

LAPTOP PRINTING INSTRUCTIONS

Adding the Learning Commons Printer to your laptop **MAC**

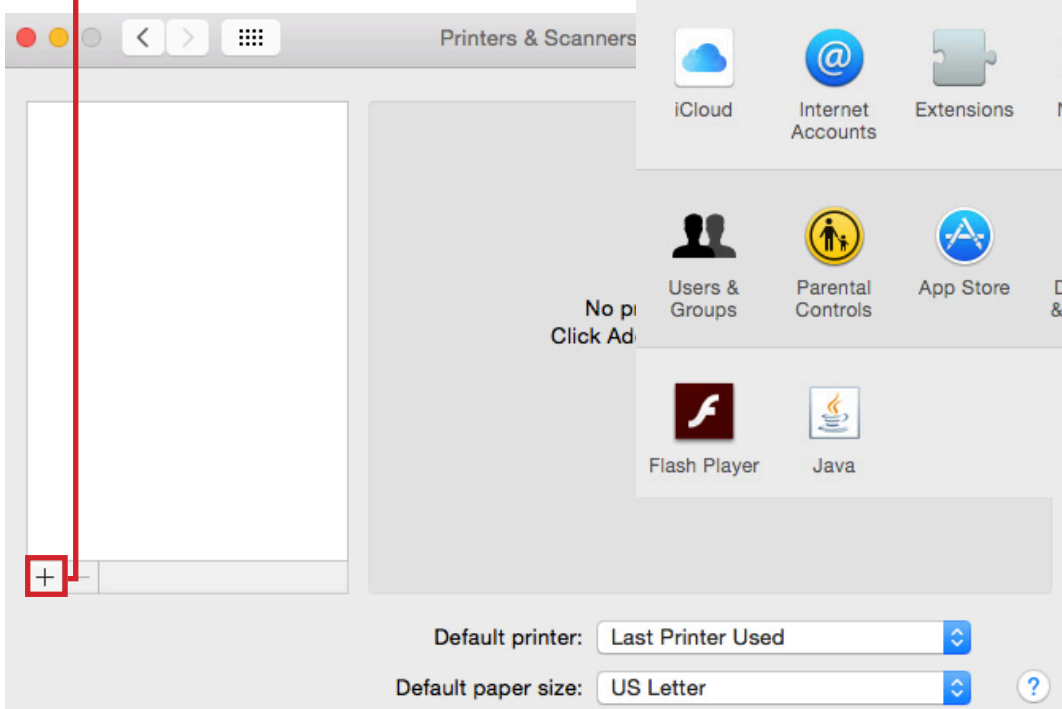
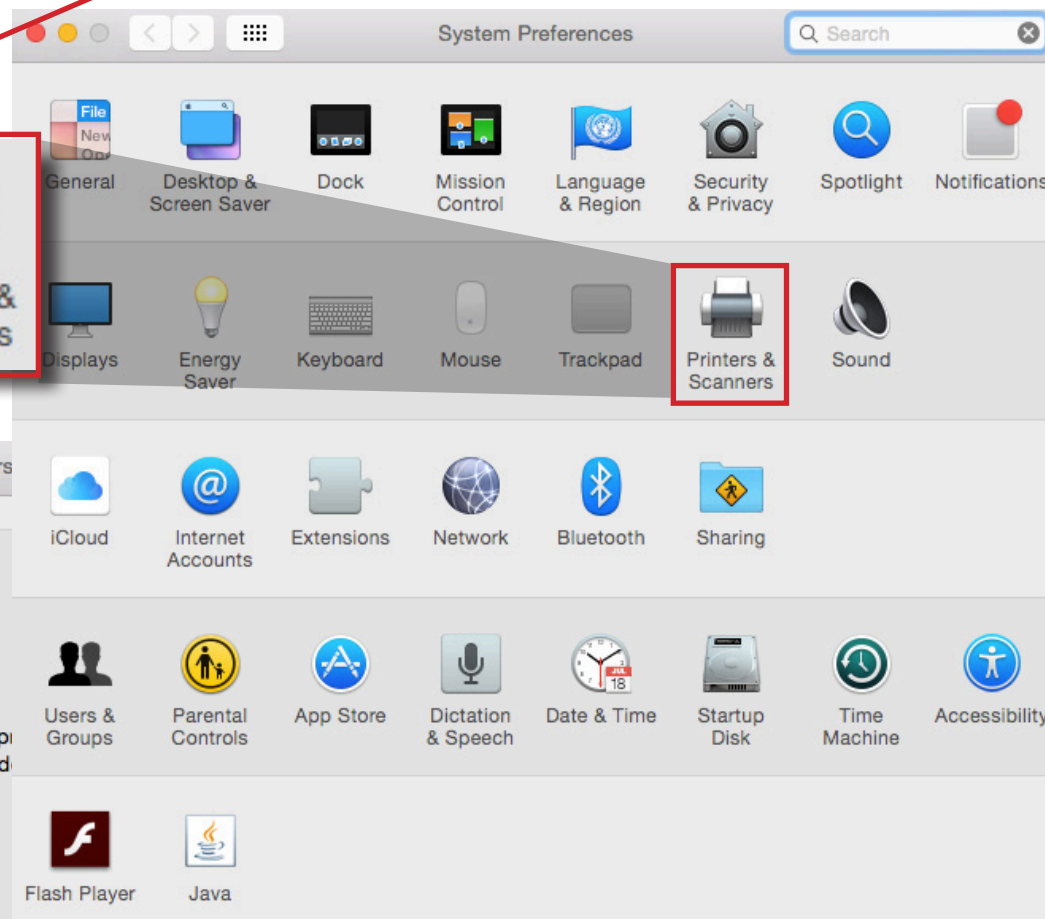
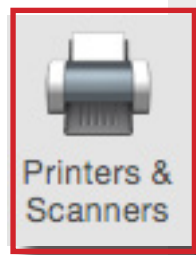
1 If you don't already have it: Download and Install the Ricoh Print Driver

