

Printing from  
SLC  
Corporate  
Laptops



St. Lawrence  
College

This manual contains pertinent information about printing from SLC Corporate Laptops to the Ricoh Multi-function Devices on campus.

October 2022

## How to Log into a SLC Corporate Laptop

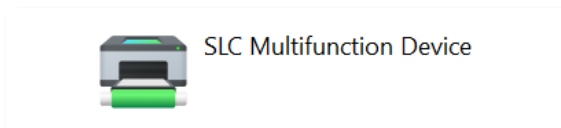
Please make sure that you are signing into the laptop with ‘Other User’ and logging in with your **SLC email address and password**. Logging in with your SLC email address will allow you proper connection to the College’s network, including print services.



## Set up your Laptop to Print

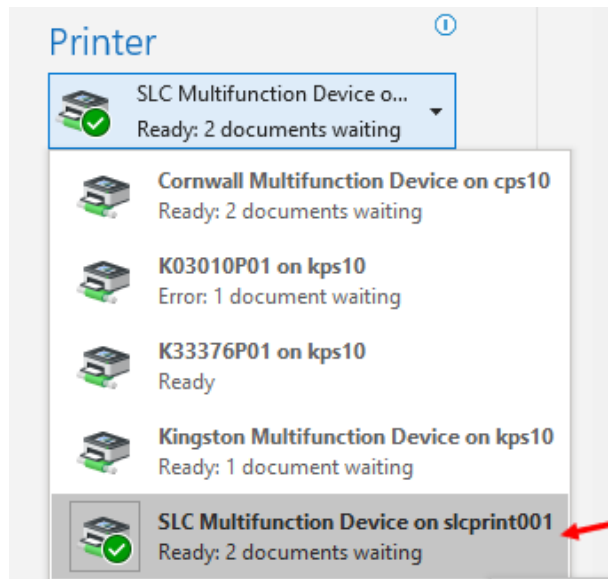
In the start menu of your main screen, please type in the following: \\slcprint001

When the window pops up with all the printers on it, please scroll down to the very bottom and double-click on ‘SLC Multifunction Device’. This will begin the installation process.



## Printing to the Ricoh (SLC Multifunction Device)

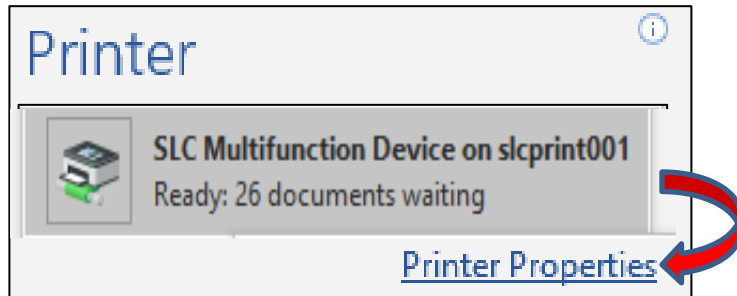
In your application (ie. MS Word) when you go to print now, please select “SLC Multifunction Device on slcprint001”



## Printer Properties

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

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

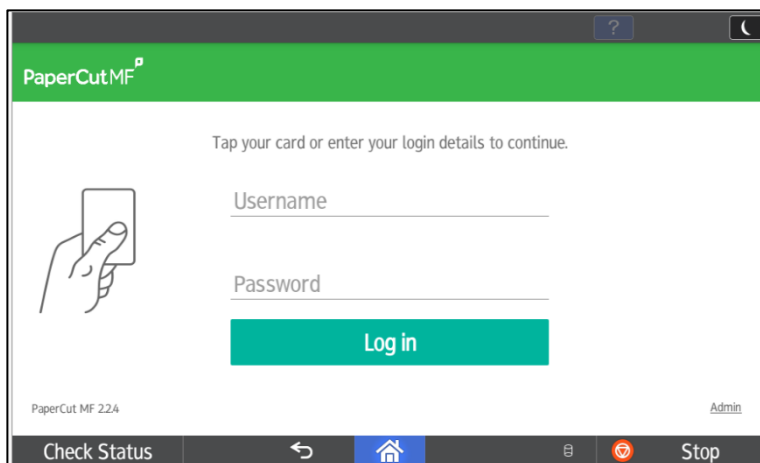


## Printing while On-Campus: Secure Printing – Log into the Ricoh MFD

Touch the screen to come out of energy-saving mode.



