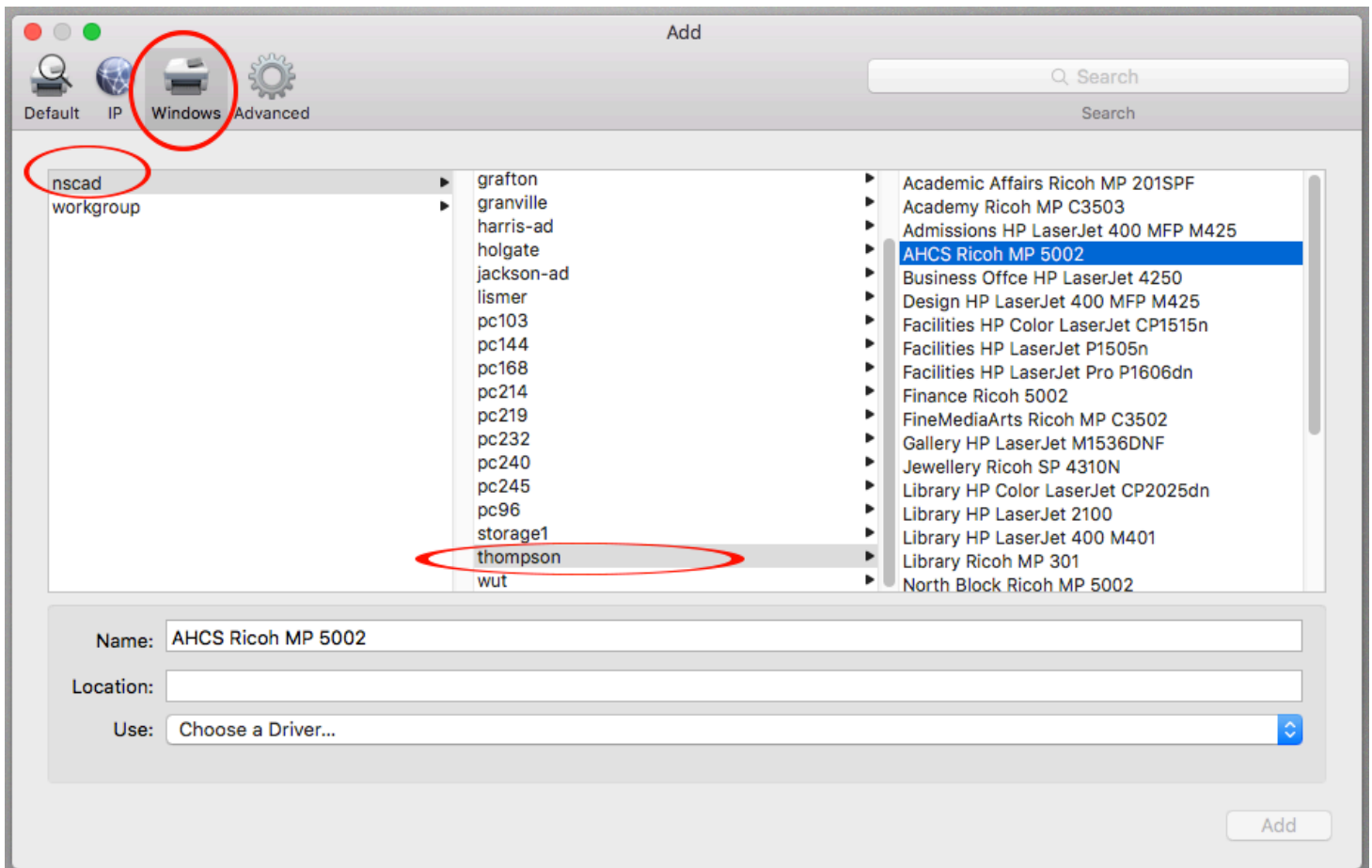


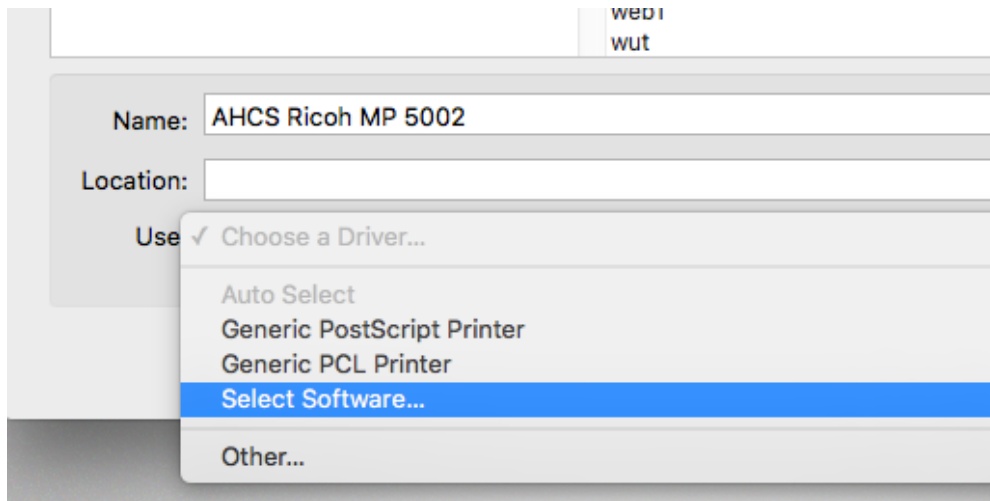
ADDING SHARED, NETWORKED PRINTERS TO A MAC (STAFF & FACULTY INSTRUCTIONS)

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.

