

Using
WebPrint
from your
own Device



St. Lawrence
College

This manual contains pertinent information about printing using WebPrint through PaperCut.

November 2021

Using WebPrint through PaperCut

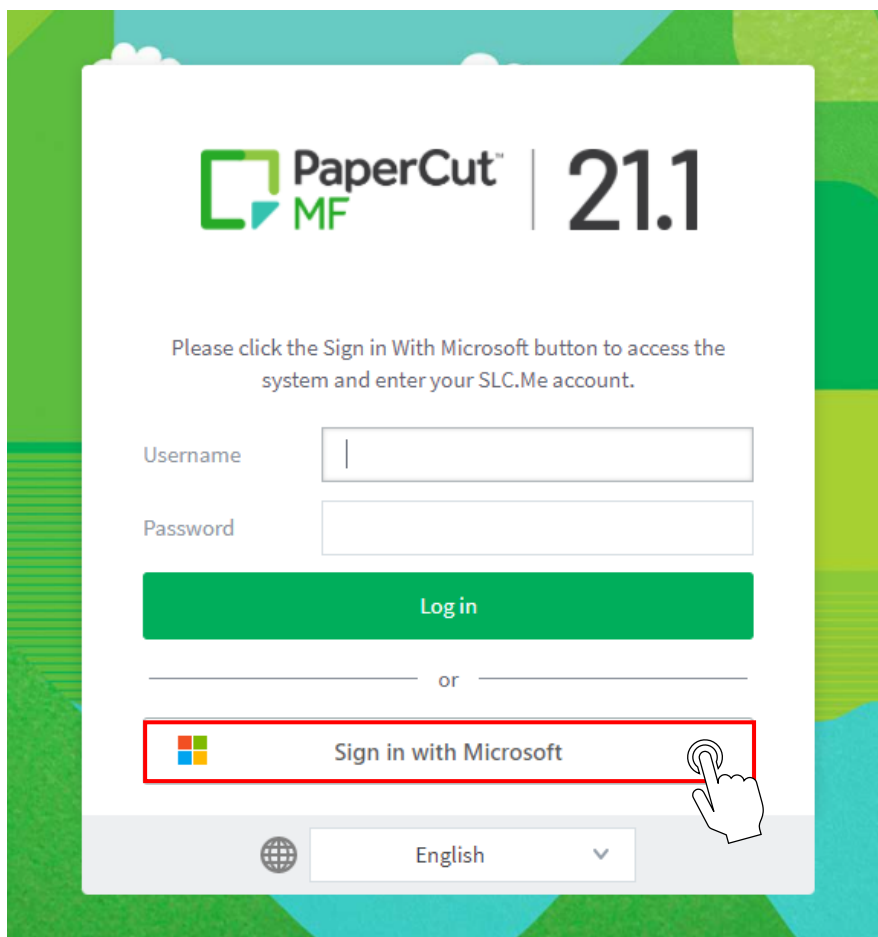
About

Web Print enables printing from user-owned devices without the need to install printer drivers.

Sign in to PaperCut

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

Click on 'Sign in with Microsoft'



 PaperCut™ | 21.1
MF


Please click the Sign in With Microsoft button to access the system and enter your SLC.Me account.


