Print guide for the Ricoh SLC Multi-function devices

St. Lawrence College

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

February 2022

About

Ricoh Multi-Function Devices are located at various locations on each of the campuses for use by students. These devices will require that students log in using their student cards to access files that have been sent to these devices. These devices can scan files to the students OneDrive. These MFDs can also photocopy, and some units are able to print in colour.

Click here to access these services through PaperCut: https://print.slc.me/user

Your Print Quota

As part of your Full-Time 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 will be able to check their print balance, and will be able to purchase additional quota through the Campus Bookstore.

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

Additional Print Quota can be purchased online using the link above. 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.
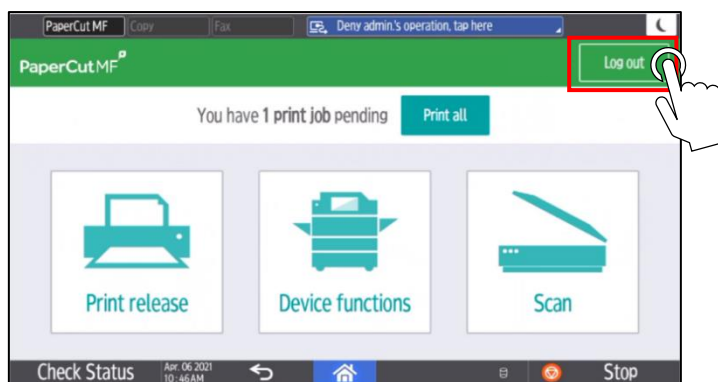
Print Costs

		Cost		
8.5 x 11	Single		Black	0.08
8.5 x 11	Duplex (per side)		Black	0.06
8.5 x 14	Single		Black	0.10
8.5 x 14	Duplex (per side)		Black	0.08
11 x 17	Single		Black	0.16
11 x 17	Duplex (per side)		Black	0.12
8.5 x 11	Single		Colour	0.14
8.5 x 11	Duplex (per side)		Colour	0.12
8.5 x 14	Single		Colour	0.18
8.5 x 14	Duplex (per side)		Colour	0.14
11 x 17	Single		Colour	0.30
11 x 17	Duplex (per side)		Colour	0.26

Please be aware that these prices may change without warning.

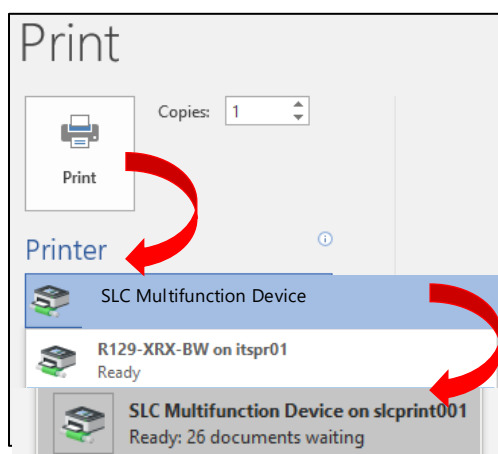## SLC Multi-Function Devices (MFD)

Login to the SLC MFD:

Students will tap their student 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 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, students 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.
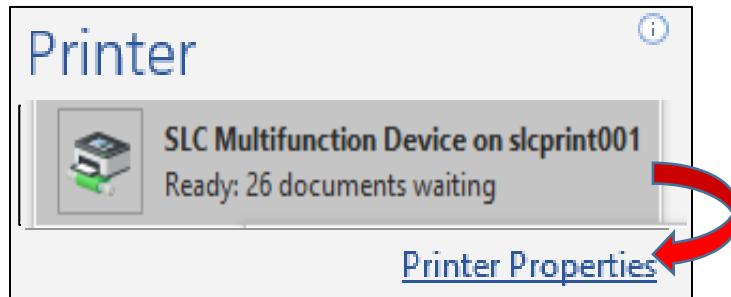
You can also delete a file from the print queue without having to print the document.

