



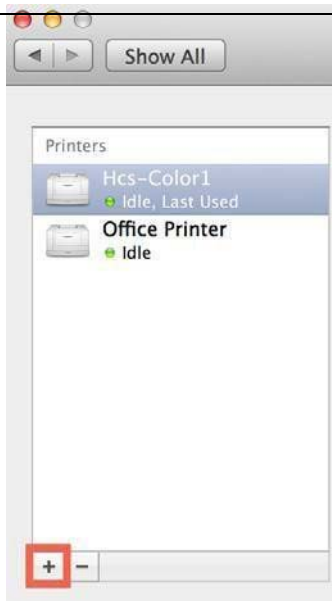
## How do I Add Haas Student Printers on my Mac?

This document was created on Yosemite, 10.10.2, but the instructions should be the same or similar for earlier or newer Mac OSs.

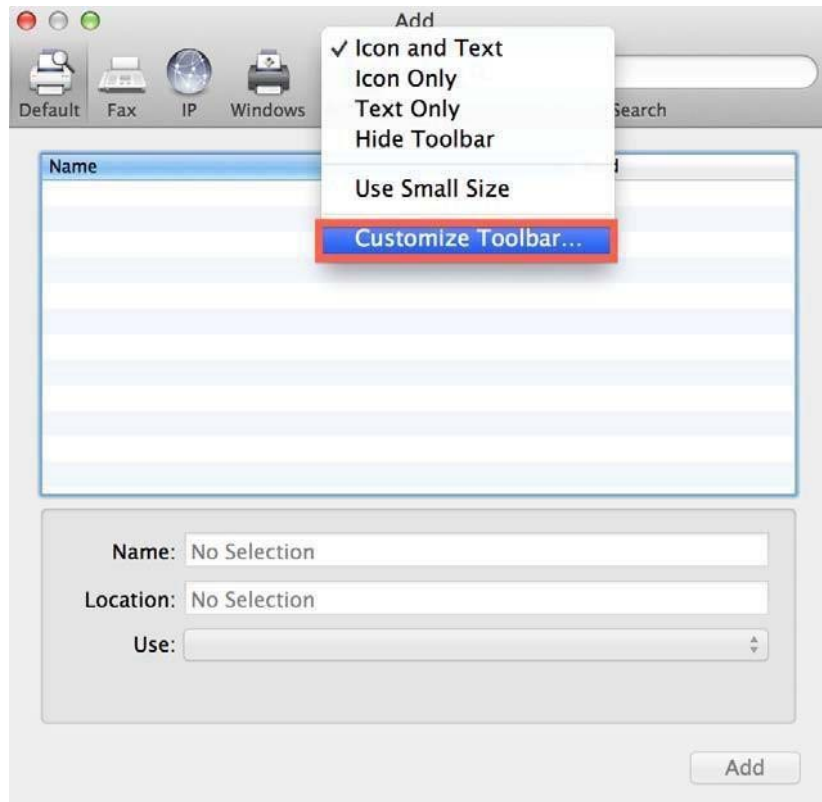
Step	Procedure
1	Go to System Preferences/ <b>Print &amp; Scan</b>



