

Set up campus-wide printing on Windows 11 and 10

2024-10-28

1. Verify you are connected to the “MSU-Secure” Wi-Fi network. If you are not, follow the instructions on this web page: <https://www.montana.edu/wifi/>

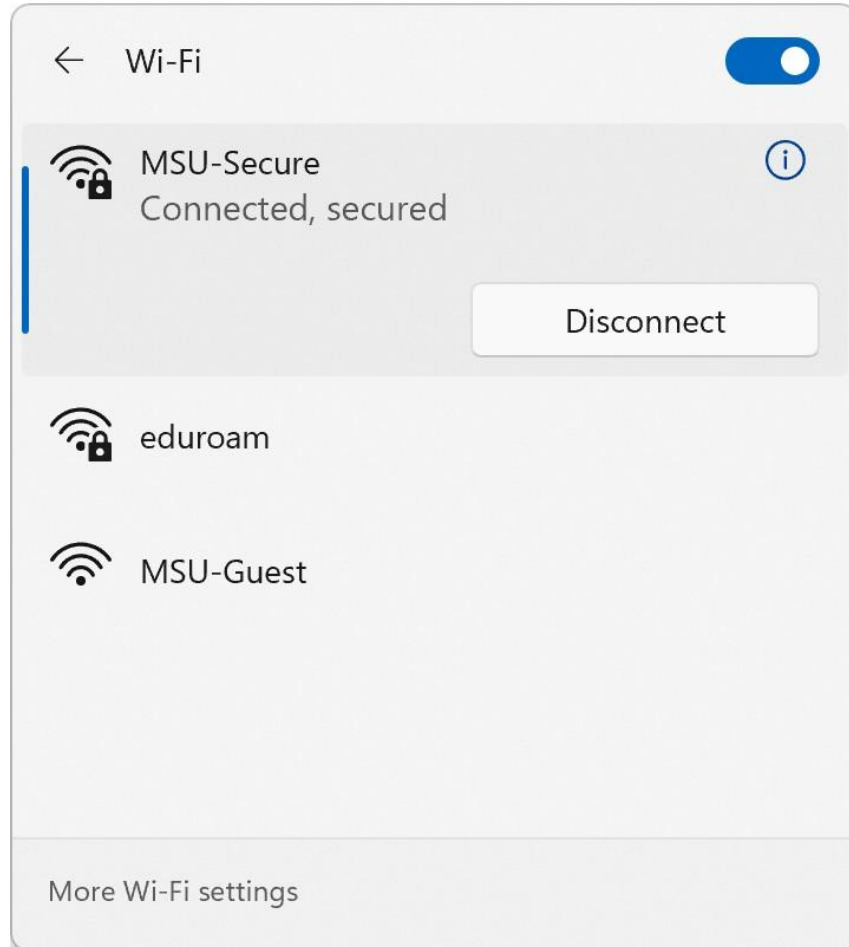


Figure 1. Connect to MSU-Secure

2. Open File Explorer.

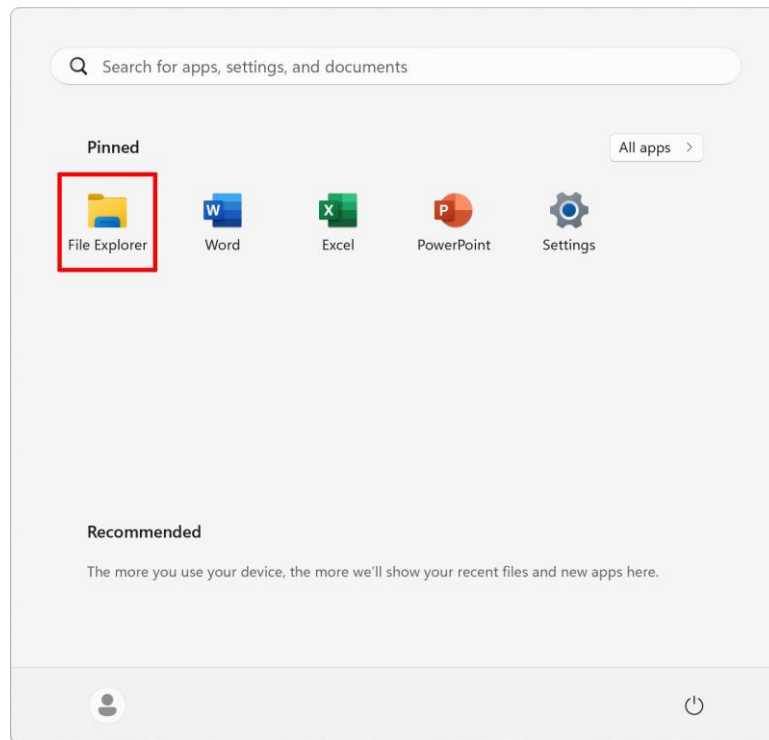


Figure 2. Open File Explorer

3. Click on the blank part of the file address bar.

