

LAPTOP PRINTING INSTRUCTIONS

Adding the Multimedia North Block Printer to your laptop

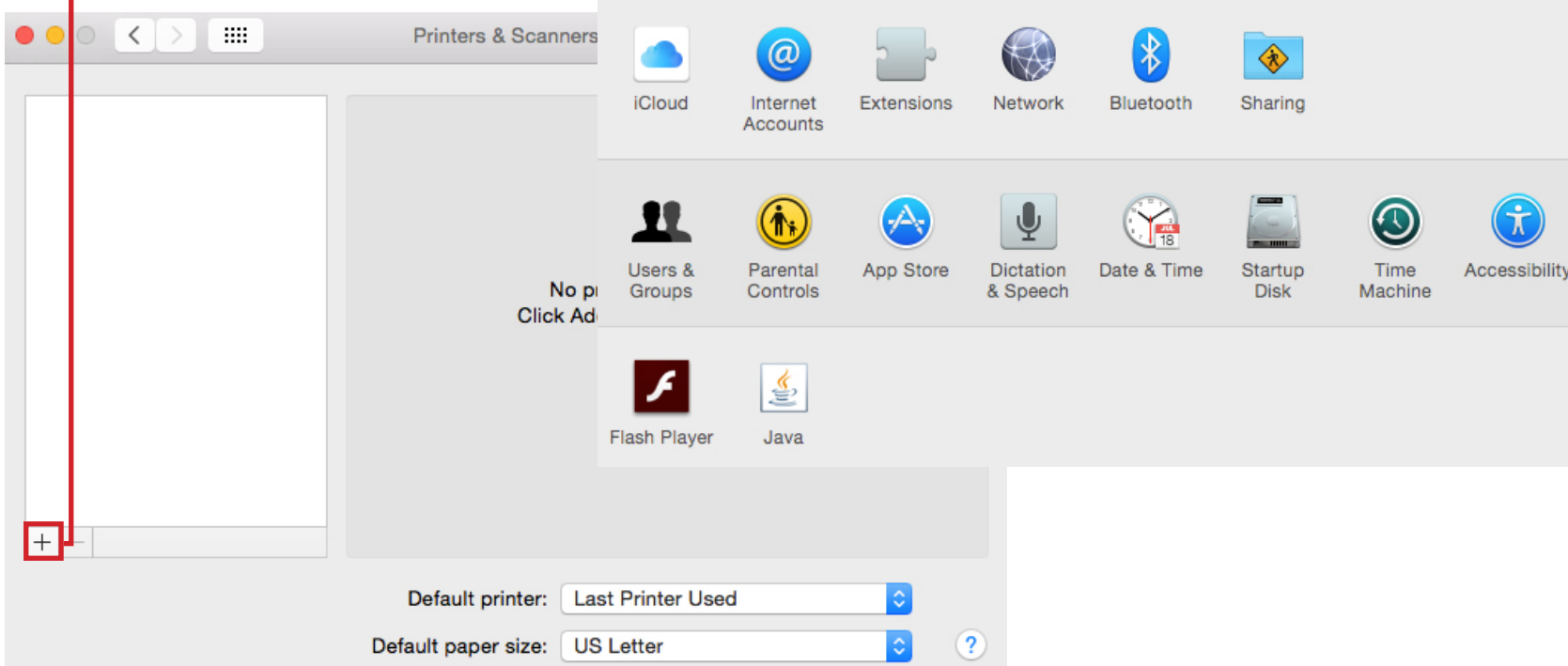
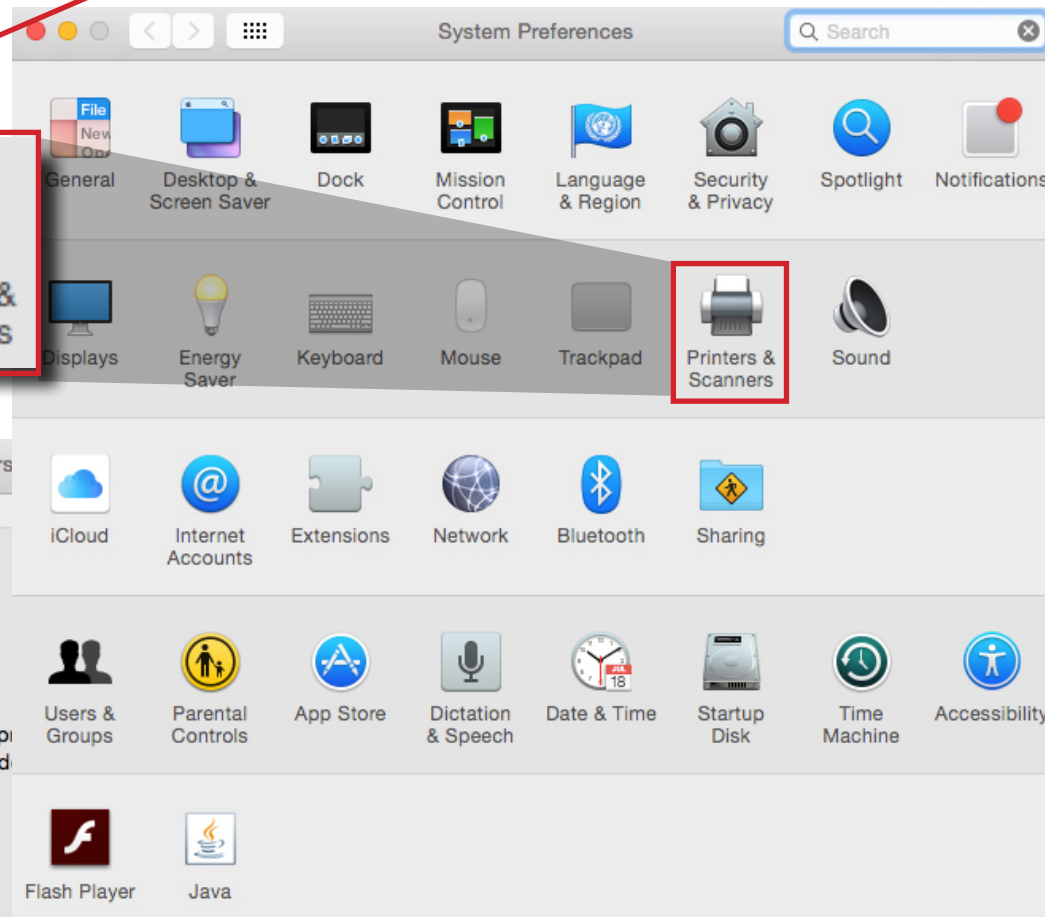
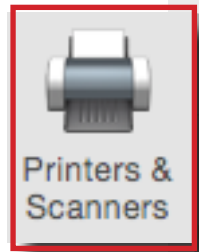
1 If you don't already have it: Download and Install the Ricoh Print Driver

