



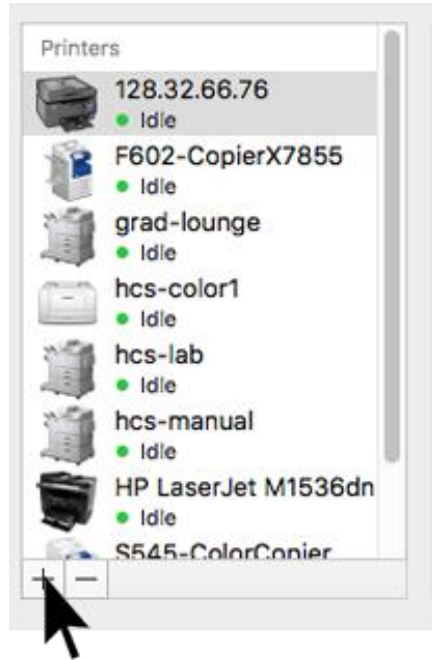
Mac: How do I Add Faculty Building Lobby Printers?

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

Step	Procedure
1	To begin, go to your System Preferences and click on Printers & Scanners .
<div data-bbox="743 697 906 842" style="text-align: center;"></div> <div data-bbox="451 919 1198 1686" style="text-align: center;"></div>	

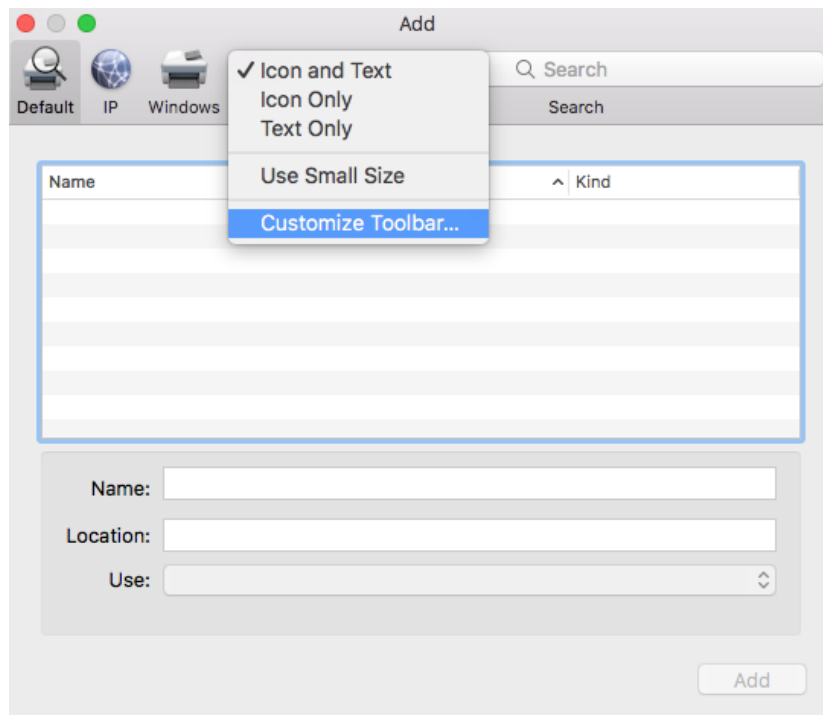
Step	Procedure
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2	Click on the Add (+) button to begin adding the new copiers/printers.
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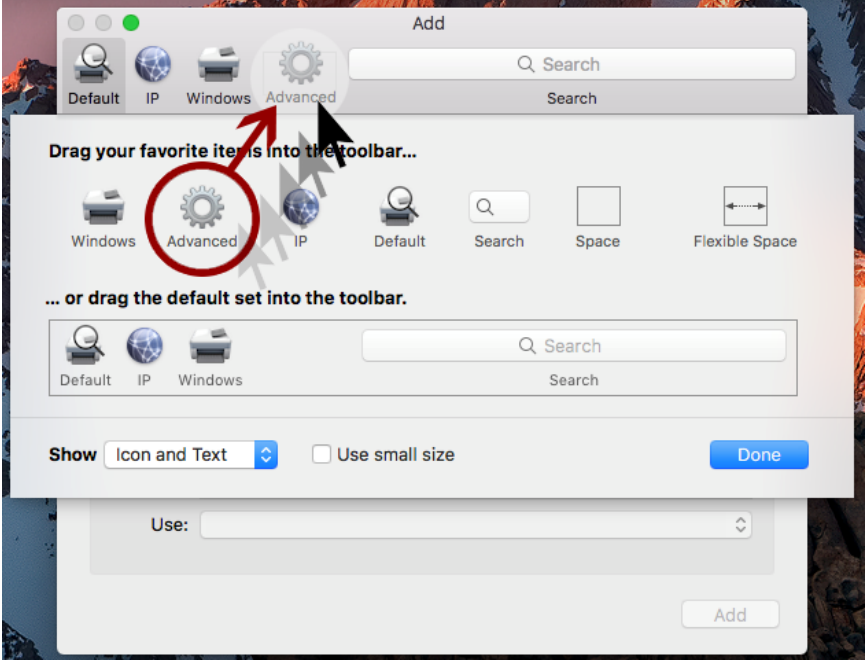


