

Print Guide
for the Ricoh
SLC Multi-
function
devices



St. Lawrence
College

This manual contains pertinent information about the Ricoh Multi-function devices (Printers) located on campus.

January 2023

Ricoh Multi-Function Devices

About

Ricoh Multi-Function Devices (printers) are located at various locations on each of the campuses for use by students and staff/faculty. These devices will require that you log in with your staff ID card in order to release print files that have been sent to these devices. These devices can scan files to your OneDrive (Apps/Scans for PaperCut MF). These MFDs can also photocopy, and some units are able to print in colour.

Your Print Quota

As a staff/faculty member, you will receive a monthly print allocation. You will likely be able to print everything you need with that monthly amount. Remember that full-time students receive a \$20 annual print quota at the beginning of each school year.

Ricoh Print Shop

For **larger** print jobs, please use our Ricoh Print Shop located at the Kingston campus. The Ricoh Print Shop print costs are approximately **75% LESS than using MFD's**. Turnaround times for Kingston are one day or less. Brockville and Cornwall orders will be processed in the same way and then shipped. Please note that all confidential printing (e.g. exams) are shipped in a secure container and must be signed for by the requestor.

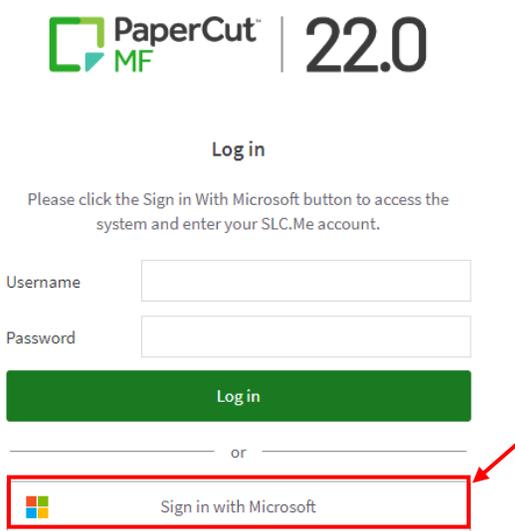
Please send your large printing requests to printshop@sl.on.ca

SLC offers the following Print Services using a platform called PaperCut:

The following guide list are links to external PDF documents:

- [Managing your print environment through PaperCut](#)
- [How to scan a document to your SLC OneDrive](#)
- [How to use the Multi-Function Print Devices](#)
- [How to print remotely from your own device](#)
- [How to check and add print quota to your account](#)

Access 'Print Services' through your slc.me portal, or click here to access these services through PaperCut: <https://print.slc.me/user>

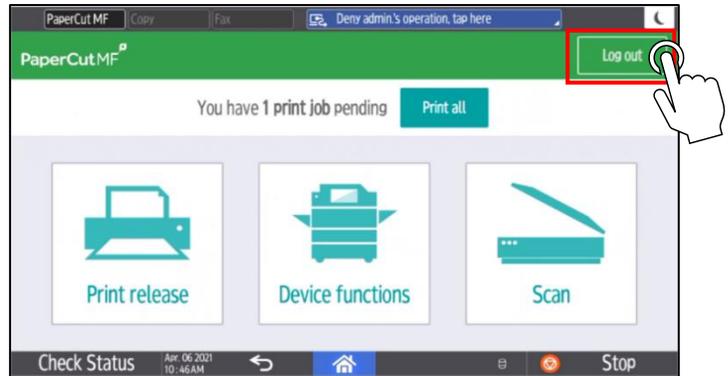


Note: Log in will only work if you click on 'Sign in with Microsoft'
You will then need to enter your full SLC email address and password.

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SLC Multi-Function Devices (MFD)

Login to the SLC MFD:

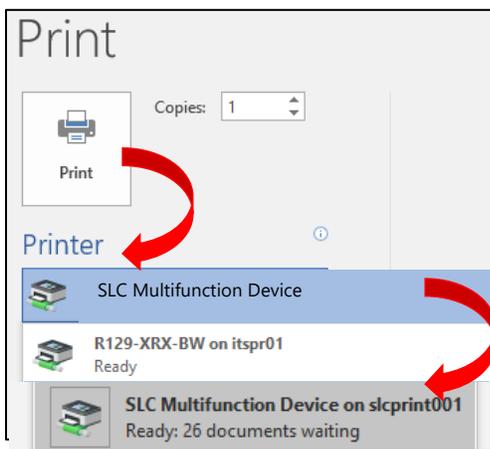


Tap your Staff ID card on the card reader to authenticate. The card reader is typically located on the right-hand side of the control panel. After a few seconds, the display panel will light up and display the **PaperCut MF** screen.

To log out, you will need to press the log out button on the top right-hand corner of the screen.

Note: All users will need to Log in with their Staff ID Card and have a balance on their account to be able to use the SLC Multifunction Device for printing, copying, or scanning.

Printing – Print Queue



From any school computer, you will be able to select the SLC Multifunction Device when choosing where to print.

Select the **SLC Multifunction Device** from the Printer list, if it is not already set to default, and then select **'Print'**. If there is an option to select **SLC Multifunction Device on slcprint001**, please select it instead.

Once you have sent the print request, you can choose to release your document at any of the SLC MFDs. The documents will be held in queue for a maximum of six (6) hours. Once reaching this time limit the file will be deleted from the print queue, but not from your OneDrive, so it is important to have documents saved.

