

PORT CAMPUS PRINTING

There is a 25 page at a time limit on this printer.

For large quantity printing or copying, see Print Services at the Fountain Campus, or the Service Centre in Granville Mall.

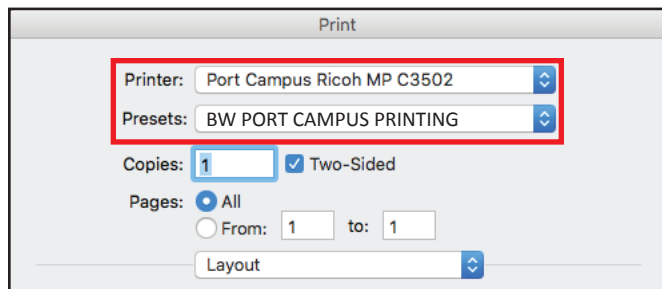
All students will need to sync their NSCAD passwords in order to print.

This is a one-time process. The sync process takes 5 minutes. After 5 minutes your password should then work for printing. Go to <https://pass.nscad.ns.ca> , and select **1.Synchronize Passwords**, and enter your NSCAD username and password. Do not include @nscad.ca

How to print: free black & white printing

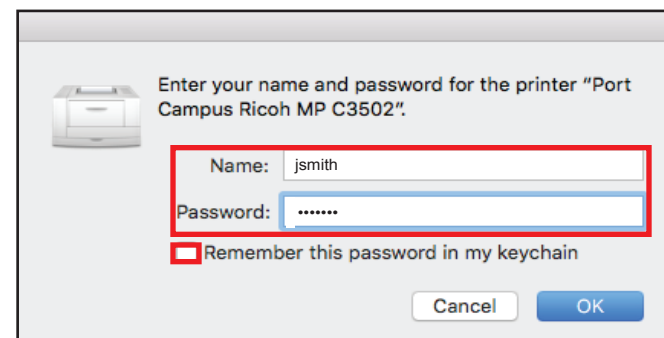
- 1 Go to **File > Print** in the software you are using. Select:
Printer: Port Campus Ricoh MP C3502
Presets: BW PORT CAMPUS PRINTING

****Some software may require you to press a Printer, Print Settings or SetUp button before you see this window.**



- 2 When prompted, enter your NSCAD username and password. Do not include @nscad.ca .

****Do not remember password in keychain.**



Color printing:

At this campus a Job Log code is needed for printing. A print code for color printing can be purchased from the Service Centre in the Granville Mall (next to NSCAD book/supply store). The computers in this lab have a Free Black and White preset already saved, using the free print code, 00119.