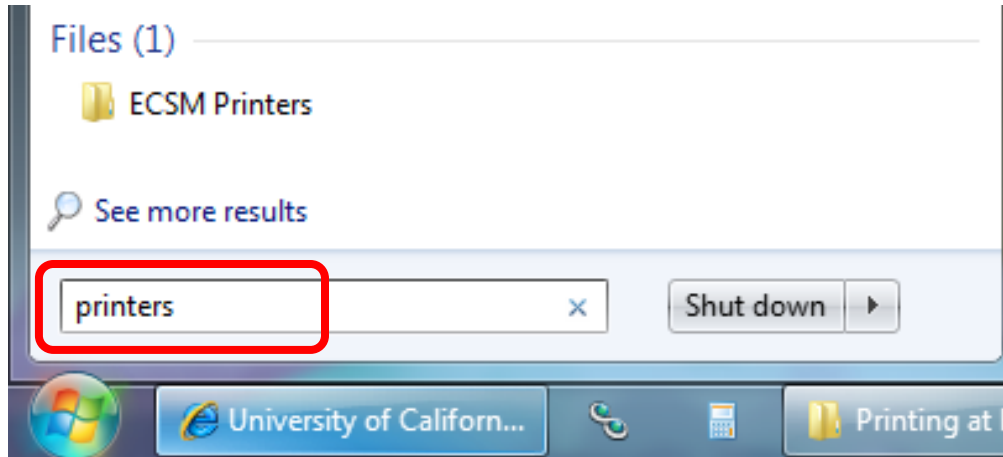
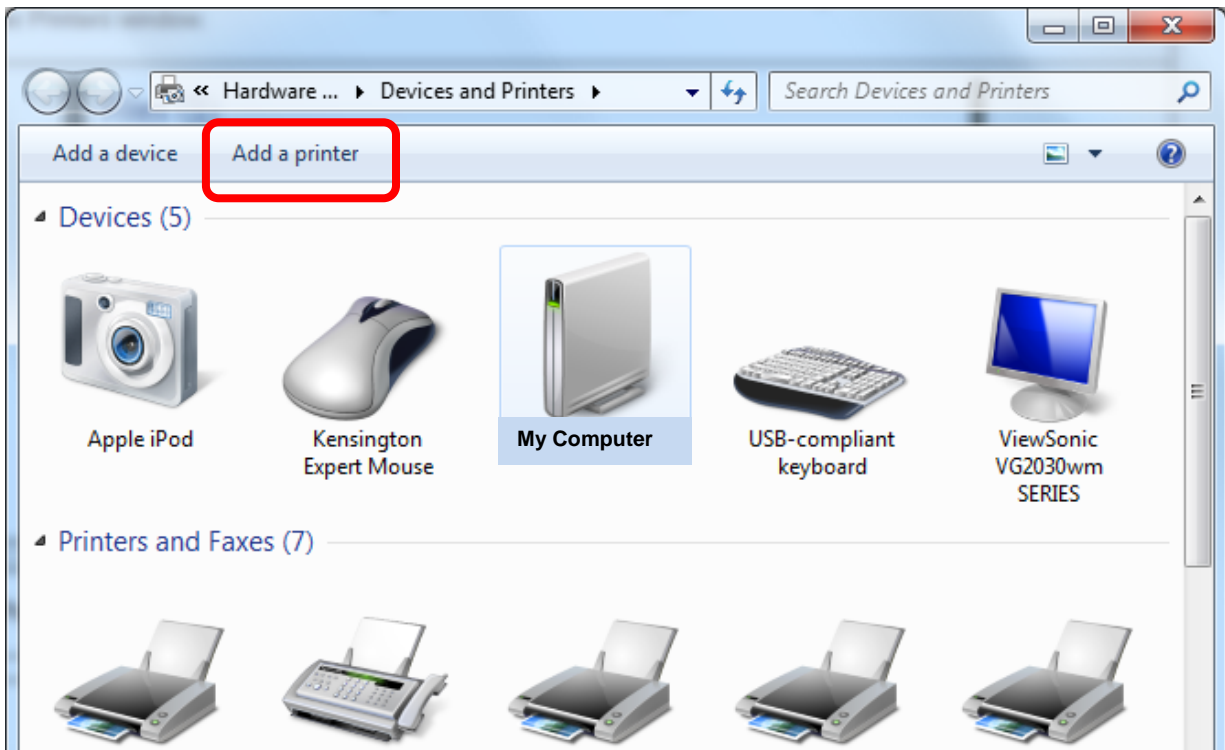


How do I Map a Printer in Windows Vista/Windows 7?

