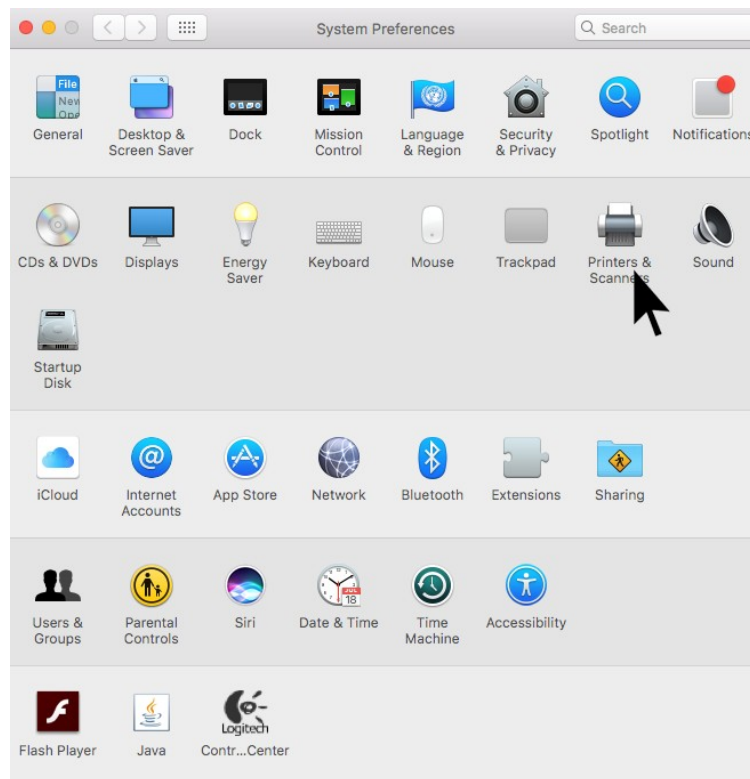


## Mac: How do I Add the Chou Hall Black & White Printers?

NOTE: You have to be on AirBears2 to be able to add the printers.

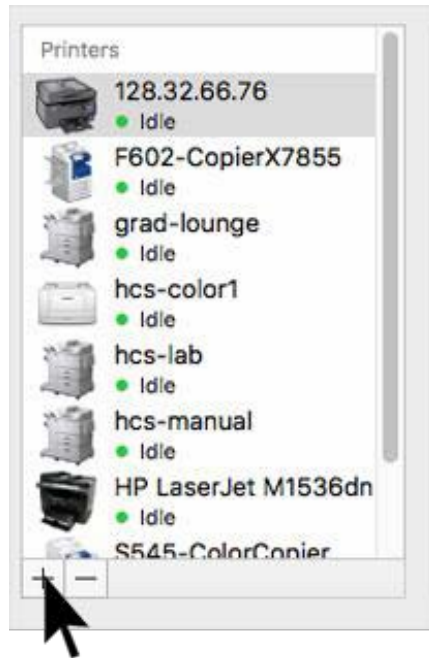
**Must install HP Drivers for colored printing, and select specific driver for the printer:**  
[https://support.apple.com/kb/dl1888?locale=en\\_US](https://support.apple.com/kb/dl1888?locale=en_US)

Step	Procedure
1	To begin, go to your <b>System Preferences</b> and click on <b>Printers &amp; Scanners</b> .