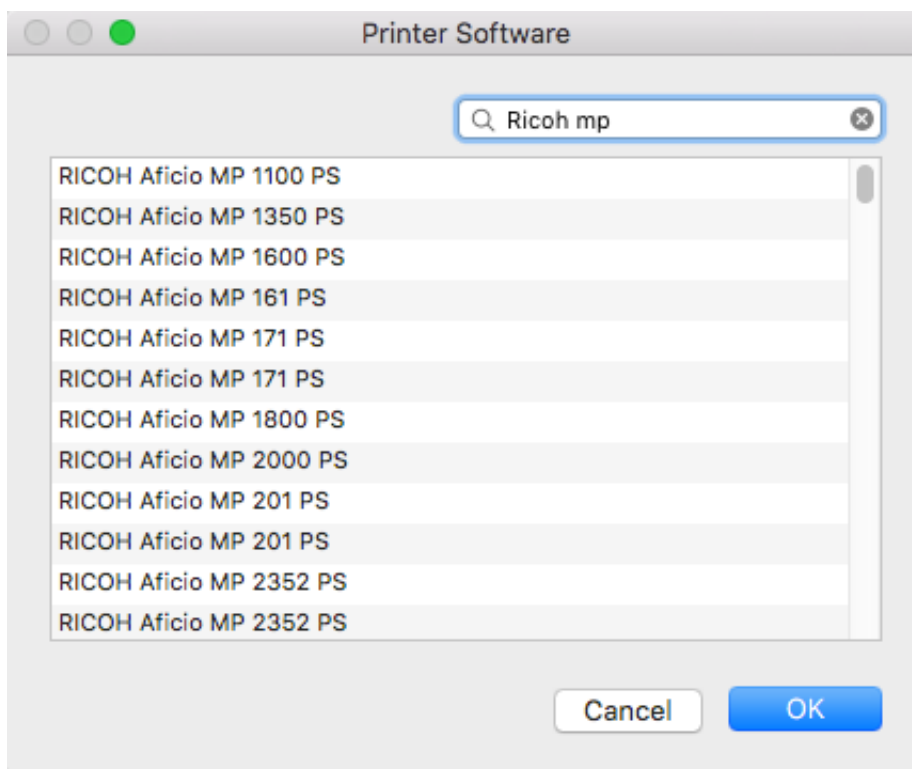
1. Download and install the correct print driver from the manufacturer's website. This step has to be performed before adding the printer. For Ricoh models, go to <https://www.ricoh.ca/en/support-and-download> and enter the Ricoh model number (i.e. MP C3502). For HP printers, go to <https://support.hp.com/ca-en/drivers>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



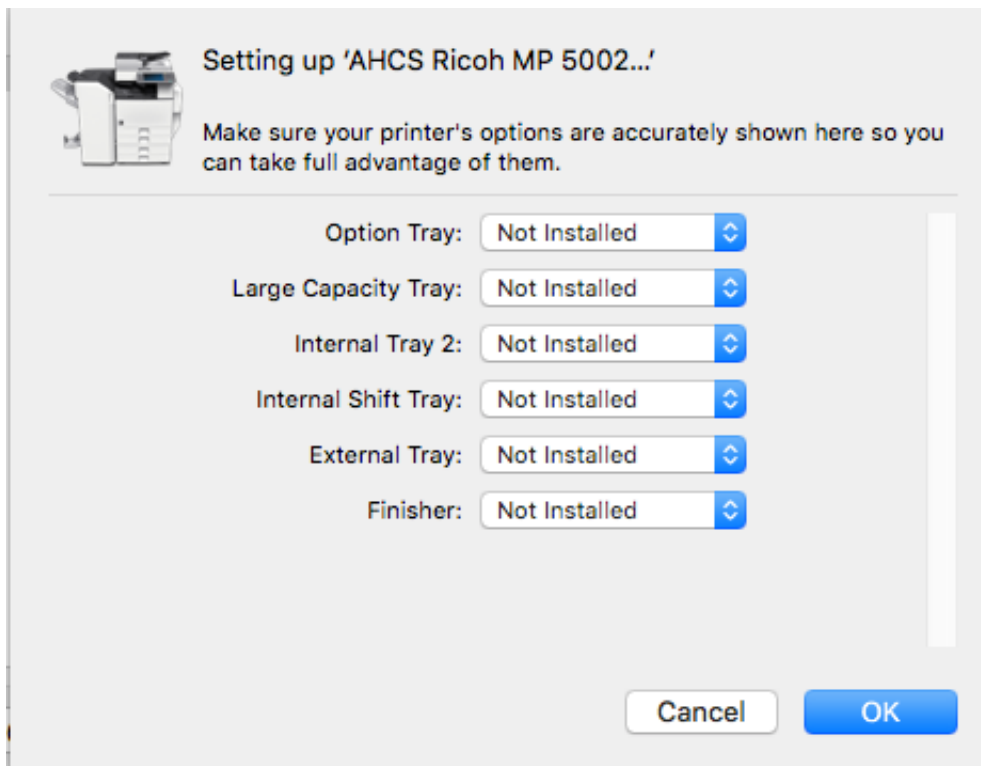
4. In the “Use:” field, choose “Select Software” from the dropdown menu.



