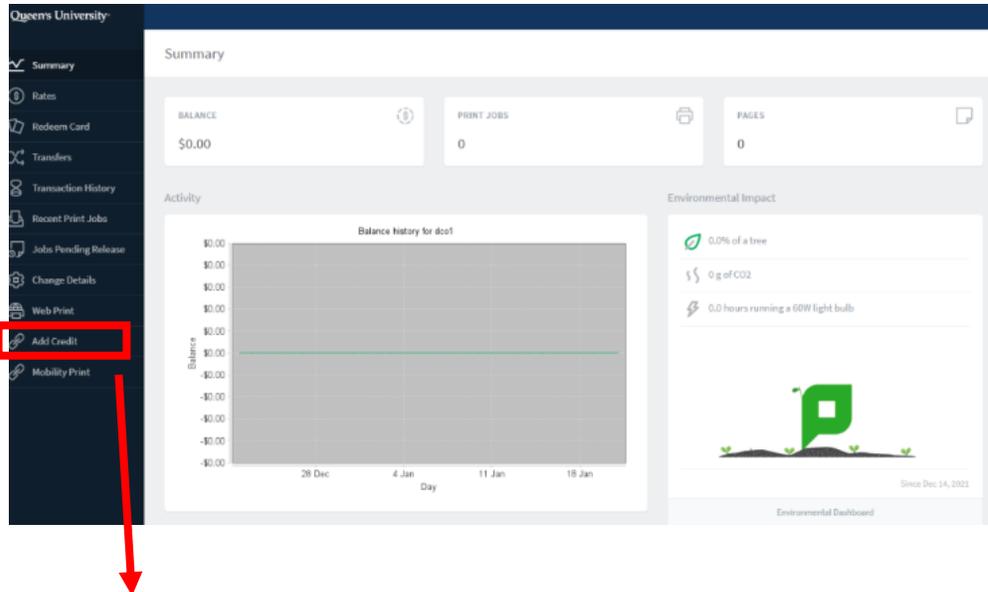


## New Printing (PrintQ)

### Adding funds (Queen's PaperCut MF)

- <https://printq.queensu.ca/>



- Click on “Add Credit” and choose one of the preset amounts from the dropdown menu
- Fill out the payment form

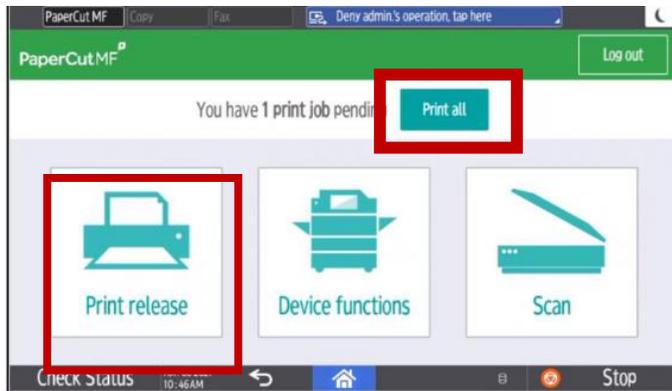
### Create a Print Job

1. Select the PrintQ Printer from the list of printers
2. Select Print



### Printer instructions available at the printers

- Go to the printers to release print jobs
- Tap on the screen to wake device from sleep mode
- Under NetID and password OR student ID number and pin to authenticate
- Once logged in, select options listed in image below: Print, Device Functions, or Scan.



## Print All

- Press Print All to release print jobs
- Press Print to confirm and release and collect your printouts from the printer.

**OR**

## Print Release

- Select Print Release
- Authenticate at device
- Tap **Print release**
- Select the checkbox next to the document(s) to print and then tap the **Print** button
- Collect your printouts from the printer

For both printing options, you can change your options to grayscale or colour printing.

## Deleting Jobs

- To delete a print job, select the documents and press the trash can icon.