

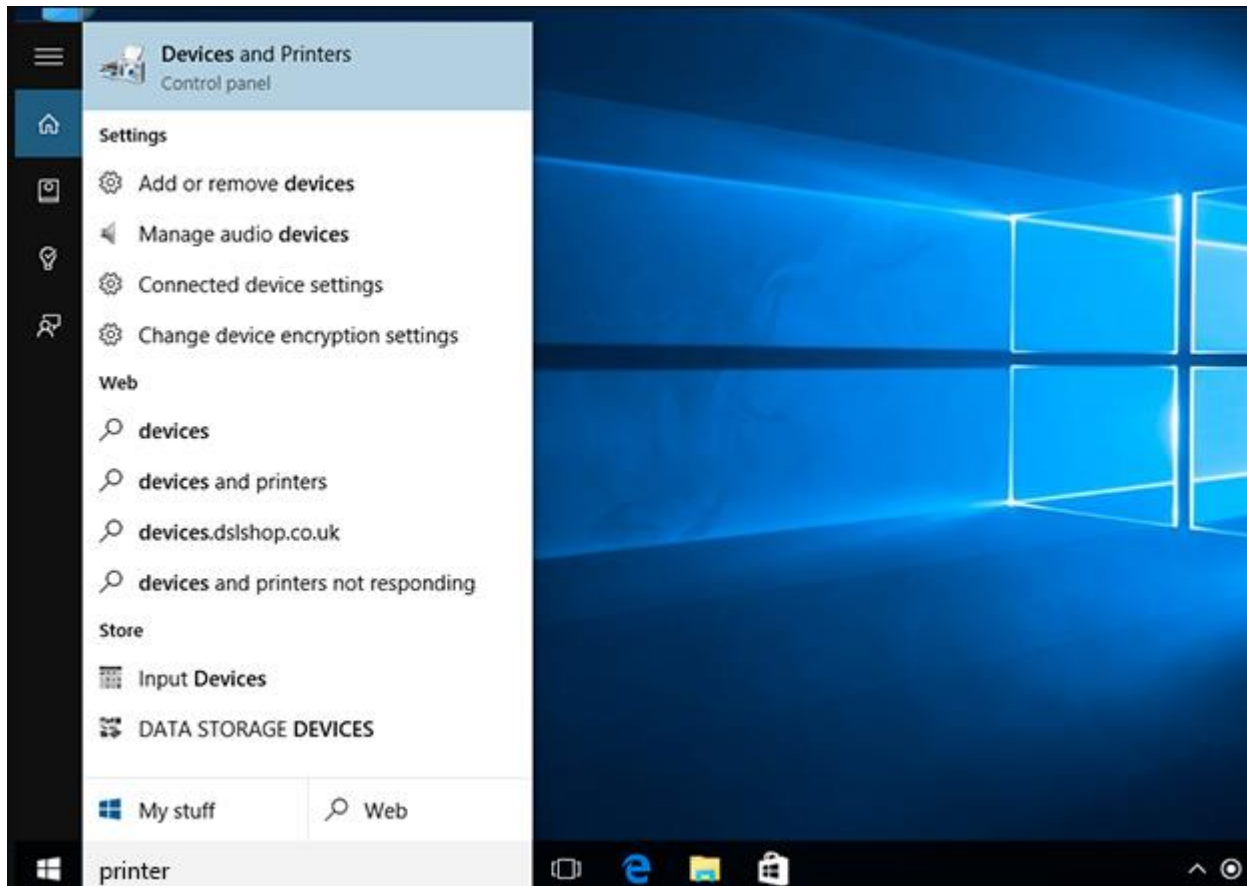


Windows: How do I Add the Mail Room (S545) and Faculty Copy/Print Room (F582) Copiers/Printers?

