INSTALLING ACADEMY PRINTER TO YOUR MAC LAPTOP
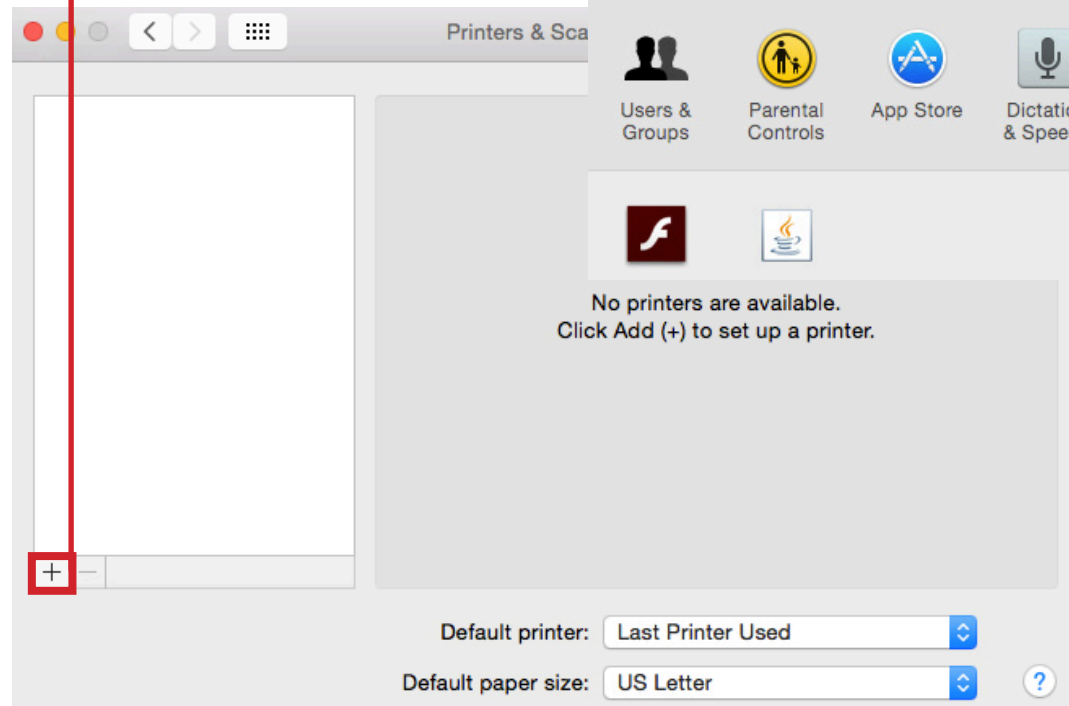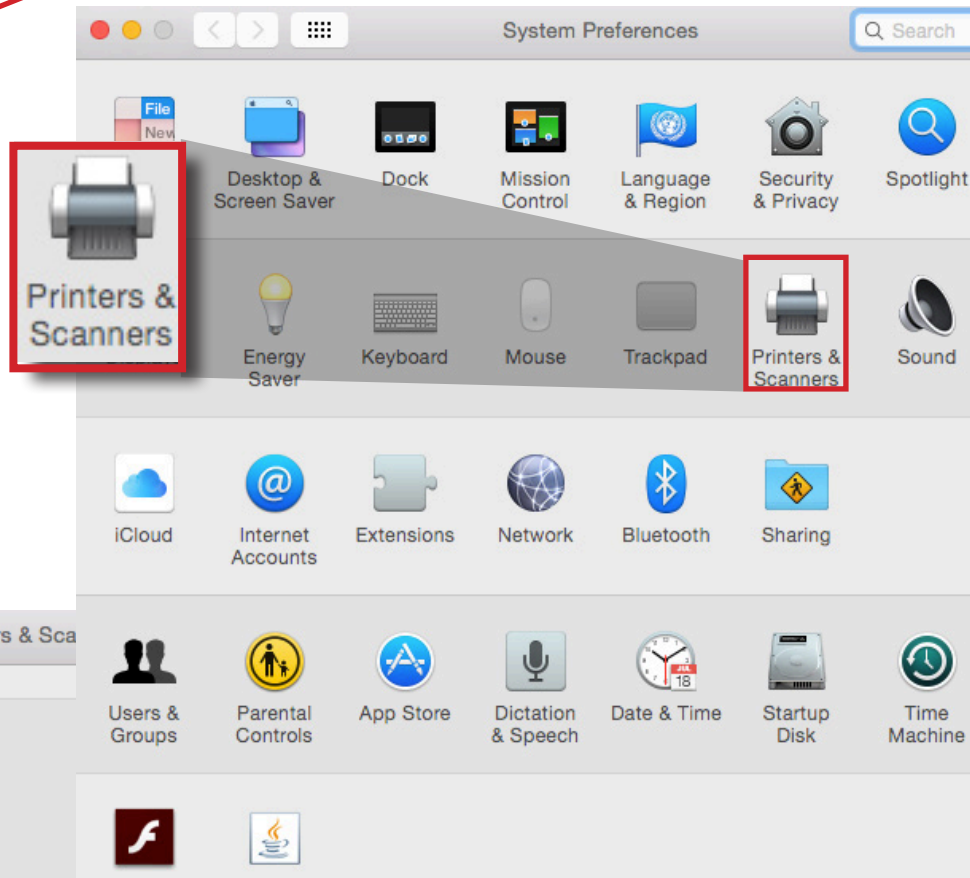
1 Download and Install the Ricoh Print Driver:

• Go to: ricoh.ca, click on support & downloads and select drivers & software. In the first search bar, type: c3503. 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.

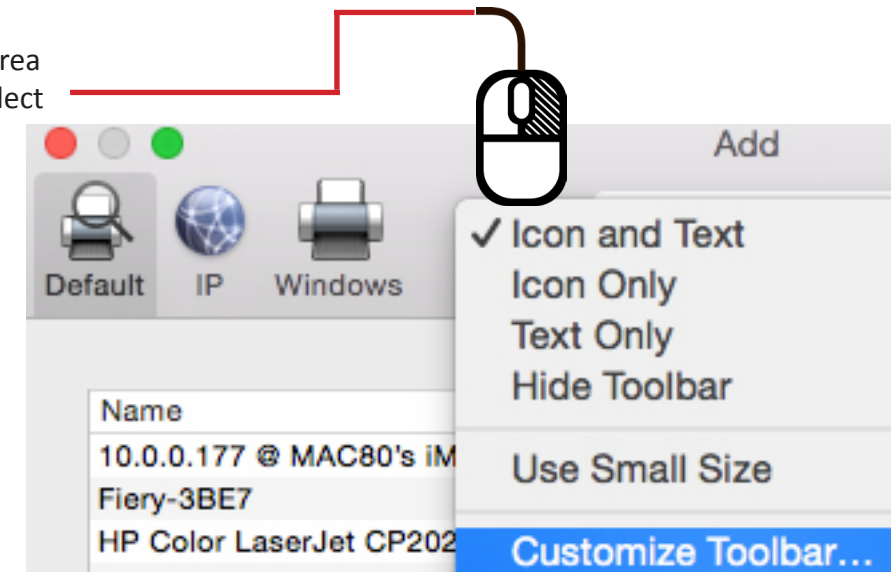• Open the download & install the driver

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

No printers are available.
Click Add (+) to set up a printer.

