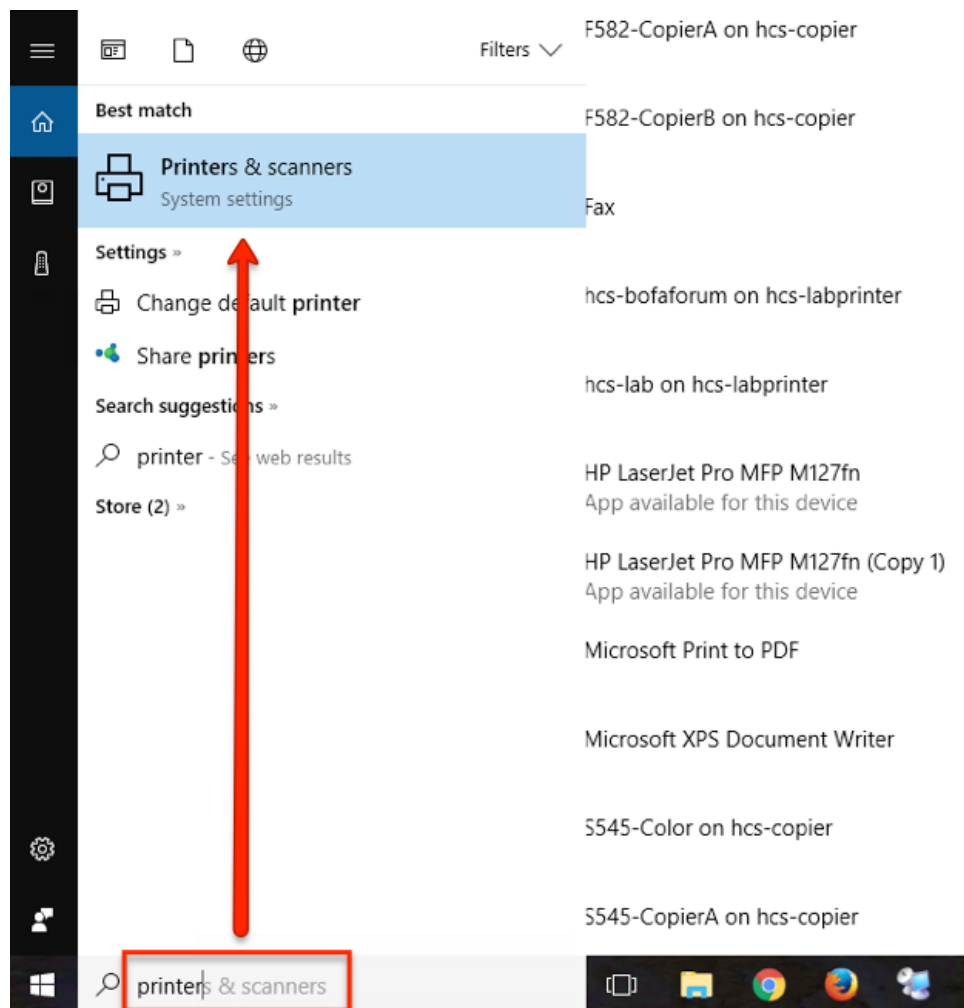




## Windows: How do I Add a Faculty Building Lobby Printer?

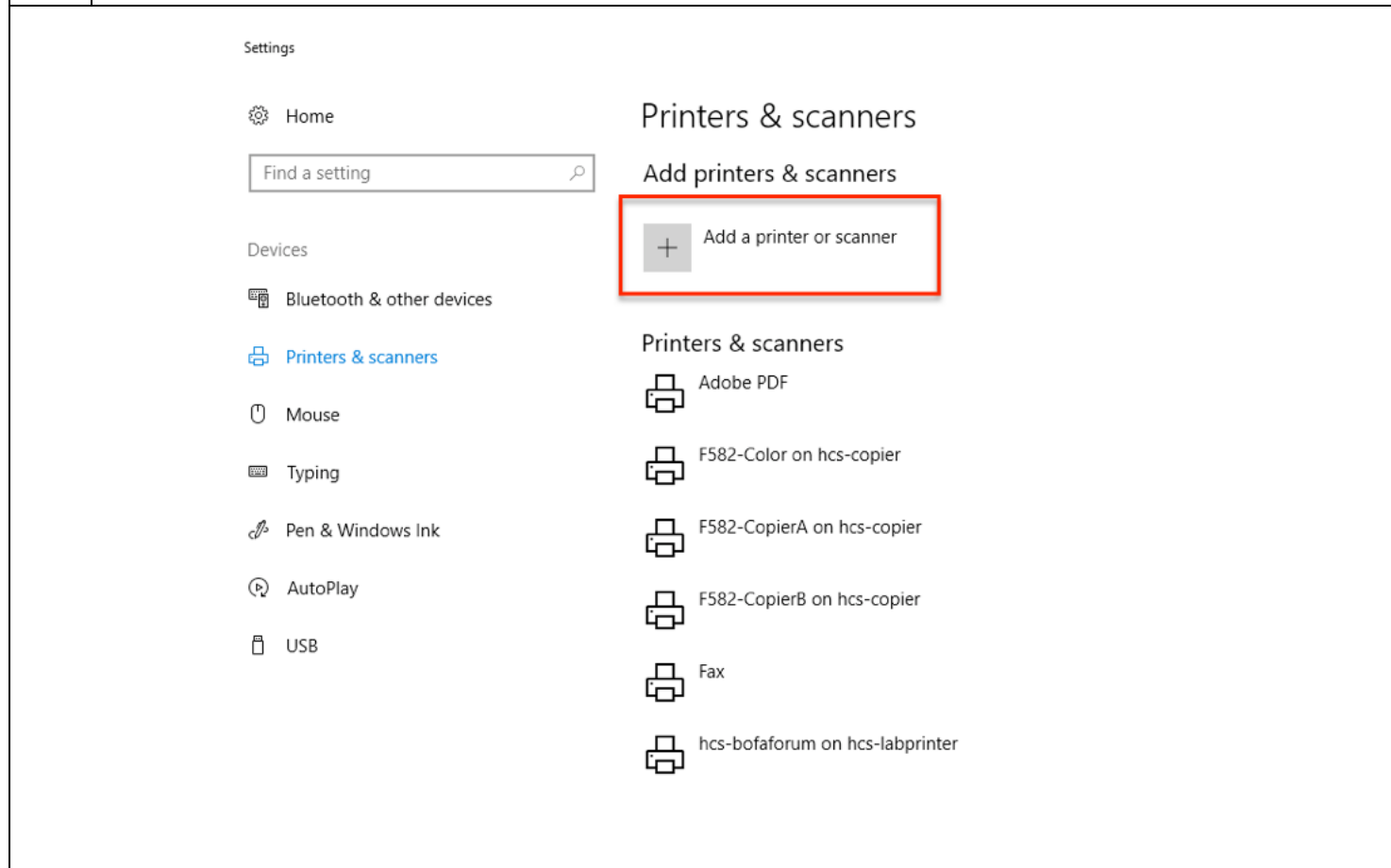
**NOTE: You have to be on AirBears2 to be able to add the printers.**

Step	Procedure
1	Access your <b>Printers &amp; scanners</b> (Device & printers on earlier Win OS) window from the <b>Control Panel</b> . A quick way to do this is to type 'printer' in the <b>Search bar</b> (click <b>Start</b> , or the <b>Windows logo</b> in the bottom left side of your screen) and then click on the <b>Devices and Printers</b> option.



