

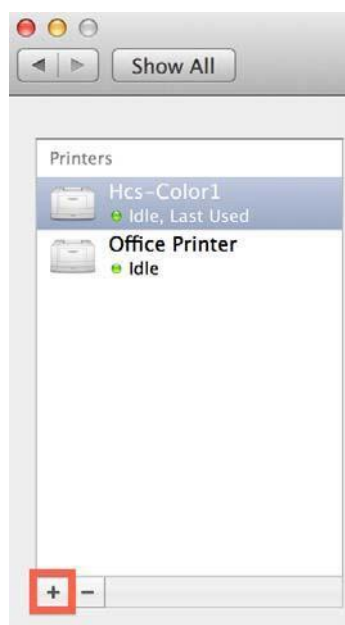


How do I add a Haas Faculty Printer on my Mac?

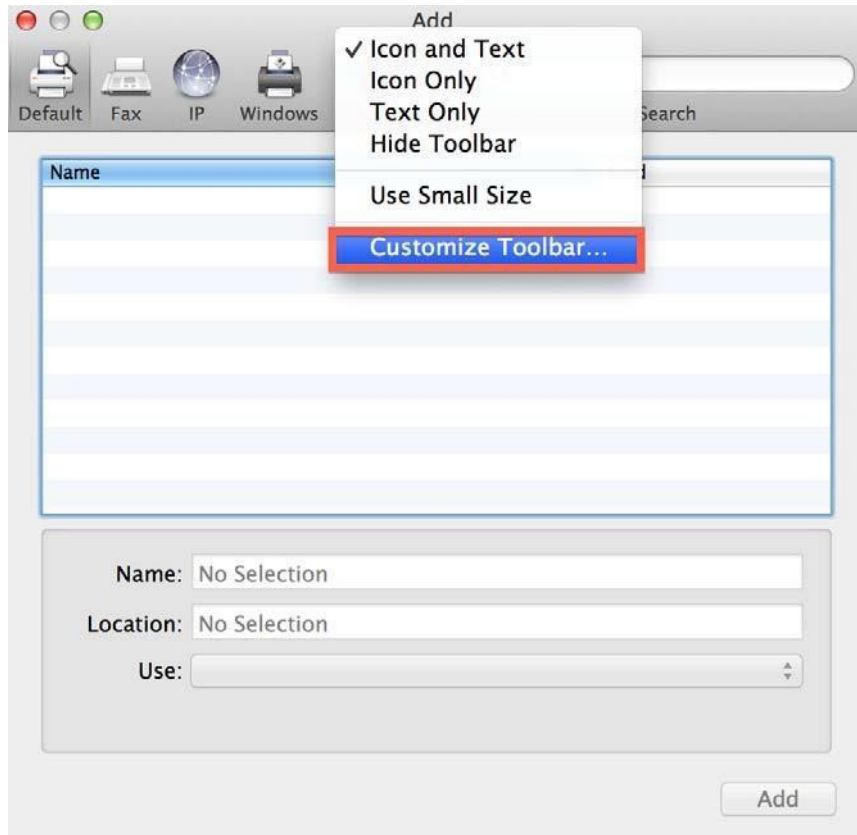
Step	Procedure
1	Go to System Preferences/ Print & Scan



