

Port Campus Printing



1

Download Driver

In a search engine, search for or visit


Q c3502 ricoh driver

http://support.ricoh.com/bb/html/dr_ut_e/re2/model/mpc300/mpc300.htm

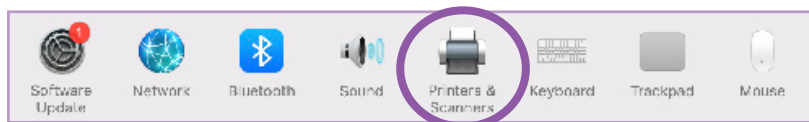
Install the driver to your computer.

2

Add the Printer

Open **System Preferences** from your dock  or **Applications Folder**

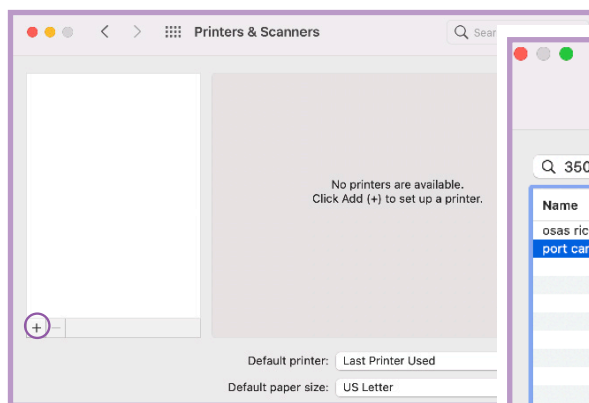
Click on **Printers & Scanners**



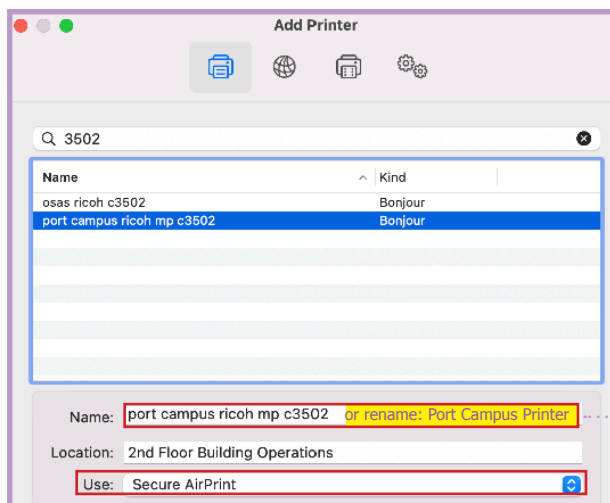
But first! Make sure you are connected to the internet before proceeding. If using WIFI, only connect to **eduroam** for printing!

3

Press the **+sign** below



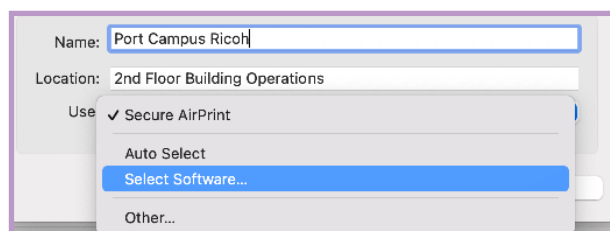
Select **port campus ricoh mp c3502** from the list. You may also do a search for **c3502** at the top to narrow down the list.



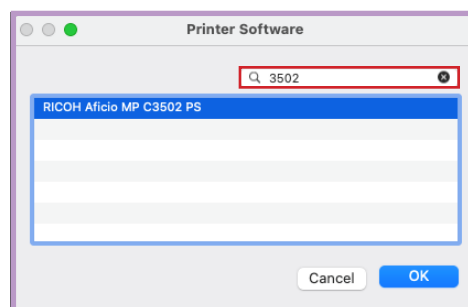
If you'd like, you can rename the printer to something else, such as **Port Campus Printer**

4

Click **Select Software** from the **Use** pulldown.