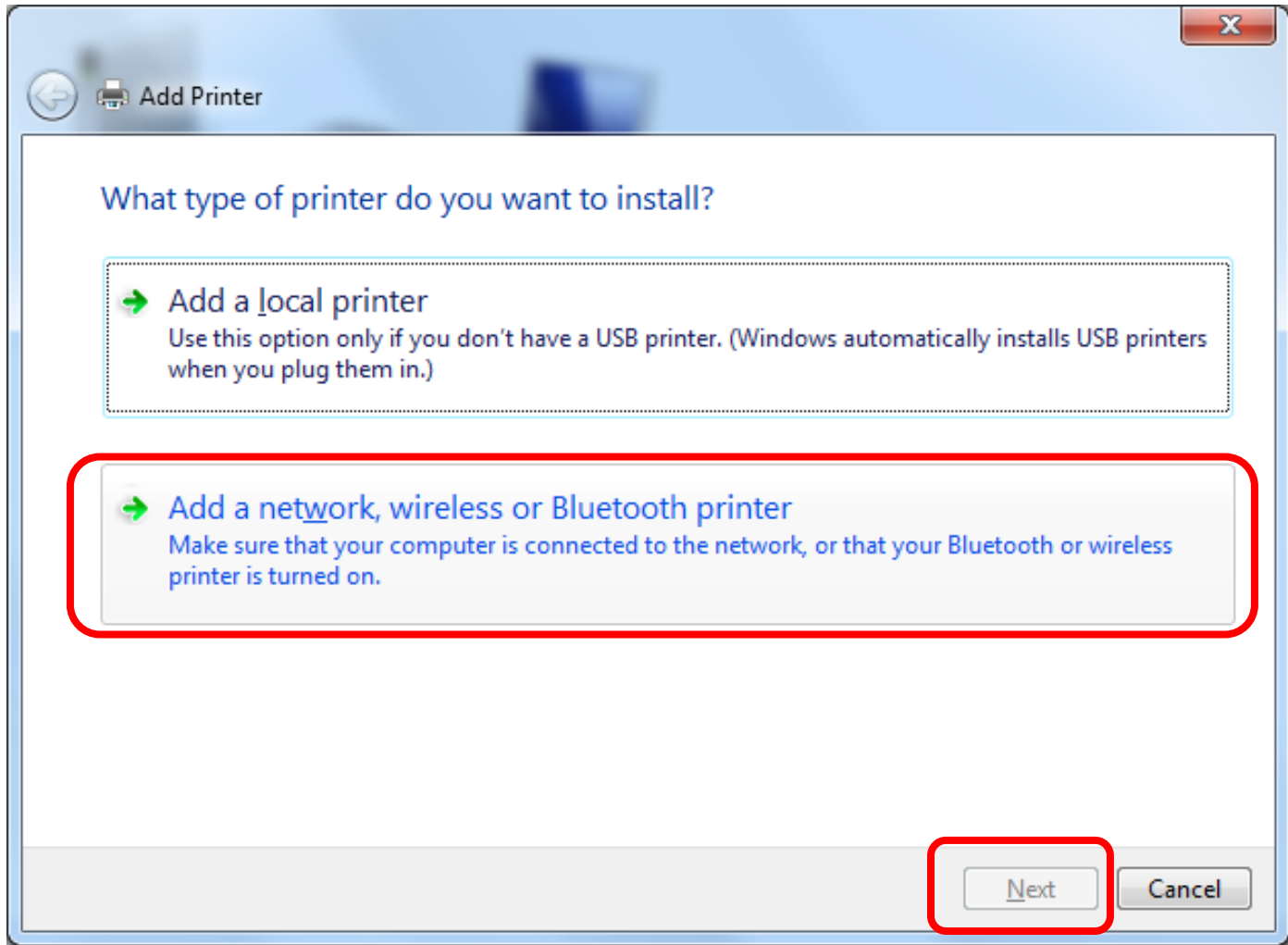
Step	Procedure
1	To map a Haas printer in Windows Vista, go to the Start Menu and type the word “ printers ” at Start Search to open the Printers window.



