Step 1: Simultaneously press with Windows key on your keyboard and the letter "**R**". In the text box, enter without quotations "\\coa-ps01.msu.montana.edu\" then press **OK**.



Step 2: A window similar to this one will appear listing the department printers.



<u>Step 3:</u> Right click in the empty space in the window making sure not to click one of the printers. Select "View" then "Details".

HMY_CBB12_BR3170	^		
LS_WIL2206_CN6275	View Sort by	>	Extra large icons Large icons
LS_WIL2206_HP3525	Group by Refresh	>	Medium icons Small icons List
NGL_WIL1114_KY3050	Paste Paste shortcut Undo Rename	Ctrl+Z	Details • Tiles
SCI_JOHN627_DE3130			Content
SCI_TRAP226_HP4350			

<u>Step 4</u>: You should now have a detailed view of the printers including their location. You can now double click on the printer you wish to install. The first part of the printer name is the department, followed by the building code, room number and finally the printer model.

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Name	Туре	Comments	^
🔁 CBN_JOHN538B_KY420	Share	CBN JOHN 538B KY420	
CHMY_CBB12_BR3170	Share	CHMY CBB 12 BR3170	
🔁 CHMY_GH240_DE1235	Share	CHMY GH 240 DE1235	
🔁 CLS_WIL2206_CN6275	Share	CLS WIL 2206 CN6275	
🔁 CLS_WIL2206_HP3015	Share	CLS WIL 2206 HP3015	
🔁 CLS_WIL2206_HP3525	Share	CLS WIL 2206 HP3525	
🔁 ECOL_LEWH310_CN5070	Share	ECOL LEWH 310 CN5070	
🔁 ENGL_WIL1114_KY3050	Share	ENGL WIL 1114 KY3050	
🔁 ENGL_WIL2175_HP4200	Share	ENGL WIL 2175 HP4200	
🔁 ESCI_JOHN627_DE3130	Share	ESCI JOHN 627 DE3130	

<u>Step 5:</u> Once the printer finishes installing, the printer status window will appear and this will confirm the printer is correctly installed.

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