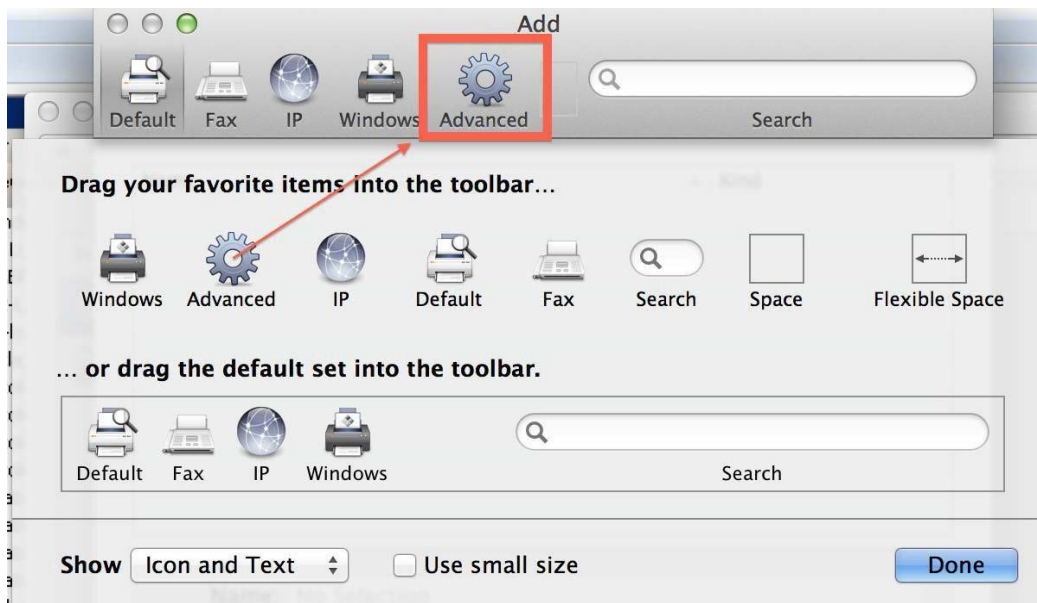
Step	Procedure
2	Click on the “+” Sign as shown below



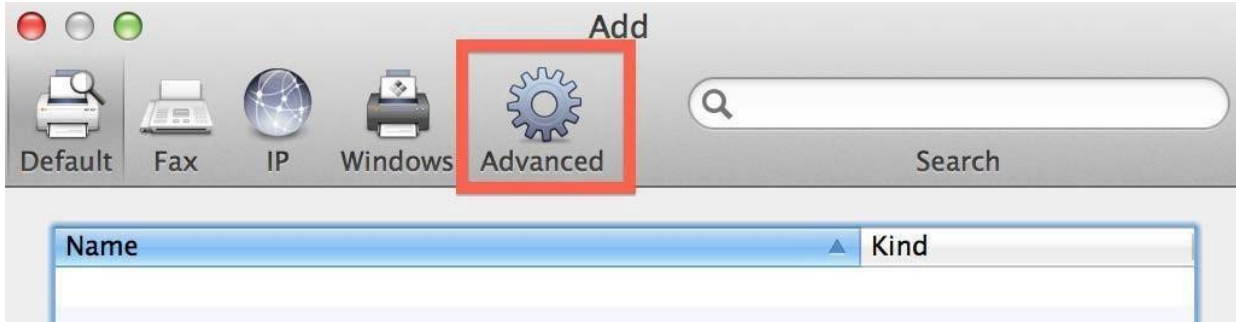
Step	Procedure
3	If you do not see the “ <b>Advanced</b> ” icon, then Right-Click on the Toolbar and Select “ <b>Customize Toolbar...</b> ” If you already have the “ <b>Advanced</b> ” icon, then skip to Step 5



