

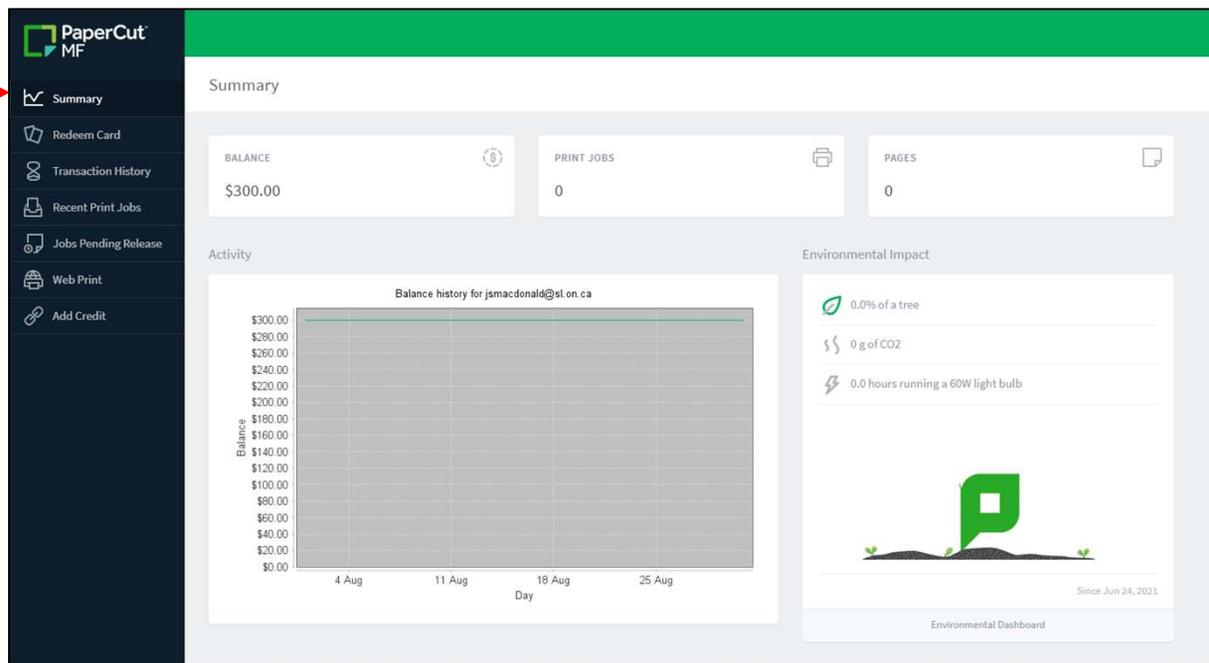
PaperCut Overview

RICOH
imagine. change.



Summary

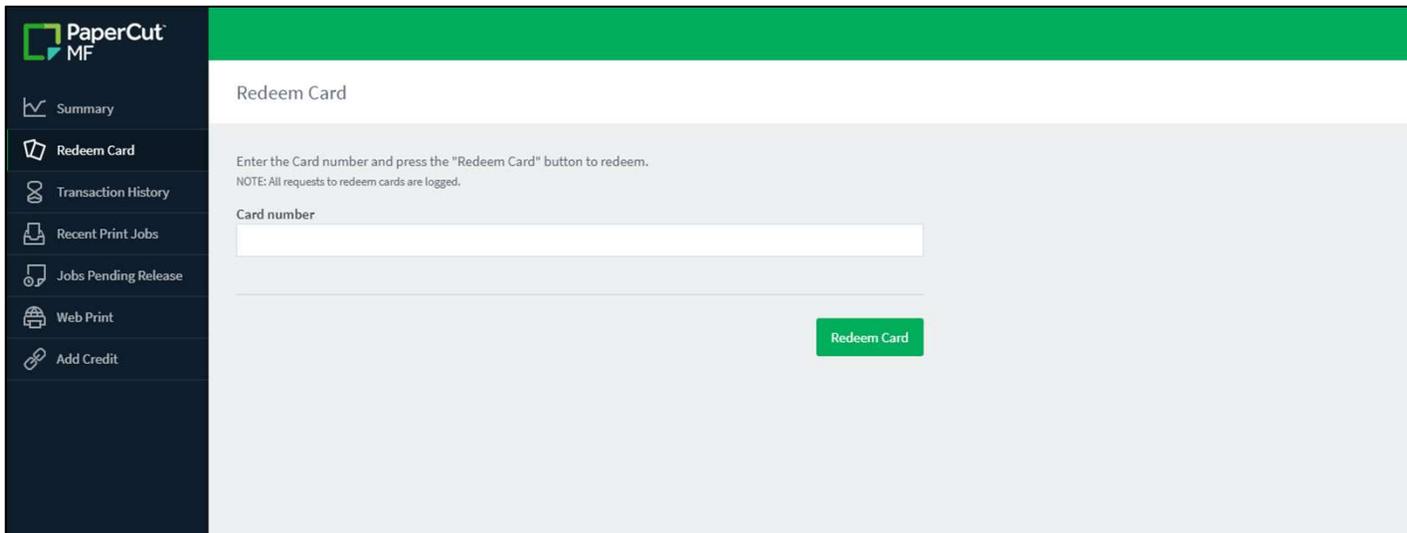
Once logged into the **PaperCut** portal, users will be presented with a **Summary** screen with navigation options along the left side. The **Summary** screen provides users with an overview of their **PaperCut** account.