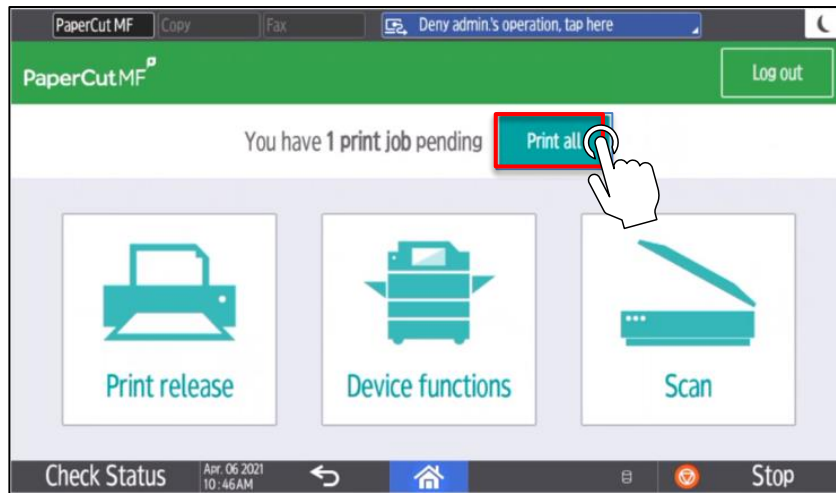
Tap your card on the reader at the RICOH device to login. Your credentials will automatically be populated.



## Print All your Documents:

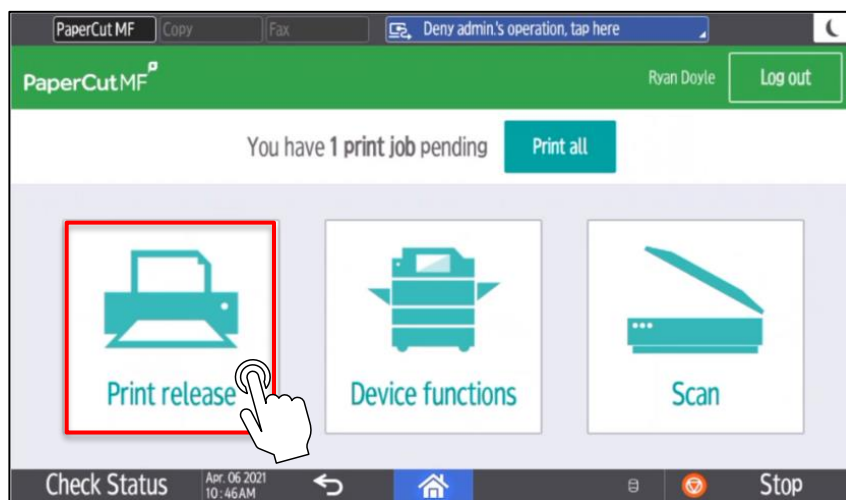
All documents that you have sent to the print queue will display on the screen in the order they were sent. Along the left-hand side, you will have options to print the highlighted document, delete it, select all, or refresh.