- Go to: ricoh.ca, click on [support & downloads](#) and select [drivers & software](#). In the first search bar, type: [5002sp](#). The printer will appear, click on the link below [driver](#).
- This will lead to the download page. Once there, select your computer's operating system and click download.
- Open the download & install the driver



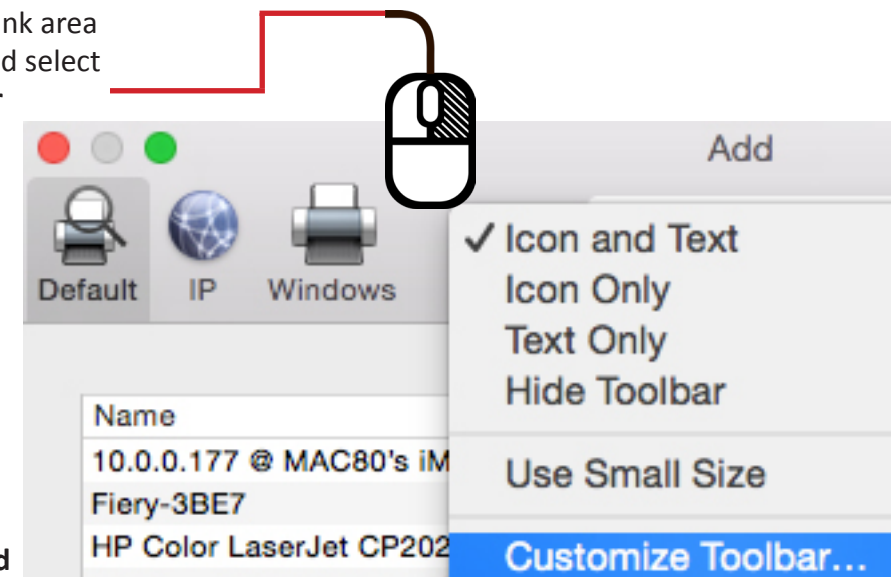
2 Open Your Printer Settings :

- Go to your dock and open **System Preferences**
- Go to **Printers & Scanners**
- Press the **+** to open the Add Printer window



