

LAPTOP PRINTING INSTRUCTIONS

Adding the Port Campus Printer to your personal computer

MAC OS

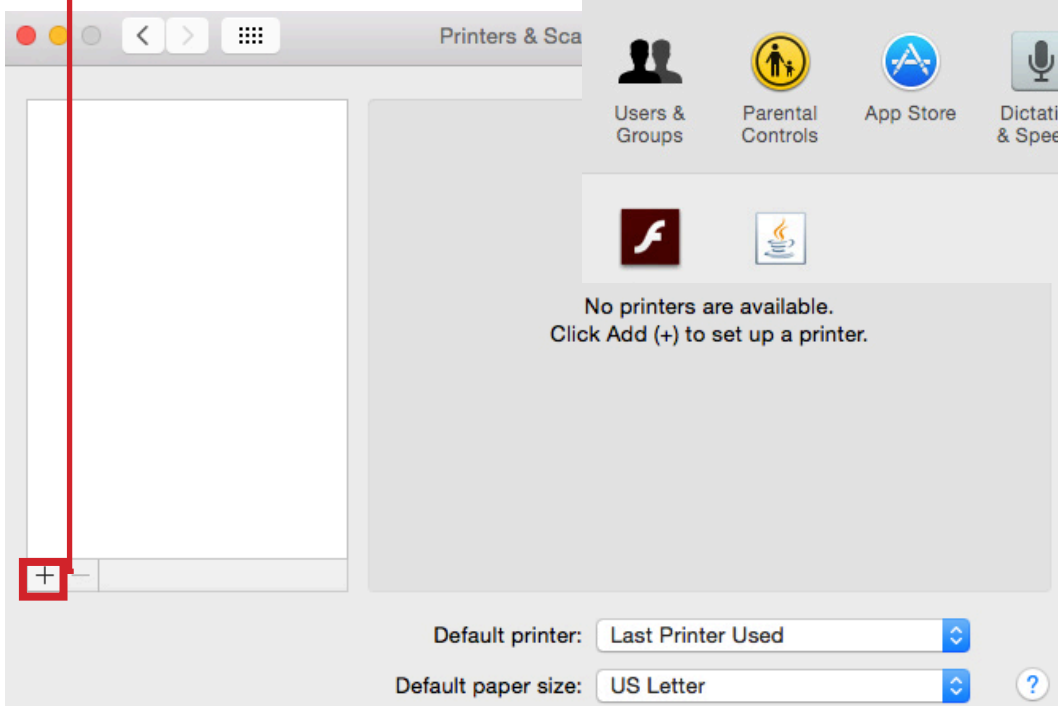
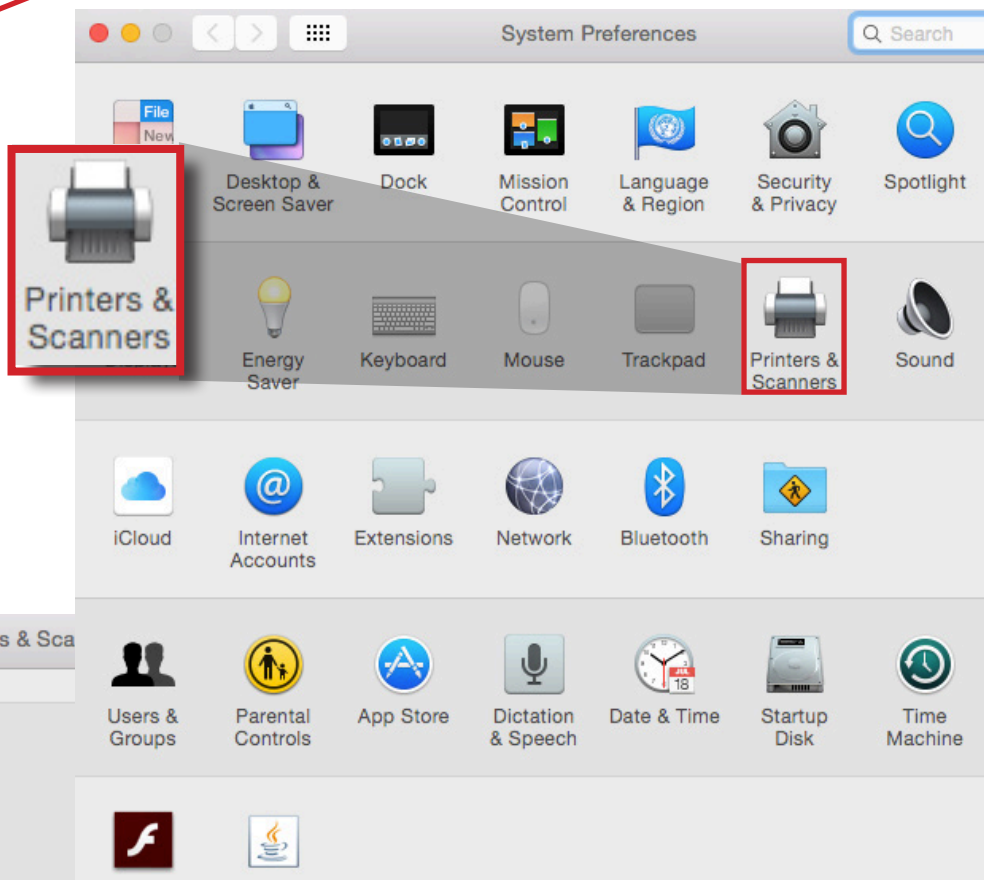
1 If you don't already have it: Download and Install the Ricoh Print Driver