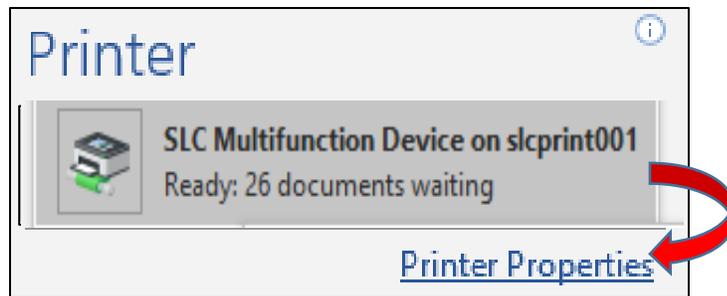
You can also delete a file from the print queue without having to print the document.

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Printer Properties

You can also click on **Printer Properties**, **Properties** or **Preferences** (depending on the application) to access the RICOH (SLC Multifunction Device) driver.

This will allow you to change settings such as B&W printing, Colour printing, Stapling and/or Hole Punching.

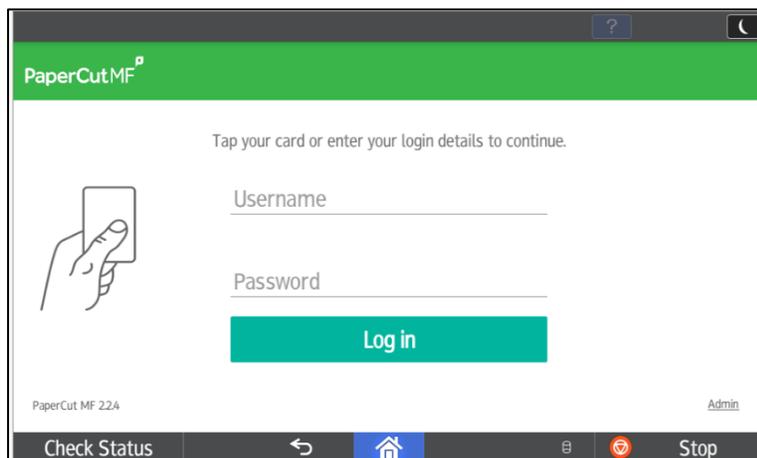


Secure Printing – Login

Touch the screen to come out of energy saving mode.



Tap your card on the reader at the RICOH device to login. Your credentials will automatically be populated.

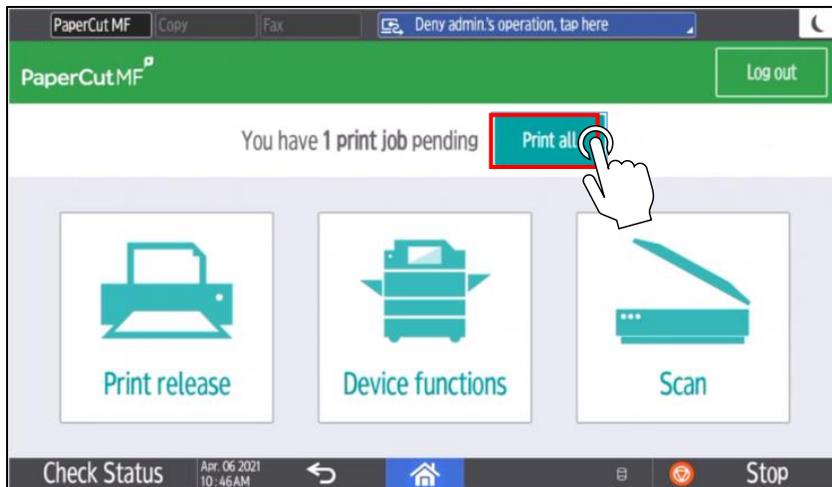


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Print All your Documents:

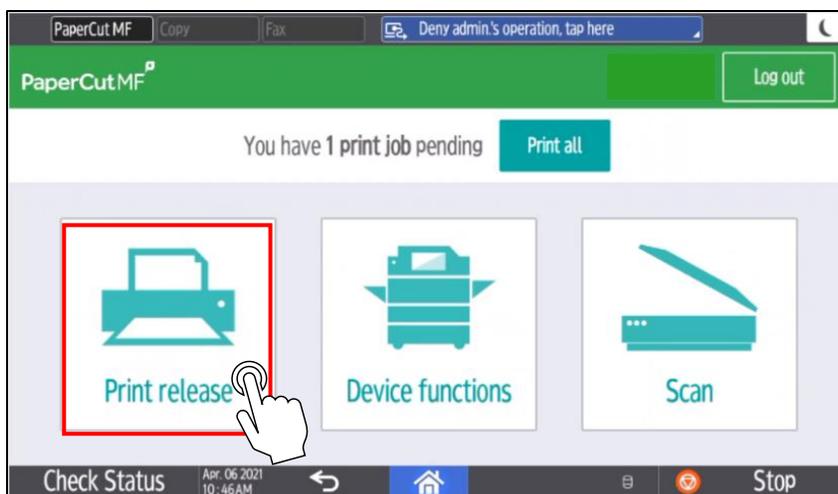
All documents that you have sent to the print queue will display on the screen in the order they were sent. Along the left-hand side, you will have options to print the highlighted document, delete it, select all, or refresh.

Press 'Print All' to release all of your print jobs:



Print Select Documents:

You can also pick and choose which jobs you want to print by selecting the **Print release** icon.



