

Wireless Printing

Frequently Asked Questions

1. What kind of files can I print?

Print Word, Excel, PowerPoint, PDFs, photos, webpages, email body

2. How do I print wirelessly?

Step 1) From a mobile device or laptop send as an email any document, pdf, email, attachment to print@ricohprintcloud.com

Step 2) A release code will be emailed back to the email that was used. The code is good for up to 1 week.

Step 3) Enter the code at the Ricoh copy machine inside the library.

3. What is the cost of printouts?

25¢ for black and white copies

50¢ for color copies