

LAPTOP PRINTING INSTRUCTIONS

Adding the Multimedia North Block Printer to your laptop **MAC**

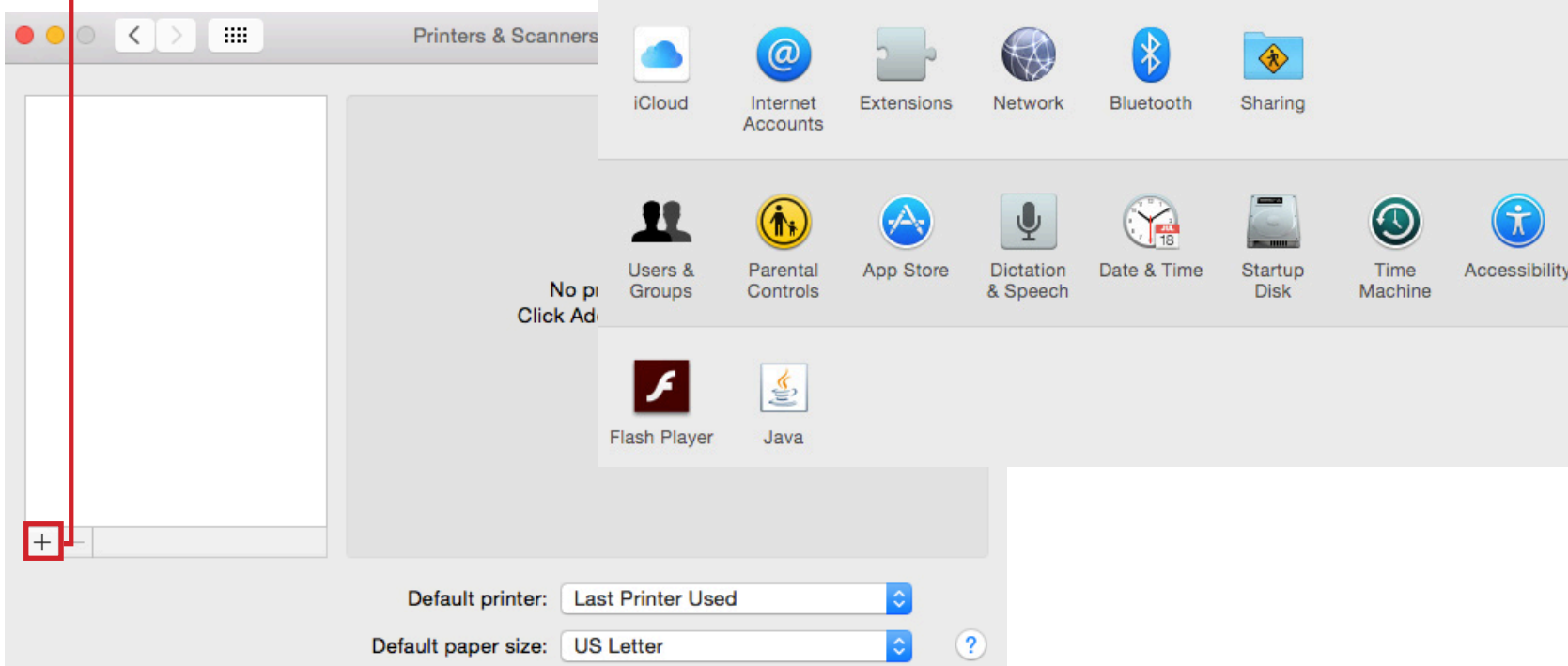
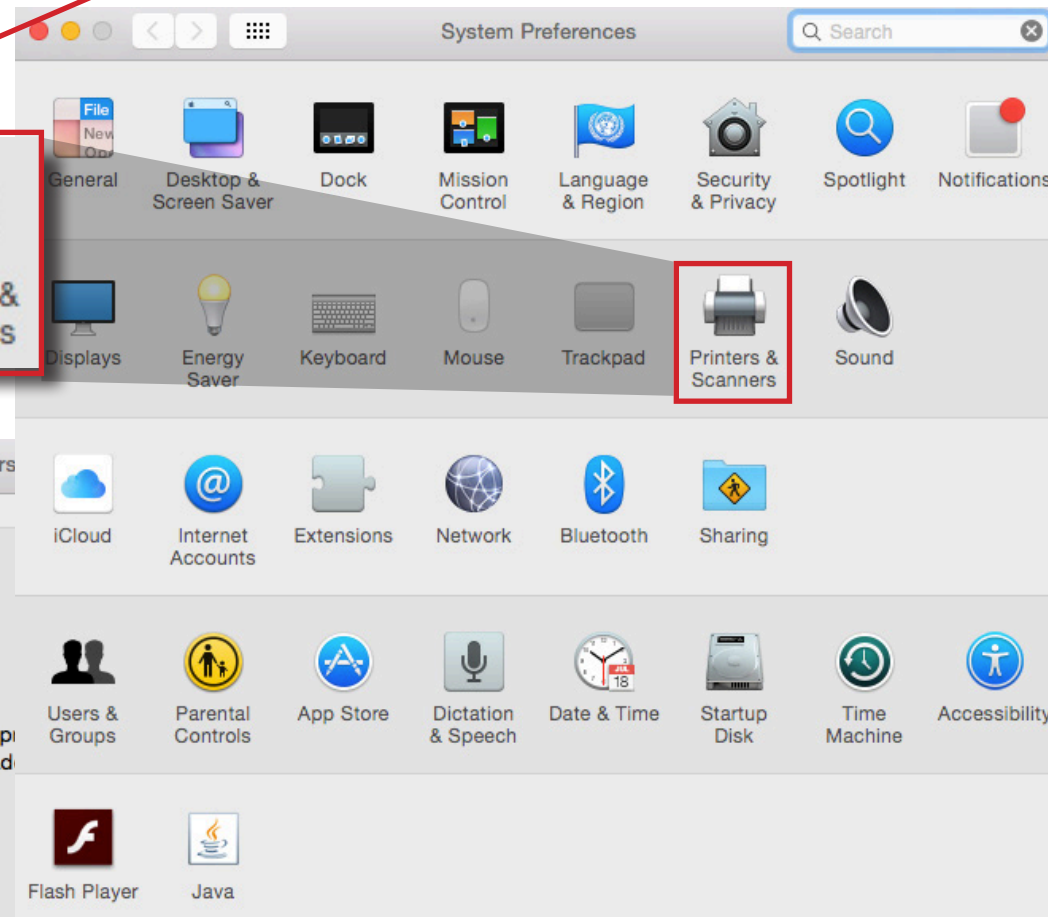
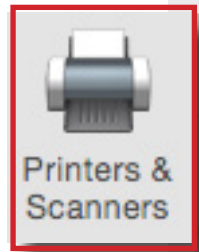
1 If you don't already have it: Download and Install the Ricoh Print Driver

