How to add money to your Wolfert account

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

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

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

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.

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On this page you see your personal profile.
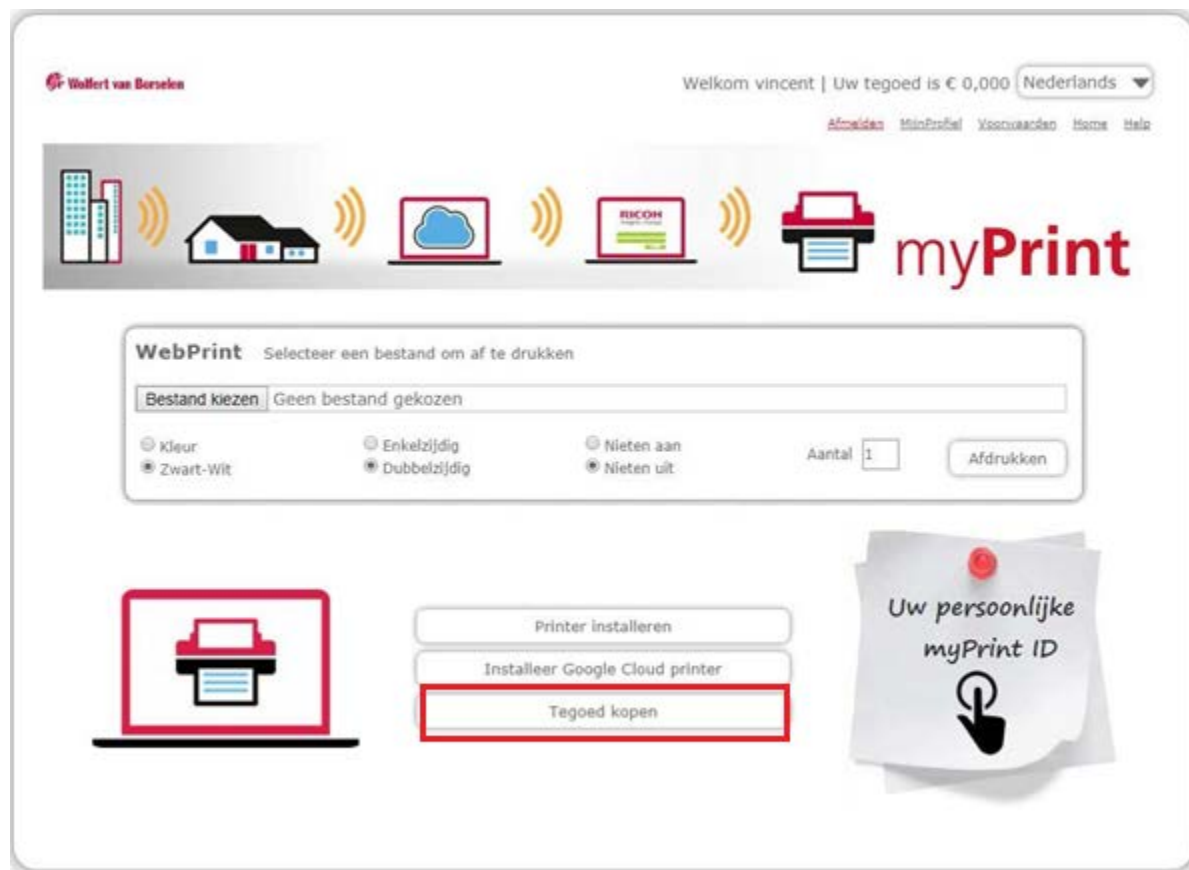
Click on: "tegoed kopen" to add money to your account. These are the current printing costs:

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

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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.

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

Attention:

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

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Printer installation:

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

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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.

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2 DOWNLOADING THEMPC3502POSTSCRIPT DRIVERFOR 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 "Ricoh Office Products Downloads"

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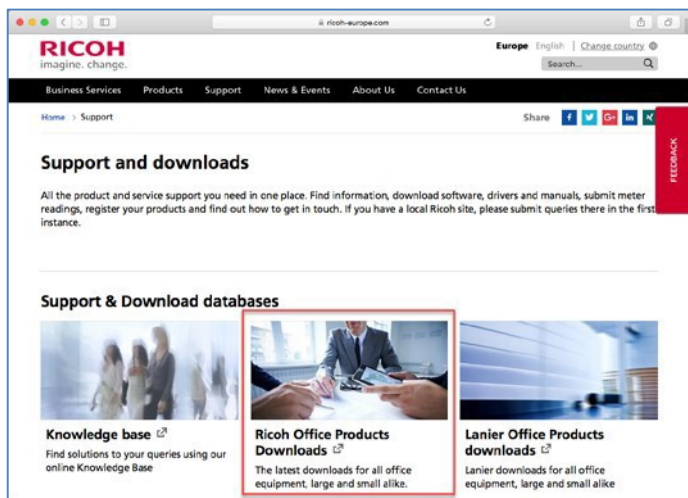
Step 2.3
At the search your product;
Multifunctional Printers select:
- Aficio MP C3502

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:
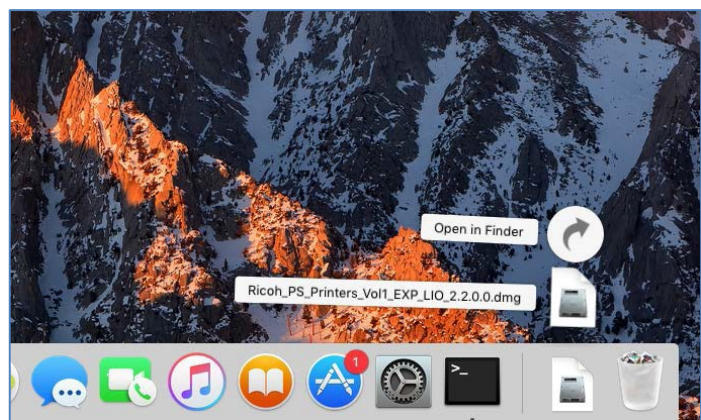
(Ricoh_PS_Printers_Vol1_EXP_LIO_2.2. 0.0.dmg):

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Step 2.5
Double-click the pkg driver
package in this sample:
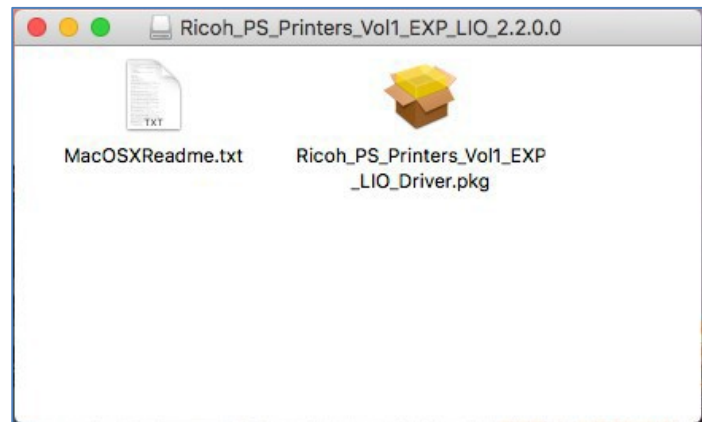
(Ricoh_PS_Printers_Vol1_EXP_LIO_Dri ver.pkg):

Step 2.6
Select Continue:

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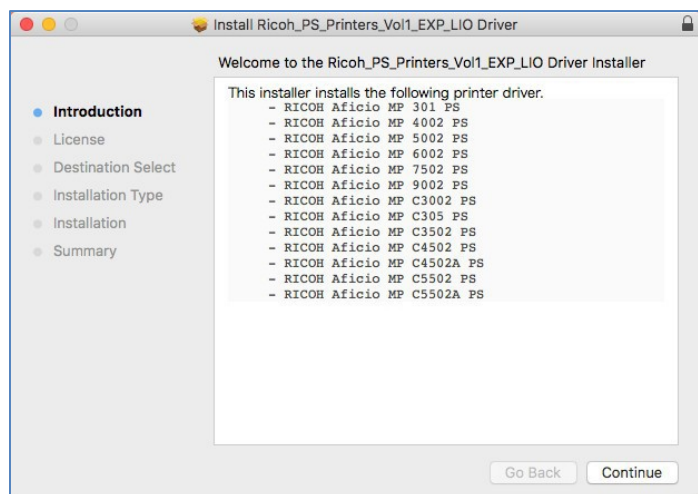
Step 2.7
Select Continue:
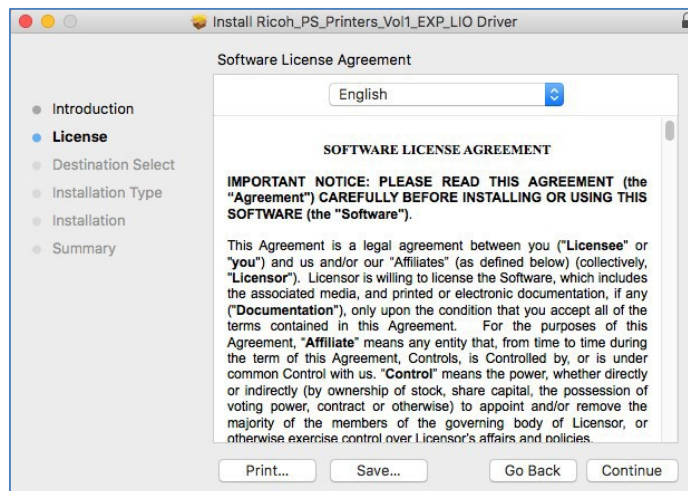
Step 2.8
Agree with the terms of the software license agreement:

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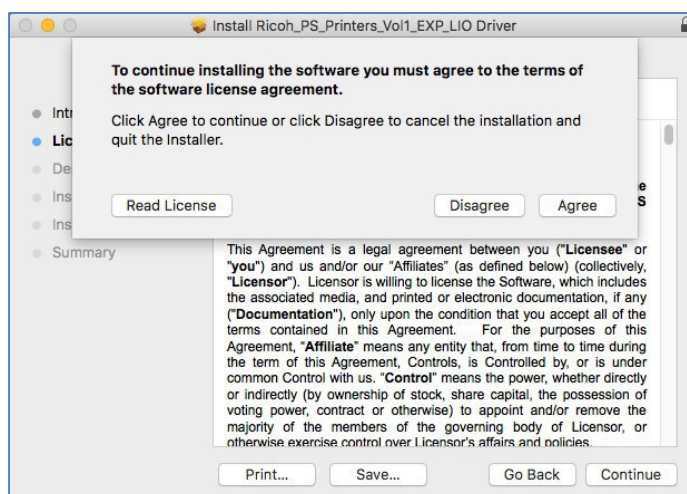
Step 2.9
Click Install:
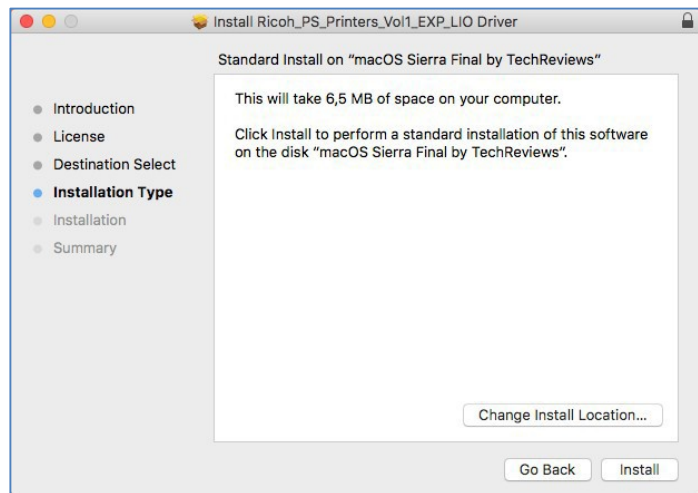
Step 2.10
Type your local computer password and select install Software:

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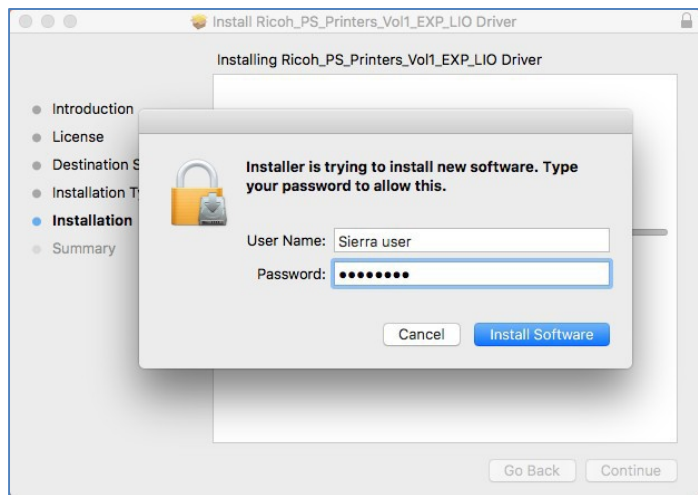
Step 2.11
The driver will be installed:
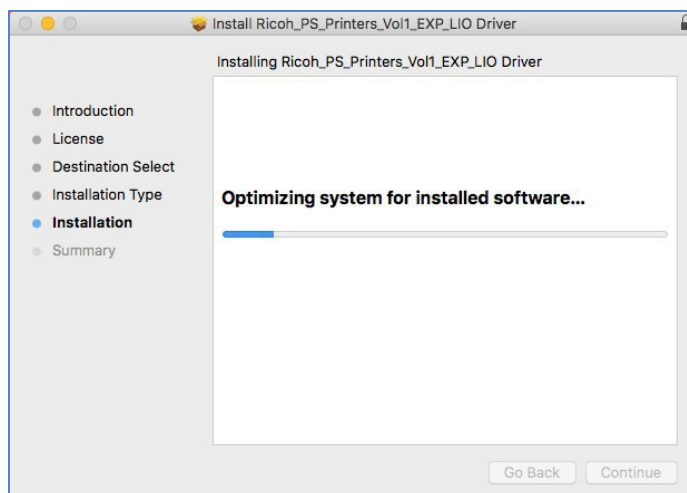
Step 2.12
After successful installation: click "Close": The Ricoh driver package is now installed.

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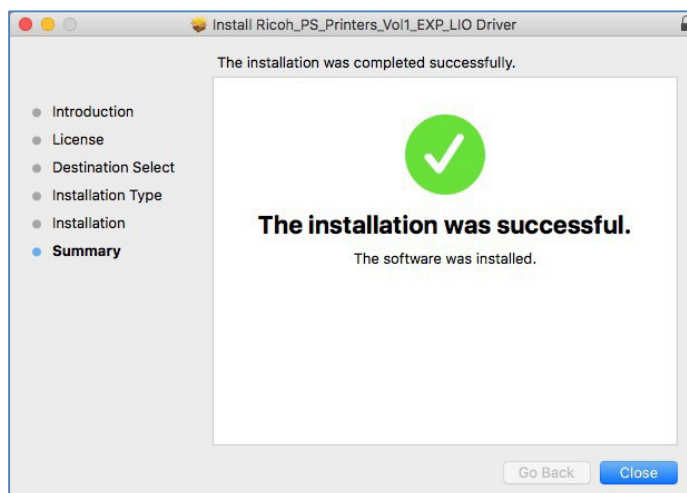
3 CONFIGURINGCUPS

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:
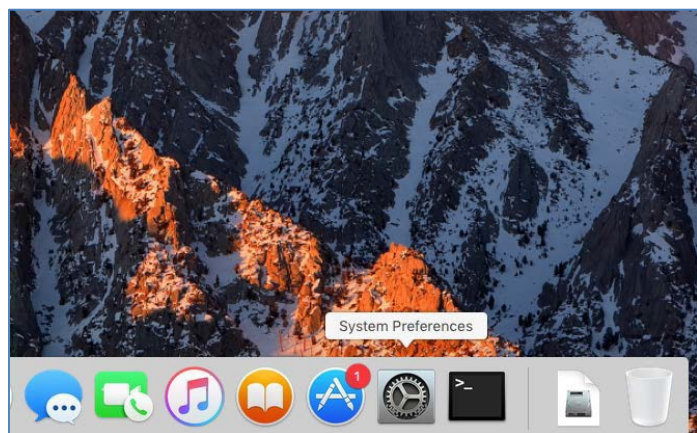
Step 3.2
Select Print & Scan.
The printer dialogue screen opens

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Step 3.3
Click "+" in the lower-left corner
to add a printer:

Printers & Scanners

No printers are available.
Click Add (+) to set up a printer.

Default printer: Last Printer Used
Default paper size: A4
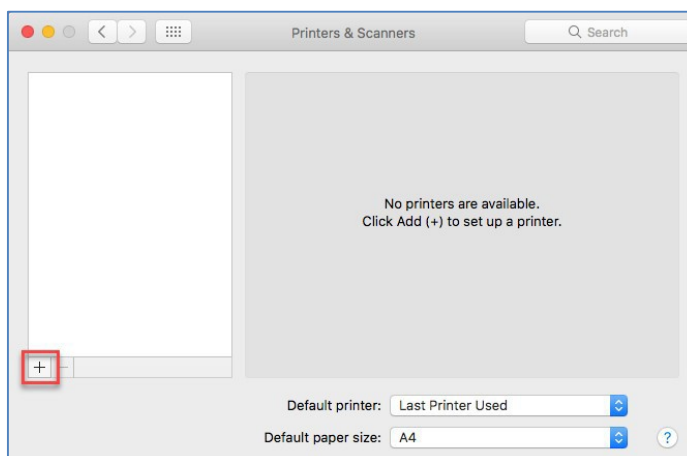
Step 3.4
Right-click the toolbar
(next to the Windows Printer)
and select Customize Toolbar:

Add

Default   IP   Windows

✓ Icon and Text
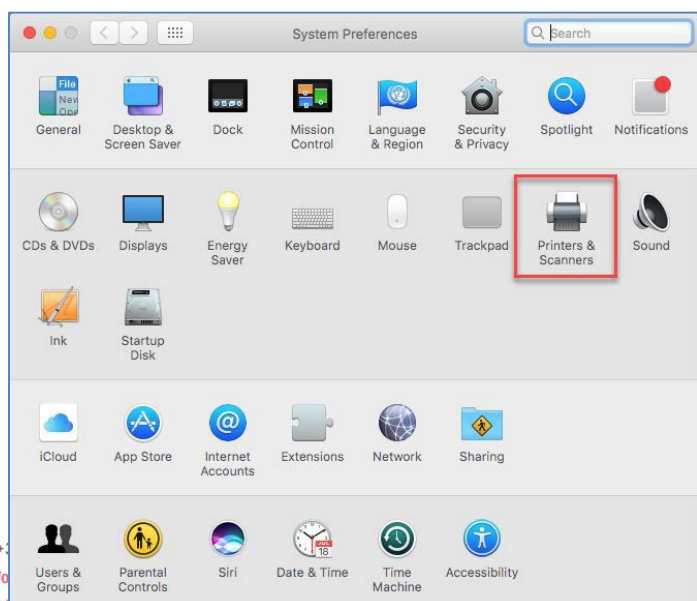 Icon Only
  Text Only

  Use Small Size

  Customize Toolbar...

Name   Kind

Name:
Location:
Use:

Add

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Step 3.5
Drag and drop "Advanced" to the
Toolbar and click "Done":

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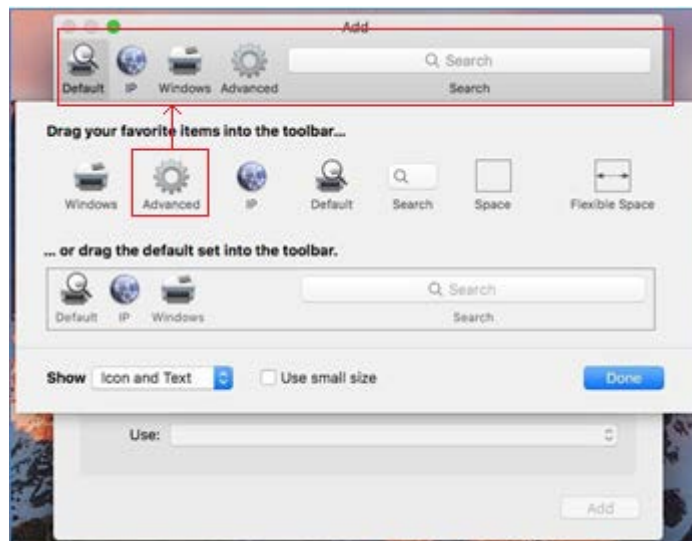
4 ADDING AN IPP PRINTER

Step 4.1
The Ricoh myPrint internet address:

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

Step 4.2
Click "Advanced":

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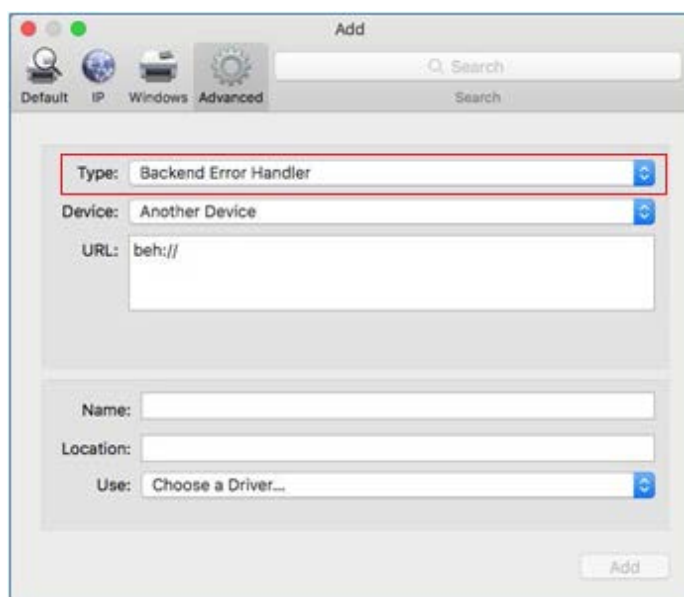
Step 4.3
Click "Type" and choose "Internet Printing Protocol (https)":

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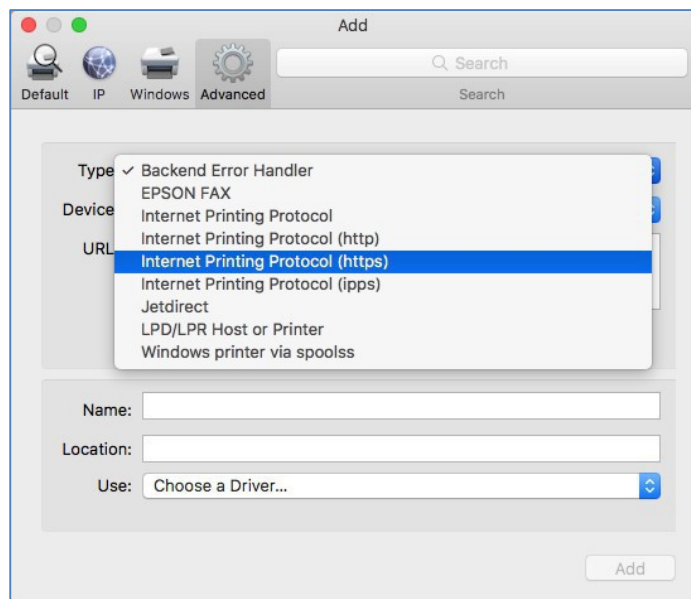
Step 4.4
Type the printer's internet
Address in the URL box:
https://myprint.wolfert.nl/printers/myPrint/.printer

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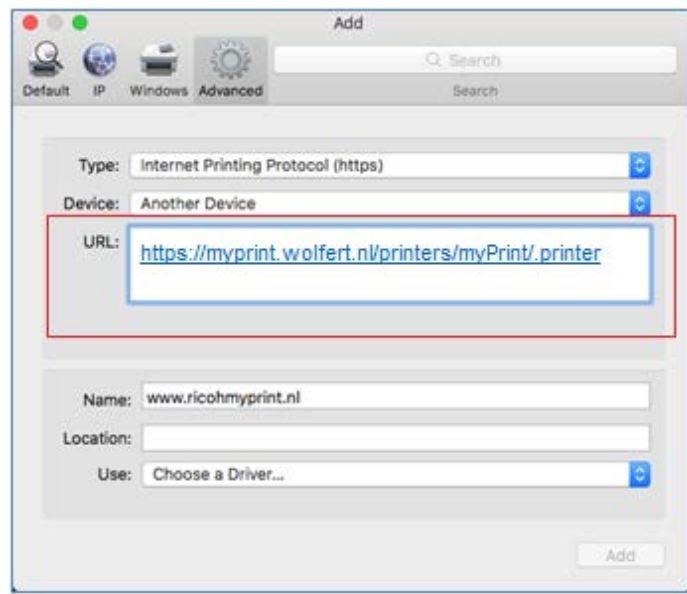
Step 4.5
Click "Choose a Driver or Printer Model". Then click "Select Printer Software:

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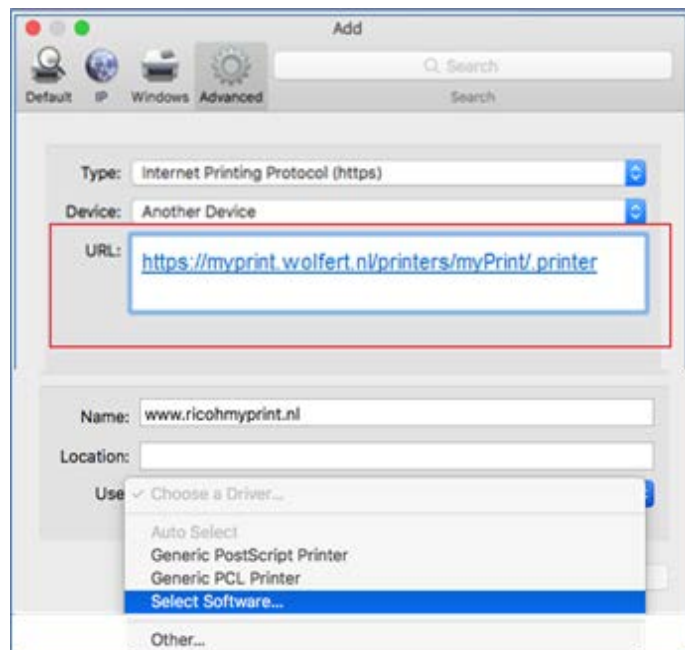
Step 4.6
Start typing "MP C35……" in the
finder box. Select "Ricoh Aficio
MP
C3502 PS" and select "OK":

Printer Software

Q MP C35

RICOH Aficio MP C3500 PS
RICOH Aficio MP C3501 PS
RICOH Aficio MP C3502 PS

Cancel   OK

Step 4.7 Click "Add":

Add

Default   IP   Windows   Advanced   Q Search   Search

Type: Internet Printing Protocol (https)

Device: Another Device

URL: https://www.ricohmyprint.nl/printers/myprint/.printer

Name: www.ricohmyprint.nl

Location:

Use: RICOH Aficio MP C3502 PS
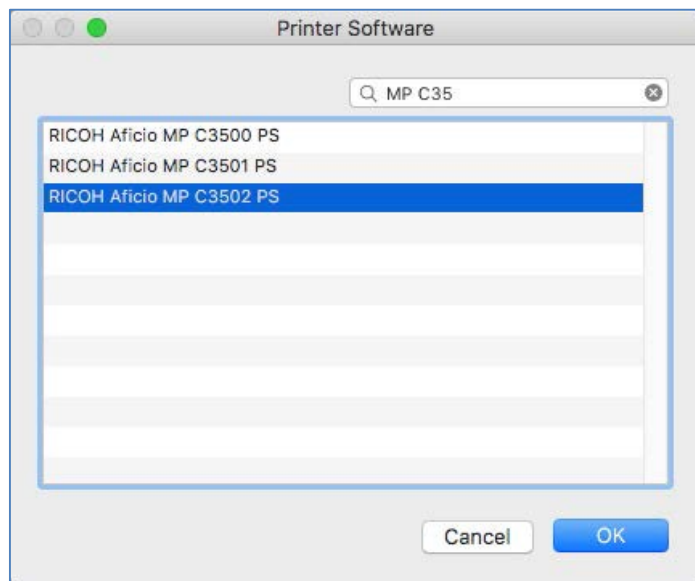
Add
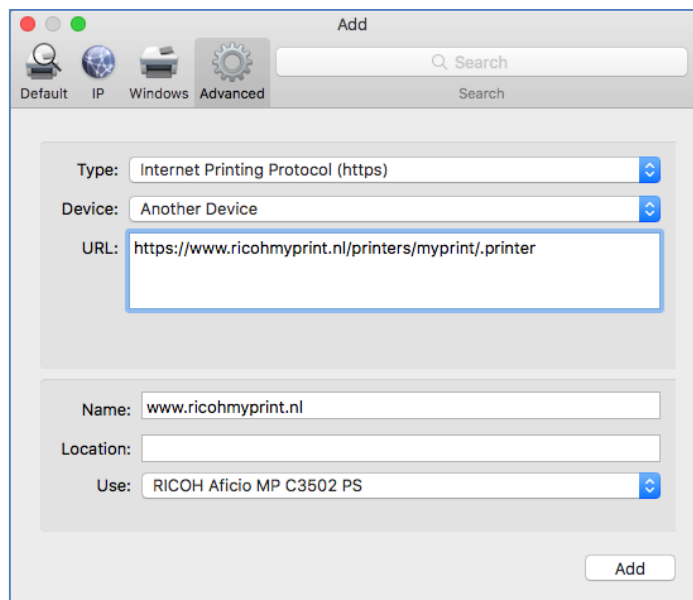
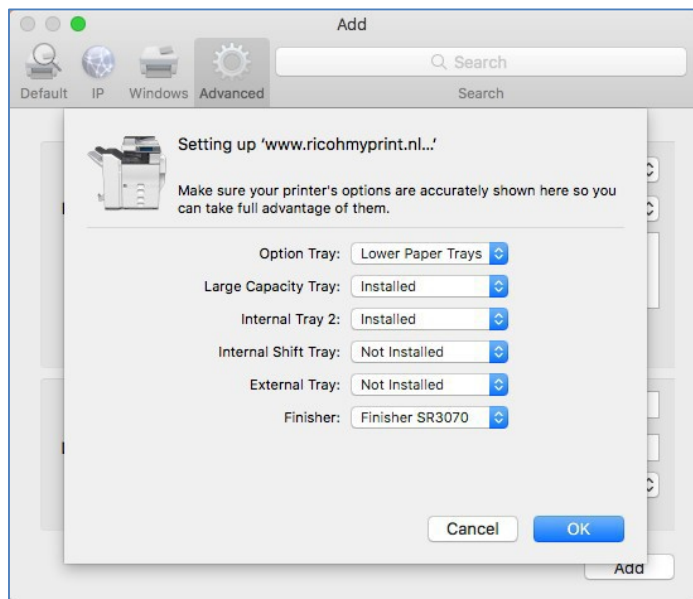Step 4.8
Configure printer options. Recommended settings are: Option tray   Lower
Paper Trays Large Capacity Tray   Installed
Internal Tray 2   Installed Internal Shift Tray   Not installed External Tray
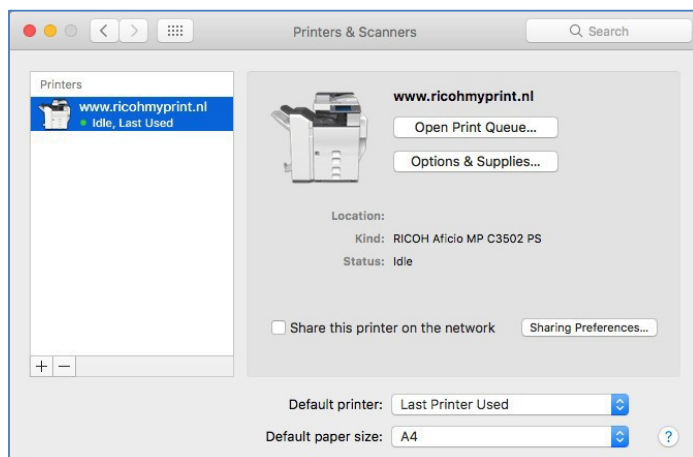   Not Installed

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Finisher   Finisher SR3070

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Step 4.9 Click "OK"

The myPrint IPP printer is installed

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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):
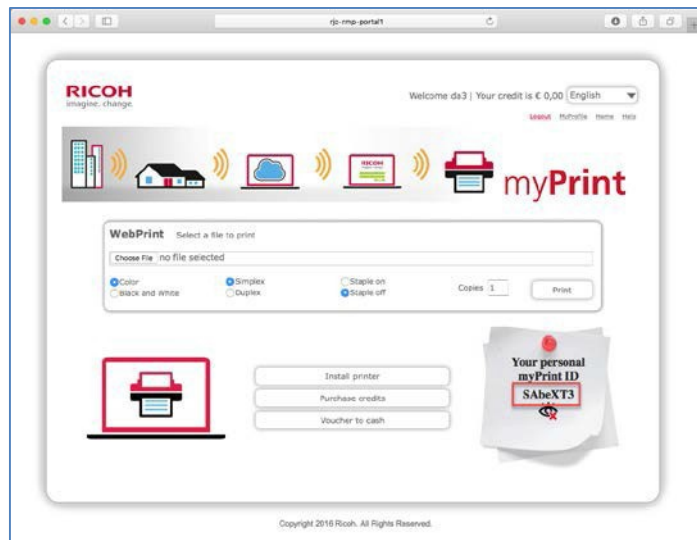
Step 5.2
Select "File" followed by "Print":
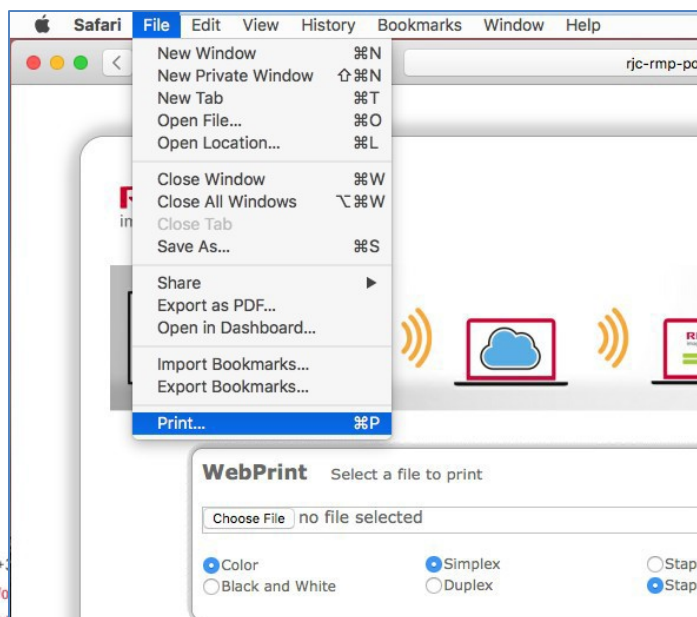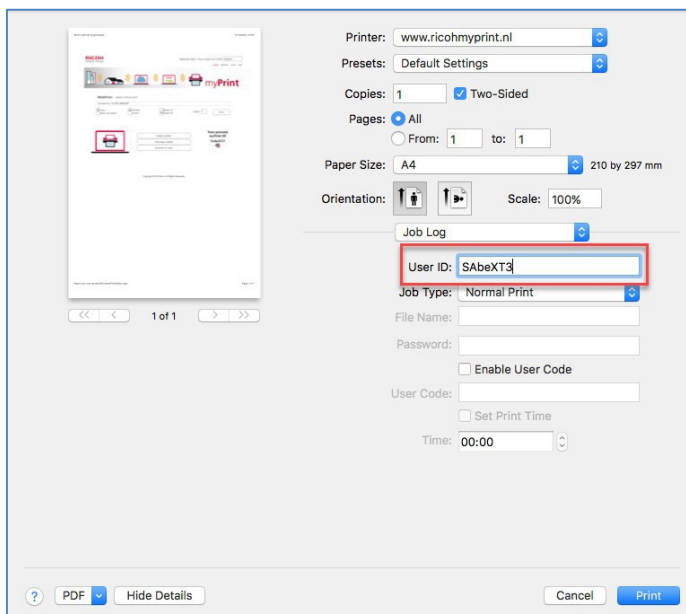
Step 5.3
Click "Show Details":

Step 5.4
Select "Job Log":

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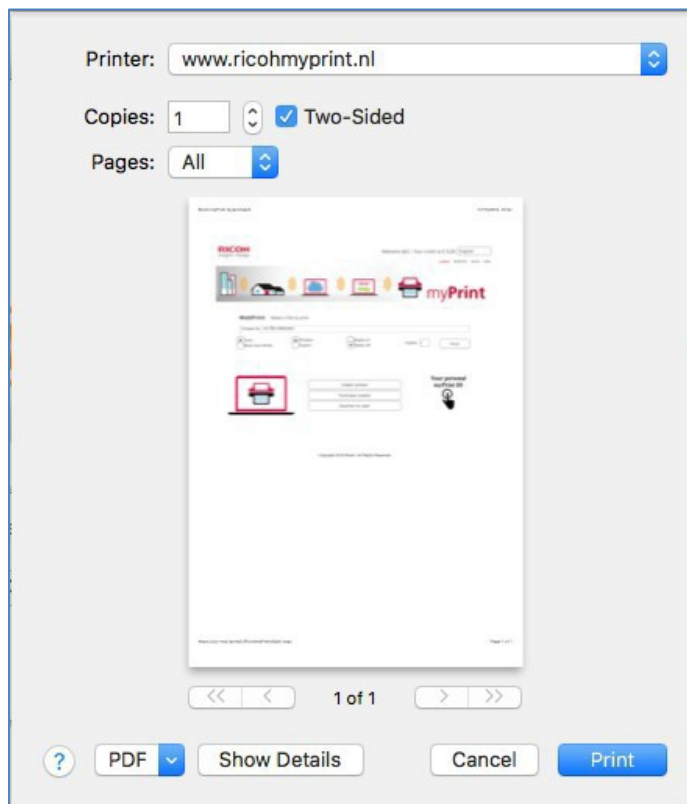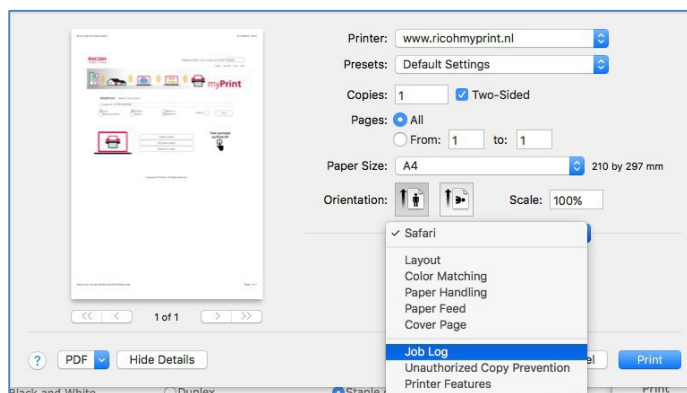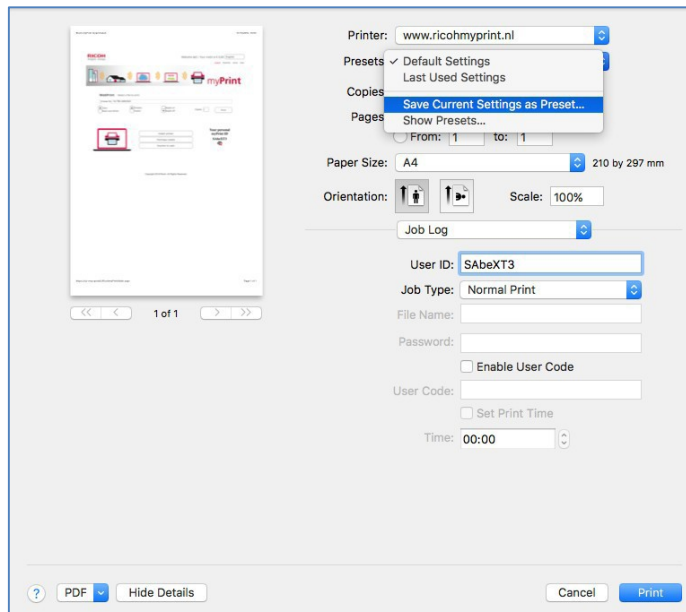
Step 5.5
Paste the myPrint ID in the User
ID box:

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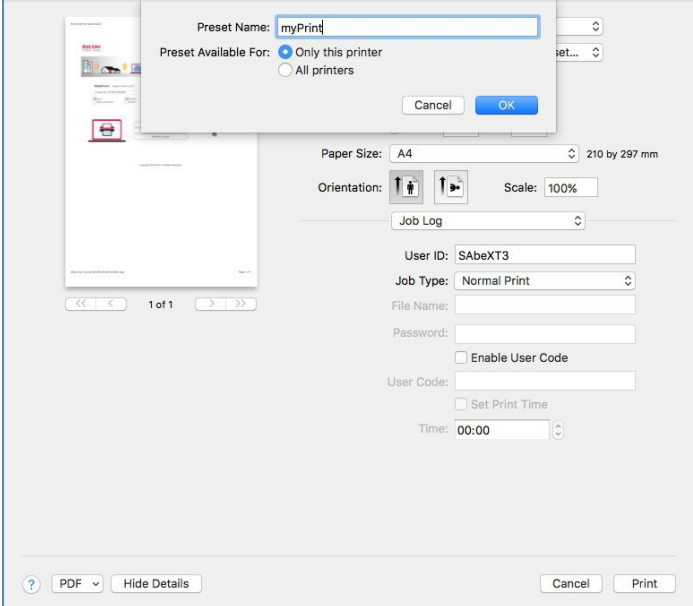
Step 5.6
Select "Save Current Settings as Preset…" from the preset drop down box:

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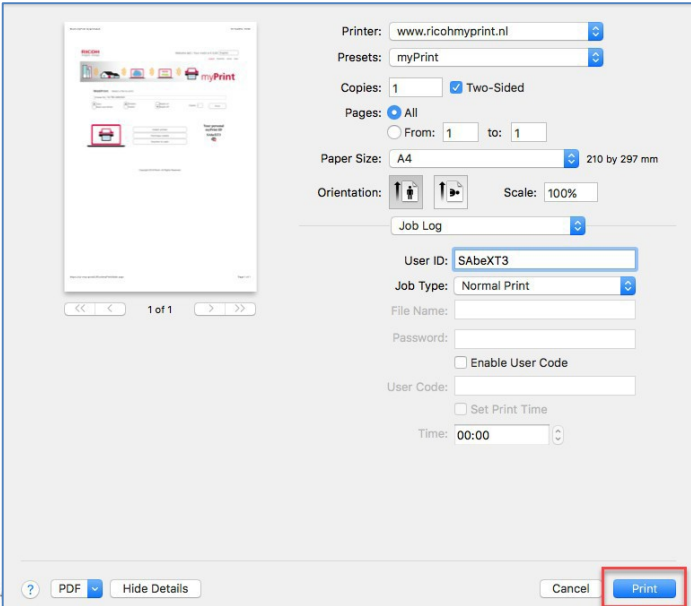
Step 5.7
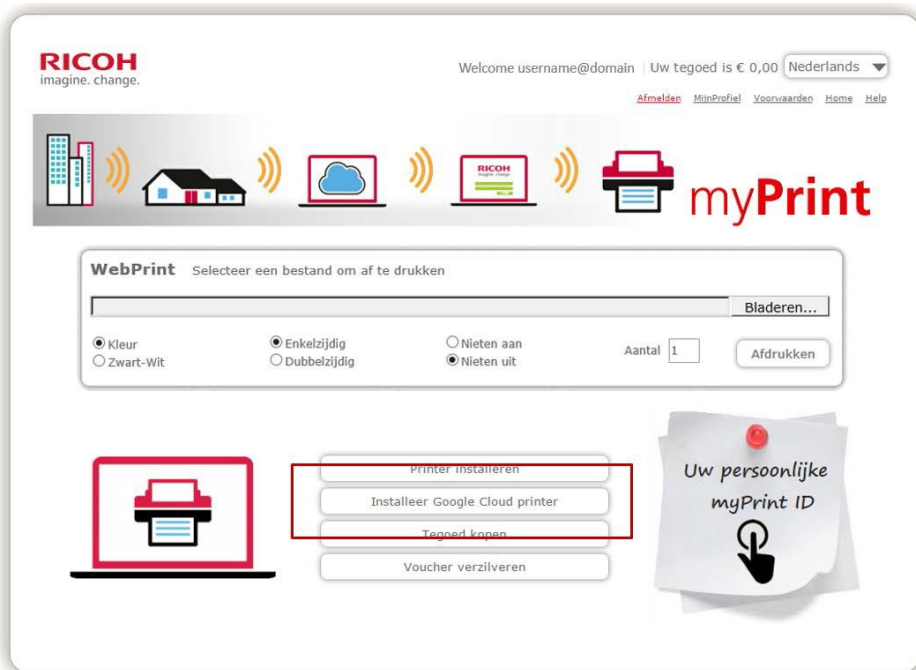Type in a Preset Name, e.g. "myPrint" and click "OK":

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.

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