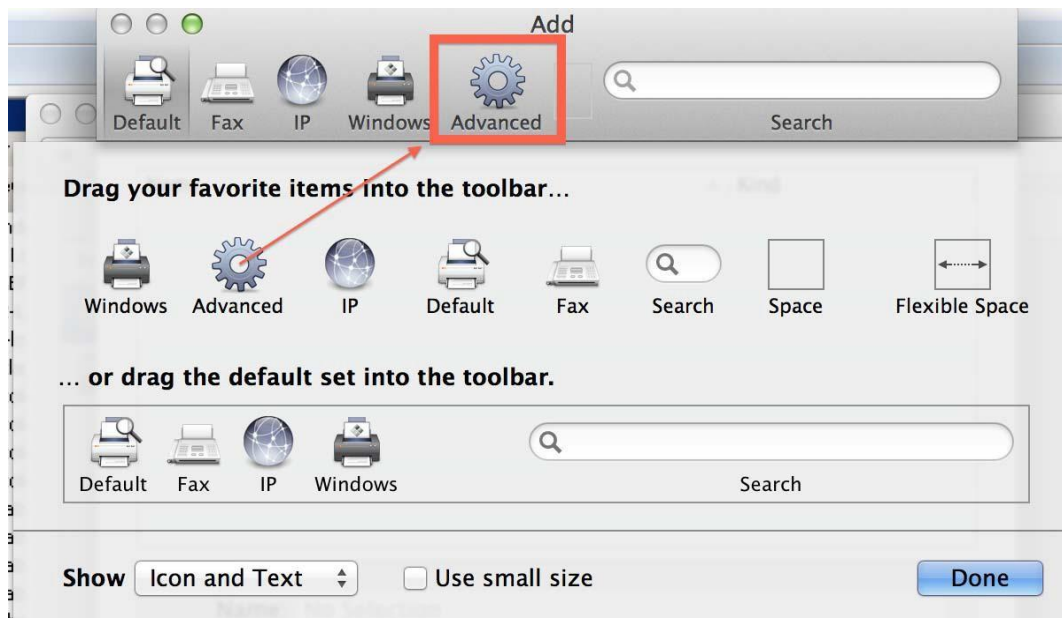
Step	Procedure
2	Click on the “+” Sign as shown below



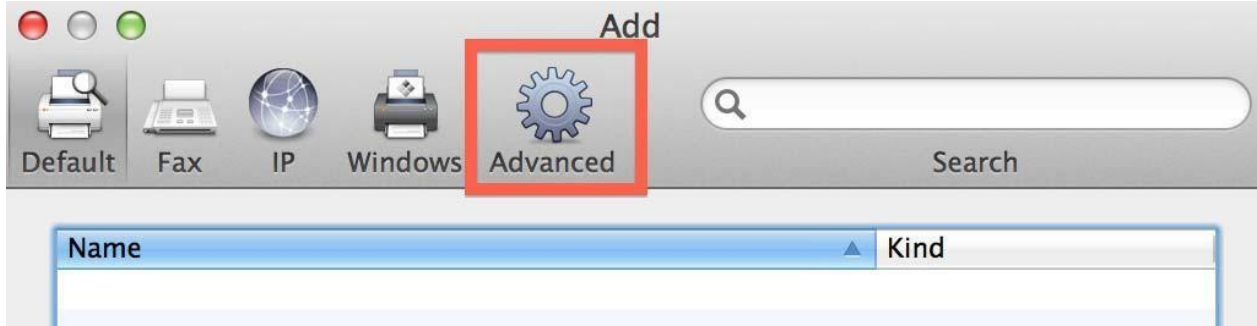
Step	Procedure
3	If you do not see the “ Advanced ” icon, then Right-Click on the Toolbar and Select “ Customize Toolbar... ” If you already have the “ Advanced ” icon, then skip to Step 5



