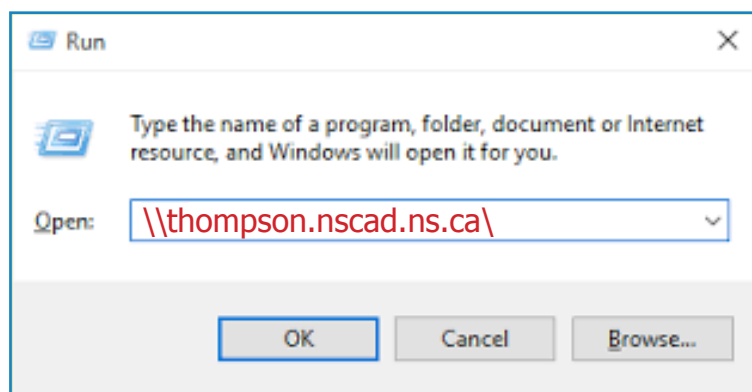


# Adding Port Campus Printer to Windows 10 Computers



- 1 Windows 10:** right-click on the Windows icon and from the **Start** menu, choose **Run**. Type the following into the Run window: `\\thompson.nscad.ns.ca\`  
**Click OK.**

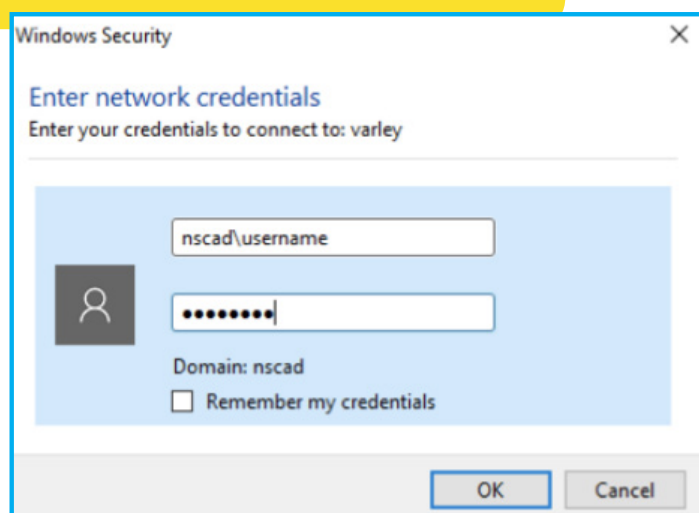


**Using Windows 7?** from the Windows Start menu, type the following into the "Search programs and files" field: `\\thompson.nscad.ns.ca\` and then hit the Enter/Return key on your keyboard.

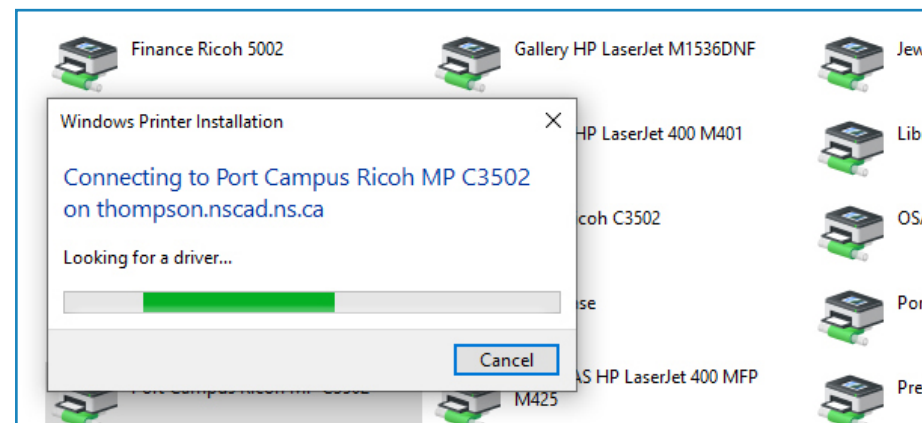
- 2** When prompted, enter your NSCAD user name and password. If the "domain" is not being specified as NSCAD, add `nscad\` in front of your user name. i.e. `nscad\johnsmith`. **Click OK.**

If you have previously added a NSCAD printer, you will not be asked for this.

**Do not add @nscad.ca to username!**

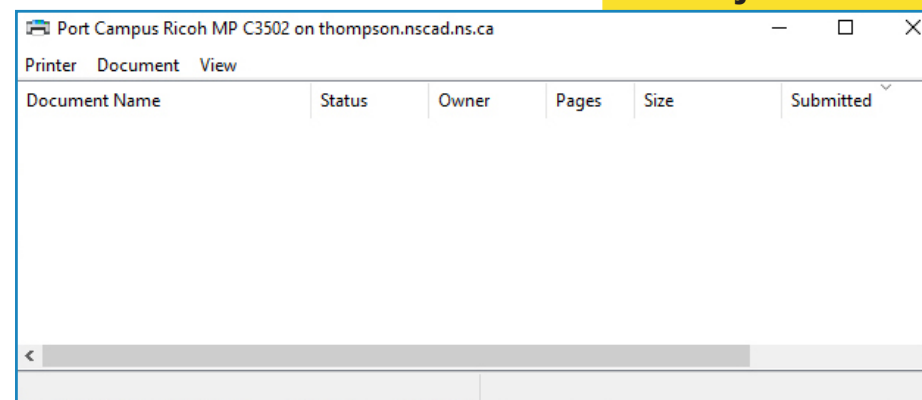


- 3** In the printer list, double-click **Port Campus Ricoh MP C3502**. Windows will automatically look for a driver and should begin to install it.

