

Port Campus Printing



1 Download Driver

In a search engine, search for  **c3502 ricoh driver**  or visit http://support.rioh.com/bb/html/dr_ut_e/re2/model/mpc300/mpc300.htm
Install the driver to your computer.

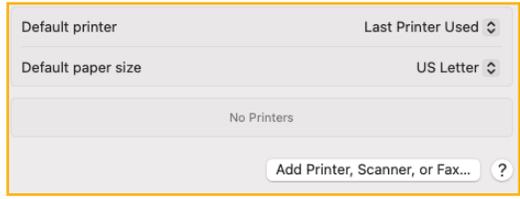
2 Add the Printer

Open **System Settings** from your **dock**  or **Applications Folder**.

Scroll down the list, and select  **Printers & Scanners**

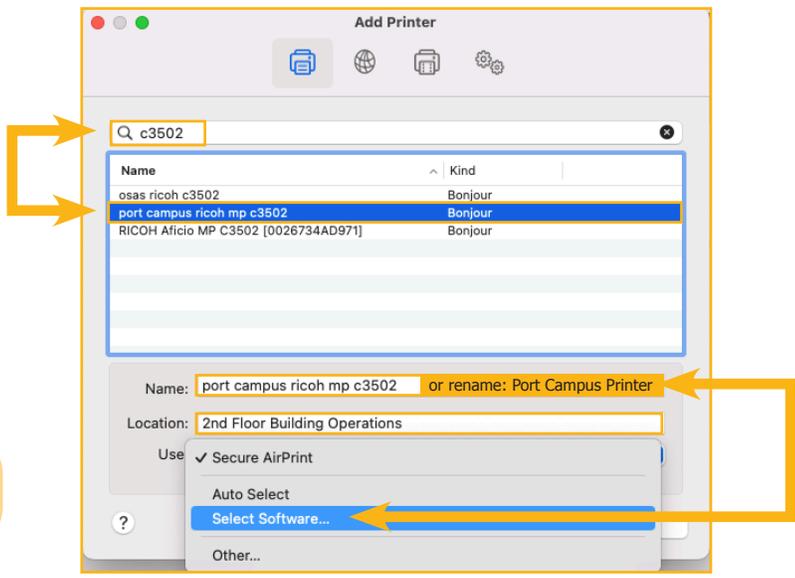
But first! Make sure you are connected to the internet before proceeding to next steps. If using WIFI, only connect to **eduroam** for printing!

3 Click Add Printer, Scanner or Fax.

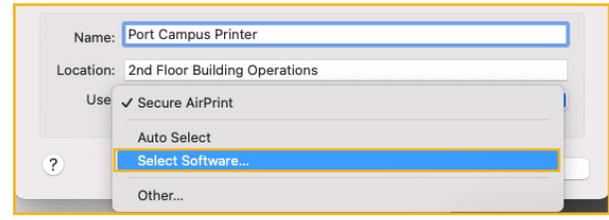


Select **port campus ricoh mp c3502** from the list. You may also do a search for **c3502** at the top to narrow down the list.

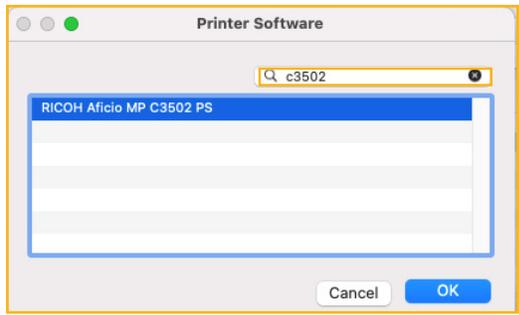
If you'd like, you can rename the printer to something else, such as **Port Campus Printer**