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.



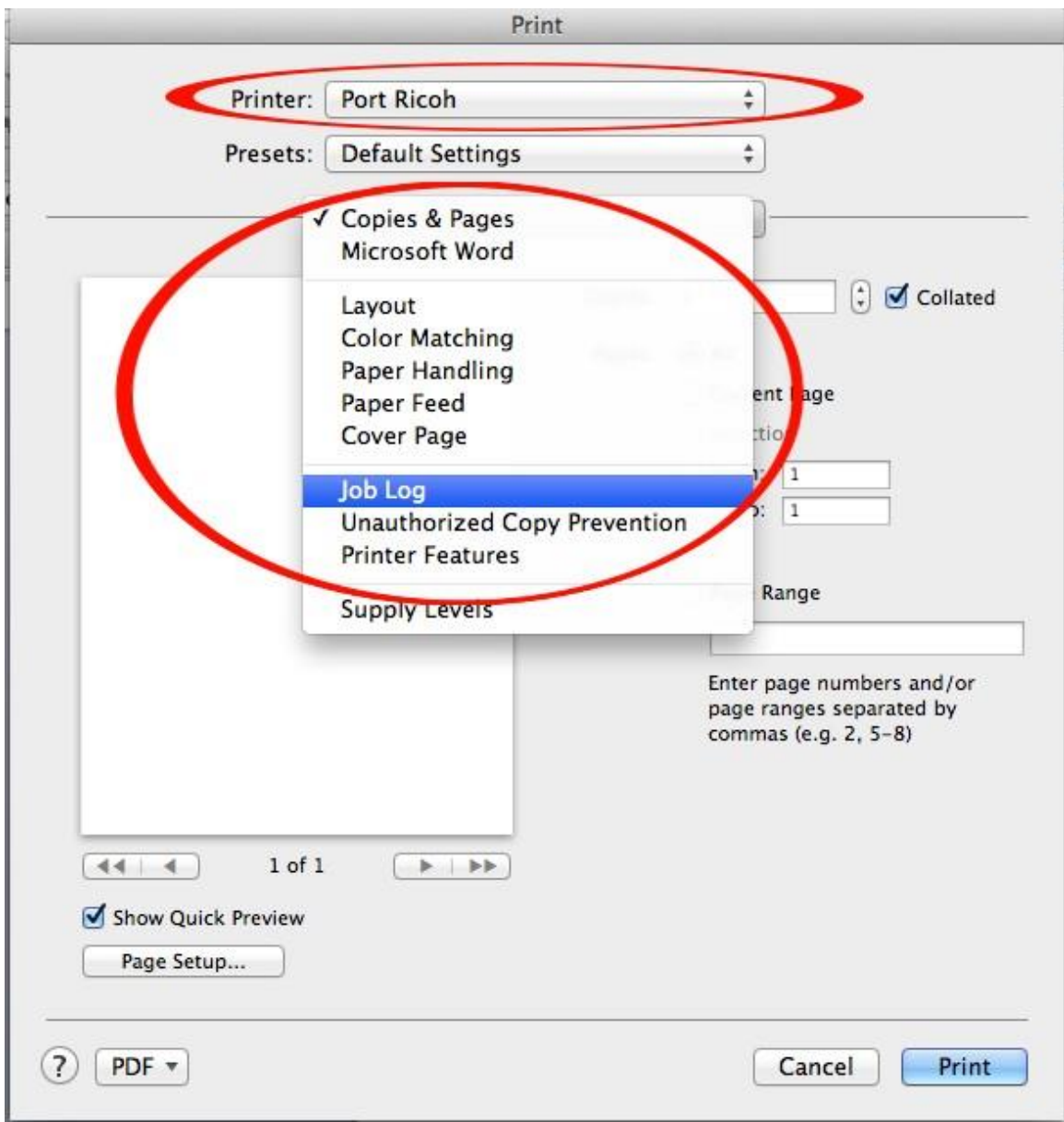
You will end up back at the Add window, where the correct driver should now show up in the “Use:” field. Click Add. A window will appear saying “Setting up (printer name)”. Do not change any of the options listed. Instead, just click OK to finish adding the printer.



