Windows: How do I Add a Faculty Building Lobby Printer?

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access your <strong>Printers &amp; scanners</strong> (Device &amp; printers on earlier Win OS) window from the <strong>Control Panel</strong>. A quick way to do this is to type ‘printer’ in the <strong>Search bar</strong> (click <strong>Start</strong>, or the <strong>Windows logo</strong> in the bottom left side of your screen) and then click on the <strong>Devices and Printers option</strong>.</td>
</tr>
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</tr>
<tr>
<td>3</td>
<td>In the top options bar, click on <strong>Add a printer or scanner</strong>.</td>
</tr>
</tbody>
</table>

### Settings

- **Home**
- **Bluetooth & other devices**
- **Printers & scanners**
- **Mouse**
- **Typing**
- **Pen & Windows Ink**
- **AutoPlay**
- **USB**

### Printers & scanners

**Add printers & scanners**

- Adobe PDF
- F582-Color on hcs-copier
- F582-CopierA on hcs-copier
- F582-CopierB on hcs-copier
- Fax
- hcs-boaforum on hcs-labprinter

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<tr>
<td>4</td>
<td>In the ensuing dialog box, select <strong>The printer that I want isn’t listed</strong></td>
</tr>
</tbody>
</table>

### Printers & scanners

- HP LaserJet P4014 UPD PCL 6 on HAAS-S549029-TO Printer
- HP LaserJet Pro 400 M401n on ASTEPHENS7020 Printer
- HP LaserJet M1530 MFP Series PCL 6 on VILLAS-BOAS9020 Printer
- HP LaserJet 2200 Series PCL 5 on BLAIRW7-LT Printer

**The printer that I want isn’t listed**
### Windows: How Do I Add a Faculty Bldg. Lobby Printer? (Continued)

**Step** | **Procedure**
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5 | 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-printer.haas.berkeley.edu` followed by the copier/printer name. You can copy-and-paste from the list below.

Your options include:

- **4th Floor**
  - `\hcs-printer.haas.berkeley.edu/F412X`
  - `\hcs-printer.haas.berkeley.edu/F489X`

- **5th Floor**
  - `\hcs-printer.haas.berkeley.edu/F512X`

- **6th Floor**
  - `\hcs-printer.haas.berkeley.edu/F631X`
  - `\hcs-printer.haas.berkeley.edu/F689X`

Once you've typed in the printer address, click **Next**.
Windows: How Do I Add a Faculty Bldg. Lobby Printer? (Continued)

Step | Procedure
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6 | You may be asked to authenticate with your Haas or CalNet credentials.

<table>
<thead>
<tr>
<th>On a Haas machine</th>
<th>On a Campus/Berkeley Image machine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login :</td>
<td>CalNet ID</td>
</tr>
<tr>
<td>haas(your login name)</td>
<td>CalNet ID</td>
</tr>
<tr>
<td>PW :</td>
<td>CalNet passphrase</td>
</tr>
</tbody>
</table>

Haas PW

If you have questions about this, contact Help Desk.

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Step | Procedure
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7 | 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.

Repeat the process to add other printers if needed.