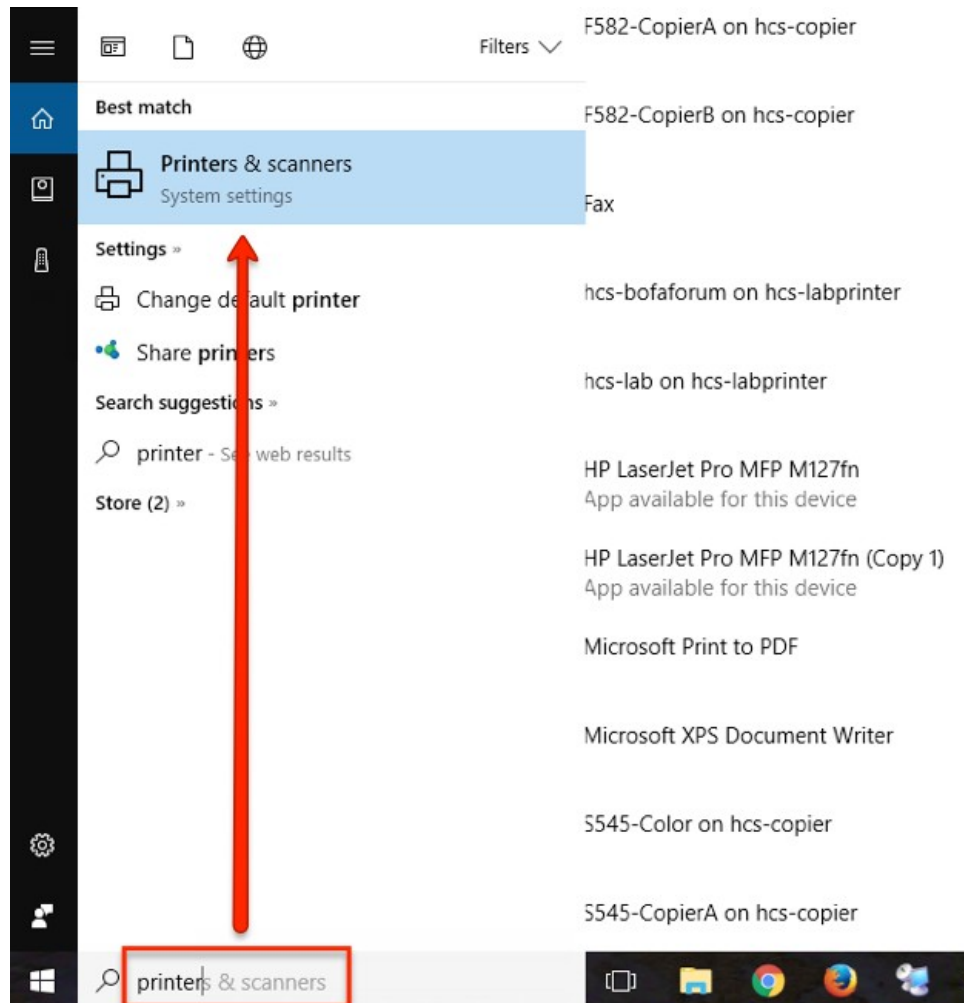


Windows: How do I Add a Faculty Building Lobby Printer?