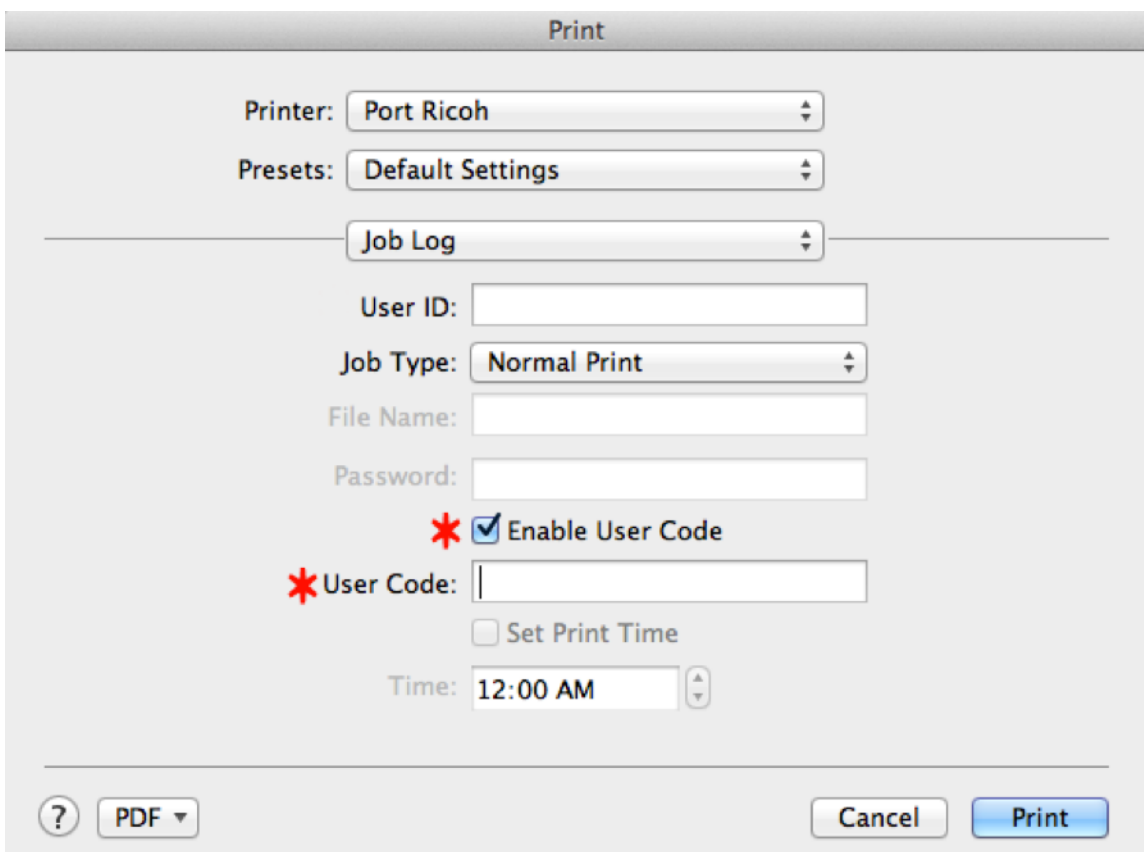
If “user access control” has not been enabled on the printer, you are now ready to print. However, some Ricoh printers at NSCAD do have this feature enabled, such as the Port Campus Ricoh and the AHCS Ricoh. To print to these printers, you have to create a printing preset that contains your division/department’s printing/copying code. Please see the following pages for instructions on setting those up.

