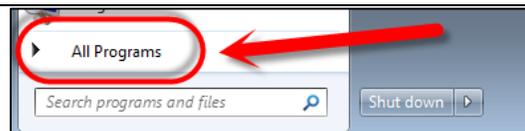


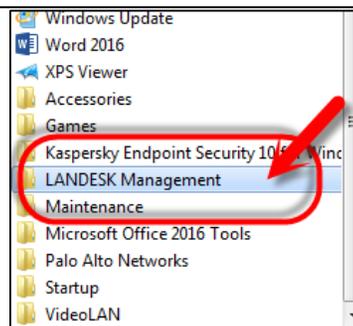
1. Click on the **Windows Start Button** to access the **Start Menu**,



2. In the Start Menu, **Click on All Programs**,

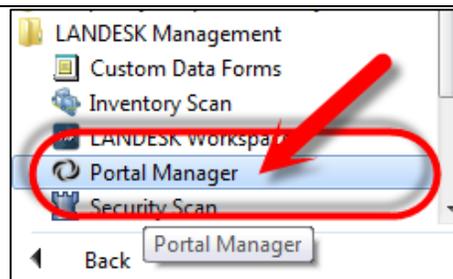


3. **Identify and select LANDESK Management Folder and open**,



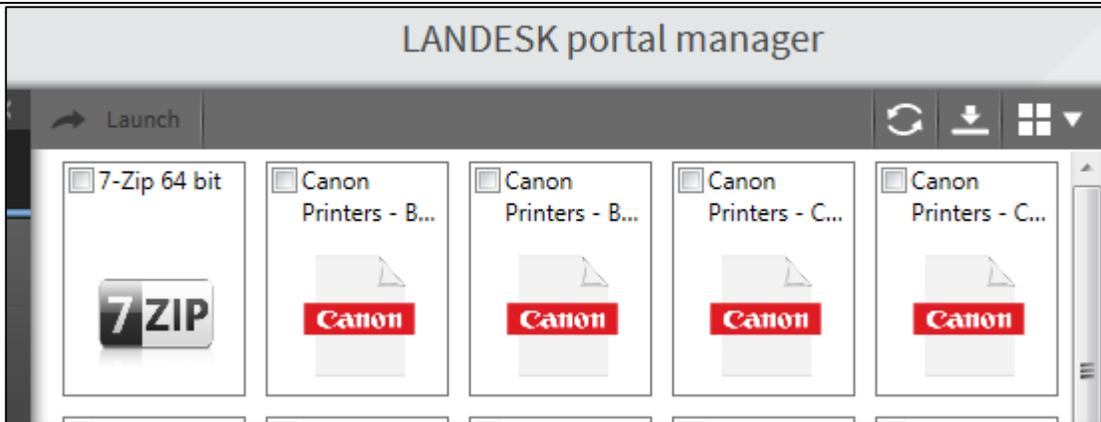
4. Inside the folder identify and **Select the LANDESK Portal Manager** from the options,

Note: When you open the Portal manager your initial screen will only have 4 files. You should also see your **NetID** at top right hand corner. (See Below)

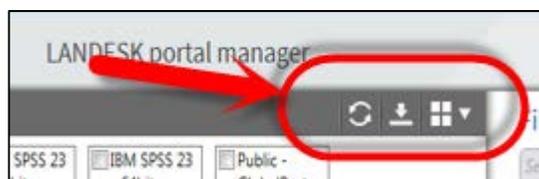


NOTES:

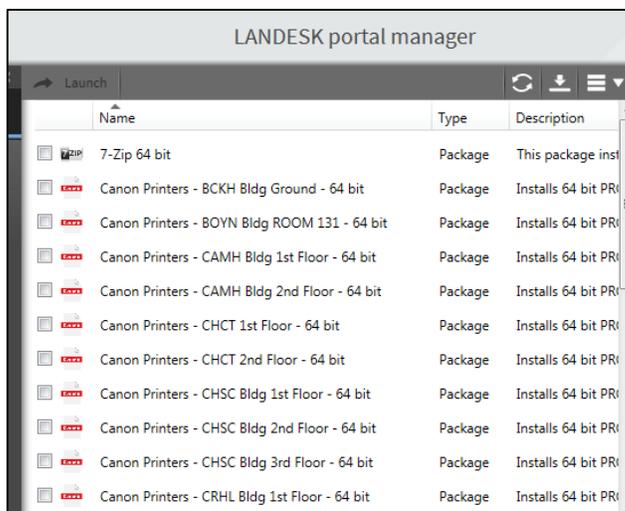




- Also at the top right hand corner, directly to the left of the word "Filters" you will see three icons that represent: **Refresh, Status, and View.**



Click the **Drop Down** in order to see the **list view** and you will then be able to see all of the driver packages.