Step	Procedure
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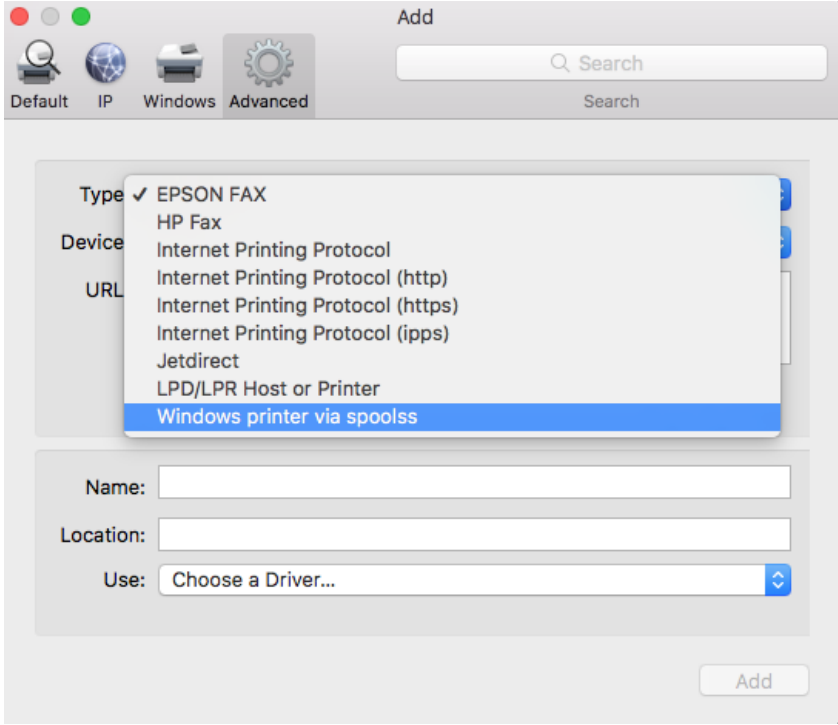
3	In the ensuing dialog box, see if you have the Advanced options icon available. If you do not see it, right click along the menu ribbon (but not on any of the icons) and choose Customize Toolbar .
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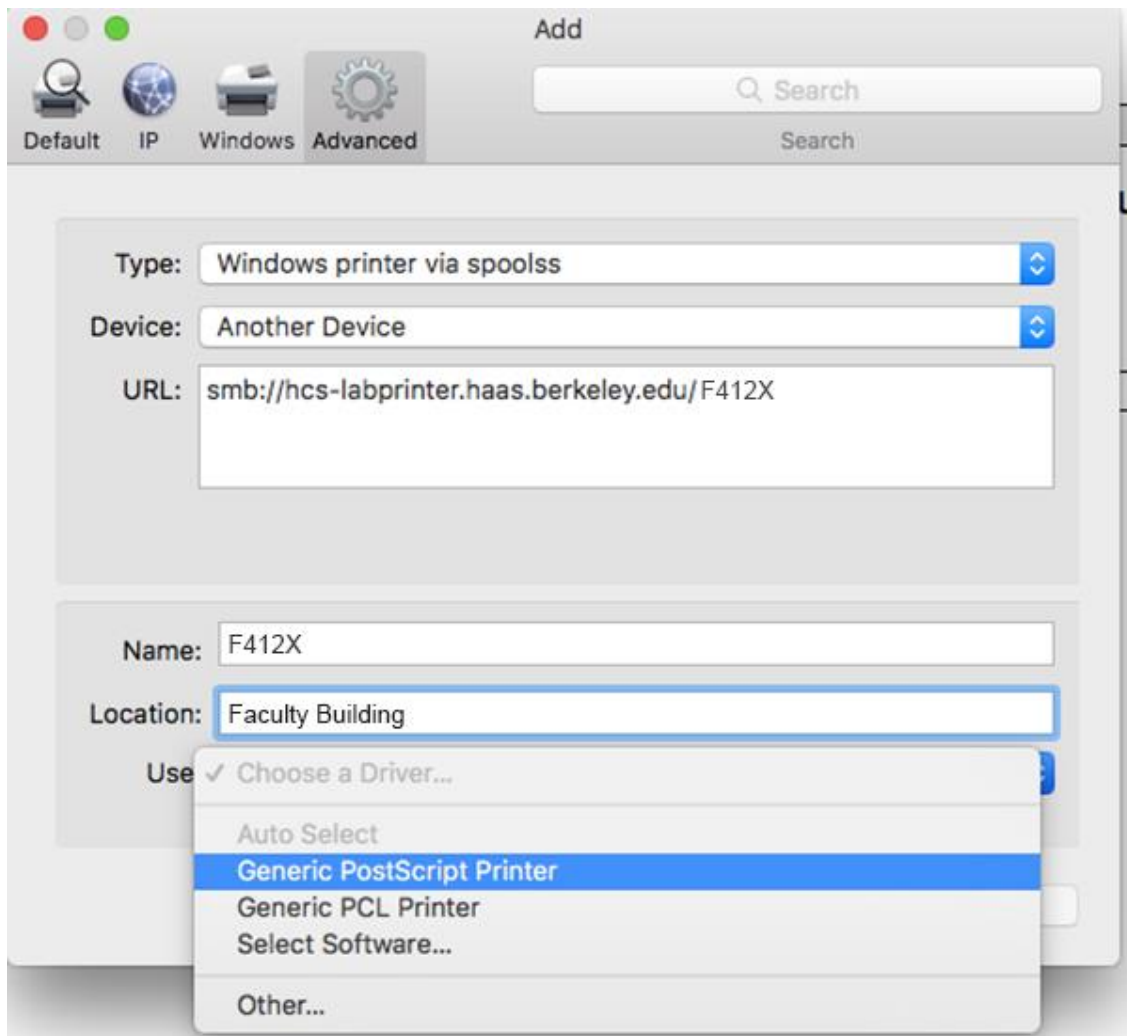
Step	Procedure
4	In the ensuing options, click, hold and drag the Advanced (gear) icon to the open space in the Add menu ribbon. In the example below, this is the space to the right of the Windows icon.