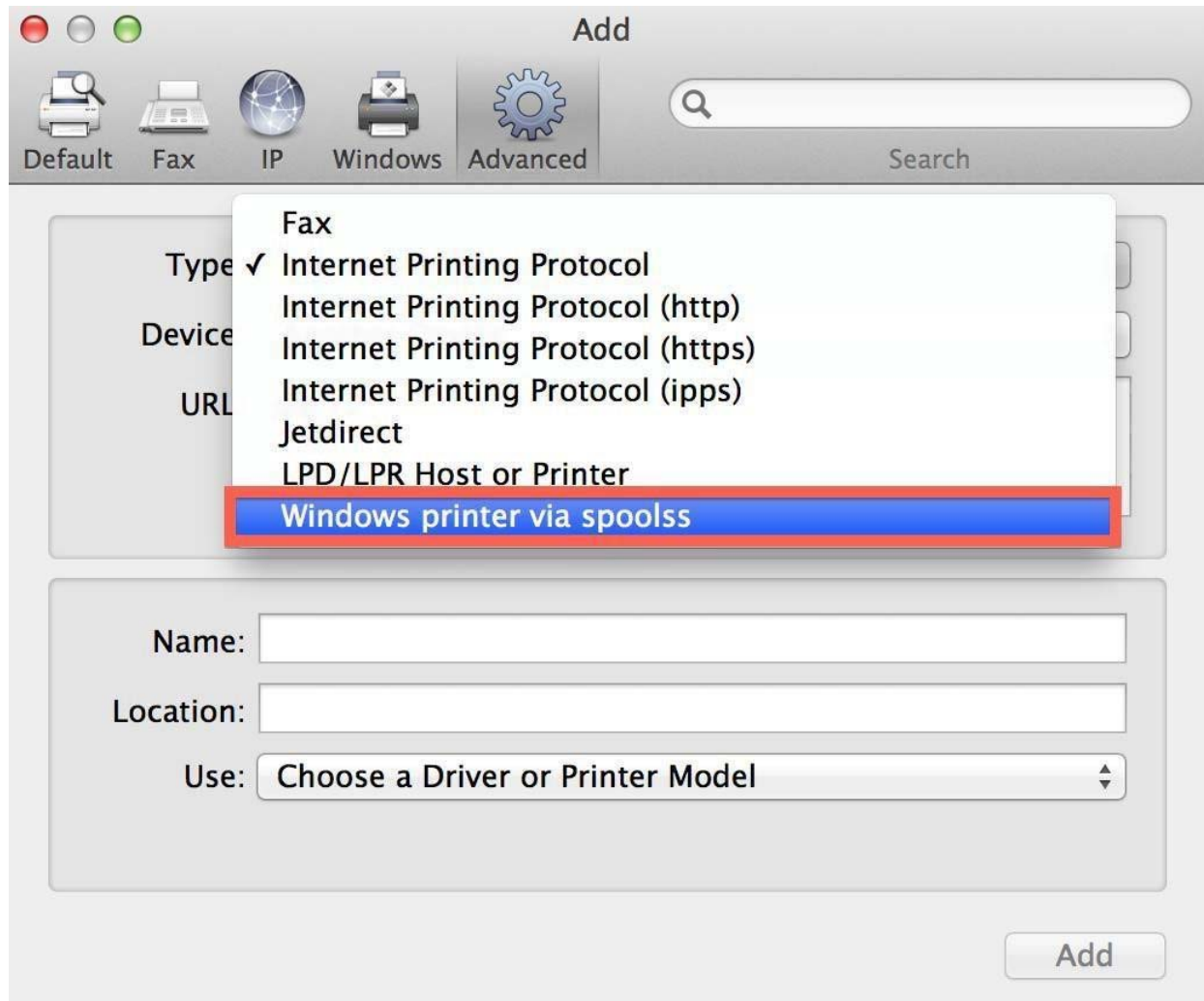
Step	Procedure
4	Select and drag the “ <b>Advanced</b> ” icon to the Toolbar, and then Click “ <b>Done</b> ”



