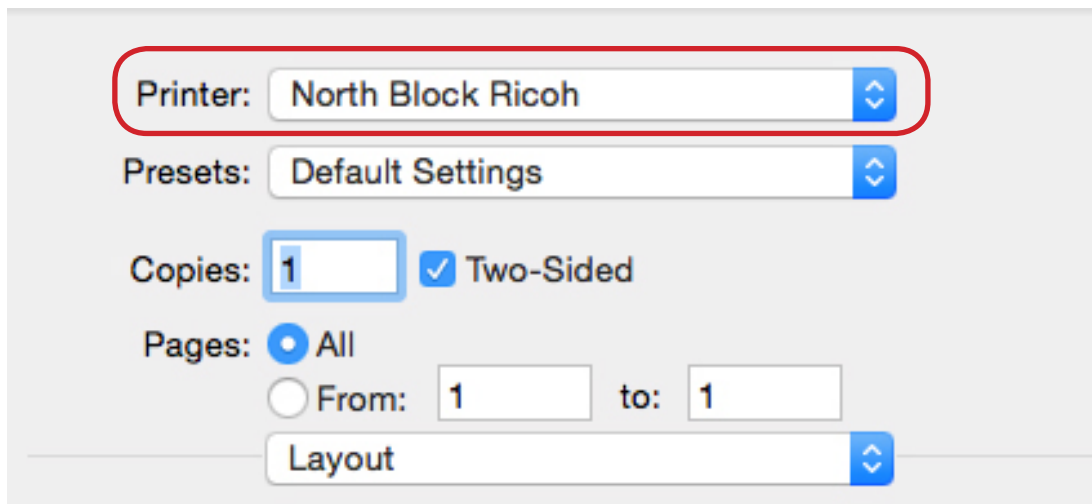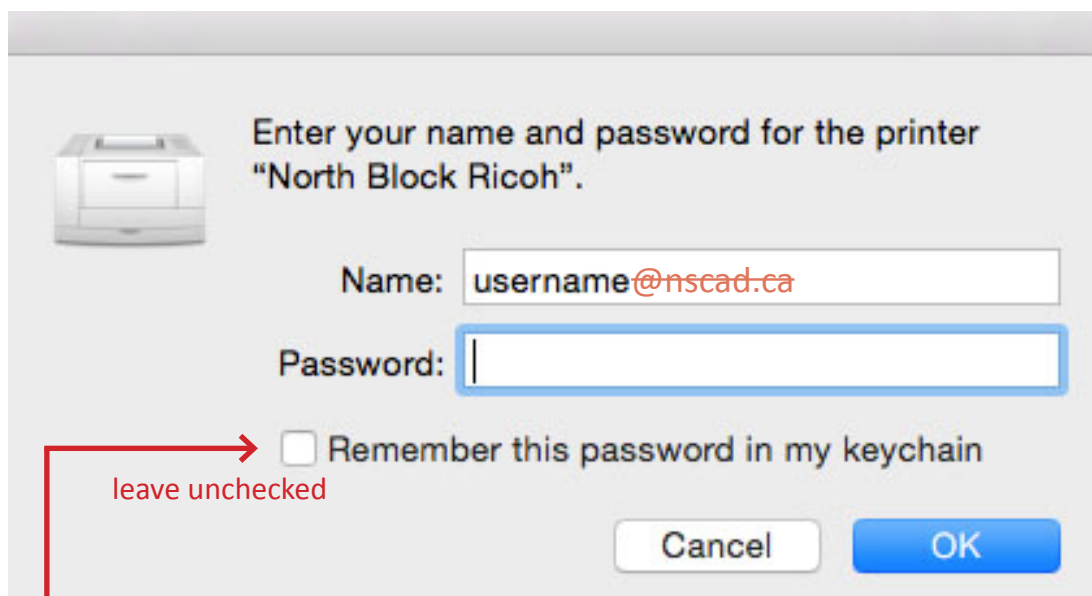# Fountain Multimedia
PRINTING INSTRUCTIONS

1 Go to > **File** > **Print**
Set > **Printer: North Block Ricoh**

2 You will be asked to provide your NSCAD username and pasword. These will be the same as what you use to login to your NSCAD email (**without** the @nscad.ca)

leave unchecked

NEVER choose to remember your password on a public device!