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.
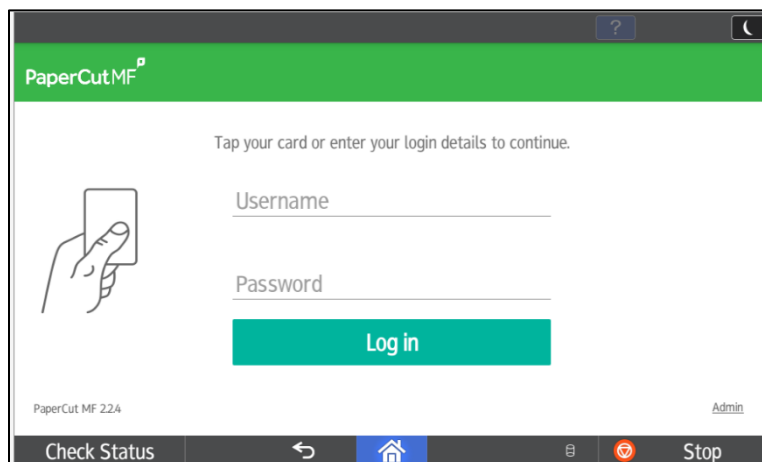

Secure Printing – Login

Touch the screen to come out of energy saving mode.

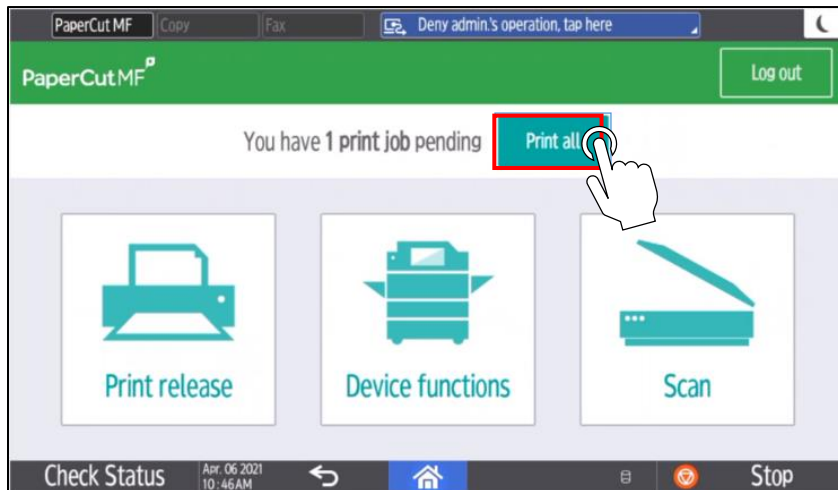Tap your card on the reader at the RICOH device to login. Your credentials will automatically be populated.
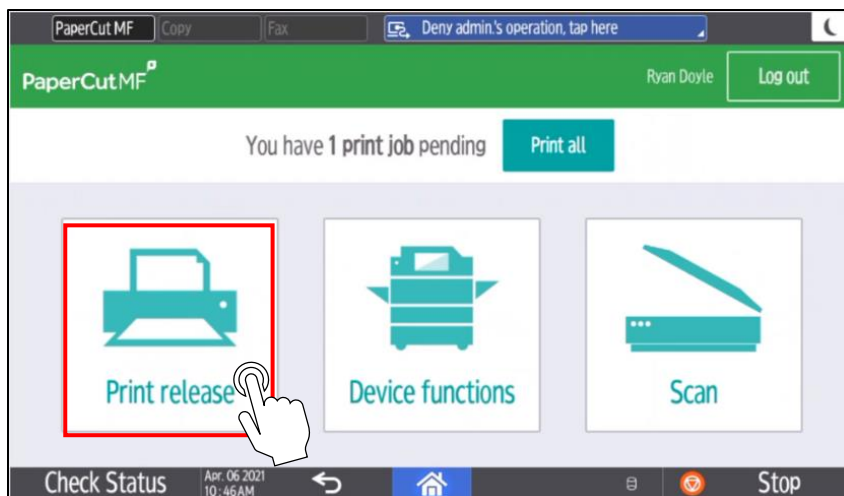
Print All your Documents:

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.

