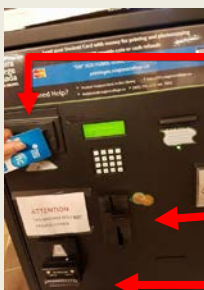


Adding Value to Your ID Card



1. Locate Add Value Machine



2. Tap your card on the reader
3. Insert your cash
 - **No change is Provided**



4. Press D when done

Add Value machines are located at:
Niagara-on-the-Lake

- Library
- 2nd floor, outside of N202

Welland

- Library
- Learning Commons

You Can Also Add Funds Online by
Credit Card:

<https://printingnc.niagaracollege.ca>

Printing

This Pamphlet Online

<https://its.niagaracollege.ca/>

How-To Guides on the Following Topics:

Blackboard

Windows 10

Office 365

OneDrive

Skype for Business

<https://its.niagaracollege.ca/>

**Remember:
Add Value
Machines do not
provide change!**

Niagara College Help Desk

Monday-Friday 8:30am to 4:30pm

Phone: 905-735-2211 ext 7642

<https://its.niagaracollege.ca/>

Printing

Contents

- How to register your student card
- Add funds to your student card
- Add value machine locations
- How to print
- Tips for printing
- Adding printers to your personal computer



**Niagara
College
Canada**
APPLIED DREAMS

Niagara College Help Desk

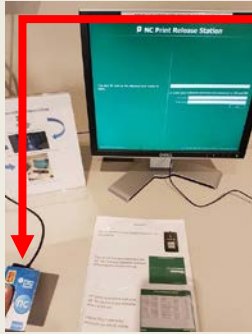
Monday-Friday 8:30am to 4:30pm

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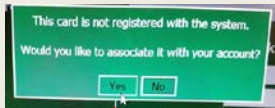
<https://its.niagaracollege.ca/>

Register Your ID Card to Print

You need to register your student ID card with your account before the printer will release your document



1. Tap your card on the card reader



2. You will see a pop up. Click Yes to register



3. Log in with your Blackboard account

Releasing Print Documents



1. Send your document to a printer: Colour, 11 x 17, Black and White
2. Tap your card on the reader
3. Press Release
4. Check the printer for your document

For any non-standard printing please visit the Ricoh Center

Quick Tips

Printing Documents

1. Click **File**
2. Click **Print**
3. Select a printer:

Black and white	\$0.08/page
Colour	\$0.15/page
11 x 17	\$0.15/page

Print Double-Sided

1. Click **File**
2. Click **Print**
3. In **Pages**, click **Single Sided** and change it to:
 - Long edge: for portrait printings
 - Short edge: for brochures

Combining Adobe Documents

<https://help.adobe.com>

1. Click on the **Tools** menu and select **Combine Files**
2. Click **Combine Files**, and then click **Add Files** to select the files you want to include in your PDF
3. Click, drag, and drop to re-order the files and pages. Double-click on a file to expand and rearrange individual pages. Press the **Delete** key to remove unwanted content
4. When finished arranging files, click **Combine Files**
5. Click the **Save** button

Add Printers to a Personal Laptop

Ask at the NC library Help Desk if you need assistance

Large print job?

Check out the RICOH center

RICOH
imagine. change.

<https://dsf.ricoh.ca/DSF/Companies/niagaracollege/storefront.aspx>

1. Make an account with the Niagara Ricoh page.
2. Scroll down to the bottom of the page and press **Begin**
3. Specify the Name and Quantity
4. Choose a file and upload it
5. Press **Next** and read through the options

Be Sure to Visit Them in Their Lundy location

Ricoh Centre Welland
Niagara College, Welland Campus
100 Niagara College Boulevard
Welland, ON L3C 7L3
Canada
905-735-2211
ricohwc@niagaracollege.ca