3 Add the Advanced Option Icon: (this is hidden by default)

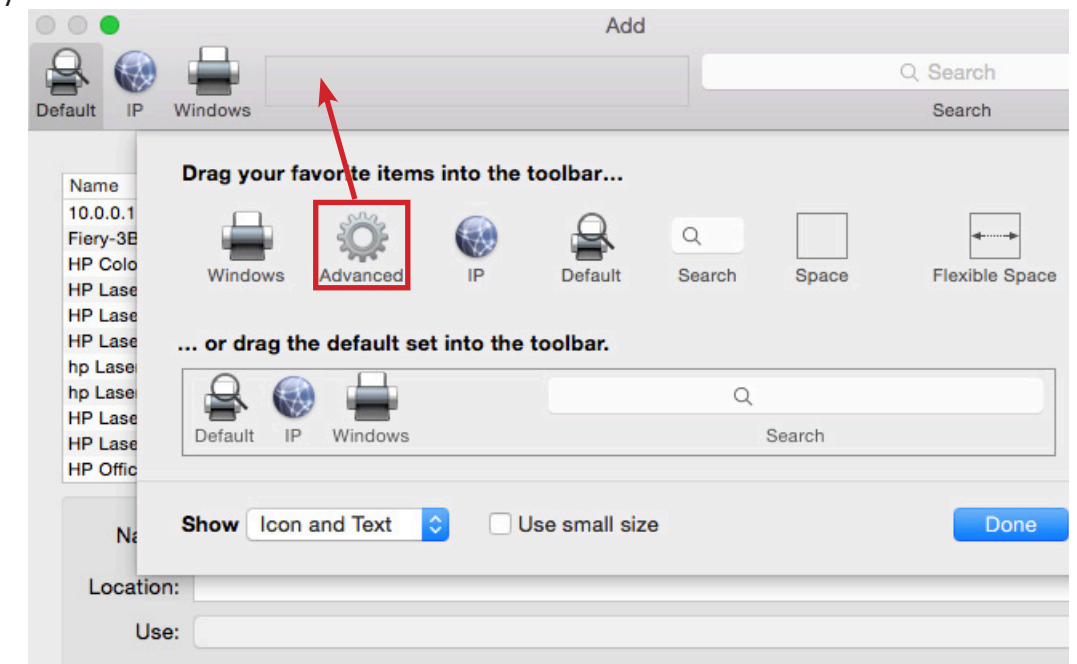
- Right click on a blank area on your toolbar and select **Customize Toolbar**



- Drag the **Advanced** icon into the top gray navigation section of the **Add** window

- Once the **Advanced** icon is added to the top navigation area, click on the icon