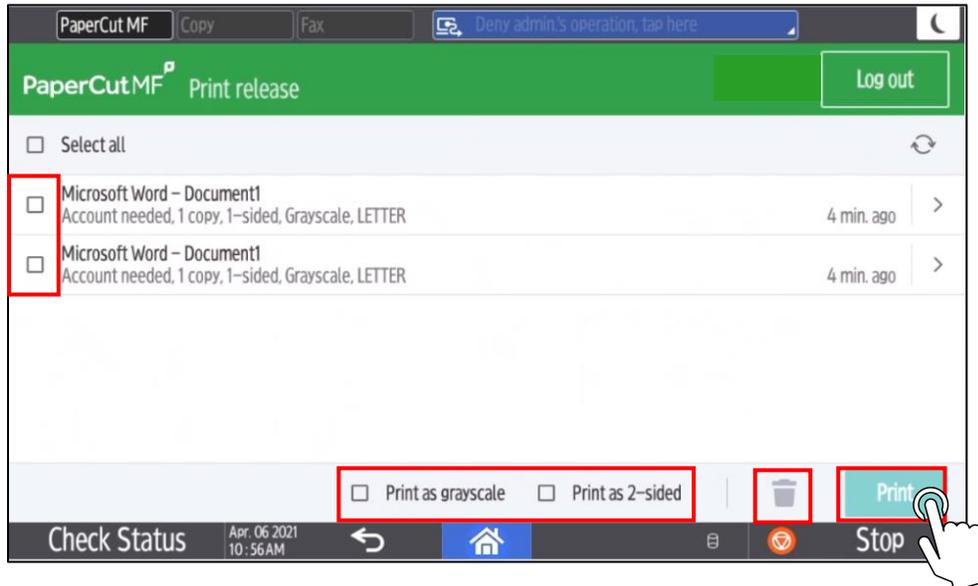
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Print Select Documents:

Select checkbox next to the document(s) to print and tap **Print**.

To delete a print job, select the print job(s) and press the **trash can icon**.

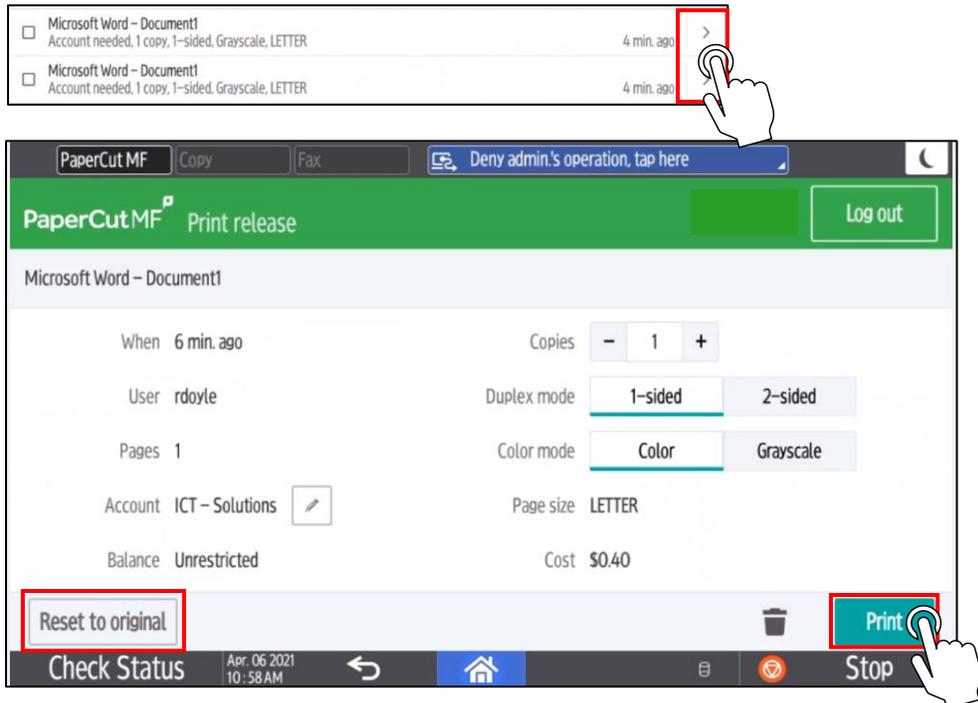
Force grayscale & 2-sided printing using the checkboxes below.



Note: Print Jobs will remain in queue for about 6 hours unless they are printed or deleted.

Print Settings from Ricoh Multi-Function Device:

You can adjust the print settings directly from the RICOH device by pushing the arrow next to the job you wish to adjust. Make the desired changes and press **Print**.



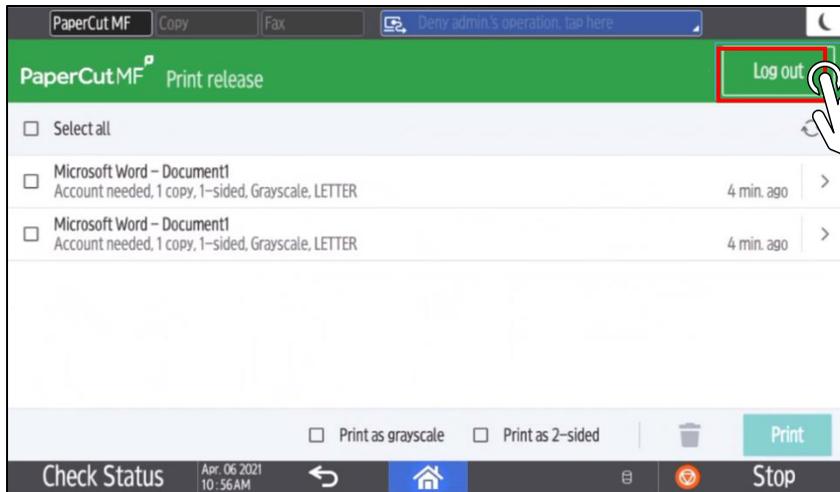
Press **Reset to original** to return to original job settings.

