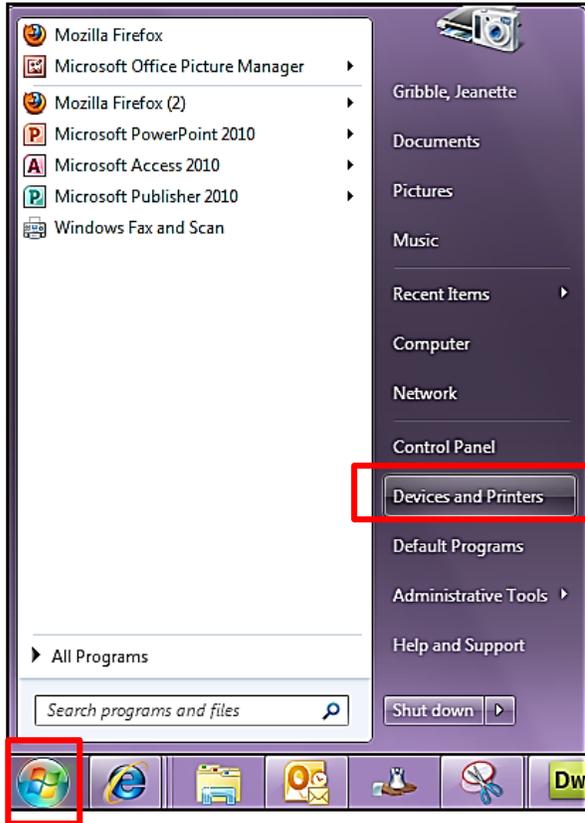**Printers on Campus – Toshiba and Lexmark**

Before you can print you must change the default printer on your computer.
Below are instructions for Windows 7 and Mac computers.

Windows 7 – Change Default Printer

Click on the Start button, then **Devices and Printers.**

Right mouse click on either **Find Me Lexmark** or **Find Me Toshiba**, for duplex or **Find Me Lexmark Single Sided** or **Find Me Toshiba Single Sided,** depending on what new printer has been installed in your office or depending on what printer you want to print to. Choose **Set as default printer**.
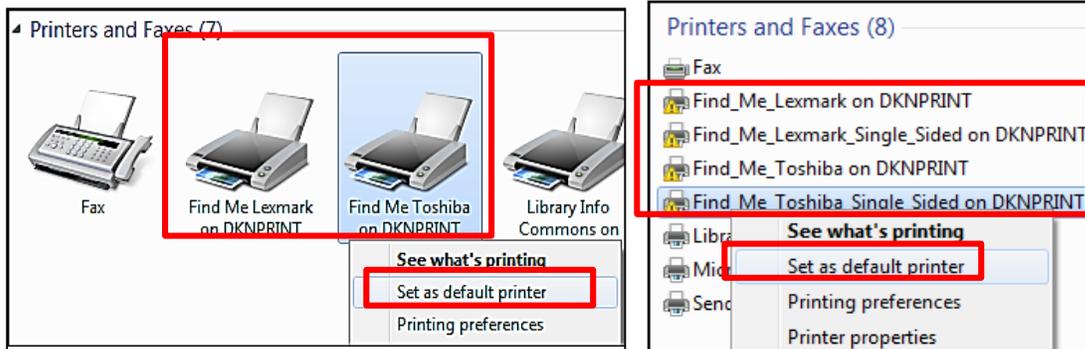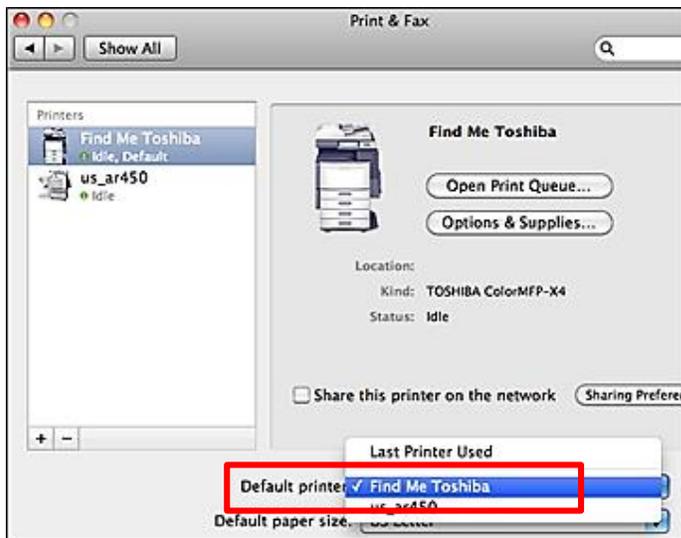
Mac Computer – Change Default Printer

Click on **Apple**, choose **System Preferences**….
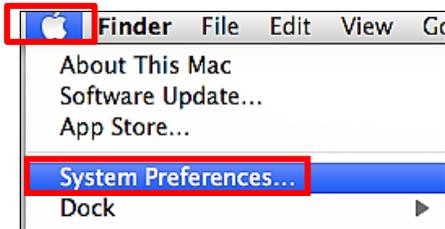
In **System Preferences**, click on **Print & Fax**

Under **Default Printer** choose either **Find Me Toshiba, Find Me Toshiba Single Sided, Find Me Lexmark** or **Find me Lexmark Single Sided**, all depending on what new printer has been installed in your office or what printer you want to print to.

Example below is for **Find Me Toshiba.** Close window when **Default printer** is set.