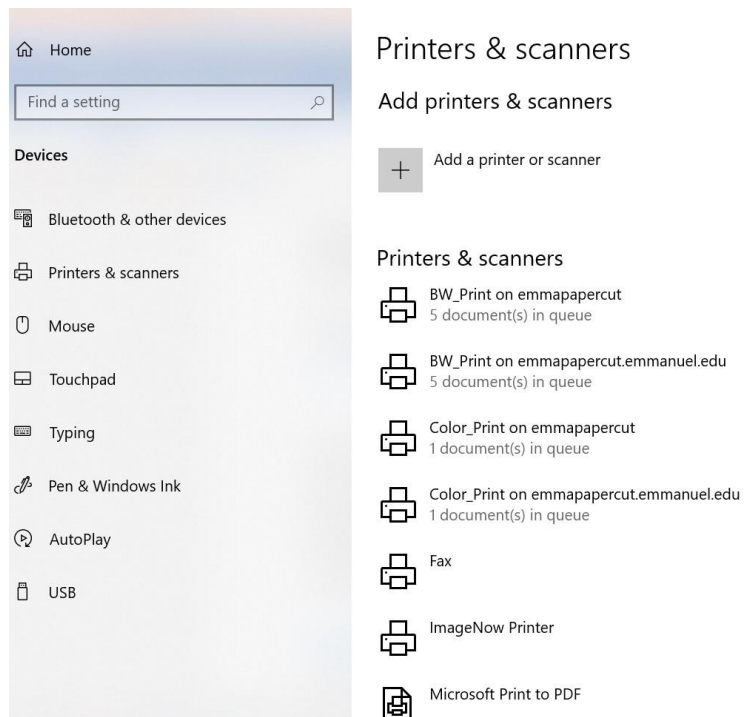# Setting EC Print as Default Printer

Staff and Faculty

1. Select the Windows logo in the bottom right corner to go to "Start" and then Settings
2. Select Devices > Printers & Scanners

3. Next, select the option named **BW_Print**
4. Select **Manage**
5. Select **Set as Default**