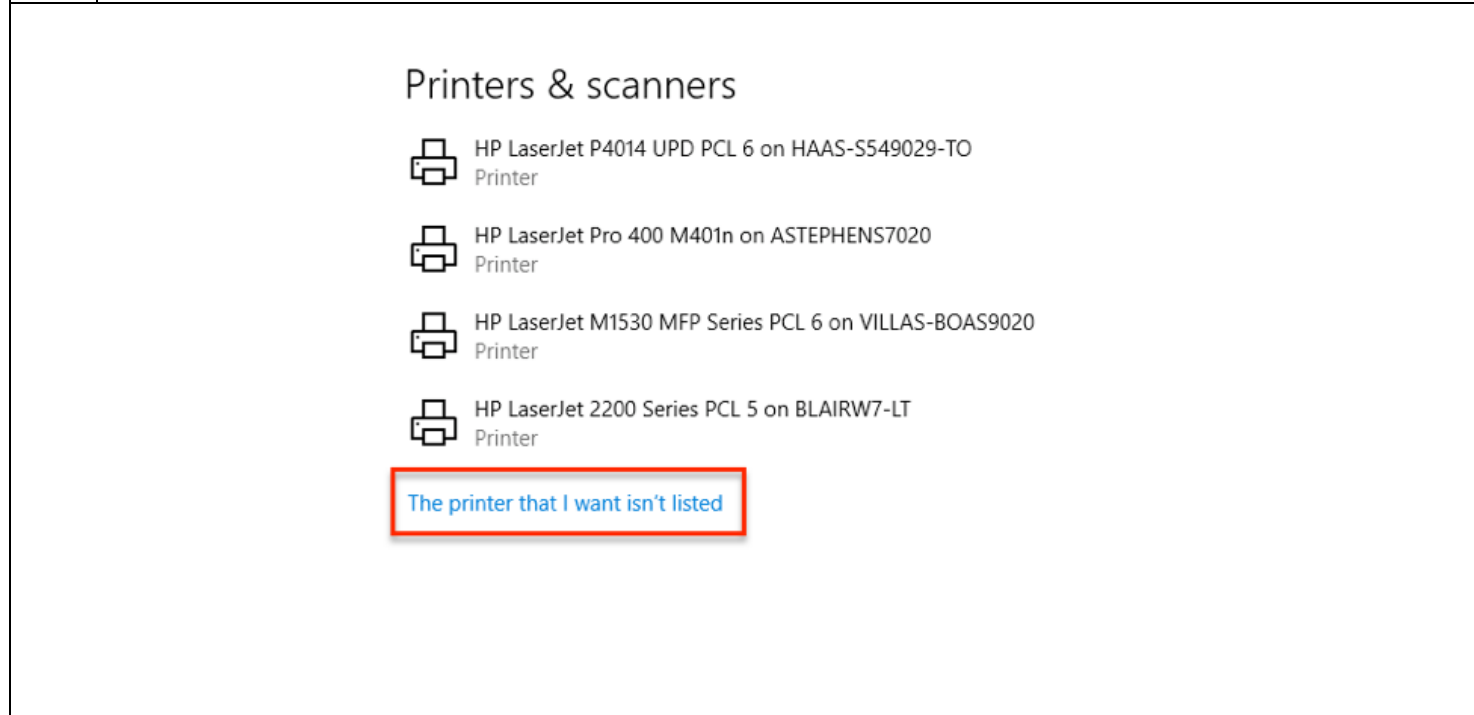
Step	Procedure
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<b>3</b>	In the top options bar, click on <b>Add a printer or scanner</b> .
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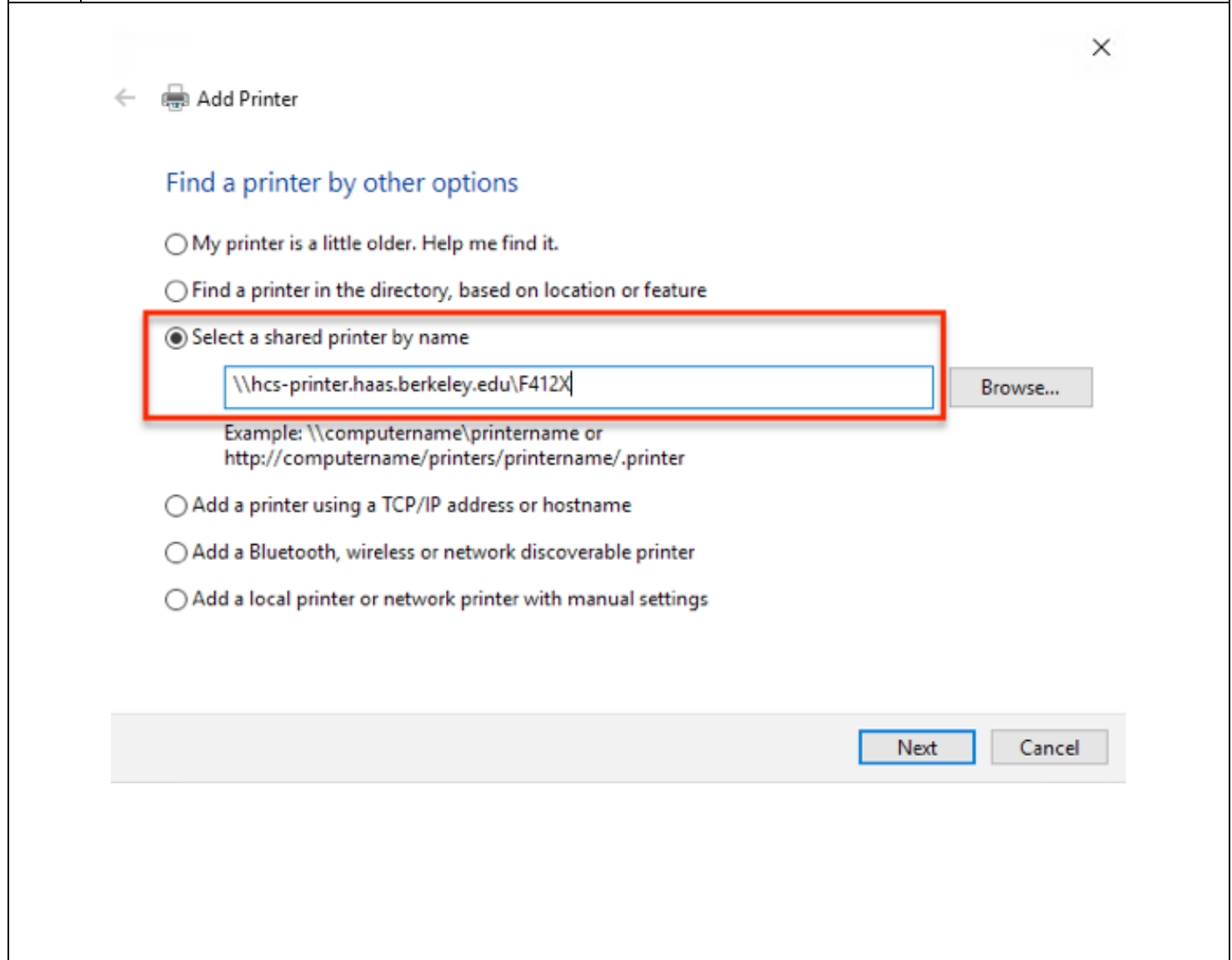


