devices setting on Windows" /></td>
</tr>
<tr>
<td><strong>3)</strong> Select ‘Printers &amp; scanners’</td>
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<tr>
<td><img src="image3" alt="Printers &amp; scanners setting on Windows" /></td>
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</tbody>
</table>
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’**

![Image of Printers & Scanners settings]

6) **Select ‘Set as default’**

![Image of FlindersPrint settings]

a) If this option is not available,
Instructions for Mac devices:

**Set Flinders Print as default printer**

1) Select ‘Apple’ and ‘System Preferences’

![System Preferences screenshot]

2) Select ‘Devices’

![Devices screenshot]

3) Select ‘Printers & Scanners’

![Printers & Scanners screenshot]
4) Set ‘Default printer’ to Flinders Print