SETTING UP PRINT PRESETS

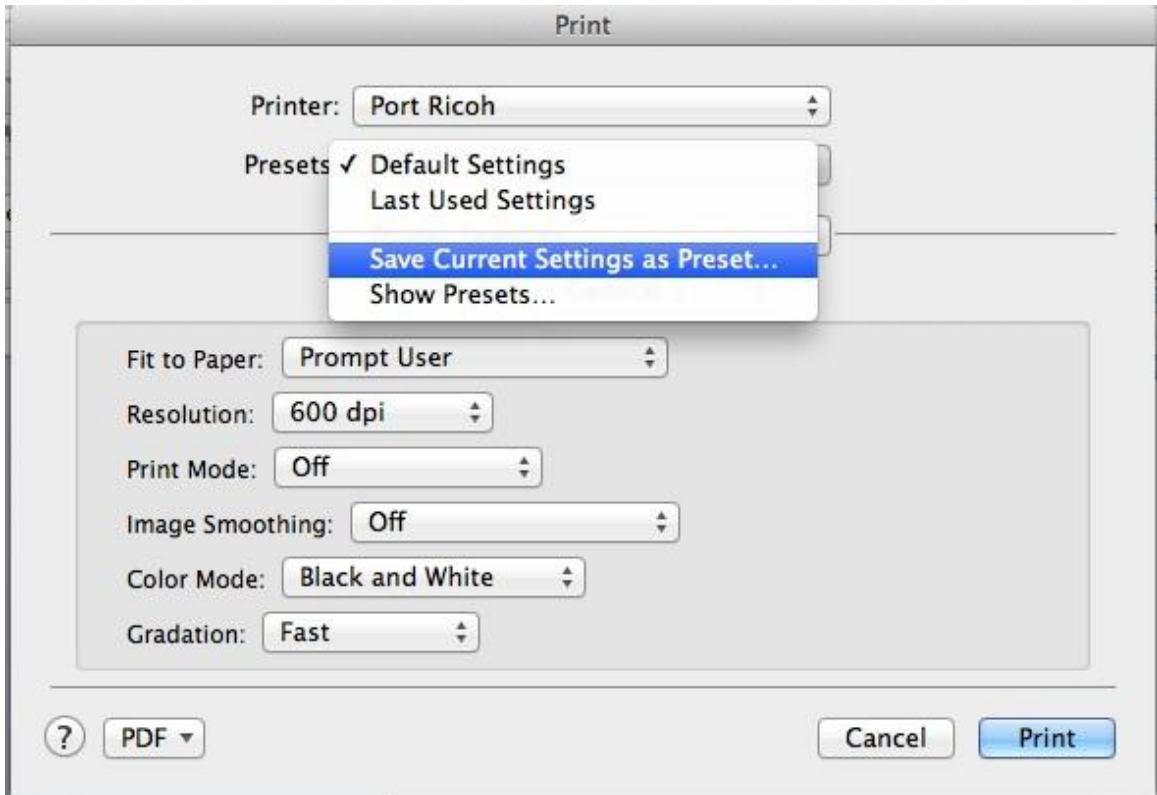
Open an application on the Mac -- Microsoft Word is recommended. Using Word as the example, open a blank document, and from the File menu, click Print (File > Print). When the print dialogue box appears, make sure the Ricoh printer is chosen in the first drop down field, then change the option in third drop down menu field to Job Log.



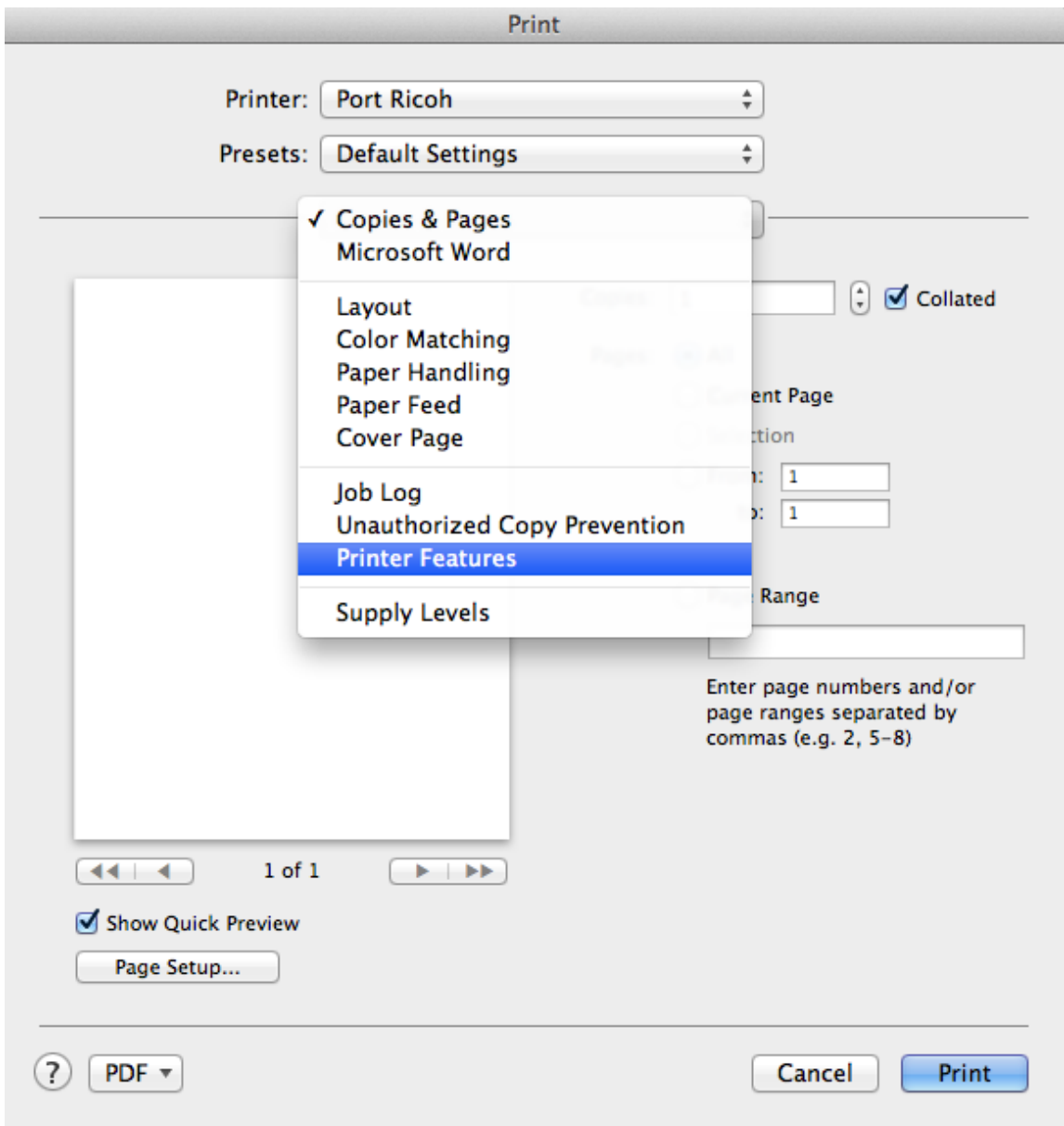
In the Job Log pane, enter your copying/printing code in the User Code field. You will have to check the box beside "Enable User Code" first:



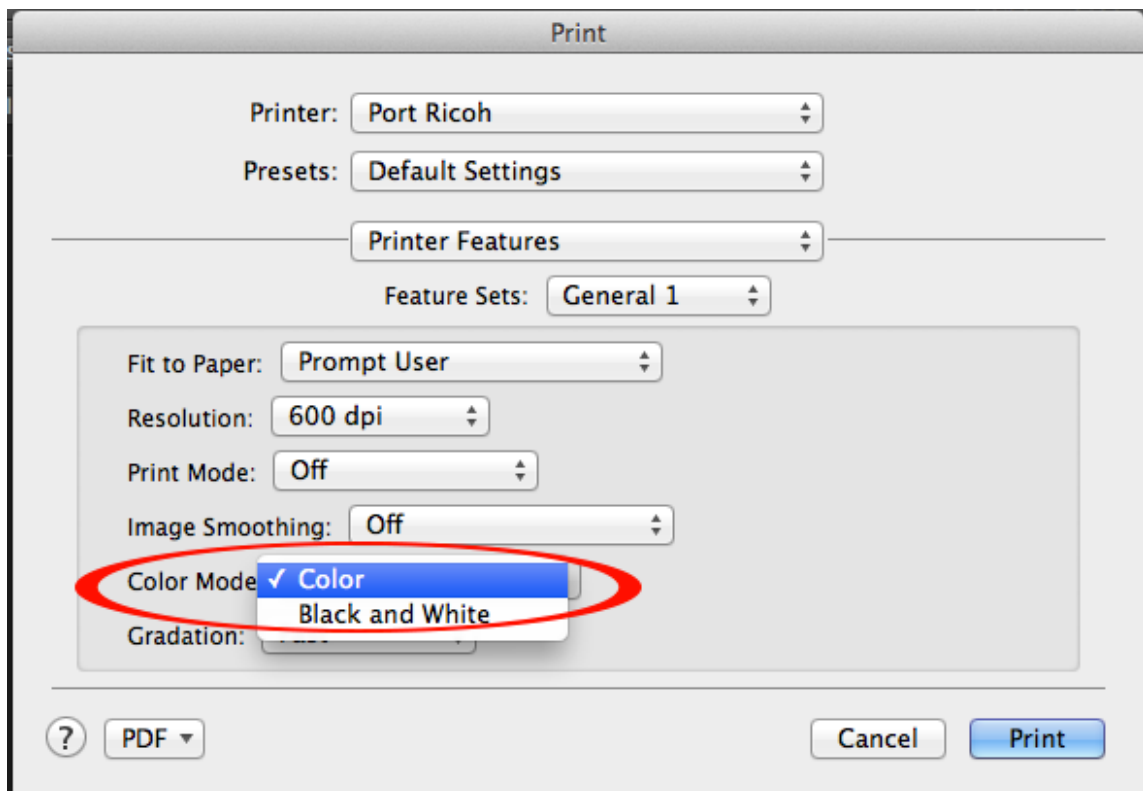
To save these settings, go to the dropdown menu under Presets and choose "Save current settings as a preset", then call it something obvious like "Ricoh preset". Always choose this preset when printing to the Ricoh otherwise the print job will fail.



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 don't close out of the print dialogue box yet, the user code settings that you already entered under the Job Log section will be retained.