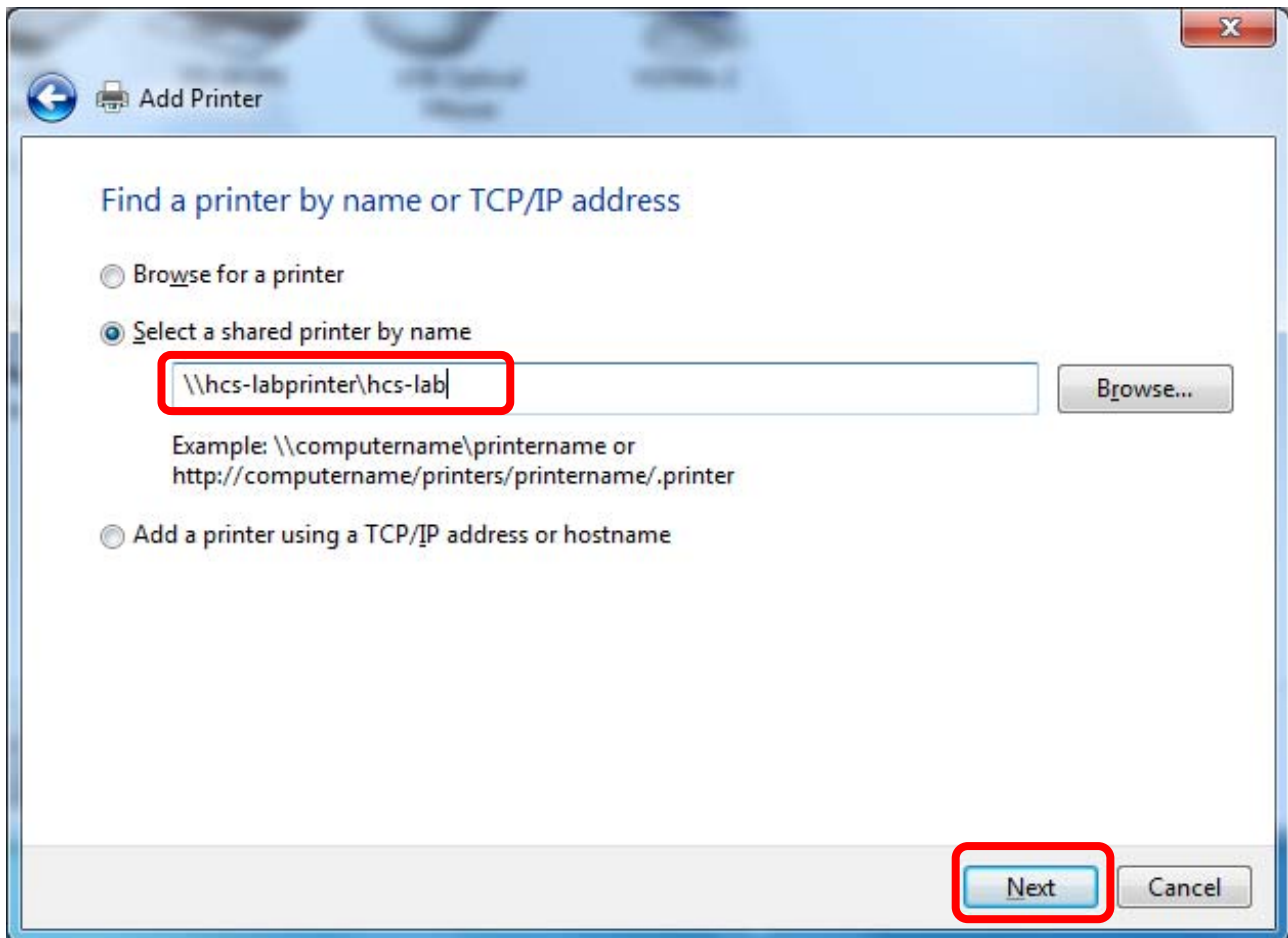
Step	Procedure
2	At the Printers window click the Add a Printer button.



Step	Procedure
3	At the next window select the second link “ Add a network, wireless or Bluetooth printer ” Click Next .

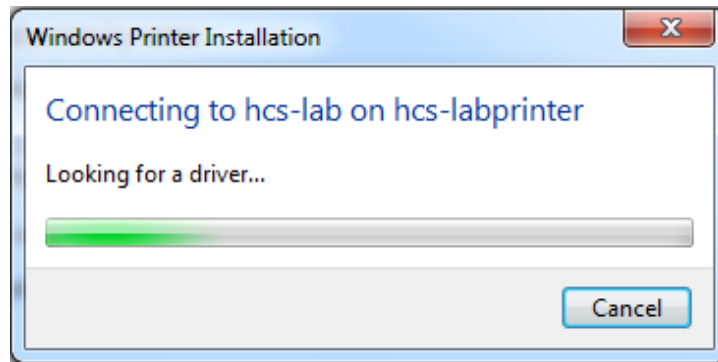


Step	Procedure		
4	<p>If you are adding a printer on your laptop you may need to specify the path to the printer you would like to add-- since it may not be found automatically as in the previous step. If this is the case, click the link “ The printer that I want isn’t listed”</p> <ol style="list-style-type: none"> You will then see the window “Find a printer by name or TCP/IP address” Select the second radio button, and type the path to the printer in the field in using the format : \\server name\printer name <i>The server name is hcs-labprinter</i>. So, for example, to map the printer hcs-color2 you would enter the path: \\hcs-labprinter\hcs-color2 <p>Below