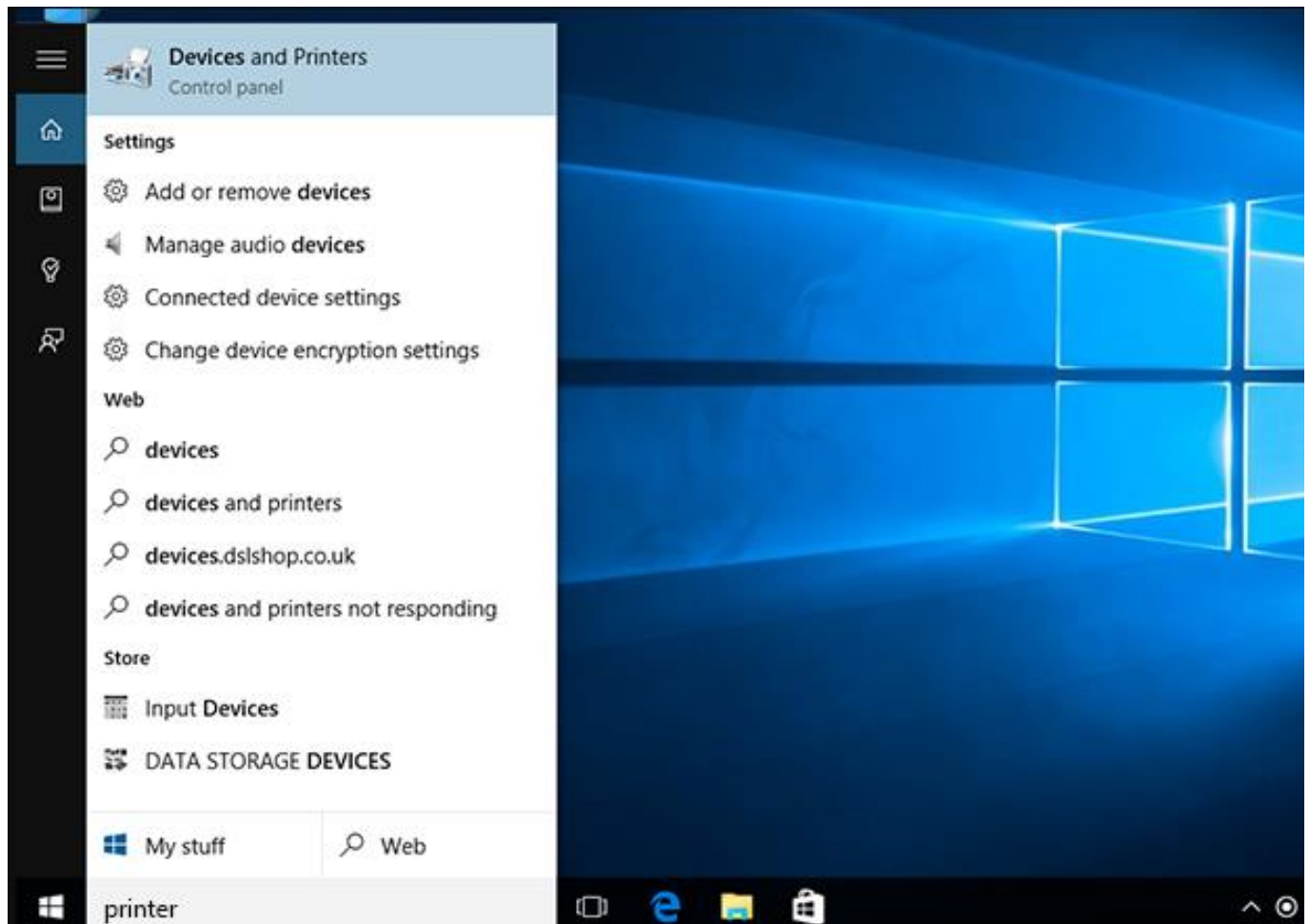




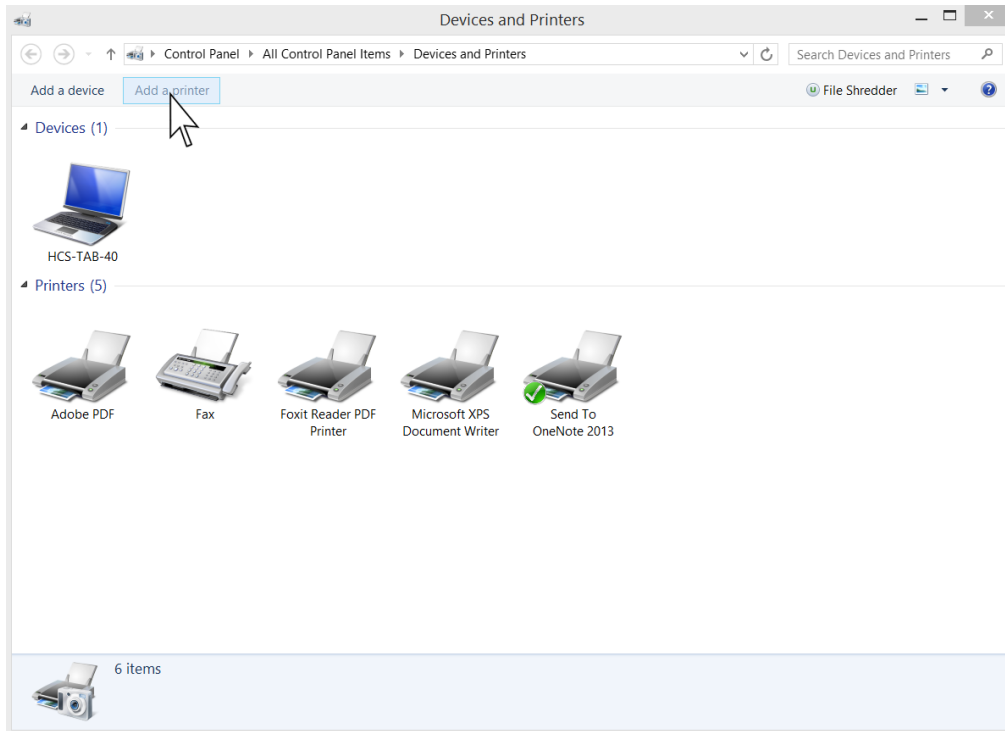
Windows: How do I Add the Chou Hall Printer?

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

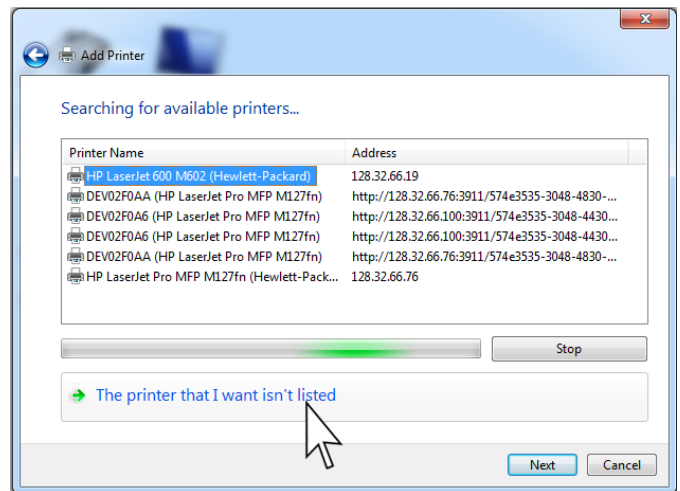
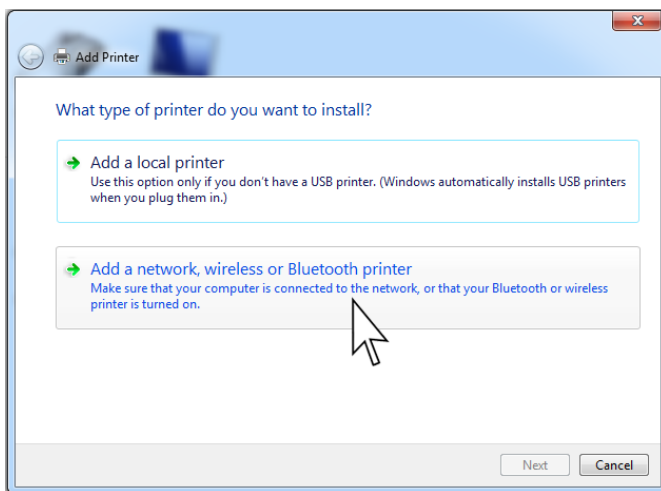
Step	Procedure
1	Access your Devices and Printers window from the Control Panel . A quick way to do this is to type 'printer' in the Search bar (click Start , or the Windows logo in the bottom left side of your screen) and then click on the Devices and Printers option.