Step	Procedure
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<b>4</b>	In the ensuing dialog box, select <b>The printer that I want isn't listed</b>
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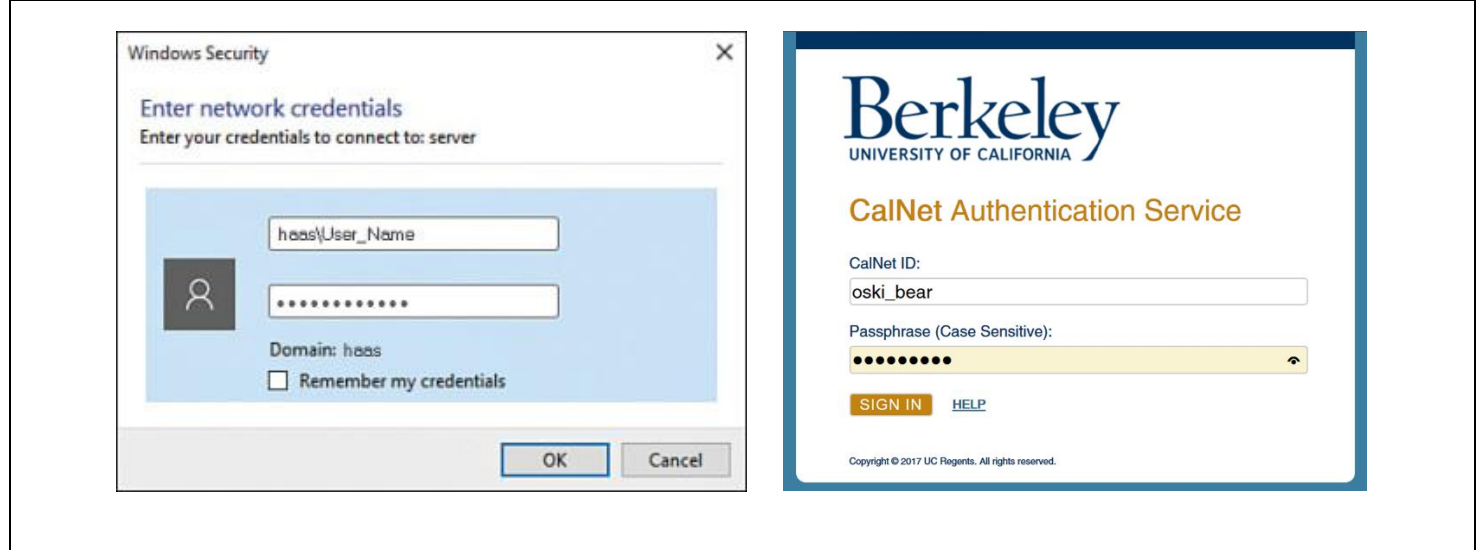