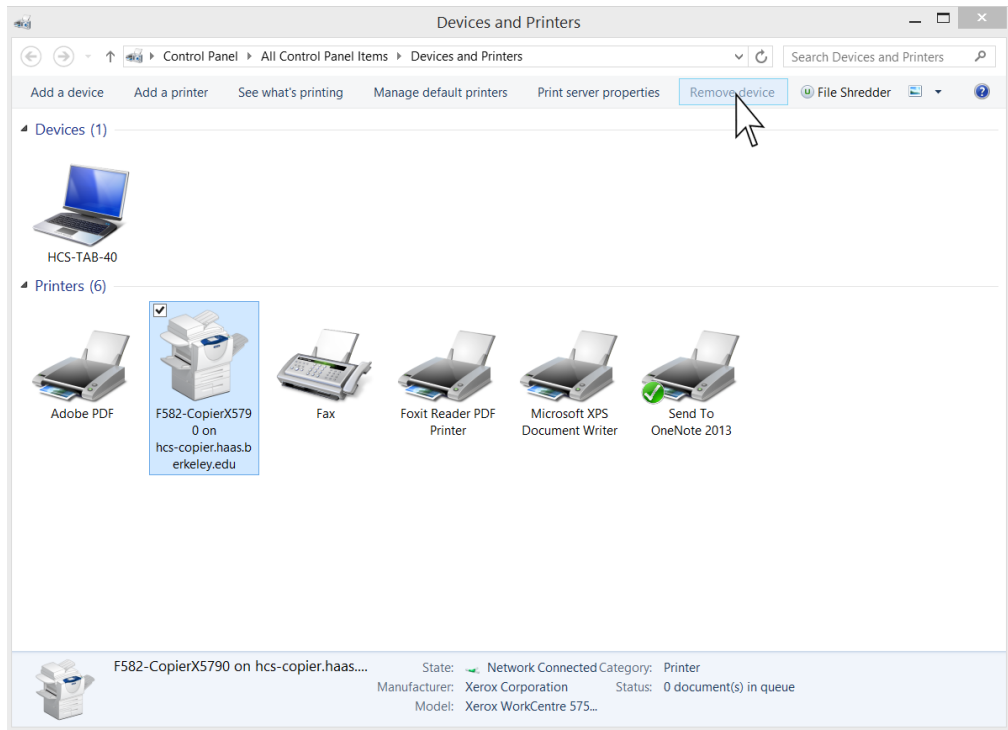
Haas recently changed its copiers and printers in the Mail Room (S545) and Faculty Copy/Print Room (F582). This document will help you delete the old copier/printer listed in your computer and add the new ones.

NOTE: You have to be on AirBears2 to be able to add the new copier/printers successfully.

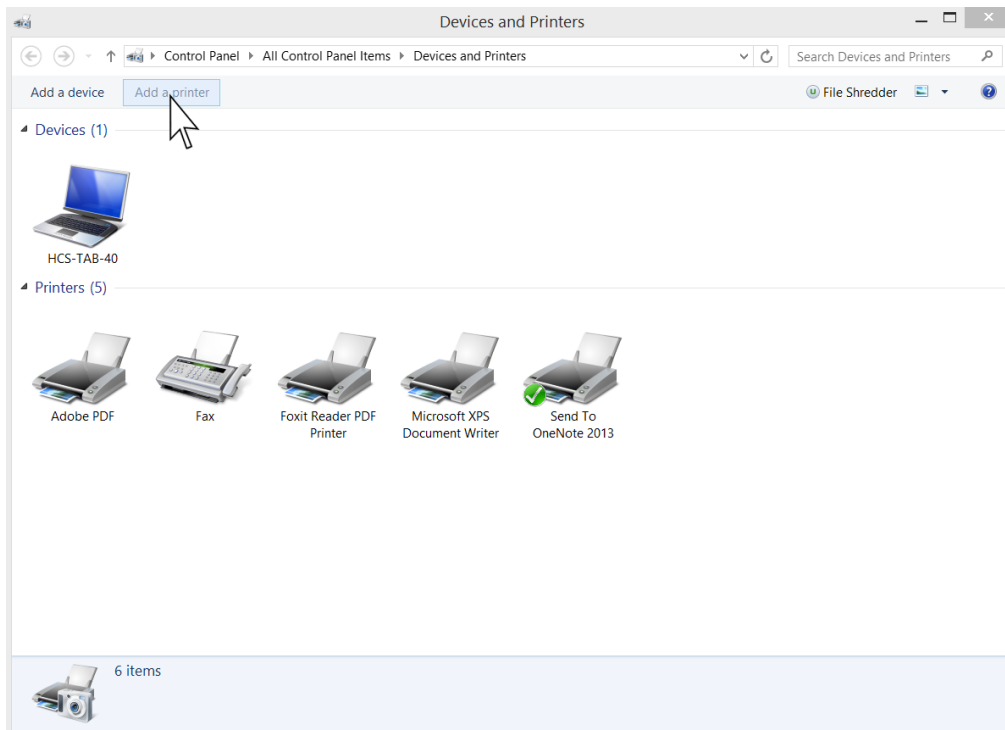
Step	Procedure
1	<p>To begin, please Restart your computer. This ensures that the new list of copier/printers will push to your computer properly.</p> <p>Once you've completed the restart, access your Devices and Printers window from the Control Panel. A quick way to do this is to type 'printer' in the 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.</p>



