

Printer Install Instructions: [Windows](#) ◀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 -

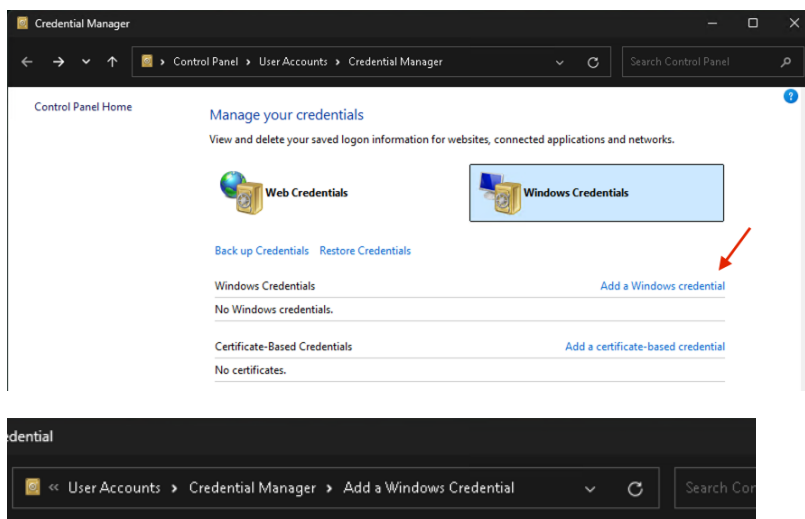
Example: MATH_WIL2214_HPM652.msu.montana.edu

◇ **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.



Type the address of the website or network location and your credentials

Make sure that the user name and password that you type can be used to access the location.

Internet or network address
(e.g. myserver, server.company.com):

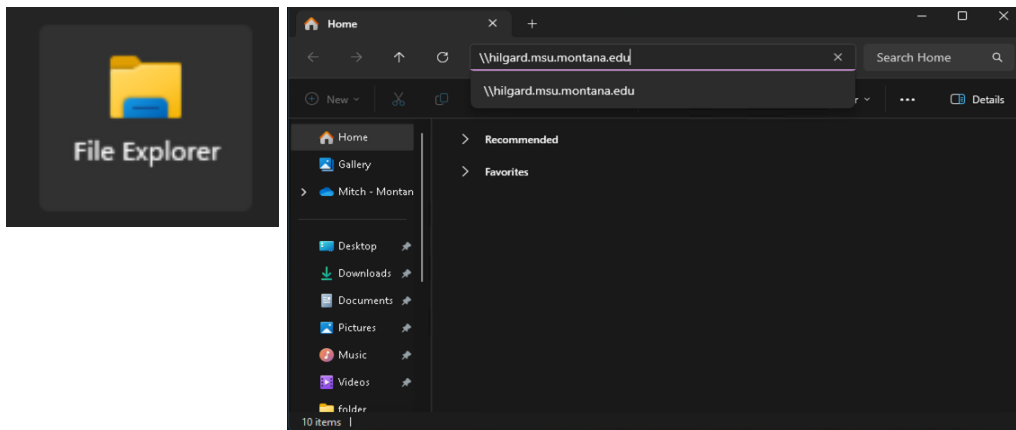
User name:

Password:

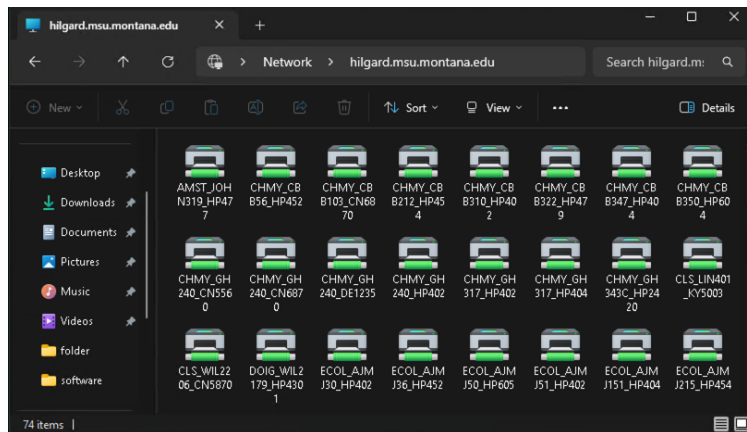
OK

Cancel

- ◇ 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.