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.

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<td>To begin, please <strong>Restart</strong> your computer. This ensures that the new list of copier/printers will push to your computer properly. &lt;br&gt; Once you’ve completed the restart, access your <strong>Devices and Printers</strong> 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</strong> option.</td>
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<td>In Devices and Printers, select the old printer from the list, then in the top options bar, click <strong>Remove device</strong>. The old devices’ names include:</td>
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<td><strong>Mail Room (S545)</strong>: S545-ColorCopier, S545-ColorX125, S545-ColorX5790</td>
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Step | Procedure
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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**.

![Image of Devices and Printers window](image)

Step | Procedure
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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.

![Image of Add Printer dialog boxes](image)
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-copier.haas.berkeley.edu` followed by the copier/printer name. You can copy-and-paste from the list below.

Your options include:

**Mail Room (S545)**
- `\hcs-copier.haas.berkeley.edu\S545-CopierA`
- `\hcs-copier.haas.berkeley.edu\S545-CopierB`
- `\hcs-copier.haas.berkeley.edu\S545-Color`

**Faculty Copy/Print Room (F582)**
- `\hcs-copier.haas.berkeley.edu\F582-CopierA`
- `\hcs-copier.haas.berkeley.edu\F582-CopierB`
- `\hcs-copier.haas.berkeley.edu\F582-Color`

Once you’ve typed in the copier/printer address, click **Next**.

6. You may be asked to authenticate with your **Haas login**.
7  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.

Repeat the process to add other copiers/printers from the Mail Room and Faculty Copy/Print Room pool.