is a list of available printers to students:</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><i>In the Computer Lab</i></p> <p>Hcs-Lab (two main printers in the lab) Ug-Lab (black and white printer for Undergraduate students) Hcs-Manual (next to the front desk, used for printing resumes or special paper) Hcs-Classroom (located in Computer Center , s300t) Hcs-Color1 (Color printer) Hcs-Color2 (Color printer)</p> </td> <td style="vertical-align: top;"> <p><i>Library</i></p> <p>Hcs-Library (printer in 2nd floor of the library)</p> <p><i>MBA Lounge</i></p> <p>Grad-Lounge (printer in the MBA lounge, F330)</p> <p><i>Undergraduate Lounge</i></p> <p>UG-Lounge (printer in the undergraduate lounge, F371)</p> <p><i>Cheit Hall</i></p> <p>C122-Lj9050</p> </td> </tr> </table> <p>Click Next once you enter the printer’s path.</p>	<p><i>In the Computer Lab</i></p> <p>Hcs-Lab (two main printers in the lab) Ug-Lab (black and white printer for Undergraduate students) Hcs-Manual (next to the front desk, used for printing resumes or special paper) Hcs-Classroom (located in Computer Center , s300t) Hcs-Color1 (Color printer) Hcs-Color2 (Color printer)</p>	<p><i>Library</i></p> <p>Hcs-Library (printer in 2nd floor of the library)</p> <p><i>MBA Lounge</i></p> <p>Grad-Lounge (printer in the MBA lounge, F330)</p> <p><i>Undergraduate Lounge</i></p> <p>UG-Lounge (printer in the undergraduate lounge, F371)</p> <p><i>Cheit Hall</i></p> <p>C122-Lj9050</p>
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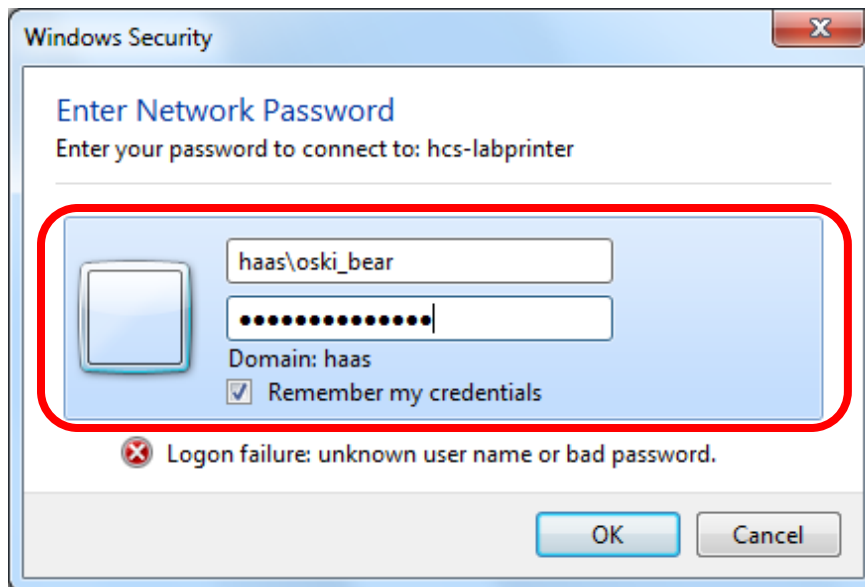
Step	Procedure
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5	You will then see the Windows Printer Installation window where your computer is trying to connect to the printer.
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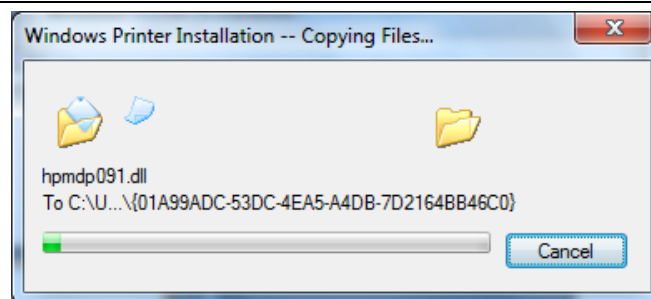
Step	Procedure
