Set up campus-wide printing on Windows 11 and 10

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



Figure 1. Connect to MSU-Secure

2. Open File Explorer.

Q Search for	r apps, setting	s, and docume	nts		
Pinned					All apps >
File Explorer	Word	Excel	PowerPoint	Settings	
Recomment	ded				
The more you	ı use your device	e, the more we'll	show your recent fil	es and new ap	ops here.

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 <u>\\cicada.msu.montana.edu\Pharos Package Installers</u> into the file address bar and press enter.

🛬 Network	× +		- 🗆 X
\leftarrow \rightarrow \downarrow C	\\cicada.msu.montana.edu\Pharos_Package_Installers ×	Search Network	Q
⊕ New ~ 🔏 🗘	\\cicada.msu.montana.edu\Pharos_Package_Installers		📑 Details
	This folder is empty.		
0 items			≣□

Figure 4. Connect to cicada

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

Username: msu\NetID (replace "NetID" with your NetID)

Password: Your NetID password

Windows Security	×
Enter network credentia	als
Enter your credentials to connect t	to: cicada.msu.montana.edu
msu\a12b345	×
Password	
Domain: msu	
Remember my credentials	
The username or password is inco	rrect.
ОК	Cancel

Figure 5. Cicada authentication prompt

Pharos_Package_Ins	tallers × +				— C	x c
$\leftarrow \rightarrow \uparrow$	C 🤀 > Network > cicada	a.msu.montana.edu >	Pharos_Package_I	nstallers >	Search Pharos_Package_Installe	ers Q
+ New -		\uparrow Sort \sim \equiv View \sim	•••			Details
A Home	Name	Date modified	Туре	Size		
Gallery	modules	9/4/2024 14:35	File folder			
	🐗 Arch Laser Printers_for_x64	8/12/2024 10:35	Application	103,491 KB		
	arch_Plotter_installer_for_x64	8/12/2024 10:35	Application	146,839 KB		
Desktop 🗶	ach_Reid Installer_for_x64	8/12/2024 10:35	Application	26,559 KB		
🚽 Downloads 🛛 🖈	a AuxServices_for_x64	8/12/2024 16:06	Application	85,875 KB		
🗉 Documents 🛛 🖈	Kenter And America Antice Anti	8/12/2024 10:35	Application	139,462 KB		
	🐗 MSU Student Labs Printing_for_x64	8/12/2024 10:35	Application	92,927 KB		
> 📮 This PC	MSU_Student_labs_printing_Mac.dmg	8/12/2024 16:06	DMG File	1,135 KB		
> 🖆 Network						
_						
12 items						

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:

Package "MSU Student Labs Printing" installer.		
Select Install to begin		
MSU B/W and Library Color Printing		
		-
- Dharae Sustame		
Filo os Systems	Install	Cancel

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

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

Package "MSU Student Labs Printing" installer.		
Finished Installing The installation was successful.		
Select Finish to exit.		
MSU B/W and Library Color Printing		
Checking file versions. Installing CheckModule Done. Installing Pharos Uninstaller Done. Installing Pharos Popup Client Done. Installing HP Universal Printing PCL 6 (v7.0.0) Done. Installing LibraryColor_on_cicada.msu.montana.edu_for_x64 Done. Installing blackandwhite_on_cicada.msu.montana.edu_for_x64 Done. Install finished successfully		•
		-
— Pharos Systems —		
	Install	Finish

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