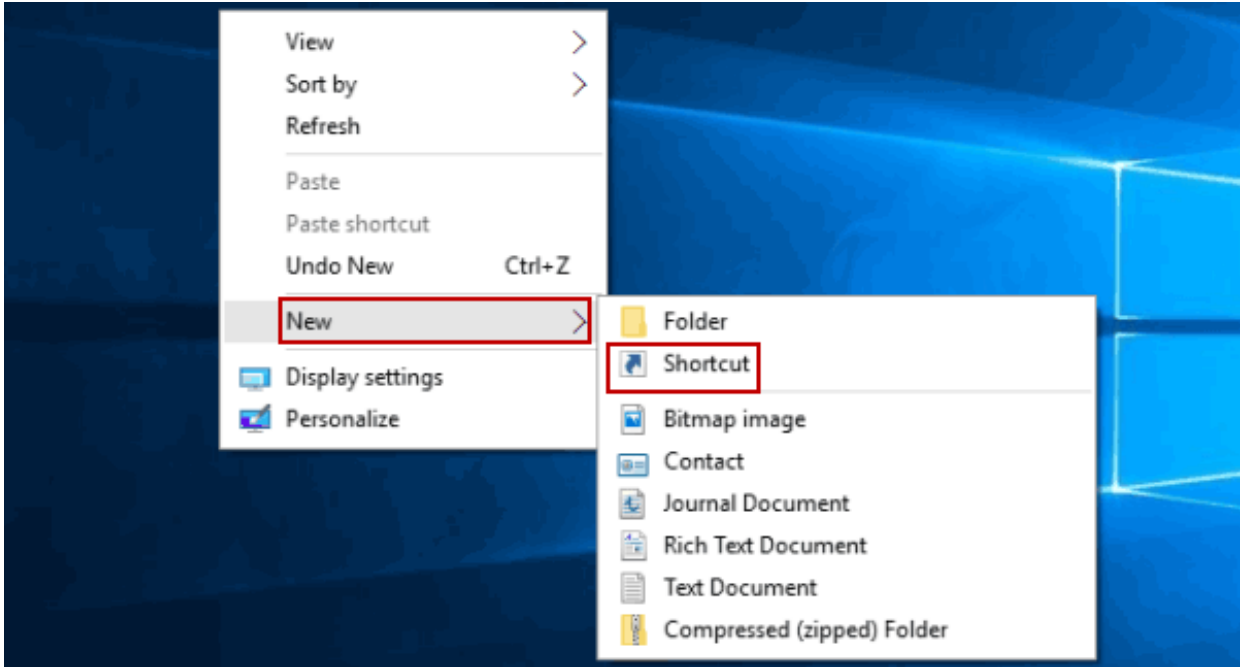
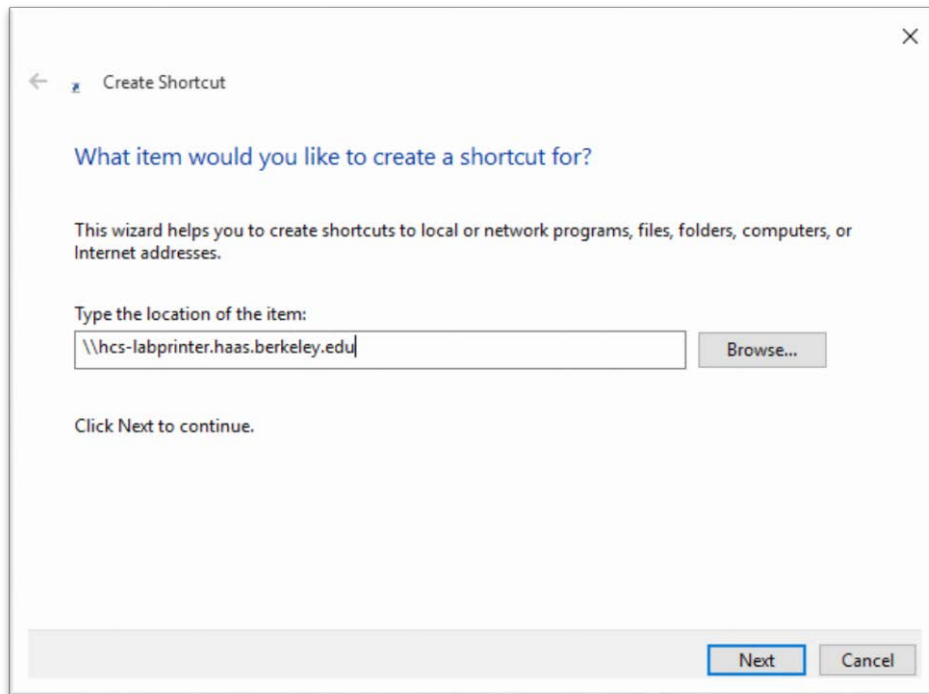