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



## Print Select Documents:

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

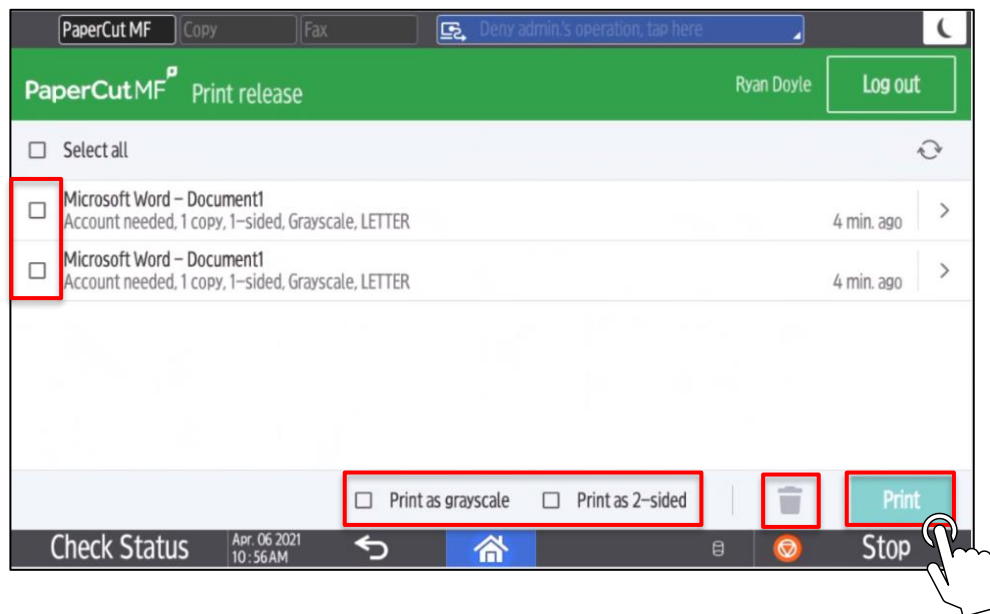


## Print Select Documents:

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**.

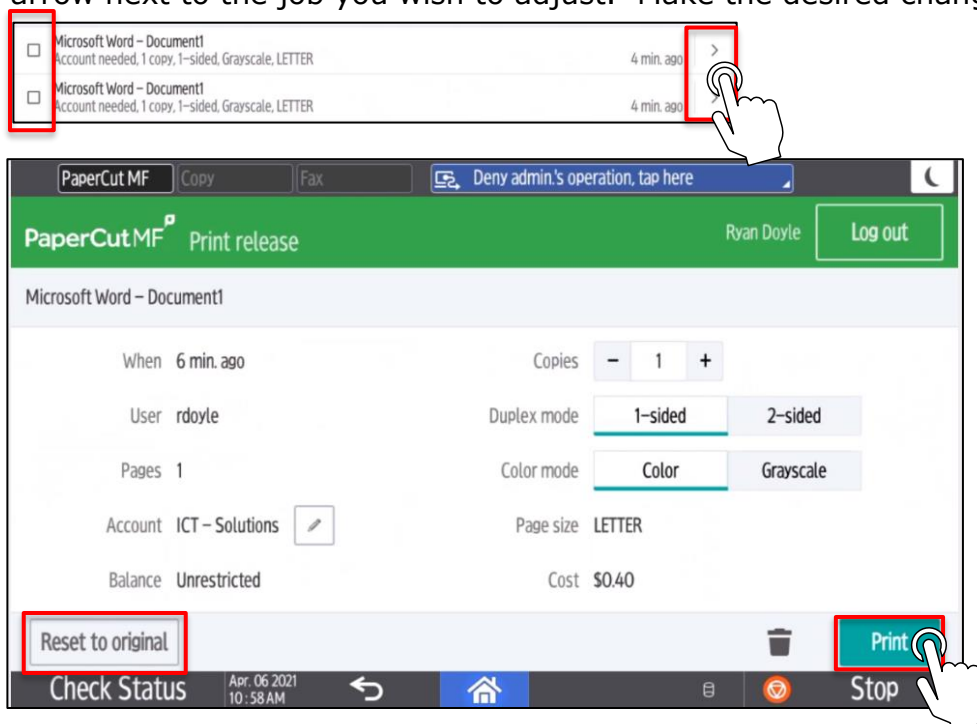
Force grayscale & 2-sided printing using the checkboxes below.



Note: Print Jobs will remain in queue for 2 days 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**.

