

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

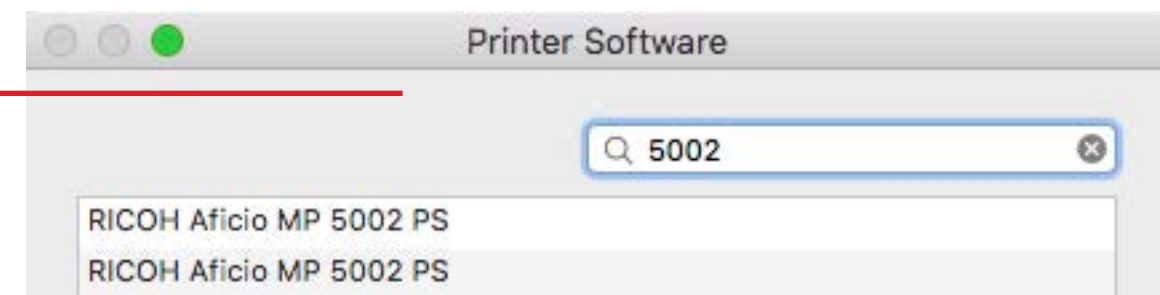
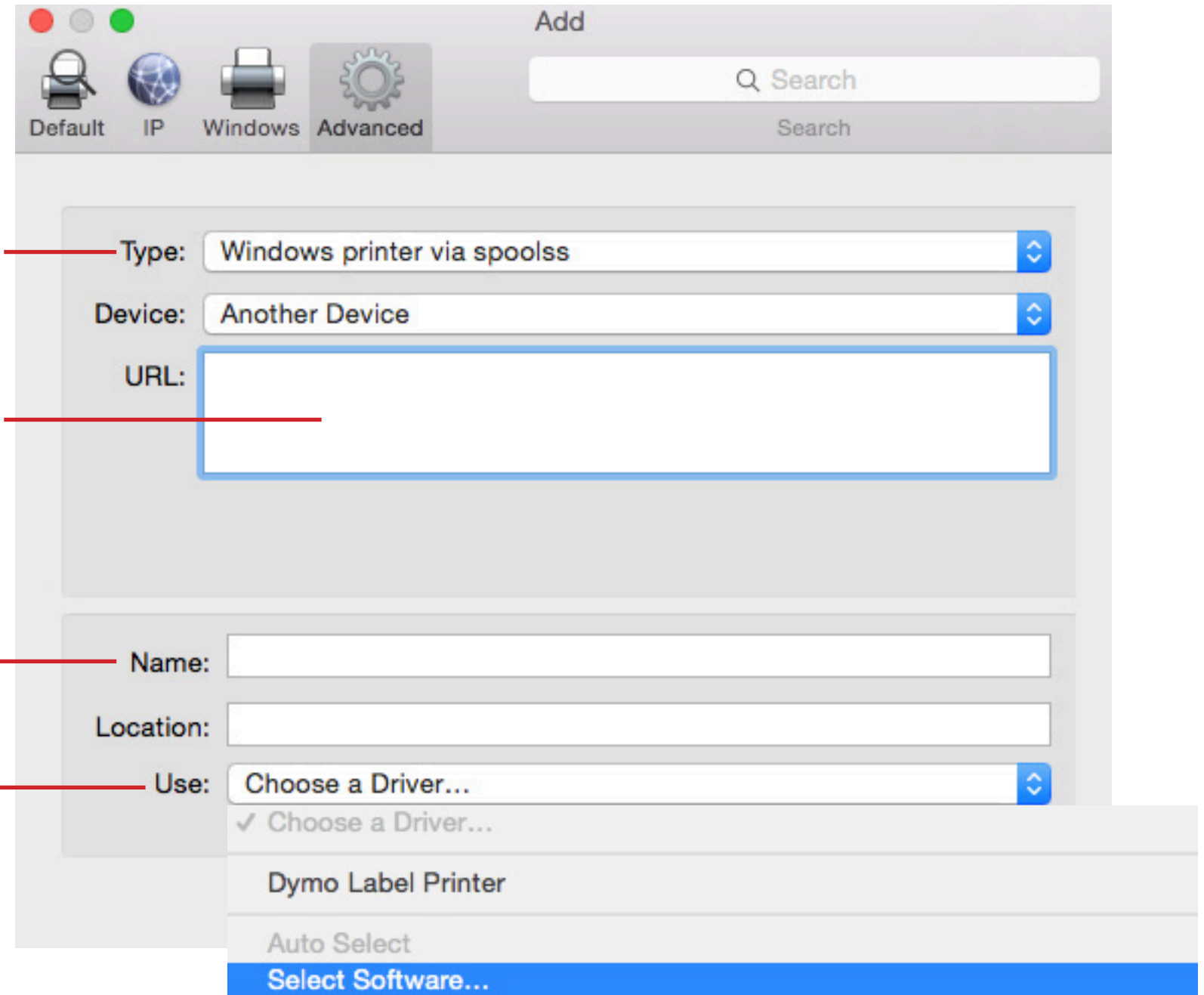
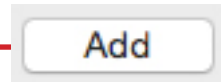
• Next to **Name** > 10.0.0.50 will appear, erase and type: *Learning Commons Printer*