4 Click Select Software from the Use pulldown.

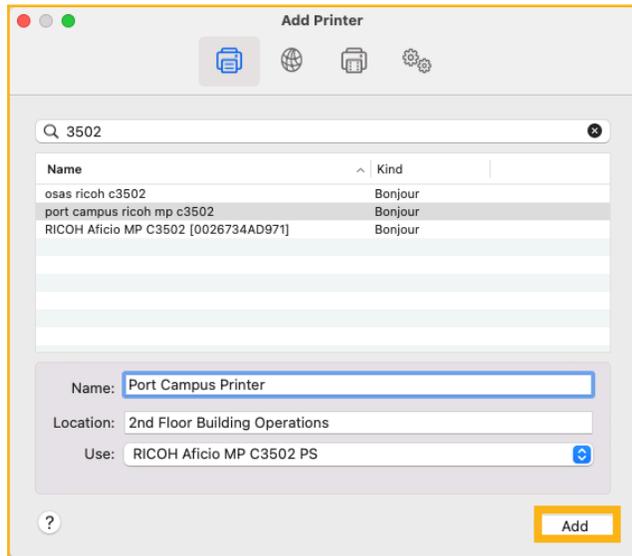


Select **RICOH Aficio MP C3502 PS** from the list, click **OK**.

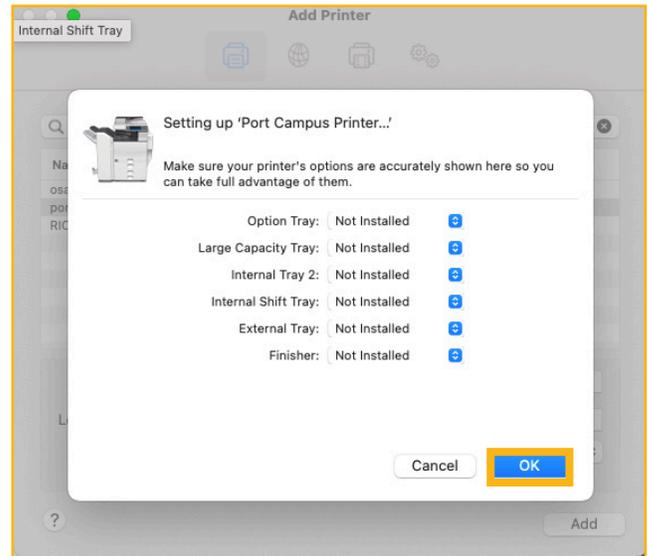


You may also type **C3502** in search field to shorten the list

5 Click **Add**



Click **OK** once setup is complete.

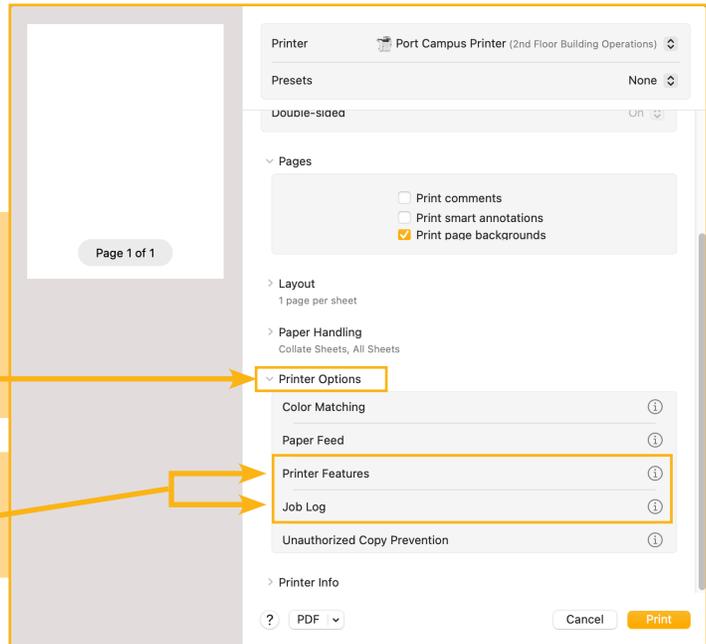


6 **Add User Access Control**
The Port Campus Ricoh has Accounting Software, and requires a print code to be saved as a preset.

