Connecting to the NEW 2012r2 Print Server

Installing Copier as Printer through LSU-CMprint.lsu.edu

1. Click the Start button at bottom left of monitor
2. In the Search Programs and Files Field, type:
   \\LSU-CMprint.lsu.edu\cm4338

   Note: If a dialog box pops up asking for a user login, type in your complete MyLSU ID in the below format:
   LSU\MyLSU ID@lsu.edu
   Type in your Paws Password, Check to Remember Credentials, Select Enter or OK.
   Logging on the LSU domain with your PawsID should allow the print setup to connect. If you change your Paws Password, you will need to reconnect to the copier with the new password.

3. The system will search for the copier. When connection is complete, a print queue window will open. Close the print queue window. You should now be able to choose the copier from your list of printers. It will be listed as “CM4338 on LSU-CMprint”

To Set the copier as your default printer, go to Devices and Printers, Right Mouse Click on the Icon of the copier choose "Set as Default Printer" Default Printing Preferences (1 sided, BW, Secure Print) can also be set