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 24 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.

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.
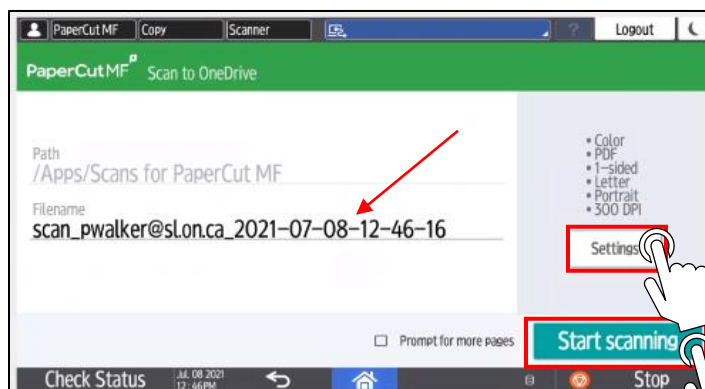
Scan to OneDrive

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.

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)
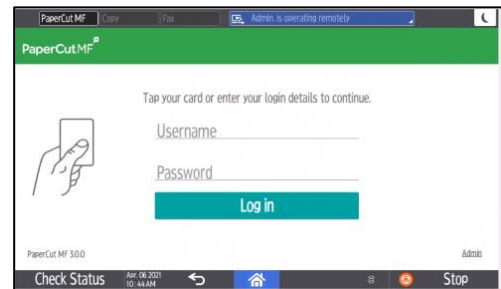**Colour Mode** – Color, Grayscale or BW

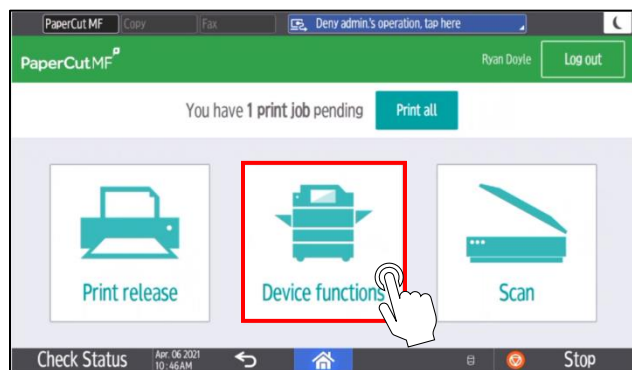Once ready, press **Start scanning** and don't forget to Logout when finished.
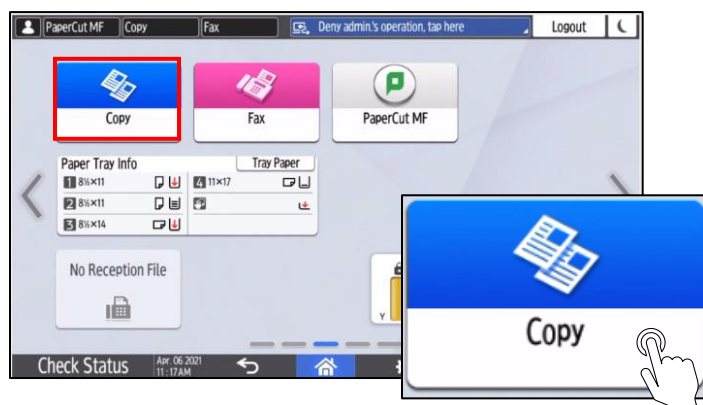
Making a Photocopy

