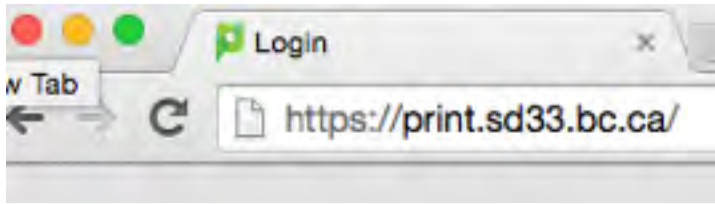


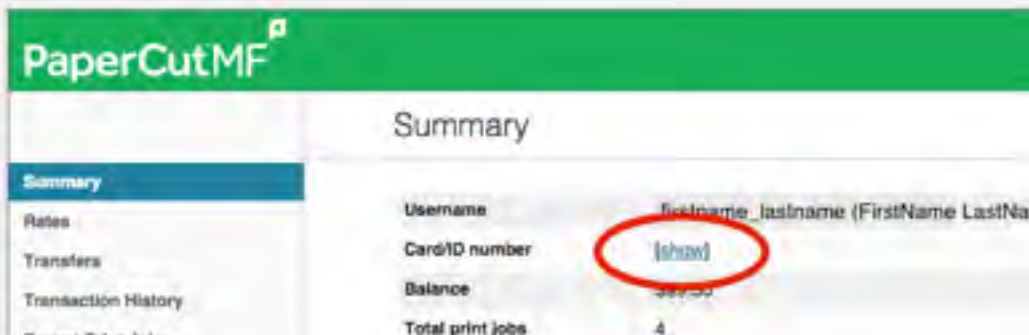
Finding Your Print Code



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



- 2 Sign in with your regular user name (firstname_lastname) and password.

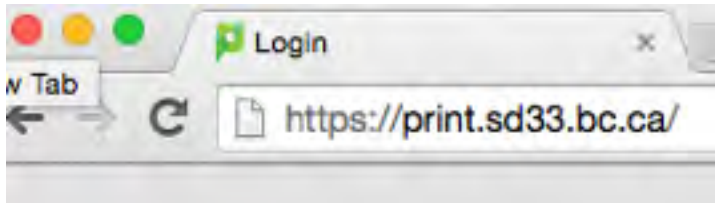


- 3 Click "Show" Next to Card/ID number to view your print code.