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

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

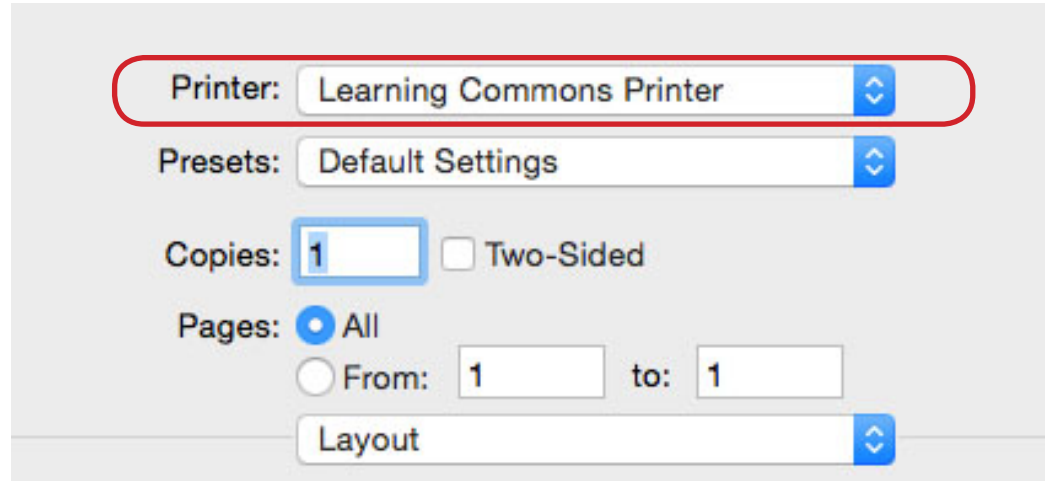
• Select *RICOH Aficio MP 5002PS* and press **OK**