- Go to: ricoh.ca, click on [support & downloads](#) and select [drivers & software](#). In the first search bar, type: [c3502](#). 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



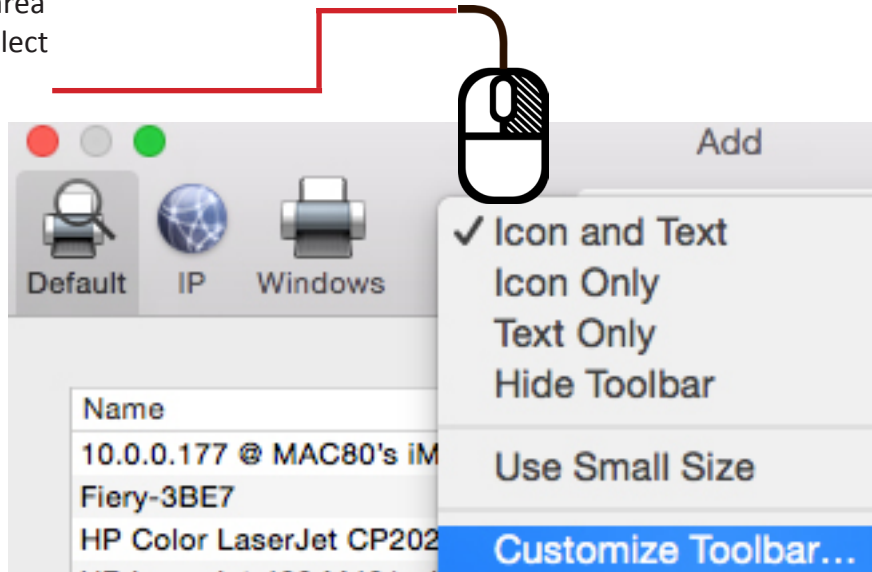
2 Open Your Printer Settings :

- Go to your dock and open **System Preferences**
- Go to **Printers & Scanners**
- Press the + to open the Add Printer window

