ADDING SHARED, NETWORKED PRINTERS TO A MAC (STAFF & FACULTY INSTRUCTIONS)

NOTE: The following steps will not work if the computer is connected to the wireless network. If your computer has an Ethernet port, connect to the wired network via an Ethernet cable, turn off your wireless and then restart your computer.

 Download and install the correct print driver from the manufacturer's website. This step has to be performed before adding the printer. For Ricoh models, go to <u>https://www.ricoh.ca/en/support-and-download</u> and enter the Ricoh model number (i.e. MP C3502). For HP printers, go to <u>https://support.hp.com/ca-en/drivers</u> and enter the printer model number.

2. Once the driver is installed, open System Preferences > Printers & Scanners and click the + sign to add a printer.

3. In the Add window, choose Windows as the connection type (see screen shot), then click "NSCAD" in the first column. A list of servers at NSCAD should begin to populate the second column. It can take a while for the right server to be discovered, but you are looking for the one named "Thompson". Once Thompson shows up in the list, click on it. A request for authentication should pop up, which is coming from the server. Enter the same NSCAD user name and password you use to log into WebAdvisor or Brightspace (do not put "@nscad.ca" at the end of your user name). Click the check box to remember your credentials in your Mac's Keychain, otherwise you will be prompted for them every time you want to print. Once authenticated, a list of all the shared printers on NSCAD's network will populate the third column. Look for the printer you need to connect to and click on it.

•••		Add	
			Q. Search
Default IP W	/indows Advanced		Search
nscad workgroup		 grafton granville harris-ad holgate jackson-ad lismer pc103 pc144 pc168 pc214 pc219 pc232 pc240 pc245 pc96 storage1 thompson wut 	 Academic Affairs Ricoh MP 201SPF Academy Ricoh MP C3503 Admissions HP LaserJet 400 MFP M425 AHCS Ricoh MP 5002 Business Offce HP LaserJet 4250 Design HP LaserJet 400 MFP M425 Facilities HP Color LaserJet CP1515n Facilities HP LaserJet P1505n Facilities HP LaserJet Pro P1606dn Finance Ricoh 5002 FineMediaArts Ricoh MP C3502 Gallery HP LaserJet M1536DNF Jewellery Ricoh SP 4310N Library HP Color LaserJet CP2025dn Library HP LaserJet 2100 Library HP LaserJet 400 M401 Library Ricoh MP 301 North Block Ricoh MP 5002
Name:	AHCS Ricoh MP 5002		
Location:			
Use:	Choose a Driver		O
			Add

4. In the "Use:" field, choose "Select Software" from the dropdown menu.

	webi wut	
Name:	AHCS Ricoh MP 5002	
Location:		
Use	/ Choose a Driver	
	Auto Select	
	Generic PostScript Printer	
	Generic PCL Printer Select Software	
	Other	

5. In the Printer Software window, type the manufacturer and model name of the printer in the search field to find the correct driver faster. When you see the one you just installed, select it and then click OK.

	Printer Software	
	Q Ricoh mp	8
RICOH Aficio MP 1100 PS		
RICOH Aficio MP 1350 PS		
RICOH Aficio MP 1600 PS		
RICOH Aficio MP 161 PS		
RICOH Aficio MP 171 PS		
RICOH Aficio MP 171 PS		
RICOH Aficio MP 1800 PS		
RICOH Aficio MP 2000 PS		
RICOH Aficio MP 201 PS		
RICOH Aficio MP 201 PS		
RICOH Aficio MP 2352 PS		
RICOH Aficio MP 2352 PS		
	Cancel	ОК

You will end up back at the Add window, where the correct driver should now show up in the "Use:" field. Click Add. A window will appear saying "Setting up (printer name)". Do not change any of the options listed. Instead, just click OK to finish adding the printer.



Setting up 'AHCS Ricoh MP 5002 ... '

Option Tray:	Not Installed	0	
Large Capacity Tray:	Not Installed	0	
Internal Tray 2:	Not Installed	0	
Internal Shift Tray:	Not Installed	0	
External Tray:	Not Installed	0	
Finisher:	Not Installed	0	

If "user access control" has not been enabled on the printer, you are now ready to print. However, some Ricoh printers at NSCAD do have this feature enabled, such as the Port Campus Ricoh and the AHCS Ricoh. To print to these printers, you have to create a printing preset that contains your division/department's printing/copying code. Please see the following pages for instructions on setting those up. Open an application on the Mac -- Microsoft Word is recommended. Using Word as the example, open a blank document, and from the File menu, click Print (File > Print). When the print dialogue box appears, make sure the Ricoh printer is chosen in the first drop down field, then change the option in third drop down menu field to Job Log.