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



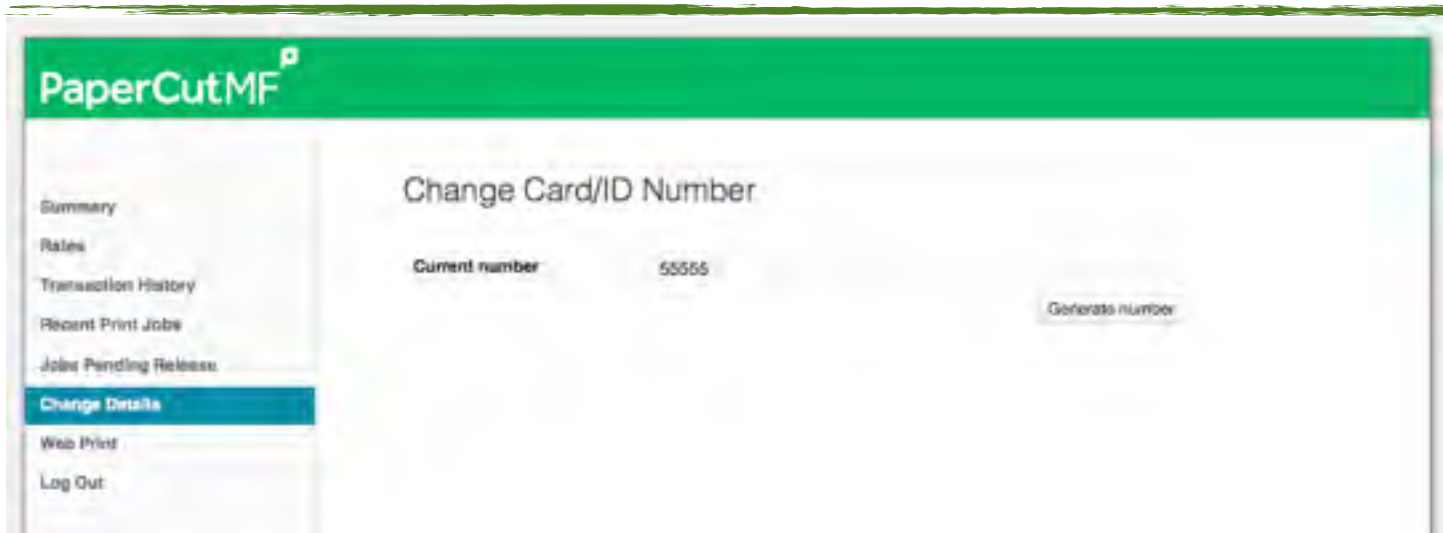
Changing Your Print Code



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



- 2 Sign in with your regular user name (firstname_lastname) and password.



- 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

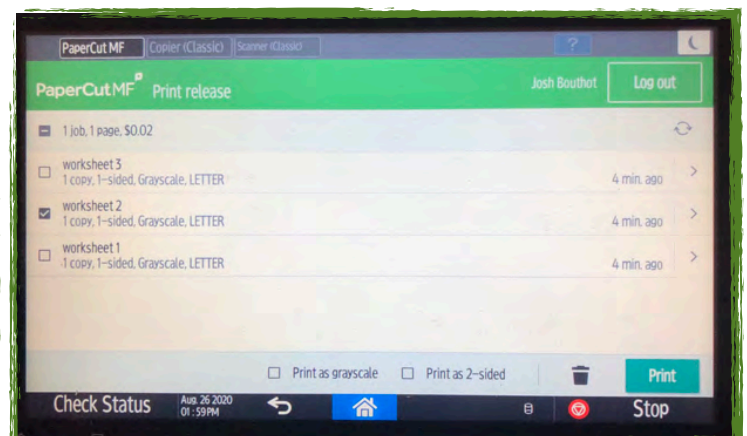
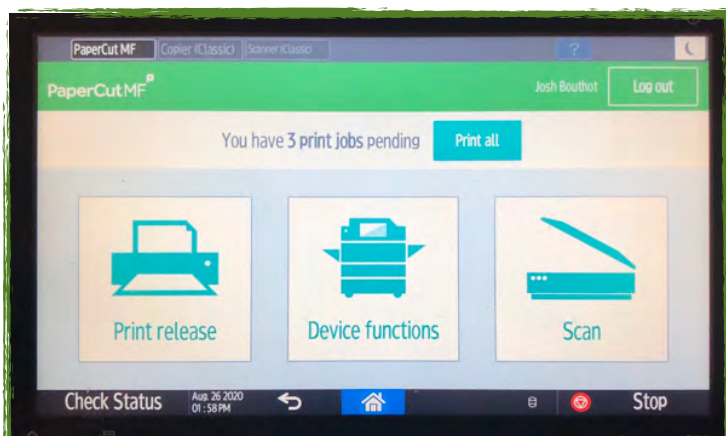
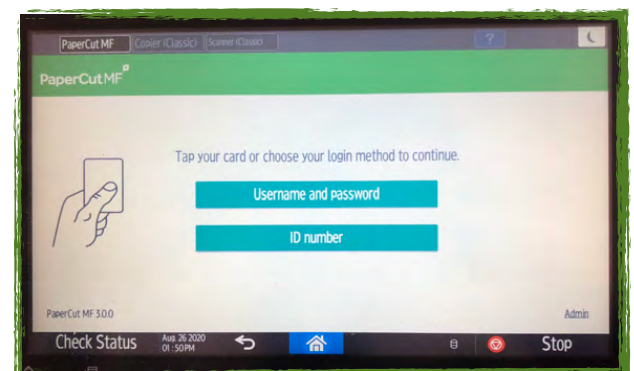
3 (At Copier) Login using you RFID Keyfob, ID Number or U/N and P/W.