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6	<p>You will be asked for your Haas credentials once your computer connects to the server. Please enter them in the format below:</p> <p>Username: haas\your username Password: your Haas password</p> <p>Also make sure the box “Remember my credentials” is checked. That way you will not be asked for this password in the future. Click OK when done.</p>
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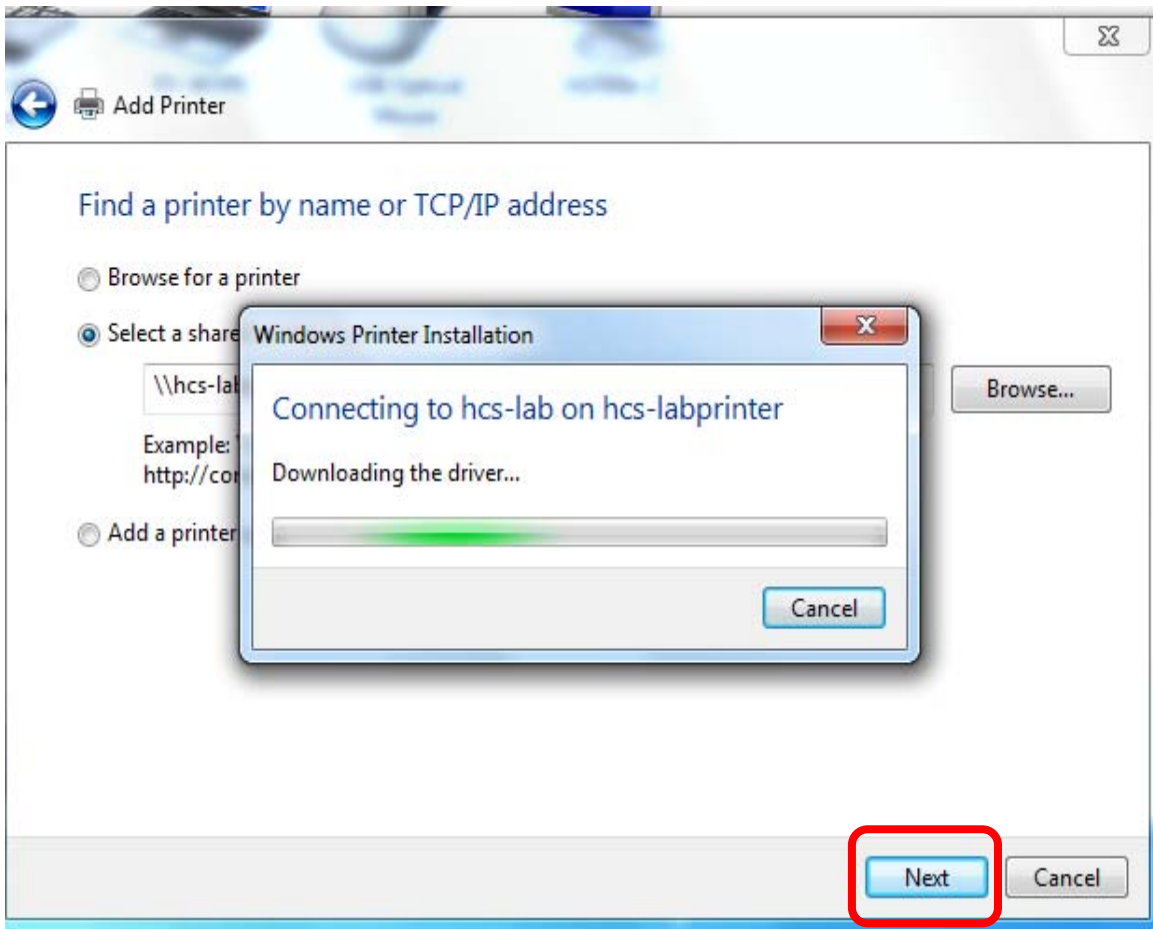
Step	Procedure
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7	After you enter the right credentials the driver for the printer that you are trying to map will be installed on your computer.
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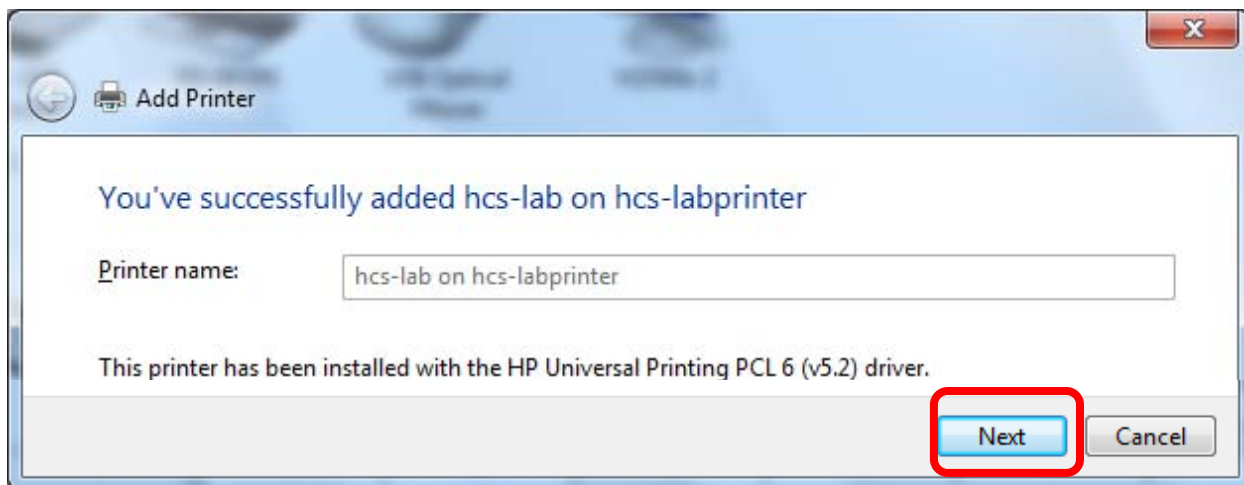
Step	Procedure
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8	You will see a progress window similar to the one below. It will take a few seconds for the driver to install . When it is done, click Next .