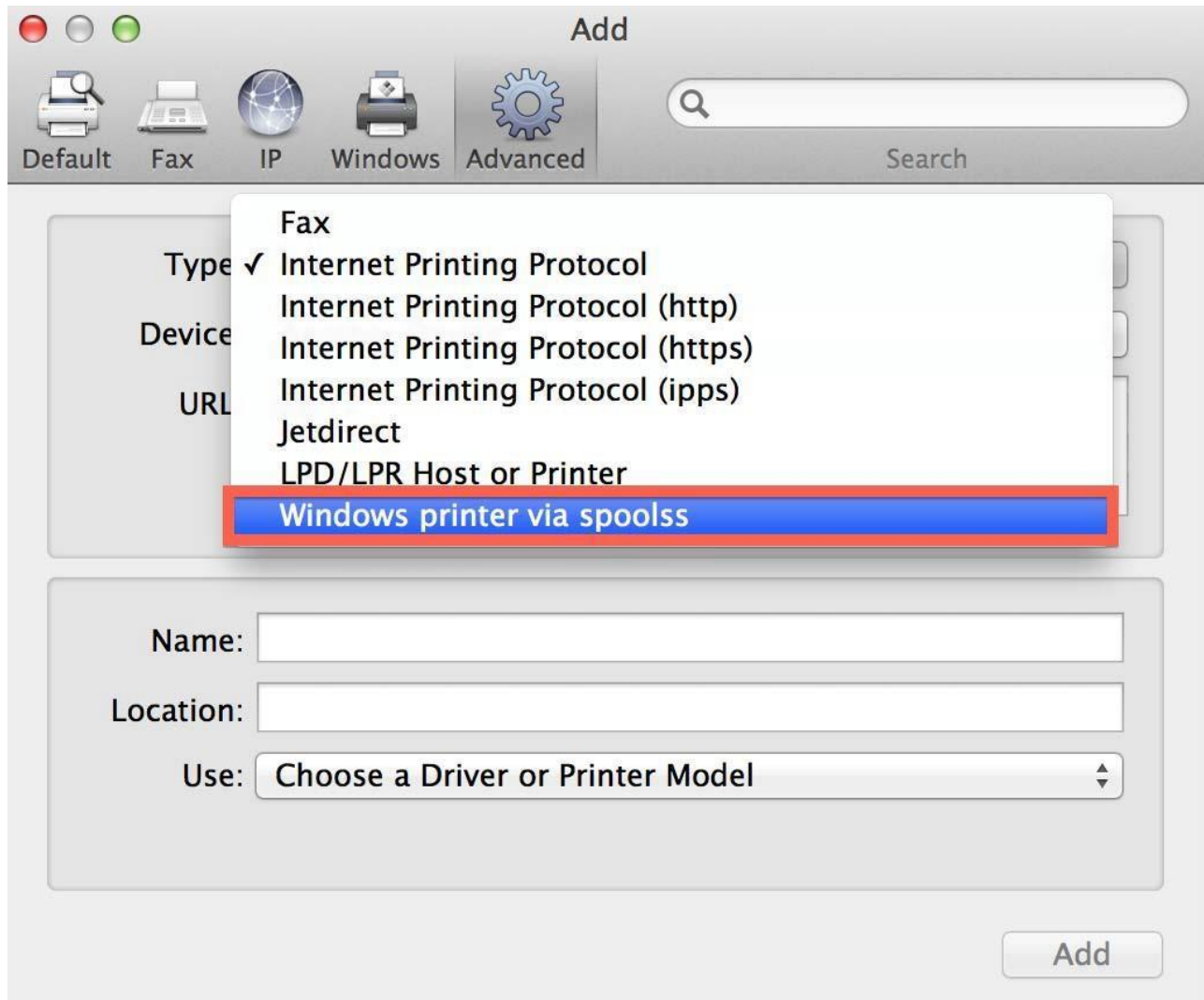
Step	Procedure
4	Select and drag the “ Advanced ” icon to the Toolbar, and then Click “ Done ”