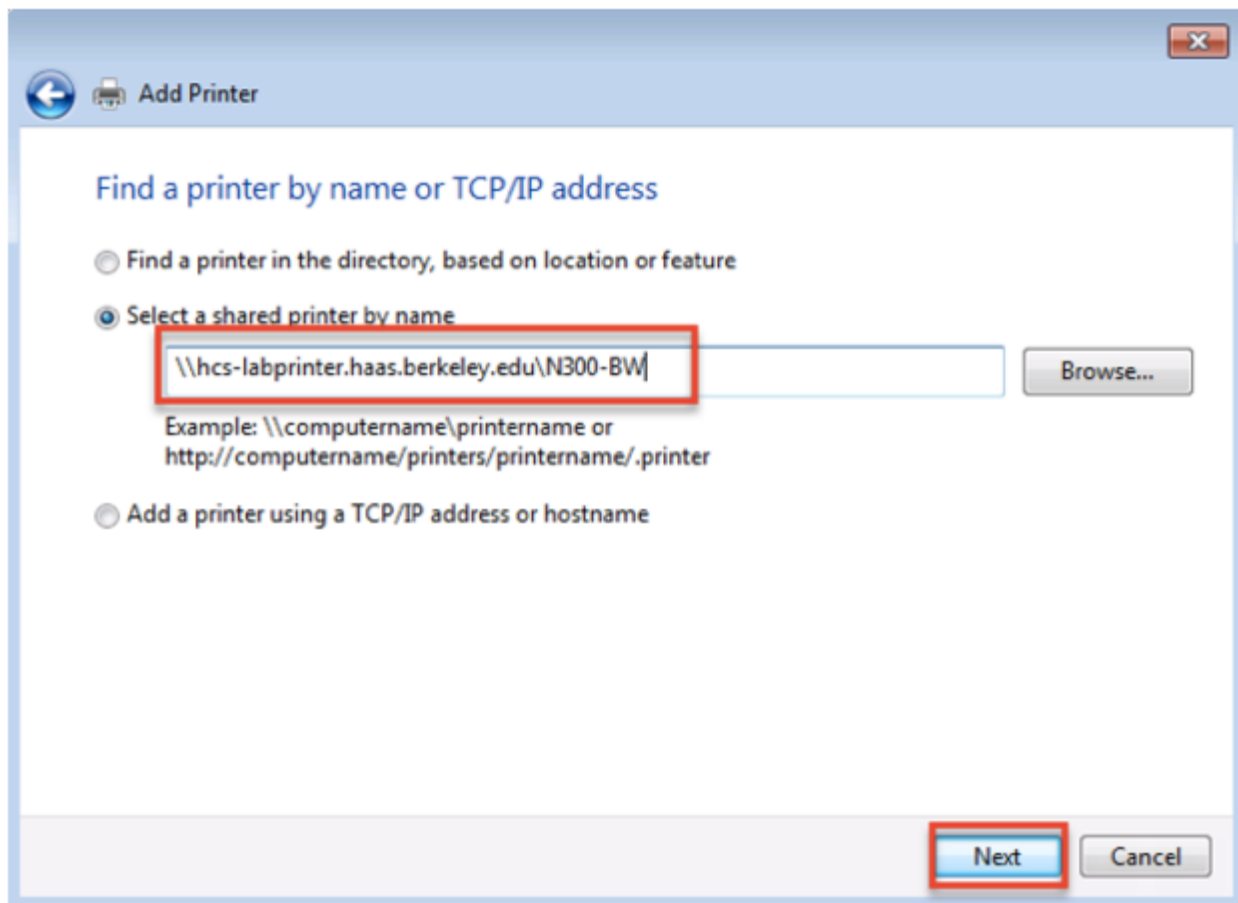
Step	Procedure
3	In the top options bar, click on Add a printer .



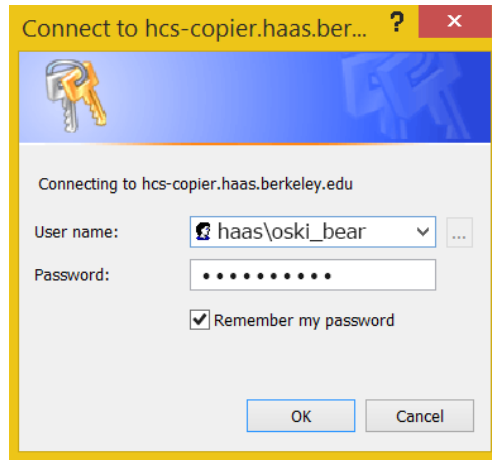
Step	Procedure
4	In the ensuing dialog boxes, choose Add a network, wireless or Bluetooth printer and click next; then choose The printer that I want isn't listed , and click next.



Step	Procedure
5	<p>In the next dialog box, click Select a shared printer by name. In the box, type the printer address. This is started by the prefix \\hcs-labprinter.haas.berkeley.edu followed by the copier/printer name. You can copy-and-paste from the list below.</p> <p>Your options include:</p> <p>3rd Floor \\hcs-labprinter.haas.berkeley.edu\N300-BW \\hcs-labprinter.haas.berkeley.edu\N300-Color</p> <p>5th Floor \\hcs-labprinter.haas.berkeley.edu\N500-BW \\hcs-labprinter.haas.berkeley.edu\N500-Color</p> <p>Once you've typed in the printer address, click Next.</p>



Step	Procedure
6	You may be asked to authenticate with your Haas login .



Step	Procedure
7	<p>The printer driver will take a few minutes to automatically download and install, after which you should receive the notification that the printer was successfully added.</p> <p>Repeat the process to add other printers if needed.</p>