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

Press the **Device functions** button

Press **Copy**
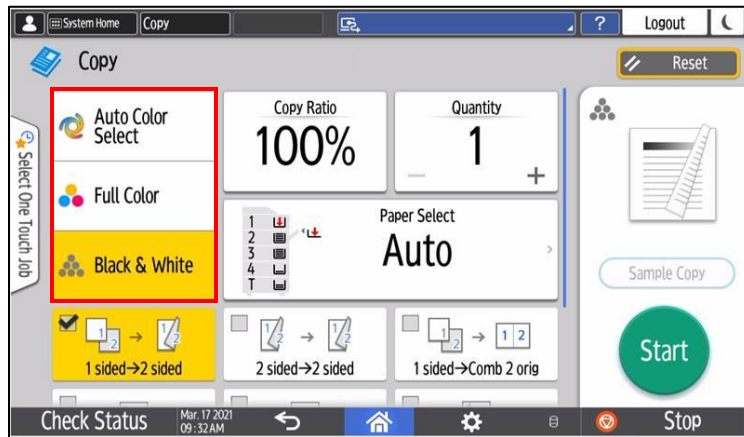
Copying in Black & White or Colour

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

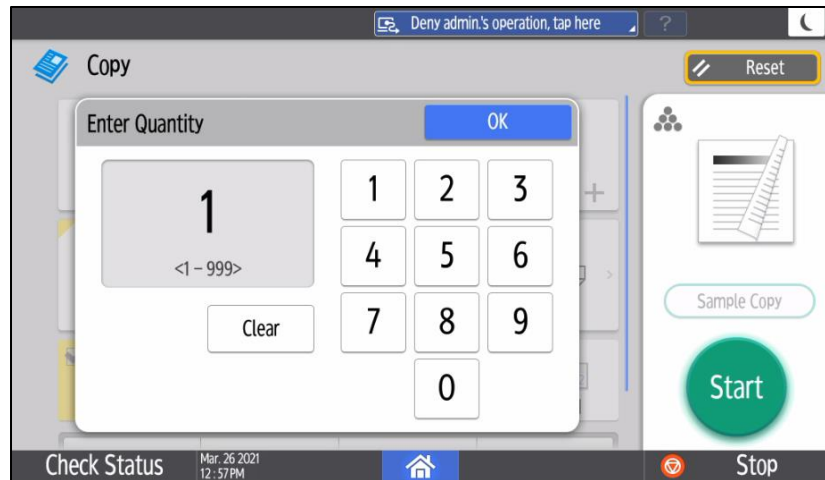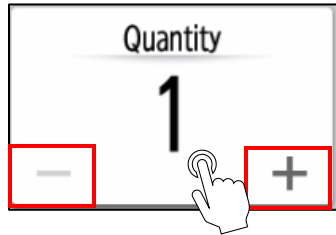## Reduce or Increase the Size of your Copy (Copy Ratio)

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**.

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.
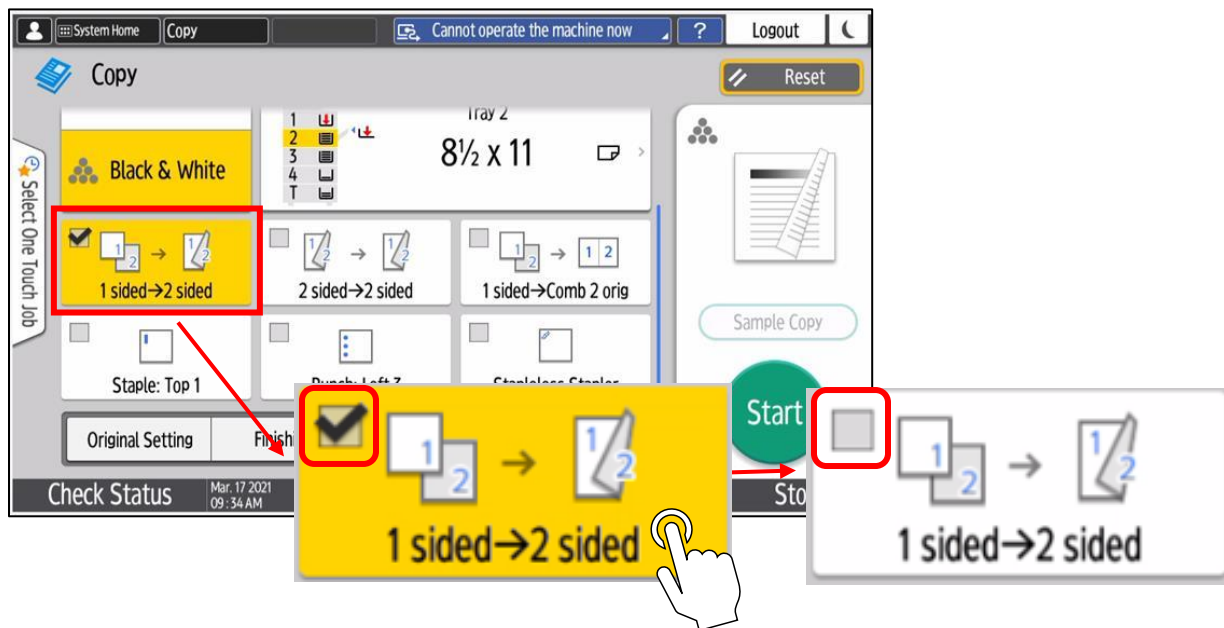
1 Sided or 2 Sided Copies

