## ASU COLLEGE OF LAW – WINDOWS PRINTING INSTRUCTIONS

- **1.)** Go here <u>https://law.asu.edu/cm</u> to download Connection Manager.
- 2.) Click Save File



3.) Double Click CMSetup41.exe file to begin installation.



4.) Click Run



5.) Select "I accept the agreement" and then click Next.



6.) Click Next again to confirm default installation directory folder.



**7.)** If you would like to create a desktop shortcut for Connection Manager, leave the box checked and click Next. If you do not want a desktop shortcut for Connection Manager, uncheck the box and click Next.

Select Additional Tasks			
Which additional tasks should be perf	ormed?		Ċ
Select the additional tasks you would Manager 4.0, then dick Next.	like Setup to perform w	hile installing Conr	nection
Additional shortcuts:			
💟 Create a desktop shortcut			
(Optional desktop shortcut)			

- 8.) IMPORTANT! Your computer must restart after Connection Manager is installed. Please make sure to save/close all open work and then click OK to restart (you will have one additional minute before the computer restarts after clicking OK If you prefer not to wait and have all programs closed, you can manually restart your computer by clicking the Windows restart button).
- 9.) Once your computer has rebooted, open Connection Manager and click OK when you receive the prompt below.



**10.)** Select the Student button and then enter your ASU User ID and Password. Make sure to check the Save Password box and then click the Save button.

Primary Affiliation	
Student Student	<u>8</u>
ASURITE Account Information	
User ID: jondoe1	
Password: ••••••	
Save Password	
Connectivity Options	
Use short server names	L. A
O Use fully qualified server names	

**11.)** To connect to the Law School printers, click the Network Printers button.

nnections Option	ns Update	
Network Drives		- Network Printers
2	2	
(on campus	use only)	(on campus use)
Secure File Tran	sfer(on or off cam	pus use)
Secure File Tran	sfer-(on or off cam Shared (S:)	pus use) The second sec
Secure File Trans Personal (H:) Helpful Links	sfer-(on or off cam	pus use) Construction Student Groups (O:)
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Secure File Trans Personal (H:) Helpful Links <u>My ASU</u> <u>Print Usage</u>	sfer-(on or off cam Shared (S:) Law Interactive Course Info	pus use) Student Groups (O:) ExamSoft Law Calendar

**12.)** You will see several popup messages like the one below while your computer automatically installs the required drivers for the five student printers.

Windows Printer Installation	×
Connecting to LAW_STUDENT_6_WEST_ LAW-PRINT2	1 on
	Cancel

**13.)** If you receive an error message like the one below, click OK to continue with the driver installation process. After the other print drivers install, your computer will automatically retry installing the failed driver and should not have an issue the second time.



14.) After all print drivers have been installed, you will receive the message below – Click OK.



**15.)** Lastly, your computer will open another window displaying all of the printers you have installed on your computer. In addition to your home/work printers that you have connected, you should also see the Law Student printers (see below).



**16.)** When you leave campus and disconnect from the ASU network and then return, you will need to open Connection Manager and click on the "Network Printers" button again to re-authenticate. The print drivers are already installed, so the re-authentication should not take long. Once authentication is established, you will receive the "All printers have been connected" message. Click OK and continue to print.