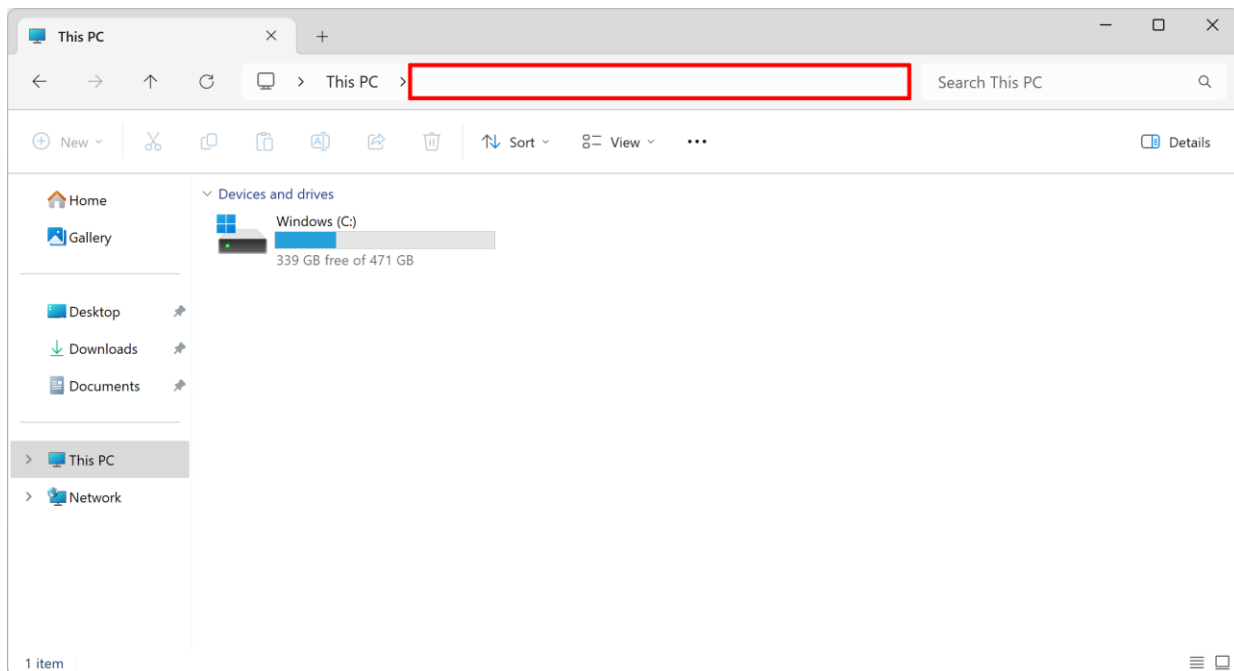


Figure 3. Click the blank part of the address bar

4. Type \\cicada.msu.montana.edu\Pharos_Package_Installers into the file address bar and press enter.

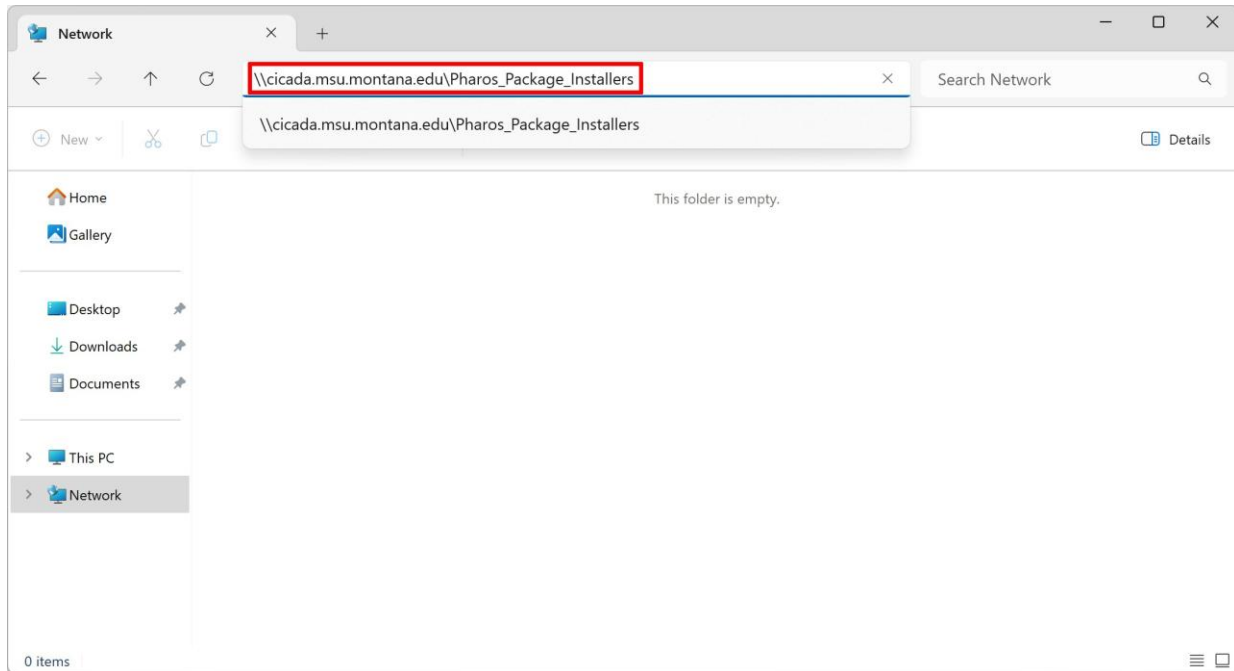


Figure 4. Connect to cicada

- a. If prompted for authentication, use the following credentials:

Username: student\NetID (replace "NetID" with your NetID)
Password: Your NetID password