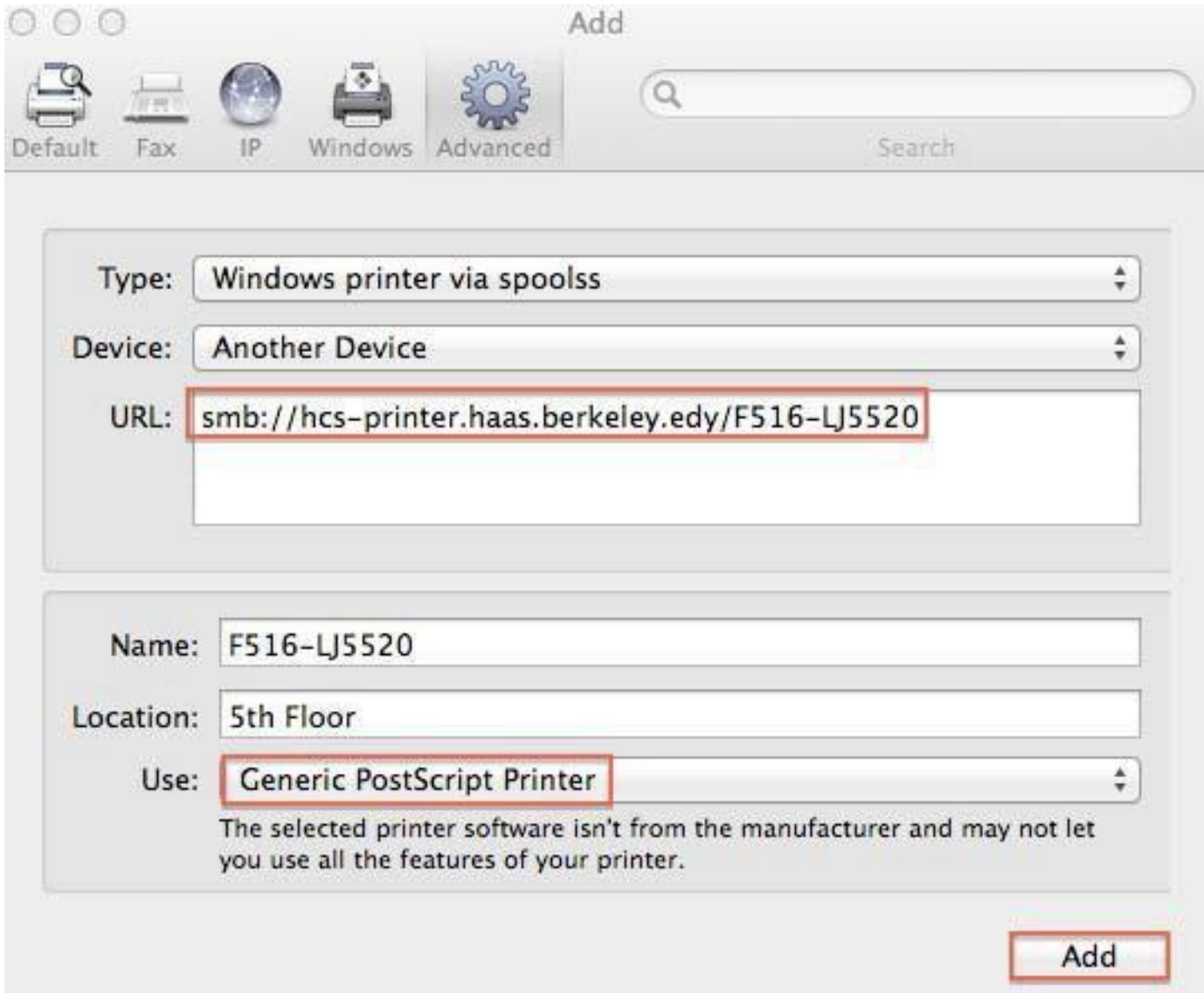
Step	Procedure
5	Click the "Advanced" icon



Step	Procedure
6	Select "Windows printer via spoolss" from the Type dropdown menu.

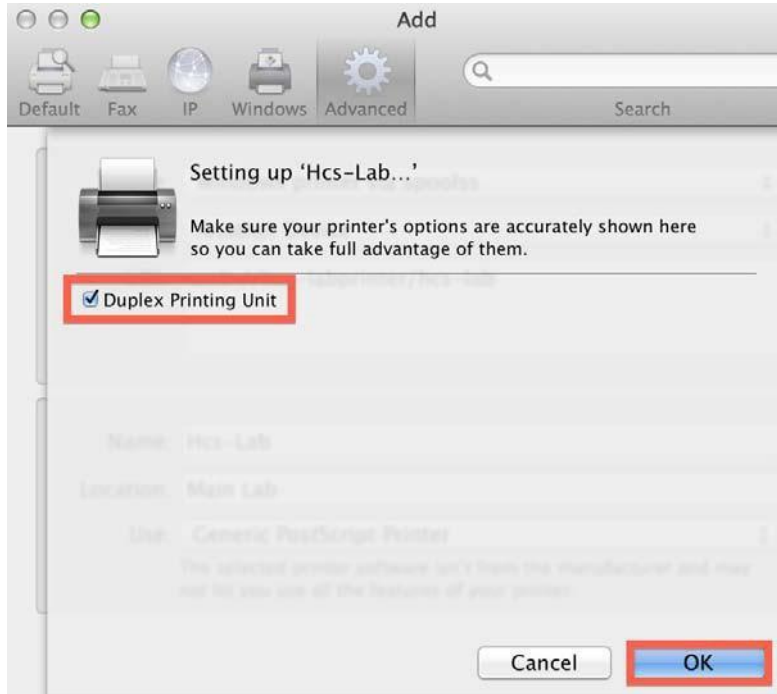


Step	Procedure
7	<p>For the URL, type: smb://hcs-printer.haas.berkeley.edu/F516-LJ5520</p> <p>Name: F516-LJ5520</p> <p>Location: 5th Floor Faculty Wing</p> <p>User: Generic PostScript Printer</p> <p>Then Click “Add”</p> <p>Note: Use same procedure to add other printers. You will need to know the name and location of the printer</p>



