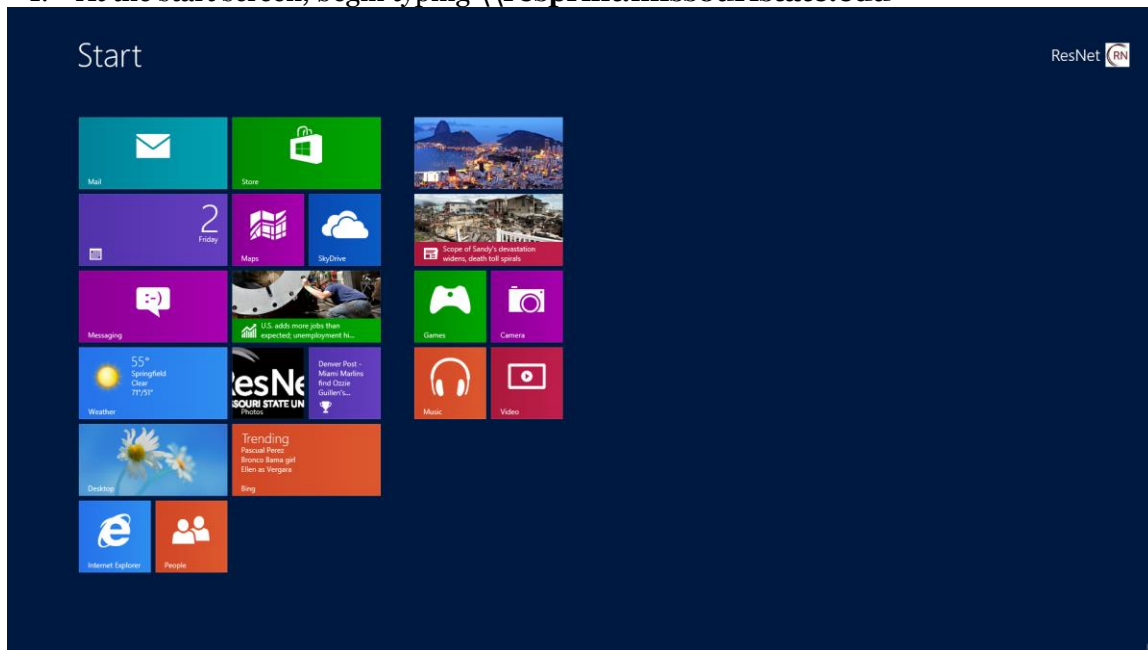
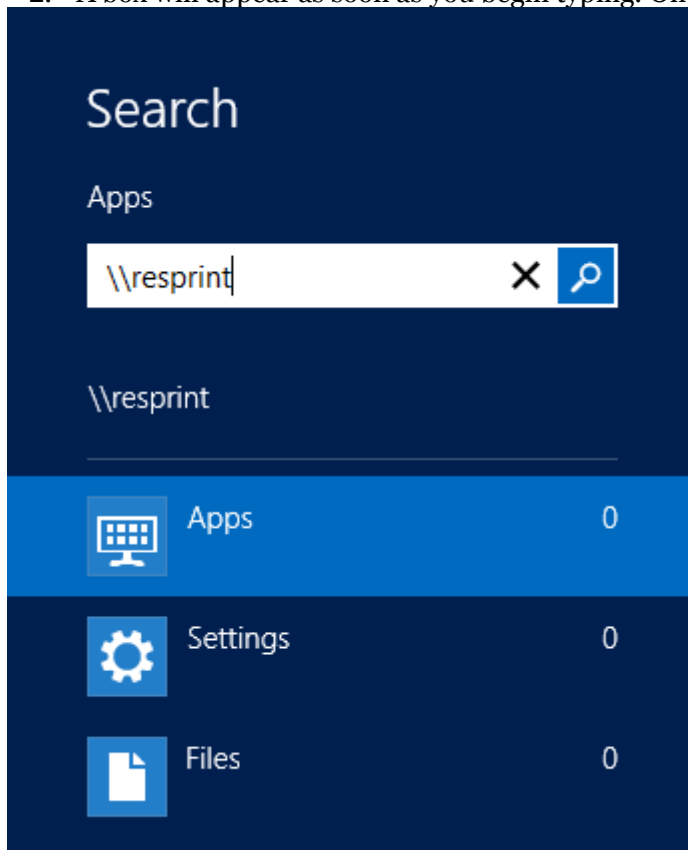