- 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



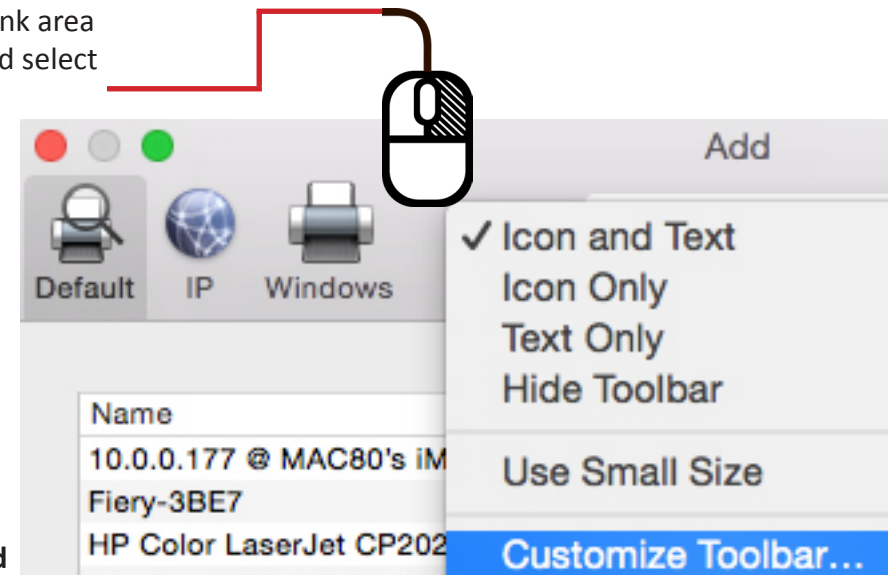
2 Open Your Printer Settings :

- 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)