4a Select Print All - or -

4b Print Release to Print Selected Documents
Print as Greyscale & Print as 2 Sided (options available)

5 Successful Release Message will show

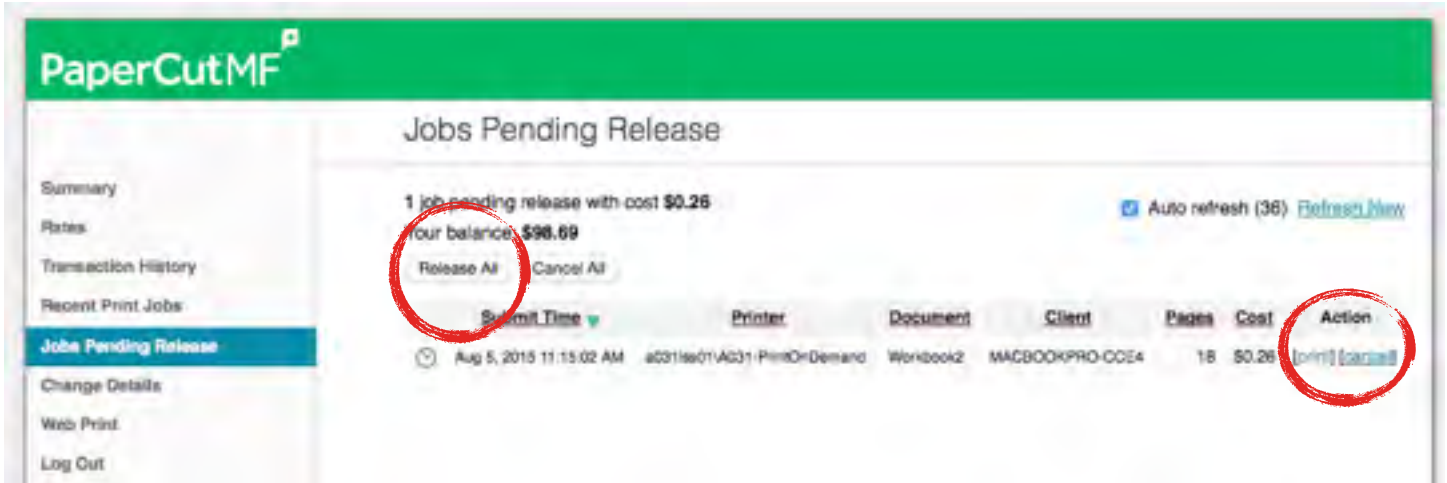
6 Select ok, Logout



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.