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Logging Out

Press the **Log out** button at the top of the screen or tap your card on reader to log out.

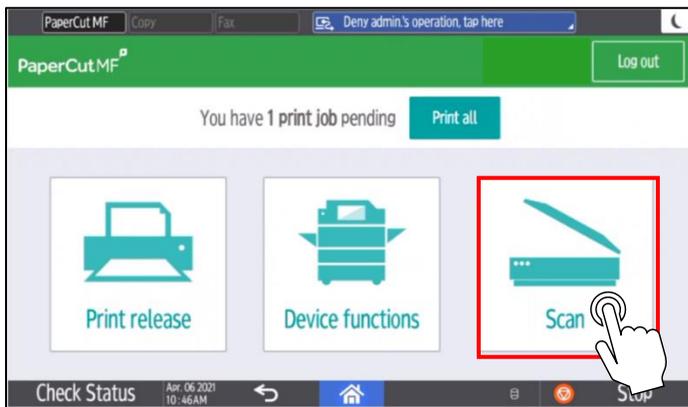
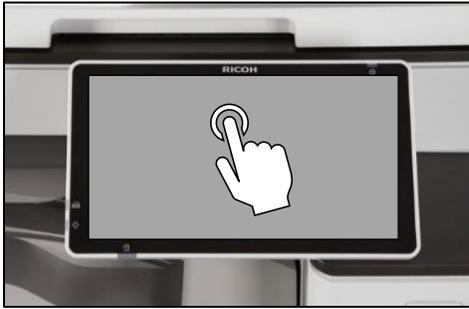
If you forget to logout, PaperCut will automatically log out after 60 seconds.



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Scan to OneDrive

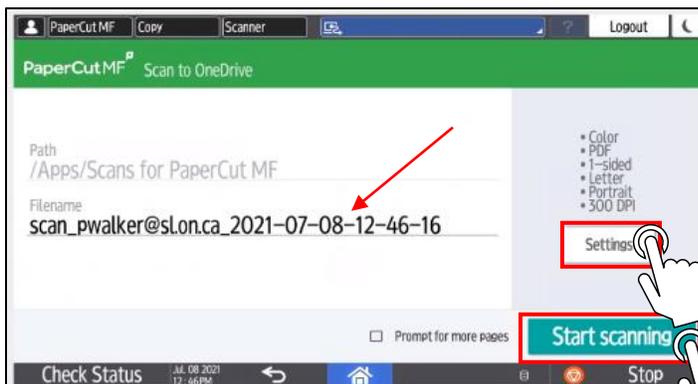
Touch the screen to come out of energy saving mode. Tap your card on the card reader at the RICOH device.



Note:

The first time you use 'Scan to OneDrive', an email will automatically be sent to your SLC email account with a OneDrive token acceptance request.

Once accepted you will then be able to scan to OneDrive.



Changing the Filename:

You can adjust the filename for your scan by pressing on the Filename field.

You can also press Settings to change the default settings
-OR-
Press Start scanning.

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Scan Settings:

You can make the following adjustments in Scan Settings:

Duplex Mode - (Single or 2-Sided)

Paper Size - Letter, Legal, Ledger

Auto detect size - Same or Mixed Sizes

Orientation - Portrait or Landscape

File Type - PDF, JPEG, TIFF

DPI - 200 to 600 DPI (dots per Inch)

Colour Mode - Color, Grayscale or BW



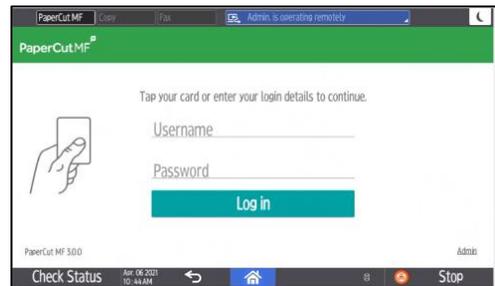
Once ready, press '**Start scanning**'. Wait until you are prompted that your page has finished processing. You can click on '**Prompt for more pages**' if you need to scan more than one page into the final document.

Remember to '**Logout**' when finished.

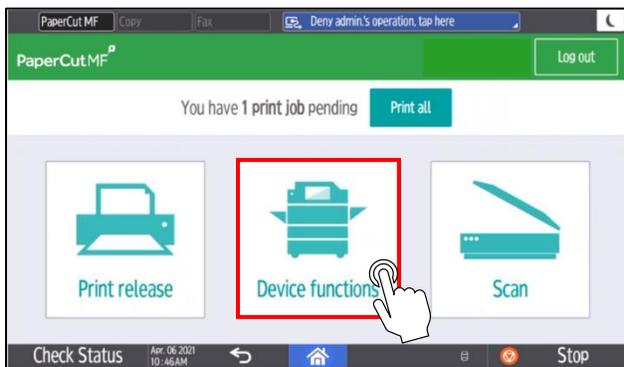
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Making a Photocopy