## How do I Add Haas Student Printers on Windows 10 (or 8) OS?

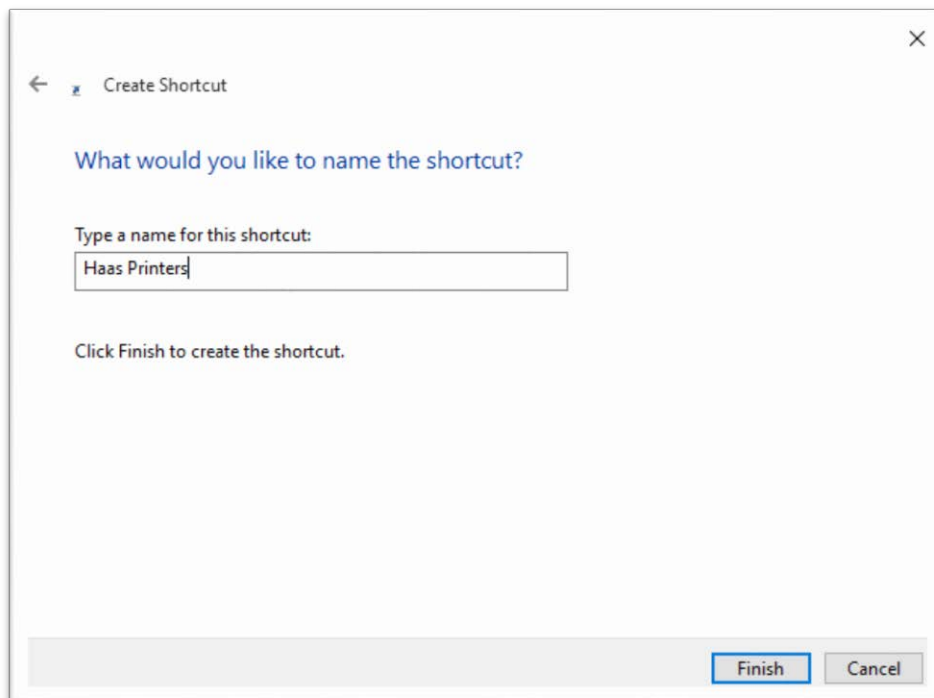
Note: the illustrations below use Windows 10 screenshots but the instructions should work similarly for Windows 8.

Step	Procedure
1	Right-click on a free space on the desktop and in the ensuing dialog box, select <b>New &gt; Shortcut</b>
 A screenshot of a Windows 10 desktop with a blue background. A right-click context menu is open, showing options like View, Sort by, Refresh, Paste, Paste shortcut, Undo New (Ctrl+Z), New, Display settings, and Personalize. The 'New' option is highlighted with a red box, and a sub-menu is open showing options like Folder, Shortcut, Bitmap image, Contact, Journal Document, Rich Text Document, Text Document, and Compressed (zipped) Folder. The 'Shortcut' option in the sub-menu is also highlighted with a red box.	