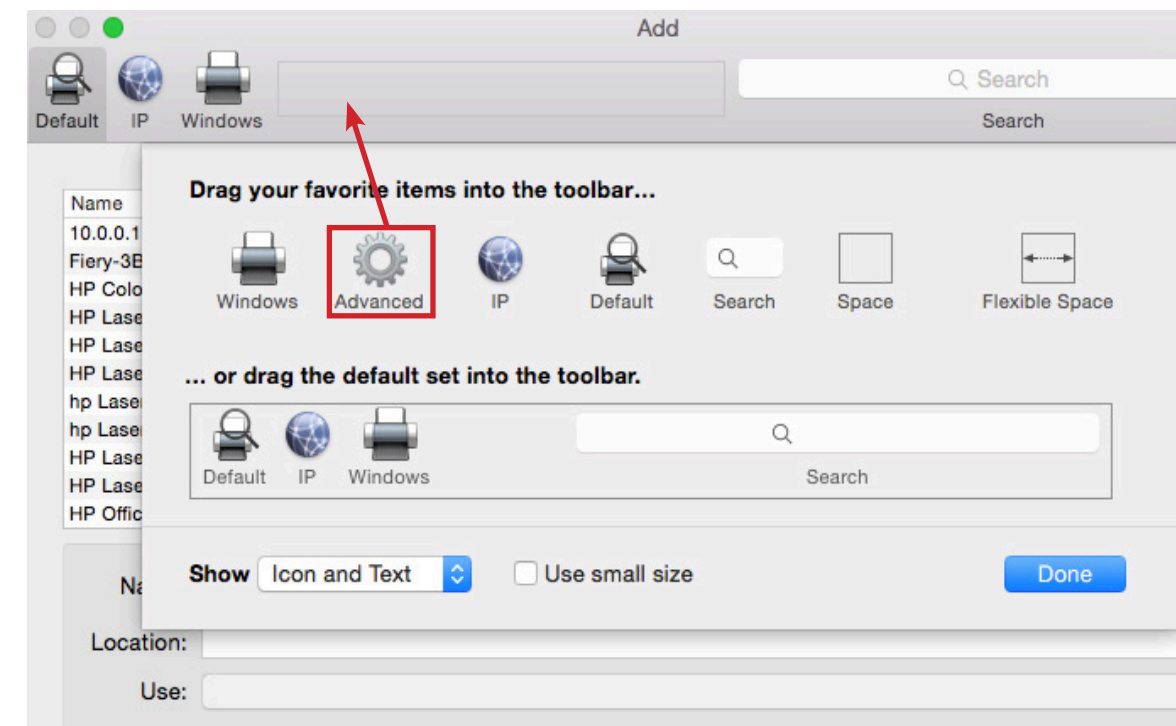Default printer: Last Printer Used
Default paper size: US Letter

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

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

Add
✓ Icon and Text
Icon Only
Text Only
Hide Toolbar
Use Small Size
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

Drag your favorite items into the toolbar...

Windows   Advanced   IP   Default   Search   Space   Flexible Space

... or drag the default set into the toolbar.

Default   IP   Windows   Search

Show Icon and Text   Use small size   Done

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/Academys%20Ricoh%20MP%20C3503 ——————