Touch the screen to wake the device. Tap card to authenticate at the device



Press the **Device functions** button



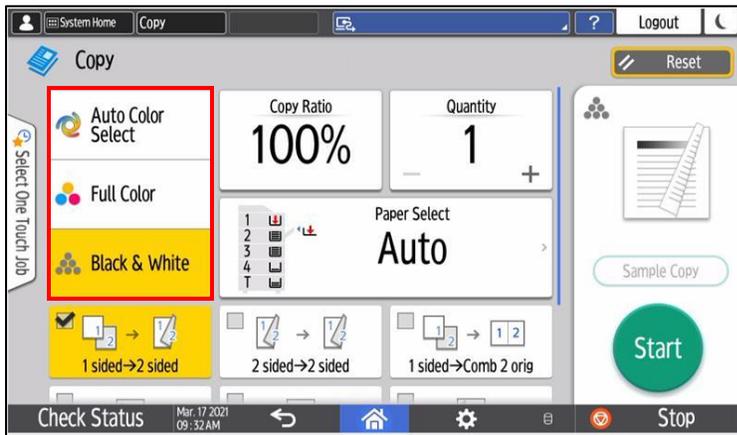
Press **Copy**



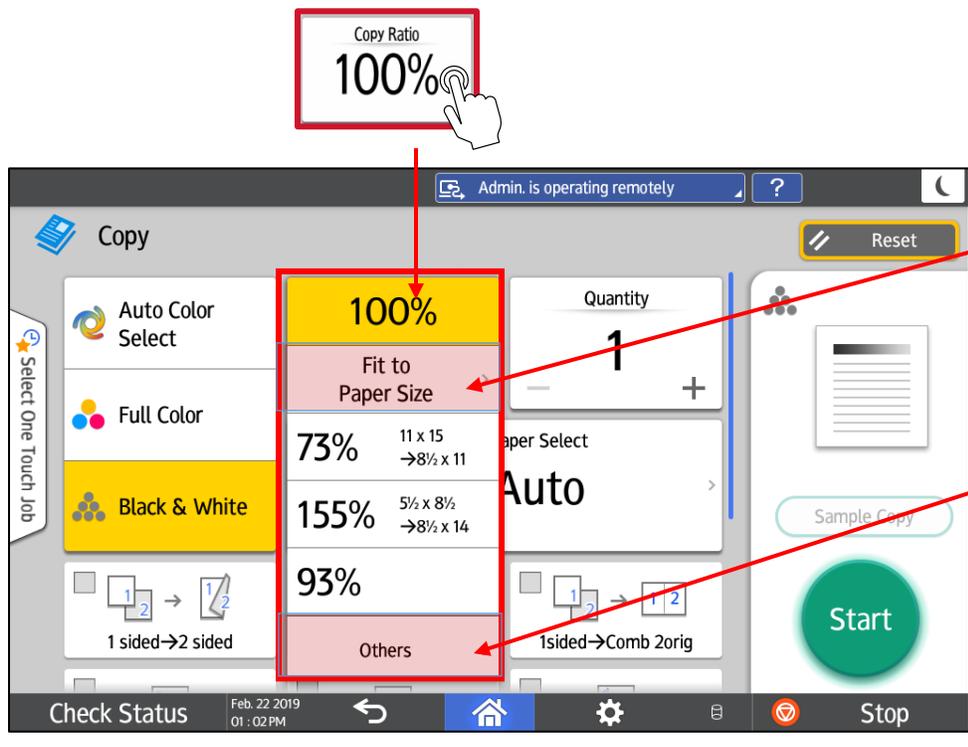
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Copying in Black & White or Colour

The default is **Black & White**. You can choose between Full Colour and Auto Colour Select when copying colour documents.



Reduce or Increase the Size of your Copy (Copy Ratio)



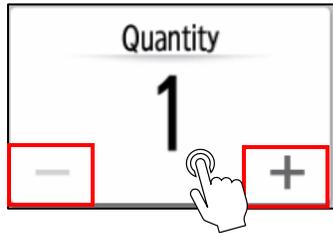
Fit to Paper Size: to allow the device to decide how to reduce or enlarge to a particular size that you choose.

Others: This option allows you to choose presets from 25% to 400%, Zoom in 1% increments with + or -, or enter your ratio directly with **Number Keys**.

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Selecting Quantity of Prints

To select how many copies you would like to make, press the + or – to go up or down in increments of 1, or press the number on the screen to make a keyboard appear, and then enter quantity.

