

# Instructions for renaming the printer on Windows 10

When working with multiple printers on your computer, you can rename those printers to facilitate connecting and using the printer to print data.

When connecting the printer to the computer, by default the system will display the full name of all printers connected to the computer as well as previously connected. In case the user uses multiple printers on one computer, it is easier to change the name of the printer during use. We can name each machine separately so that we can not misuse the machines. The following article will guide you how to rename the printer on Windows 10.

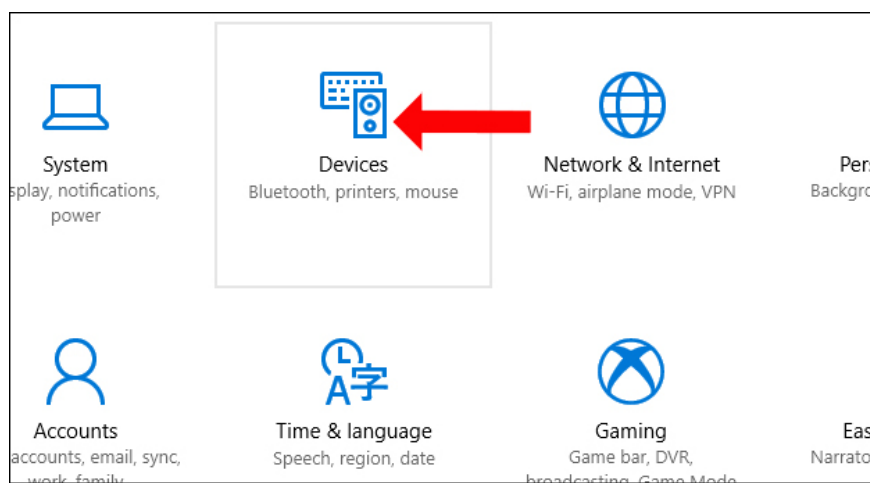
1. Fix simple errors on the printer
2. Common printer errors and how to fix them
3. How to fix Windows errors not connected to the printer

## Instructions for renaming Windows 10 printers

### Method 1: Change the printer name via Settings

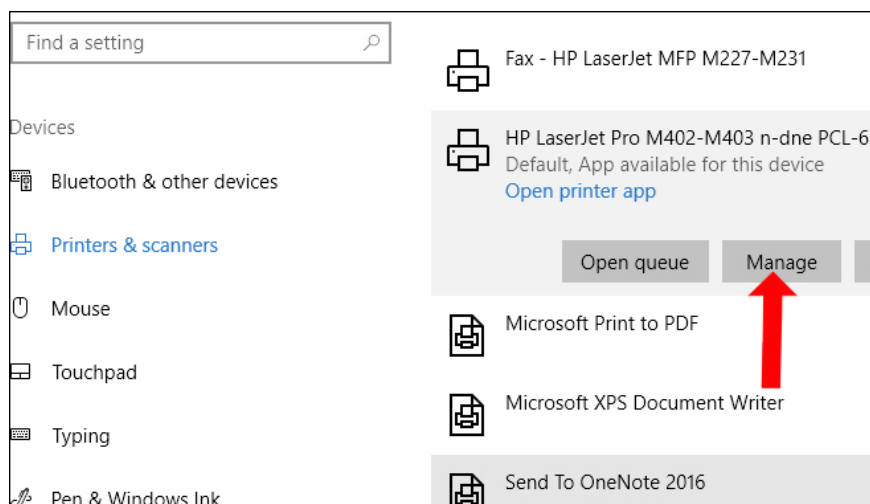
#### Step 1:

We click **the Settings button** on the interface and then click on **the Devices section** . Or you can press Windows + I to open the Windows Settings interface.



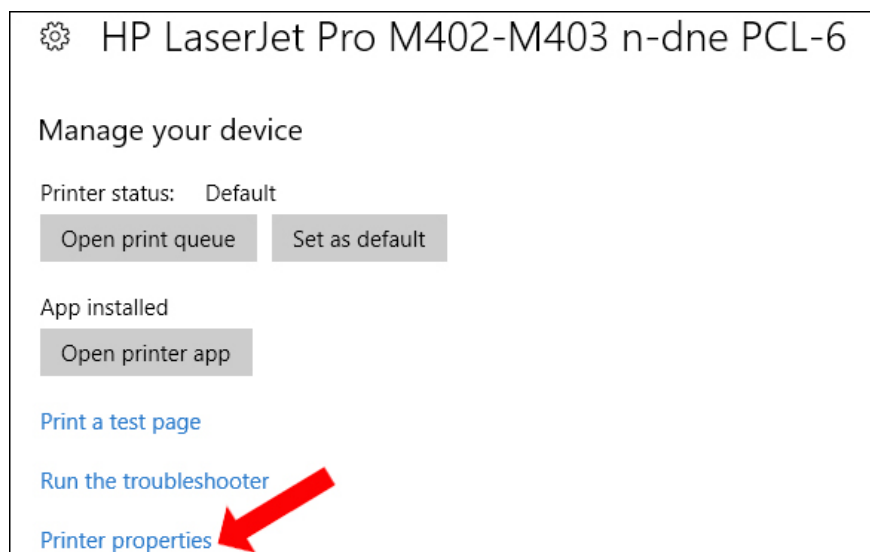
#### Step 2:

A new look appears in the **Printers & scanners section** , and then to the right, we will see all the printers connected to the computer. Click on the printer you want to rename, then click **the Manage button** .

