

Web Print via
slc.me

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Web Print enables printing from user-owned devices without the need to install printer drivers. Users can upload print jobs using a PC or mobile device via web browser.

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

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

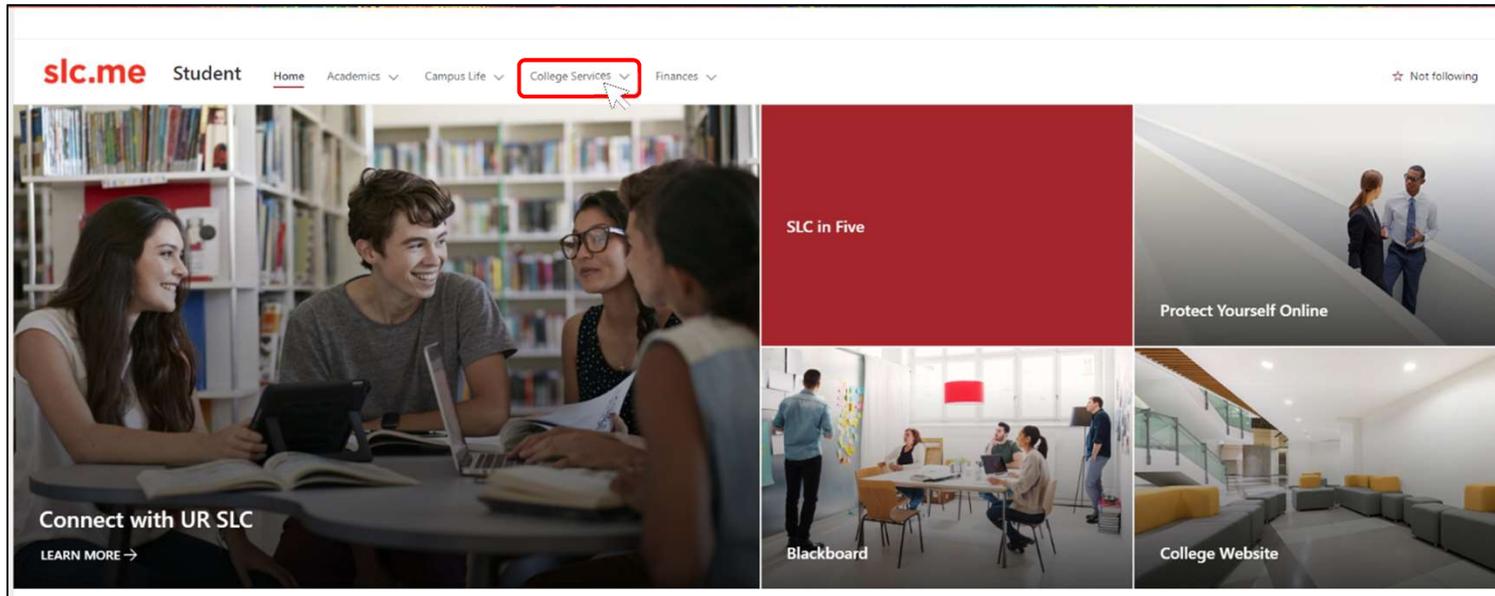
STEP 3: Enter your SLC password and select **Sign In**





Login to slc.me

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





Login to slc.me

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

Printing Services

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

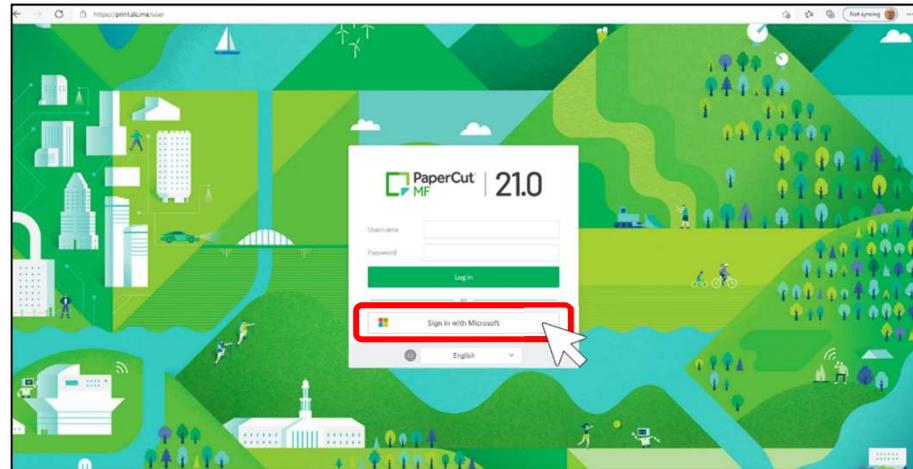
- Print, scan, and copy at any one of the multi-function printers (MFD's) across campus
- Scan to your OneDrive
- Check your print quota balance
- Purchase additional print quota online
- Submit print jobs from your own device remotely (with swipe/pickup when you arrive on campus)