	Print	
Printer:	Port Ricoh	\$
Presets:	Default Settings	*
	Copies & Pages Microsoft Word	
(Layout Color Matching Paper Handling Paper Feed Cover Page	ent lage
	Job Log Unauthorized Copy Pre Printer Features Supply Levels	vention
		Enter page numbers and/or page ranges separated by commas (e.g. 2, 5-8)
I of 1 Show Quick Preview Page Setup		
? PDF •		Cancel

In the Job Log pane, enter your copying/printing code in the User Code field. You will have to check the box beside "Enable User Code" first:

	Print	
Printer: Port Ri	coh	A V
Presets: Defaul	t Settings	* *
Job Lo	g	\$
User ID	D:	
Job Type	e: Normal Print	*
File Name	2:	
Password	d:	
> Xuser Code	Enable User Code Set Print Time	
Time	e: 12:00 AM	
? PDF •		Cancel Print

To save these settings, go to the dropdown menu under Presets and choose "Save current settings as a preset", then call it something obvious like "Ricoh preset". Always choose this preset when printing to the Ricoh otherwise the print job will fail.

	Print	
Printe	er: Port Ricoh 🗘	
Preset	s ✓ Default Settings Last Used Settings	
	Save Current Settings as Preset Show Presets	
Fit to Paper:	rompt User 🛟	
Resolution: 60	0 dpi 🔹 🗧	
Print Mode: Of	f +	
Image Smoothin	g: Off ‡	
Color Mode: B	ack and White 💠	
Gradation: Fas	t \$	
005		
PDF 🔻	Cancel	Pr

If the Ricoh is a colour printer/copier, then you actually need to create two presets - one for colour and one for black & white printing. The accounting code will be included with both presets. Set the user code first, as explained above, then change the option on the third drop down field from Job Log to Printer Features. As long as you <u>don't close out of the print dialogue box yet</u>, the user code settings that you already entered under the Job Log section will be retained.

	Р	rint
Printer: Presets:		÷
	✓ Copies & Pages Microsoft Word	
	Layout Color Matching Paper Handling Paper Feed Cover Page	ent Page
	Job Log Unauthorized Co Printer Features	
	Supply Levels	Range
•••• 1 of	1	Enter page numbers and/or page ranges separated by commas (e.g. 2, 5-8)
Show Quick Preview		
? PDF •		Cancel Print

Under Printer Features, change "Color Mode" to black & white, then save these settings as a preset called something like "Ricoh b & w". Save another preset with the colour mode set to Color and call it something obvious. You can now control whether your print job prints in colour or black & white, which is important for any Ricoh printers that have not been programmed with black & white as the default.

	Print			
Printer:	Port Ricoh	\$		
Presets:	Default Settings	*		
	Printer Features	* *		
	Feature Sets: General 1 📫			
Fit to Paper: Pron	npt User 💲			
Resolution: 600 d	Resolution: 600 dpi ‡			
Print Mode: Off	Print Mode: Off +			
Image Smoothing:	Image Smoothing: Off \$			
Color Mode V Color Black and White Gradation:				
? PDF •		Cancel Print		

USING THE PRESET:

Most programs: Go to File > Print and then look for your Ricoh preset in the dropdown menu under Presets. Choose it and then hit Print.

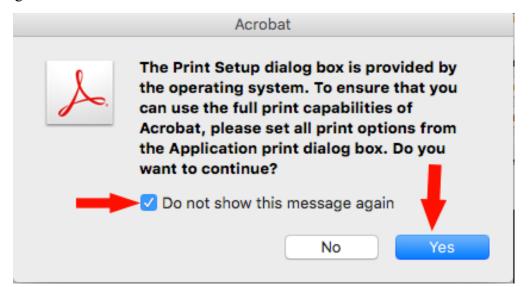
	Print	
Printer: Presets	North Block Ricoh M Default Settings Last Used Settings Ricoh Preset	P 5002 on Thompson 🗘
	Save Current Setting Show Presets	s as Preset
Show Quick Prev	1 of 1	Pages: All Current Page Selection From: 1 to: 1 Page Range Enter page numbers and/ or page ranges separated by commas (e.g. 2, 5-8)
? PDF -		Cancel Print

Adobe PDFs:

Go to File > Print. In the Adobe print dialogue window, look for the "Printer" option down at the bottom left and choose it:

Print	
Printer: North Block Ricoh MP 5002 on Tho C Advanced Copies: 1 C Print in grayscale (black)	Help 🕢
Pages to Print Image: Original All Image: Original Current page Image: Pages 1 - 2	Comments & Forms Document and Markups Summarize Comments
 More Options Page Sizing & Handling (i) 	Scale: 79% 8.5 x 11 Inches
Size Poster Multiple Booklet • Fit Actual size Shrink oversized pages • Custom Scale: 100 % • Choose paper source by PDF page size	
 Print on both sides of paper Orientation: Auto portrait/landscape Portrait Landscape 	< Page 1 of 2
Page Setup Printer	Cancel Print

The following dialogue box will appear. Check the box for "Do not show this message again" and then click YES:



A more familiar print window will now appear where you can choose your Ricoh preset. Choose the preset and then click "Print".

	Print
Printer:	North Block Ricoh MP 5002 on Thompson ᅌ
Presets:	Ricoh Preset
Copies:	1 Two-Sided
Pages:	All From: 1 to: 1
(Layout
	Pages per Sheet: 1
1	Layout Direction:
	Border: None
	Two-Sided: Off
	Flip horizontally
? PDF V	Hide Details Cancel Print