Add Port Campus Printer to Personal Computer

1 **Download Driver**
In a search engine, search for
or visit
https://support.ricoh.com/bb/html/dr_ut_e/re2/model/mpc300/mpc300.htm

Install the driver to your computer.

🔍 c3502 ricoh driver 🎤
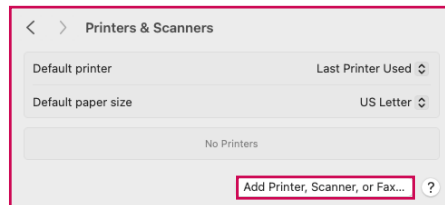
macOS
Sequoia

2 **Add the Printer**
Open **System Settings** from your **dock** 🌀 or **Applications Folder.**

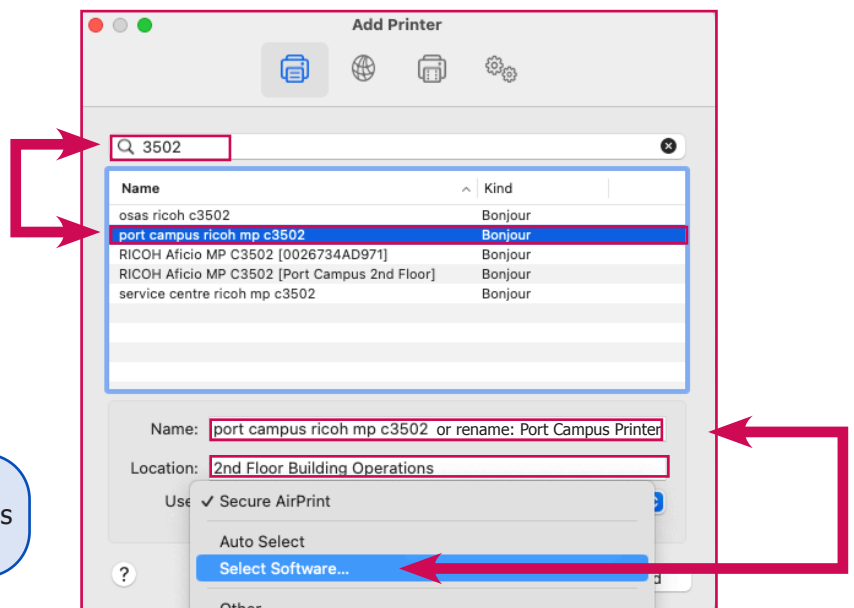Scroll down the list, and select   🖨 Printers & Scanners

> **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.**

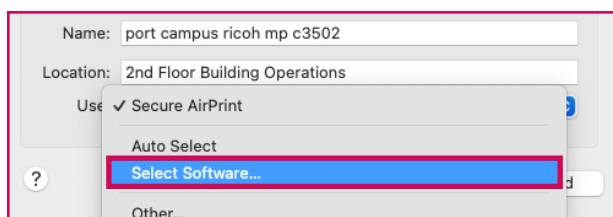| Printers & Scanners	
Default printer	Last Printer Used ⬍
Default paper size	US Letter ⬍
No Printers	
	Add Printer, Scanner, or Fax... ❓

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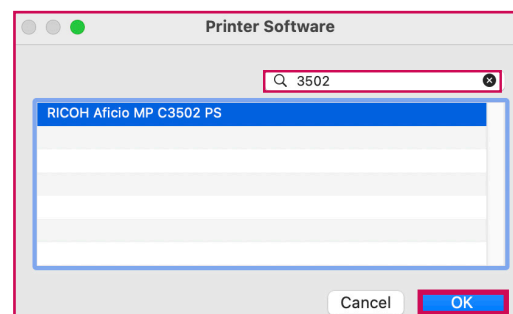
> If you'd like, you can rename the printer to something else, such as **Port Campus Printer**

Add Printer

🔍 3502 ⊗

Name	Kind
osas ricoh c3502	Bonjour
port campus ricoh mp c3502	**Bonjour**
RICOH Aficio MP C3502 [0026734AD971]	Bonjour
RICOH Aficio MP C3502 [Port Campus 2nd Floor]	Bonjour
service centre ricoh mp c3502	Bonjour

Name: port campus ricoh mp c3502 or rename: Port Campus Printer
Location: 2nd Floor Building Operations
Use: ✓ Secure AirPrint
     Auto Select
     Select Software...
     Other

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

Name: port campus ricoh mp c3502
Location: 2nd Floor Building Operations
Use: ✓ Secure AirPrint
     Auto Select
     Select Software...
     Other...