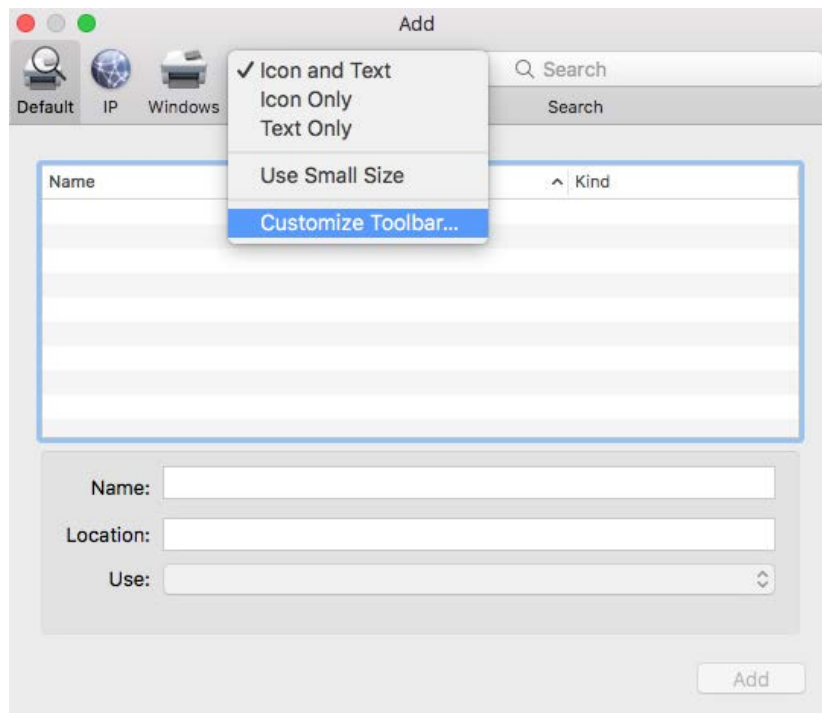
Step	Procedure
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<b>2</b>	Click on the <b>Add ( + ) button</b> to begin adding the new copiers/printers.
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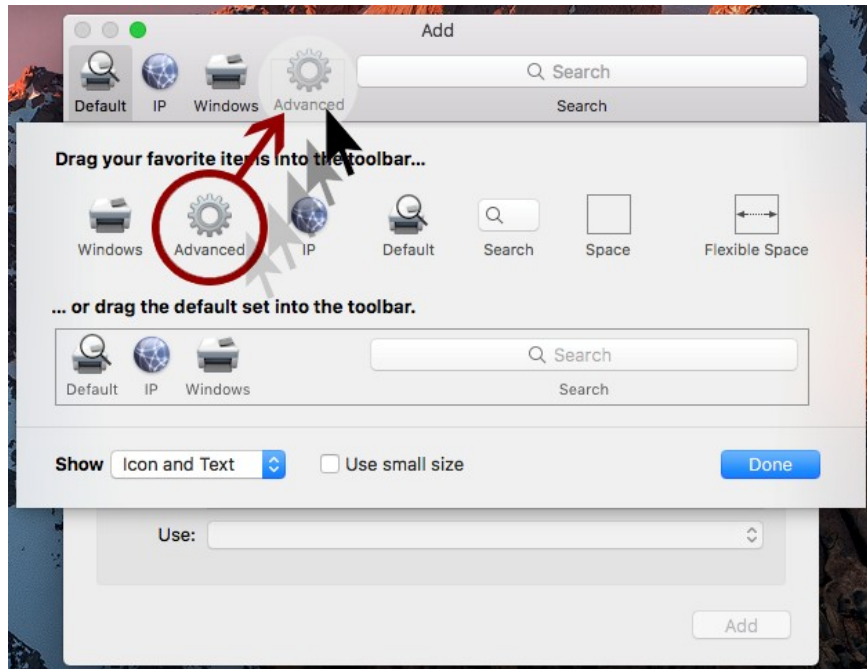