Username

Password

Log in

or

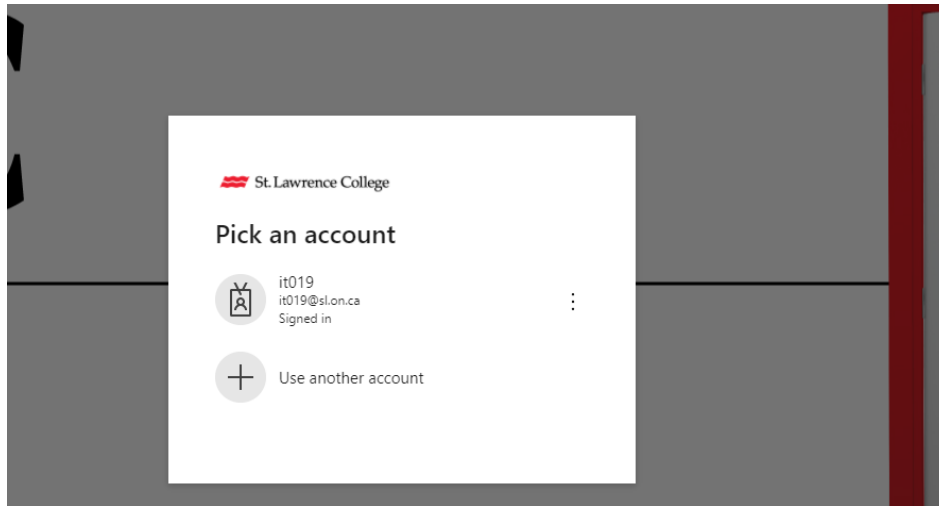
 Sign in with Microsoft

 English ▼

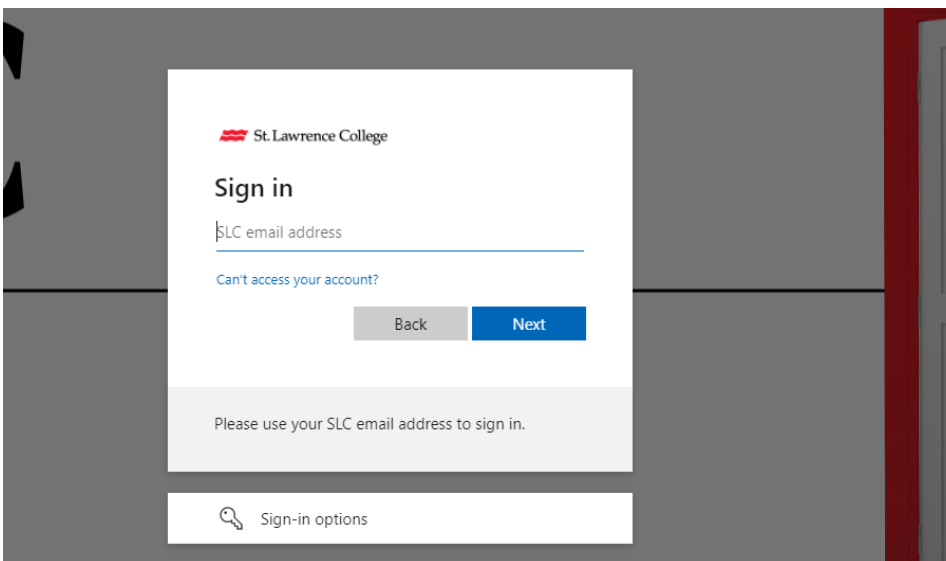
Using WebPrint through PaperCut

Sign Into PaperCut

Pick your SLC account. If you don't see your account, click on 'Use another account'

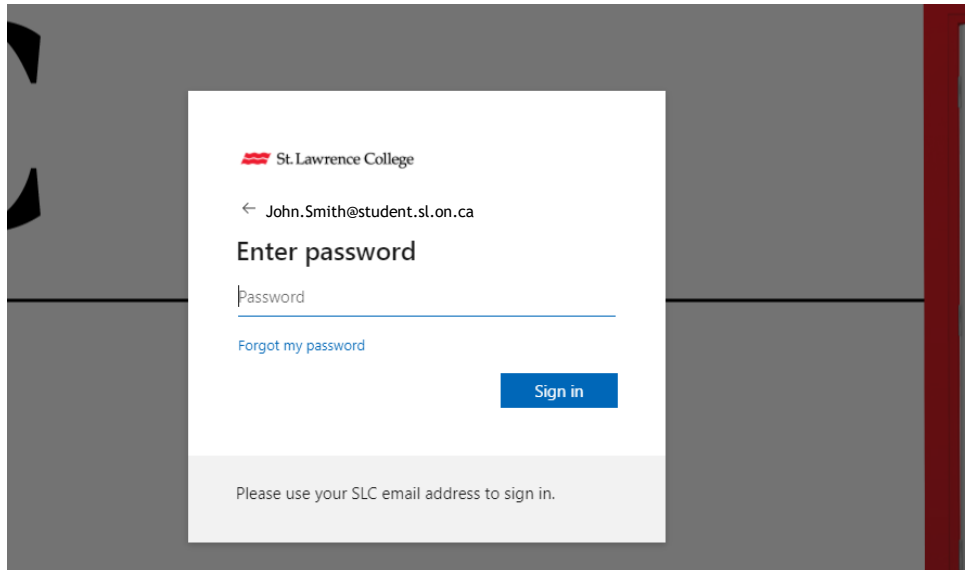


Enter your full SLC email address and click 'Next'