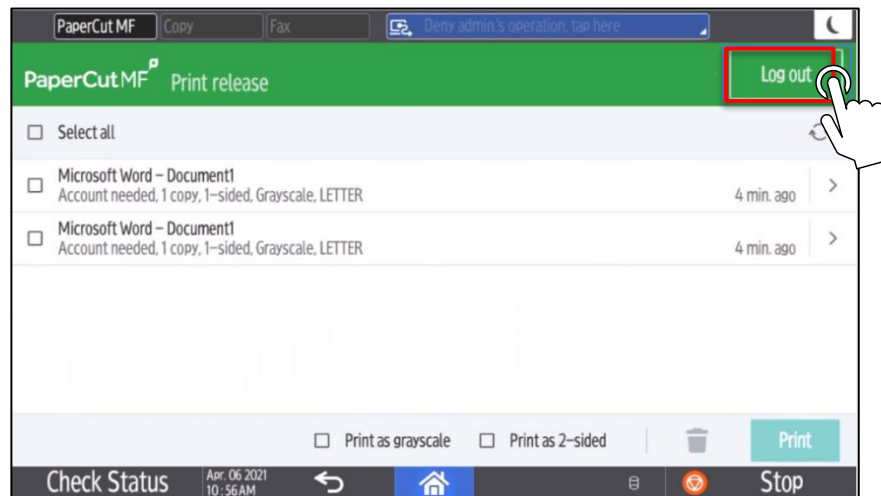


Press **Reset to original** to return to original job settings.

## Logging Out

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

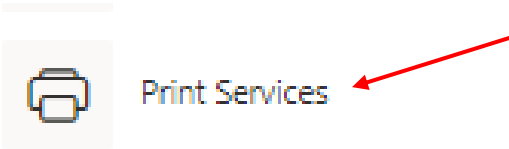
If you forget to logout, PaperCut will automatically log you out after 60 seconds.



## Printing from Home - Using WebPrint from Off-Campus

### Log into the slc.me portal

Scroll down and click on 'Print Services'



Click on '<https://print.slc.me/user>'

### Staff Print Services

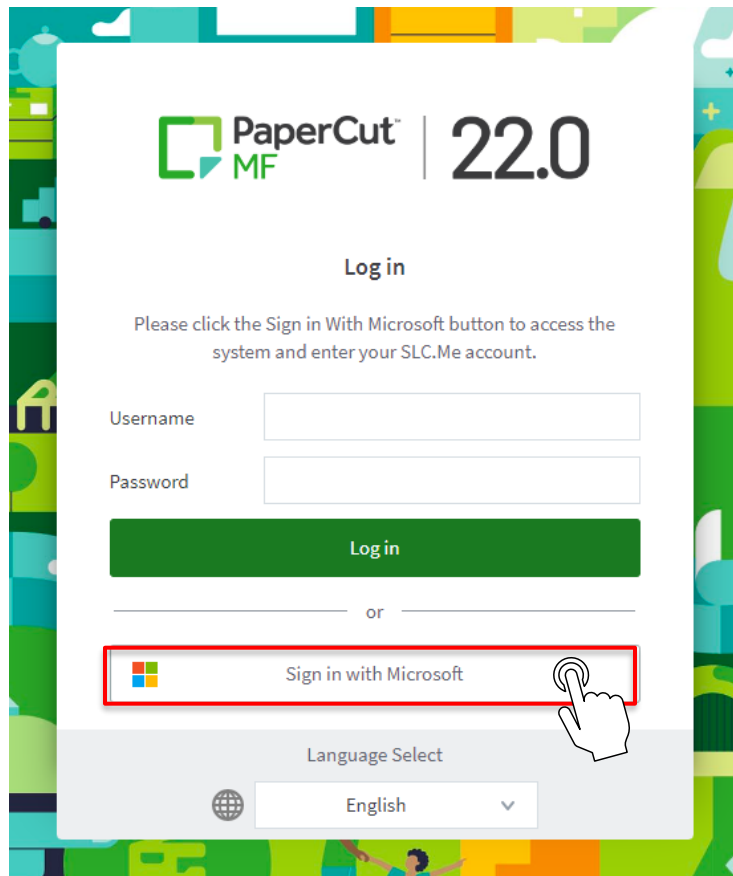
SLC offers the following Print Services using a platform called PaperCut:

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](#)