Step	Procedure
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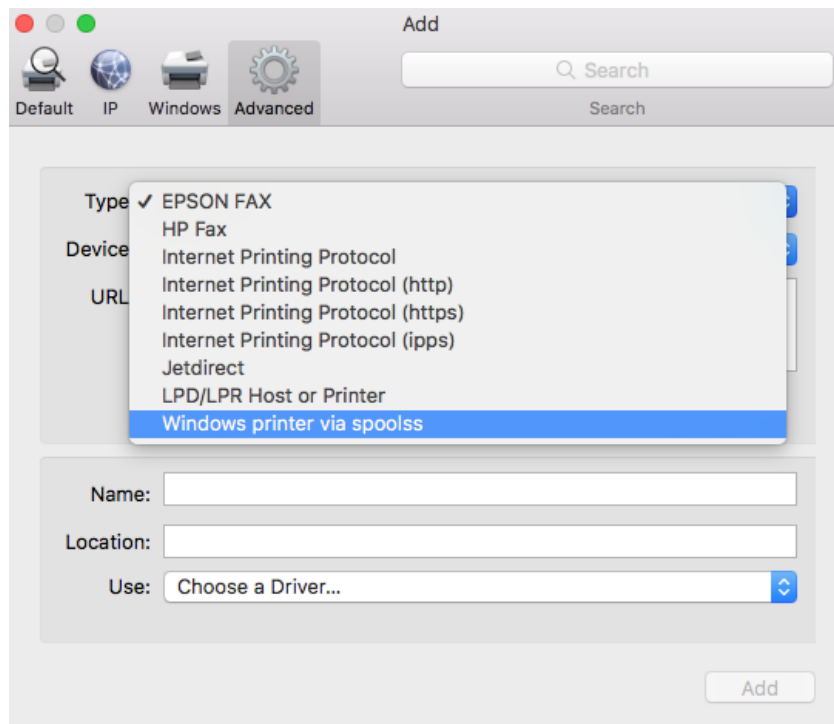
<b>3</b>	In the ensuing dialog box, see if you have the <b>Advanced options icon</b> available. If you do not see it, right click along the menu ribbon (but not on any of the icons) and choose <b>Customize Toolbar</b> .
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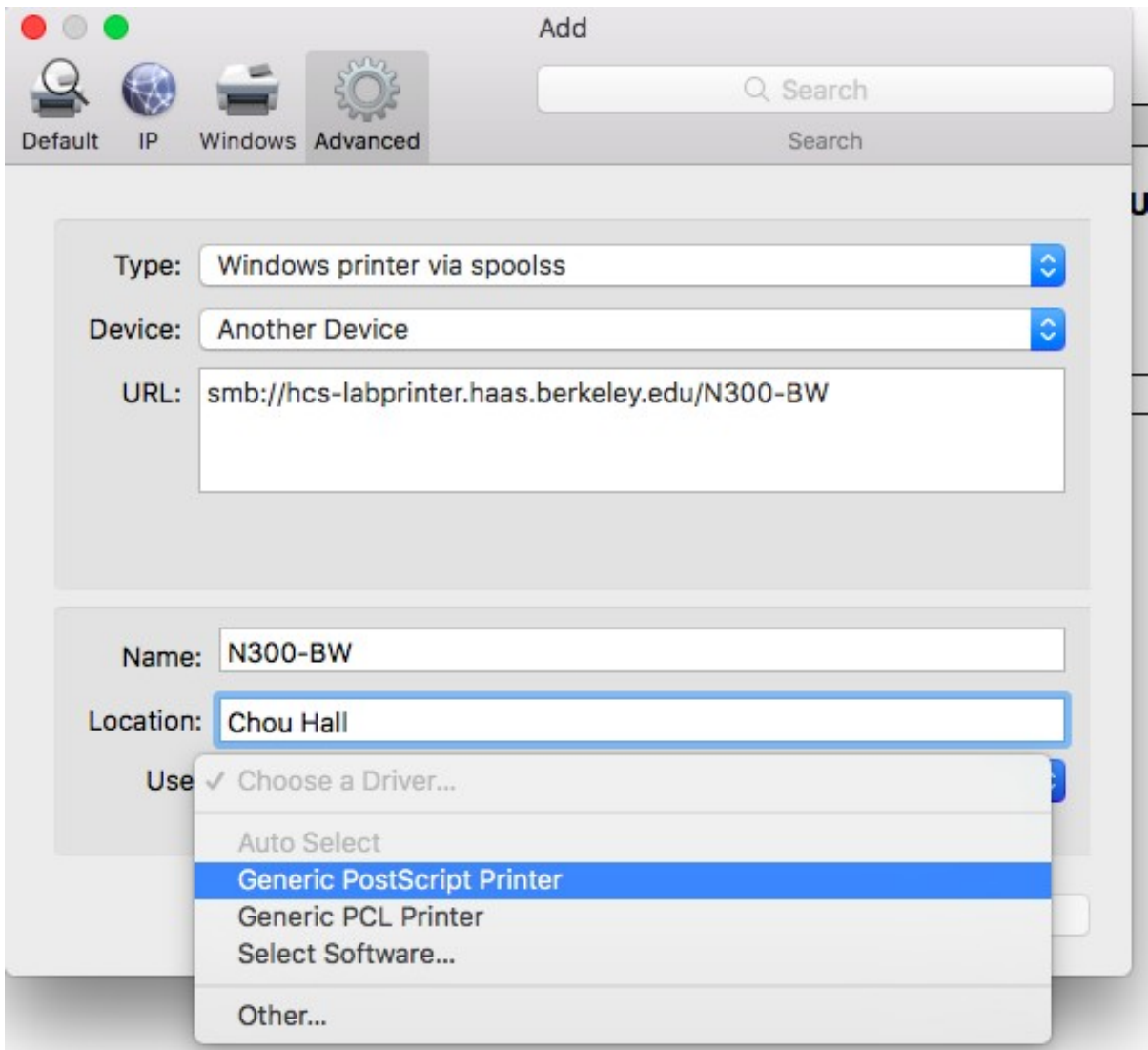
Step	Procedure
4	In the ensuing options, click, hold and drag the <b>Advanced (gear) icon</b> to the open space in the <b>Add</b> menu ribbon. In the example below, this is the space to the right of the Windows icon.



