# New Printing (PrintQ)

Adding funds (Queen's PaperCut MF)

• <u>https://printq.queensu.ca/</u>

Queen's University					l .
✓ Summary	Summary				
8) Rates					
C Redeem Card	BALANCE	(i) PRINT	JOBS	PAGES	_
C Transfers	\$0.00	0		0	
Transaction History	Activity			Environmental Impact	
Recent Print Jobs	Picture,	Balance history for doct		Line of incluse impacts	
Jobs Pending Release	\$0.00	Datarios Hackiy in door		Ø 0.0% of a tree	
Change Details	\$0.00			\$ \$ 0 g of CO2	
Web Print	\$0.00 -			0.0 hours running a 60W light bulb	
Add Credit	¥0.00				
P Mobility Print	-\$0.00				
	-\$0.00				
	-\$0.00 -				
	-\$0.00			V V V	
	-\$0,00 -	28 Dec 4 Jan 1 Day	1 Jan 18 Jan		Since Dec 14, 2021
				Environmental Dashboard	4

- 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.