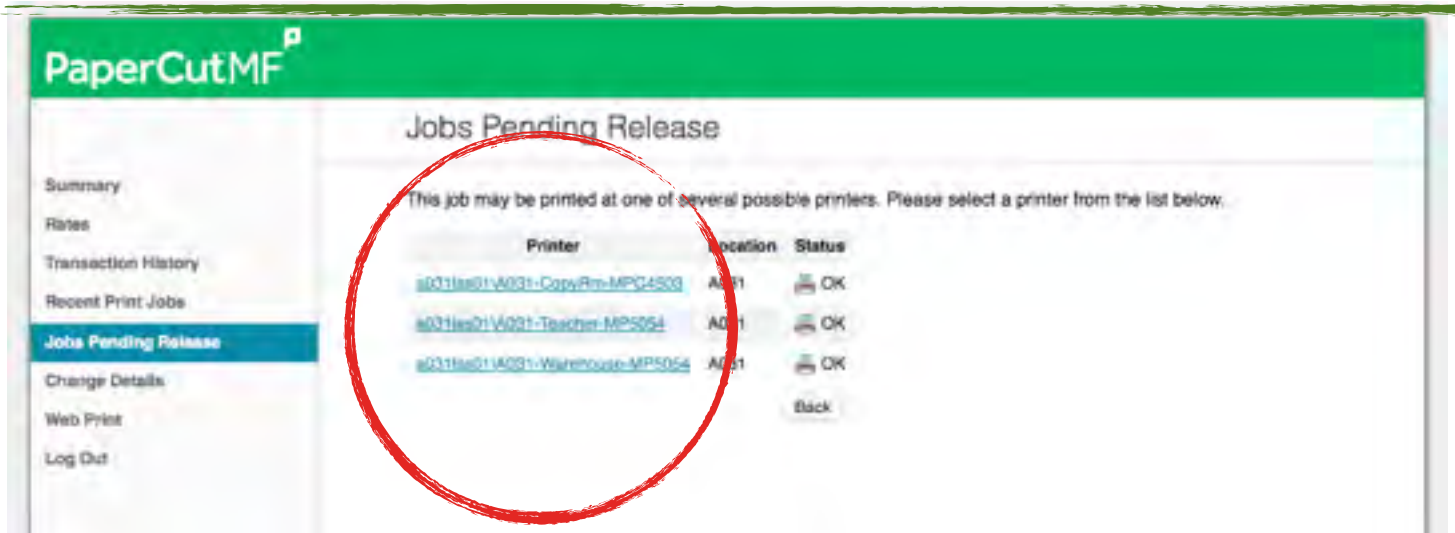
The screenshot shows the PaperCutMF interface. On the left is a sidebar with navigation links: Summary, Rates, Transaction History, Recent Print Jobs, **Jobs Pending Release**, Change Details, Web Print, and Log Out. The main content area is titled "Jobs Pending Release" and displays "1 job pending release with cost \$0.26" and "your balance: \$98.69". Below this, there are buttons for "Release All" and "Cancel All", both of which are circled in red. A "Submit Time" dropdown is also visible. At the bottom, a table lists the pending job with columns for Submit Time, Printer, Document, Client, Pages, Cost, and Action. The "Action" column contains "Print" and "Cancel" links, both of which are circled in red.

Submit Time	Printer	Document	Client	Pages	Cost	Action
Aug 5, 2015 11:15:02 AM	a0311se011AG31-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. On the left is a sidebar with navigation links: Summary, Rates, Transaction History, Recent Print Jobs, **Jobs Pending Release**, Change Details, Web Print, and Log Out. The main content area is titled "Jobs Pending Release" and displays the message: "This job may be printed at one of several possible printers. Please select a printer from the list below." Below this message is a table with columns for Printer, Location, and Status. The "Printer" column contains three links, all of which are circled in red: [a0311se011AG31-CopyRm-MPG4503](#), [a0311se011AG31-Teacher-MPS054](#), and [a0311se011AG31-Warehouse-MPS054](#). The "Location" column contains "A031" for all three, and the "Status" column contains "OK" for all three. A "Back" button is located at the bottom right of the table.

Printer	Location	Status
a0311se011AG31-CopyRm-MPG4503	A031	OK
a0311se011AG31-Teacher-MPS054	A031	OK
a0311se011AG31-Warehouse-MPS054	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 eliminates getting the 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.