Using WebPrint through PaperCut

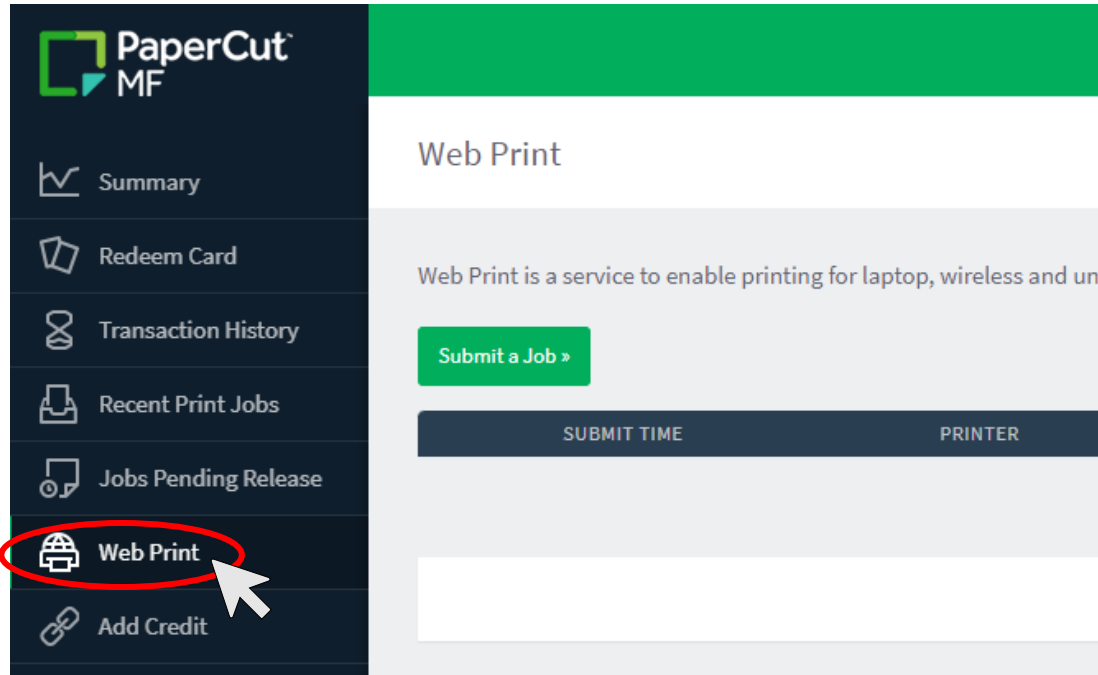
Enter your SLC network password, and click on 'Sign In'



The screenshot shows a web interface for password entry. At the top left is the St. Lawrence College logo and name. Below it is a back arrow and the email address 'John.Smith@student.sl.on.ca'. The main heading is 'Enter password'. There is a password input field with a blue underline and a cursor. Below the field is a link for 'Forgot my password'. A blue 'Sign in' button is positioned to the right of the input field. At the bottom of the form, a grey box contains the text 'Please use your SLC email address to sign in.'