Redeem Card

The **Redeem Card** screen allows users to redeem top up cards purchased from the SLC bookstore.



The screenshot shows the PaperCut MF web interface. On the left is a dark sidebar with a navigation menu. A red arrow points to the 'Redeem Card' menu item. The main content area has a green header bar and a white title 'Redeem Card'. Below the title, there is a text prompt: 'Enter the Card number and press the "Redeem Card" button to redeem.' followed by a note: 'NOTE: All requests to redeem cards are logged.' A text input field labeled 'Card number' is provided. At the bottom right of the form is a green button labeled '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



Transaction History

The **Transaction History** screen provides an overview of transactions and their related charges.

The screenshot displays the PaperCut MF interface. On the left is a dark sidebar with the following menu items: Summary, Redeem Card, Transaction History (highlighted with a red arrow), Recent Print Jobs, Jobs Pending Release, Web Print, and Add Credit. The main content area is titled 'Transaction History' and features a 'Filter on' button. Below this is a table with the following headers: TRANSACTION DATE (with a dropdown arrow), TRANSACTED BY, AMOUNT, BALANCE AFTER, TRANSACTION TYPE, and COMMENT. Under the table, there are 'Export/Print' options with icons for PDF, CSV, and XLSX.



Recent Print Jobs

The **Recent Print Jobs** screen provides a list of all recent print jobs the user has completed.

The screenshot displays the PaperCut MF web interface. On the left is a dark sidebar with the PaperCut MF logo and several menu items: Summary, Redeem Card, Transaction History, Recent Print Jobs (highlighted with a red arrow), Jobs Pending Release, Web Print, and Add Credit. The main content area has a green header bar and is titled 'Recent Print Jobs'. Below the title is a 'Filter on' button. A table header is visible with the following columns: DATE (with a downward arrow), CHARGED TO, PRINTER, PAGES, COST, DOCUMENT NAME, ATTRIBS., and STATUS. Below the header, there are icons for 'Export/Print' in PDF, CSV, and XLSX formats.



Jobs Pending Release

The **Jobs Pending Release** screen displays a list of all recent print jobs the user has sent to be printed.

PaperCut MF

- Summary
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Jobs Pending Release

1 job pending release with cost \$0.14 Auto refresh (48) [Refresh Now](#)

Your balance:\$300.00

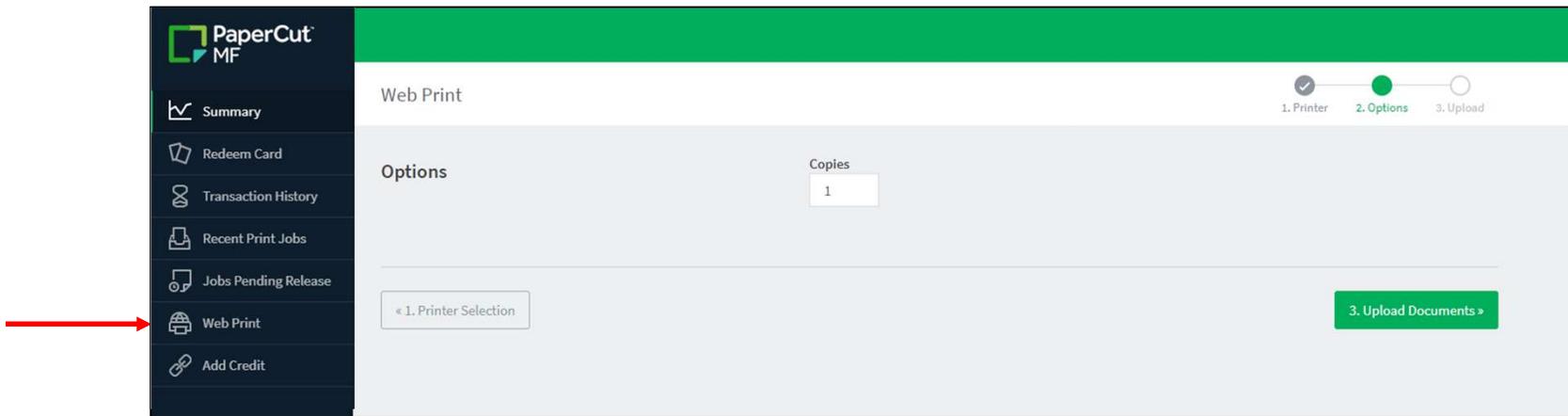
[Release All](#) [Cancel All](#)

SUBMIT TIME ↓	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
Aug 24, 2021 6:02:32 PM	slcprint001 SLC Multifunction Device	Lasagna-Ingreds.PNG	Web Print	1	\$0.14	[print] [cancel]



Web Print

The **Web Print** screen allows users to upload documents from user-owned devices for printing without the need to install a print driver. Users can upload print jobs using a PC or mobile device via web browser.





Add Credit

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

PaperCut MF

- Summary
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- Add Credit**

Add credit using Authorize.Net

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

Current balance
\$300.00

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

Add value