Step	Procedure
2	The Create Shortcut dialog box will appear. In the "Type the location of the item:" box, type: <b>\\hcs-labprinter.haas.berkeley.edu</b> Click <b>Next</b> when done.



Step	Procedure
3	The dialog will ask what you'd like to name the Shortcut. We suggest using, "Haas Printers." Click <b>Finish</b> when done.



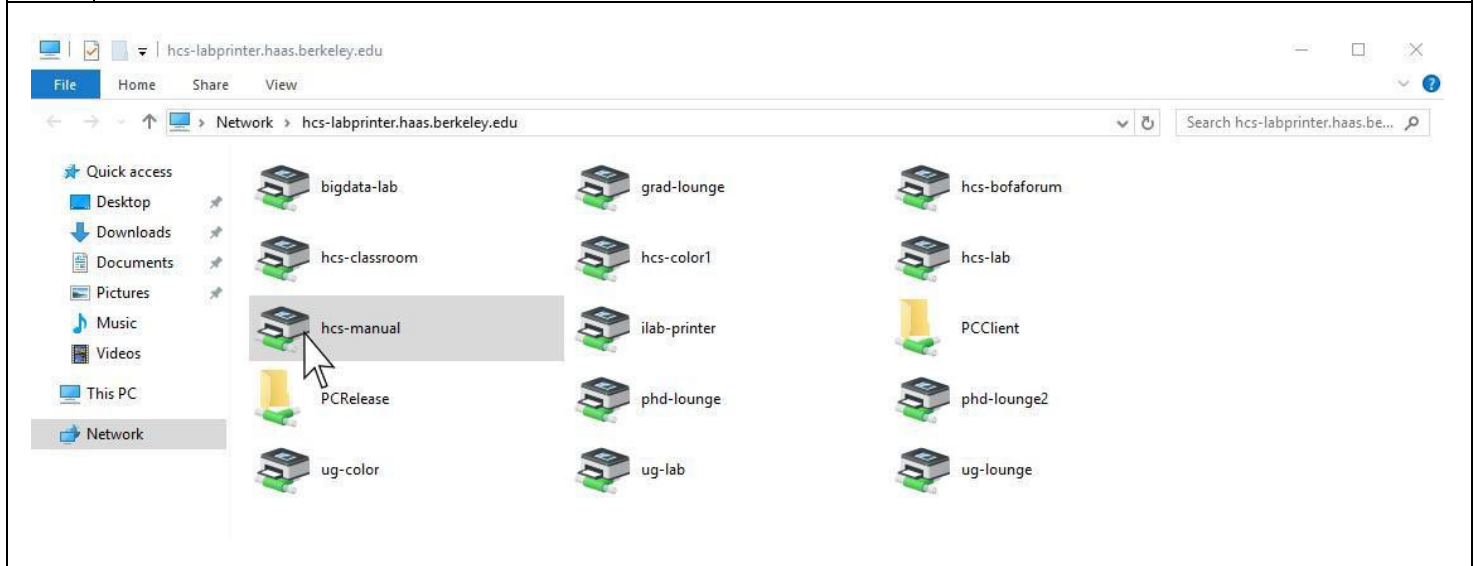
Step	Procedure
4	The Shortcut should now be available as an icon on your desktop. Double-click on the icon.



Step	Procedure
5	You will be asked to authenticate with your Haas login. When entering the Username use the format: <b>haas\User_Name</b> Click OK when done.



Step	Procedure
6	<p>A list of Haas printers which are available to you should now appear.</p> <p>Double-click on the printer you need to add it.</p> <p>For a list of the printers students have access to, follow this <a href="#">link to the Student Printers list</a>.</p>



If you are unable to add printers through these steps, please contact [helpdesk@haas.berkeley.edu](mailto:helpdesk@haas.berkeley.edu).