

# Add Ricoh 4310N Printer to Personal Computer

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## Download Driver

In a search engine, search for  
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.

🔍 **4310N** ricoh driver 🗣️



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## Add the Printer

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

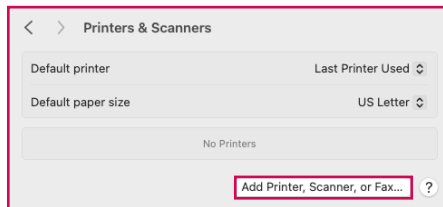
Scroll down the list, and select

 **Printers & Scanners**

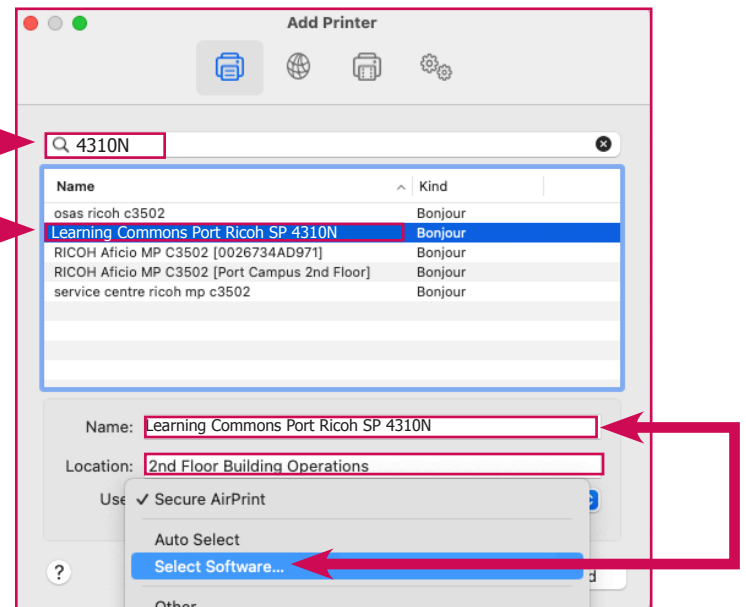
**But first!** Make sure you are connected to the internet before proceeding to next steps.  
If using WIFI, only connect to **eduroam** for printing!

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Click **Add Printer, Scanner or Fax**.

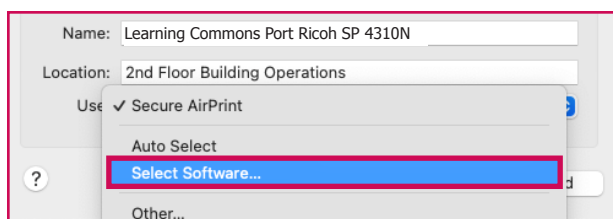


Select **Learning Commons Port Ricoh SP 4310N** from the list. You may also do a search for **4310N** at the top to narrow down the list.

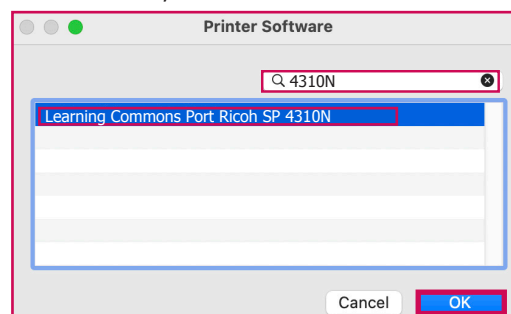


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Click **Select Software** from the **Use** pulldown.

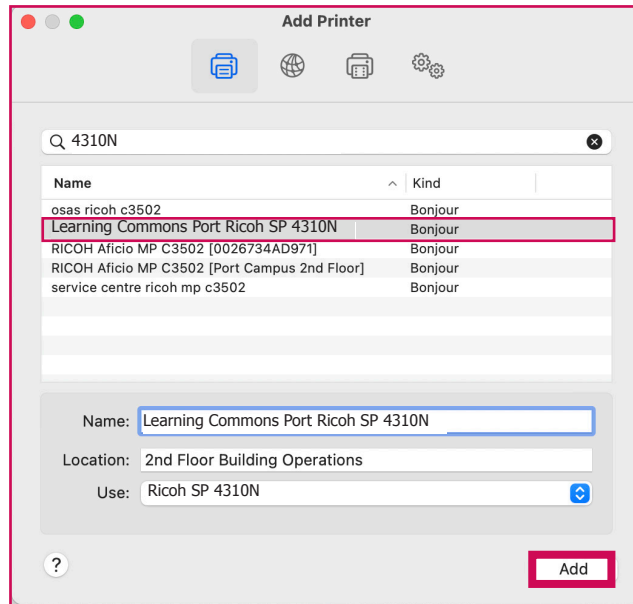
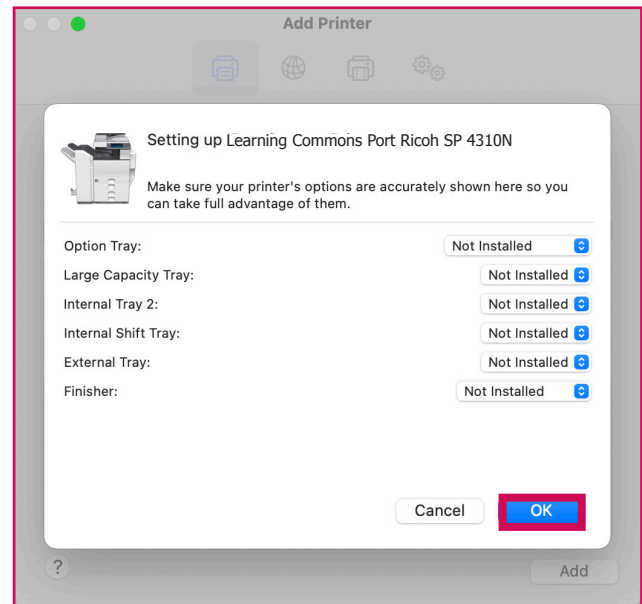


Select **Learning Commons Port Ricoh SP 4310N** from the list, click **OK**.



You may also type  
**4310N** in search field  
to shorten the list

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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.**