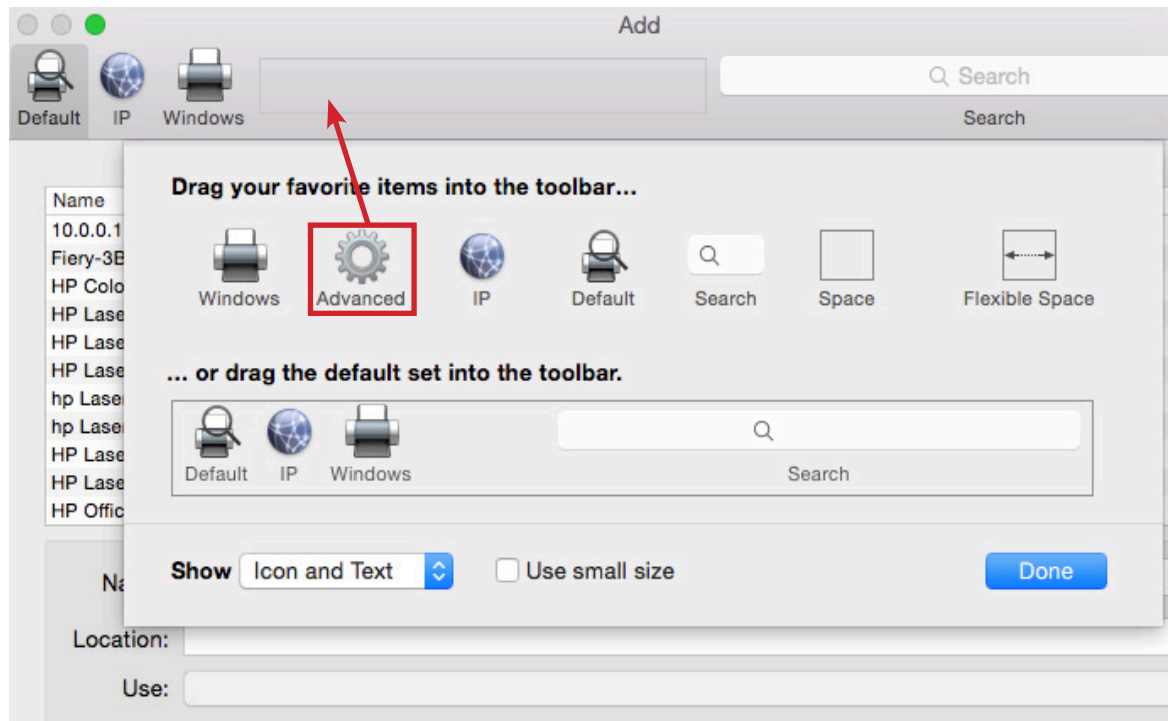


3 Add the Advanced Option Icon: (this is hidden by default)

- 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/Port%20Campus%20Ricoh%20MP%20C3502

- Next to **Name** > 10.0.0.50 will appear, erase and type >

Port Printer

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

- The **Printer Software** window will appear > In the **search bar** > type **C3502**

- Select **RICOH Aficio MP C3502 PS** and press **OK**

- Click on the **Add** button

A rectangular button with rounded corners and a light gray background, containing the word "Add" in a dark gray sans-serif font.

Add

Default IP Windows **Advanced**

Search Search

Type: Windows printer via spoolss

Device: Another Device

URL:

Name:

Location:

Use: Choose a Driver...

✓ Choose a Driver...

Dymo Label Printer

Auto Select

Select Software...