- You will see a **Searching for Printers** message, wait for it to finish



4 Add Printer:

• Next to **Type** > select in the drop down menu: *Windows printer via spoolss*

• In the **URL** window > Erase smb:// > type >

smb://10.0.0.50/Learning%20Commons%205002

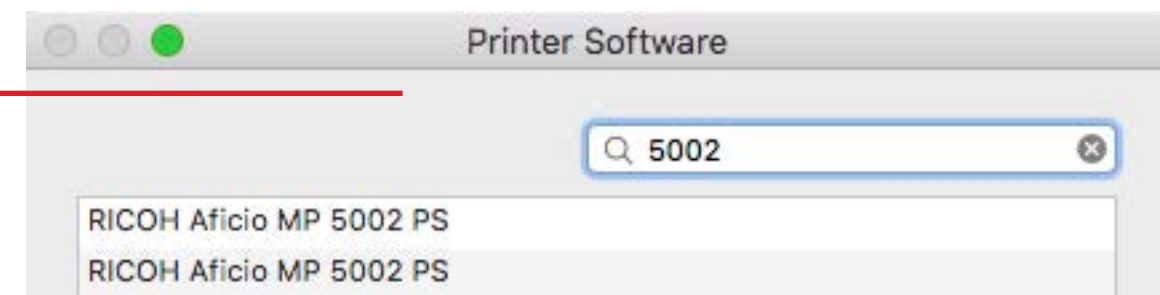
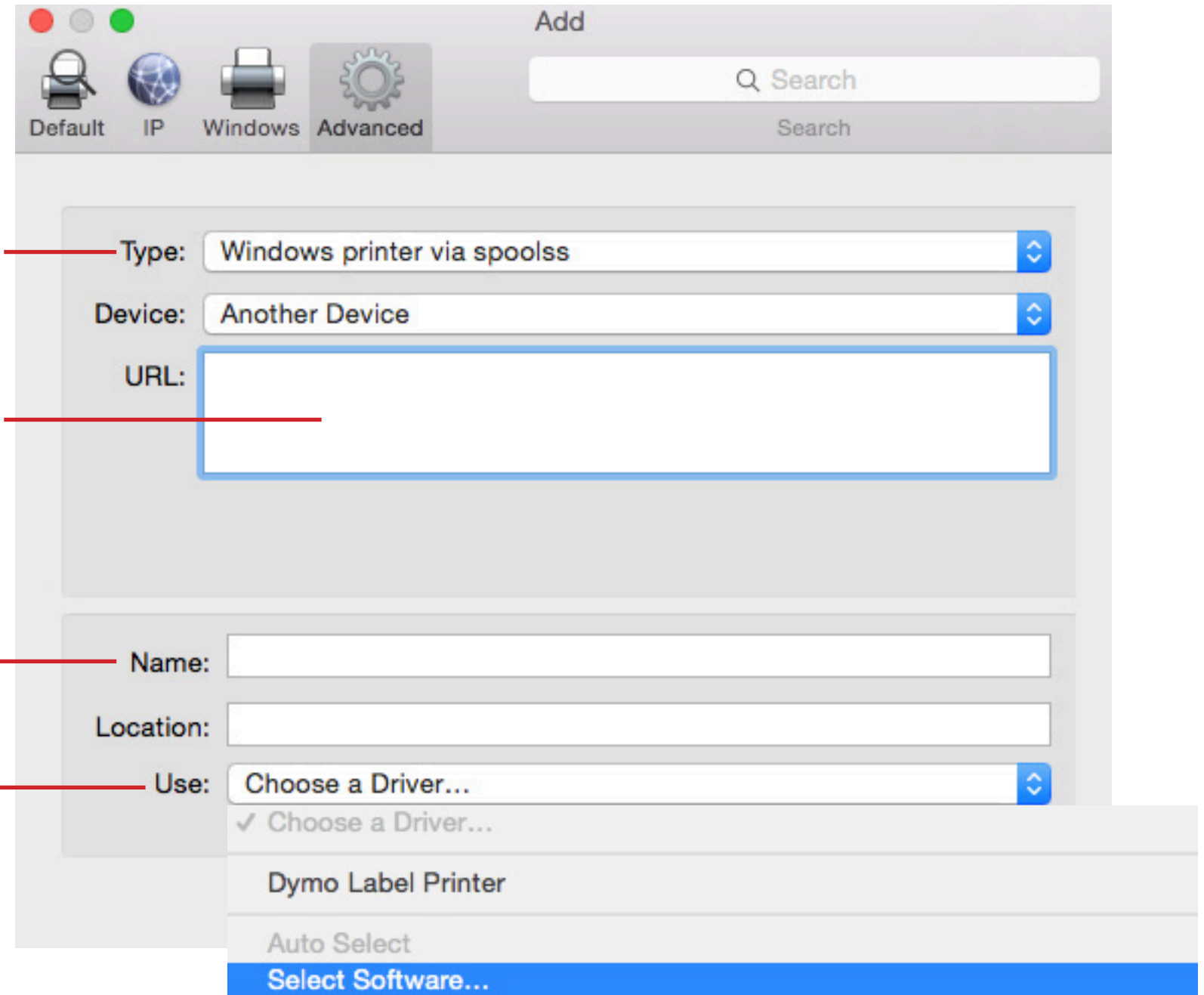
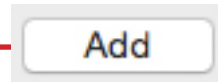
• Next to **Name** > 10.0.0.50 will appear, erase and type: *Learning Commons Printer*

• Next to **Use** > select in drop down menu: *Select Software*

• The **Printer Software** window will appear > In the **search bar** > type *5002*