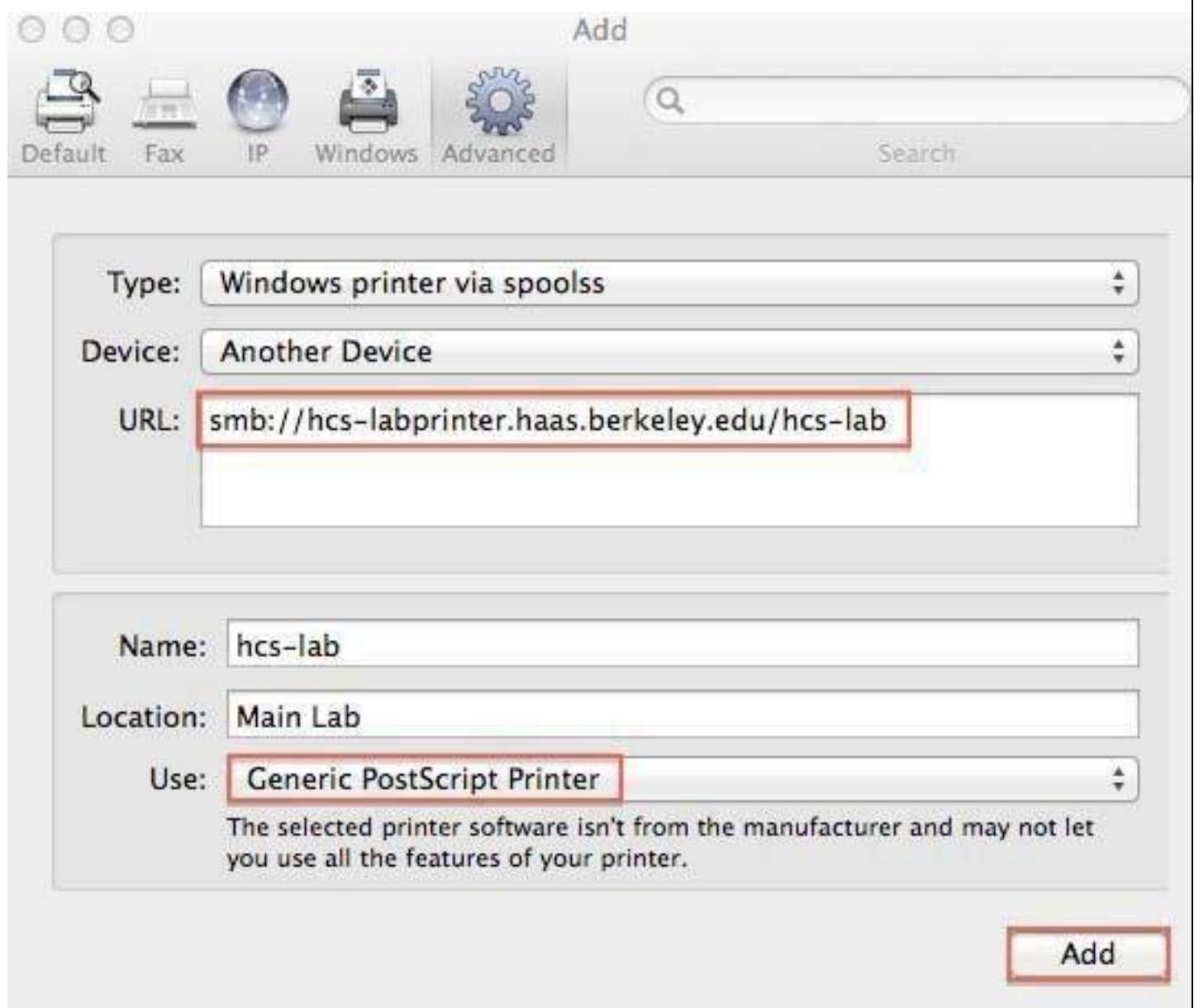
Step	Procedure
5	Click the <b>“Advanced”</b> icon



Step	Procedure
6	Select <b>“Windows printer via spoolss”</b> from the Type dropdown menu.