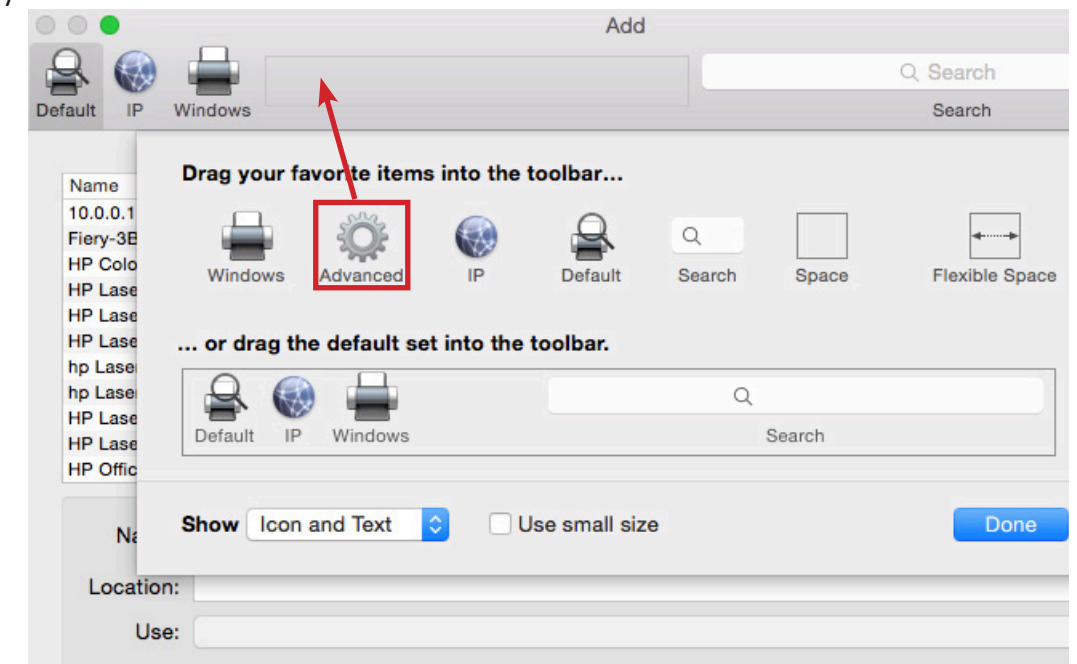
- Right click on a blank area on your toolbar and select **Customize Toolbar**



- 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/North%20Block%20Ricoh%20MP%205002

