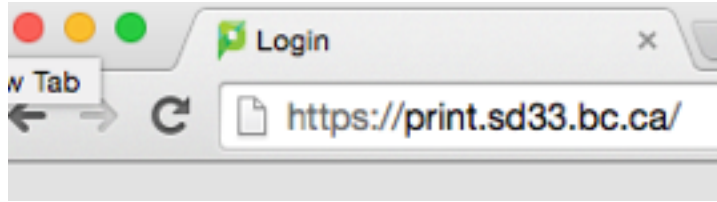


# Finding Your Print Code



1 Go to <https://print.sd33.bc.ca> in your web browser.



**PaperCut<sup>MF</sup>**

Username

Password

Language

2 Sign in with your regular user name (firstname\_lastname) and password.



**PaperCut<sup>MF</sup>**

## Summary

### Summary

Rates

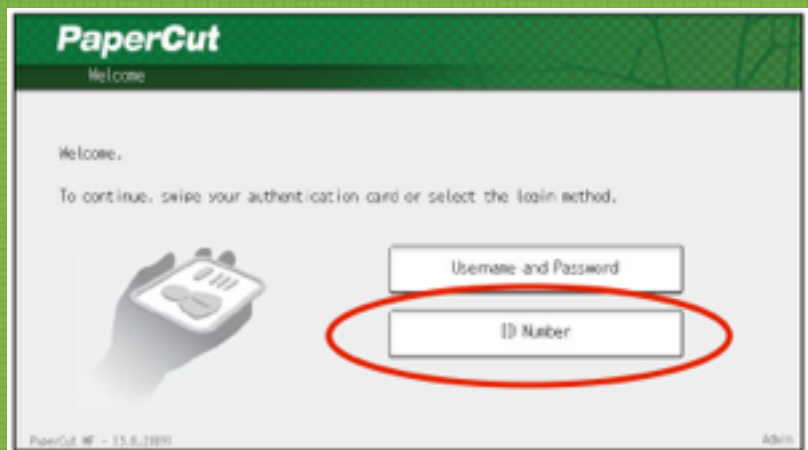
Transfers

Transaction History

Username	firstname_lastname (FirstName LastName)
Card/ID number	<input type="button" value="[show]"/>
Balance	399.00
Total print jobs	4

3 Click "Show" Next to Card/ID number to view your print code.

At the photocopier, push the ID Number button then enter your Print Code to use the copier!



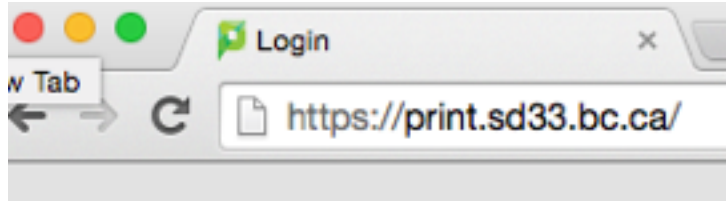
**PaperCut**  
Welcome

Welcome.

To continue, swipe your authentication card or select the login method.

PaperCut MF - 11.8.12011 Admin

# Changing Your Print Code



- 1 Go to <https://print.sd33.bc.ca> in your web browser.