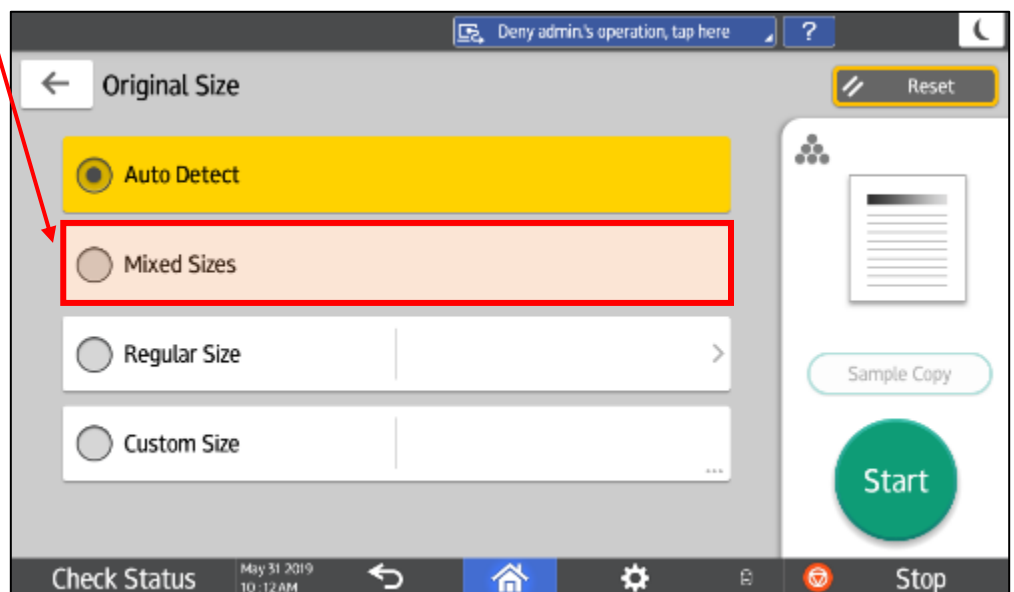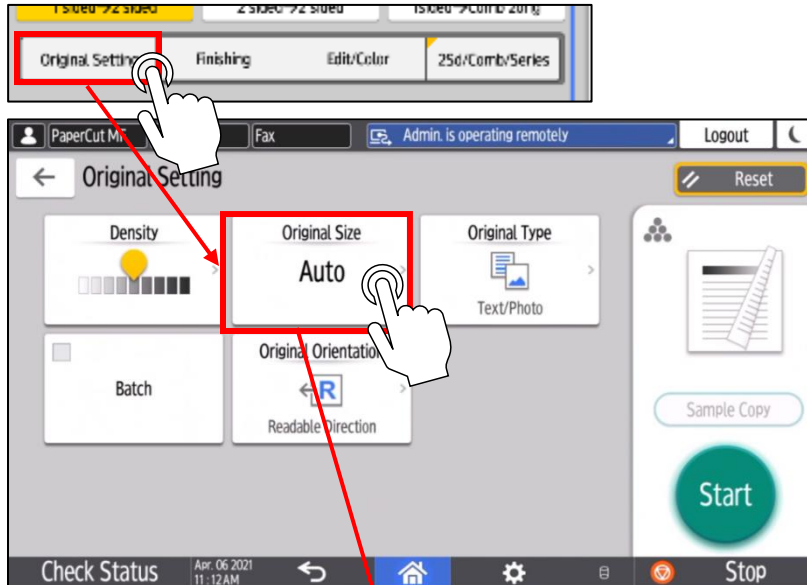By default, the copy output is set to **1 sided -> 2 sided**.

