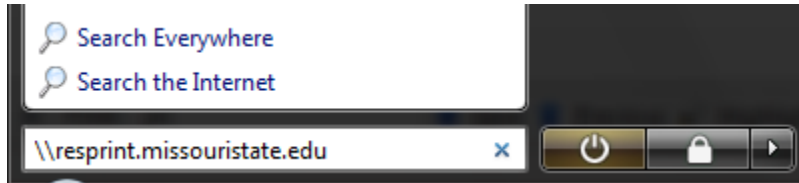## Setting up the front desk printer on Windows Vista

This will guide you through the setup of the front desk printer in your residence hall.

1. Click on the **Start** button.
2. In the search box, type **\\resprint.missouristate.edu** and hit Enter.

3. You will be prompted for your Missouri State private ID and password. Enter **SGF\PrivateID** OR **PrivateID@SGF**, then enter your Missouri State password and click OK.
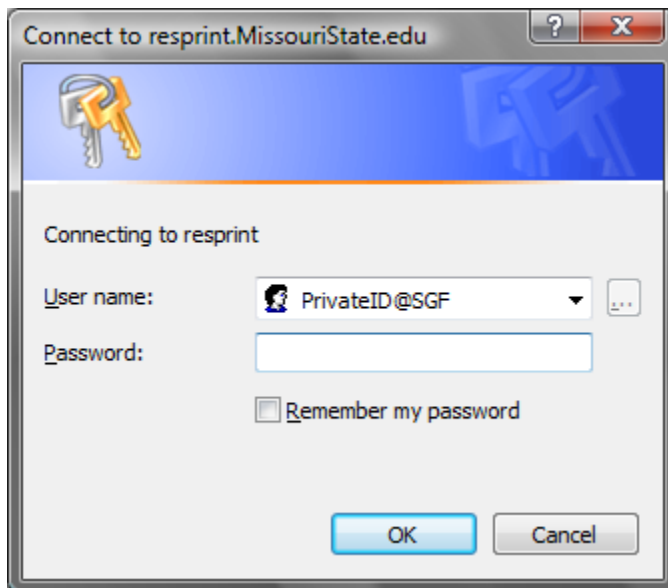
4. A window should pop up. Find the printer for your residence hall *(See Table Below)*, then right-click and choose **Connect...**
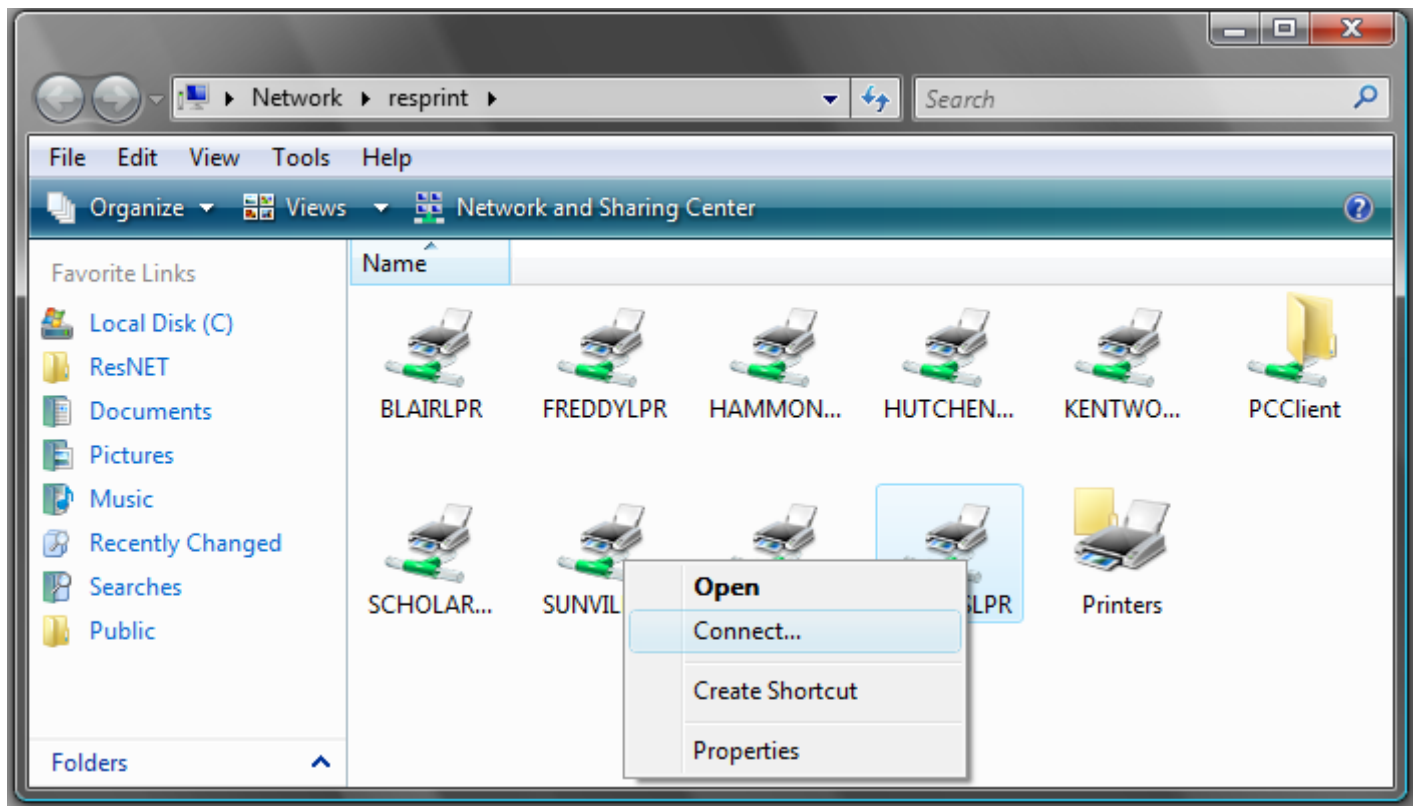