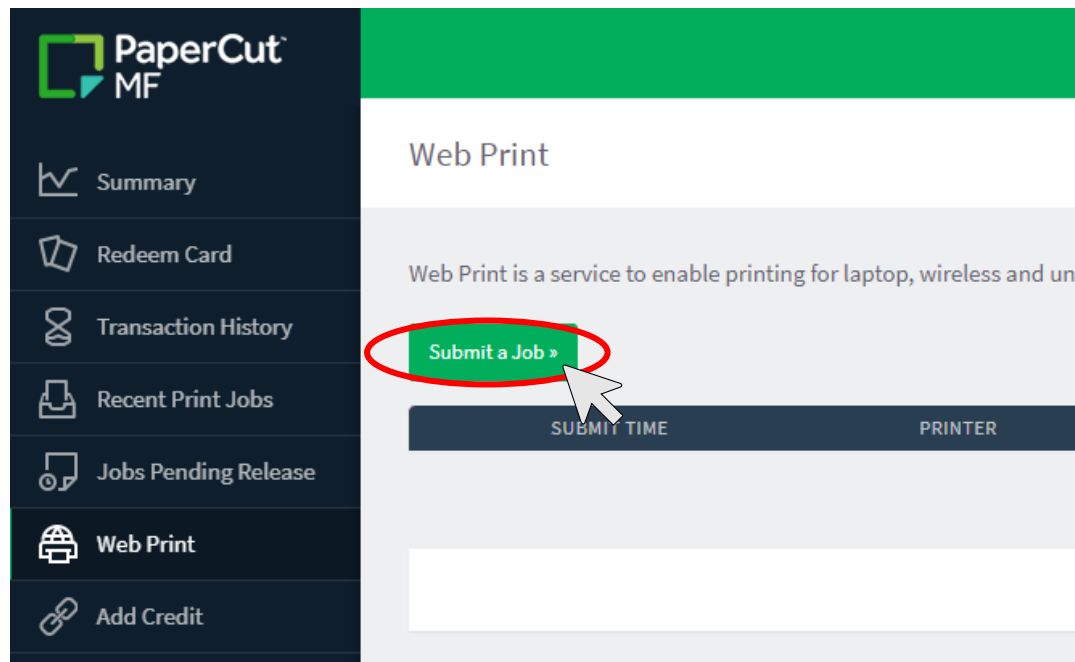
Using WebPrint through PaperCut

Select 'Web Print'



The screenshot shows the PaperCut MF interface. On the left is a dark sidebar with a list of menu items: Summary, Redeem Card, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print, and Add Credit. The 'Web Print' item, which includes a globe icon, is circled in red and has a white mouse cursor pointing to it. The main content area on the right has a green header bar at the top, followed by the title 'Web Print'. Below the title is a paragraph of text: 'Web Print is a service to enable printing for laptop, wireless and un...'. Underneath this text is a green button labeled 'Submit a Job >'. Below the button is a table with two columns: 'SUBMIT TIME' and 'PRINTER'. The table is currently empty.

Select 'Submit a Job'



This screenshot is similar to the previous one, showing the PaperCut MF interface. In this view, the 'Web Print' menu item in the sidebar is no longer circled. Instead, the green 'Submit a Job >' button in the main content area is circled in red, with a white mouse cursor pointing to it. The rest of the interface, including the sidebar and the table below, remains the same as in the previous screenshot.

Using WebPrint through PaperCut


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)	