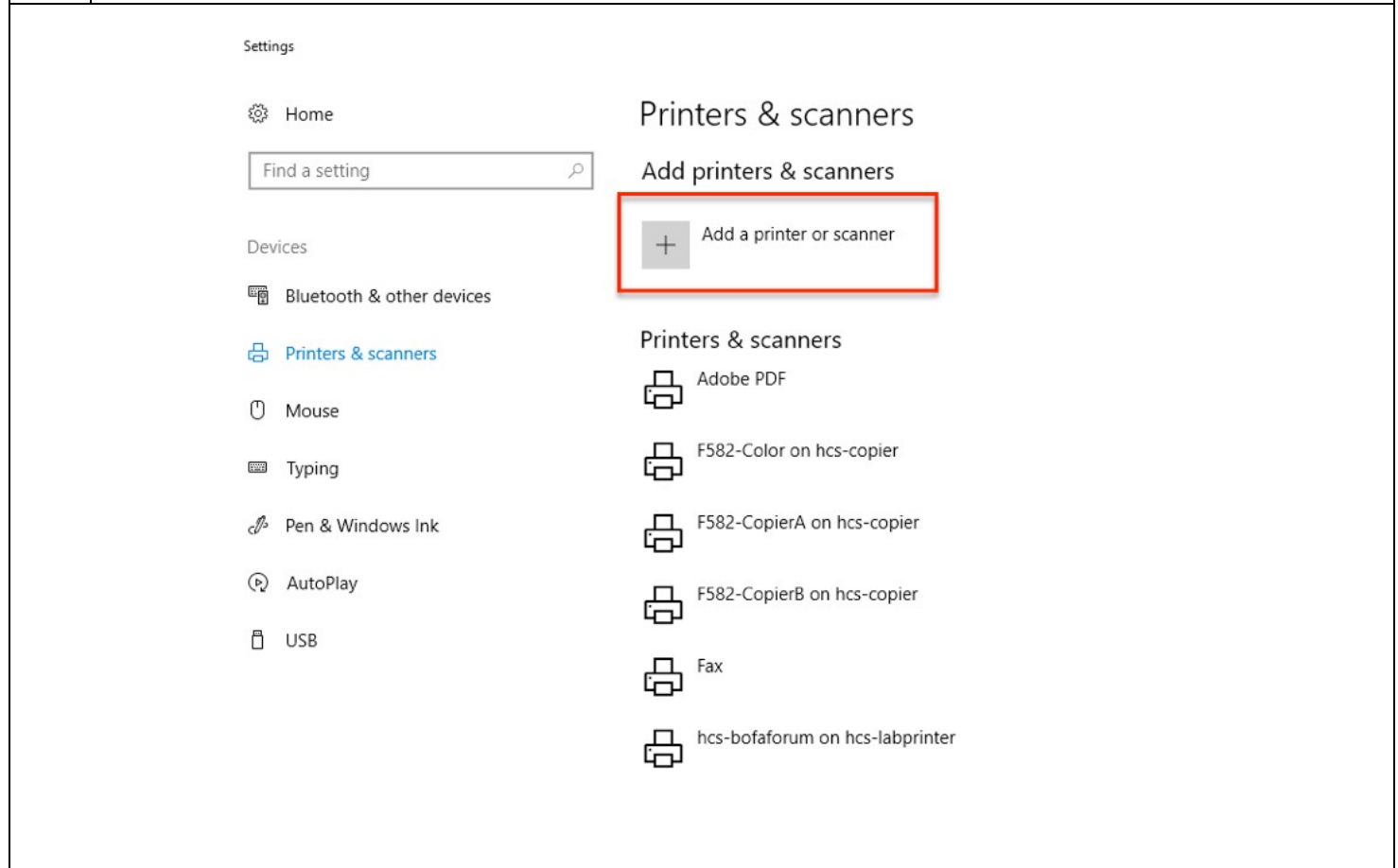
NOTE: You have to be on AirBears2 to be able to add the printers.

Step	Procedure
1	Access your Printers & scanners (Device & printers on earlier Win OS) 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.