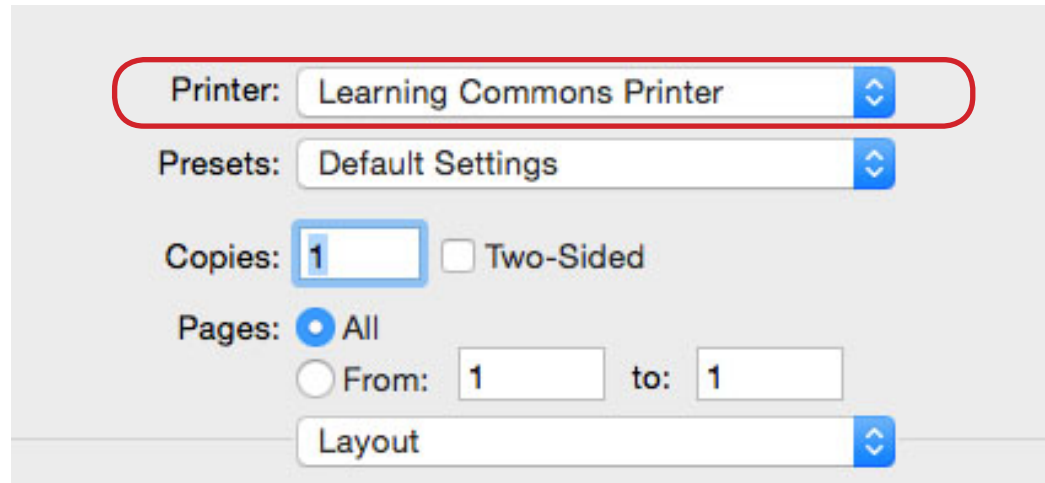
• Select *RICOH Aficio MP 5002PS* and press **OK**

