

# Wireless Printing

## Frequently Asked Questions

### What kind of files can I print?

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

### How do I print wirelessly?

1. From a mobile device or laptop
2. Send as an email any document, pdf, email, attachment to  
**[print@ricohprintcloud.com](mailto:print@ricohprintcloud.com)**
3. A release code will be emailed back to the email that was used
  - a. The code is good for up to 1 week
4. Enter the code in the Library Takeout Appointment form at [somersestlibrary.org](http://somersestlibrary.org)

### What is the cost of printouts?

Each printed side is 25¢. Black and white only