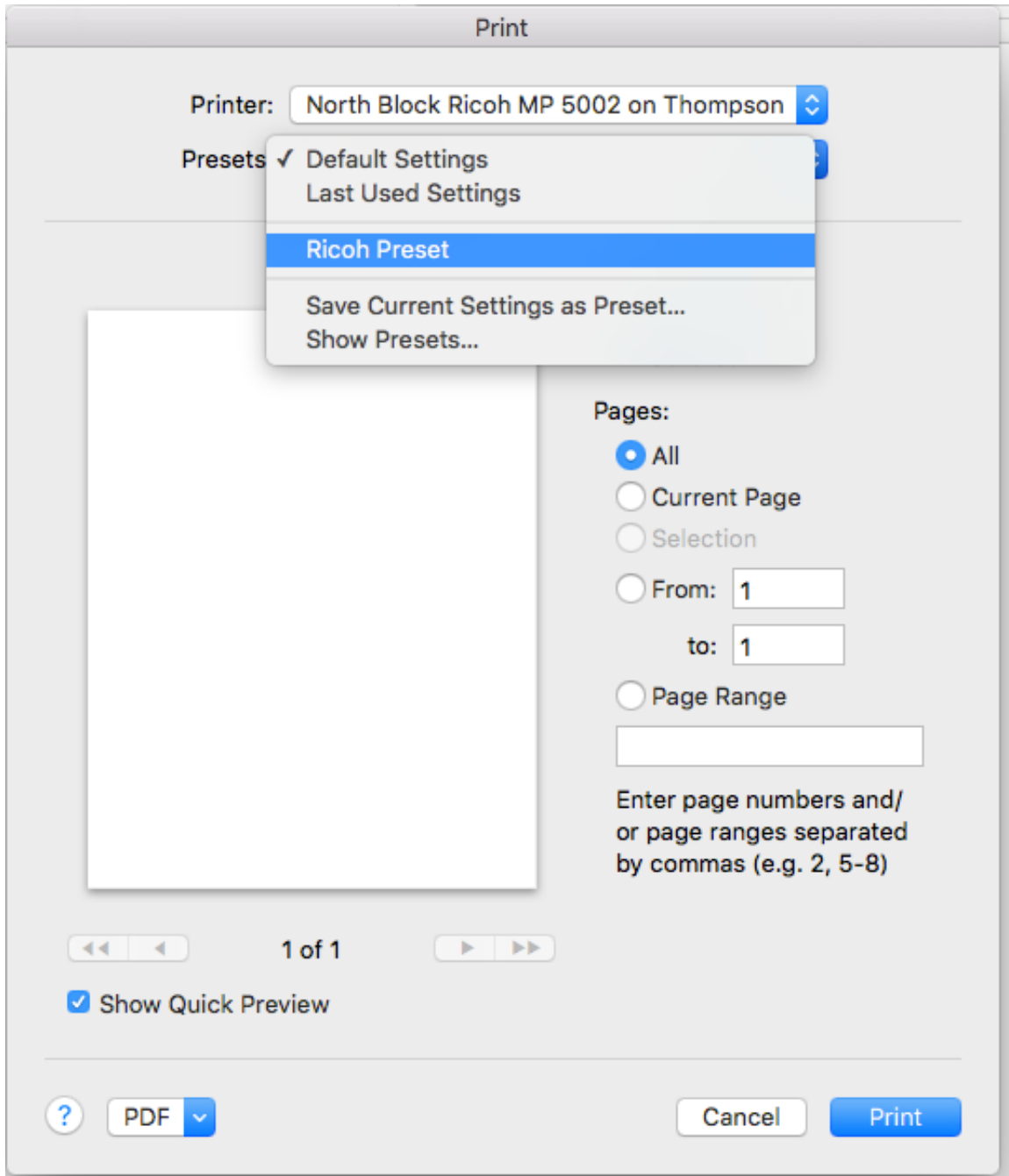
Under Printer Features, change "Color Mode" to black & white, then save these settings as a preset called something like "Ricoh b & w". Save another preset with the colour mode set to Color and call it something obvious. You can now control whether your print job prints in colour or black & white, which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



USING THE PRESET:

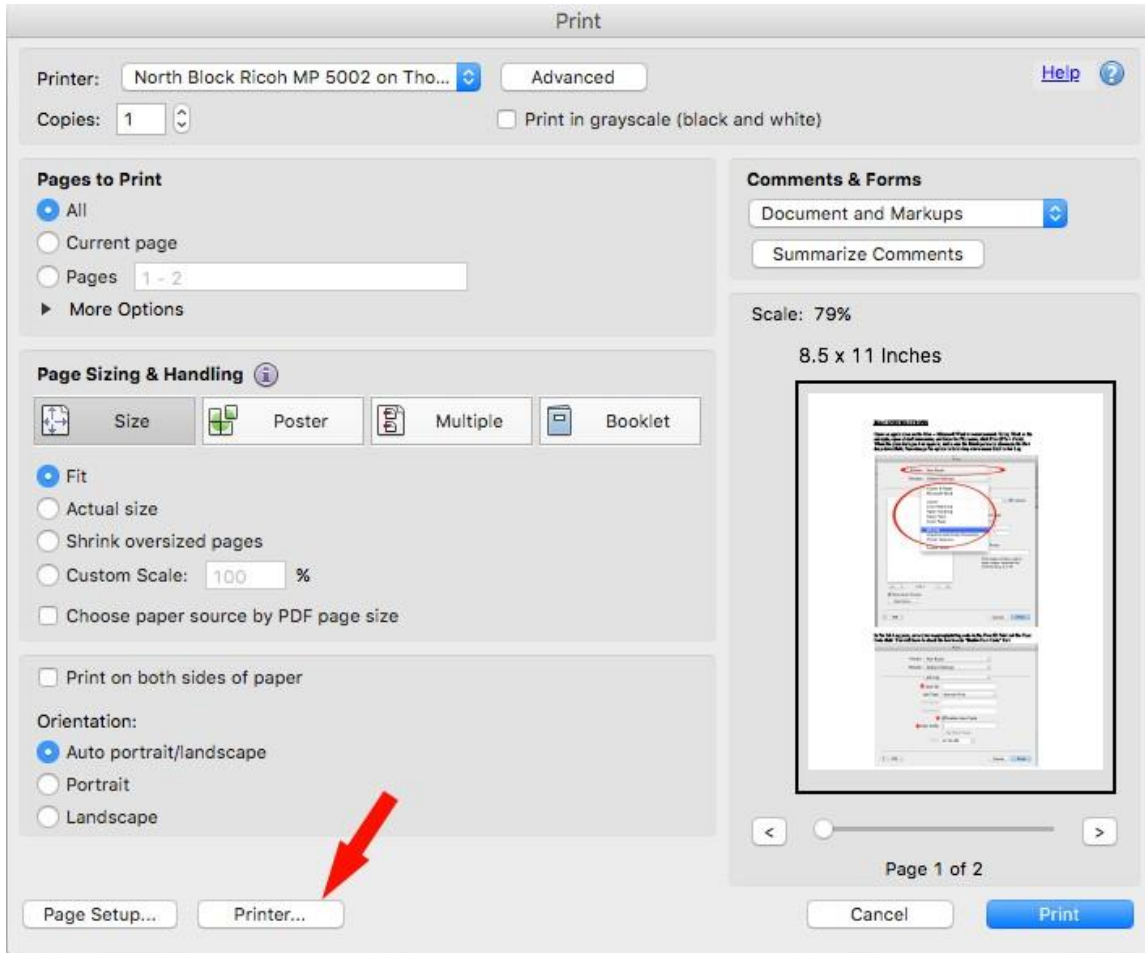
Most programs:

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

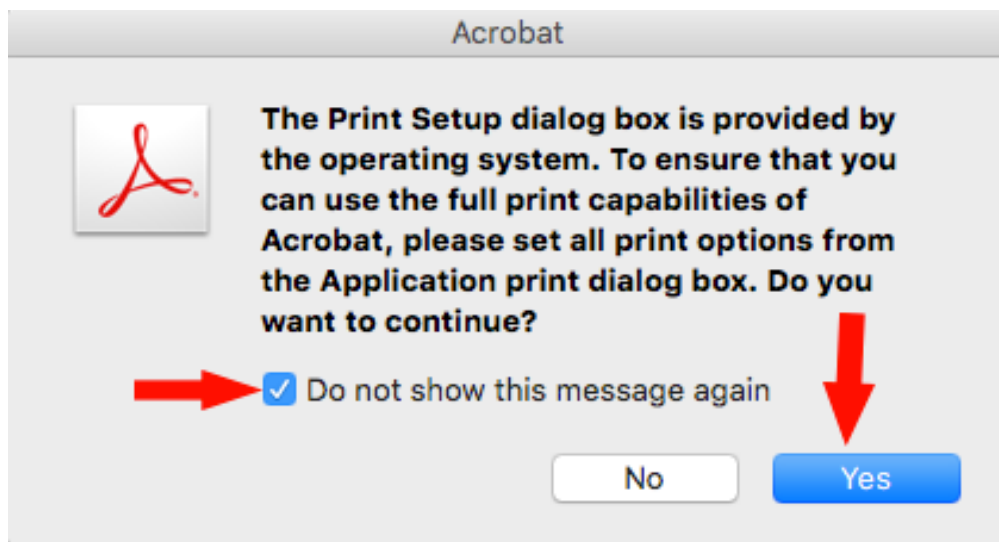


Adobe PDFs:

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



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

Presets: Ricoch Preset

Copies: 1 Two-Sided

Pages: All
 From: 1 to: 1

Layout

Pages per Sheet: 1

Layout Direction:

Border: None

Two-Sided: Off

Flip horizontally

? PDF Hide Details Cancel Print