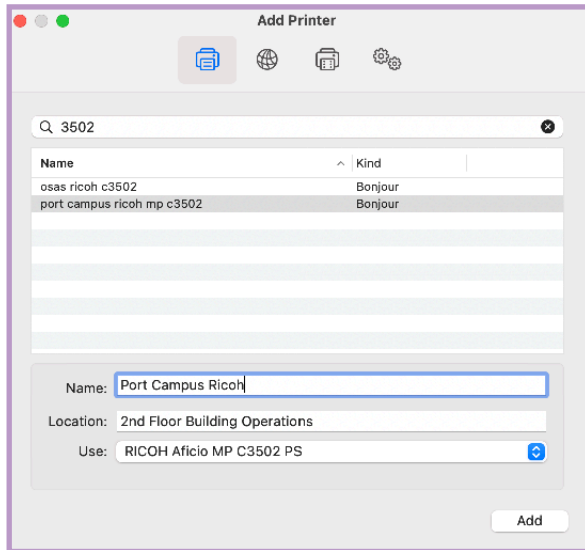
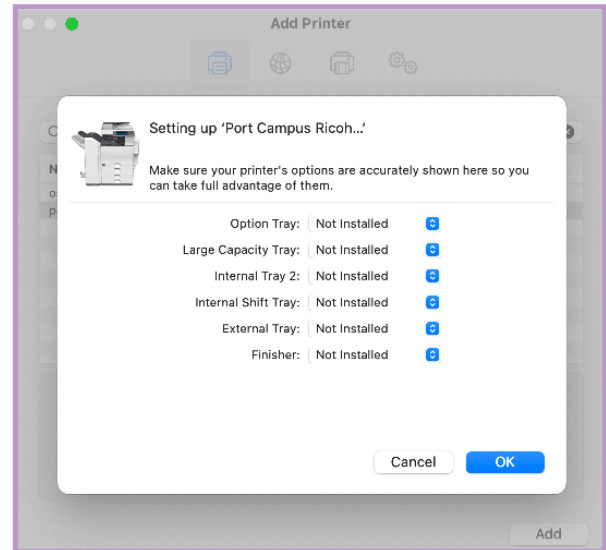


Select **RICOH Aficio MP C3502 PS** from the list, click **OK**



You may also type **C3502** in search field to shorten the list

5

Click **Add**Click **OK** once setup is complete.

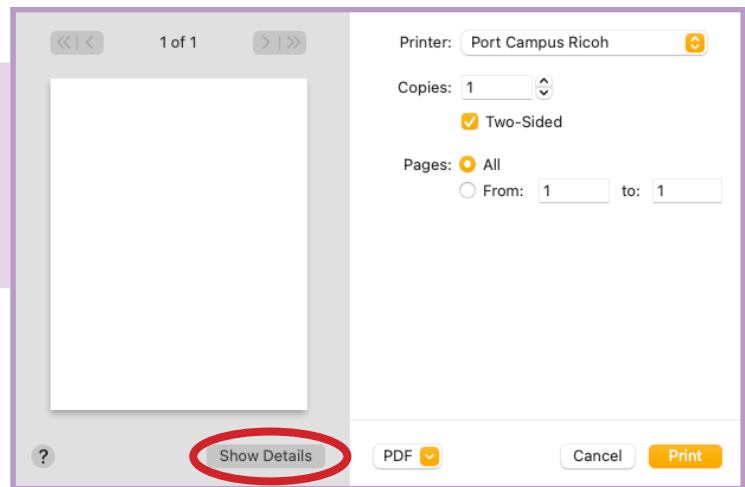
6

Add User Access Control

The Port Campus Ricoh has Accounting Software, and requires a print code to be saved as a preset.

Open a document in an application such as **Pages**.

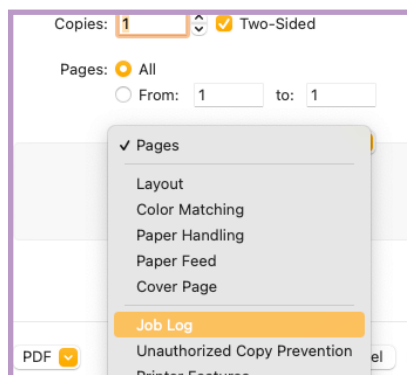
Go to **File>Print**
In the **Print Window**, click **Show Details**



7

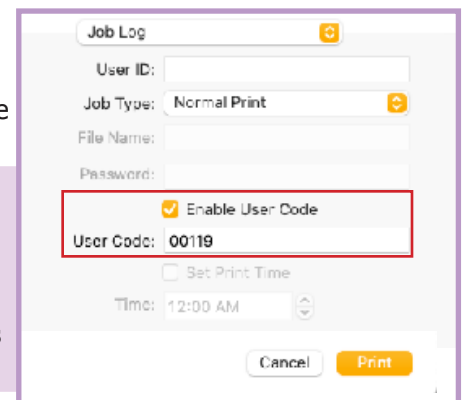
Job Log : Enter Printer Code

Instead of Pages, select **Job Log** from the pulldown

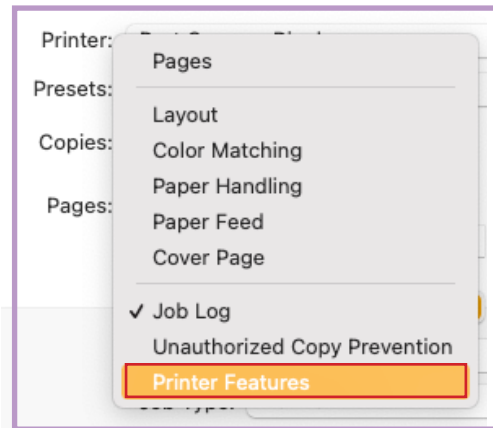


Check Enable User Code and Enter **00119** in the **User Code** field.