Printer Software

Q c3502

RICOH Aficio MP C3502 PS

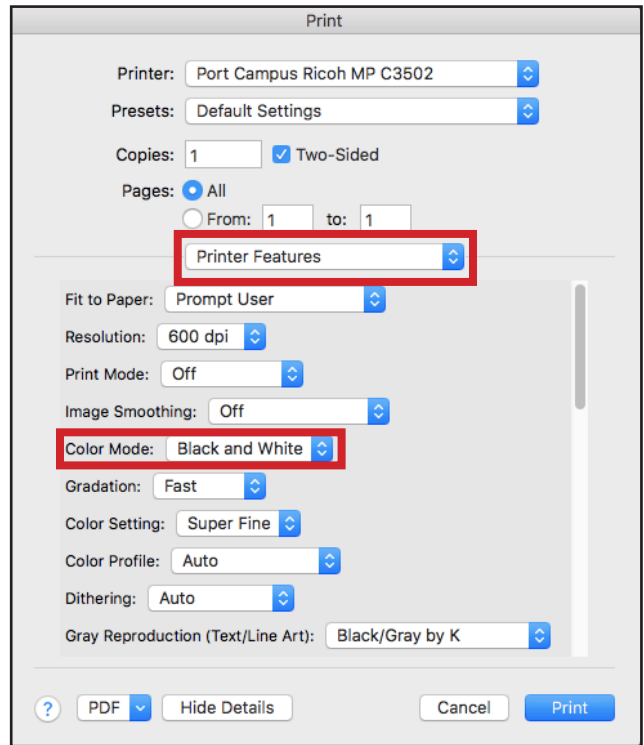
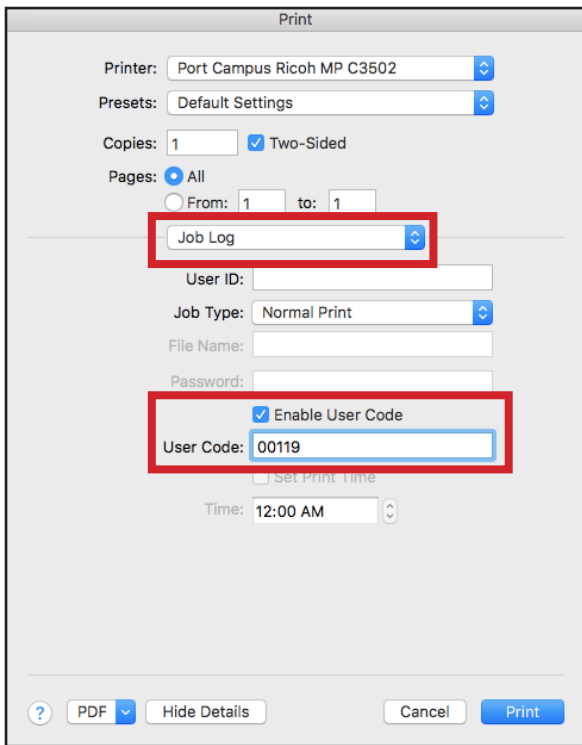
RICOH Aficio MP C3502 PS

FREE BLACK & WHITE PRESET & HOW TO PRINT

All Lab and Classroom computers at Port Campus have a free black & white print code saved. Please follow instructions below to add this free printing preset on your own computer:

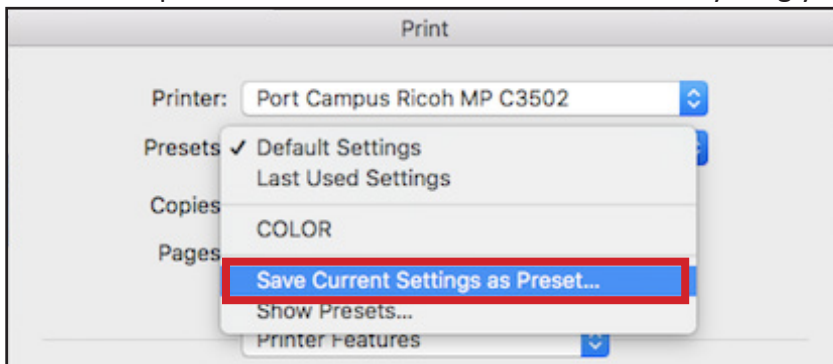
Add Free Black & White Preset:

1. Open a document and press print. Select **Port Campus Ricoh MP C3502** as the printer.
2. Select: **Job Log** from Layout pulldown menu. Click **Enable User code**. Enter the code: **00119** in the User Code field.
3. Select **Printer Features** from the same menu: set **Color Mode to Black & White**



4. Save as Preset

At the top of the print window, pick **Save Current Settings As Preset**. Name the preset **BW PORT CAMPUS PRINTING** or anything you prefer.



