## Setting Default Printers On a Mac

## Creighton University

1. At your Mac's home screen click the **Apple logo** in the top left corner and then select **System Preferences** 



2. Within System Preference you will see the option for **Printers and Features** click here.



3. Here you will see the list of installed printers. Printers listed with **"P"** in front of them are the new Canon printers.





Procedures

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4. Right-click on the printer that you want to set as your default and choose **'Set as default printer'** and you are done!

Coptions & Supplies term Kind: Canon IR-ADV C3325/3330 PPD Btatus: Idle Share this printer on the network Printer sharing is turned off.	Faculty Idle	StaffSecure	P226 Open Print Que	ue
Location: Kind: Canon IR-ADV C3325/3330 PPD Status: Idle  Sharing Preferences  Printer sharing is turned off.	P223 Idle		Options & Suppli	ies
Printer sharing is turned off.	P228 • Idle	Rename printer Set default printer Reset printing system	Location: Kind: Canon IR-ADV C3325/ Status: Idle	3330 PPD Sharing Preferences
Default printer. Last Printer Used				