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



PaperCut Login

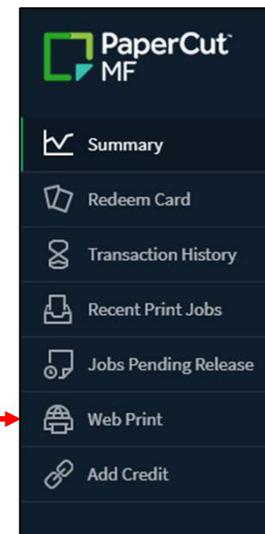
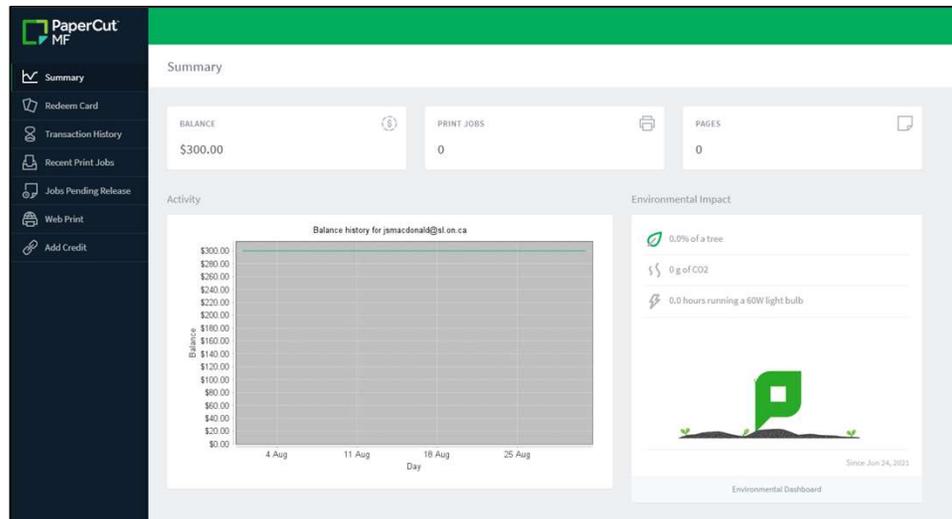
STEP 6: Select **Sign in with Microsoft** and enter in your SLC credentials.



Navigate to Web Print

Once logged, users will be presented with a **Summary** screen.

STEP 7: Select **Web Print** from the navigation options along the left side.



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.

Using Web Print

STEP 8: Select the desired Web Print Driver to use, **Black and White** or **Colour**.

STEP 9: Select **2. Print Options and Account Selection** button to advance to the next step.

The screenshot displays the PaperCut MF Web Print interface. On the left is a dark sidebar with navigation links: Summary, Redeem Card, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print, and Add Credit. The main content area has a green header with the 'Web Print' title and a progress indicator showing three steps: 1. Printer (active), 2. Options, and 3. Upload. Below the header, there is a 'Select a printer:' section with a search input field. A table lists two printer options:

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

At the bottom of the interface, there is a button labeled « Back to Active Jobs » on the left and a green button labeled '2. Print Options and Account Selection » on the right. Red boxes and mouse cursors highlight the printer selection table and the '2. Print Options and Account Selection » button.