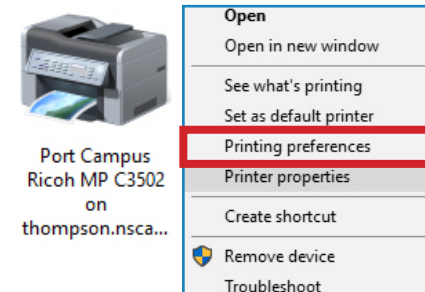


Once the printer is installed, it will display a print job status window for that printer. You may close this window, as well as the main window displaying all the printers. The printer is now installed!

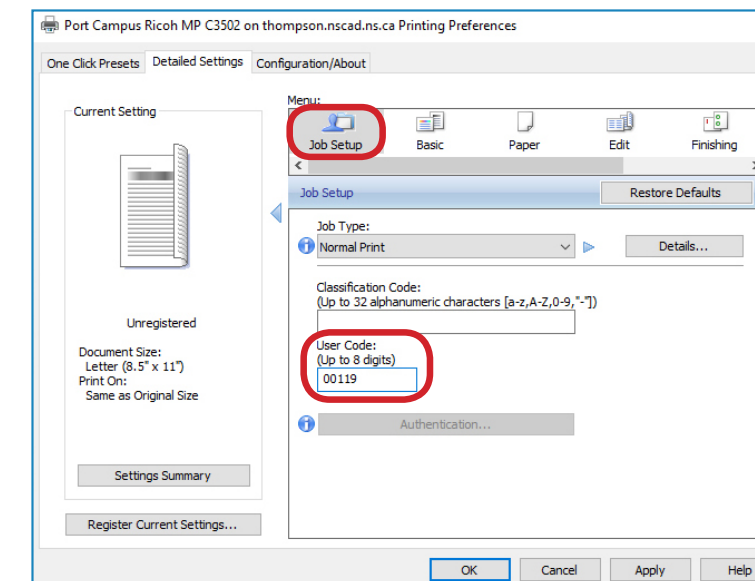
## Print job window



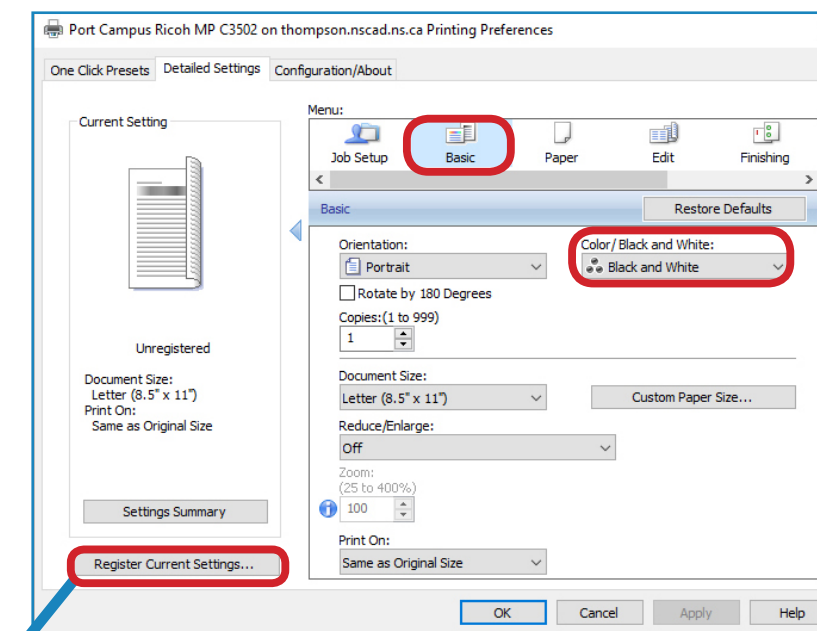
- 4** The Port Printer requires a **User Code** to print. To enter and save this code, open **Devices & Printers** from your **Control Panel**, right-click the printer and select **Printer Preferences**.



- 5** In the Preferences window, choose the **Detailed Settings** tab, then highlight the **Job Setup** tab. Enter **00119** in the **User Code** field. Click on **Apply**.



- 6** **\*\*The 00119 code only prints in greyscale.** Go in the **Basics** tab, and make sure **Black & White** is selected. **Click OK.**



- 7** Click **Register Current Settings...** to save settings as one click preset. Name it **FREE BLACK & WHITE**.

**Codes for printing in color can be purchased at the Service Centre, in the Granville mall, next to NSCAD Supply store.**