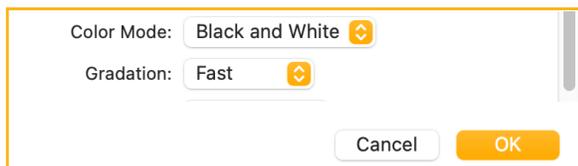
Open a document in an application such as **Pages**.

Go to **File>Print**
Scroll down to **Printer Options**

In **Step 7** you will make changes to **Printer Features** and **Job Log**, and save as a **Preset**

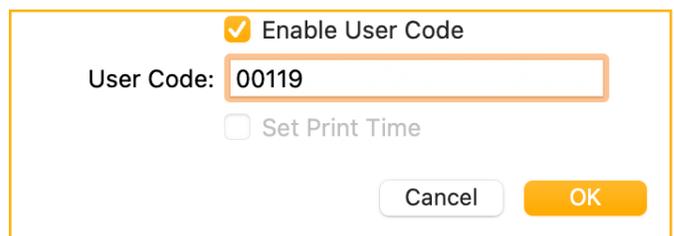


7 **Printer Features**
Set Color Mode to **Black and White**, press **OK**.



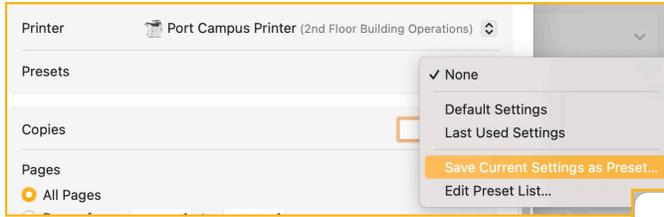
Job Log
Enable User Code, enter **User Code : 00119**, press **OK**.

This code is a free Black & White code. You may purchase a color code from the Service Centre.

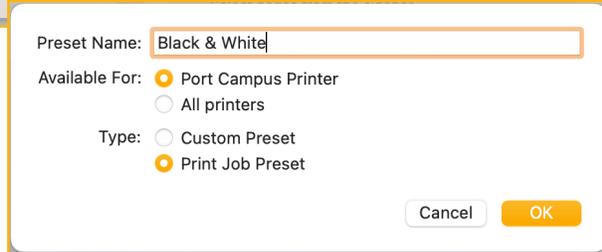


8

It's now time to save these settings as a **Print Preset**
Scroll to the top, and select **Save Current Settings as Preset....**



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

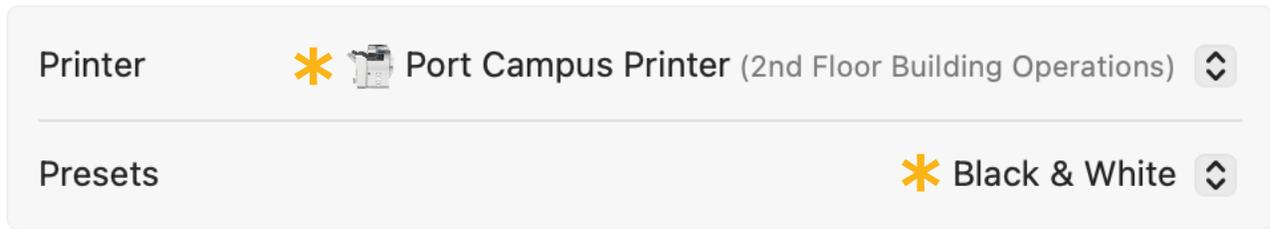


9

Print

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

At Port Campus you **must always see the **Print Dialogue** window, where you will see the **Printer** and the **Preset**. **



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

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

Authentication Error means there is an error in
the credentials.

** Always print using ethernet or eduroam wifi.