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

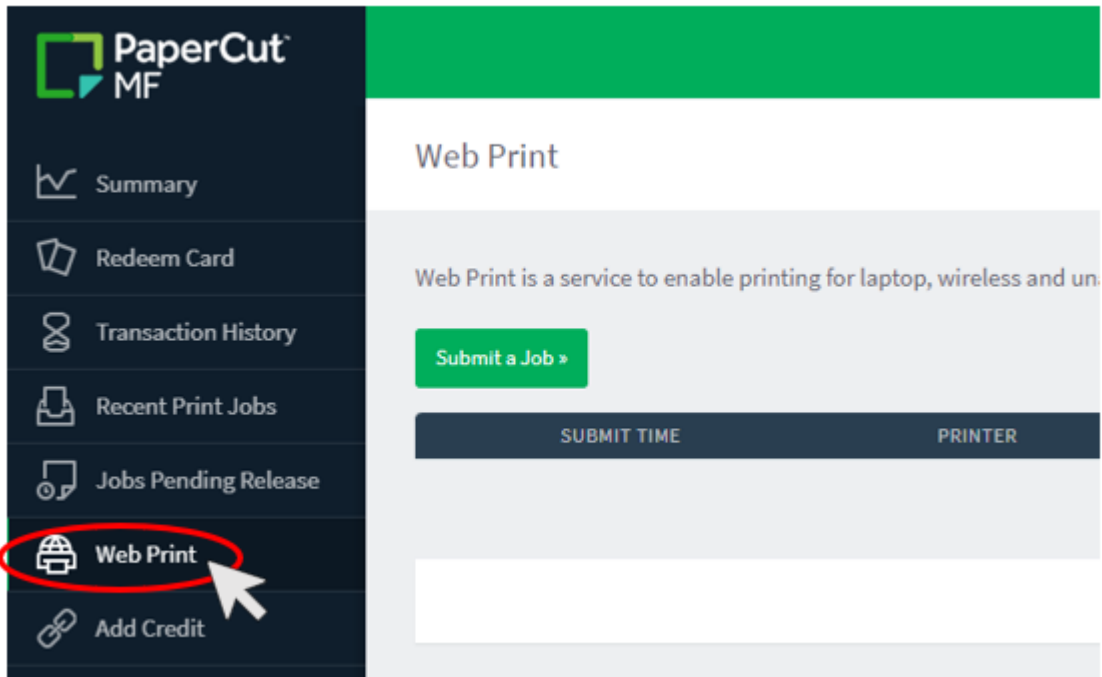
## Sign into PaperCut



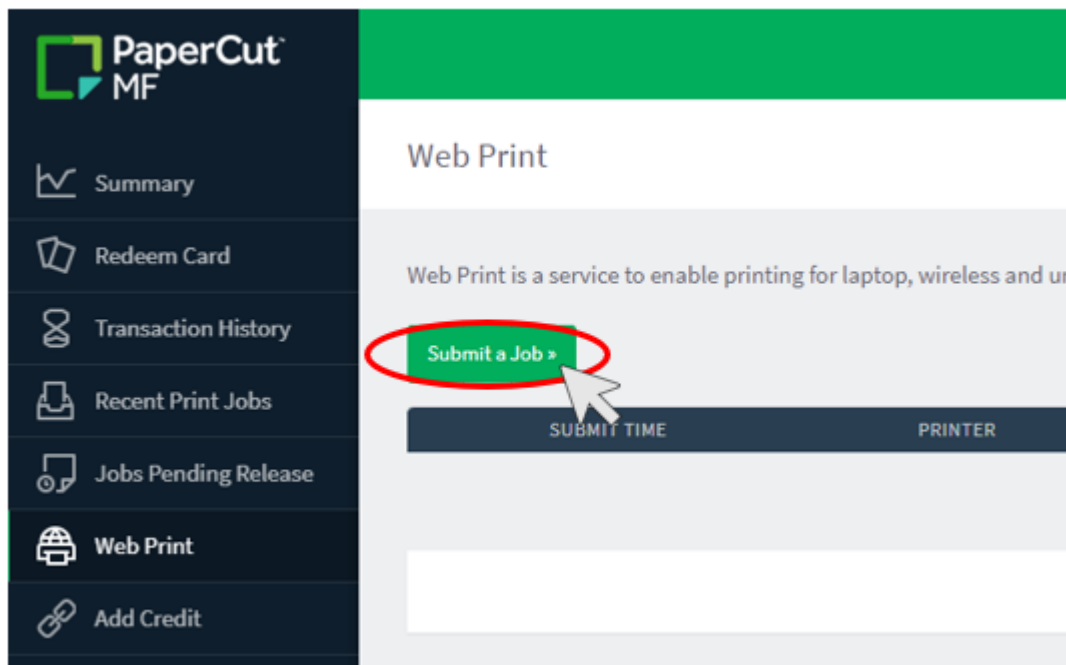
Sign in with  
your SLC email  
address and  
password.