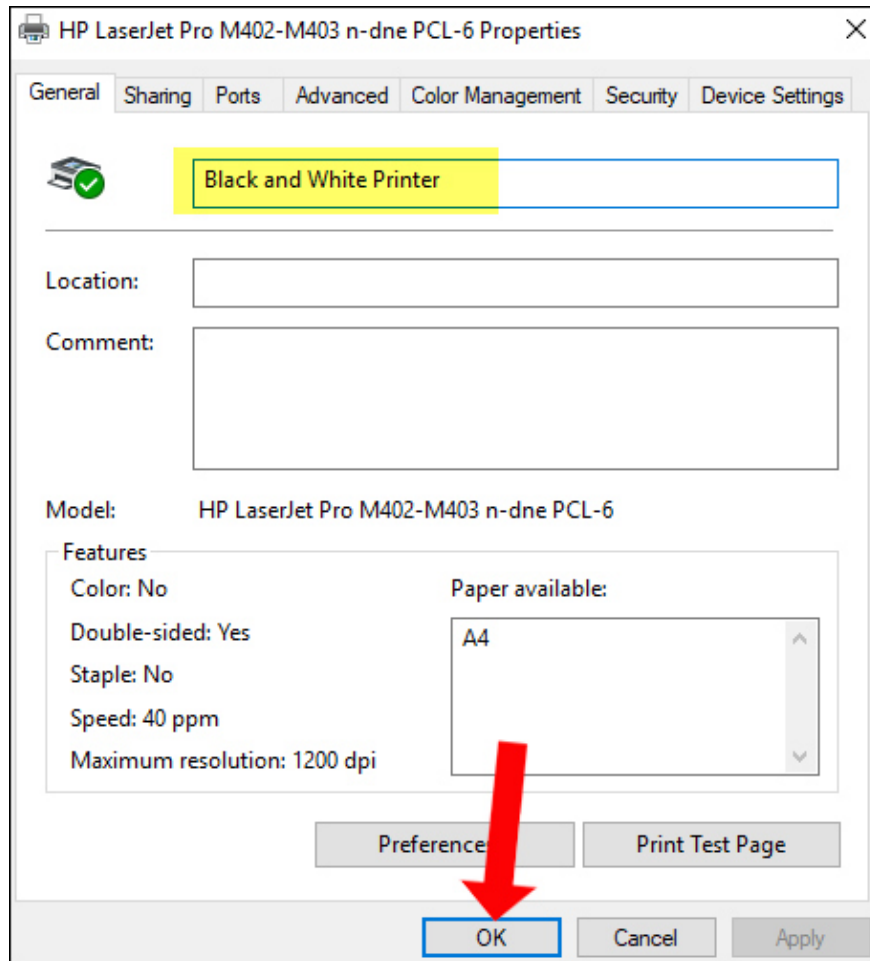


### Step 3:

Switch to the new interface and click on **Printer Properties** .



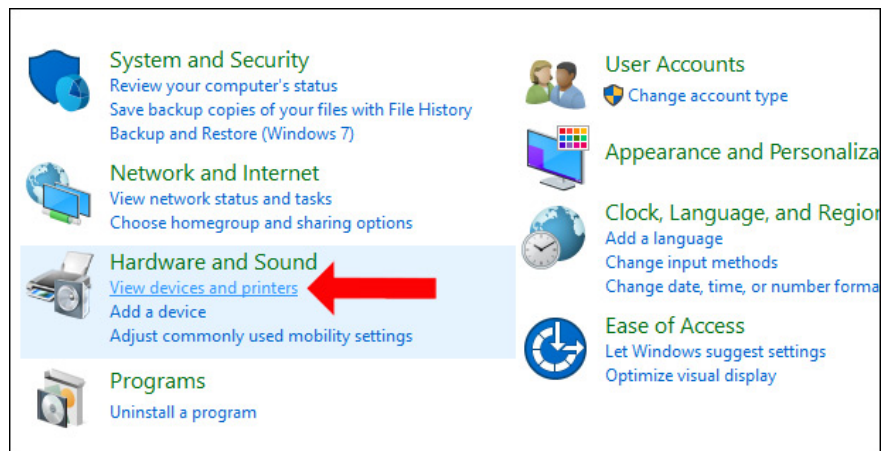
Click on **General tab** to proceed to **edit the printer name** right at the top line. Finally **click OK** to save the changes.