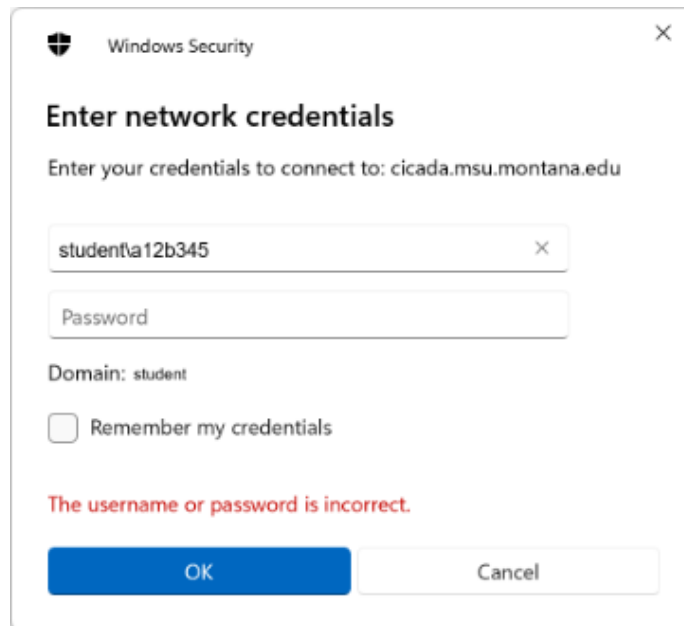


Figure 5. Cicada authentication prompt

5. Double click the file named “MSU Student Labs Printing_for_x64” to start the installer.

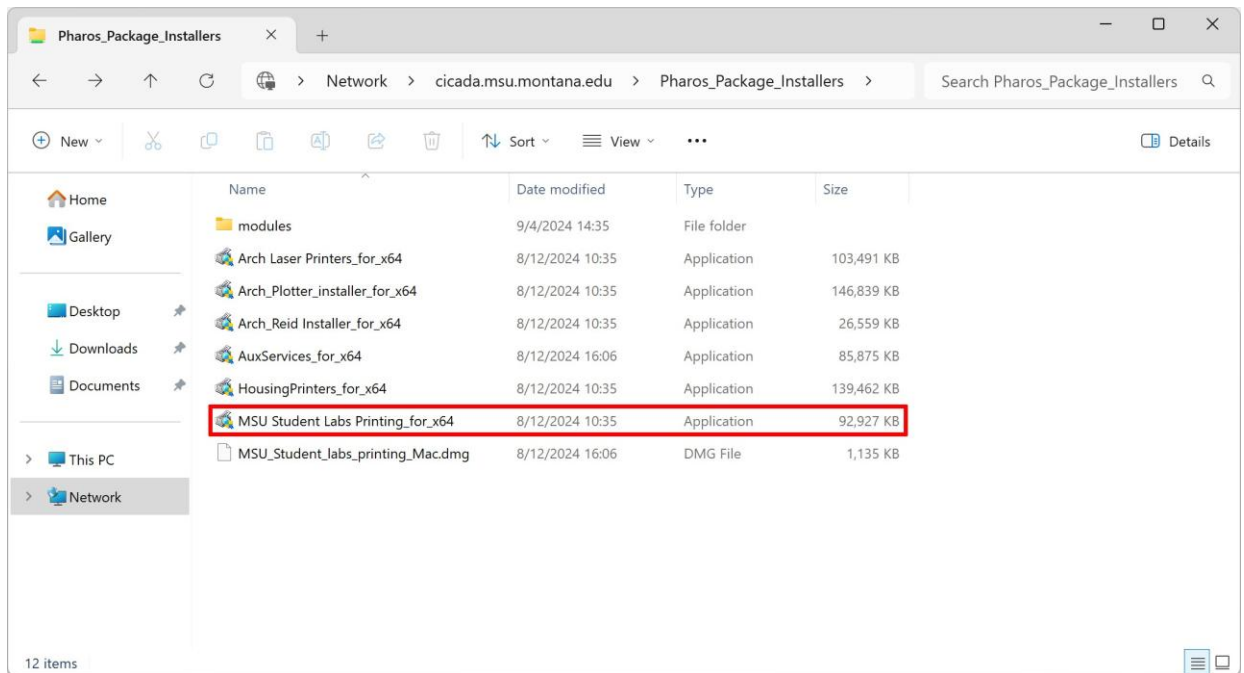


Figure 6. Run the installer

6. Once the installer opens, you should be prompted with this screen:

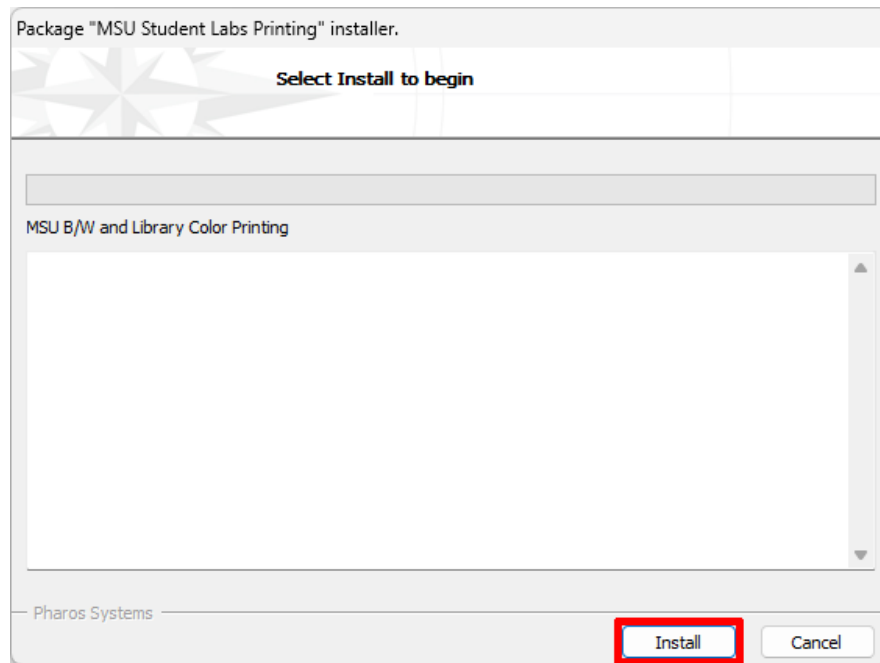


Figure 7. Pharos installer window

- a. If you do not see this window, it may have opened in the background. Check for the icon on the taskbar and click it.



Figure 8. Pharos installer icon

- Click the Install button and wait for the installer to complete. Once it completes successfully, click the finish button.

