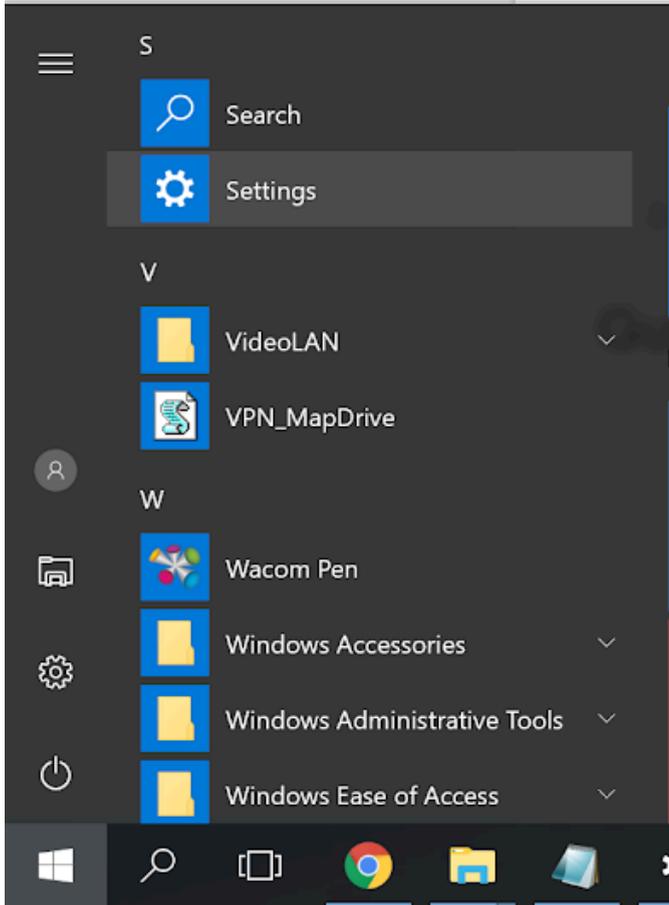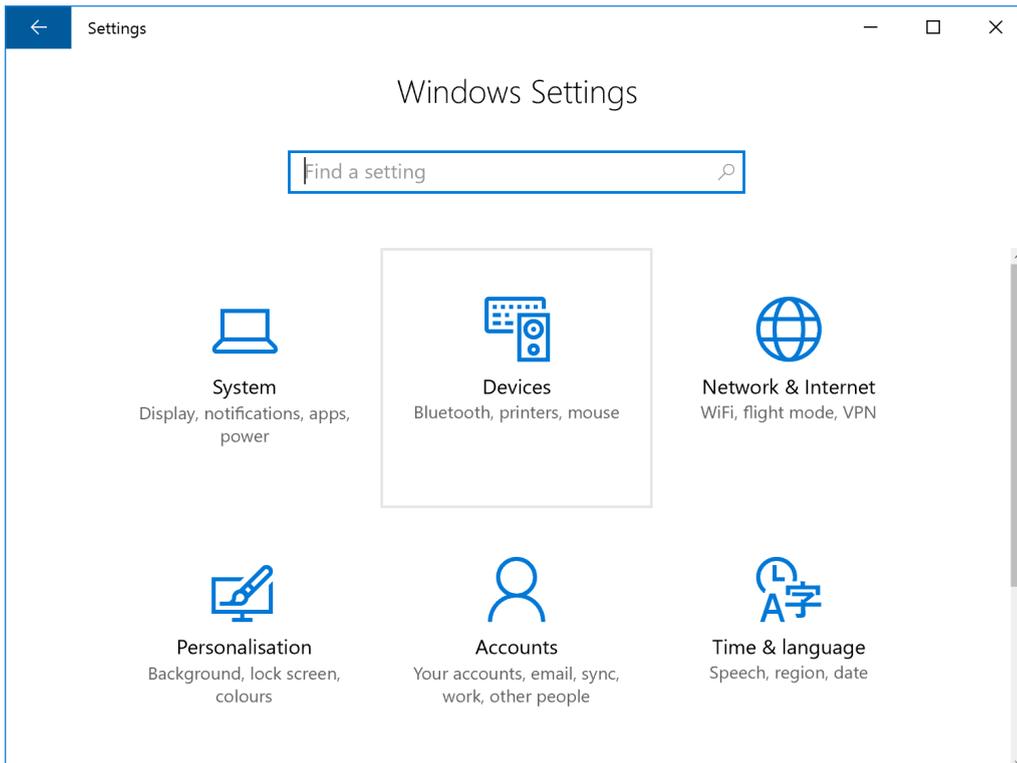# Guide to set default printer
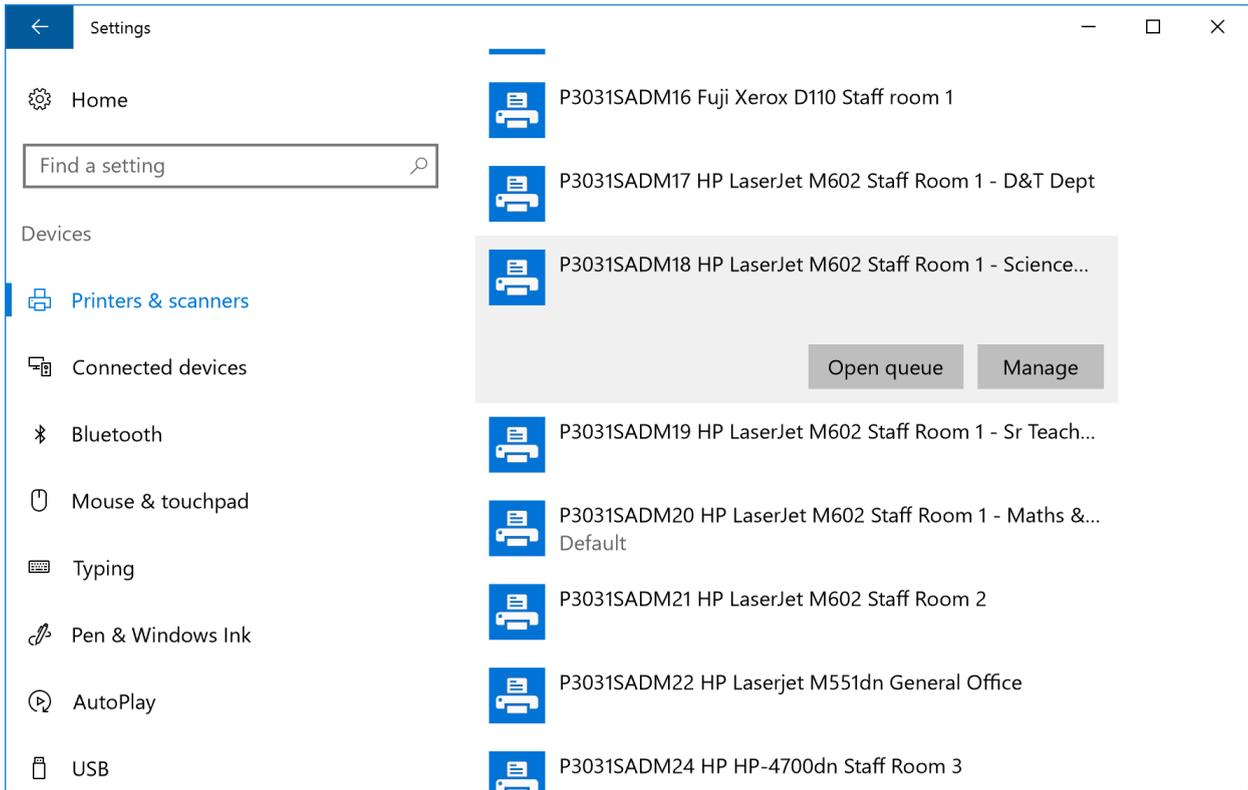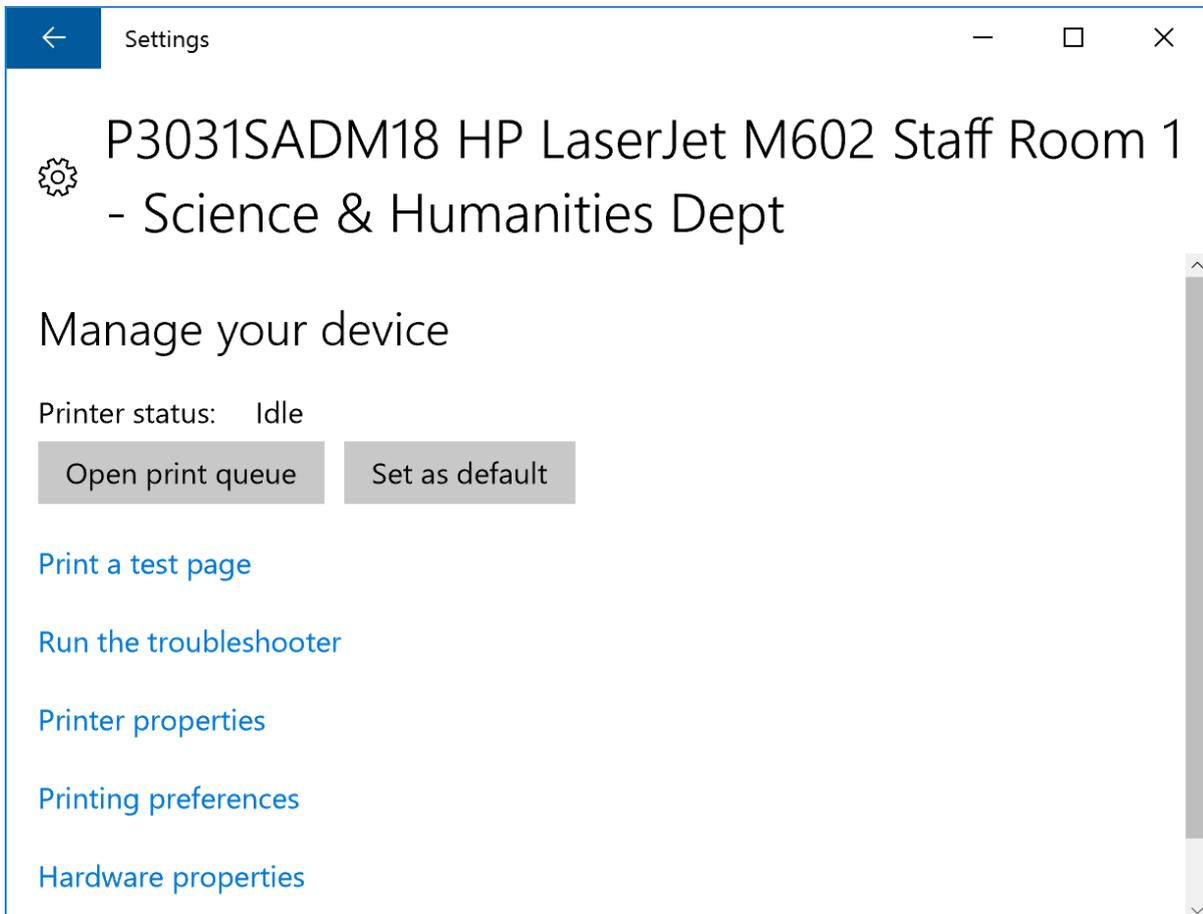