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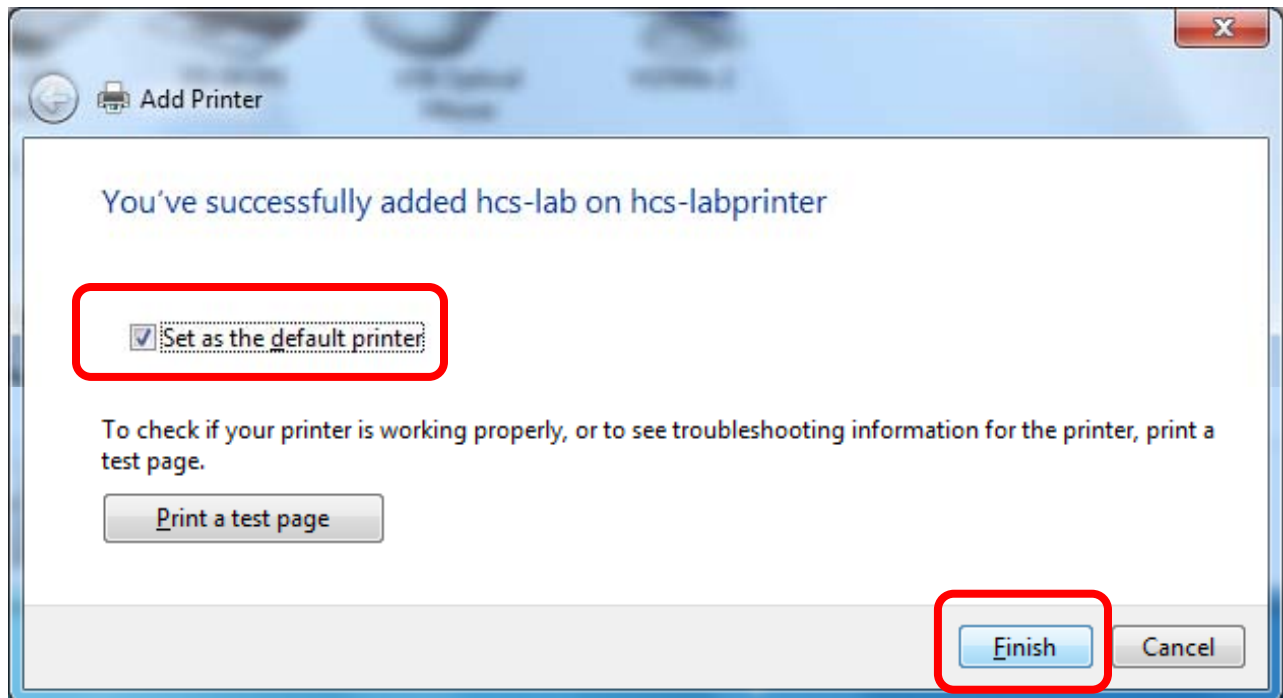


Step	Procedure
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9	At the following window click Next .
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Step	Procedure
10	<p>Click the box “Set as the default printer” if you would like for this to be your default printer. If you don’t want it to be your default printer leave the box unchecked.</p> <p>Then click Finish.</p>



Step	Procedure
11	<p>Once you click Finish your printer will be added. You will then be able to find it at the Printers window. To get there go to the Start Menu > Search programs and files, type “Printers”, and then press Enter.</p>

