Printer Install Instructions: <u>Windows</u> ◀CLICK - HOW-TO VIDEO

Find the printer's name from the label on the front of the device.

◊ NOTE: The name will be in the following format -
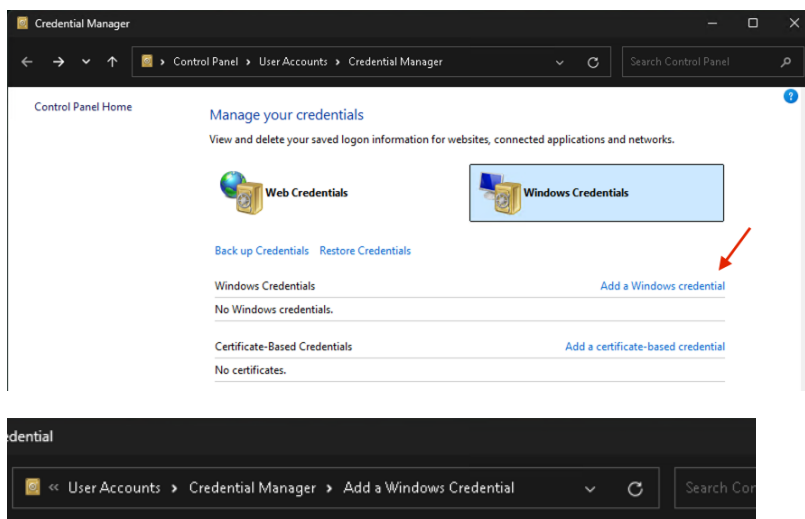
Example: MATH_WIL2214_HPM652.msu.montana.edu

◊ **Make sure you are connected to MSU-Secure Wi-Fi or the MSU wired network.**

YOU CAN NOT USE THE PRINTERS IF YOU ARE NOT ON MSU-SECURE OR WIRED NETWORK.

MSU-Guest does not work for adding printers.

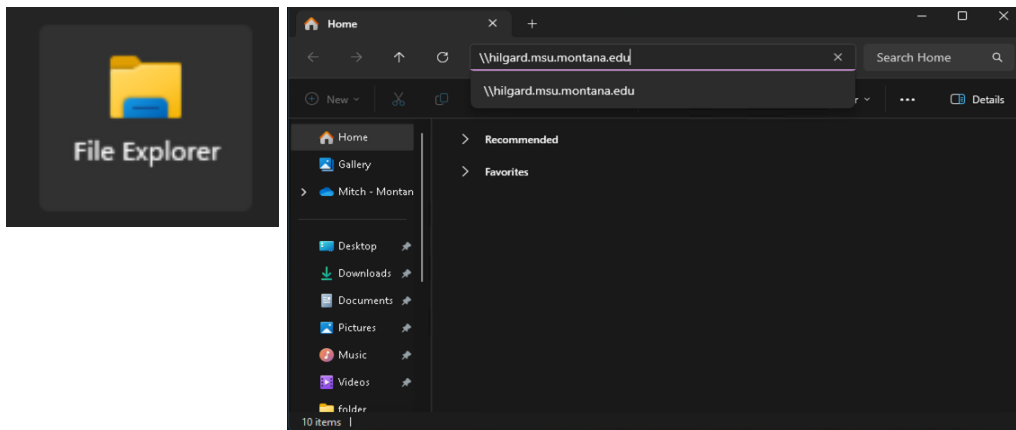◊ This first step is required for personal owned laptops. You must first add your NetID & Password to Windows Credentials Manager.
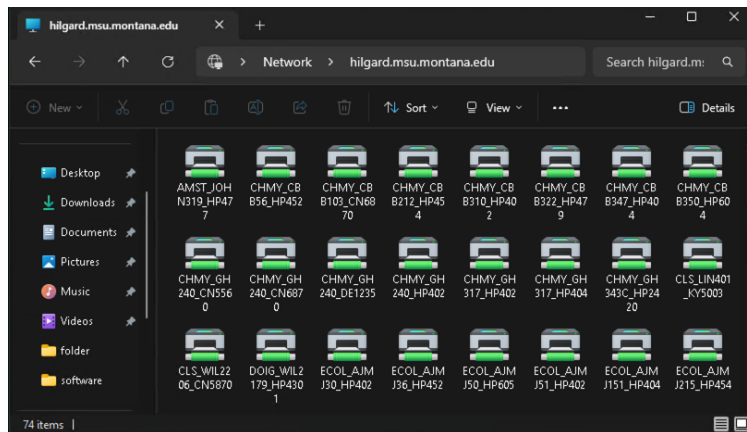
◊   To add a printer - Open File Explorer and type \\hilgard.msu.montana.edu

◊   File Explorer will open showing the printers on the print server Hilgard

◊   In the File Explorer you will see a list of printers. Double-click (or right-click and select "connect") the printer that matches the name of the printer you wish to add.

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