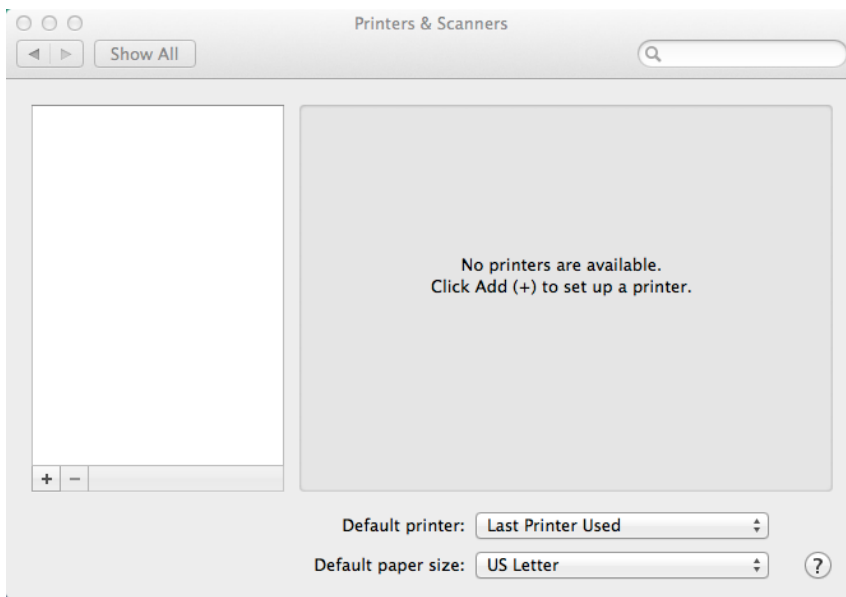
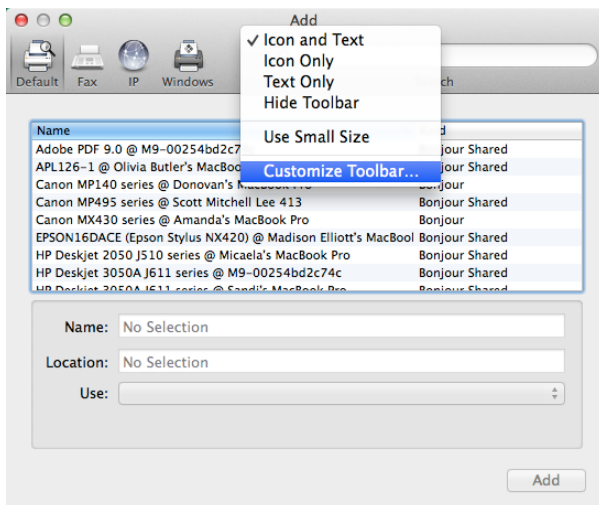


PLEASE NOTE: THESE INSTRUCTIONS ARE PROVIDED AS A GUIDELINE ONLY TO ASSIST YOU CONFIGURING PRINTERS. IT STAFF ARE NOT PERMITTED TO WORK ON PRIVATELY OWNED LAPTOPS OR DEVICES.

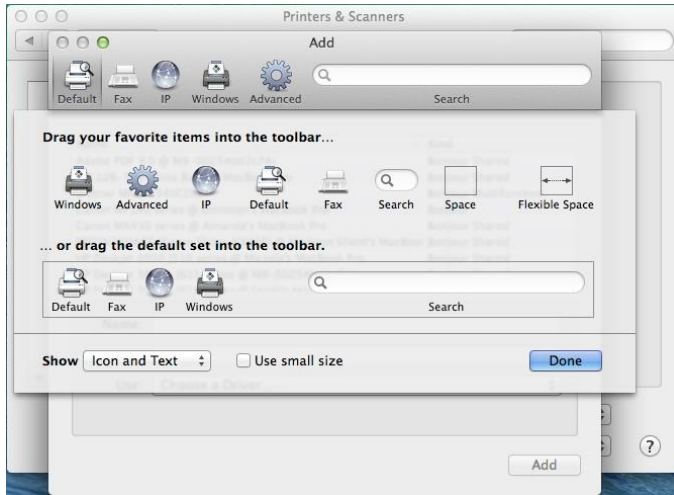
1. Power up and log into your laptop as you normally would.
2. Download and install the latest Ricoh drivers from the Service Desk portal (servicedesk.durhamcollege.ca or servicedesk.uoit.ca) located on the 'Printing' page under 'Printer Driver Downloads For Mac'.
3. Go to **System Preferences** and select **Print & Scanners**. The following screen will open up. Please click on the + sign to add a new printer.