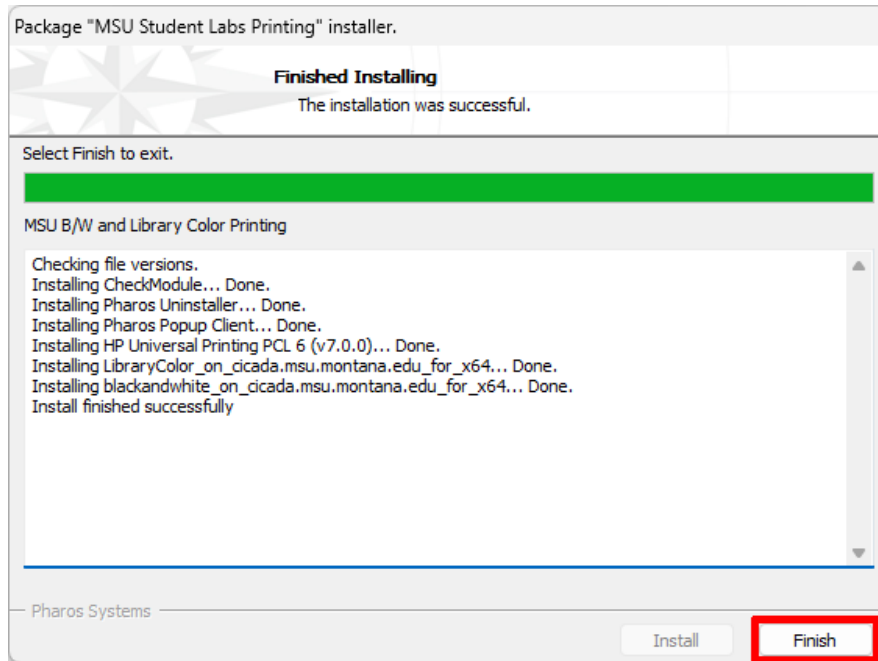


Figure 9. Successful installation of printers

8. You can verify that the printers were successfully added by trying to print something like a Word document or PDF. Ensure both “MSU B/W Printing” and “Library Color Printers” show up.

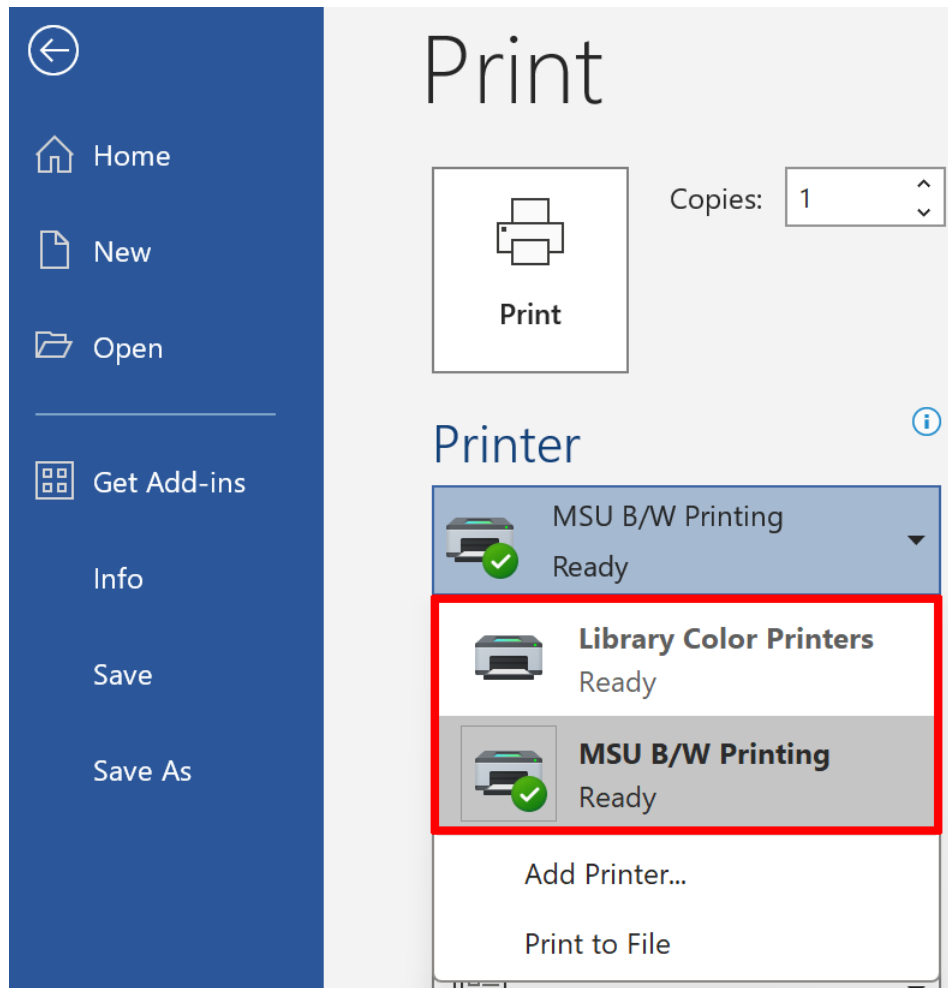


Figure 10. Verify that printer installation was successful