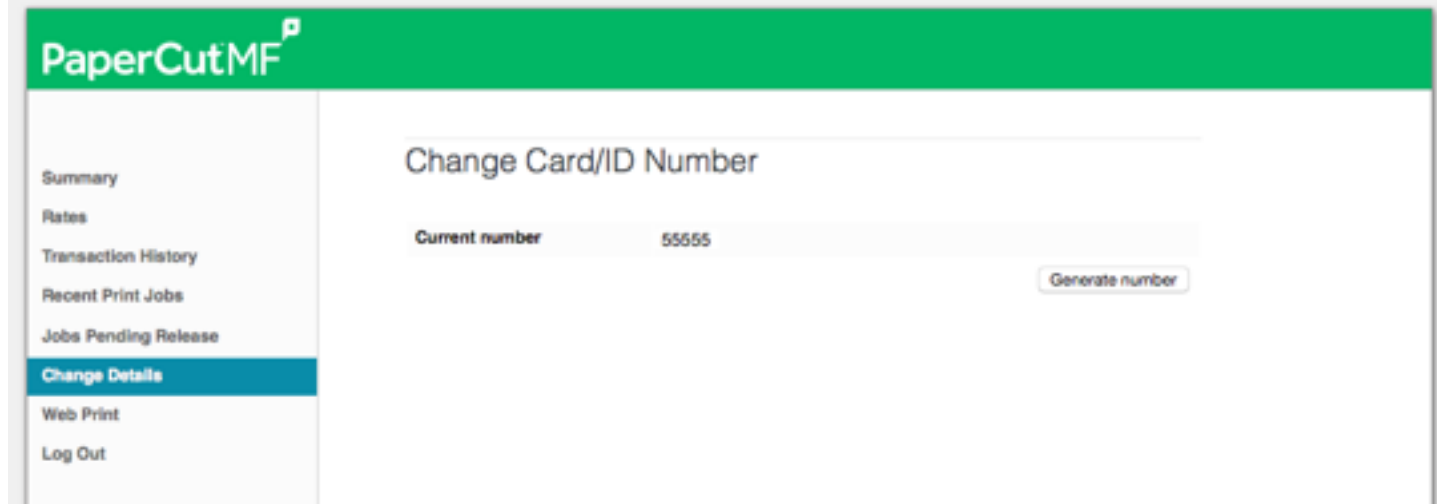
**PaperCut<sup>MF</sup>**

Username

Password

Language

- 2 Sign in with your regular user name (firstname\_lastname) and password.



**PaperCut<sup>MF</sup>**

Summary

Rates

Transaction History

Recent Print Jobs

Jobs Pending Release

**Change Details**

Web Print

Log Out

Change Card/ID Number

Current number 55555

- 3 Select Change Details
- 4 Select Generate Number

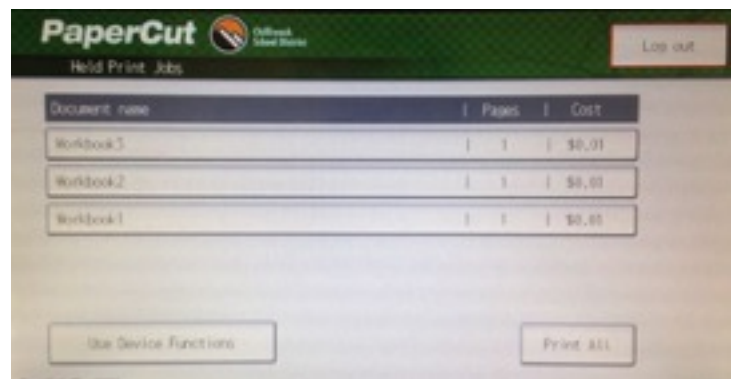
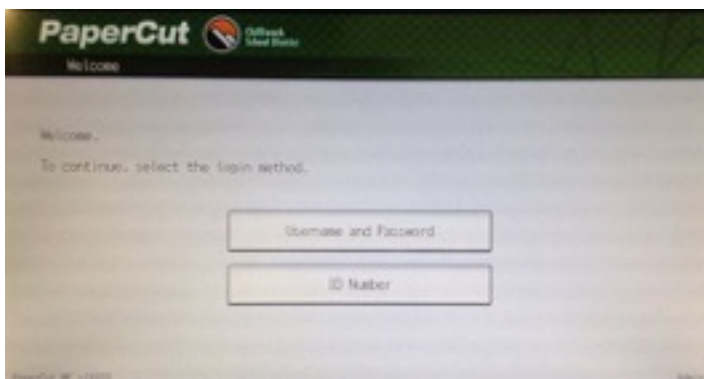
Note: You can change you code up to 3 times per day.  
Codes are generated randomly

# PaperCut Printing

When printing to a Ricoh copier, you will not need to specify what Ricoh copier you want to Print to.