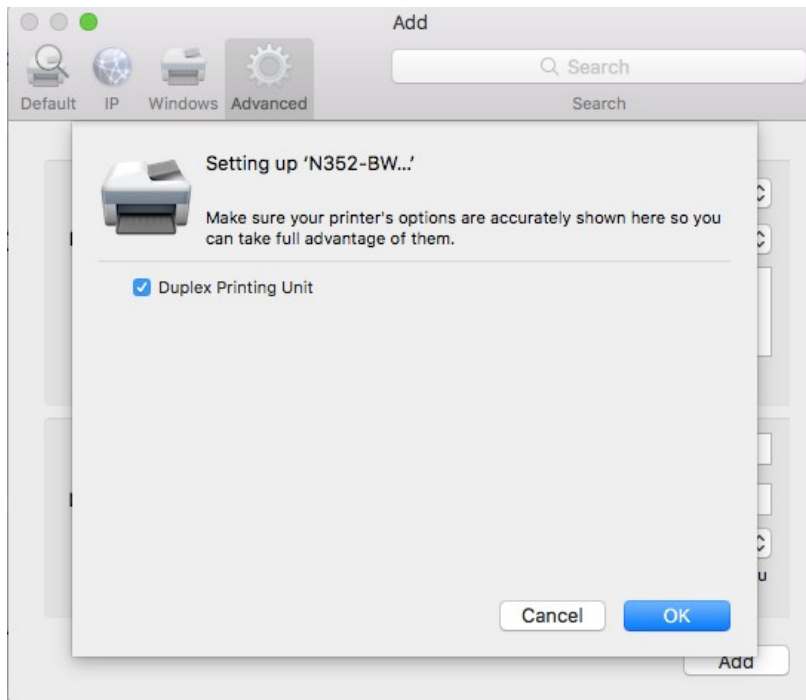
Step	Procedure
5	After adding the <b>Advanced</b> options gear, click on it, and in the <b>Type</b> drop-down menu choose <b>Windows printer via spoolss</b> .



Step	Procedure
6	<p>In the <b>URL: box</b>, type the printer address. This begins with the prefix <b>smb://hcs-labprinter.haas.berkeley.edu/</b> followed by the printer name. You can copy-and-paste the address from the list below.</p> <p>Your options include:</p> <p><b>3<sup>rd</sup> Floor</b>  smb://hcs-labprinter.haas.berkeley.edu/N300-BW  smb://hcs-labprinter.haas.berkeley.edu/N300-Color</p> <p><b>5<sup>th</sup> Floor</b>  smb://hcs-labprinter.haas.berkeley.edu/N500-BW  smb://hcs-labprinter.haas.berkeley.edu/N500-Color</p> <p>In <b>Name:</b> and <b>Location:</b> you can choose to name the printer.</p> <p>In the <b>Use: Choose a Driver</b> drop-down menu, choose <b>Generic PostScript Printer</b>.</p>



Step	Procedure
7	<p>The driver will take a few minutes to set up and install. Check on the <b>Duplex Printing Unit</b> option and click <b>OK</b>, and your chosen copier/printer should be added to your Printers &amp; Scanners list.</p> <p>Repeat these steps to add other printers if needed.</p>



Step	Procedure
8	<p>When you run a print job on the new copier/printers for the first time, you may be prompted to authenticate. Please log in with your <b>Haas credentials*</b> and use the format: <b>haas(your login name)</b> as seen below.</p> <p>Check the <b>Remember this password in my keychain</b>, and then click <b>OK</b> when you're done.</p> <p><b>*NOTE:</b> If you are using a <b>Berkeley Image</b> machine, you will need to log in using your <b>CalNet</b> credentials. If you have questions about this, contact <a href="#">Help Desk</a>.</p>