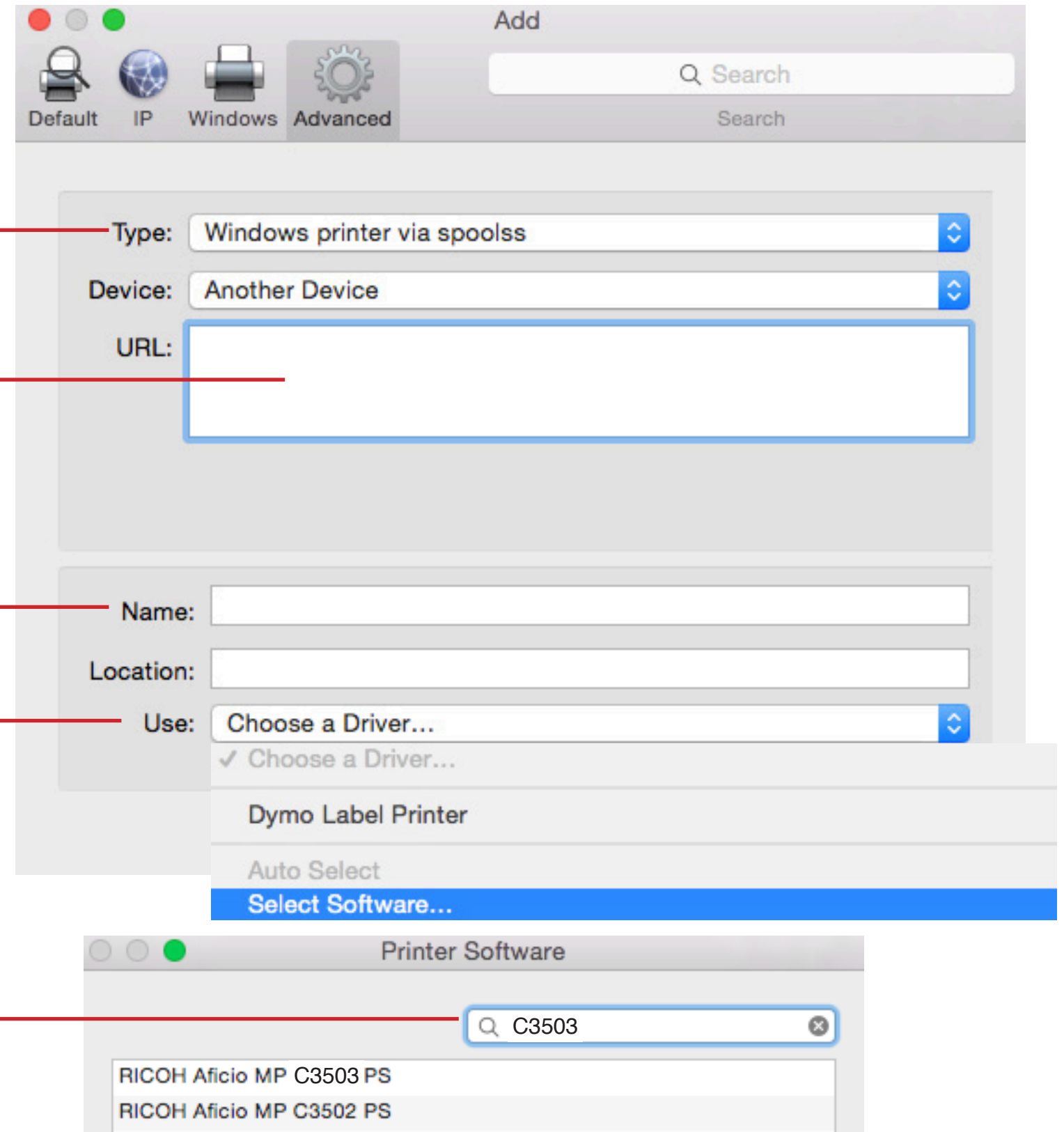•Next to **Name** > 10.0.0.50 will appear, erase and rename as> **Academy Printer** ——————