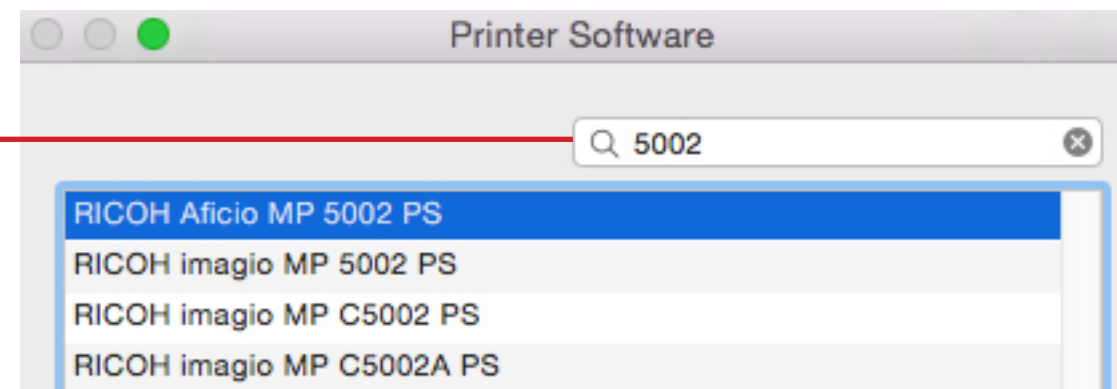
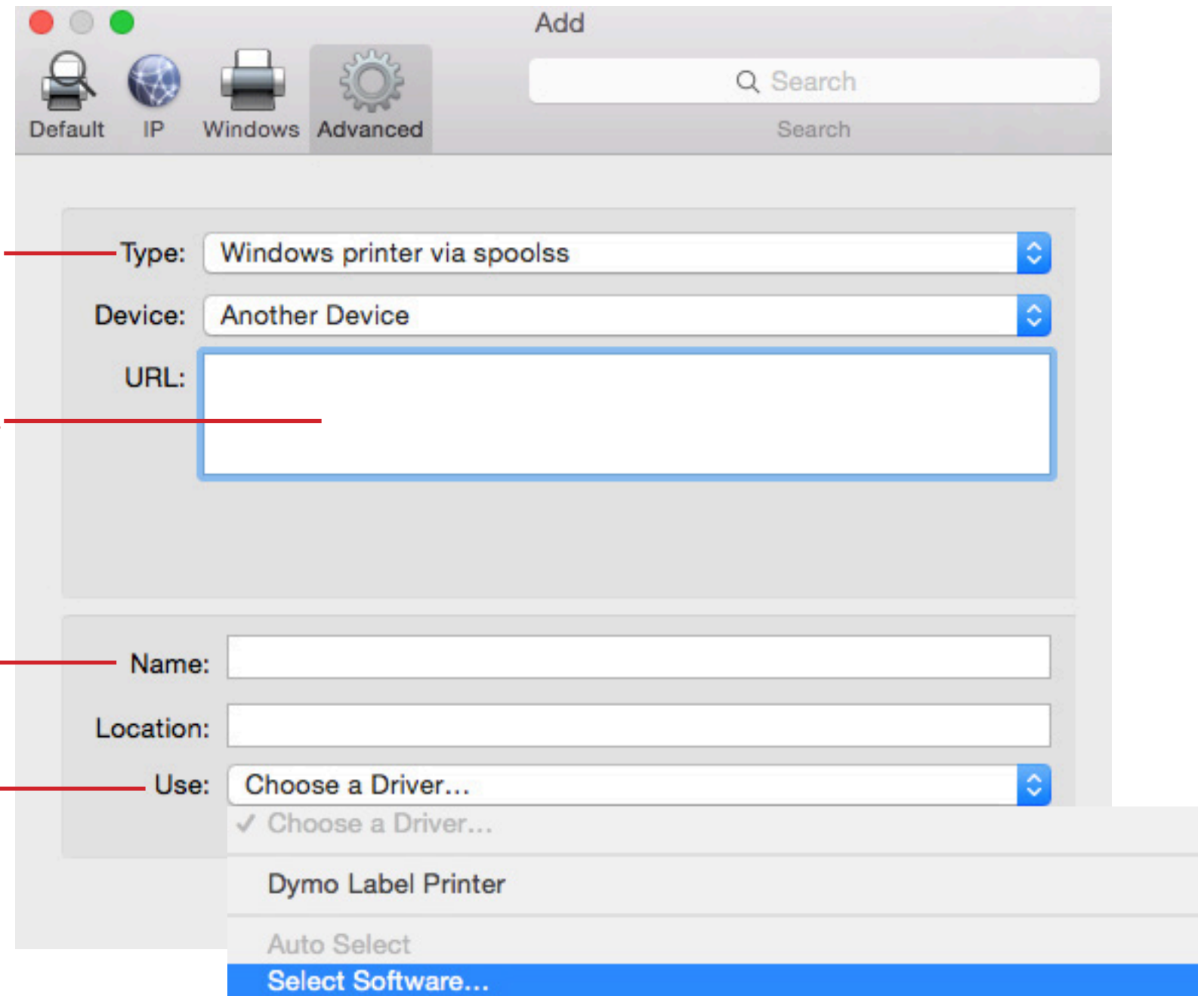
• Next to **Name** > 10.0.0.50 will appear, erase and type: *North Block Ricoh*