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

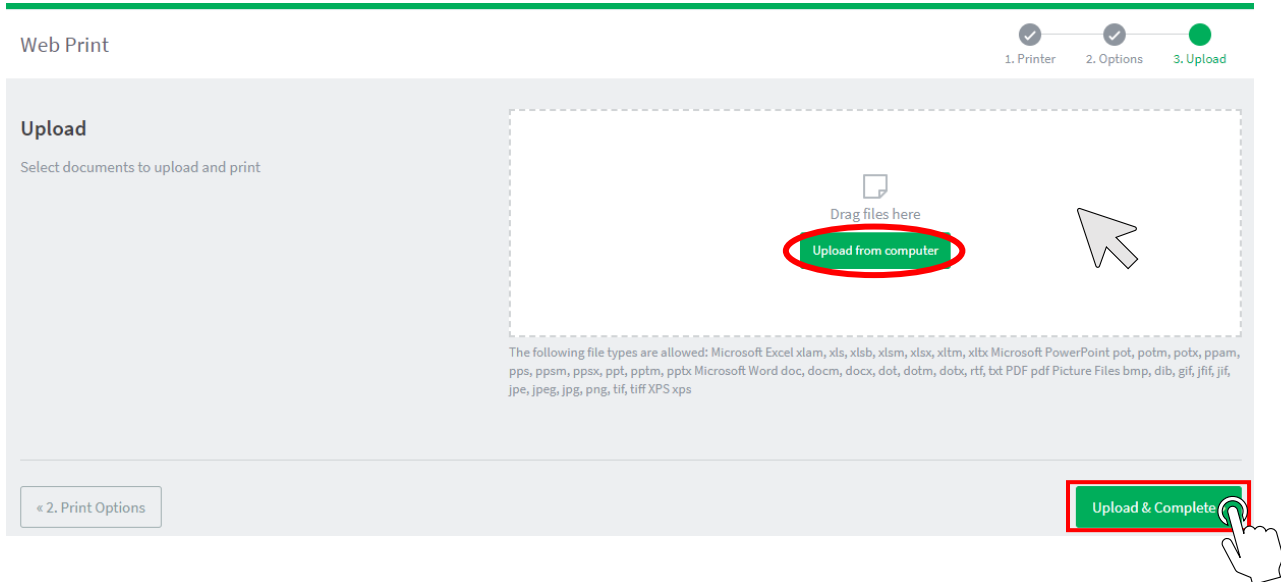


Using WebPrint through PaperCut

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.



Web Print

1. Printer 2. Options 3. Upload

Upload

Select documents to upload and print

Drag files here

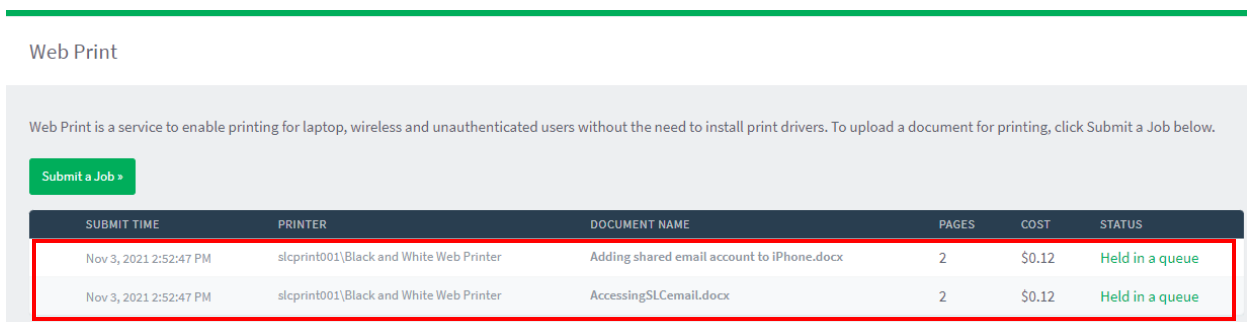
Upload from computer

The following file types are allowed: Microsoft Excel xlam, xls, xlsx, xlsm, xlsx, xltm, xltx Microsoft PowerPoint pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, ppbx Microsoft Word doc, docm, docx, dot, dotm, dobx, rtf, txt PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff XPS xps

< 2. Print Options

Upload & Complete

All selected documents will now be held in queue and will be available for release.



Web Print

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.

Submit a Job >

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Nov 3, 2021 2:52:47 PM	slcprint001\Black and White Web Printer	Adding shared email account to iPhone.docx	2	\$0.12	Held in a queue
Nov 3, 2021 2:52:47 PM	slcprint001\Black and White Web Printer	AccessingSLCemail.docx	2	\$0.12	Held in a queue