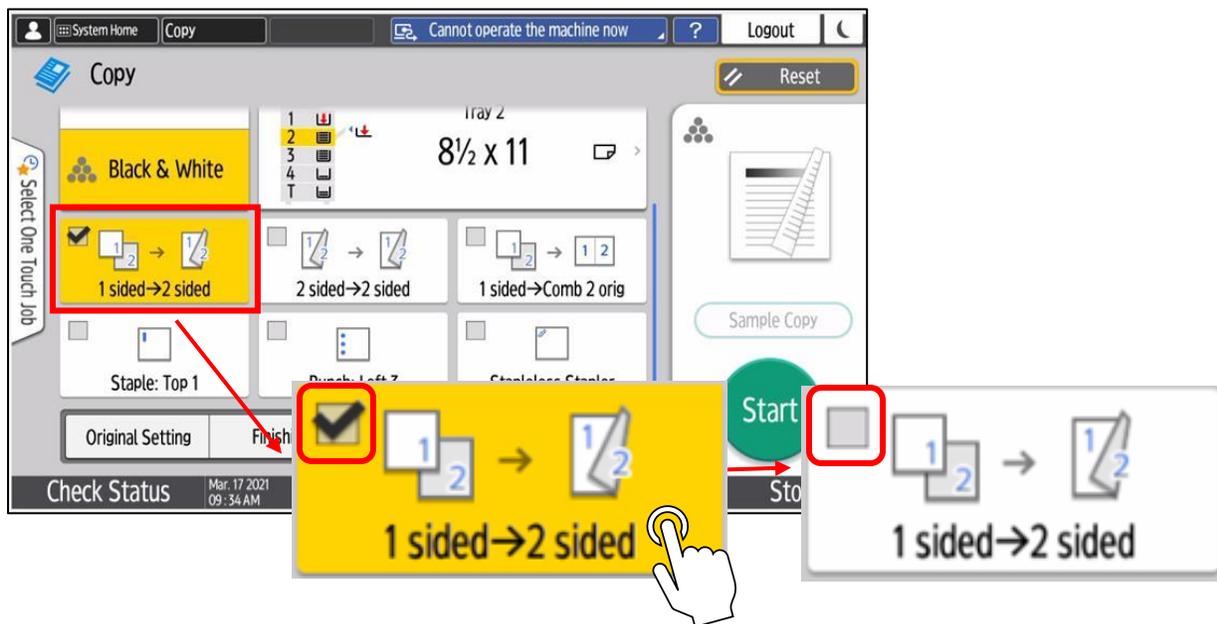


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1 Sided or 2 Sided Copies

By default, the copy output is set to **1 sided -> 2 sided**.

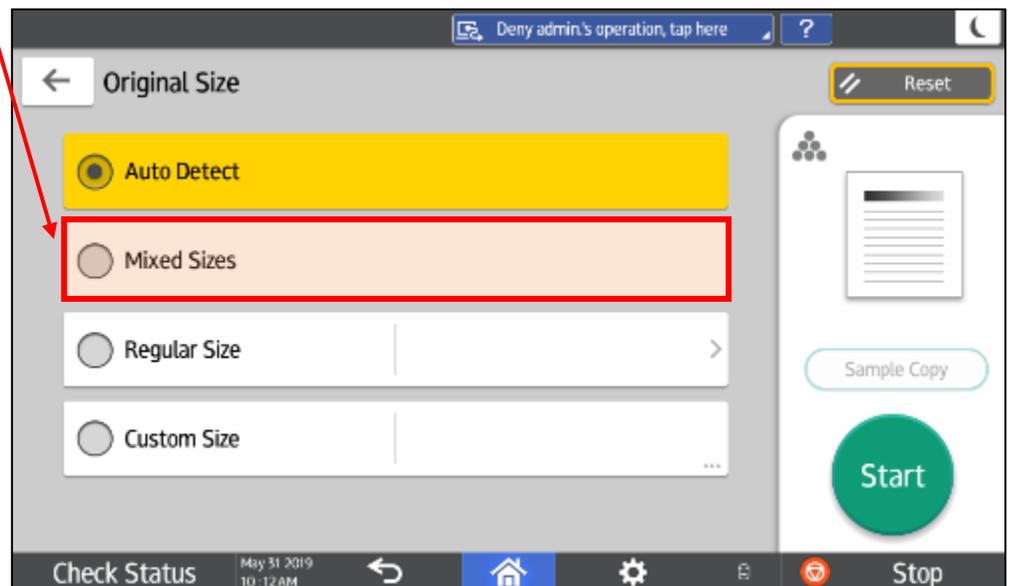
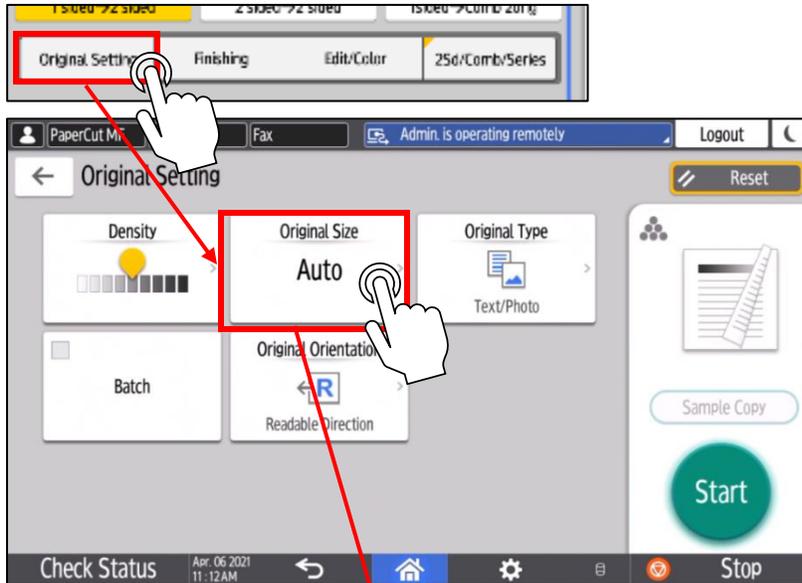
To copy from **1 sided to 1 sided**, press the **1 sided->2 sided** button to toggle it off. Each time you press this button it will highlight, and a 'check mark' will appear in the top left-hand side of the button. This indicates that you will be printing from one side to 2 sides. The next time you press it, the button will become de-selected, and the check mark will disappear, and you will know you are printing from one side to one side.



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Original Size and Mixed Sizes

Tap **Original Setting**, then **Original Size** button, then select **Mixed Sizes** when your document has letter & legal page sizes in it.