Go back to the pulldown menu where **Job Log** is selected & select **Printer Features**

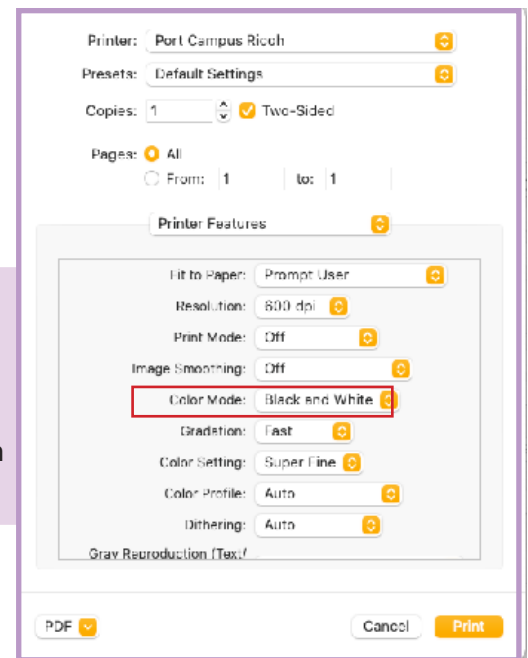


8 After selecting **Printer Features.....**



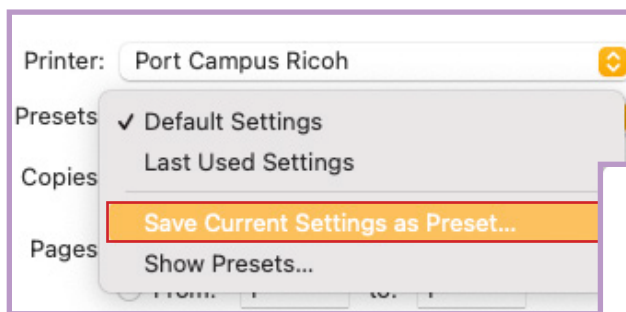
Select **Black and White** from **Color Mode** pulldown.

Go to the top of the window where the **Presets** pulldown is located

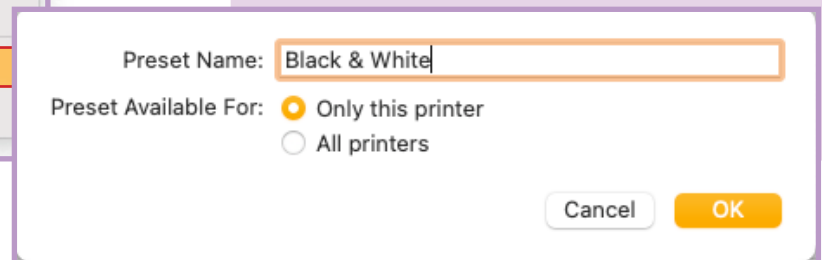


9 It's now time to save these settings as a **Print Preset**

Select **Save Current Settings as Preset....**



Name the preset **Black & White**, click **OK**.

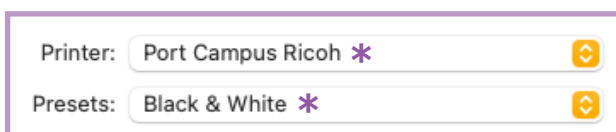


If you are faculty, ask your Chair or Sonya Diamond for your print code. The 00119 print code is for free black & white printing, and can also be used for photocopying. To print color, you may purchase a color code from Sonya in the Service Centre, at Granville Mall.

10 **Print**

To print, go to **File>Print** in your software

****At Port Campus you must always see the name of the printer plus the preset, or the print will fail.**



Some software will bypass this **Print Dialogue** screen. You may need to press a **Setup** or **Printer** button to access the Print Dialogue.

Press **Print** to print your document.

Enter your **NSCAD user credentials**, without @nscad.ca, and click **OK**.

Authentication Error means there is an error in the credentials.

