



# Wolfert van Borselen

Scholengroep voor openbaar onderwijs

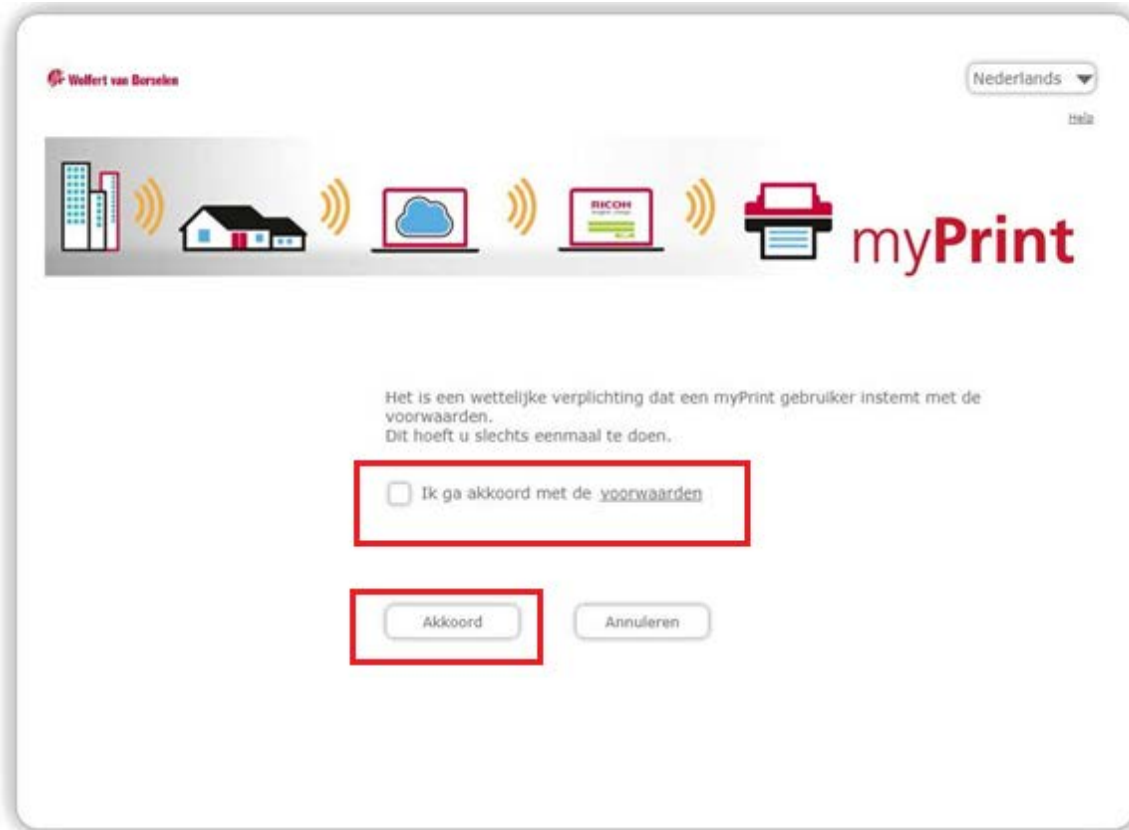
## How to add money to your Wolfert account

Go to: <https://myprint.wolfert.nl>

The screenshot shows the login interface for 'myPrint'. On the left is an icon of a laptop with a red padlock. To its right is a red-bordered box containing two input fields: 'Gebruikersnaam' with the value '128000' and 'Wachtwoord' with masked characters '\*\*\*\*\*'. Below these fields is a button labeled 'Inloggen'. The top of the page includes the 'Wolfert van Borselen' logo, a language selector set to 'Nederlands', and a 'Hulp' link.

For “Gebruikersnaam”(username) enter your student number(without @wolfert.nl)  
For “wachtwoord”(Password) enter the password you use to login to wifi.

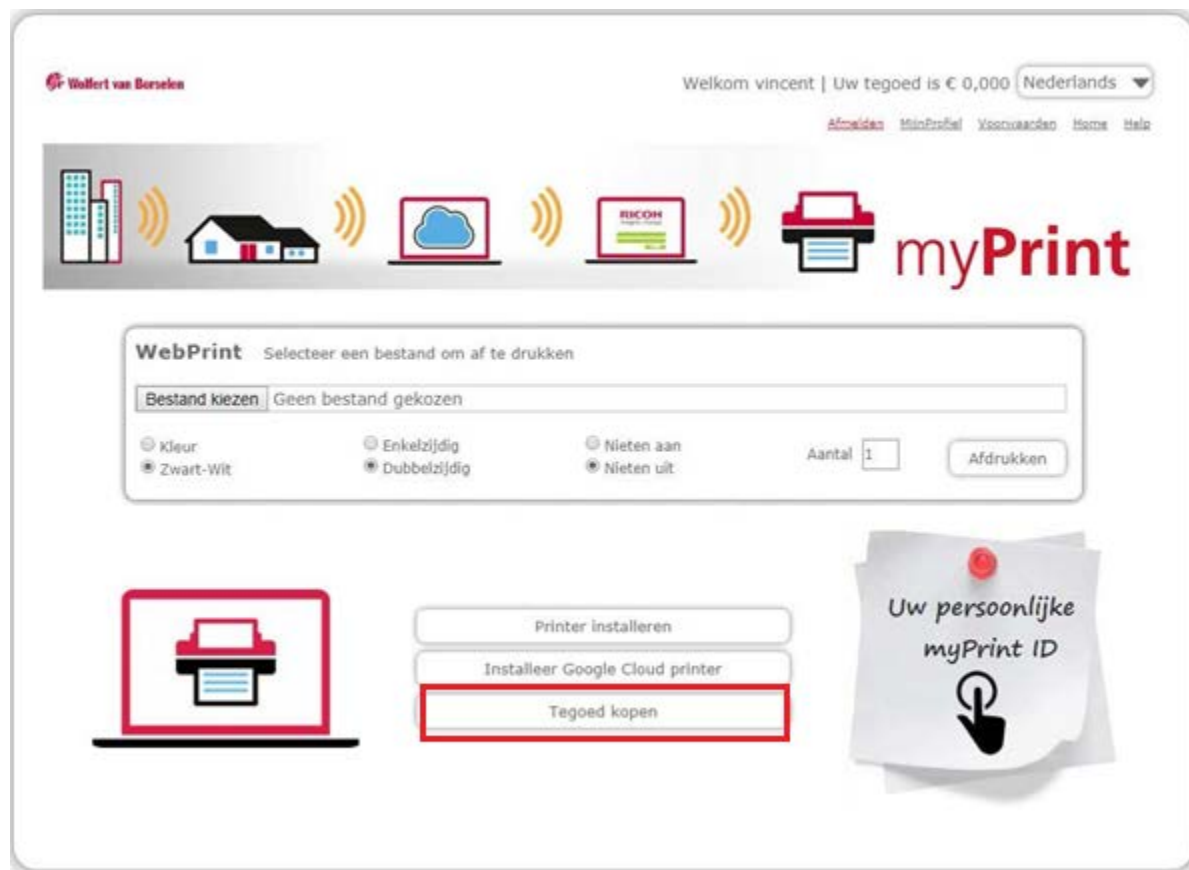
When you sign in for the first time you will see the following screen:



The screenshot shows the myPrint login interface. At the top left is the Wolfert van Borselen logo, and at the top right is a language dropdown menu set to 'Nederlands' with a 'Help' link below it. A central banner features icons for a school building, a house, a cloud, a laptop with a BICOM logo, and a printer, connected by signal waves. Below the banner, a text block states: 'Het is een wettelijke verplichting dat een myPrint gebruiker instemt met de voorwaarden. Dit hoeft u slechts eenmaal te doen.' Below this text is a checkbox labeled 'Ik ga akkoord met de voorwaarden'. At the bottom, there are two buttons: 'Akkoord' and 'Annuleren'. Red boxes highlight the checkbox and the 'Akkoord' button.

Tick the box that says: “ik ga akkoord met de voorwaarden” and click on “akkoord” (You agree with the conditions). Your account will now be created.

On this page you see your personal profile.



Click on: "tegoed kopen" to add money to your account. These are the current printing costs:

A4 black-white	per page: <b>€0,01</b>	A4 colour	per page: <b>€0,05</b>
A3 black-white	per page: <b>€0,10</b>	A3 colour	per page: <b>€0,20</b>



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After you clicked on “Tegoed kopen” you have three options to choose from: €5, €10, or €20. Click on the amount you would like to put into your account.







# Wolfert van Borselen

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On this page you can pay with Ideal, choose your bank and follow the instructions to complete the payment.

**MultiSafepay**   
Smart Payment Services

> 

Webwinkel: Wolfert myPrint


Beschrijving: 64221807

Details:PrintBalance


Totaal:


5,00 EUR


Betaalmethoden:


 iDeal


Bank


  
ABN AMRO


  
ASN Bank


  
Bunq


  
ING


  
Knab

  
Rabobank

  
SNS Bank

  
SNS Regio Bank

  
Triodos Bank

  
Van Lanschot Bankiers

[Alle betaalmethoden](#)

Powered by MultiSafepay

### Attention:

**The amount added to your account is prepaid. Once you leave the school you cannot be reimbursed.**

Bentinelklaan 280 • 3039 KK Rotterdam • t. +31 (0)10 - 890 77 00 • i. [www.wolfert.nl](http://www.wolfert.nl) • e. [secretariaat@wolfert.nl](mailto:secretariaat@wolfert.nl)

De Wolfert van Borselen scholengroep bestaat uit Wolfert College, Wolfert Dalton, Wolfert Lyceum, Wolfert PRO, Wolfert Tweetalig  
en de Rotterdam International Secondary School



# Wolfert van Borselen

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## Printer installation:

The printer is connected to all computers at the school. The printer name is:

**Printerwvb**

## Installing MacOS printer drive for myPrint

### INTRODUCTION

This document describes how an end-user can install and configure the myPrint printer driver on a Mac OS 10.x operating system. myPrint supports following Mac OS X operating systems:

- OS 10.5 Leopard
- OS 10.6 Snow Leopard
- OS 10.7 Lion
- OS 10.8 Mountain Lion
- OS 10.9 Mavericks
- OS 10.10 Yosemite
- OS 10.11 El Capitan
- OS 10.12 Sierra

For all above mentioned Mac operating systems, the myPrint printer driver installation is the same.

## 2 DOWNLOADING THE MPC3502 POSTSCRIPT DRIVER FOR MAC

### Step 2.1

Determine the OS version:

- Click on the Apple icon
- Choose “About this Mac”
- Read the displayed version

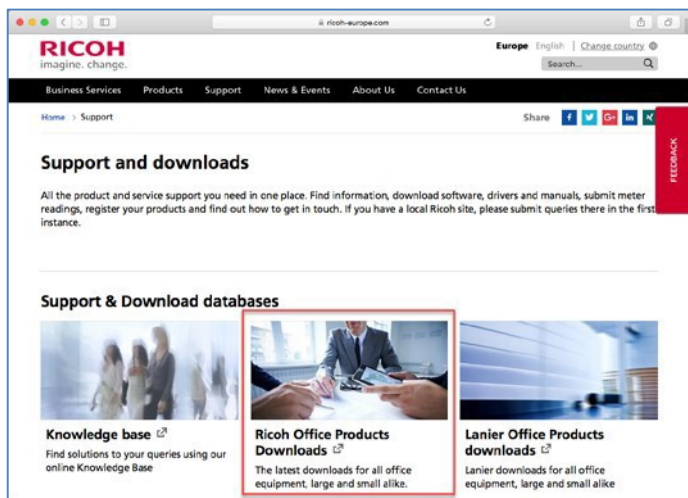


### Step 2.2

Navigate to Ricoh's support page:

<http://ricoh-support.com>

- Click “Rico Office Products Downloads”





### Step 2.3

At the search your product;  
Multifunctional Printers select:

- Aficio MP C3502

Click "Go"

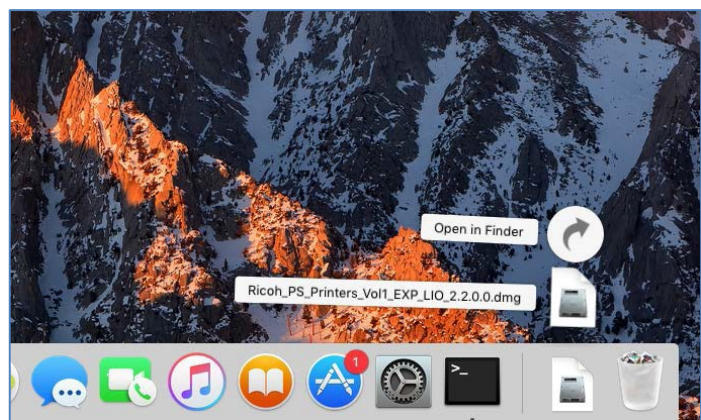
At the Publications select:

- Drivers and Software
- Choose your Mac OS X
- Click Download



### Step 2.4

After downloading select the  
corresponding Mac OS 10.X PPD |  
installer by clicking the icon that  
holds the Hard Disk icon in this  
sample:

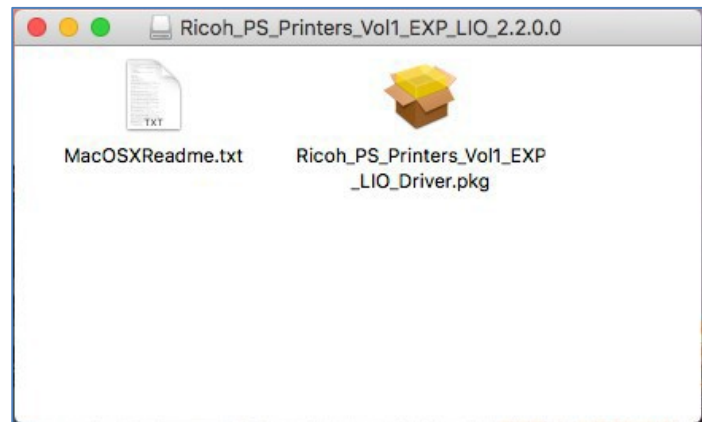


(Ricoh\_PS\_Printers\_Vol1\_EXP\_LIO\_2.2. 0.0.dmg):



## Step 2.5

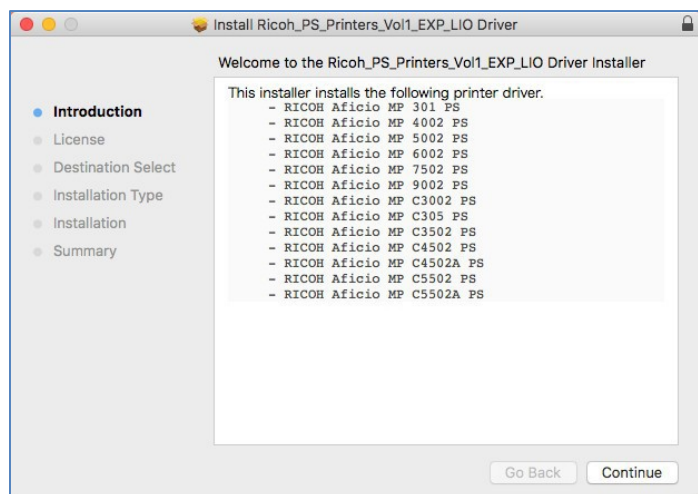
Double-click the pkg driver package in this sample:



(Ricoh\_PS\_Printers\_Vol1\_EXP\_LIO\_Dri ver.pkg):

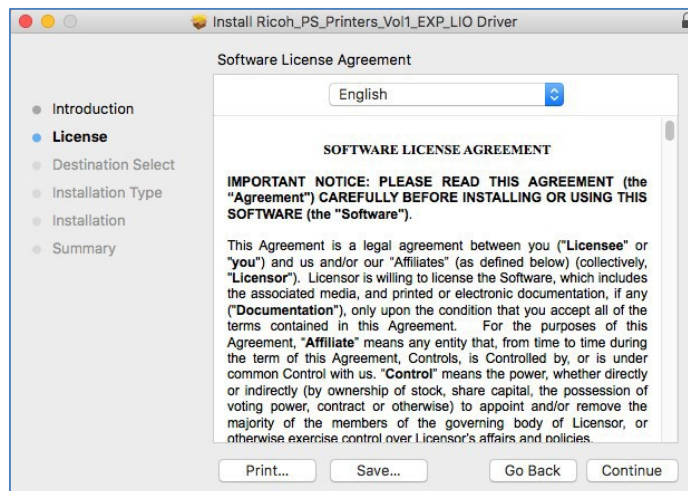
## Step 2.6

Select Continue:



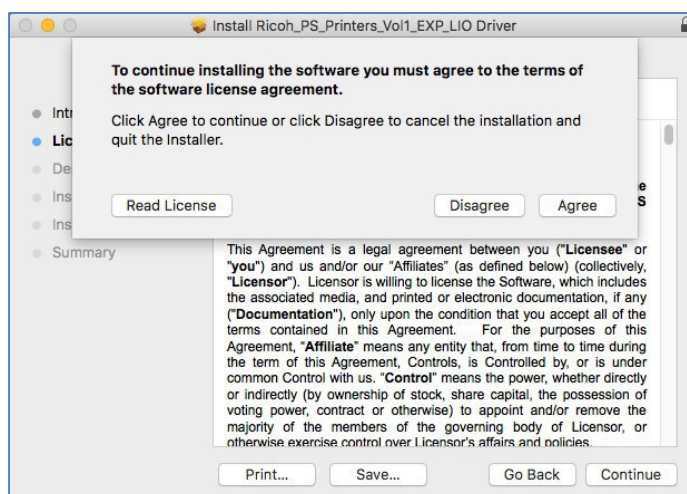
## Step 2.7

### Select Continue:



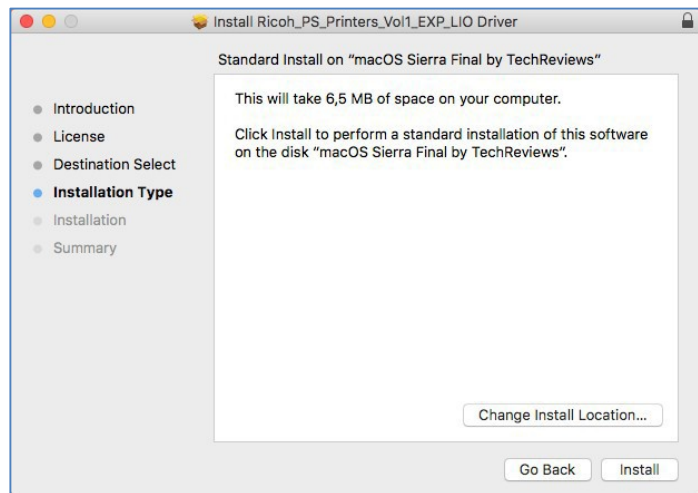
## Step 2.8

### Agree with the terms of the software license agreement:



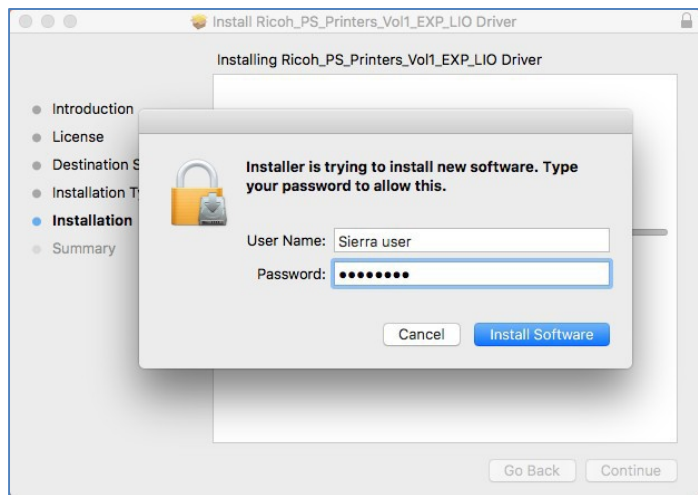
## Step 2.9

Click Install:

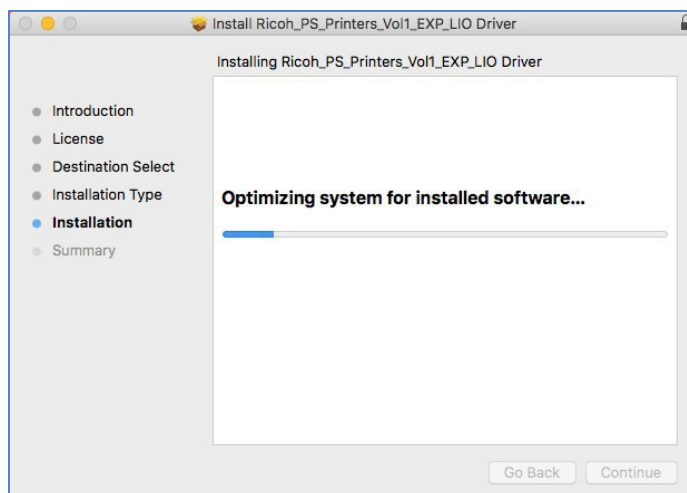


## Step 2.10

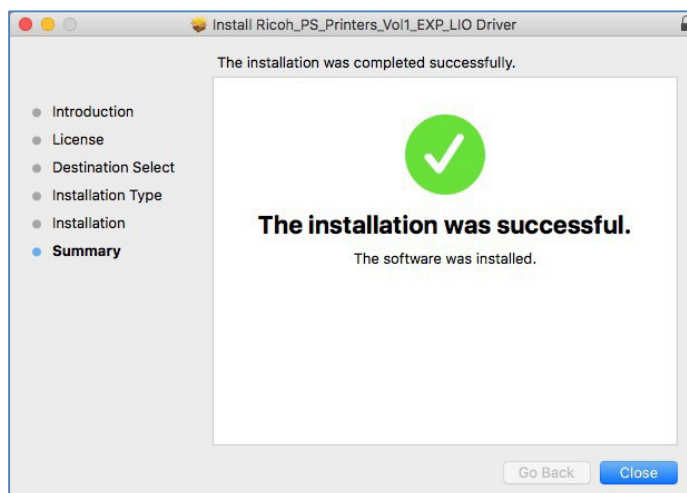
Type your local computer password and select install Software:



Step 2.11  
The driver will be installed:



Step 2.12  
After successful installation: click  
“Close”: The Ricoh driver  
package is now installed.





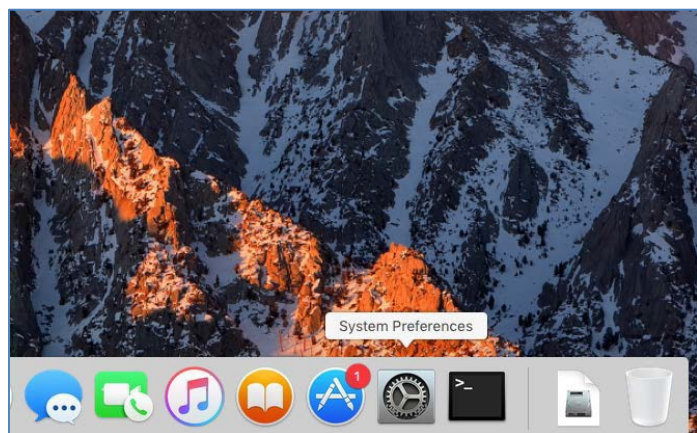
### 3 CONFIGURING CUPS

CUPS is a modular printing system for Unix-like computer operating systems which allows a computer to act as a print server. A computer running CUPS is a host that can accept print jobs from client computers, process them, and send them to the appropriate printer”.

(source: adapted from Wikipedia)

#### Step 3.1

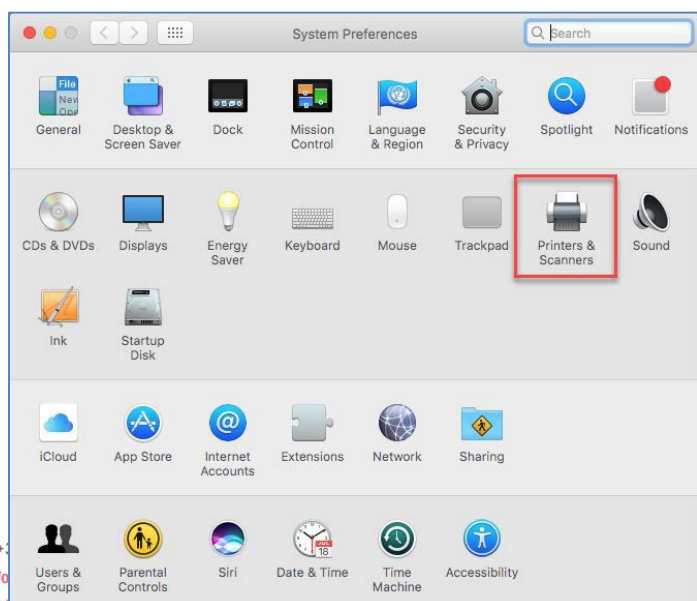
Start System preferences:



#### Step 3.2

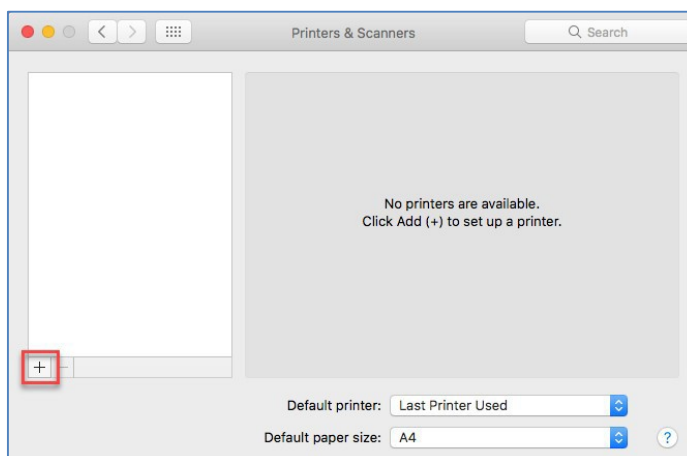
Select Print & Scan.

The printer dialogue screen opens



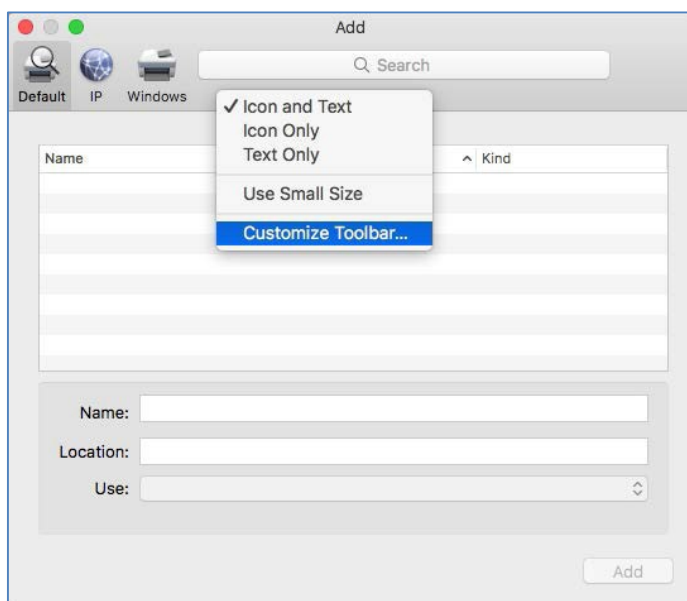
### Step 3.3

Click “+” in the lower-left corner to add a printer:



### Step 3.4

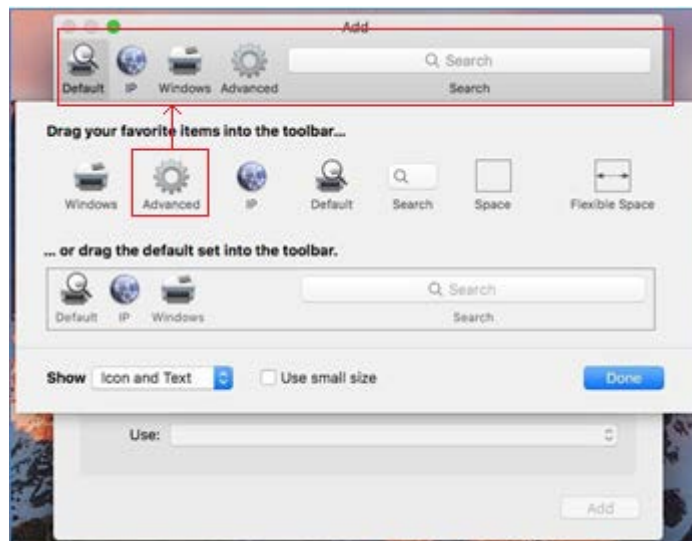
Right-click the toolbar (next to the Windows Printer) and select Customize Toolbar:





## Step 3.5

Drag and drop “Advanced” to the  
Toolbar and click “Done”:





## 4 ADDING AN IPP PRINTER

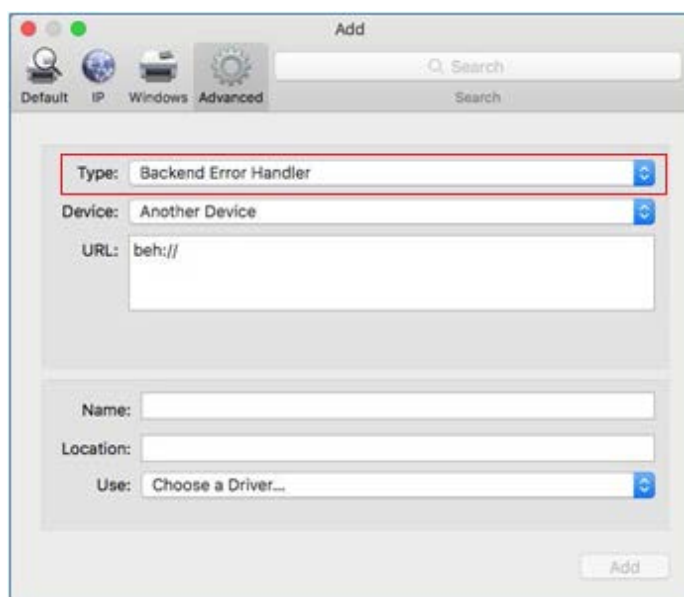
### Step 4.1

The Ricoh myPrint internet address:

<https://myprint.wolfert.nl/printers/myPrint/.printer>

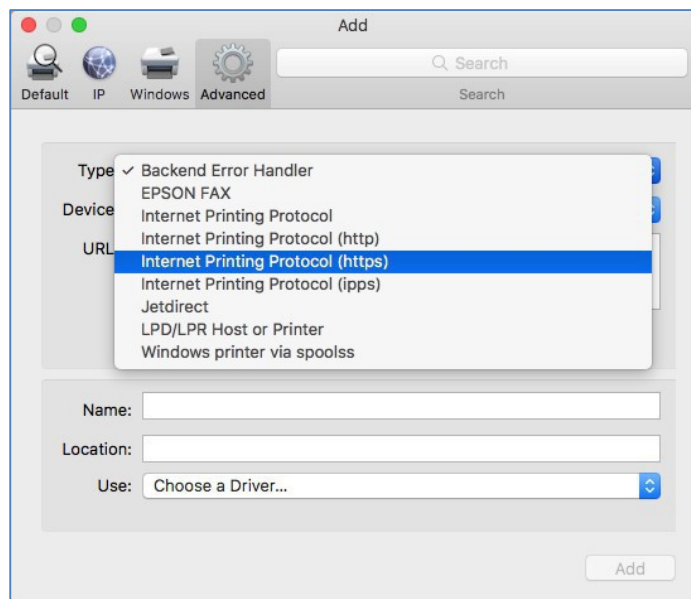
### Step 4.2

Click “Advanced”:



### Step 4.3

Click “Type” and choose “Internet Printing Protocol (https)”:

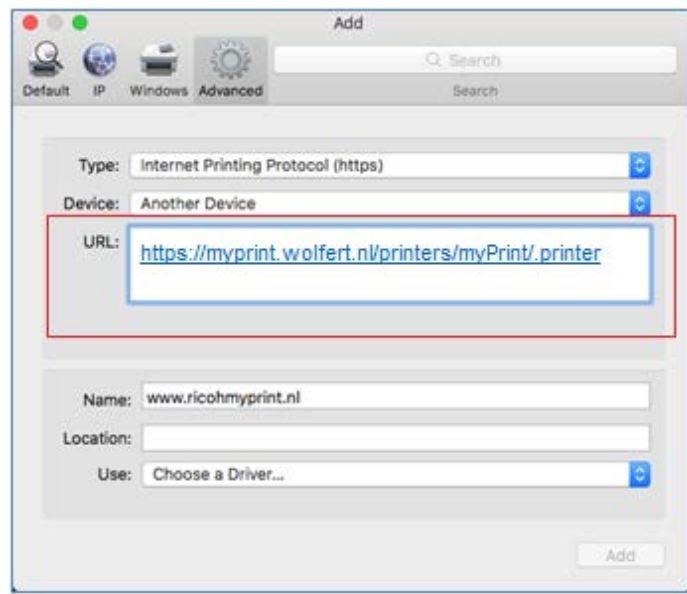


#### Step 4.4

Type the printer's internet

Address in the URL box:

<https://myprint.wolfert.nl/printers/myPrint/.printer>



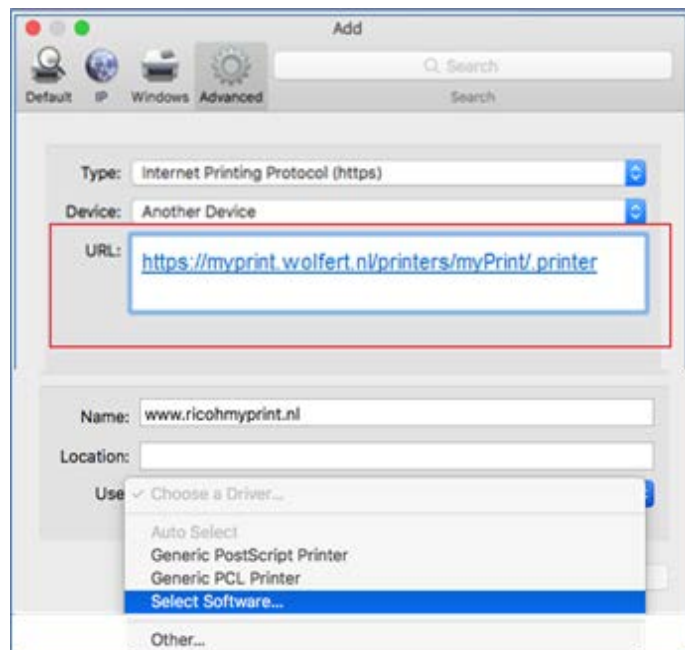


# Wolfert van Borselen

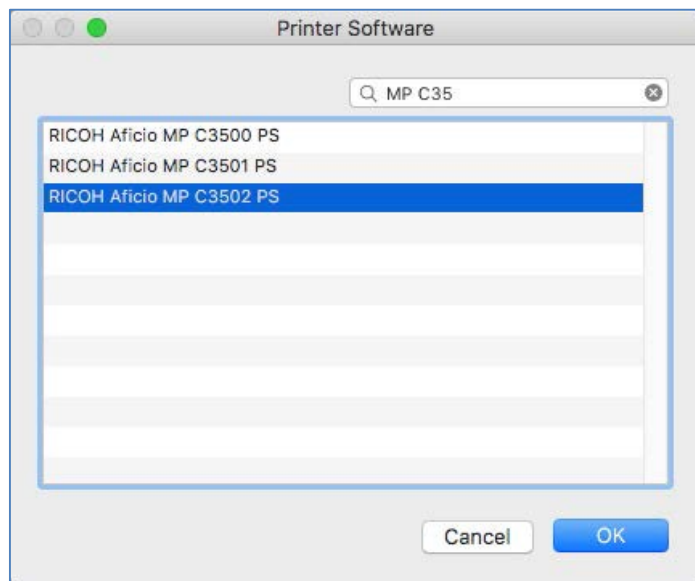
Scholengroep voor openbaar onderwijs

## Step 4.5

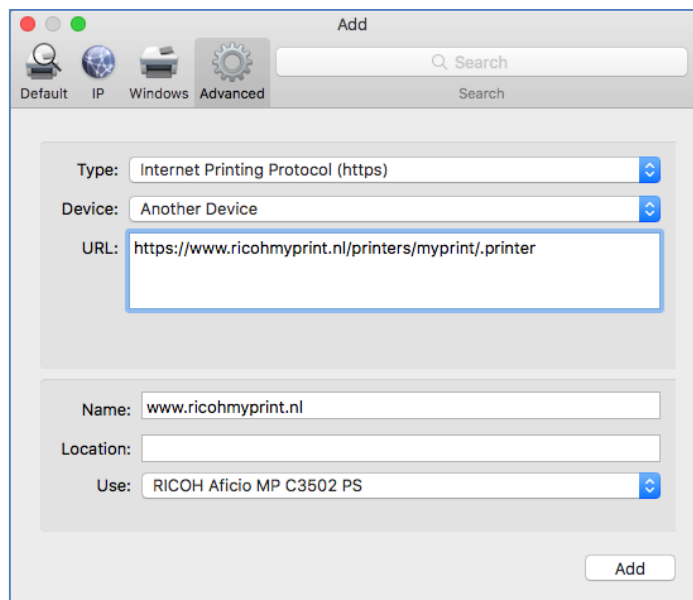
Click "Choose a Driver or Printer Model". Then click "Select Printer Software":



**Step 4.6**  
Start typing “MP C35.....” in the finder box. Select “Ricoh Aficio MP C3502 PS” and select “OK”:



**Step 4.7** Click “Add”:

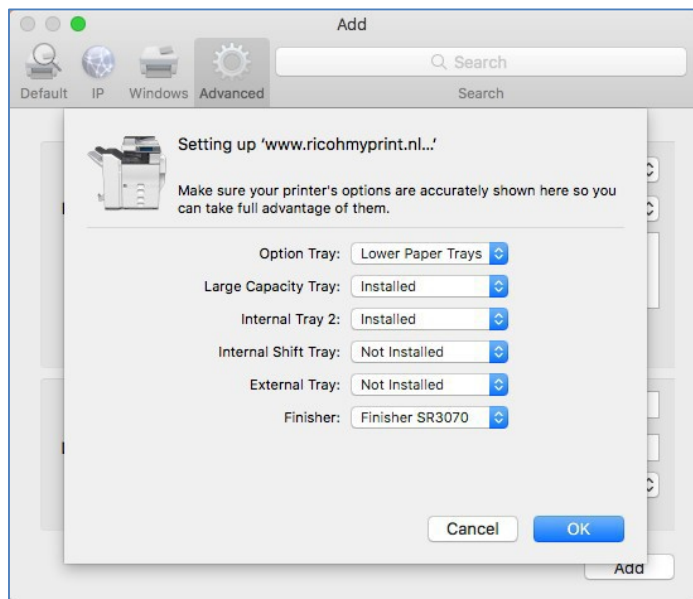


**Step 4.8**  
Configure printer options. Recommended settings are: Option tray      Lower  
PaperTrays Large Capacity Tray      Installed  
Internal Tray 2      Installed Internal Shift Tray      Not installed External Tray  
Not Installed

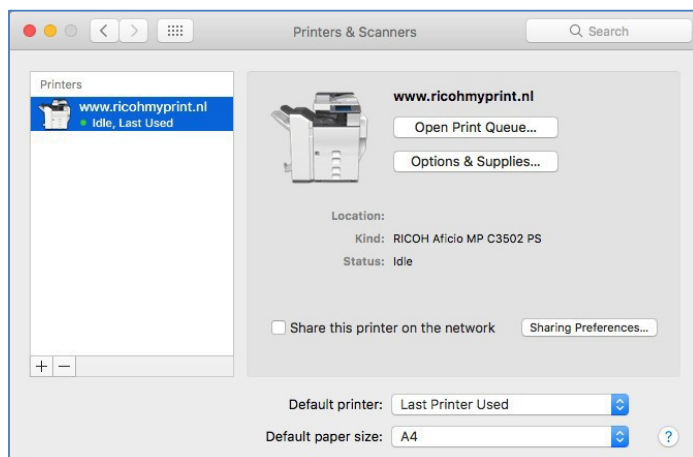
Finisher

Finisher SR3070

Step 4.9 Click “OK”



The myPrint IPP printer is installed



## 5 CONFIGURINGMYPRINT ID

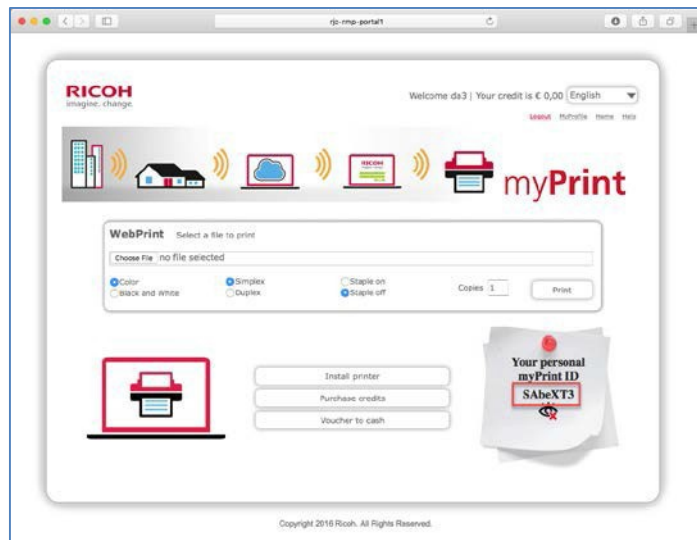
To recognise the job owner when printing from unknown devices a myPrint ID needs to be placed in the printer driver as a user ID.

### Step 5.1

Open the myPrint website and login with your username and password.

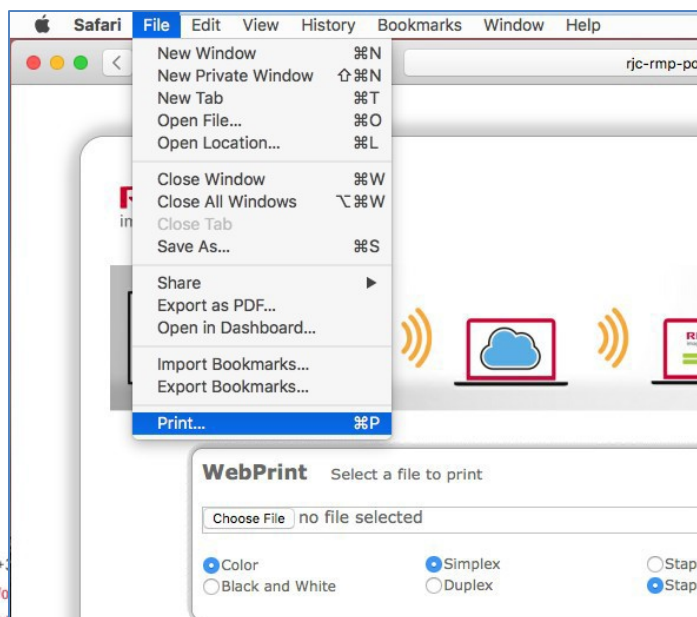
<https://myprint.wolfert.nl>

Copy the myPrint ID (click on the pointing hand if not visible):



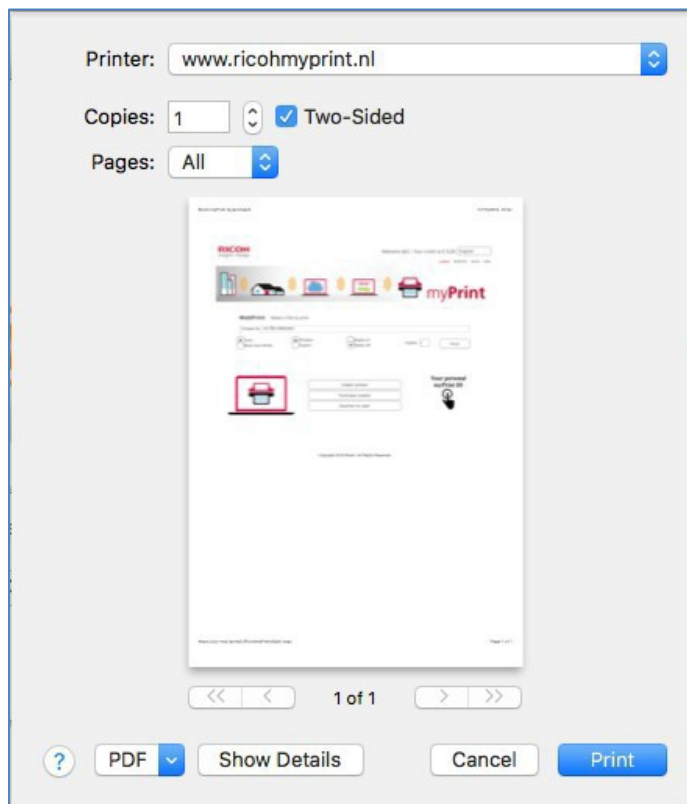
### Step 5.2

Select "File" followed by "Print":

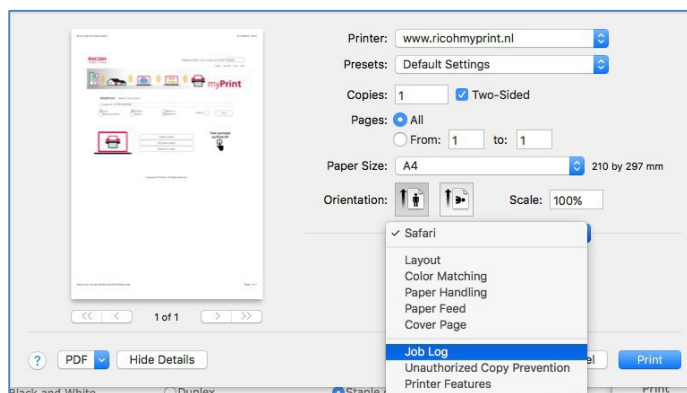




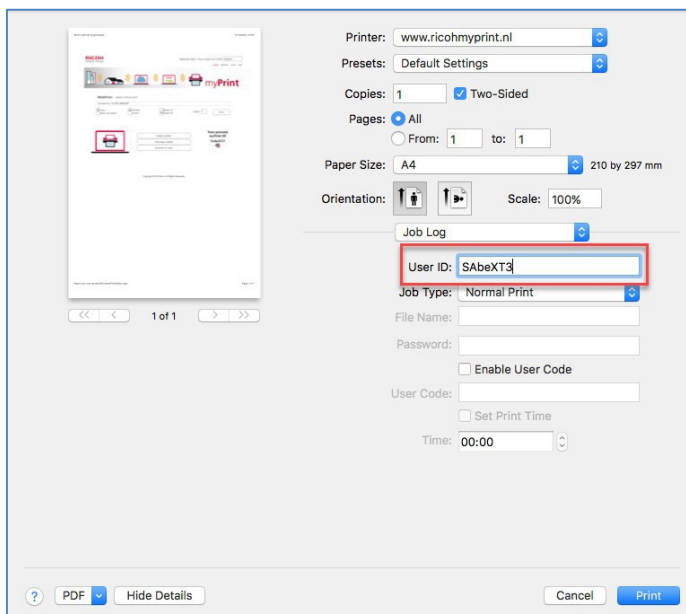
Step 5.3  
Click “Show Details”:



Step 5.4  
Select “Job Log”:

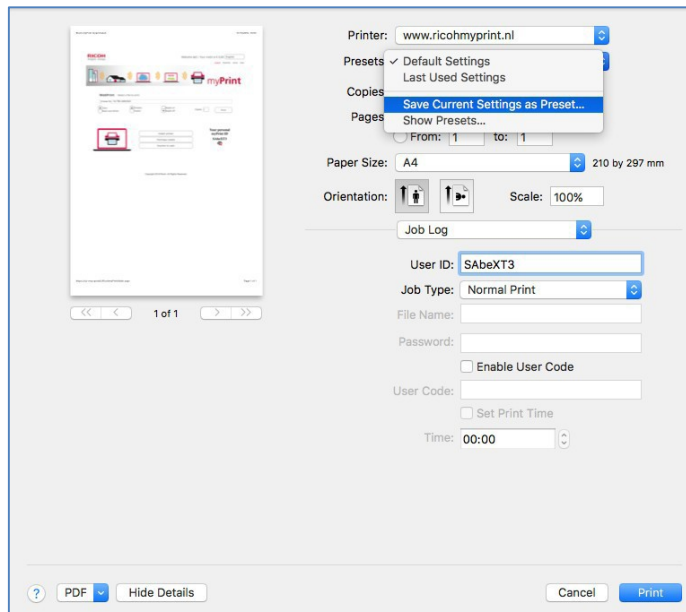


Step 5.5  
Paste the myPrint ID in the User  
ID box:



The screenshot shows the Ricoh myPrint web interface. On the left is a preview of a document. On the right are the print settings. The 'Job Log' section is expanded, and the 'User ID' field is highlighted with a red box. The 'User ID' field contains the text 'SAbeXT3'. Other settings include: Printer: www.ricohmyprint.nl, Presets: Default Settings, Copies: 1, Two-Sided checked, Pages: All, Paper Size: A4, Orientation: Portrait, Scale: 100%, Job Type: Normal Print, File Name, Password, Enable User Code, User Code, Set Print Time, and Time: 00:00. At the bottom are buttons for '?', PDF, Hide Details, Cancel, and Print.

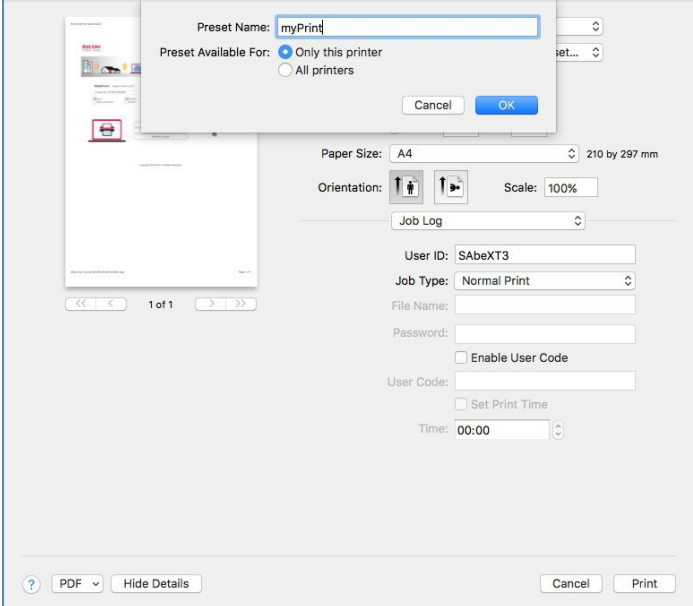
**Step 5.6**  
Select “Save Current Settings as Preset...” from the preset drop down box:



The screenshot shows the Ricoh myPrint web interface. On the left is a preview of a document. On the right are the settings. The 'Printer' is set to 'www.ricohmyprint.nl'. The 'Presets' dropdown menu is open, showing 'Default Settings', 'Last Used Settings', 'Save Current Settings as Preset...' (highlighted), and 'Show Presets...'. Below this, 'Copies' is set to 1, 'Pages' is set to 1, 'Paper Size' is A4 (210 by 297 mm), 'Orientation' is Portrait, and 'Scale' is 100%. There is a 'Job Log' section with 'User ID' set to 'SAbEXT3', 'Job Type' set to 'Normal Print', and fields for 'File Name', 'Password', 'User Code', and 'Time' (00:00). At the bottom are buttons for '?', 'PDF', 'Hide Details', 'Cancel', and 'Print'.

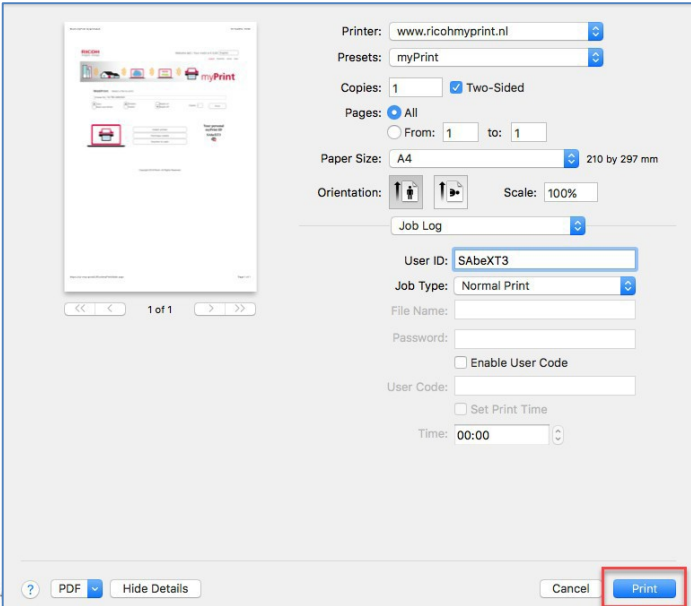
## Step 5.7

Type in a Preset Name, e.g. "myPrint" and click "OK":



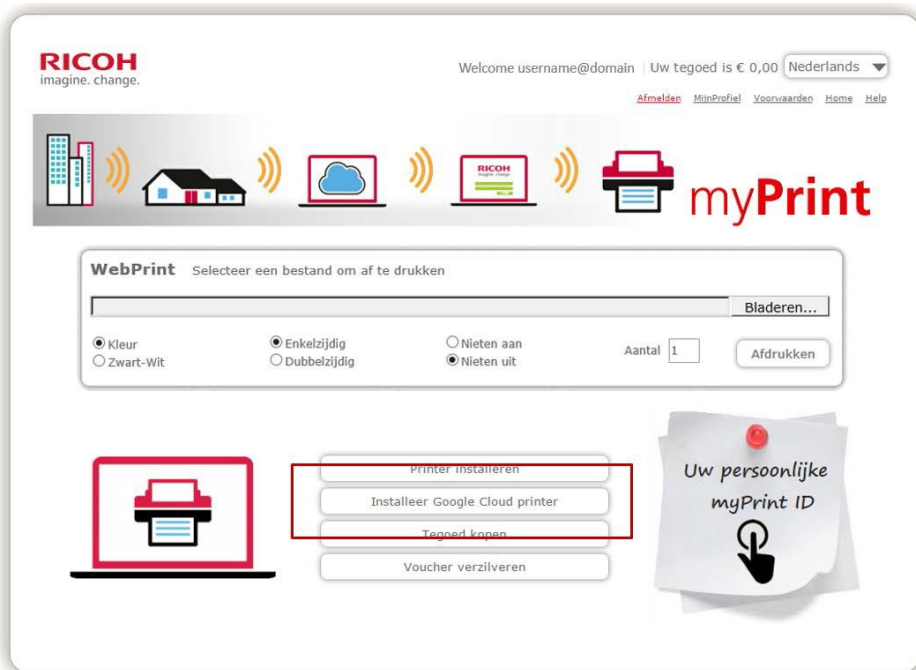
## Step 5.8

Make a test print by clicking "Print":



## Google Cloud Printing (GCP)

With myPrint you can use 'Google Cloud Print' (GCP). You can now use a printer which is installed in 'Google Cloud'. This is especially convenient when you are working on a system that is not connected to a printer.



## Steps

1. Install a Google Cloud printer. Go to the home page (myprint.wolfert.nl) and click on "Installeer Google Cloud Printer".
2. Temporarily disable the 'Pop-up blocker' in your browser. You might have to refresh the page and click on 'Installeer Google Cloud Printer' again so the pop-up appears.
3. Within the new window you can create a 'myPrint cloud printer'.
4. Google Cloud Printer is now available for use within any Google application.