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.

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.
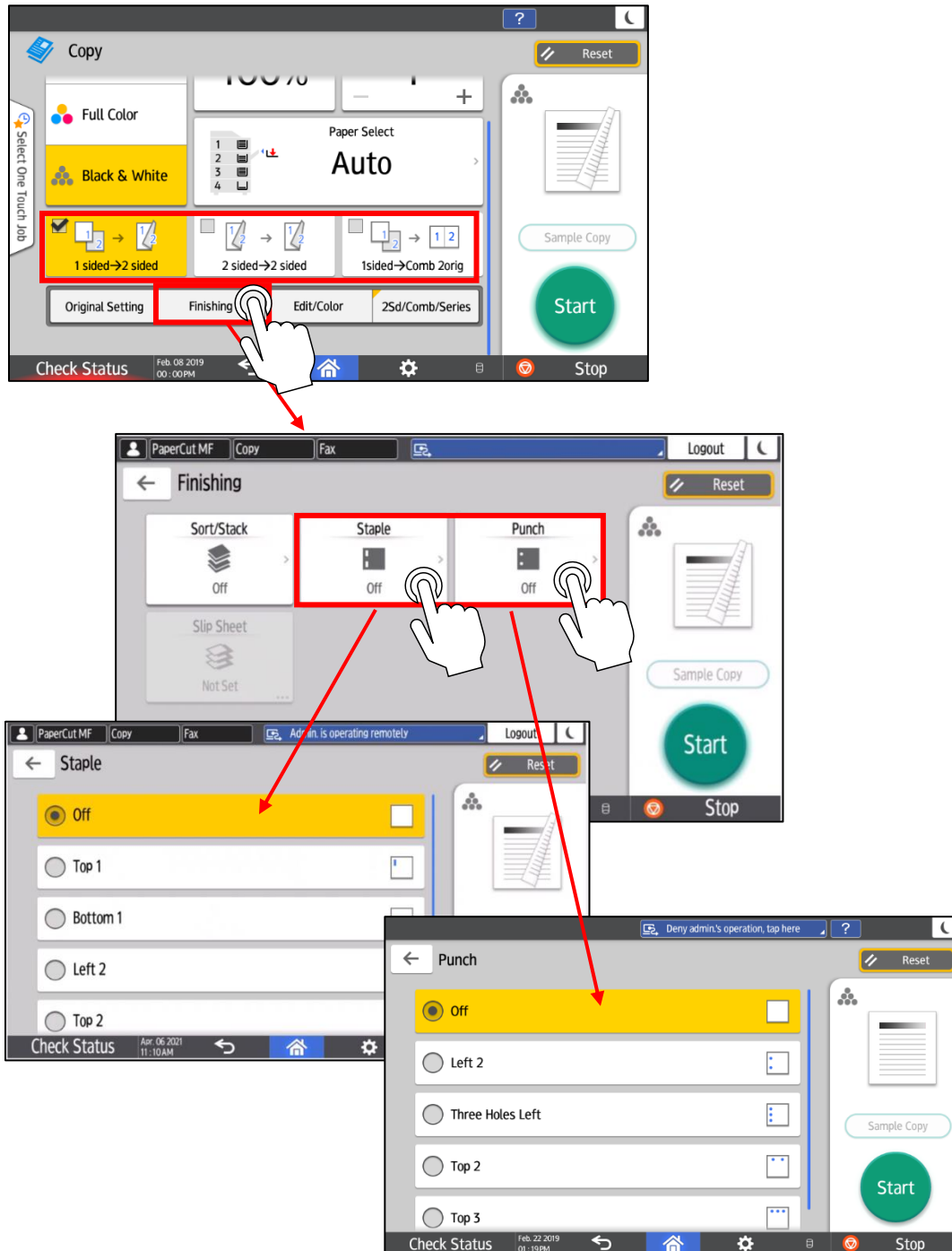
Finishing