- Click on the link above, a list of drivers will appear
- Select your computer's operating system and click download
- Open the download & install the driver



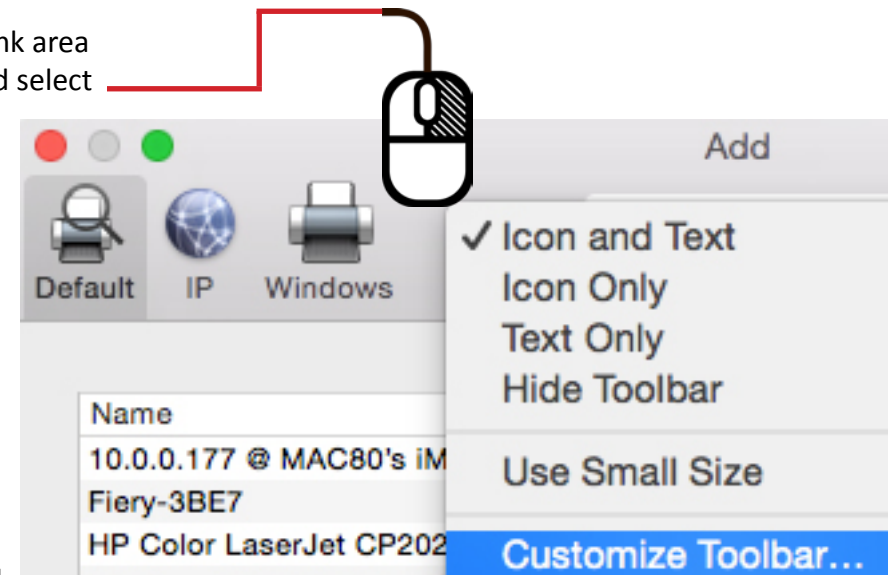
2 Open Your Printer Settings :

- 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)

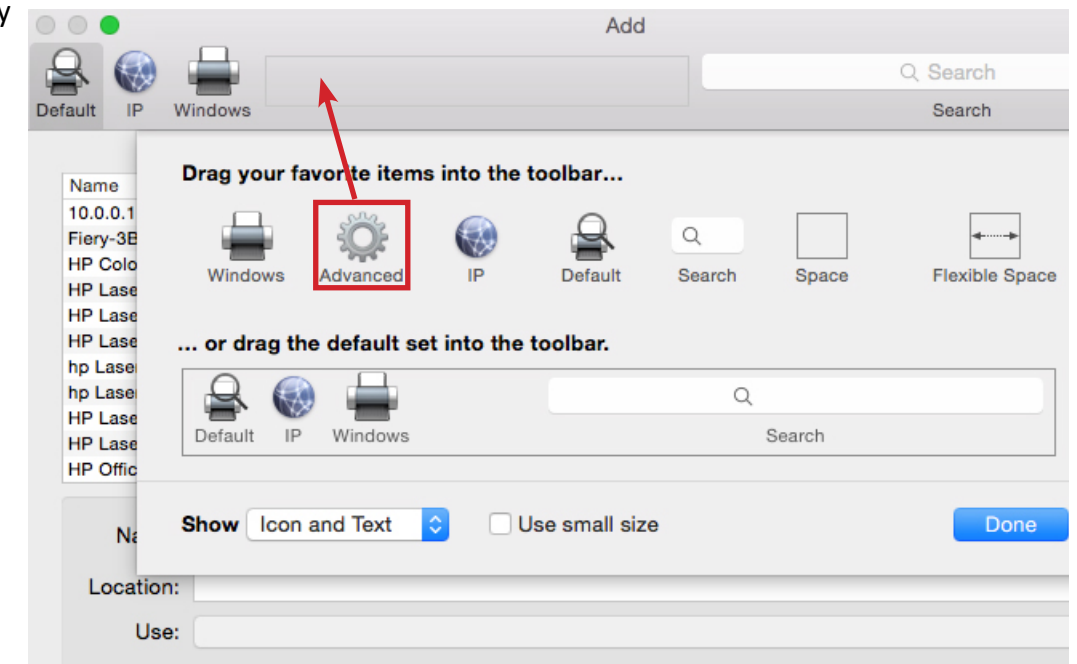
- Right click on a blank area on your toolbar and select **Customize Toolbar**



- 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:// > copy & paste >

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