• Click on the **Add** button

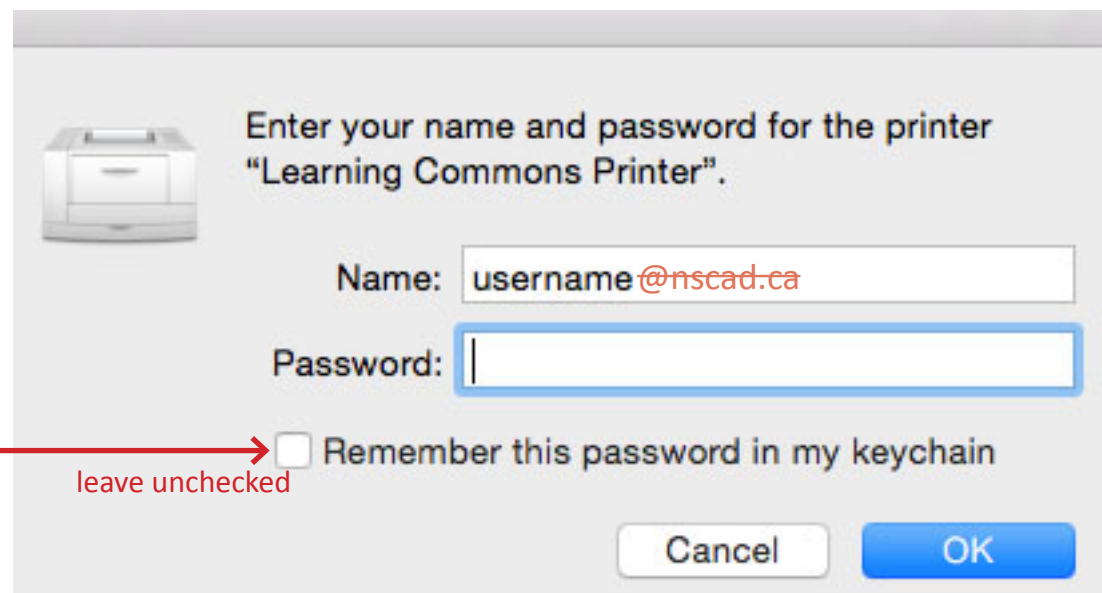


PRINTING FROM YOUR LAPTOP

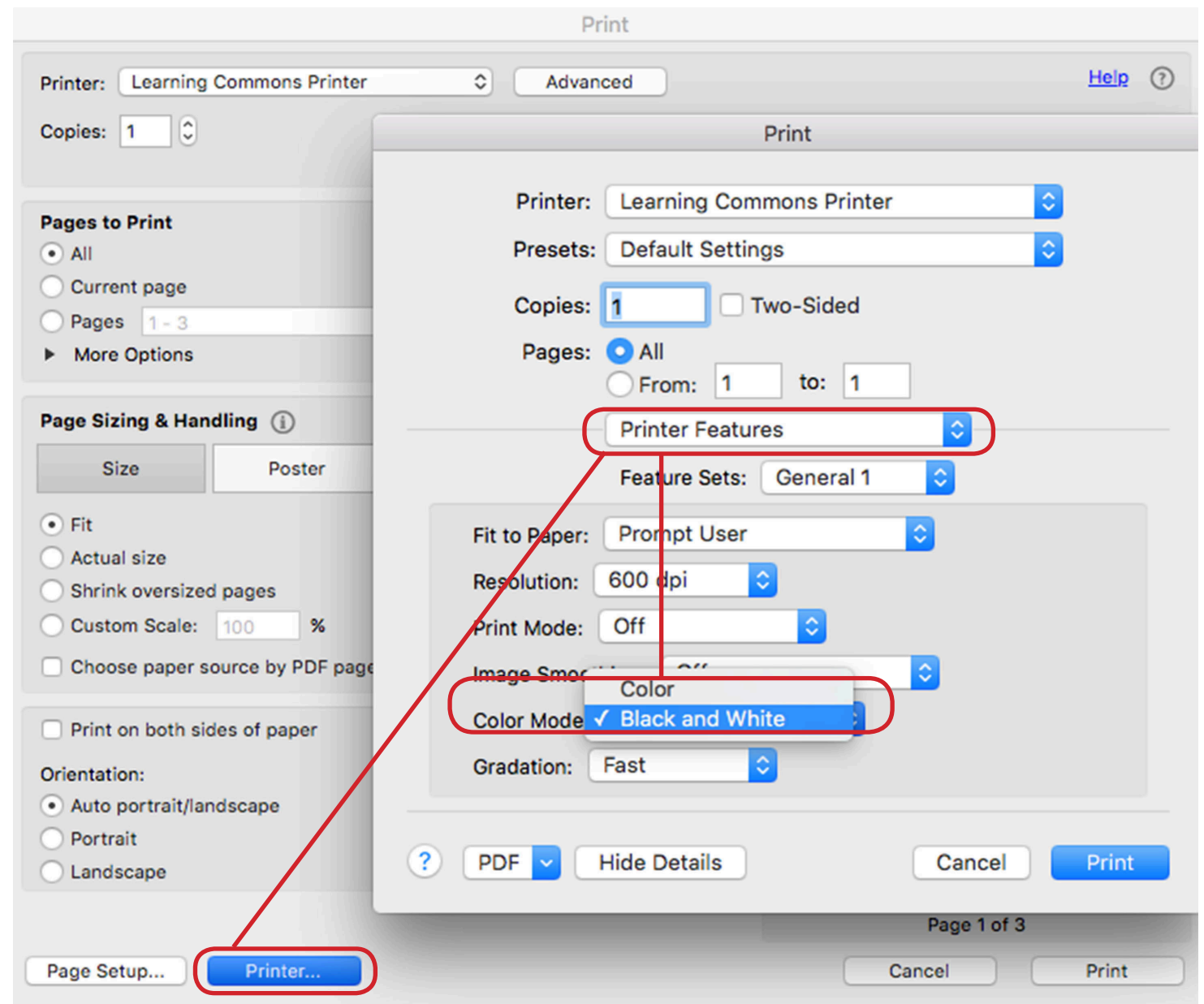
- 1 Go to > **File > Print**
Set > **Printer: Learning Commons Printer**



- 3 You will be asked to provide your NSCAD username and password. These will be the same as what you use to login to your NSCAD email (**without** the @nscad.ca)



- 2 Make sure that you select BLACK & WHITE in the Printer Features > **Printer...** > **Printer Features** > **Color Mode** > **Black and White**



NEVER choose to remember your password on a public device!