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.

Stapling options using the **AC-Print** printer:

Ricoh IM600SRF and C400SRF printers include stapling functionality.

To staple documents, in the **print** menu, click on **Printer Properties**, then select the stapling option from the drop down menu.

e Click Presets Ba	sic Input/Output	Finishing Layout/Edit Text/Watermark Imag	ge Quality Others
Current Setting		Job Type:	Matter University Setting
		Normal Print	Modify User Code Setting
		Document Size:	Copies:(1 to 999)
		Letter (8.5" x 11")	
		Verint On:	Orientation
	-5	Same as Original Size	O Portrait
		Custom Paper Size	
		Input Tray:	Paper Type:
-		Auto Tray Select	✓ Plain & Recycled
Document Size: Letter (8.5" x 11") Print On:		Color Mode:	2 sided:
Same as Origina Reduce/Enlarge: Fit to Paper Size	al Size	Black and White	Long Edge Bind: Left/Top
in the open open of		Layout:	Booklet:
		Off ~	0 Off
		Staple:	
Register Curr	ent Settings	① Off	~
		Off	
Settings	Summary	Top Left Slant	Settings Reset Settings in This Tab
		Tra Disht Shot	
		Top Right Slant	OK Cancel He
		Top Left	

To place print orders on the **Print Shop Online** using your department cost centre, or to order replacement staple cartridges, go to:



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