Instead you will print to the printer labeled with your school number and "Print on Demand"

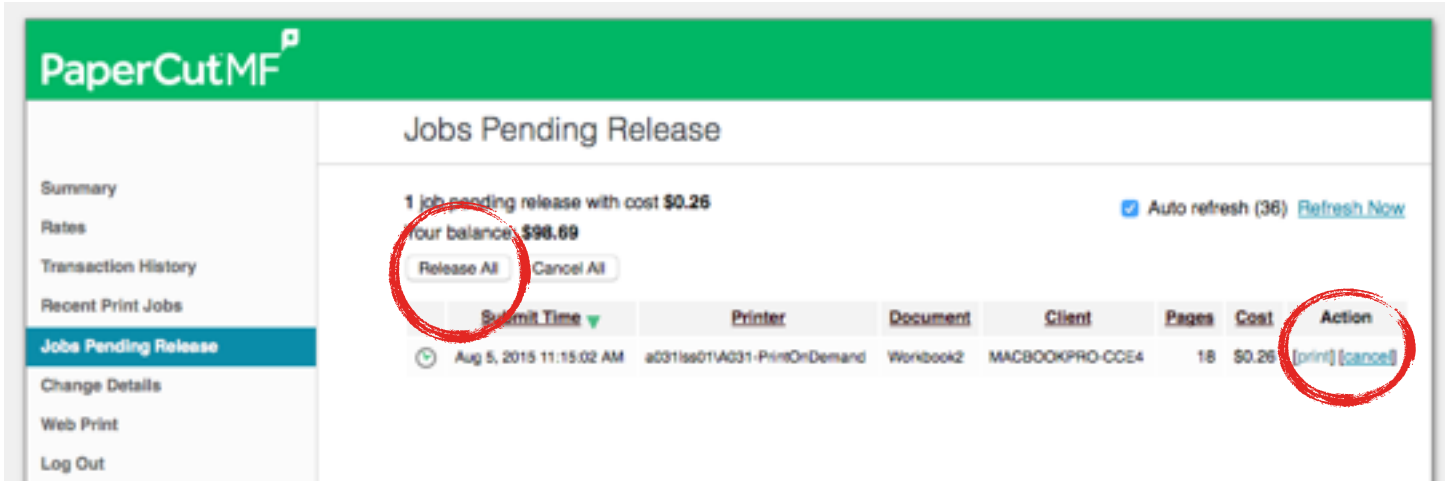
- 1 On Print Menu select the "Print on Demand" Printer and setting on how you wish to Print.
- 2 Select Print
- 3 (At Copier) Login using you ID Number or Username and Password.
- 4 Select Document to Print - or Print All
- 5 Successful Release Message will show
- 6 Select ok
- 7 Select Log out



# Release Your Print Job

An Alternative to releasing your Print Job at the copier..

You can release your Print jobs from PaperCut online. This is a great option when printing a lot of materials. You have the option to release jobs on at a time, or Release All.