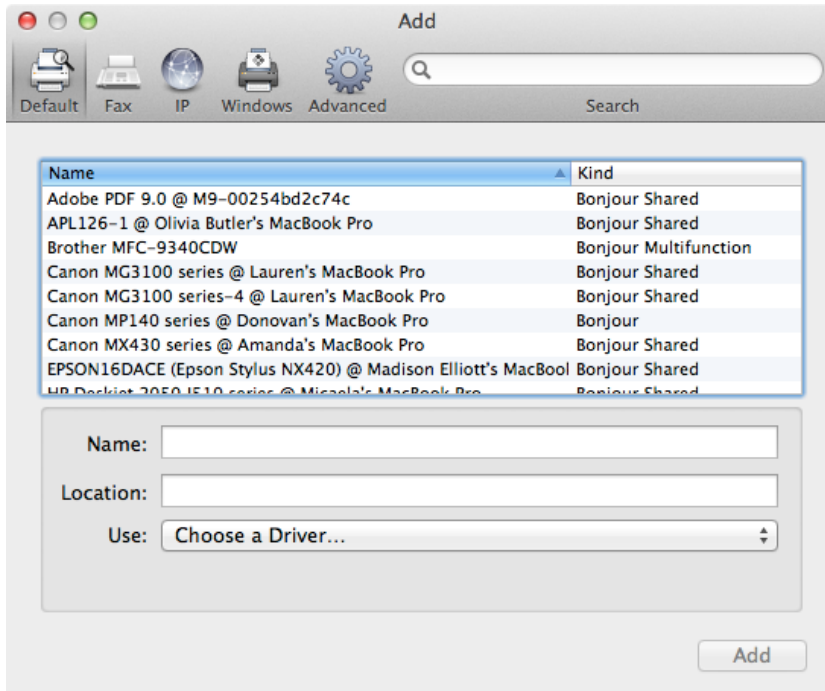
4. Please press and hold down the **control** key on your keyboard and click in the grey Toolbar. The following menu will appear. Please select **Customize Toolbar**.



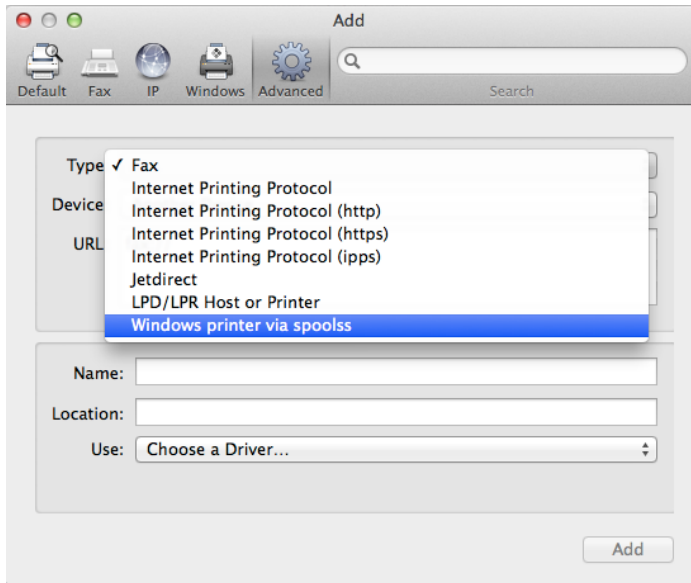
5. From the list below, please drag the **Advanced** icon over into the grey toolbar.