Residence Hall	Printer Name
Blair-Shannon	BLAIRLPR
Freudenberger	FREDDYLPR
Hammons	HAMMONSLPR
Kentwood	KENTWOODLPR
Hutchens	HUTCHENSLPR
Scholars	SCHOLARSLPR
Sunvilla	SUNVILLALPR
Wells	WELLSLPR
Woods	WOODSLPR

5. After a moment, a window should appear that will ask if you want to install a driver for the printer. Click the button to **Install Driver**. This step may take a few minutes, so please be patient.

http://resnet.missouristate.edu/help/printerSetup.php#WINVISTAPRINT
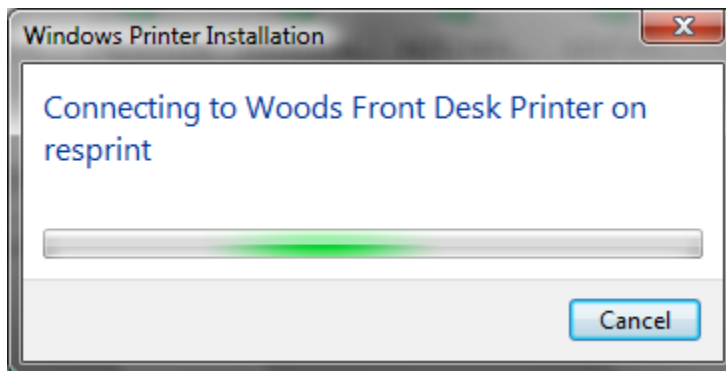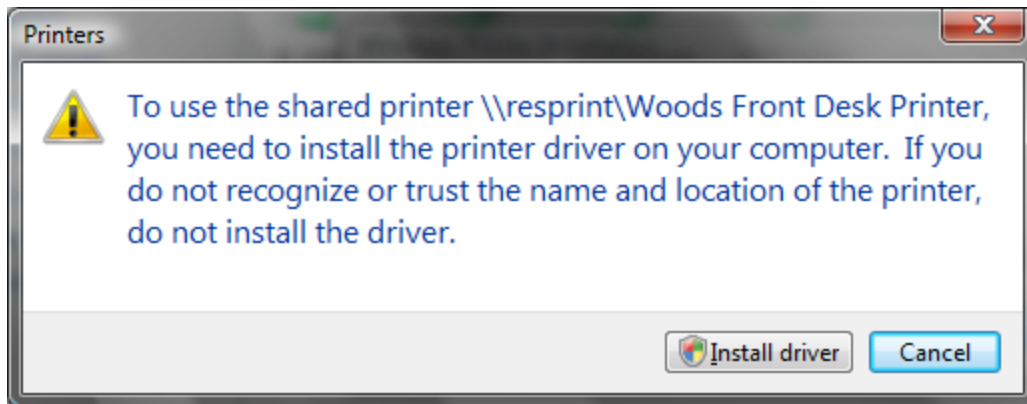
6. If the following windows appears, you have successfully installed the printer. You can close this window. When you print, this residence hall printer will be one of the options in the drop-down menu.
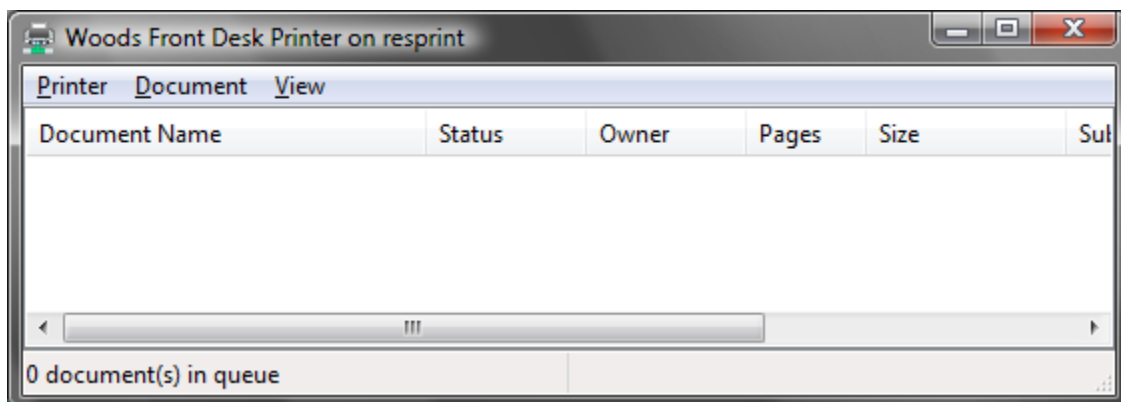
7. You **MUST** authenticate to \\resprint.missouristate.edu each time you wish to print to the front desk printer.
(This means completing steps #1-3.)