

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.

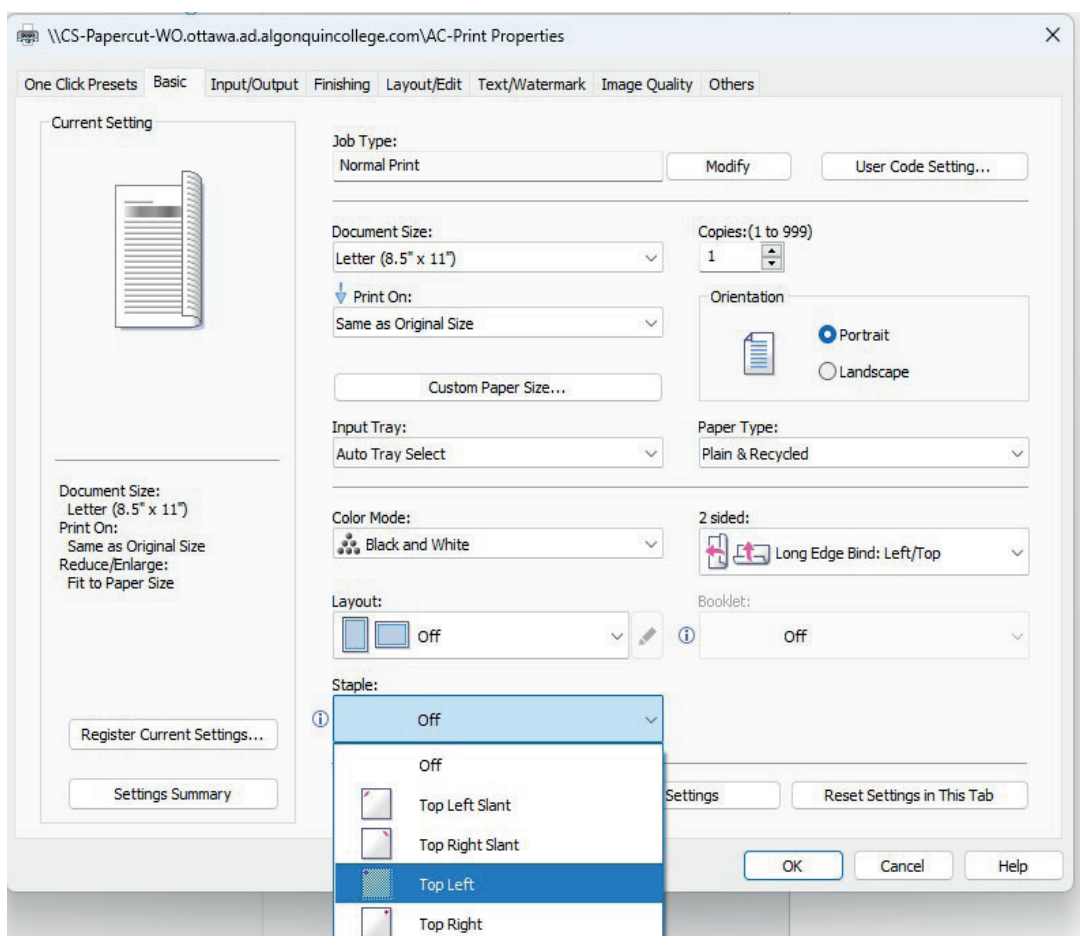
Note:

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.



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/>