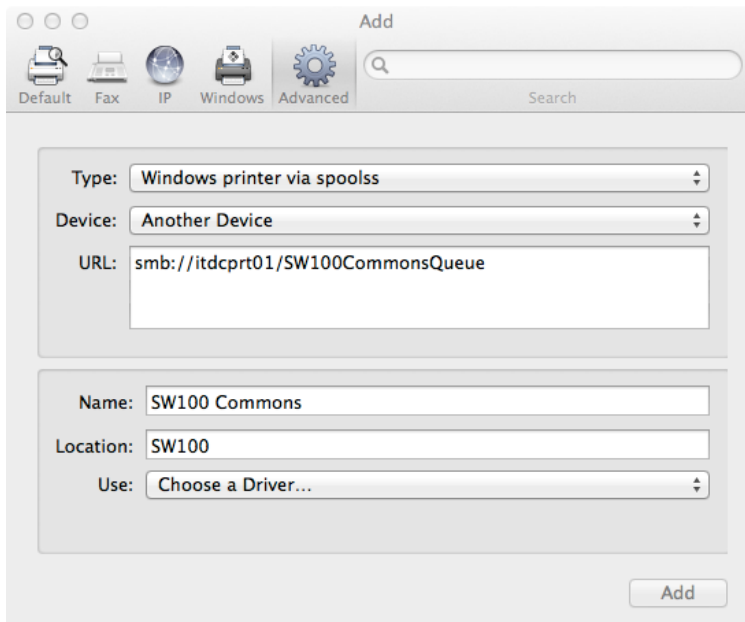
6. The Toolbar will now look like below. Please click on the **Advanced** icon.



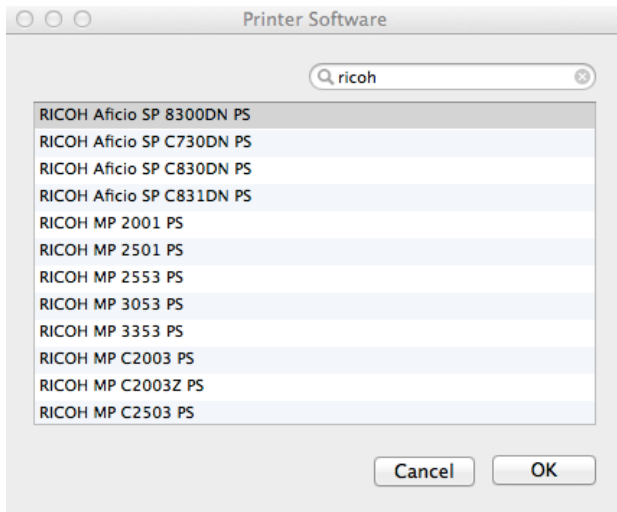
7. We have to fill out the details. Under **Type**, please select **Windows printer via spoolss**



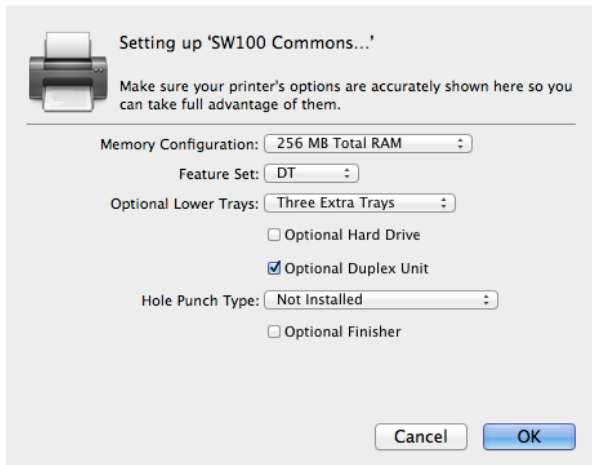
8. Under **URL** please type the printer network path. Please see the last page of this document for an overview of most commonly used printer network paths. Under **Name**, please change the **itdcprt01** name into a more meaningful name, for instance the room number of the printer.