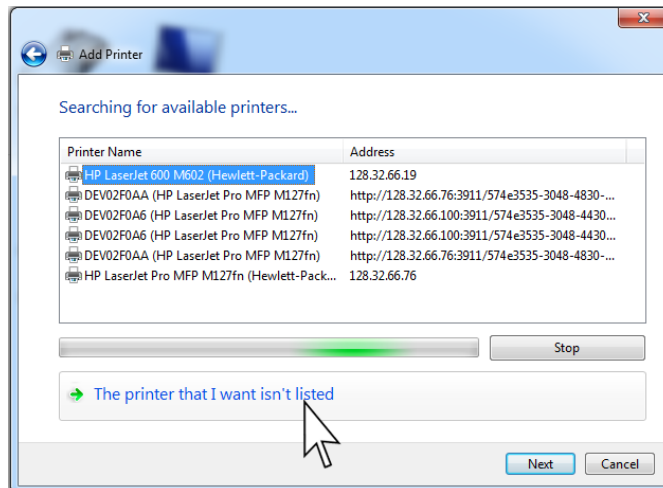
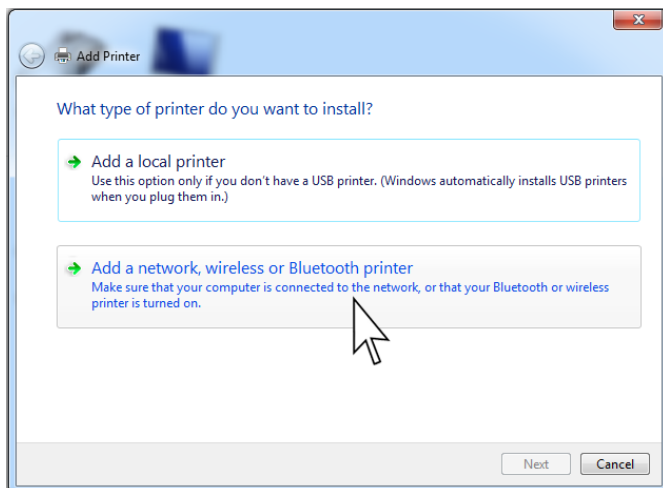
Step	Procedure								
2	<p>In Devices and Printers, select the old printer from the list, then in the top options bar, click Remove device.</p> <p>The old devices' names include:</p> <table border="0"> <tr> <td data-bbox="321 260 544 291">Mail Room (S545)</td> <td data-bbox="727 260 1133 291">Faculty Copy/Print Room (F582)</td> </tr> <tr> <td data-bbox="370 291 646 323">- S545-ColorCopier</td> <td data-bbox="776 291 1052 323">- F582-ColorCopier</td> </tr> <tr> <td data-bbox="370 323 623 354">- S545-ColorX125</td> <td data-bbox="776 323 1029 354">- F582-ColorX125</td> </tr> <tr> <td data-bbox="370 354 639 386">- S545-ColorX5790</td> <td data-bbox="776 354 1045 386">- F582-ColorX5790</td> </tr> </table>	Mail Room (S545)	Faculty Copy/Print Room (F582)	- S545-ColorCopier	- F582-ColorCopier	- S545-ColorX125	- F582-ColorX125	- S545-ColorX5790	- F582-ColorX5790
Mail Room (S545)	Faculty Copy/Print Room (F582)								
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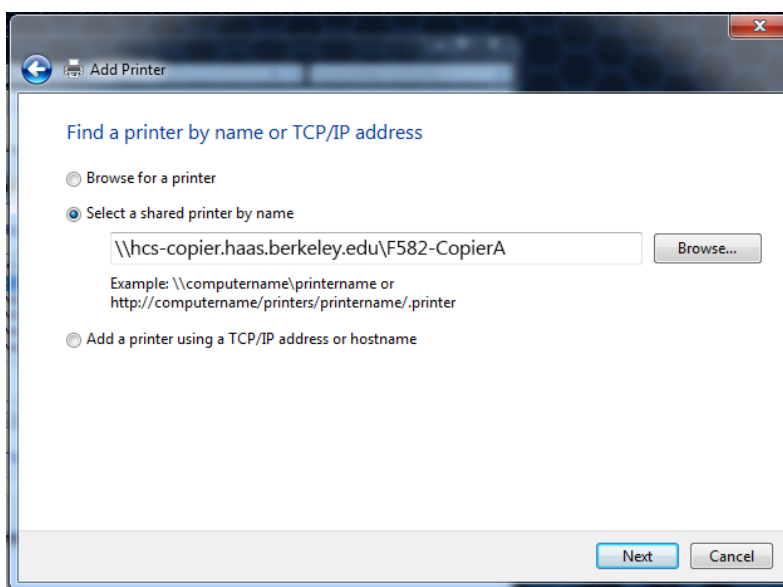
Step	Procedure
3	Once you have successfully removed the old copiers and printers, go back to Devices and Printers and in the top options bar, click on Add a printer .