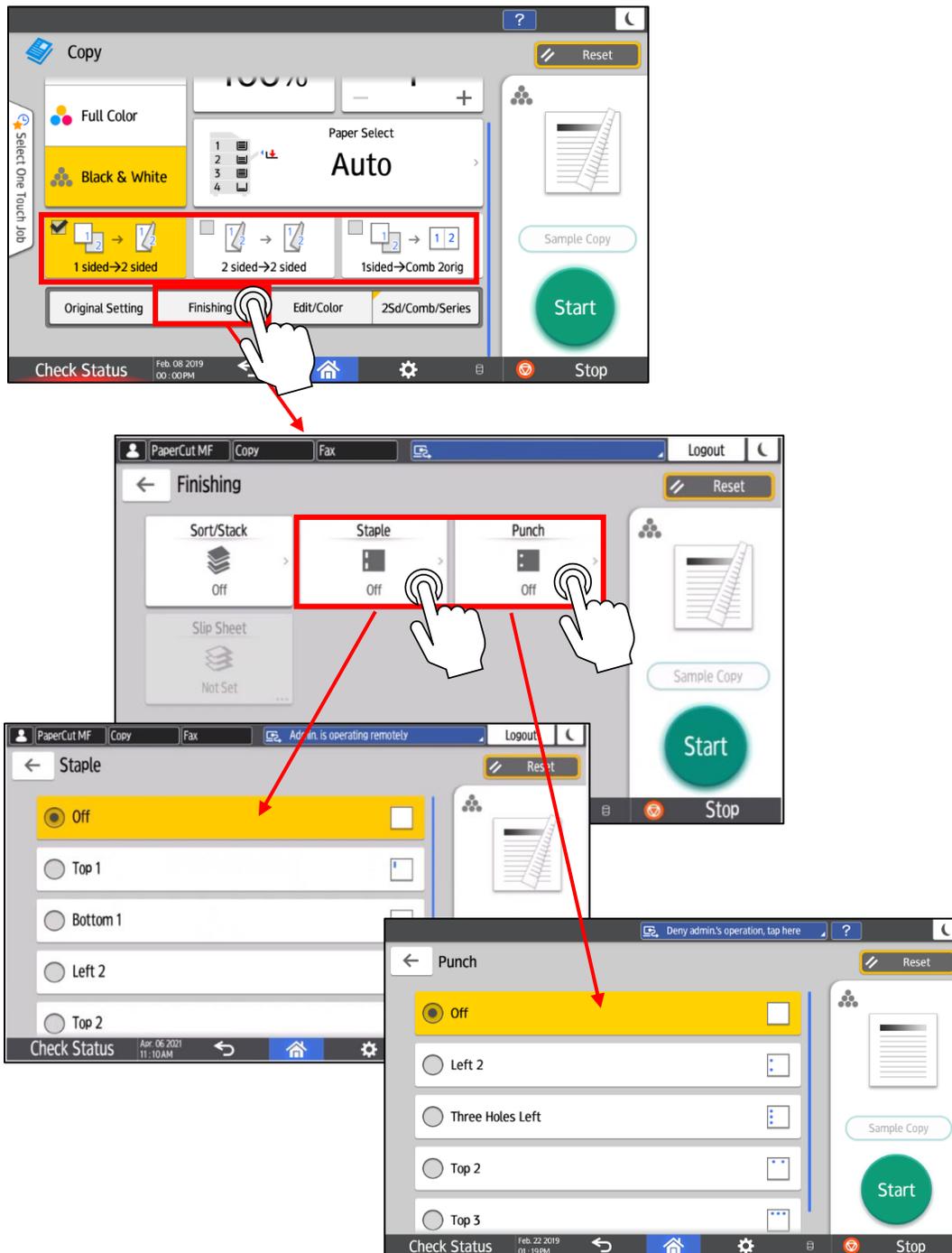


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Finishing

If you have a finisher, quick keys for finishing options of Stapling and/or Hole Punching will appear at the bottom of the screen.

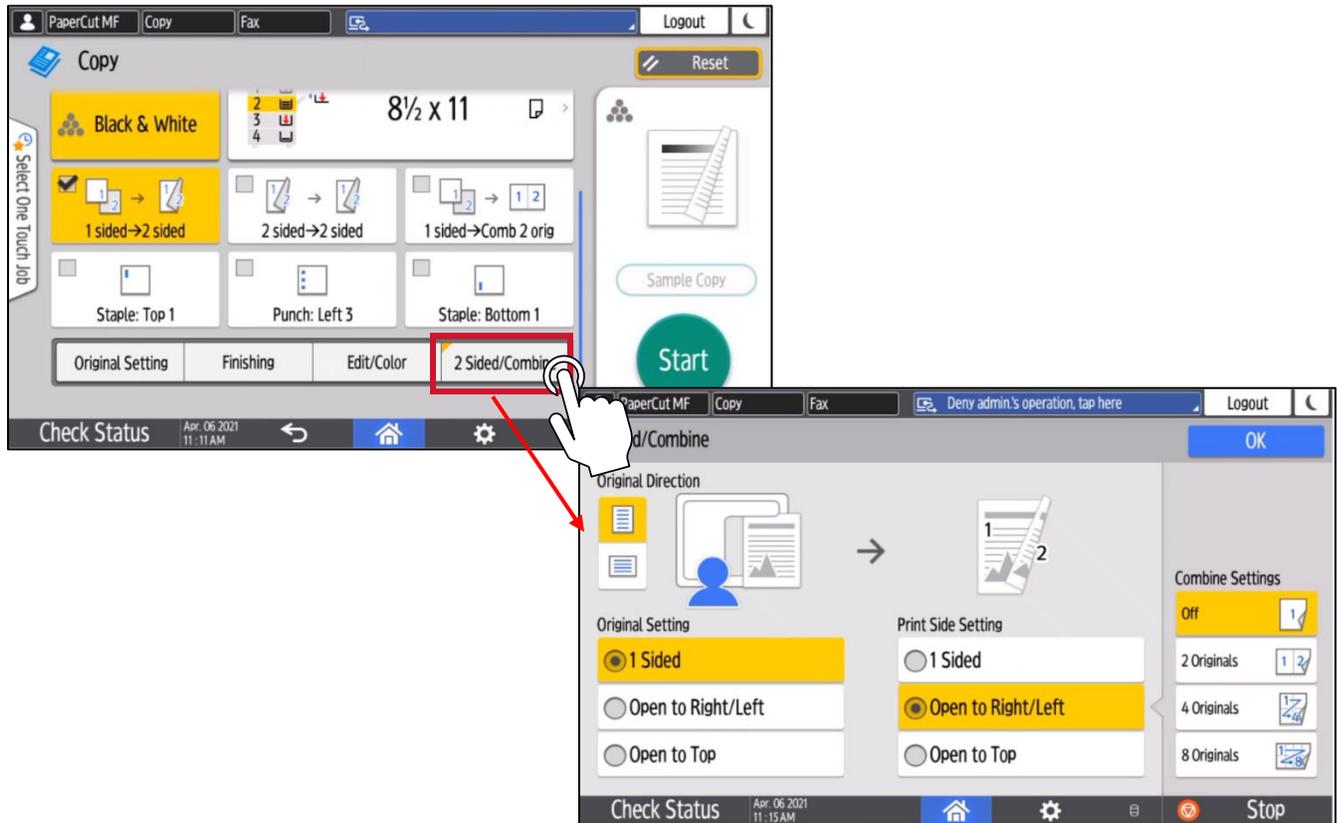
You can find all the finishing features under the **Finishing** button.