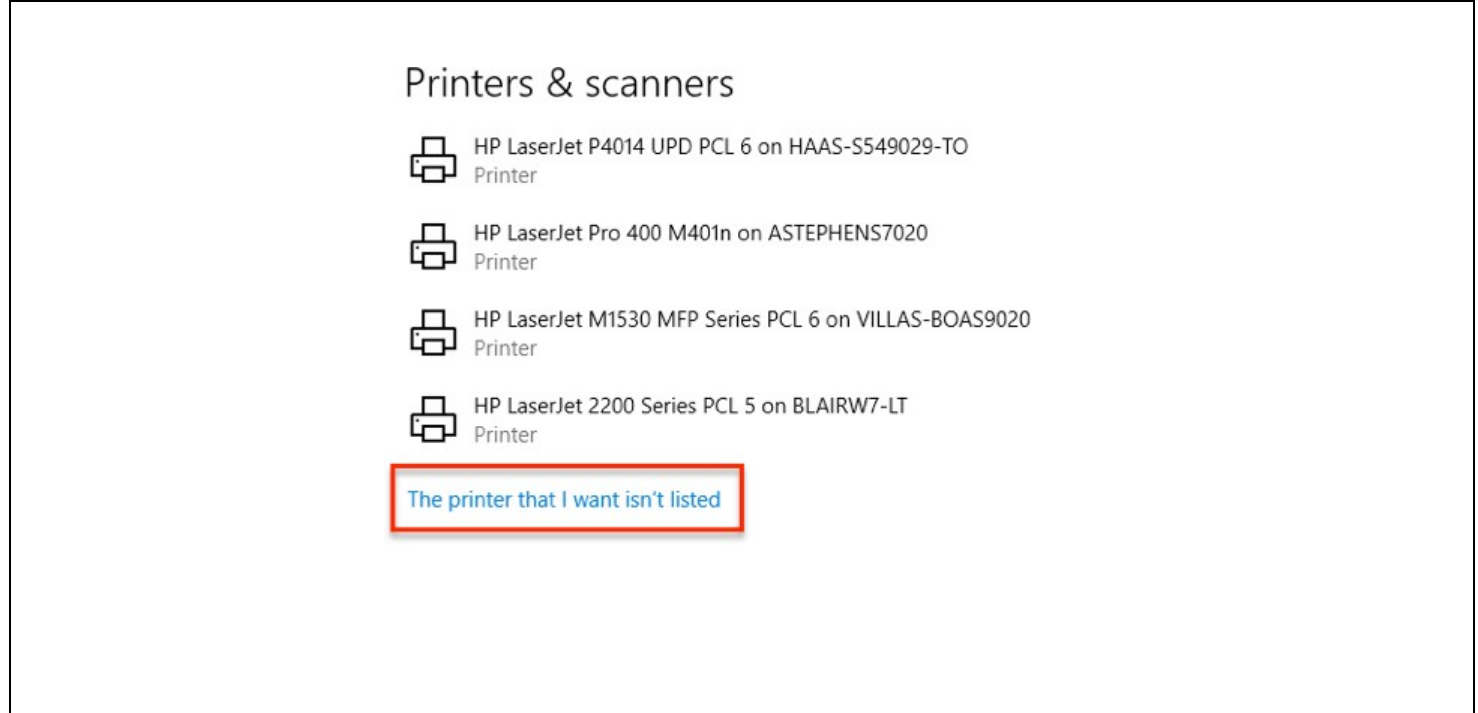
Step	Procedure
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3	In the top options bar, click on Add a printer or scanner .
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Step	Procedure
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4	In the ensuing dialog box, select The printer that I want isn't listed
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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-printer.haas.berkeley.edu followed by the copier/printer name. You can copy-and-paste from the list below.</p> <p>Your options include:</p> <div style="border: 1px dashed black; padding: 10px; margin: 10px 0;"> <p>4th Floor //hcs-printer.haas.berkeley.edu/F412X //hcs-printer.haas.berkeley.edu/F489X</p> <p>5th Floor //hcs-printer.haas.berkeley.edu/F512X</p> <p>6th Floor //hcs-printer.haas.berkeley.edu/F631X //hcs-printer.haas.berkeley.edu/F689X</p> </div> <p>Once you've typed in the printer address, click Next.</p>

← Add Printer

Find a printer by other options

My printer is a little older. Help me find it.

Find a printer in the directory, based on location or feature

Select a shared printer by name

Browse...

Example: \\computername\printername or
http://computername/printers/printername/.printer

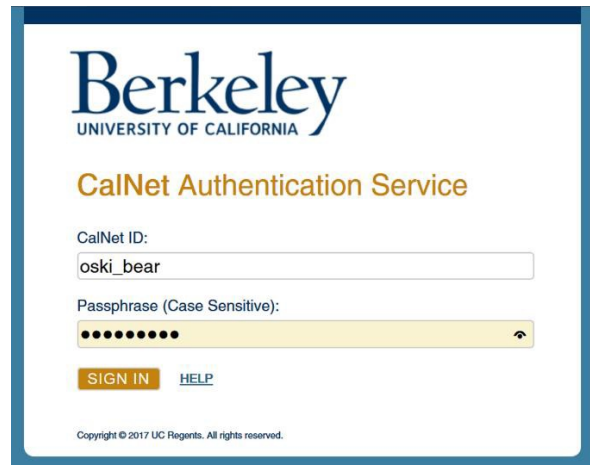
Add a printer using a TCP/IP address or hostname

Add a Bluetooth, wireless or network discoverable printer

Add a local printer or network printer with manual settings

Next Cancel

Step	Procedure	
6	You may be asked to authenticate with your Haas or CalNet credentials.	
	<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
	<i>If you have questions about this, contact Help Desk.</i>	



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>

Printers & scanners

Add printers & scanners



Printers & scanners

- Adobe PDF
- F412X on hcs-printer.haas.berkeley.edu**
- F582-Color on hcs-copier
- F582-CopierA on hcs-copier
- F582-CopierB on hcs-copier