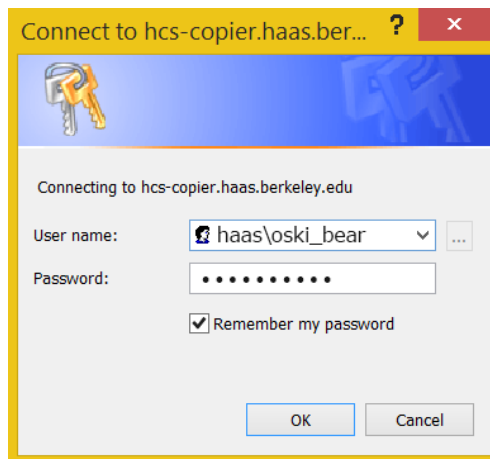
Step	Procedure
4	In the ensuing dialog boxes, choose Add a network, wireless or Bluetooth printer and click next; then choose The printer that I want isn't listed , and click next.



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-copier.haas.berkeley.edu followed by the copier/printer name. You can copy-and-paste from the list below.</p> <p>Your options include:</p> <table border="0" data-bbox="207 352 1417 531"> <tr> <td data-bbox="207 352 812 384">Mail Room (S545)</td> <td data-bbox="878 352 1417 384">Faculty Copy/Print Room (F582)</td> </tr> <tr> <td data-bbox="207 394 812 426">\\hcs-copier.haas.berkeley.edu\S545-CopierA</td> <td data-bbox="878 394 1417 426">\\hcs-copier.haas.berkeley.edu\F582-CopierA</td> </tr> <tr> <td data-bbox="207 443 812 474">\\hcs-copier.haas.berkeley.edu\S545-CopierB</td> <td data-bbox="878 443 1417 474">\\hcs-copier.haas.berkeley.edu\F582-CopierB</td> </tr> <tr> <td data-bbox="207 491 812 522">\\hcs-copier.haas.berkeley.edu\S545-Color</td> <td data-bbox="878 491 1417 522">\\hcs-copier.haas.berkeley.edu\F582-Color</td> </tr> </table> <p>Once you've typed in the copier/printer address, click Next.</p>	Mail Room (S545)	Faculty Copy/Print Room (F582)	\\hcs-copier.haas.berkeley.edu\S545-CopierA	\\hcs-copier.haas.berkeley.edu\F582-CopierA	\\hcs-copier.haas.berkeley.edu\S545-CopierB	\\hcs-copier.haas.berkeley.edu\F582-CopierB	\\hcs-copier.haas.berkeley.edu\S545-Color	\\hcs-copier.haas.berkeley.edu\F582-Color
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\\hcs-copier.haas.berkeley.edu\S545-Color	\\hcs-copier.haas.berkeley.edu\F582-Color								



Step	Procedure
6	<p>You may be asked to authenticate with your Haas login.</p>



Step	Procedure
7	<p>The copier/printer driver will take a few minutes to automatically download and install, after which you should receive the notification that the copier/printer was successfully added.</p> <p>Repeat the process to add other copiers/printers from the Mail Room and Faculty Copy/Print Room pool.</p>