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2 Sided Copies / Combine

Press the **2 Sided/Combine** button to make further changes to Original and Output copy settings. This will allow your prints to be 'head to head' or not.

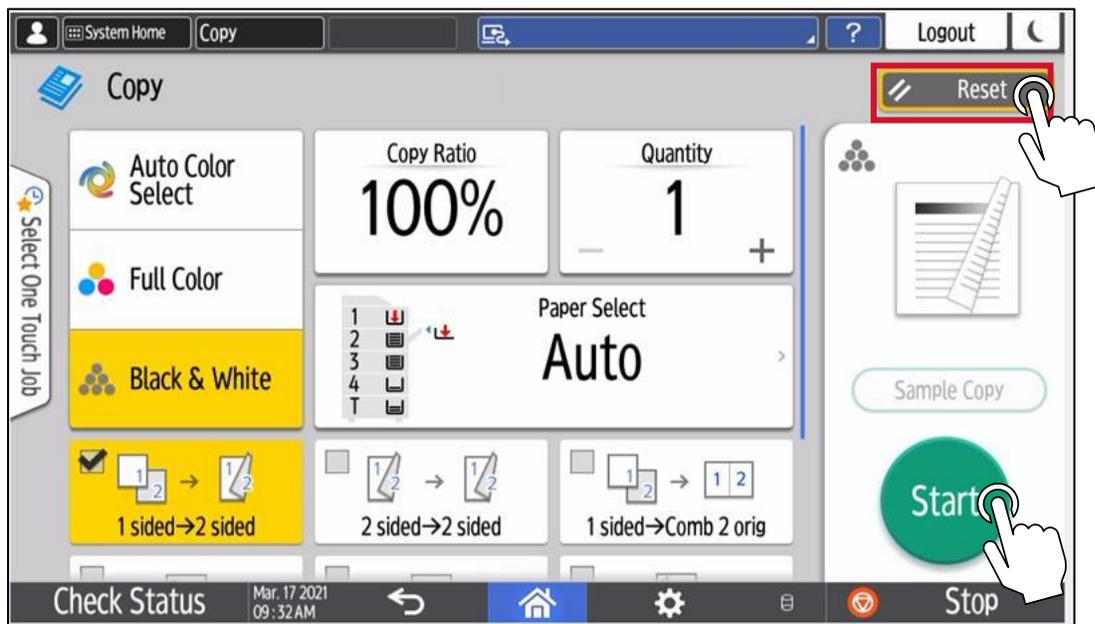


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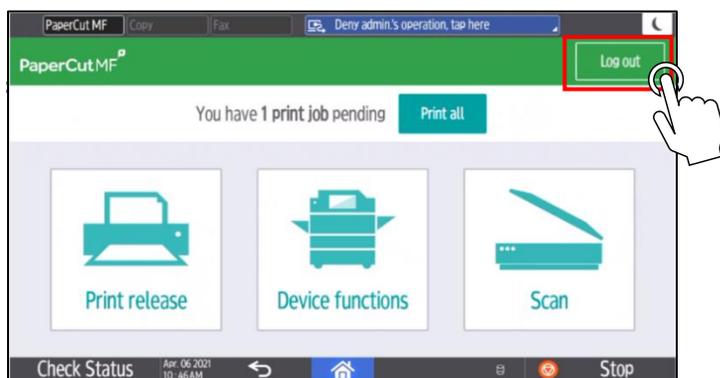
Make the Copy

Once ready, press the **Start** button to begin copying or press the **Reset** button to return all settings back to their defaults.

If you have a lot of copying to do, but are unsure of your settings, try making one copy as a test, before copying the rest of what you need.



Logout of the SLC Multifunction Device:



To log out, you will need to press the log out button on the top right-hand corner of the the **PaperCut MF** screen.