If you have a finisher, quick keys for finishing options of Stapling and/or Hole Punching will appear at the bottom of the screen.
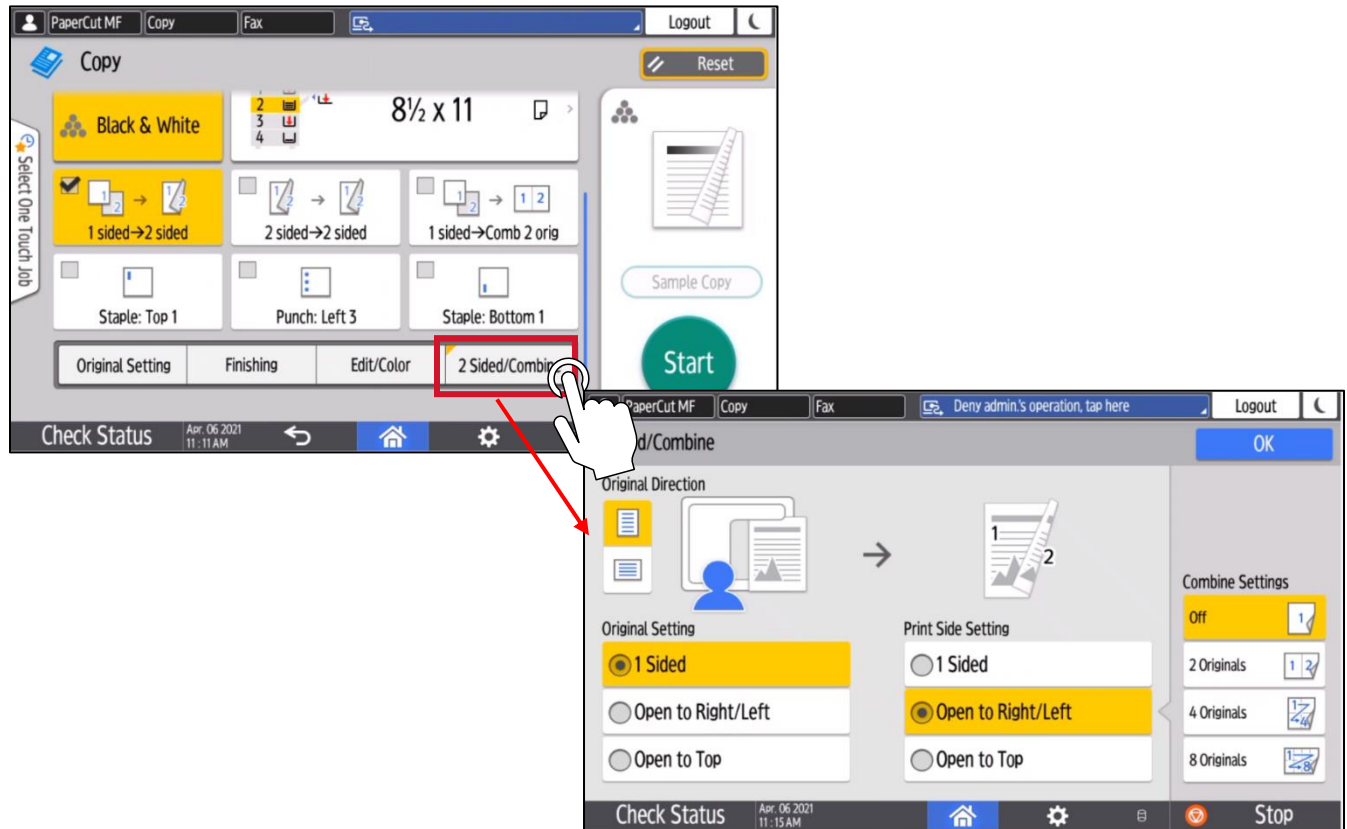
You can find all the finishing features under the **Finishing** button.
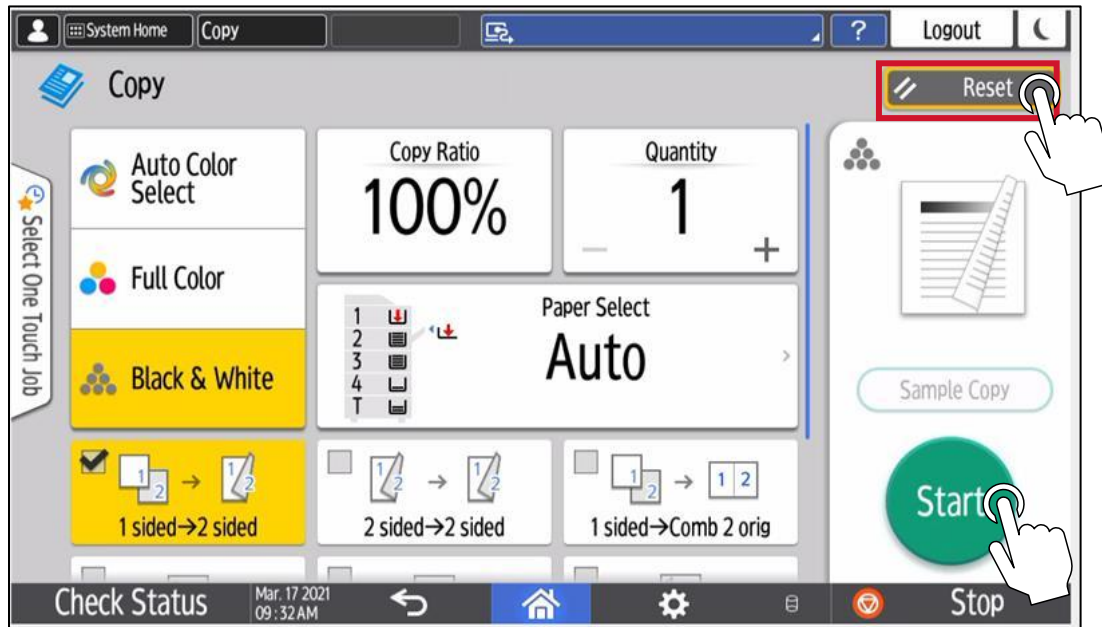
2 Sided Copies / Combine

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.
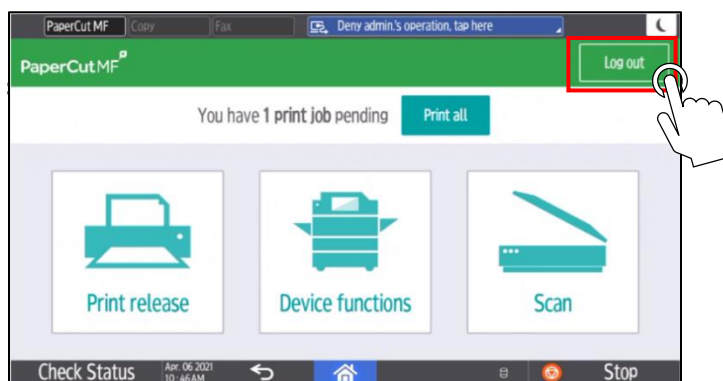
Make the Copy

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

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.