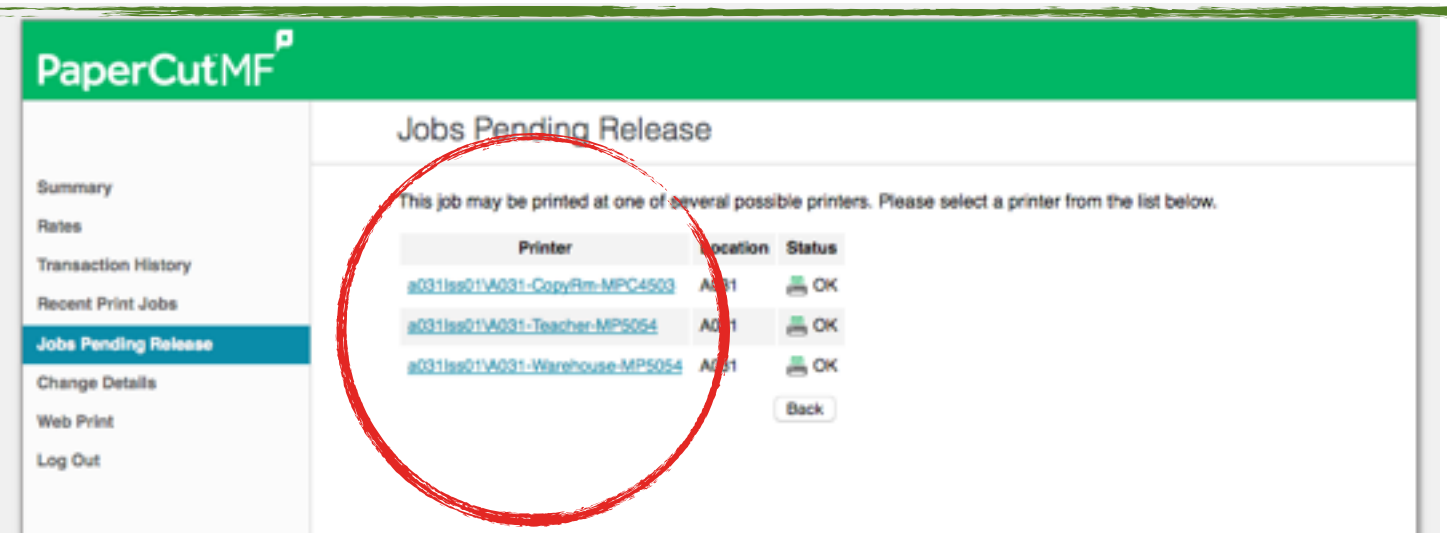


The screenshot shows the PaperCutMF interface. The main heading is "Jobs Pending Release". Below it, it states "1 job pending release with cost \$0.26" and "Your balance: \$98.69". There are two buttons: "Release All" and "Cancel All", both circled in red. Below this is a table with columns: Submit Time, Printer, Document, Client, Pages, Cost, and Action. The first row shows a job submitted on Aug 5, 2015 at 11:15:02 AM to printer a031iss01VA031-PrintOnDemand, with 18 pages and a cost of \$0.26. The Action column for this row contains "[print]" and "[cancel]", both circled in red.

Submit Time	Printer	Document	Client	Pages	Cost	Action
Aug 5, 2015 11:15:02 AM	a031iss01VA031-PrintOnDemand	Workbook2	MACBOOKPRO-CCE4	18	\$0.26	[print] [cancel]

Note: After Logging into PaperCut

- 1 Select Jobs Pending Release
- 2 Under action select Print or Cancel



The screenshot shows the PaperCutMF interface. The main heading is "Jobs Pending Release". Below it, it states "This job may be printed at one of several possible printers. Please select a printer from the list below." There is a table with columns: Printer, Location, and Status. The first three rows show printer names: a031iss01VA031-CopyRm-MPC4503, a031iss01VA031-Teacher-MP5054, and a031iss01VA031-Warehouse-MP5054, all with status "OK". A "Back" button is visible below the table. A large red circle highlights the printer selection area.

Printer	Location	Status
<a href="#">a031iss01VA031-CopyRm-MPC4503</a>	A031	OK
<a href="#">a031iss01VA031-Teacher-MP5054</a>	A031	OK
<a href="#">a031iss01VA031-Warehouse-MP5054</a>	A031	OK

- 3 Select a Printer to print your job(s)