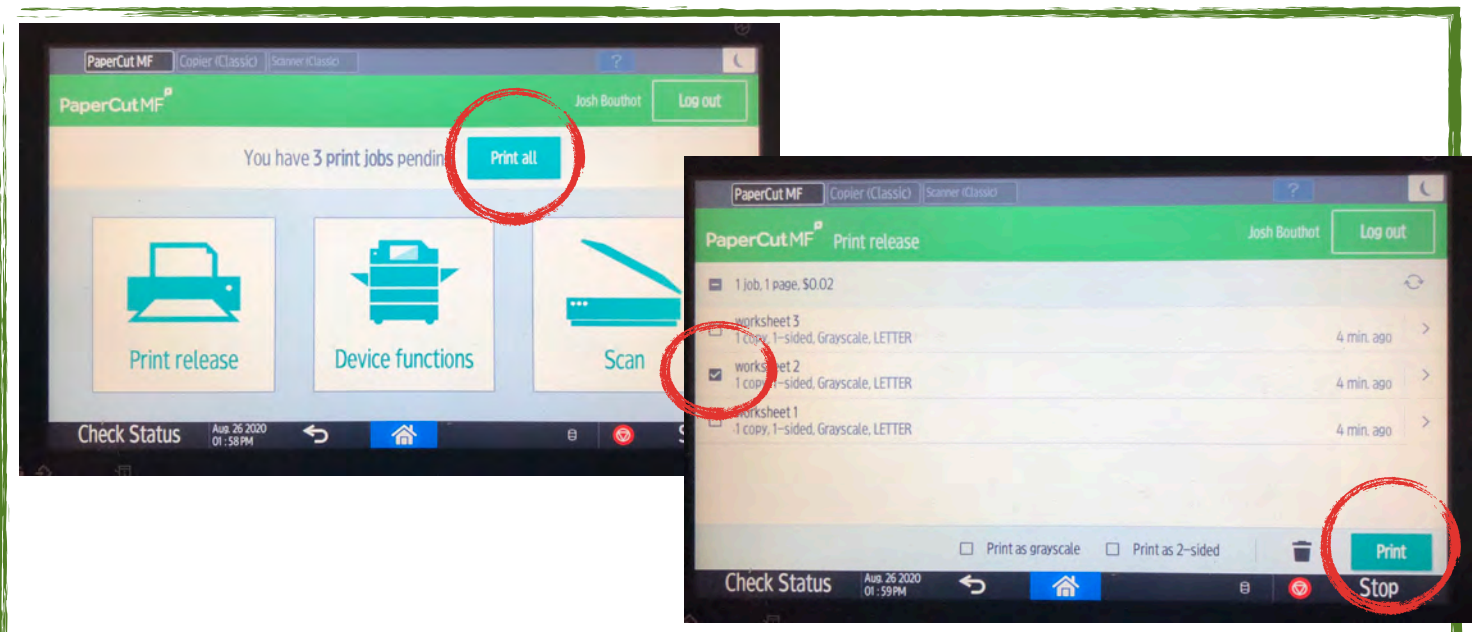
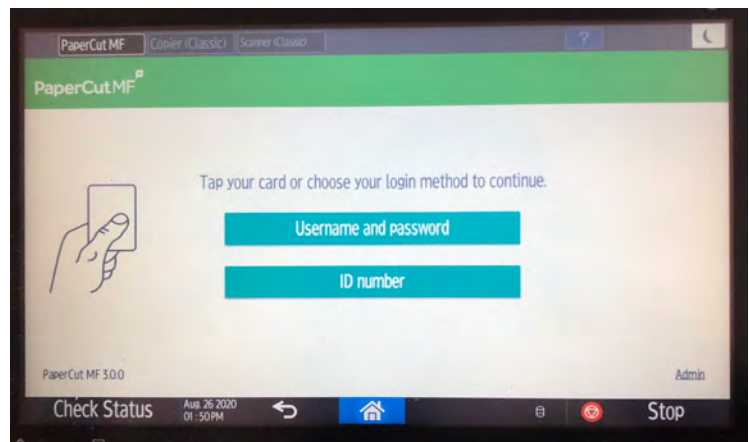
1 (At Copier) Login using your RFID Keyfob,
ID Number or U\N & P\W.

2 Select Print All - or -

Select Print Release to select jobs to be printed.
Check Documents and Print.

Optional Greyscale and 2-Sided (check boxes)