Setting up the front desk printer on Windows 8 and 8.1

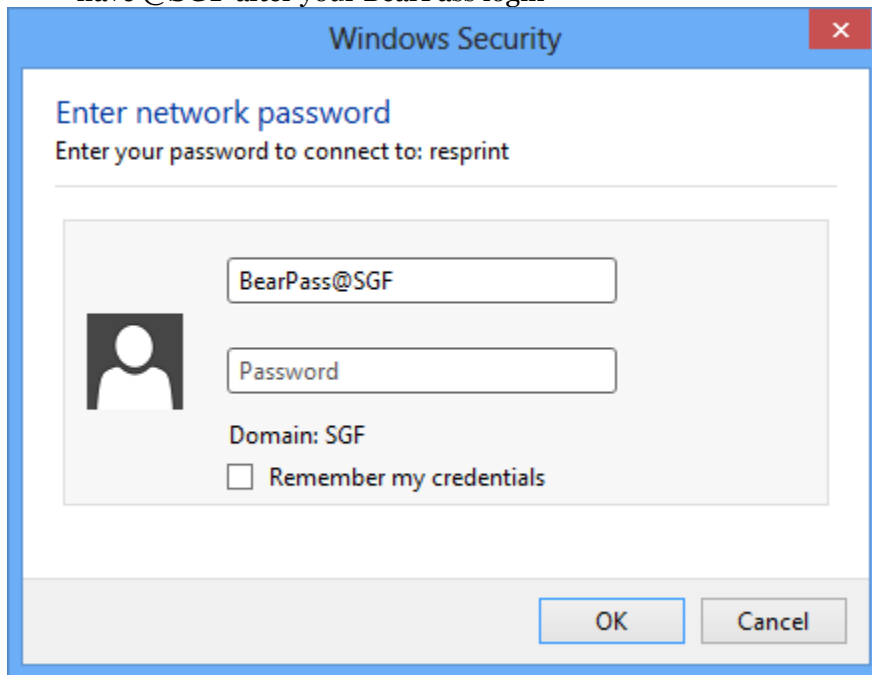
1. At the start screen, begin typing `\\resprint.missouristate.edu`



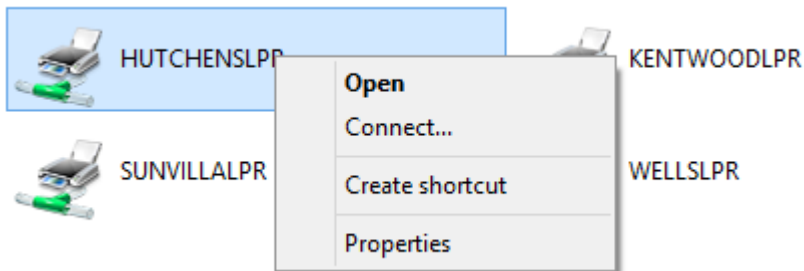
2. A box will appear as soon as you begin typing. Once you're done typing it in, hit **enter**



- You will be prompted to enter your BearPass Login and password. Be sure to have @SGF after your BearPass login



- A window will appear with all of the printers listed. Locate the appropriate printer for your building by using the list below. **Right-click** on the printer and select **Connect...**

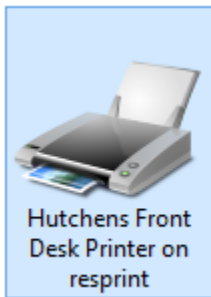


Residence Hall	Printer Name
Blair-Shannon	BLAIRLPR
Freudenberger	FREDDYLPR
Hammons	HAMMONSLPR
Hutchens	HUTCHENSLPR
Kentwood	KENTWOODLPR
Monroe	MONROELPR
Scholars	SCHOLARSLPR
Sunvilla	SUNVILLALPR
Wells	WELLSLPR

Woods

WOODSLPR

5. The process of your computer installing the printer may take a few minutes, but it will install the printer and appear in your printer list.



6. Each time you need to print, you will need to go through the first three steps to ensure you are connected to the server.