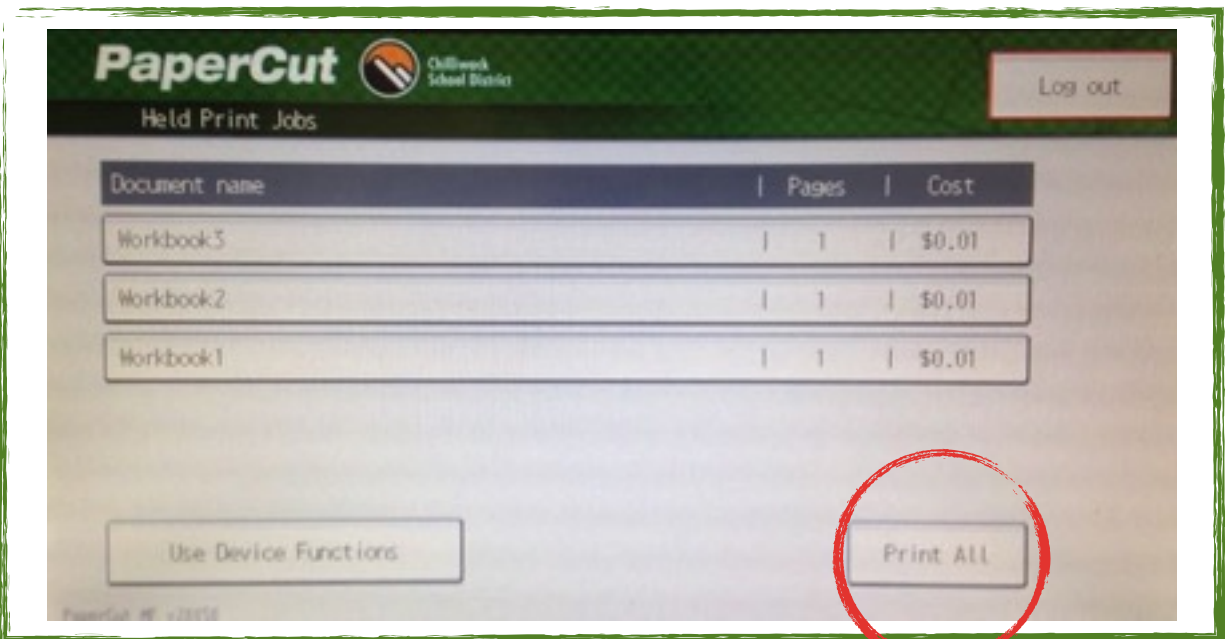
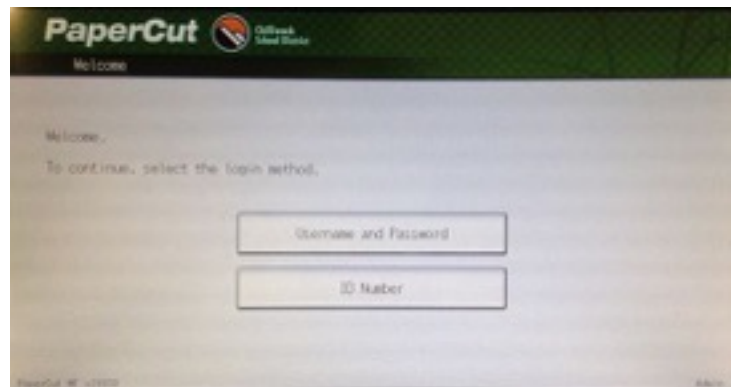
# Release Print Job At The Copier

By Default all Print Jobs will be held in the Print Cue until you release them for Print. When Printing at your school, you will print to "Your School" Printer\Copier and walk up to any Ricoh Copier to Release the Print Job. This process will eliminate getting someone else's print job, Printing to a Jammed or broken copier and the convenience of printing to the copier that works best for you, even if that has changed after you press print. You can release your Print Jobs one at a time or all of your Print Jobs at once. This becomes very convenient when you end up needing to print several documents over a longer period of time. No more Print jobs stuck in the middle.

1 (At Copier) Login using you ID Number or Username and Password.

