

How to print (Personal Mac devices)

- Make sure that you are connected to the BSG network
- Use your credentials when prompted. This is your BSG username (4 letters and 4 digits) and type the password that you use to login to your computer.
- Download, unzip and install the Ricoh 5503 printer driver package: [Step 1 -Printer Drivers.zip](#)
- Download, unzip and run the installation package [Step 2- BSG Guest Printing.zip](#)
 - After unzip, right click on the file and select “Open”
 - Print a test page or a document of your preference
 - Select **BSG-Follow me Mono** as the printer
 - Select **BSG-Follow me Colour** as the printer
 - When you print for the 1st time, it will ask for your credentials.

In that case, you must use your BSG credentials, like this: **BSG\yourSSOusername**, and the same password that you use in order to login to your computer.