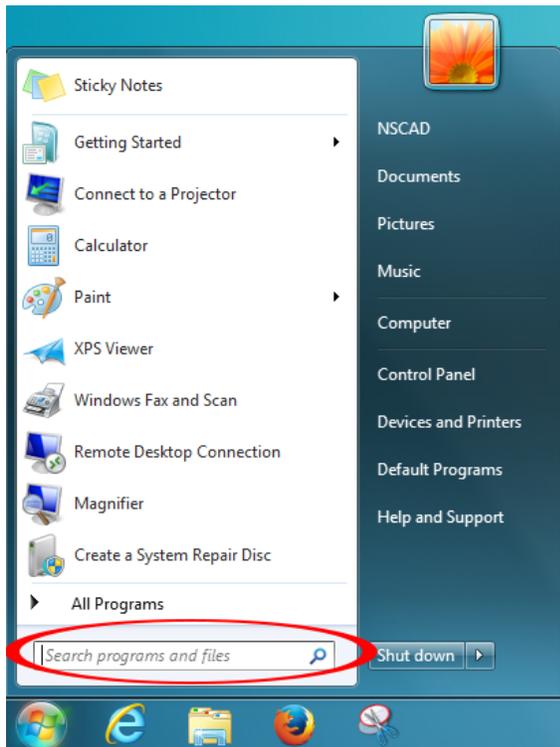
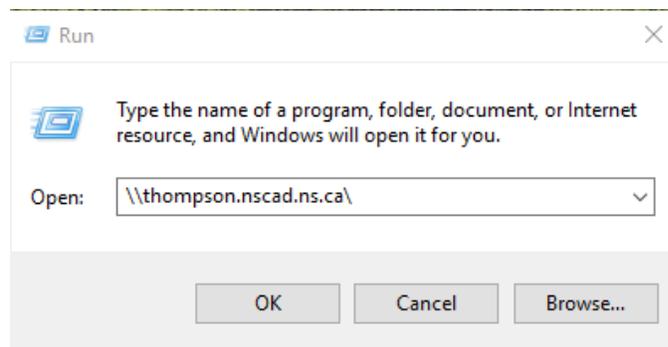
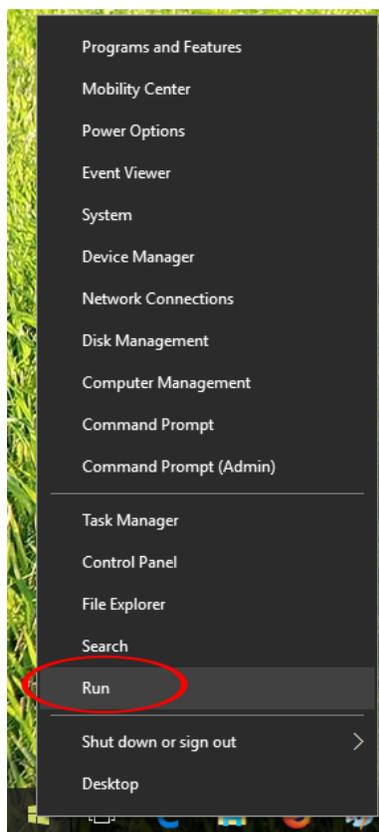


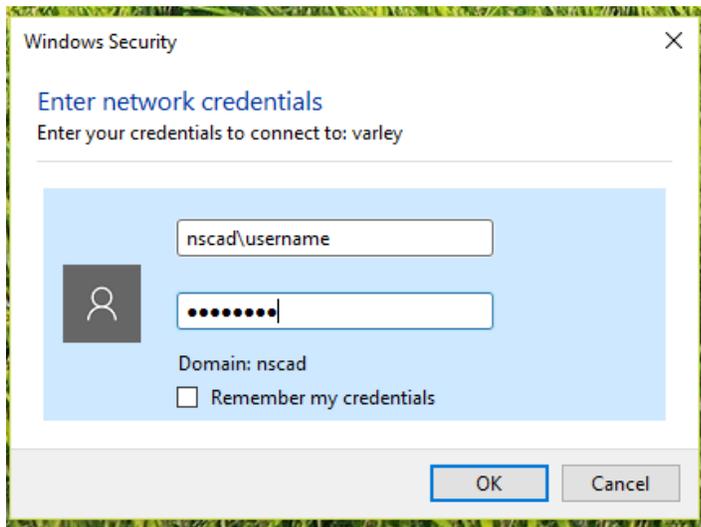
Windows 7: from the Windows Start menu, type the following into the “Search programs and files” field: `\\thompson.nscad.ns.ca\` and then hit the Enter\Return key on your keyboard.



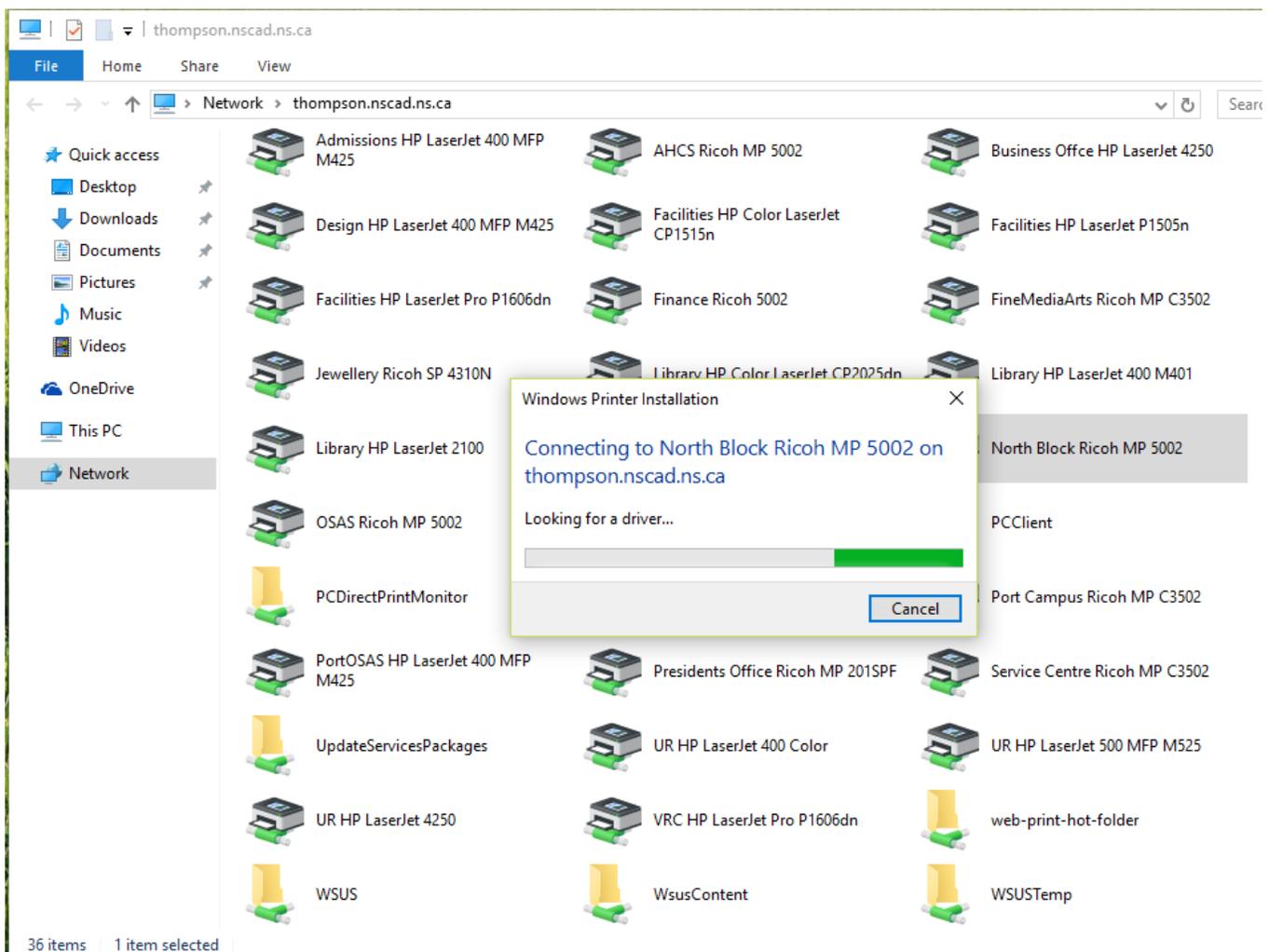
Windows 10: right-click on the Windows icon and from the menu, choose Run. Type the following into the Run window: `\\thompson.nscad.ns.ca\`
Click OK.



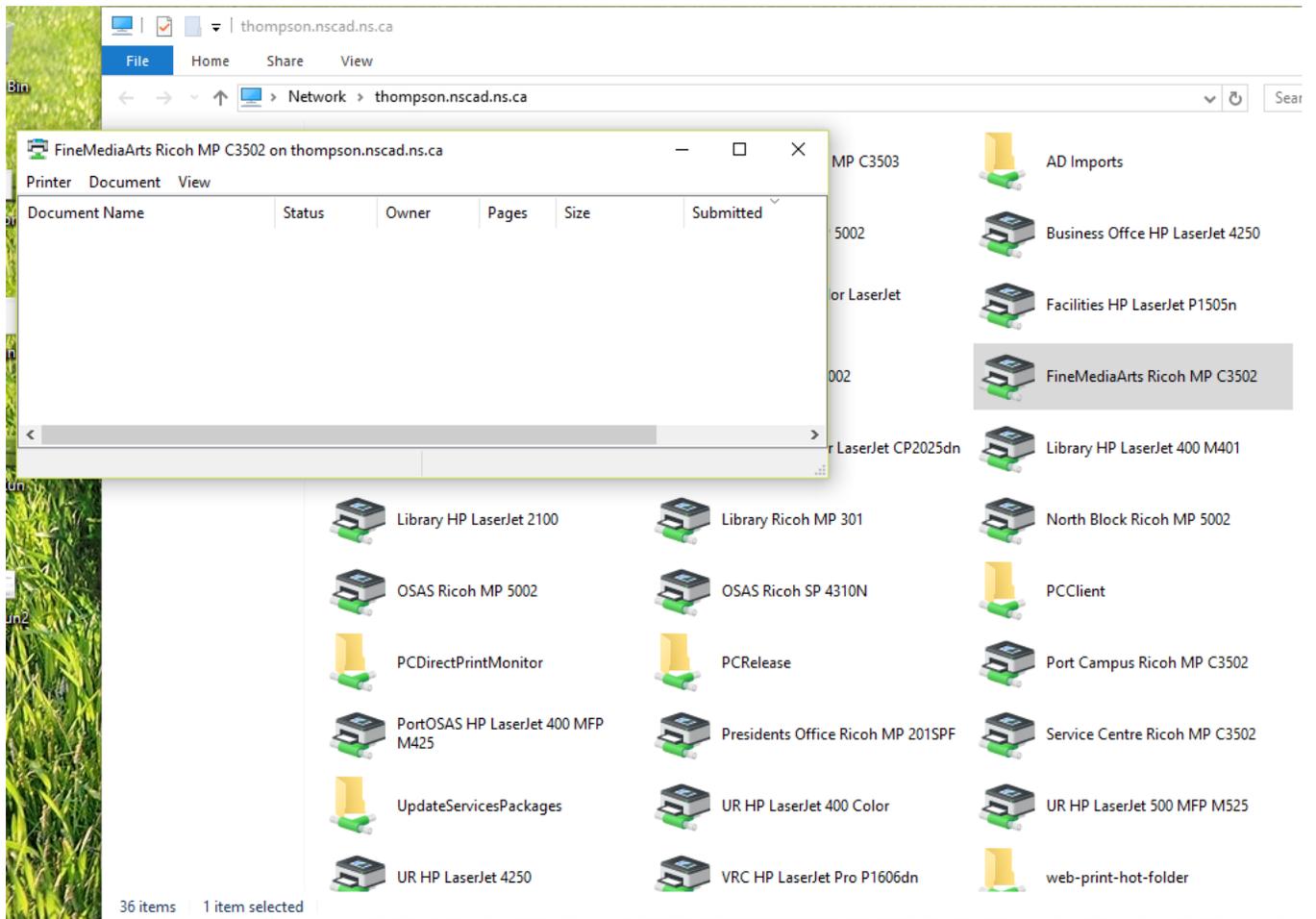
You will be asked to enter your user name and password. Use the same user name and password you use to log into other NSCAD resources such as WebAdvisor or Brightspace. If the “domain” is not being specified as NSCAD, add **NSCAD** in front of your user name. i.e. **NSCAD\johnsmith**. Click OK.



A list of printers should now be displayed. Look for the printer you want to connect to and double-click on it. Windows will automatically look for a driver and should begin to install it.

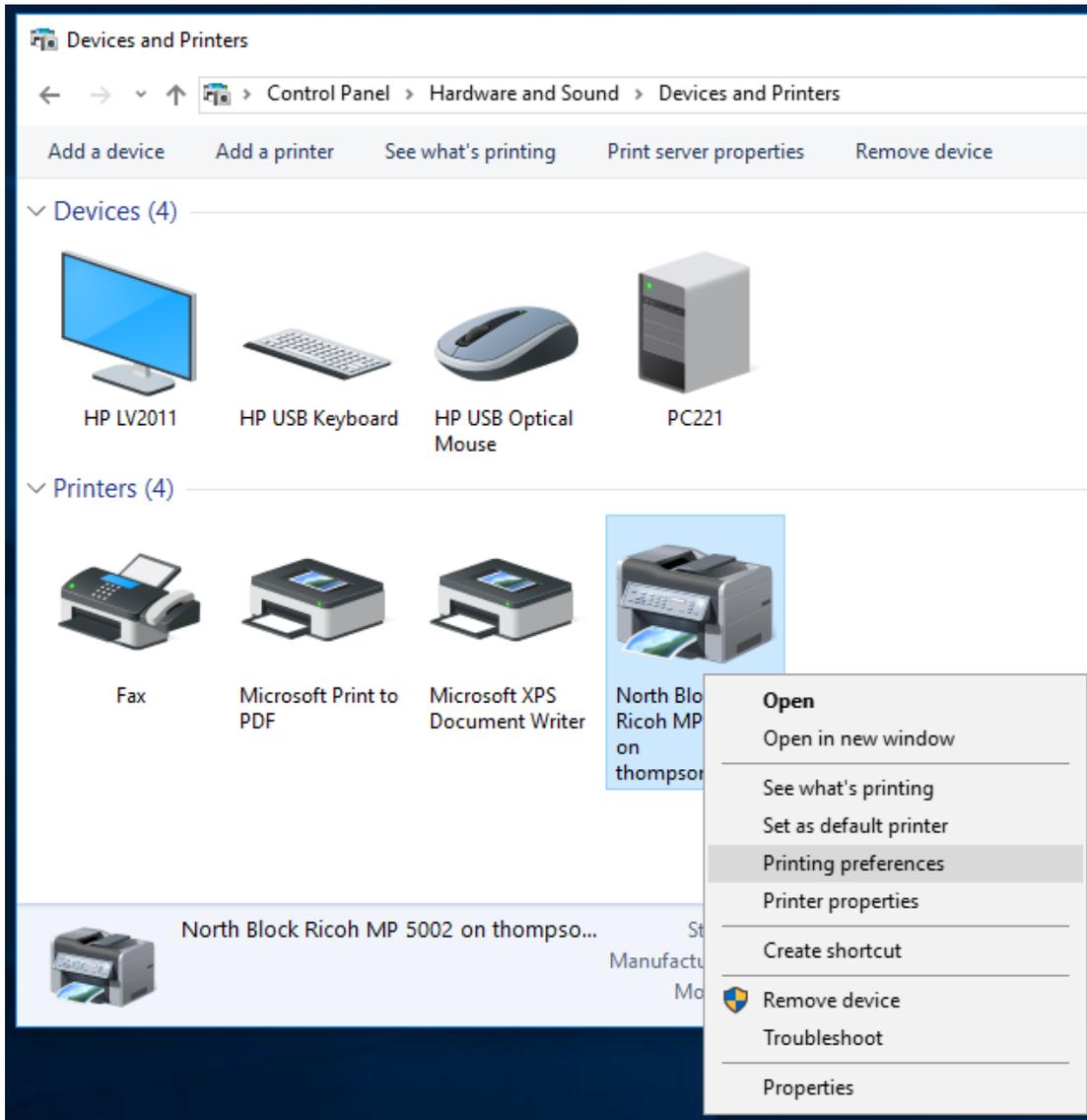


Once the printer is installed, it will display a print job status window for that printer. You can just close this window, as well as the main window displaying all the printers. The printer is now installed and ready to use on your computer.



USER ACCESS CONTROL

Some of the Ricoh printers have the user access control feature enabled, in which case you need to save your department/division's printing/copying code in the settings before you will be able to print. The Port Campus Ricoh and the AHCS Ricoh both have this feature enabled. To save your user code in the settings, open up the list of printers on your PC and right-click on the relevant one. Choose Printing Preferences from the dropdown menu:



In the Preferences window, choose the Detailed Settings tab, then highlight Job Setup in the menu, and lastly, enter your user code in the User Code field. Click on Apply and OK and you're done. As long as you entered a valid user code, you should be able to print now.