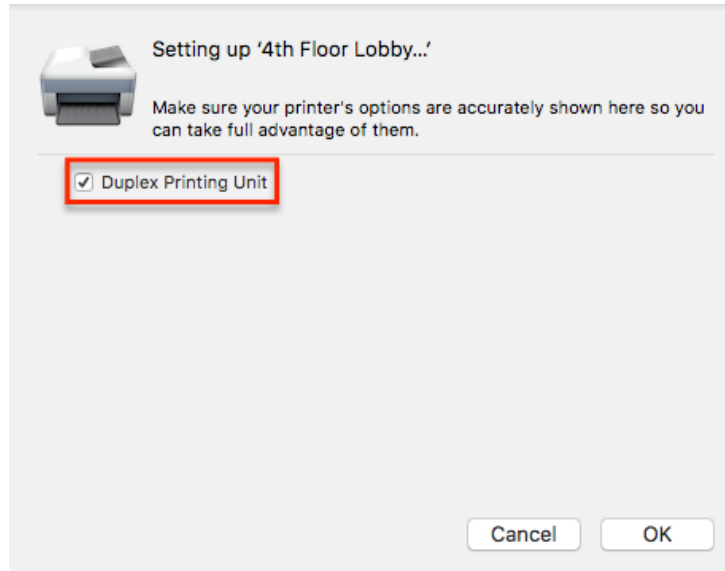
Step	Procedure
5	After adding the Advanced options gear, click on it, and in the Type drop-down menu choose Windows printer via spoolss .



Step	Procedure
6	<p>In the URL: box, type the printer address. This begins with the prefix smb://hcs-printer.haas.berkeley.edu/ followed by the printer name. You can copy-and-paste the address from the list below.</p> <p>Your options include:</p> <div style="border: 1px dashed black; padding: 10px; margin: 10px 0;"> <p>4th Floor smb://hcs-printer.haas.berkeley.edu/F412X smb://hcs-printer.haas.berkeley.edu/F489X</p> <p>5th Floor smb://hcs-printer.haas.berkeley.edu/F512X</p> <p>6th Floor smb://hcs-printer.haas.berkeley.edu/F631X smb://hcs-printer.haas.berkeley.edu/F689X</p> </div> <p>In Name: and Location: you can choose to name the printer.</p> <p>In the Use: Choose a Driver drop-down menu, choose Generic PostScript Printer.</p>



Step	Procedure
7	<p>The driver will take a few minutes to set up and install. Check on the Duplex Printing Unit option and click OK, and your chosen copier/printer should be added to your Printers & 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 Haas or CalNet credentials to complete the process.</p> <table border="1" data-bbox="196 1106 1539 1232"> <thead> <tr> <th></th> <th><i>On a Haas machine</i></th> <th><i>On a Campus/Berkeley Image machine</i></th> </tr> </thead> <tbody> <tr> <td>Login :</td> <td>haas(your login name)</td> <td>CalNet ID</td> </tr> <tr> <td>PW :</td> <td>Haas PW</td> <td>CalNet passphrase</td> </tr> </tbody> </table> <p style="text-align: right;"><i>If you have questions about this, contact Help Desk.</i></p> <p>Check the Remember this password in my keychain, and then click OK when you're done.</p>			<i>On a Haas machine</i>	<i>On a Campus/Berkeley Image machine</i>	Login :	haas(your login name)	CalNet ID	PW :	Haas PW	CalNet passphrase
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