2 Select Document for Print or Select Print All

3 Log out

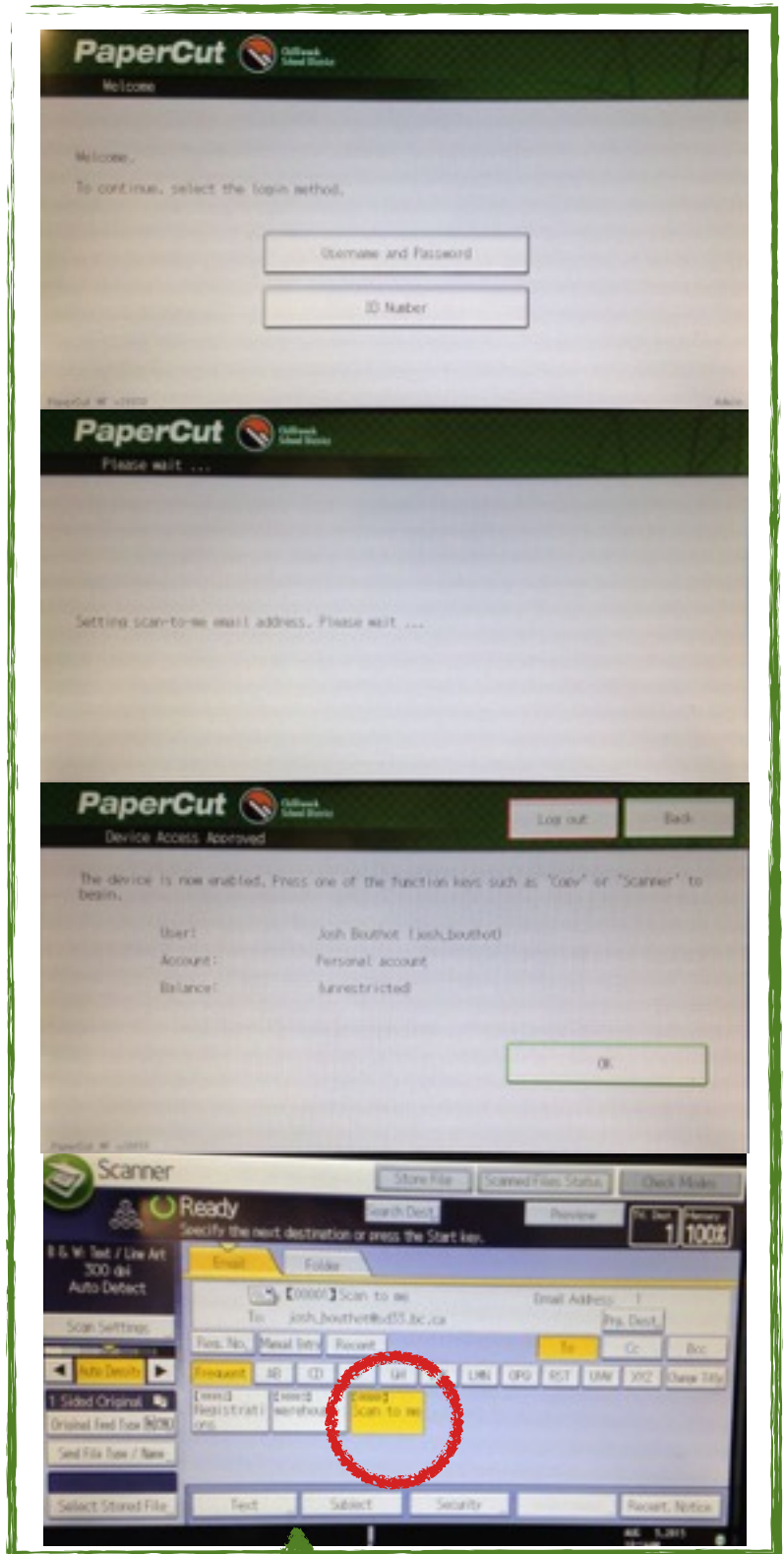


# PaperCut Scan To Me

When you need a soft copy of a document, use the scan to me feature on the Ricoh copiers.

This feature will scan your original document and email it to you in a PDF version.

- 1 (At Copier) Login using you ID Number or Username and Password.
- 2 Wait until the copier is ready then Press the Scanner Button
- 3 Select Scan To Me
- 4 Insert Original into Document Feeder
- 5 Press the Start Button
- 6 Log out



Optional - Add Body Text or Subject Line to the Email

# Environmental Impact

Do you ever feel wasteful when printing?

Do you ever wonder how much environmental impact you are generating?

One of the primary aims of PaperCut is to reduce printing levels by changing a user's printing behavior. Monitoring your Environmental Impact is a good way to draw a user's attention to their habits. When you log into PaperCut you can review what *Your Environmental Impact is*.

Environmental impact is expressed as three statistics:

- Trees, or the number of trees that were expended to make the paper.
- Carbon, or the CO<sub>2</sub> equivalent in greenhouse gases released during the paper production.
- Energy, or the energy used by the manufacturing process when producing the paper. This is expressed as the equivalent amount of time required to run a 60W incandescent light bulb, so as to be easier to understand.



0.0% of a tree



50 g of CO<sub>2</sub>



3.2 hours running a 60W light bulb

Since Apr 13, 2015

 [Environmental Dashboard](#) 

Figure 5.19. Draw a user's attention to their environmental impact