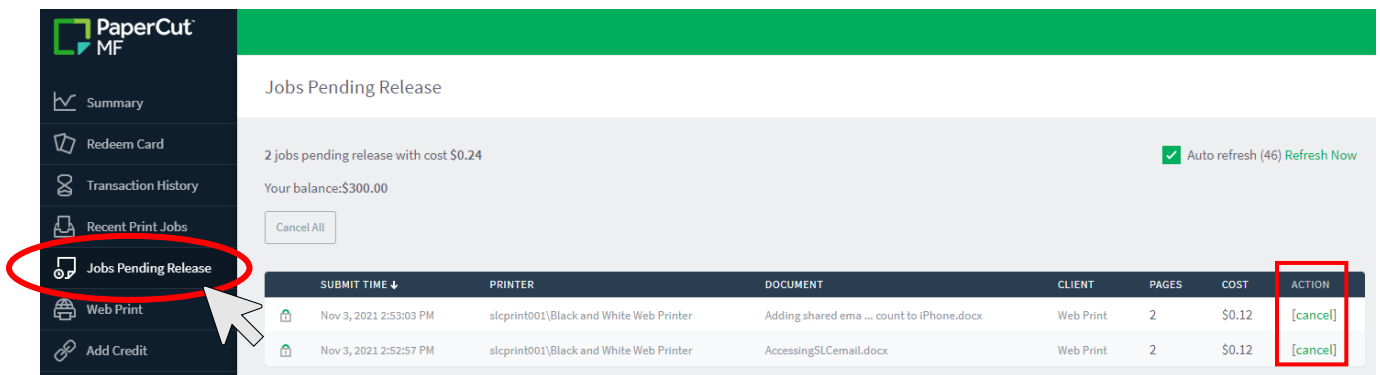
Using WebPrint through PaperCut

Choose which files to print

When you arrive on Campus, you can print the documents that are in your print queue.

Select '**Jobs Pending Release**' to see what jobs are in your print queue. You will also see the cost associated with printing each document.

You then have the option to '**cancel**' the document, or '**print**' it.



PaperCut MF

Jobs Pending Release

2 jobs pending release with cost \$0.24 Auto refresh (46) Refresh Now

Your balance: \$300.00

Cancel All

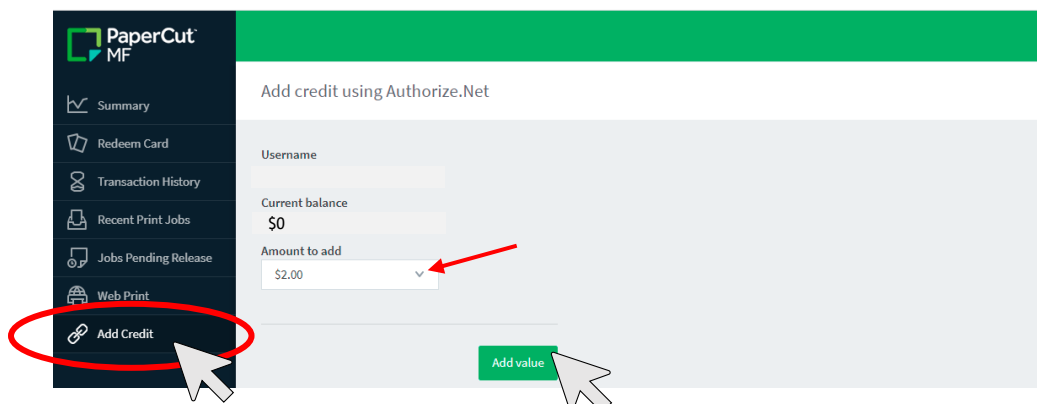
SUBMIT TIME ↓	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
Nov 3, 2021 2:53:03 PM	slcprint001\Black and White Web Printer	Adding shared ema ... count to iPhone.docx	Web Print	2	\$0.12	[cancel]
Nov 3, 2021 2:52:57 PM	slcprint001\Black and White Web Printer	AccessingSLCemail.docx	Web Print	2	\$0.12	[cancel]

Go to one of the walk-up Ricoh SLC Multi-function Devices to release your print job(s).

Scan your Student ID Card at one of the Ricoh Multi-function devices and release the print jobs that you'd like to print. Your print account will be charged the cost shown for each document.

Adding more Printing Funds

Once your printing funds reach zero, you will need to purchase more by clicking on 'Add Credit' (Credit Card) or go to the Campus Bookstore to purchase more. You will be able to select an amount of \$2, \$5, \$10, or \$20, and 'Add value'.



PaperCut MF

Add credit using Authorize.Net

Username

Current balance

\$0

Amount to add

\$2.00

Add value