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

• The **Printer Software** window will appear > In the **search bar** > type **c3503** ——————
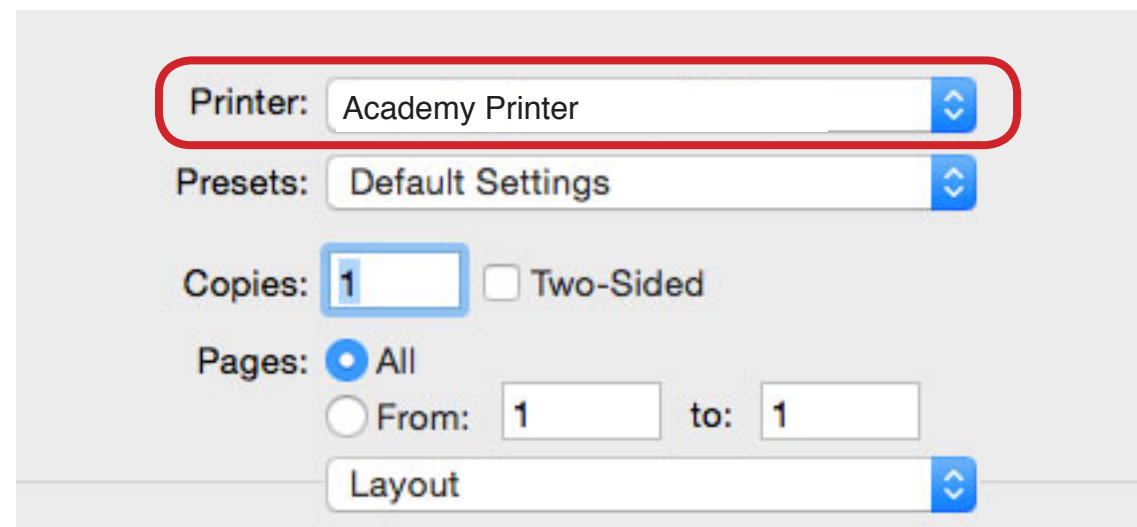
• Select **RICOH Aficio MP C3503 PS** and press **OK**
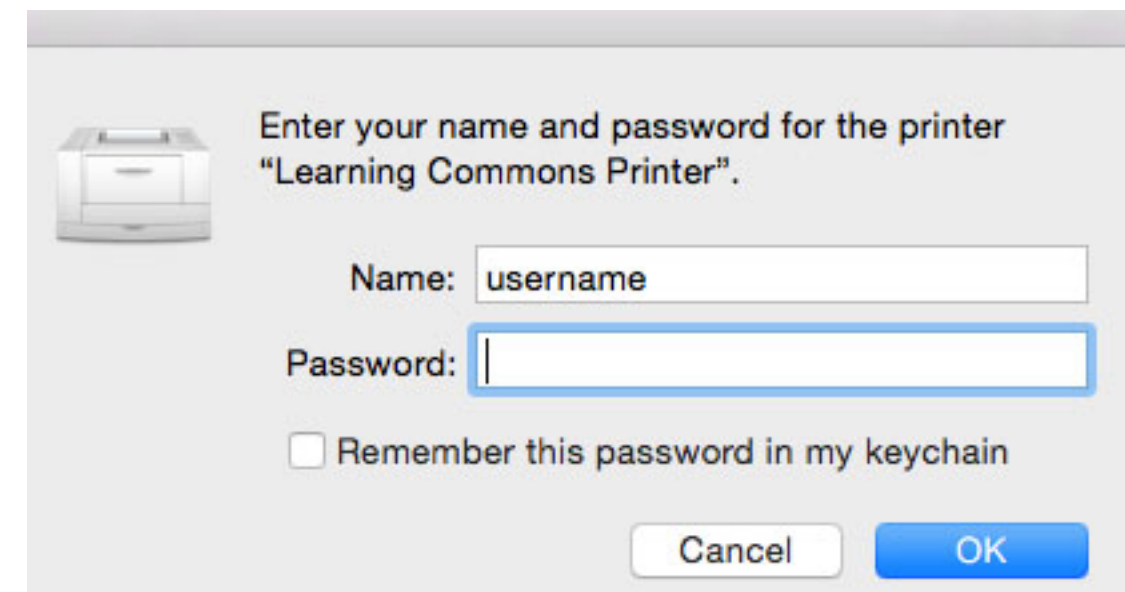
• Click on the **Add** button ——————

Add

Q Search

Default   IP   Windows   Advanced

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 C3503 ⊗

RICOH Aficio MP C3503 PS
RICOH Aficio MP C3502 PS

Add

PRINTING FROM YOUR LAPTOP

1 Go to > **File** > **Print**
Set > **Printer: Academy Printer**

2 You will be asked to provide your NSCAD username and pasword. These will be the same as what you use to login to your NSCAD email (**without** the @nscad.ca)