Locate Default Printer

Where are My Print Jobs Being Sent?

To learn which printer is currently set as the default on your computer or laptop:

1. Open the Window’s Search icon in your task bar.
2. Search for Devices and Printers
3. In the search results, click to select the Devices and Printers settings page.
4. View your list of printers. Your default printer has a green checkmark next to it.
5. Right Click on any printer to Set as default printer or Remove device.

Printer Naming Convention

ADPHES 100 4045

The printer shown in the example above would be listed as ADPHES1004045 in the print dialogue menu and should be located at Adolphus Elementary School in room 100.