## Select 'Web Print'



## Select 'Submit a Job'



## Select Black & White or Colour

Select the radio button for either **Black and White** printing or **Colour printing**.  
Click on '**2. Print Options and Account Selection**'

Web Print

1. Printer 2. Options 3. Upload

Select a printer:

PRINTER NAME ↑	LOCATION/DEPARTMENT
<input checked="" type="radio"/> slcprint001\Black and White Web Printer (virtual)	
<input type="radio"/> slcprint001\Colour Web Printer (virtual)	

« Back to Active Jobs

2. Print Options and Account Selection

## Enter Number of Copies and Upload Documents

Enter the number of copies you'd like to print.  
Click on '**3. Upload Documents**'

Web Print

1. Printer 2. Options 3. Upload

Options

Copies

1

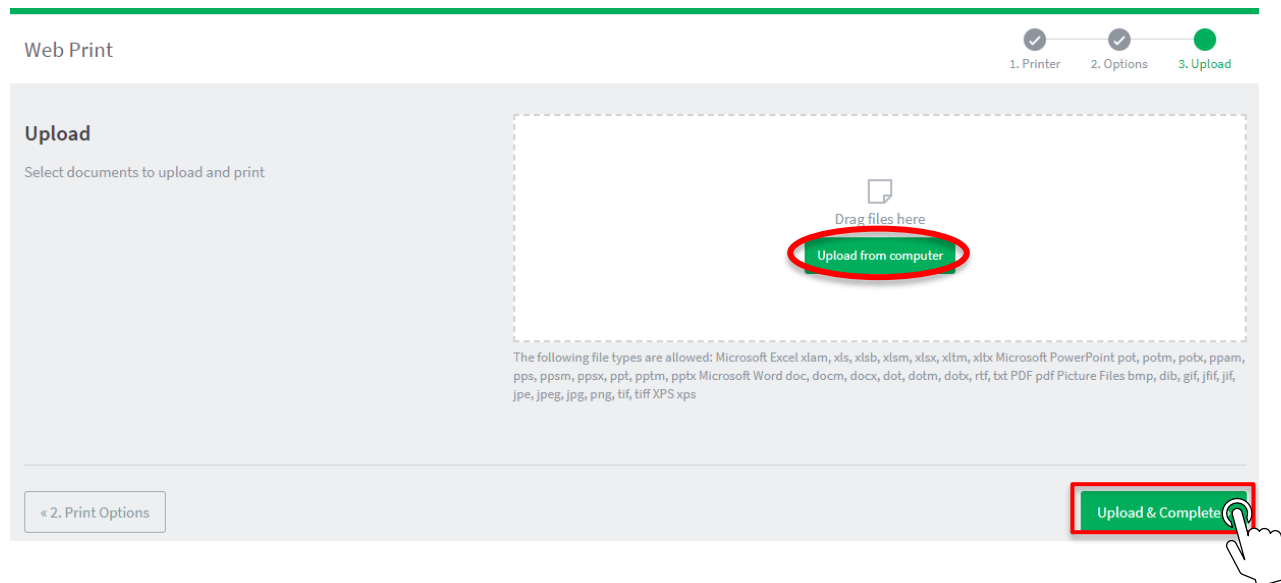
« 1. Printer Selection

3. Upload Document

## Upload your Files to be Printed

Drag files onto drop area or press **'Upload from computer'** and select the files to be printed.

Select **'Upload & Complete'** once all documents have been uploaded.



All selected documents will now be held in queue and will be available for release once you return to Campus. Documents that are not printed will be purged from your Print queue after two days.