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

Printer Software

🔍 3502 ⊗

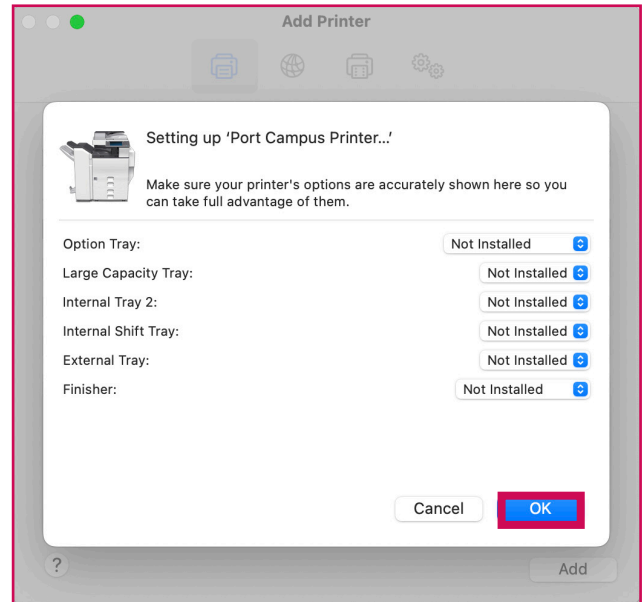RICOH Aficio MP C3502 PS

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

Cancel   OK

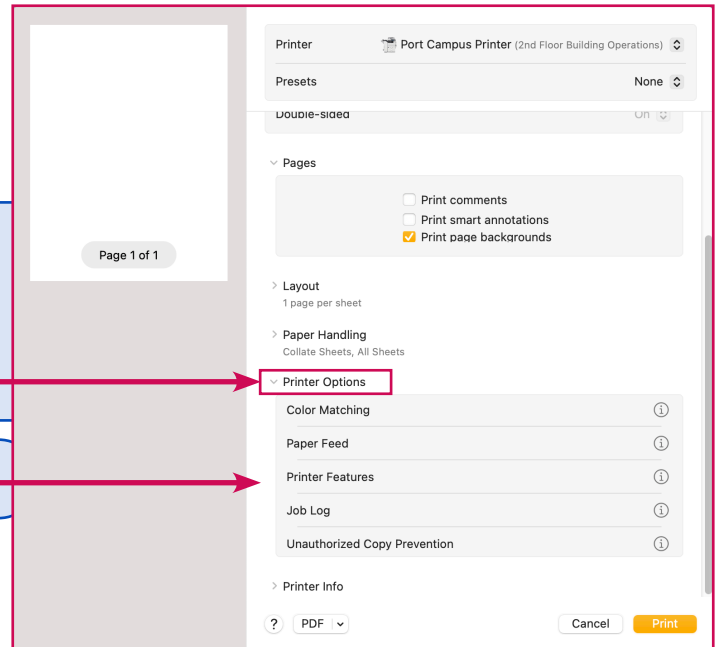**5** Click **Add**
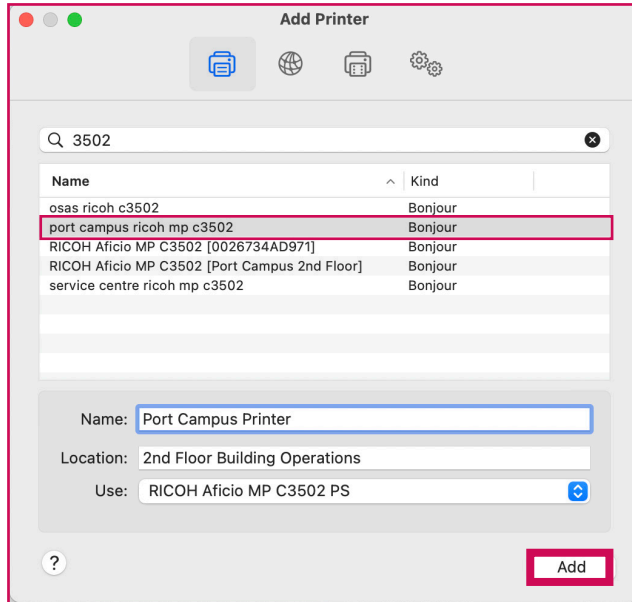
Click **OK** once setup is complete.

6 Create Black & White Preset

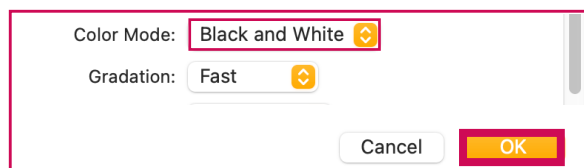Open a document in an application such as **Pages.**

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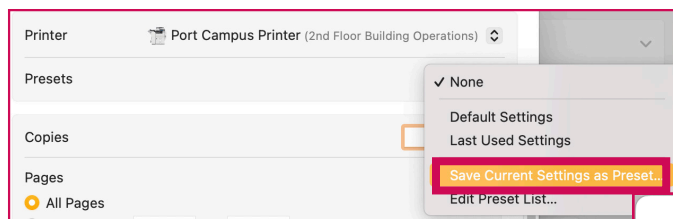Scroll down to **Printer Options**

Click on **Printer Features**

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

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

Printer	🖨 Port Campus Printer (2nd Floor Building Operations) ⬍	⌄
Presets	✓ None	
	Default Settings	
Copies	Last Used Settings	
Pages	**Save Current Settings as Preset..**	
○ All Pages	Edit Preset List...	

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

Preset Name: | Black & White
Available For: | ○ Port Campus Printer
| ○ All printers
Type: | ○ Custom Preset
| ● Print Job Preset

Cancel | OK

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8 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**. **

Printer	✱ 🖨 **Port Campus Printer** (2nd Floor Building Operations) ⬍
Presets	✱ **Black & White** ⬍

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.

Connection Refused means you are using the wrong internet connection or no internet connection.

** Always print using **ethernet** or **eduroam wifi**.

Enter your name and password for the printer "Port Campus Ricoh".

Name: | jsmith
Password: | ********
☐ Remember this password in my keychain

Cancel | OK