

How to change the printer name on Windows 11

When there are multiple printers on the same network, it can be difficult to identify your printer device by its default name. Fortunately, Windows 11 allows you to rename your printer device in several ways.

You can rename any connected printer from the Settings app or Control Panel. If that doesn't work, you can use Command Prompt or Windows PowerShell to achieve the same thing. Here are 4 different ways to rename a printer in Windows 11.

1. Rename the printer using the Settings app

Let's start with the easiest method first. You can quickly rename your printer using the Settings app on Windows 11. Here's how:

1. Press **Win + I** to open the Settings application.
2. Select the **Bluetooth & devices** tab from the left sidebar.
3. Click **Printers & scanners** .
4. Select the printer you want to rename.

Picture 1 of How to change the printer name on Windows 11

5. Click **Printer properties** .
6. In the **General** tab , enter a new name for your printer.
7. Click **OK** to save the changes.

Picture 2 of How to change the printer name on Windows 11

2. Rename the printer via Control Panel

If you prefer to do things the old-fashioned way, you can also manage your printer through the Control Panel. To rename the printer using the Control Panel do the following:

1. Press **Win + S** to open the search menu.

2. Type **control panel** and press **Enter**. This will open the Control Panel window.
3. Click **Devices and Printers** .

Picture 3 of How to change the printer name on Windows 11

4. In the **Printers** section , right-click the device you want to rename and select **Printer properties** from the context menu.
5. In the **Printer properties** window , switch to the **General** tab .
6. Enter a new name for your printer and press **OK**.

3. Rename the printer via Command Prompt

If you are an advanced user and are comfortable using the command line interface, you can also rename your printer using Command Prompt. Fortunately, this is not as scary as you think.

Follow these steps to rename the printer using Command Prompt:

1. Press **Win + X** and select **Terminal (Admin)** from the menu that appears.
2. Select **Yes** when the User Account Control (UAC) prompt appears.
3. In Control Panel, run the following command to rename your printer.

```
cscript %WINDIR%System32Printing_Admin_Scripts\en-US\prncnfg.vbs -x -p "CurrentPrinterName"
```

Replace **CurrentPrinterName** in the command above with the current name of the printer. Similarly, replace **NewPrinterName** with the new name you want to use.

So, for example, if you're going to rename your device from *HP LaserJet* to *Office Printer* , here's your command:

```
cscript %WINDIR%System32Printing_Admin_Scripts\en-US\prncnfg.vbs -x -p "HP LaserJet" -n "Office Printer"
```

Picture 4 of How to change the printer name on Windows 11

After you run the above command, your printer will be renamed.

4. Rename the printer using Windows PowerShell

Like Command Prompt, you can also use Windows PowerShell to rename your printer device on Windows 11. The process is very easy. Here's how to do it.

1. Press **Win + S** to open the search menu.
2. Enter **Windows PowerShell** and select **Run as administrator** .

3. Select **Yes** when the User Account Control (UAC) prompt appears.

4. Run the following command to see the list of printers on your PC:

```
Get-Printer | Format-Table Name
```

Picture 5 of How to change the printer name on Windows 11

5. Record the name of the printer you want to rename.

6. Run the following command to rename your printer:

```
Rename-Printer -Name "CurrentPrinterName" -NewName "NewPrinterName"
```

Replace **CurrentPrinterName** in the command above with the current name of the printer. Similarly, replace **NewPrinterName** with the new name you want to use.

For instance, you would enter this command to rename your printer from *HP LaserJet* to *Office Printer* :

```
Rename-Printer -Name "HP LaserJet" -NewName "Office Printer"
```

Picture 6 of How to change the printer name on Windows 11

It is done! Your printer will be renamed.

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