3 Log out

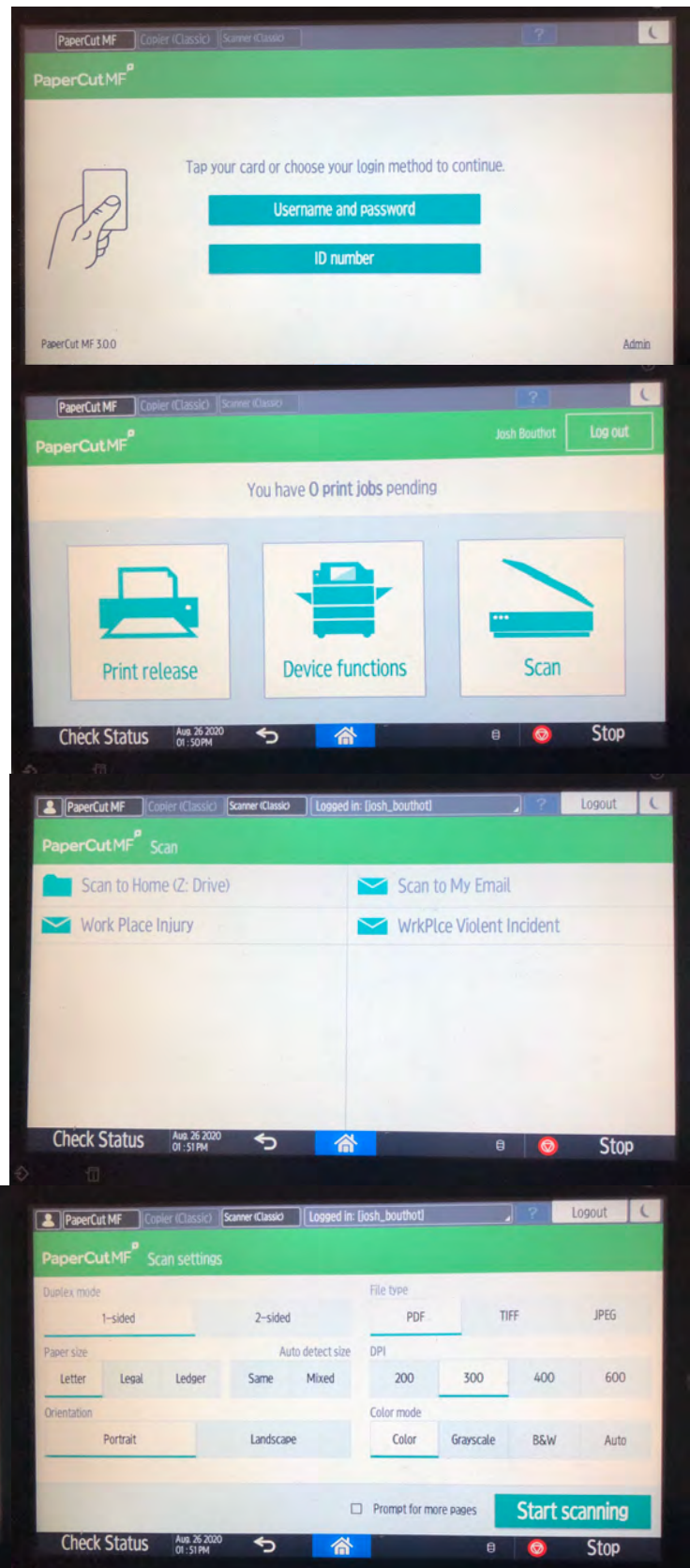


PaperCut Scan To Me

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.

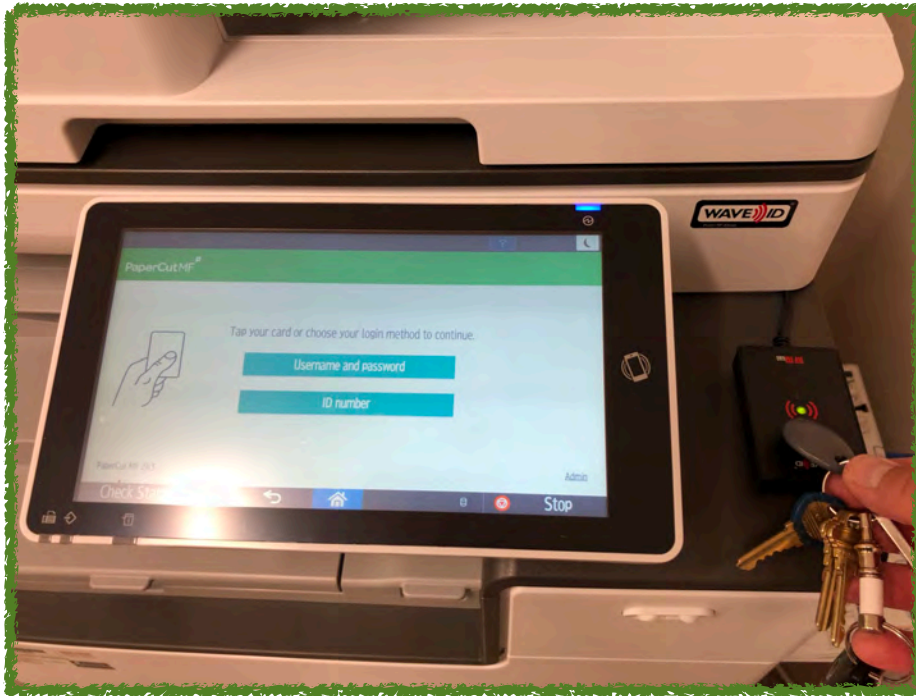
- 1 (At Copier) Login using your RFID Keyfob, ID Number or U/N & P/W.
- 2 Select Scan
- 3 Select Scan To My Email
- 4 Confirm or Adjust Settings
- 5 Select Start Scanning
- 6 Log out





