Printer Install Instructions: Windows

- 1. Find the printer's name from the label on the front of the device.
 - 1. NOTE: The name will be in the following format MATH_WIL2214_HPM652.msu.montana.edu
- 2. Make sure you are connected to MSU-Secure Wi-Fi or the MSU wired network.
 - 1. YOU CAN NOT USE THE PRINTERS IF YOU ARE NOT ON MSU-SECURE OR WIRED NETWORK.
 - 2. MSU-Guest does not work!
- 3. Click on the Windows logo on the bottom left corner of the screen to launch windows search.



- 4. Type \\Hilgard.msu.montana.edu in the search field
- 5. Select "Run command".
- 6. File Explorer will open showing the printers on the print server Hilgard.



7. If prompted to "Enter network credentials"

- 1. Username: MSU\NetID
- 2. Password: <NetID password>

Note: This is required if you are using a personal computer (Example: MSU\x11x111)

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correct.

In the File Explorer window, you will see a list of printers. Double-click the printer that matches the name of the printer you wish to connect to.

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8. The printer will be added to your computer.

If you have additional issues, please contact CLS IT by emailing <u>CLSITHelp@montana.edu</u>.