

## PaperCut

- Quota balances
- Redeem Cards
- Purchasing Quota

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# Overview

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Users can check quota balances, redeem top up cards and increase quota balances all online.

The screenshot displays the PaperCut MFP web interface. On the left, a sign-in screen for SLC (St. Lawrence College) is visible, featuring the text "PROUD TO BE SLC" and "slc.me". The sign-in form includes fields for "SLC email address" and "Can't access your account?", with "Back" and "Next" buttons. Below the form, it says "Please use your SLC email address to sign in." and "Sign-in options".

The main dashboard area shows a "Summary" section with three cards: "BALANCE" at \$300.00, "PRINT JOBS" at 0, and "PAGES" at 0. Below this is an "Activity" section with a line graph titled "Balance history for jamarcondo@slc.on.ca" showing a balance of \$300.00 from 20 Jul to 25 Aug. To the right of the graph is an "Environmental Impact" section showing a green tree icon, "0.0% of a tree", "0 g of CO2", and "0.0 hours running a 60W light bulb". At the bottom right, it says "Since Jun 24, 2021" and "Environmental Dashboard".



# Login to slc.me

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**STEP 1:** Launch a Web browser and go to:  
<https://slc.me>

**STEP 2:** Enter your SLC email address and  
select **Next**

**STEP 3:** Enter your SLC password and select  
**Sign In**

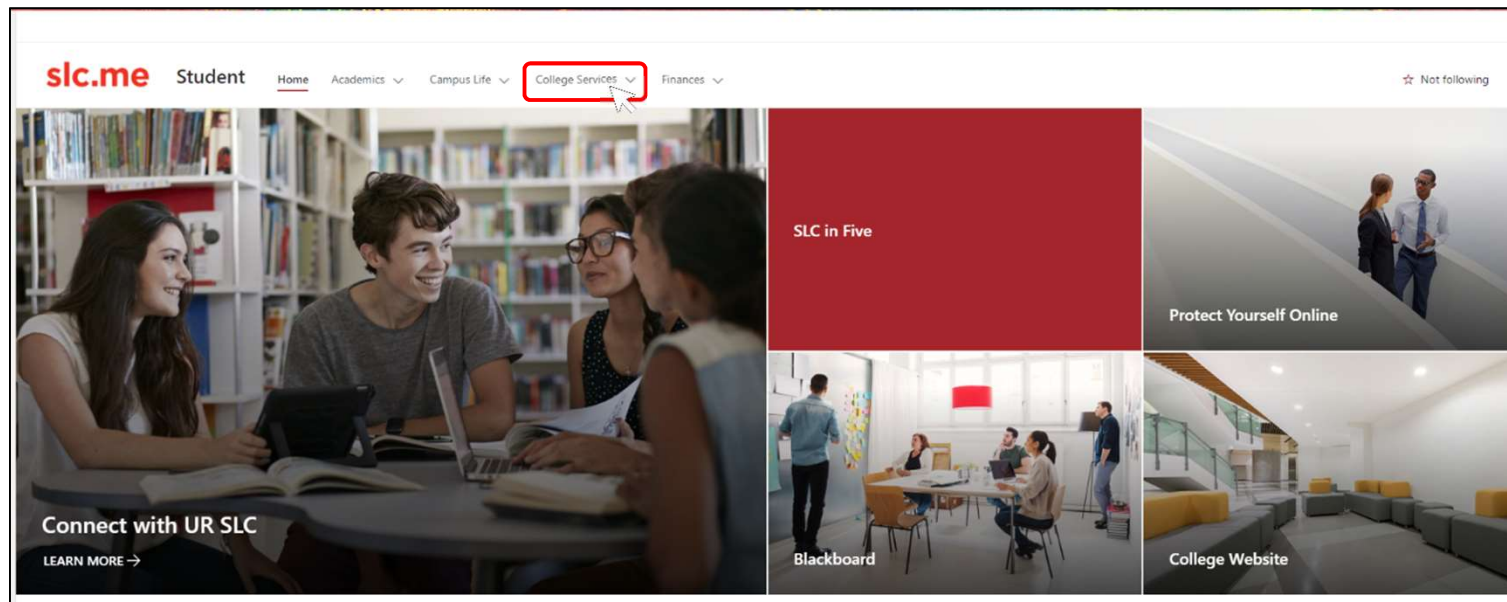




# Login to slc.me

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**STEP 4:** Once logged in select the **College Services tab** and then **Print Services**.





# Printing Services

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**STEP 5:** Users will be presented with a screen like below. Click the <https://print.slc.me/user> link

## Printing Services

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

- Print, scan, and copy at any one of the multi-function printers (MFD's) across campus
- Scan to your OneDrive
- Check your print quota balance
- Purchase additional print quota online
- Submit print jobs from your own device remotely (with swipe/pickup when you arrive on campus)

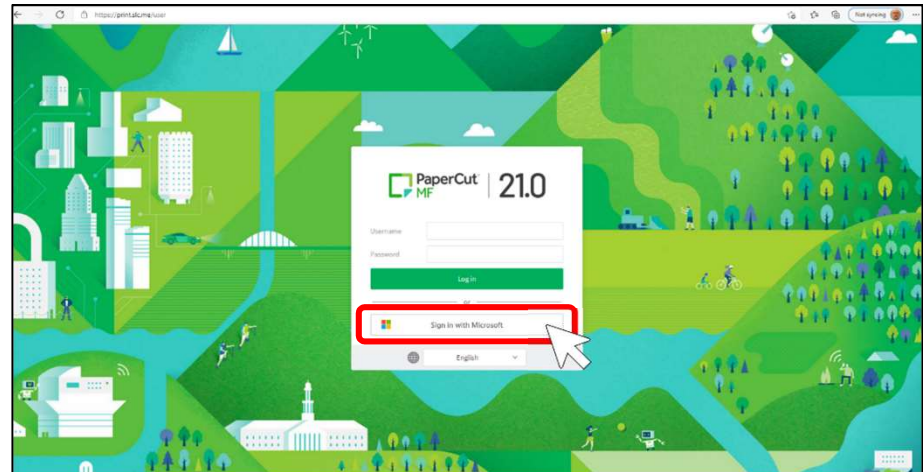
Click here to access these services: <https://print.slc.me/user>