Using Web Print

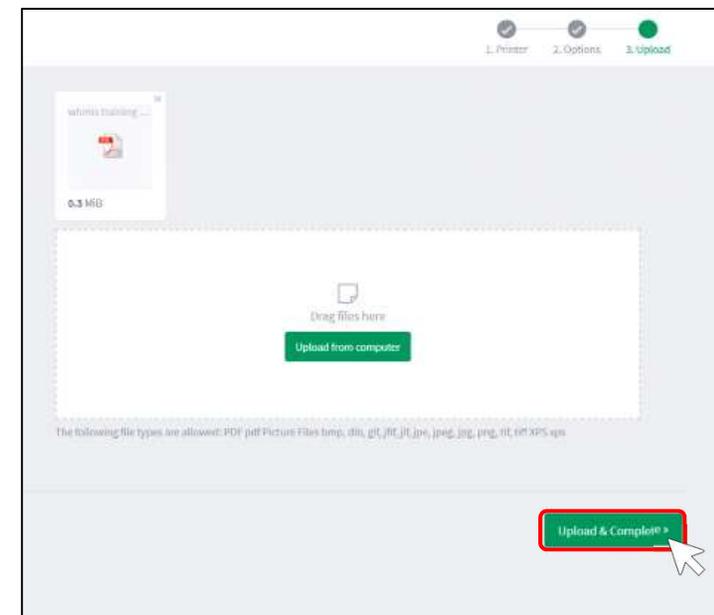
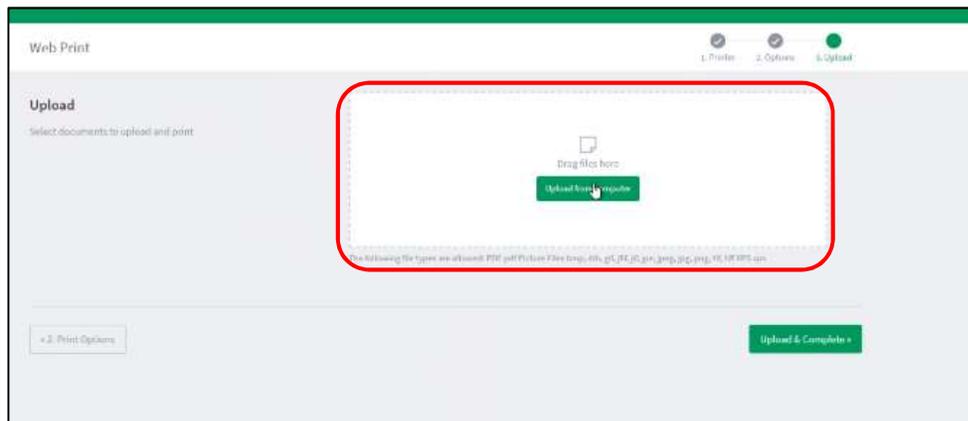
STEP 10: Users can adjust the number of copies of the print job via the **Copies** box. Select **3.Upload Documents** to continue.

The screenshot displays the PaperCut MF Web Print interface. On the left is a dark sidebar with the PaperCut MF logo and navigation links: Summary, Redeem Card, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print, and Add Credit. The main content area has a green header bar with the title 'Web Print' and a progress indicator showing three steps: 1. Printer (checked), 2. Options (active), and 3. Upload (unchecked). Below the header, the 'Options' section contains a 'Copies' input field with the value '1', which is highlighted with a red box. At the bottom of the main area, there are two buttons: a grey button labeled '« 1. Printer Selection' and a green button labeled '3. Upload Documents »', which is also highlighted with a red box and has a mouse cursor pointing to it.

Using Web Print

STEP 11: Drag files onto drop area or press **Upload from computer** and select the files to print.

STEP 12: Select **Upload & Complete** once all documents have been uploaded.



Using Web Print

STEP 13: All selected documents will now be held in queue and will available for release/print.

The screenshot displays the PaperCut MF Web Print interface. On the left is a dark sidebar with navigation options: Summary, Redeem Card, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print, and Add Credit. The main content area has a green header with the PaperCut MF logo and a user profile icon. Below the header, the page title is 'Web Print'. A descriptive paragraph explains the service: 'Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.' A green 'Submit a Job' button is visible. Below this is a table with the following data:

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Jul 8, 2021 12:51:56 PM	slrprint001 (SiC Multifunction Device)	whms training cert.pdf	1	50.10	Held in a queue