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

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

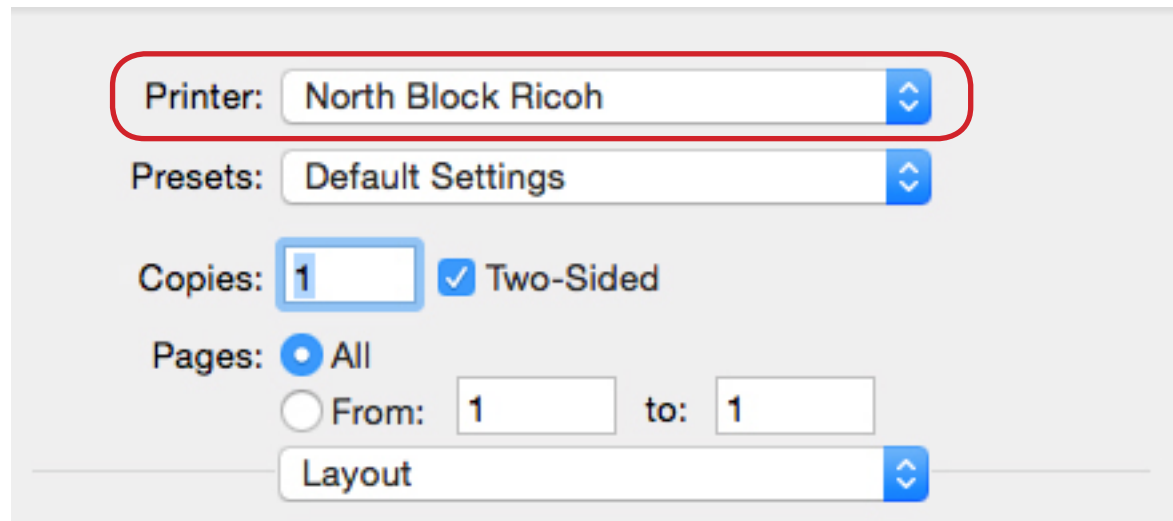
• Select *RICOH Aficio MP 5002 PS* and press **OK**

• Click on the **Add** button



PRINTING FROM YOUR LAPTOP

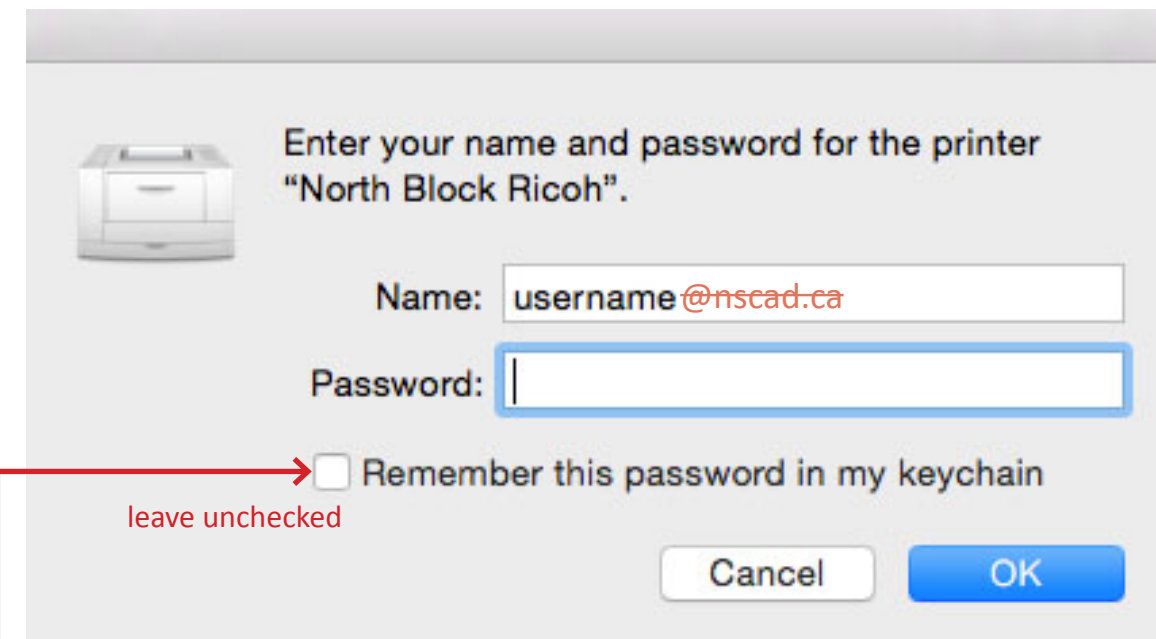
- 1 Go to > **File > Print**
Set > **Printer: North Block Ricoh**



The screenshot shows a print dialog box with the following settings:

- Printer: North Block Ricoh (highlighted with a red box)
- Presets: Default Settings
- Copies: 1 (highlighted with a blue box), Two-Sided (checked)
- Pages: All (selected), From: 1, to: 1
- Layout: (dropdown menu)

- 2 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)



The screenshot shows a printer login dialog box with the following fields and options:

- Enter your name and password for the printer "North Block Ricoh".
- Name: username@nscad.ca
- Password: (empty field)
- Remember this password in my keychain (with a red arrow pointing to it and the text "leave unchecked" below it)
- Buttons: Cancel, OK

NEVER choose to remember your password on a public device!