# PaperCut Login

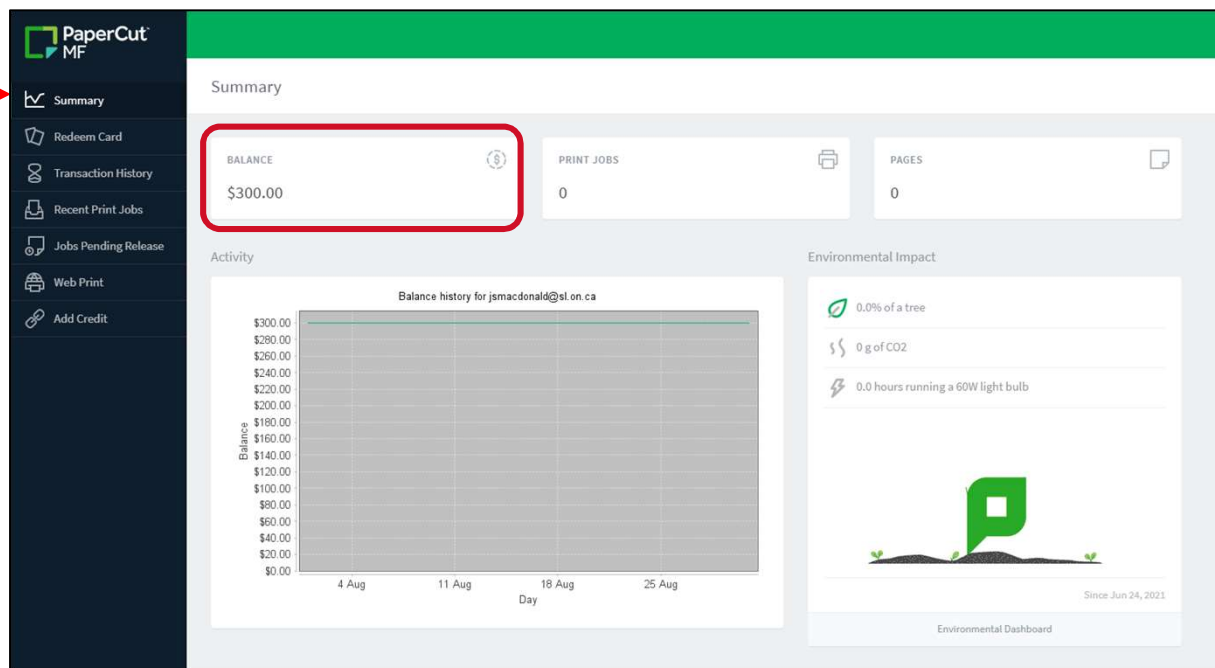
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**STEP 6:** Select **Sign in with Microsoft** and enter in your SLC credentials.



# Quota Balances

Once logged into the **PaperCut** portal, users will be presented with a **Summary** screen. The **Summary** screen provides users with an overview of their **PaperCut** account including quota balance.





## Print Quota - Student

As part of your Student Information Technology Fee, you will be provided with a \$20\* print quota beginning September (or January if your program starts in the winter semester).

Students who do not pay the Student Information Technology Fee do not receive a print quota.

Additional Print Quota can be purchased online. Please note:

- Print quota refunds will not be available
- Unused print quota will be rolled into your next academic year
- Your print quota balance will be set to zero following your graduation.

\*Quota subject to change



# Redeem Card

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Once authenticated the **Redeem Card** screen allows users to redeem top up cards purchased from the SLC bookstore in denominations of \$2.00, \$5.00, \$10.00 and \$20.00. Users can enter in the card number into the provided field and then press **Redeem Card**.

**PaperCut MF**

- Summary
- Redeem Card**
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print
- Add Credit

Redeem Card

Enter the Card number and press the "Redeem Card" button to redeem.  
NOTE: All requests to redeem cards are logged.

Card number

Redeem Card



# Add Credit

The **Add Credit** screen allows users to increase their copy/print balance via credit card.

**PaperCut MF**

- Summary
- Redeem Card
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print
- Add Credit**

Add credit using Authorize.Net

Username  
jsmacdonald@slon.ca (Jeff MacDonald)

Current balance  
\$300.00

Amount to add  
--- Select the amount ---

Add value



# Add Credit

From the **Amount to add** drop down, select the desired amount to update and then select the **Add value** button.

PaperCut  
MF

Summary  
Redeem Card  
Transaction History  
Recent Print Jobs  
Jobs Pending Release  
Web Print  
Add Credit

Add credit using Authorize.Net

Username  
jsmacdonald@s.on.ca (Jeff MacDonald)

Current balance  
\$300.00

Amount to add  
--- Select the amount ---

Add value



## Add Credit

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A credit card payment screen will appear. Enter in the credit card number and expiration date into the required fields and select **Pay Now**

Order Information

\* Required Fields

Description: Credit for print account

Invoice Number:

Total: \$2.00 (CAD)

Payment Information

VISA MasterCard

Card Number:  \* (enter number without spaces or dashes)

Expiration Date:  \* (mmyy)

Pay Now