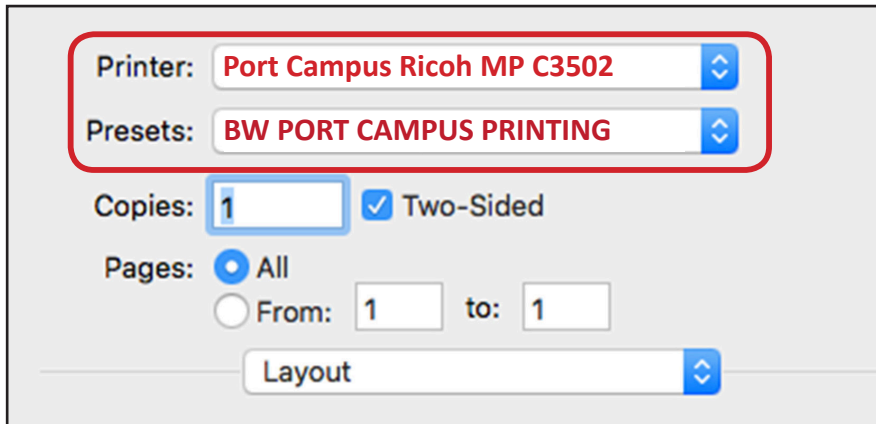
Print using your NSCAD Credentials

1. Go to > File > Print

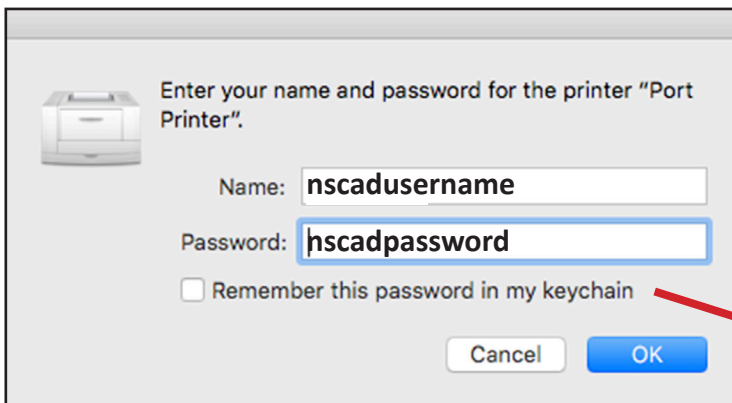
Select the Port Campus Printer > **Port Campus Ricoh MP C3502**

Select the Black & White Preset you created earlier > **BW PORT CAMPUS PRINTING**

*** Some software, such as Chrome, Illustrator and Acrobat require you to open Print Settings in order to confirm the Black & White preset. Instructions on how to see the Print Dialogue window below, are available in the labs and by the printer. Bypassing this screen will not release your print.



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**)



3. If you are using your personal computer, you may save your credentials.

You are now able to print from your personal computer.

IMPORTANT:
If using WIRELESS connection, always set to eduroam!

COMMON PRINT ERRORS

Please seek technical support in P228 whenever you can't print.
Technicians need to be made aware of all print problems.

AUTHENTICATION ERROR:

Wrong username and/or password. A technician can look into this for you.

CONNECTION REFUSED:

A loose Ethernet cable, or wrong WIFI selected. (use "eduroam")
If Ethernet shows no errors in System Preferences, but internet is not working or very slow, unplug and replug the Ethernet Cable.

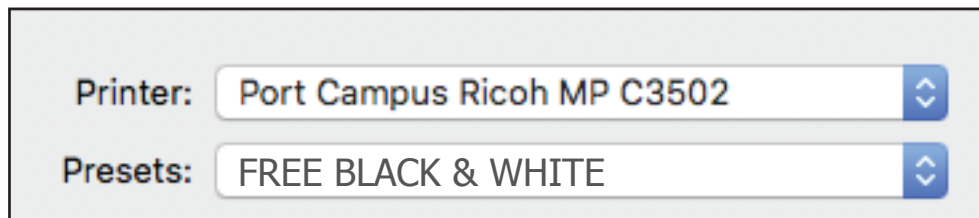
PRINTER PAUSED:

Check cable connection, or WIFI, click resume in Print Window.



NO ERRORS AND NO PRINT:

The wrong printer preset is selected, or has been bypassed.
Make sure **FREE BLACK & WHITE** is the preset, not Default!



Acrobat Reader and other Adobe CC applications will bypass the print dialogue window. See below for accessing the above dialogue window:

Acrobat: File > Print > Click **Printer** > Print

Photoshop: File > Print > Click **Print Settings** > Print

Illustrator: File > Print > Click **Set Up** > Print

InDesign: File > Print > Click **Printer** > Print

Chrome: If left panel appears,
click on Print Using System Dialogue

**Port Campus machines have been set to bypass this Chrome panel.

**Other software may also bypass the preset window.

Please see tech support for assistance!