College of Agriculture Windows 7 - 10 printer install instructions.

**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.

![Run dialog box](image)

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

![Department printers window](image)
**Step 3:** Right click in the empty space in the window making sure not to click one of the printers. Select “View” then “Details”.

**Step 4:** 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.

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