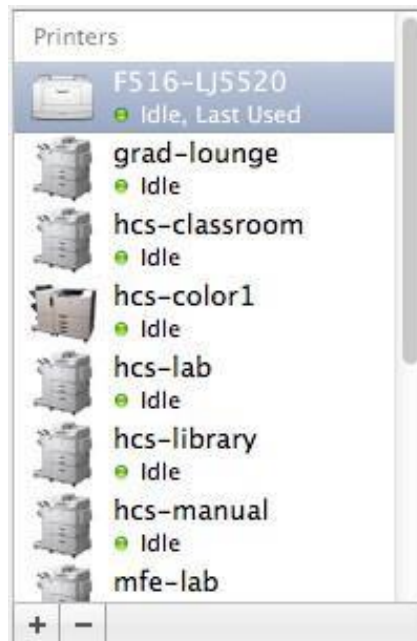
Step	Procedure
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8	Select the checkbox for "Duplex Printing Unit" and then Click "OK"
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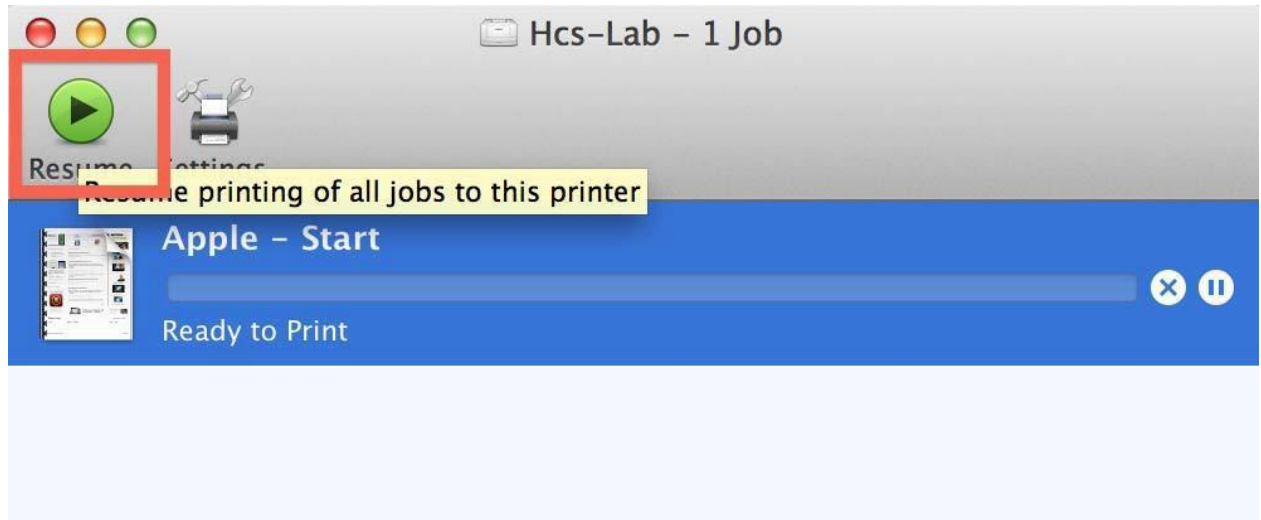


Step	Procedure
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9	The printer you just added should now appear in the left detail panel as shown below.
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Step	Procedure
10	Send a test print job to the printer you just added from the Safari Browser. Your print job will first go to your Mac Local Print Queue where you will then have to release it by Clicking “Resume” as shown below.



Step	Procedure
11	<p>Please enter your Haas Credentials in the following format:</p> <p>Name: haas\user_name</p> <p>Password: *****</p> <p>Select “Remember this password in my Keychain” if you would like your password saved for future printing.</p>



Step	Procedure
12	Your Print Job will be sent to our Haas Printers once it disappears from your Local Mac Queue. You are Finished!!!



C hcs-lab



Pause Settings