Chilliwack
School District

RFID KeyFob Login

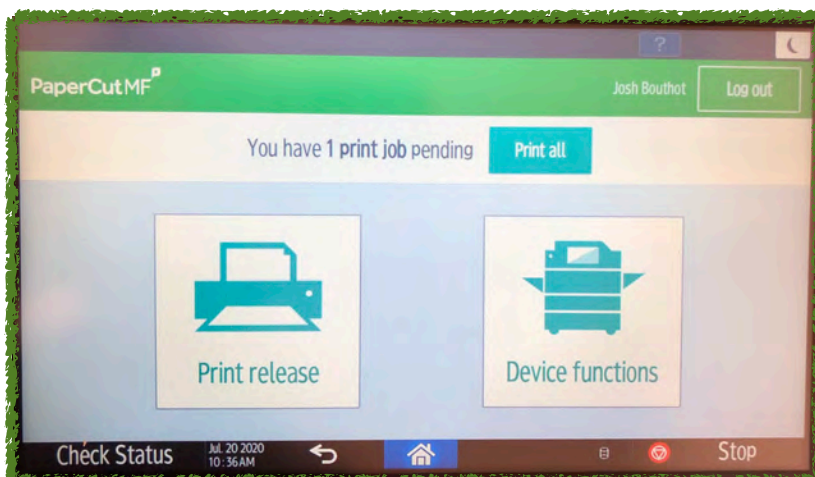
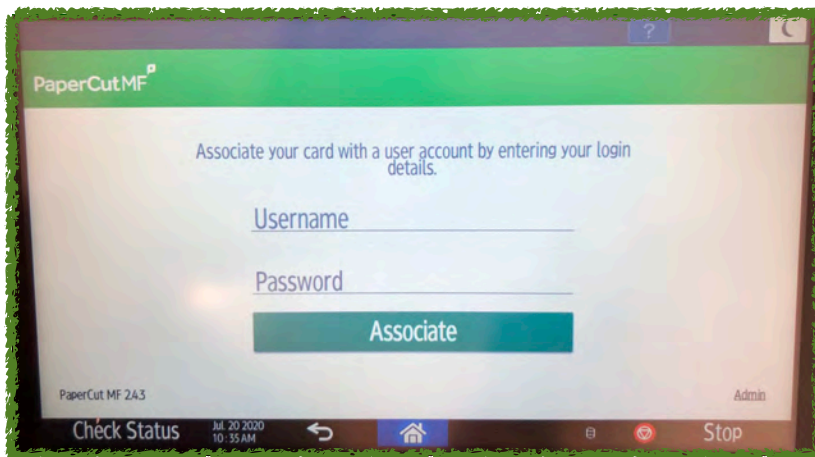


Use any RFID
KeyFob to Login!

Place your RFID KeyFob
on the WaveID reader.

Login with your SD33
credentials to associate
your RFID KeyFob to your
user account.

Once associated use the
RFID KeyFob to release
print jobs or use any of the
copier functions.



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 CO₂ 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 CO₂



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