Step	Procedure
5	<p>In the next dialog box, click <b>Select a shared printer by name</b>. In the box, type the printer address. This is started by the prefix <a href="http://hcs-printer.haas.berkeley.edu">\\hcs-printer.haas.berkeley.edu</a> followed by the copier/printer name. You can copy-and-paste from the list below.</p> <p>Your options include:</p> <div style="border: 1px dashed black; padding: 10px; margin: 10px 0;"> <p><b>4<sup>th</sup> Floor</b>  //hcs-printer.haas.berkeley.edu/F412X  //hcs-printer.haas.berkeley.edu/F489X</p> <p><b>5<sup>th</sup> Floor</b>  //hcs-printer.haas.berkeley.edu/F512X</p> <p><b>6<sup>th</sup> Floor</b>  //hcs-printer.haas.berkeley.edu/F631X  //hcs-printer.haas.berkeley.edu/F689X</p> </div> <p>Once you've typed in the printer address, click <b>Next</b>.</p>



Step	Procedure	
<b>6</b>	You may be asked to authenticate with your <b>Haas</b> or <b>CalNet</b> credentials.	
	<i>On a Haas machine</i>	<i>On a Campus/Berkeley Image machine</i>
	Login : <b>haas(your login name)</b>	<b>CalNet ID</b>
	PW : <b>Haas PW</b>	<b>CalNet passphrase</b>

*If you have questions about this, contact [Help Desk](#).*



Step	Procedure
<b>7</b>	<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>

The screenshot shows a 'Windows Printer Installation' dialog box. It says 'Connecting to F412X on hcs-printer.haas.berkeley.edu' and 'Looking for a driver...'. There is a progress bar that is partially filled with green. A 'Cancel' button is at the bottom right.

### Printers & scanners

Add printers & scanners

+ Add a printer or scanner

#### 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