Step	Procedure
7	<p>To add the hcs-lab printer, the main black and white printer for MBAs, type the following starting with the URL:</p> <p>URL: <b>smb://hcs-labprinter.haas.berkeley.edu/hcs-lab</b>                      Name: <b>Hcs-Lab</b>                      Location: <b>Main Lab</b>                      Use: <b>Generic PostScript Printer *</b>                      Then Click <b>"Add"</b></p> <p>Use same procedure to add other network printers such as: grad-lounge, hcs-manual, hcs-library, etc... please see a full list of printers <a href="#">here</a>.</p> <p><b>*Note:</b> To add the <b>hcs-color1</b> or <b>ug-color</b> printers, you will need the specific HP drivers. To add those you will first need to download and install the <a href="#">Apple OSx HP Driver Pack</a>. Then instead of using the "Generic PostScript Printer" under "Use" above you will need to choose "Software..." and specify the model of the printer to choose the correct drive to install. Hcs-Color1 and Ug-Color needs the HP Color Laserjet Enterprise M750 driver.</p>



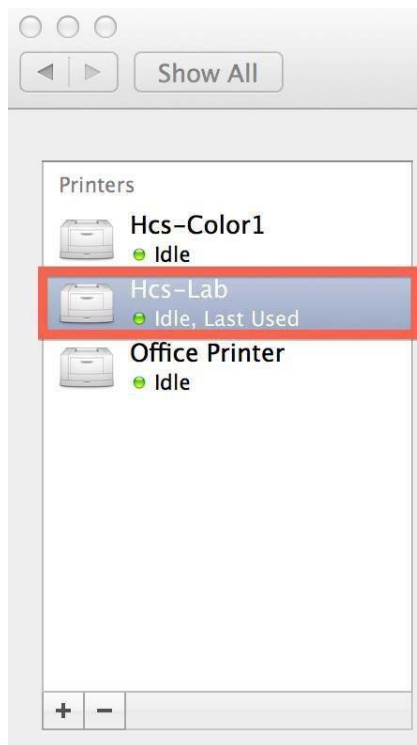
Step	Procedure
------	-----------

8	Select the checkbox for “ <b>Duplex Printing Unit</b> ” and then Click “ <b>OK</b> ”
---	--

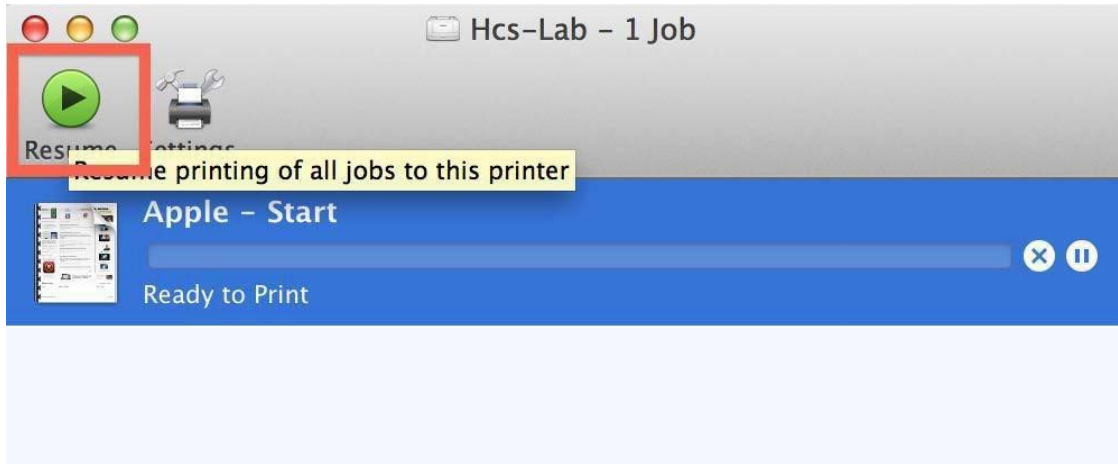


Step	Procedure
------	-----------

9	The printer you just added should now appear in the left detail panel as shown below.
---	---



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 <b>enter your Haas Credentials</b> in the following format:</p> <p>Name: <b>haas\username</b> (where <i>username</i> is your Haas username, normally first_last name)</p> <p>Password: *****</p> <p>Select “<b>Remember this password in my Keychain</b>” if you would like your password saved for future printing. We recommend that you do save it to avoid typing it in each time you need to print.</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!!!