1. Press the "Start" button and select "Setting".
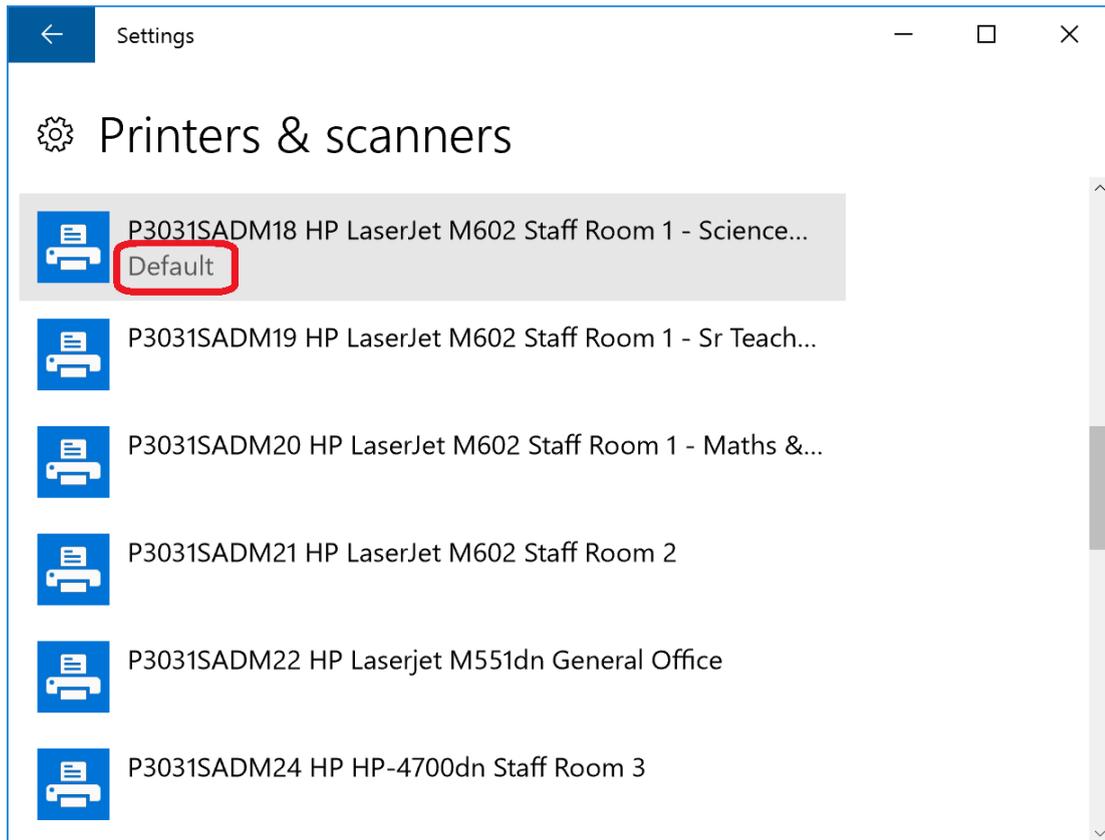


2. Select "**Devices**"

3. Under "**Printers & Scanners**", scroll through the list of printers that find the one that is nearest to your location. Click on the desired printer, followed by the "**Manage**" button.