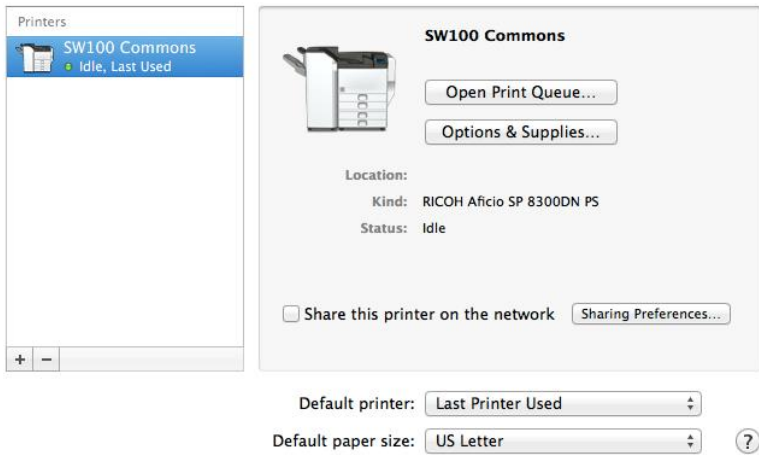
9. Under **Choose a Driver**, from the drop down list select 'Select Software...'. At the end of this document there is a list of all the classroom printers including the specific model in each location. Please use this to ensure you are selecting the correct printer driver when adding a printer. For the example below the SW100 Learning Commons West printer has been selected which is a **Ricoh Aficio SP 8300**. Scroll through the list and highlight the appropriate model click ok and then the 'add' button. If you do not have the Ricoh drivers listed please visit the Service Desk portal(servicedesk.durhamcollege.ca or servicedesk.uoit.ca) and download them from the links provided on the 'Printing' page under 'Printer Driver Downloads For Mac'.



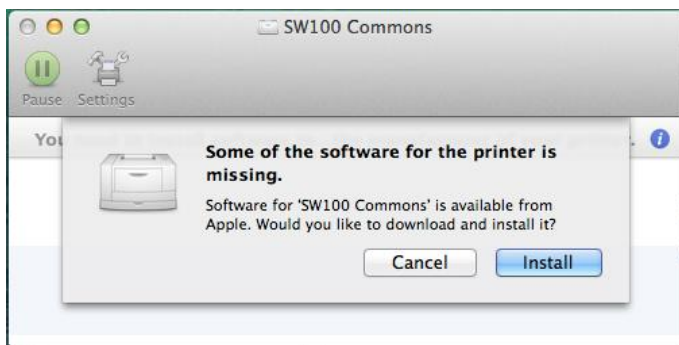
10. You may get a window pop-up called **Setting Up 'Printer Name..'**, just click on **OK**.



11. You have now added the printer successfully.



12. The first time you print a file the system will prompt you for your network credentials. Your username will be your student number in the following format: **100xxxxxx** Your password will be your network password. It is recommended that you place a checkmark with **Remember this password in my keychain**. If you are also prompted to install some missing software please click **'install'** as shown in the image below.



Printer network paths:

Classroom	Printer network path	Printer Type	Classroom	Printer network path	Printer Type
A106	smb://itdcprt01/APA106-1	Ricoh Aficio SP 5210DN	Simcoe 1072	smb://itdcprt01/AP1072-1	Ricoh Aficio SP 5210DN
A320	smb://itdcprt01/APA320-1	Ricoh Aficio SP 5210DN	Simcoe 1224	smb://itdcprt01/AP1224-1	Ricoh Aficio SP 5210DN
B110	smb://itdcprt01/APB110-1	Ricoh Aficio SP 5210DN	Simcoe 1226	smb://itdcprt01/AP1226-1	Ricoh Aficio SP 5210DN
B113	smb://itdcprt01/APB113-1	Ricoh Aficio SP 5210DN	Simcoe 1242	smb://itdcprt01/AP1242-1	Ricoh Aficio SP 5210DN
B216	smb://itdcprt01/APB216-1	Ricoh Aficio SP 5210DN	Simcoe 1244b	smb://itdcprt01/AP1244B-1	Ricoh Aficio SP 5210DN
B221	smb://itdcprt01/APB221-1	Ricoh Aficio SP 5210DN	Simcoe 1278	smb://itdcprt01/AP1278-1	Xerox Phaser 4510N
B232	smb://itdcprt01/APB232-1	Ricoh Aficio SP 5210DN	Simcoe 1287	smb://itdcprt01/AP1287-1	Ricoh Aficio SP 5210DN
B238	smb://itdcprt01/APB238-1	Ricoh Aficio SP 5210DN	Simcoe 1300	smb://itdcprt01/AP1300-1	Ricoh Aficio SP 5210DN
B239	smb://itdcprt01/APB239-1	Ricoh Aficio SP 5210DN	SW100-1	smb://itdcprt01/SW100CommonsQueue	Ricoh Aficio SP 8300DN
B291	smb://itdcprt01/APB291-1	Ricoh Aficio SP 5210DN	SW100-2	smb://itdcprt01/SW100CommonsQueue	Ricoh Aficio SP 8300DN
C135	smb://itdcprt01/APC135-1	Ricoh Aficio SP 5210DN	SW100-3	smb://itdcprt01/SW100CommonsQueue	Ricoh Aficio SP 8300DN
C138	smb://itdcprt01/APC138-1	Ricoh Aficio SP 5210DN	SW100-4 (colour)	smb://itdcprt01/APSW100-4	Ricoh MP 3003
C224	smb://itdcprt01/APC224-1	Ricoh Aficio SP 5210DN	SW100-5	smb://itdcprt01/SW100CommonsQueue	Ricoh Aficio SP 5210DN
C243	smb://itdcprt01/APC243-1	Ricoh Aficio SP 5210DN	SW109	smb://itdcprt01/APSW109-1	Ricoh Aficio SP 5210DN
C246	smb://itdcprt01/APC246-1	Ricoh Aficio SP 5210DN	SW110	smb://itdcprt01/APSW110-1	Ricoh Aficio SP 5210DN
D209	smb://itdcprt01/APD209-1	Ricoh Aficio SP 5210DN	SW201	smb://itdcprt01/APSW201-1	Ricoh Aficio SP 5210DN
F209	smb://itdcprt01/APF209-1	Ricoh Aficio SP 5210DN	SW202	smb://itdcprt01/APSW202-1	Ricoh Aficio SP 5210DN
H136	smb://itdcprt01/APH136-1	Ricoh Aficio SP 8300DN	SW207	smb://itdcprt01/APSW207-1	Ricoh Aficio SP 5210DN
H222	smb://itdcprt01/APH222-1	Ricoh Aficio SP 5210DN	SW213	smb://itdcprt01/APSW213-1	Ricoh Aficio SP 5210DN
JW205	smb://itdcprt01/APJW205-1	Ricoh Aficio SP 5210DN	SW214	smb://itdcprt01/APSW214-1	Ricoh Aficio SP 5210DN
L123	smb://itdcprt01/APL123-1	Ricoh Aficio SP 8300DN	SW215	smb://itdcprt01/APSW215-1	Ricoh Aficio SP 5210DN
L126	smb://itdcprt01/APL126-1	Ricoh Aficio SP 8300DN	U5-67	smb://itdcprt01/APU5-67-1	Ricoh Aficio SP 5210DN
L127	smb://itdcprt01/APL127-1	Ricoh Aficio SP 8300DN	U5-68	smb://itdcprt01/APU68-1	Ricoh Aficio SP 5210DN
L208	smb://itdcprt01/APL208-1	Ricoh Aficio SP 5210DN	UA1001	smb://itdcprt01/APUA1001-1	Ricoh Aficio SP 8300DN
L220	smb://itdcprt01/APL220-1	Ricoh Aficio SP 8300DN	UA1030	smb://itdcprt01/APUA2420-1	Ricoh Aficio SP 8300DN
L223	smb://itdcprt01/APL223-1	Ricoh Aficio SP 8300DN	UA2420	smb://itdcprt01/APUA2420-1	Ricoh Aficio SP 5210DN
LIB132	smb://itdcprt01/APLIB132-1	Ricoh Aficio SP 8300DN	UA2620	smb://itdcprt01/APUA2620-1	Ricoh Aficio SP 5210DN
LIB136e	smb://itdcprt01/NCLibraryPrinters	Ricoh Aficio SP 8300DN	UA2640	smb://itdcprt01/APUA2460-1	Ricoh Aficio SP 5210DN
LIB218	smb://itdcprt01/NCLibraryPrinters	Ricoh Aficio SP 8300DN	UA3480	smb://itdcprt01/APUA3480-1	Ricoh Aficio SP 5210DN
LIB322	smb://itdcprt01/NCLibraryPrinters	Ricoh Aficio SP 8300DN	UA3620	smb://itdcprt01/APUA3620-1	Ricoh Aficio SP 5210DN
PENG0000L1	smb://itdcprt01/APENG0000-1	Ricoh Aficio SP 5210DN	UB Cafeteria	smb://itdcprt01/APUBCAF-1	Ricoh Aficio SP 8300DN
PUL0000L1	smb://itdcprt01/APUL0000-1	Xerox Phaser 4510N	UB3023	smb://itdcprt01/APUB3023-1	Ricoh Aficio SP 5210DN