How do I Add Haas Student Printers on my Mac?

This document was created on Yosemite, 10.10.2, but the instructions should be the same or similar for earlier Mac OSs.

<table>
<thead>
<tr>
<th>Step</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Go to System Preferences/Print &amp; Scan</td>
</tr>
<tr>
<td>2</td>
<td>Click on the “+” Sign as shown below</td>
</tr>
</tbody>
</table>

![Image of System Preferences/Print & Scan]

![Image of Print & Scan settings]
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| 3    | If you do not see the “Advanced” icon, then Right-Click on the Toolbar and Select “Customize Toolbar…”  
If you already have the “Advanced” icon, then skip to Step 5 |
<p>| 4    | Select and drag the “Advanced” icon to the Toolbar, and then Click “Done” |</p>
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<tr>
<td>5</td>
<td>Click the “Advanced” Icon</td>
</tr>
<tr>
<td>6</td>
<td>Select “Windows printer via spoolss” from the Type dropdown menu.</td>
</tr>
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</table>
### Step 7

For the URL, type: `smb://hcs-labprinter.haas.berkeley.edu/hcs-lab`

**Name:** Hcs-Lab  
**Location:** Main Lab  
**User:** Generic PostScript Printer

Then Click "Add"

(Use same procedure to add other network printers such as: hcs-color1, grad-lounge, hcs-manual, hcs-library, please see the end of the document for a full list of printers)

![Add Printer Screen](image.png)
### Step 8
Select the checkbox for "**Duplex Printing Unit**" and then Click "**OK**".

#### Procedure

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<td>8</td>
<td>Select the checkbox for &quot;<strong>Duplex Printing Unit</strong>&quot; and then Click &quot;<strong>OK</strong>&quot;.</td>
</tr>
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</table>

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#### Procedure

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<td>9</td>
<td>The printer you just added should now appear in the left detail panel as shown below.</td>
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### Step 9
The printer you just added should now appear in the left detail panel as shown below.

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<td>9</td>
<td>The printer you just added should now appear in the left detail panel as shown below.</td>
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<td>Step</td>
<td>Procedure</td>
</tr>
<tr>
<td>------</td>
<td>------------</td>
</tr>
<tr>
<td>10</td>
<td>Send a test print job to the printer you just added from the Safari Browser. Your print job will first go to your Mac Local Print Queue where you will then have to release it by Clicking “Resume” as shown below.</td>
</tr>
</tbody>
</table>

![Image of printer interface with Resume button highlighted]

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| 11   | Please enter your Haas Credentials in the following format:  
Name: haas\username  
Password: **********  
Select “Remember this password in my Keychain” if you would like your password saved for future printing. We recommend that you do save it to avoid typing it in each time you need to print.  

![Image of printer interface highlighting the credential entry fields]

Enter your name and password for the printer “hcs-lab”.  
Name: haas\ramon_soto  
Password: **********  
Remember this password in my keychain

[OK]
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<tr>
<td>12</td>
<td>Your Print Job will be sent to our Haas Printers once it disappears from your Local Mac Queue. You are Finished!!!</td>
</tr>
</tbody>
</table>

Haas Student Printers:

- **MBAs**
  - Hcs-Lab
  - Hcs-Color1 & 2
  - Hcs-Classroom
  - Hcs-Manual
  - Express Printers
  - Hcs-Library
  - Grad-Lounge
  - Hcs-Bofamericaforum

- **Undergrads**
  - Hcs-Color2
  - Hcs-Classroom
  - Hcs-Manual
  - Express Printers
  - Hcs-Library
  - Ug-Lounge
  - Hcs-Bofamericaforum

- **MFEs**
  - Hcs-Lab
  - Hcs-Color1 & 2
  - Hcs-Classroom
  - Hcs-Manual
  - Express Printers
  - Hcs-Library
  - Hcs-Manual
  - Grad-Lounge
  - Hcs-Bofamericaforum

- **PhDs**
  - Phd-Lab
  - Phd-Lounge
  - Phd-Lounge2
  - Hcs-Lab
  - Hcs-Color1 & 2
  - Hcs-Classroom
  - Hcs-Manual
  - Express Printers
  - Hcs-Library
  - Grad-Lounge
  - Hcs-Bofaforum

![Print Queue Screenshot](image)