NOTES:



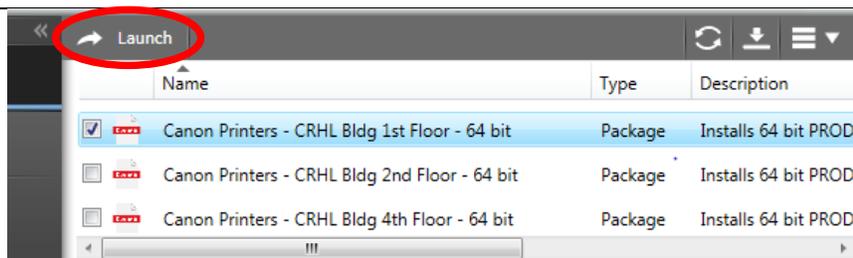
6. Find the building and floor that your main office space is located

Example: If you are in Creighton Hall, Room 101, you would choose CRHL 1st Floor

	Canon Printers - CRHL Bldg 1st Floor - 64 bit	Package	Installs 64 bit PR
	Canon Printers - CRHL Bldg 2nd Floor - 64 bit	Package	Installs 64 bit PR
	Canon Printers - CRHL Bldg 4th Floor - 64 bit	Package	Installs 64 bit PR

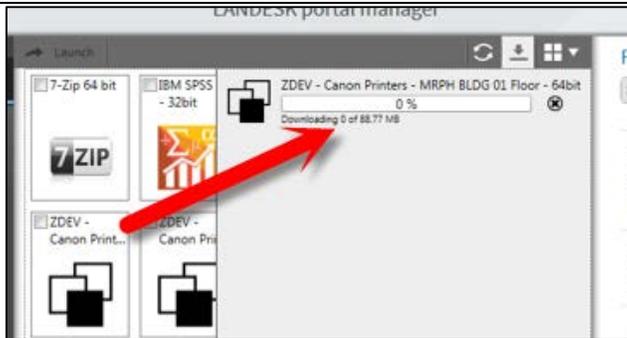
7. To download, **Select** the box associated with a driver package and then **press the Launch Button** at the top left hand corner to begin downloading your driver or double-click on the driver package you need.

Important Note: Make sure you click on the correct driver package with your respective building and floor number.

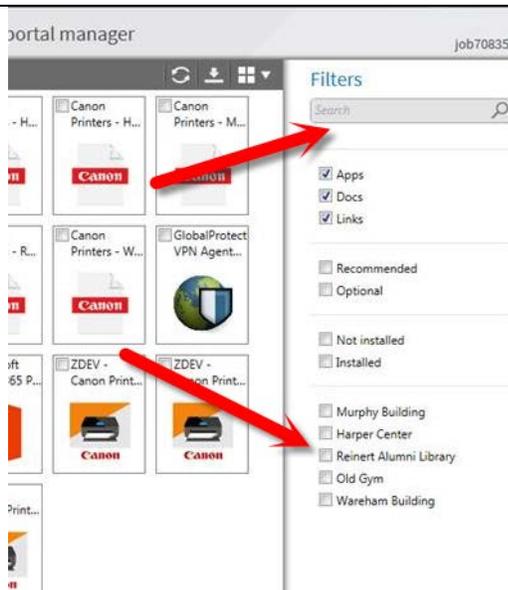


NOTES:



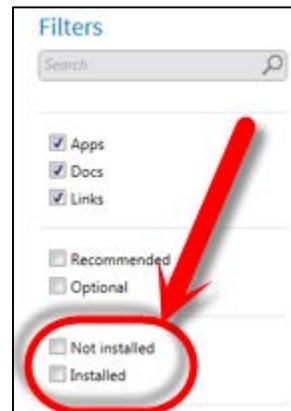


Note: We have added categories within the portal in order to make it easier to filter the right building and machines. You can either type their building name in the search or put a check mark by the building name in the list provided toward the bottom. Either way will narrow down the search.



8. As soon as it is done, it will auto-install the package. This will take a few minutes so be patient,

Note: To ensure that it is installed, there is a filter that you can click on the right hand side that reads "Installed". You can also **Click in the box next to "Installed"** and you can see what drivers you have installed.



9. You are now able to print successfully using the new drivers!

NOTES:



NOTES: