How To Print

To print:

1 - Choose the **AC-Print** printer when printing your document.
(AC-Print on CS-Papercut-WO.ottawa.ad.algonquincollege.com)

2 - Select your desired print specifications (paper size, colour/black, single-sided/double-sided).

3 - Print.

4 - Confirm the print in **PaperCut** pop-up.

5 - Tap your card on the printer **(on the red Tap Your Card Here sticker)** to release your print job.

Note:

You will also need to tap your card to log in on the printer for copying and scanning.

Print Properties Menu on the AC-Print printer:

To change the print specifications for your document, click on Printer Properties for selection options.
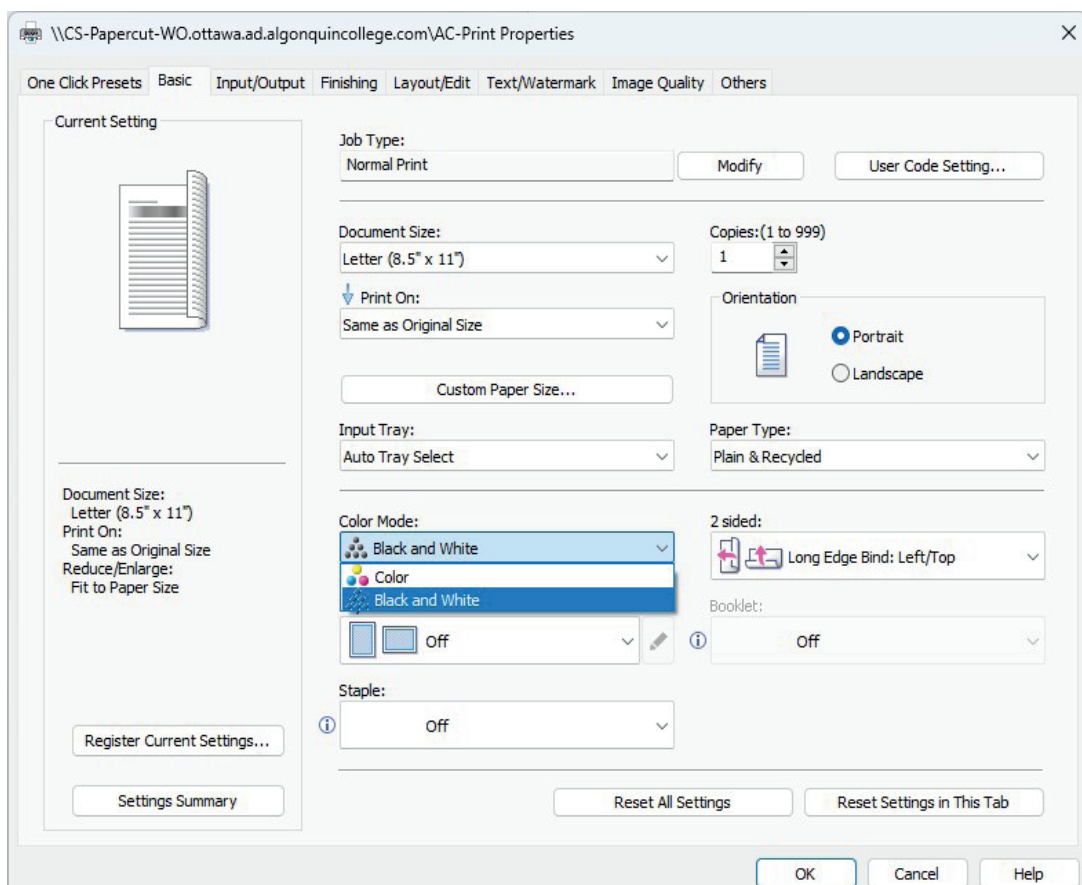
Note: Only Ricoh **IM600SRF** and **C400SRF** printers located within employee resource rooms include stapling functionality.

To place print orders on the **Print Shop Online** using your department cost centre go to:

https://www.algonquincollege.com/printshop/