



COMPUTER LAB PRINTING INSTRUCTIONS

Multimedia North Block Printer

- 1 Make sure that your passwords have been synchronized.
> Go to <https://pass.nscad.ns.ca/> > select **1. Synchronize Passwords**
> Put your nscad email address without the “@nscad.ca” & password > submit
It takes 5 minutes to take effect.
- 2 Go to **File > Print**
Set> **Printer: North Block Ricoh**

Printer: North Block Ricoh

Presets: Default Settings

Copies: 1 Two-Sided

Pages: All
 From: 1 to: 1

Layout

- 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)

Enter your name and password for the printer
"North Block Printer".

Name: username@nscad.ca

Password:

Remember this password in my keychain
leave unchecked

Cancel OK

NEVER choose to remember your password on a public device!