4. Click on the "**Set as default**" button, followed by the back arrow button at the top left corner.
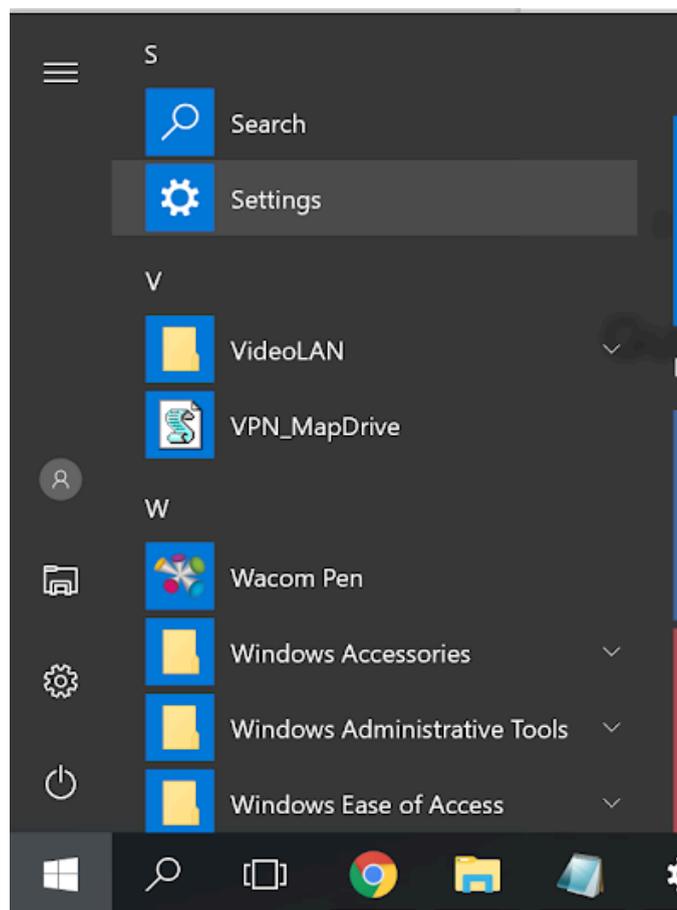
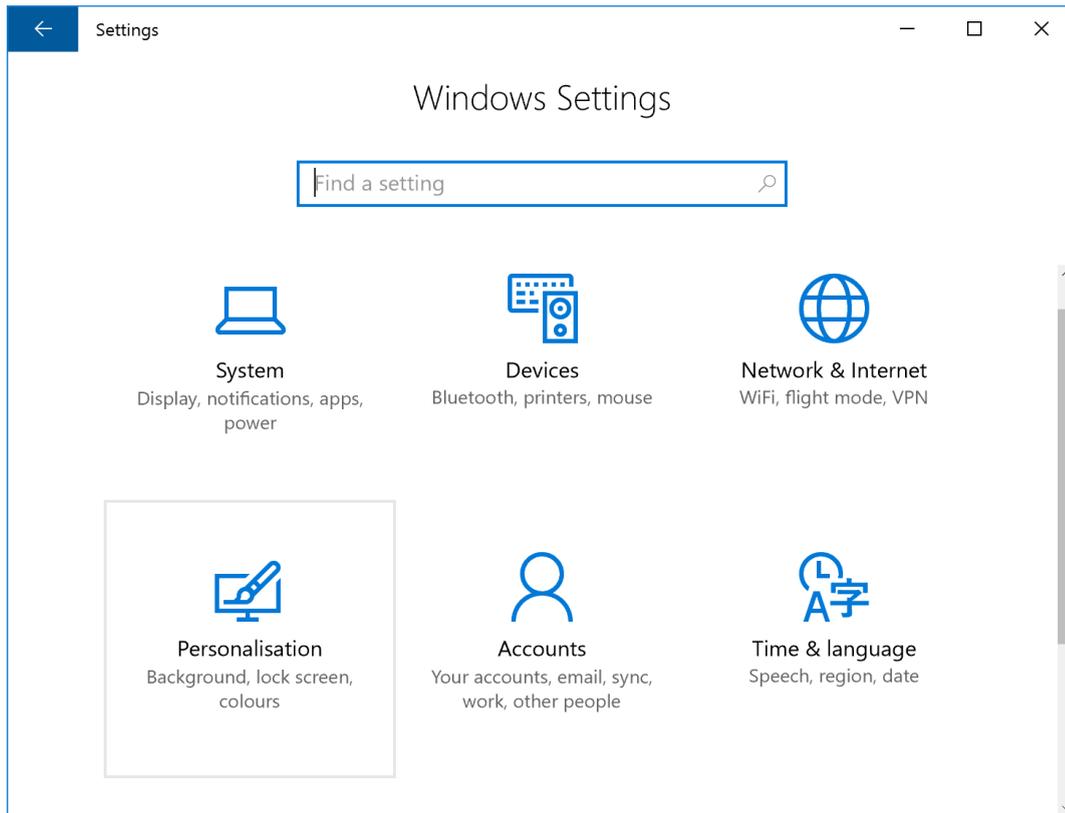5. You should see the "Default" label for your desired printer.

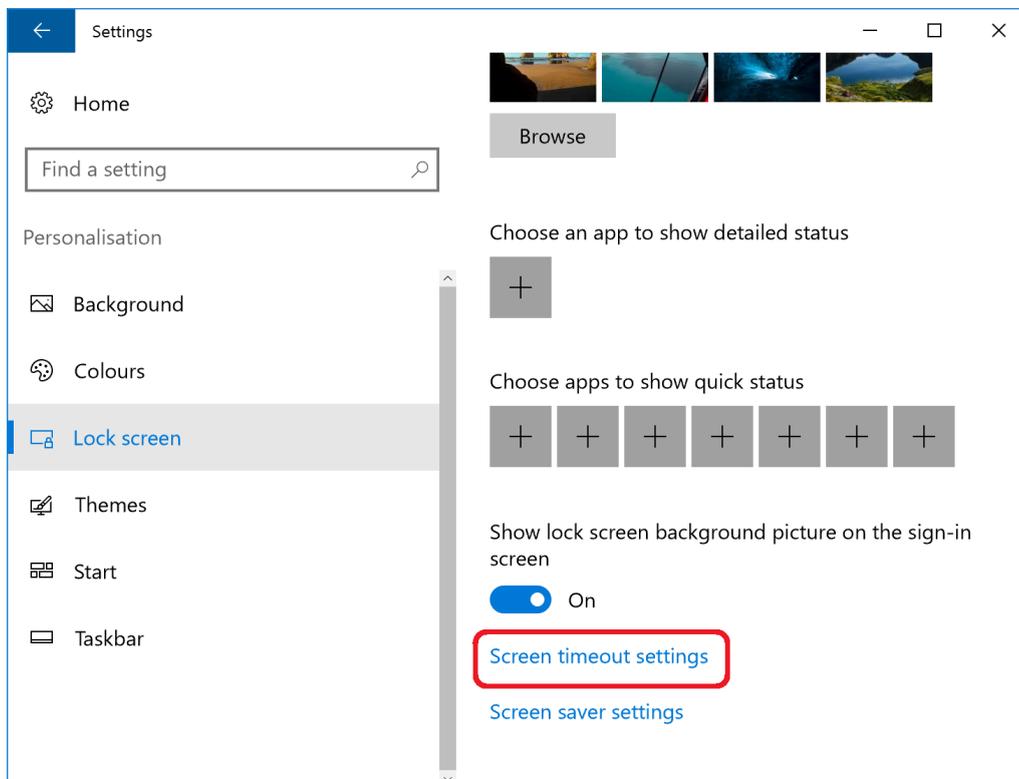# Guide to extend screen turn off time

1. Press the "Start" button and select "Setting".

2. Select "**Personalisation**"



3. Under "**Lock screen**", select "**Screen timeout settings**"

4.  You can change the duration for the screen to be turned off to a longer time. The following example is a good suggestion. However, do note that longer duration will lead to shorter battery life.
    You can also change the Sleeping duration to "**Never**" to prevent the HP Elite from having problems in waking up from sleep mode.