

# Add Ricoh 4310N Printer to Personal Computer

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## Download Driver

In a search engine, search for

4310N ricoh driver

or visit

[https://support.ricoh.com/bb/html/dr\\_ut\\_e/apc/model/sp43/sp43.htm](https://support.ricoh.com/bb/html/dr_ut_e/apc/model/sp43/sp43.htm)

Install the driver to your computer.



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## Add the Printer

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

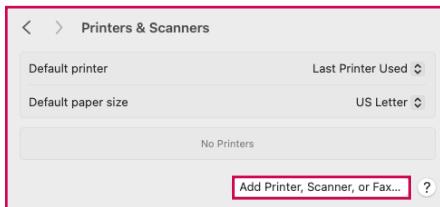
Scroll down the list, and select

Printers & Scanners

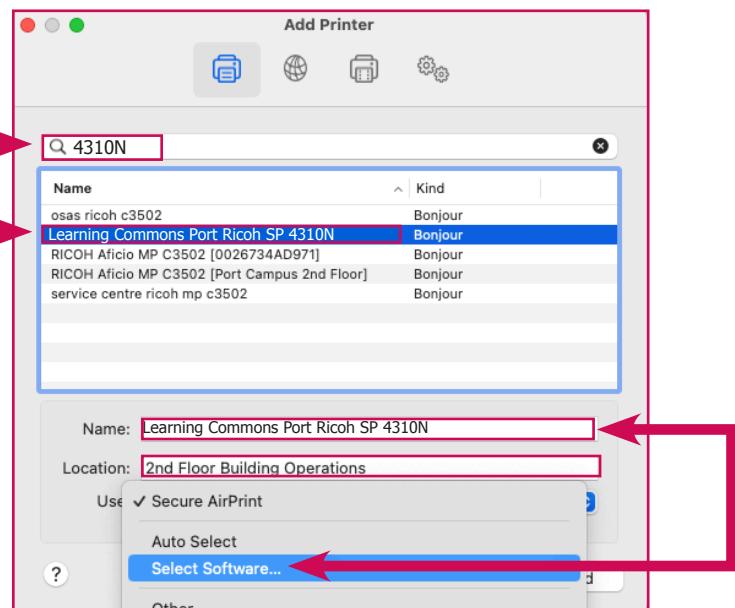
**But first!** Make sure you are connected to the internet before proceeding to next steps.  
If using WIFI, only connect to **eduroam** for printing!

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## Click Add Printer, Scanner or Fax.

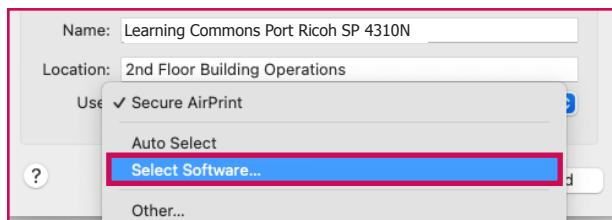


Select **Learning Commons Port Ricoh SP 4310N** from the list. You may also do a search for **4310N** at the top to narrow down the list.

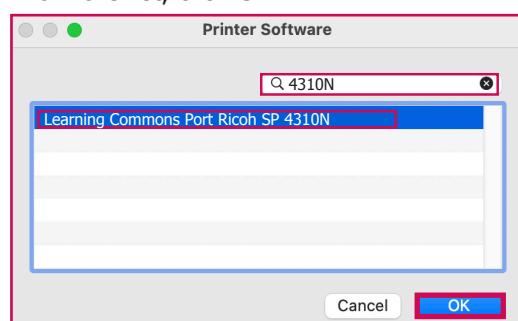


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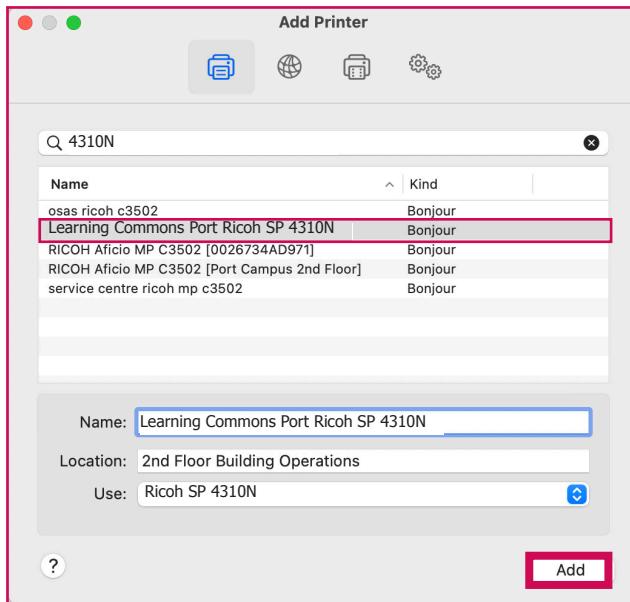
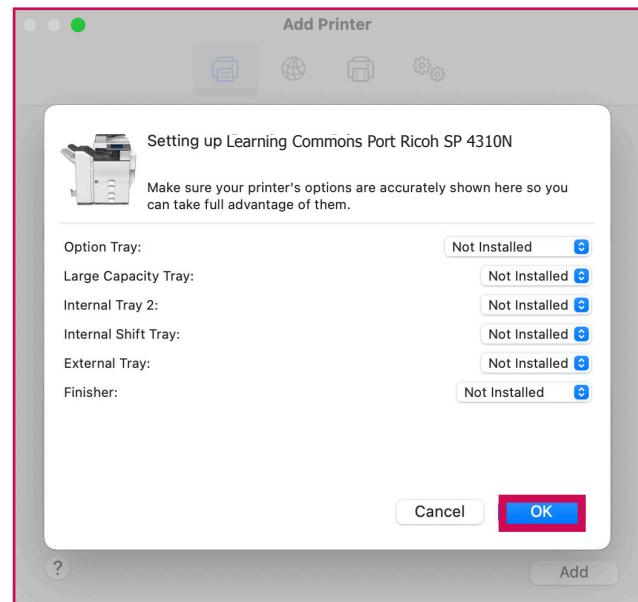
## Click Select Software from the Use pulldown.



Select **Learning Commons Port Ricoh SP 4310N** from the list, click **OK**.



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

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## Print

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

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**.