## Method 2: Change the computer name via Control Panel

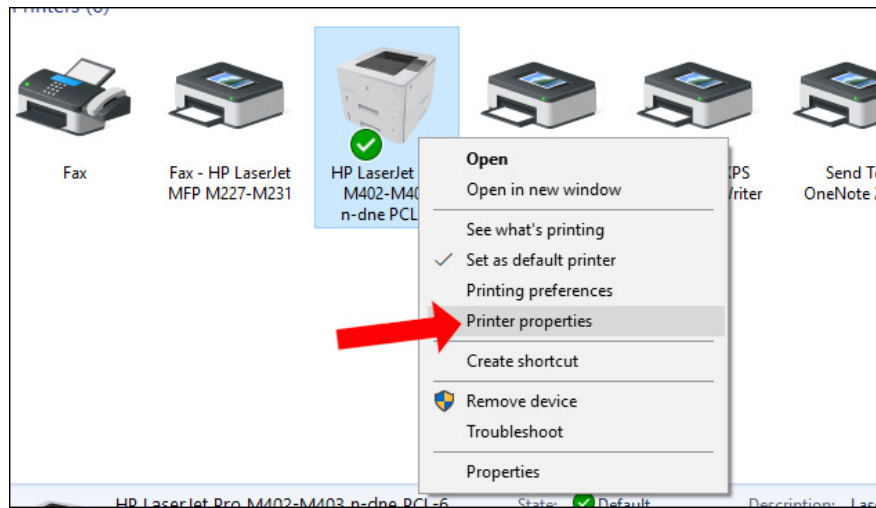
### Step 1:

Open the **Control Panel** interface and then in **Hardware and Sound** , click on **View devices and printers** .



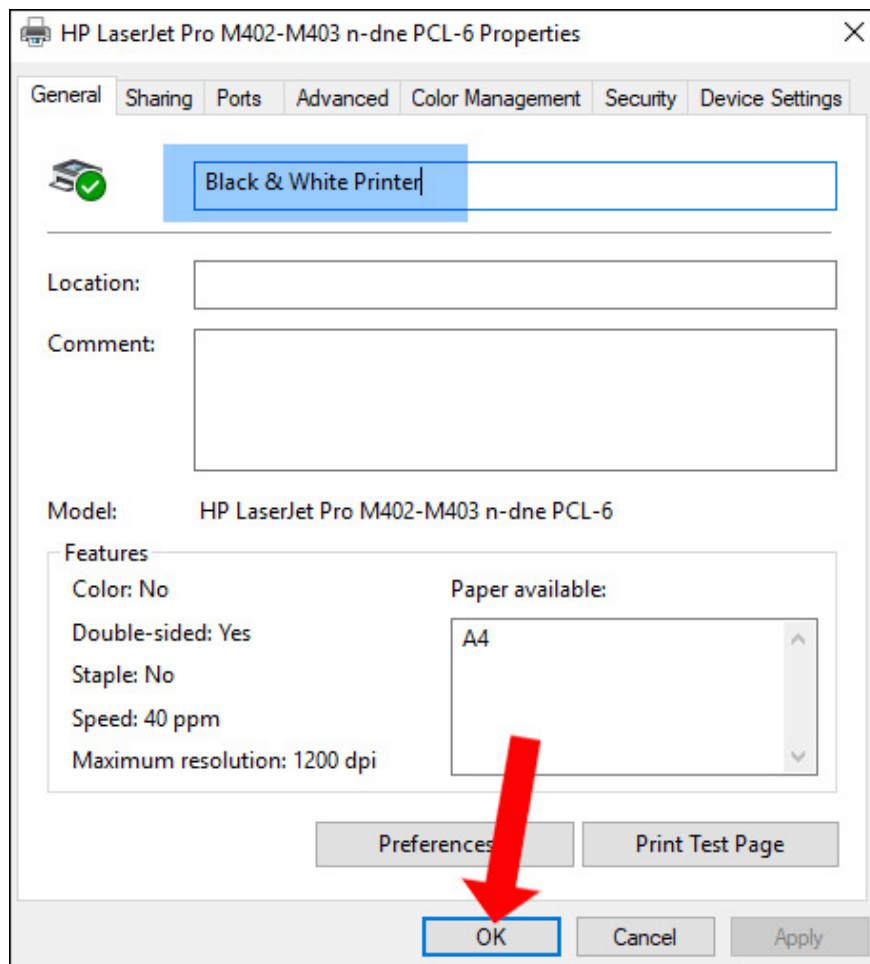
### Step 2:

At the new interface, right-click on the printer you want to rename and click the **Printer Properties** option in the right-click menu.



### Step 3:

Also appears a dialog box similar to Method 1. In the General Tab, users just need to change the printer name to the new name you want to set and click OK to save the new name and finish.



By changing the printer name extremely easily, we can link to the printer that needs to work quickly, avoiding the wrong connection with another printer. 2 ways to rename the printer on you can apply to different operating system versions.

See more:

1. Instructions for installing the printer in Windows 8
2. 2 ways to share printers via LAN
3. Tips for sharing printers in the network

I wish you all success!

You finished reading the article "**Instructions for renaming the printer on Windows 10**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.