• Click on the **Add** button

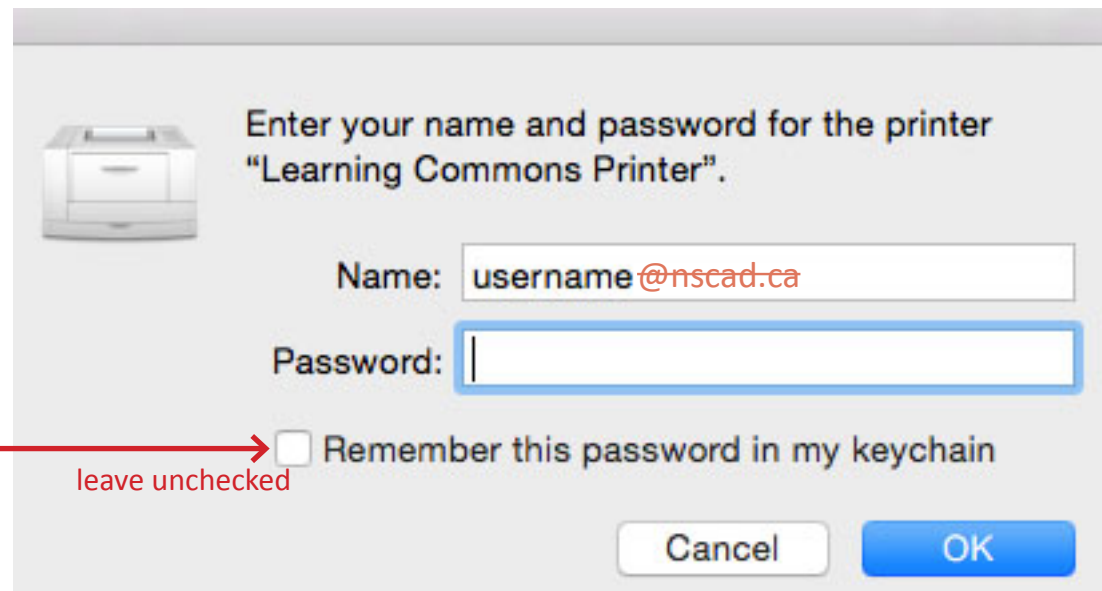


PRINTING FROM YOUR LAPTOP

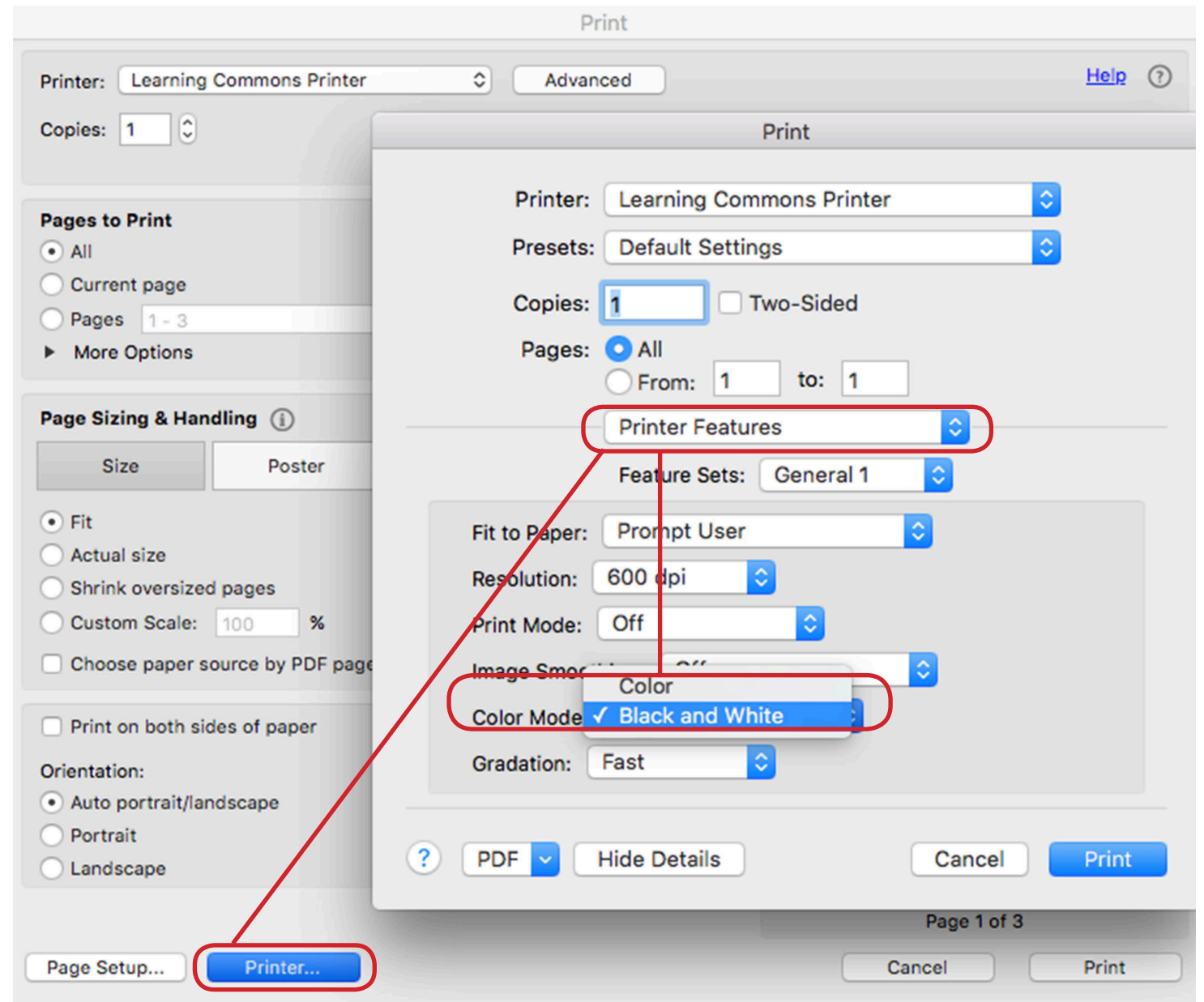
- 1 Go to > **File > Print**
Set > **Printer: Learning Commons Printer**



- 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!