UNIVERSITY OF SOUTHERN QUEENSLAND

A Guide to USQ Student Printing

Papercut Print & Print Express
usq.edu.au/student-printing

Take full control of your printing needs



What is Papercut Print & Print Express

usq.edu.au/student-printing

Papercut Print and Print Express are easy to use web-based interfaces which help you take control of your printing needs anytime, anywhere.

Papercut Print is networked to a fleet of self-serve printers/copiers on all campuses.

Print Express is available to print from the study desk or print your own file with postage options.

Papercut Print	Print Express
24/7 total self-serve printing solution.	Submit, pickup or delivered.
Submit files online through our web-based interface (anywhere from any computer with internet access).	Order, pay and submit your file online through our Print Express web-based interface (anywhere with internet access).
Pay and collect jobs at printers/copiers located at all campuses (see the list on Page 9 for printer/copier locations).	Collect orders at your preferred Campus Library or or have it delivered direct to your door.
A4/A3 Colour and B&W printing available.	A4/A3 Colour and B&W printing available.
Scan and Copy functions at all printers/copiers.	More services available – Spiral Binding, Covers, Paper Type.



Printing from a USQ Computer

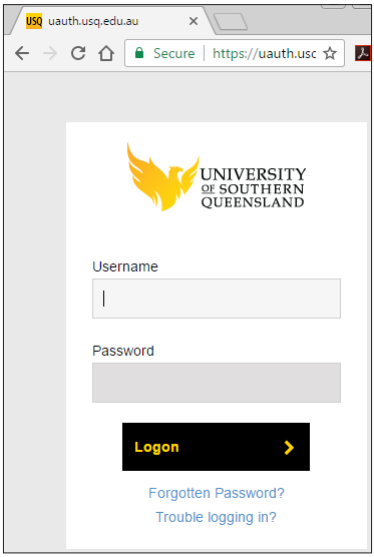
Choose print and select the relevant printer (see instructions on releasing your print job).

Printing from a non-USQ Computer

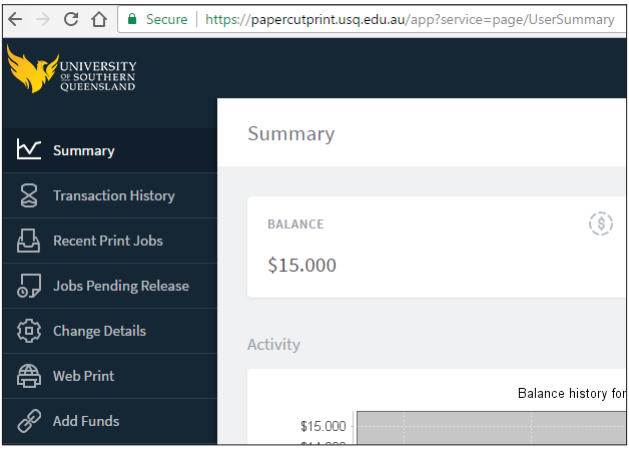
WEB SUBMIT

1. Go to **www.usq.edu.au/student-printing** and select Papercut Print.
OR go directly to **https://papercutprint.usq.edu.au**

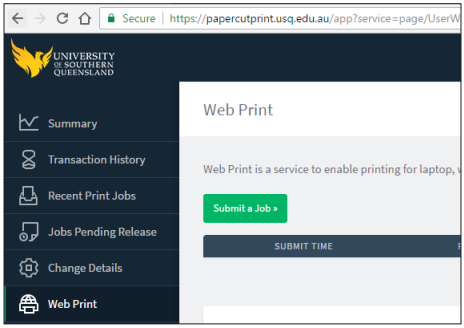
2. Login using your UConnect credentials.



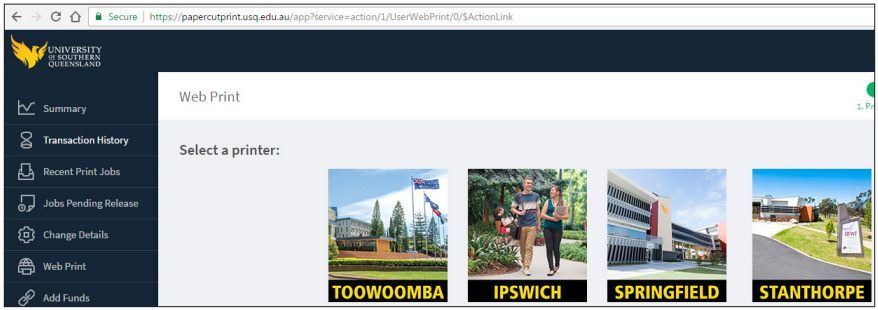
3. Click on Web Print



4. Click: Submit a Job >>



5. Click on the campus you wish to print at



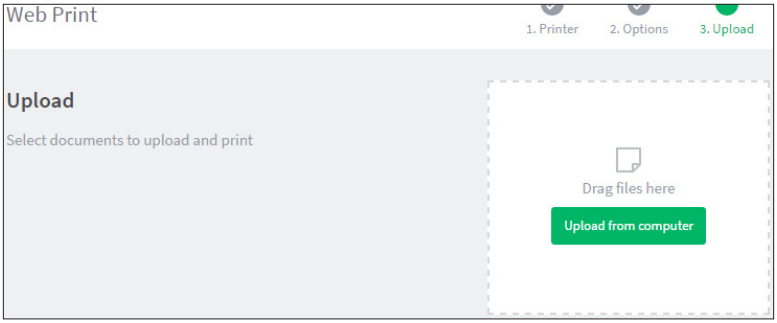
6. Click on your Printer type



7. Set the number of copies and click: 3.Upload Documents >>



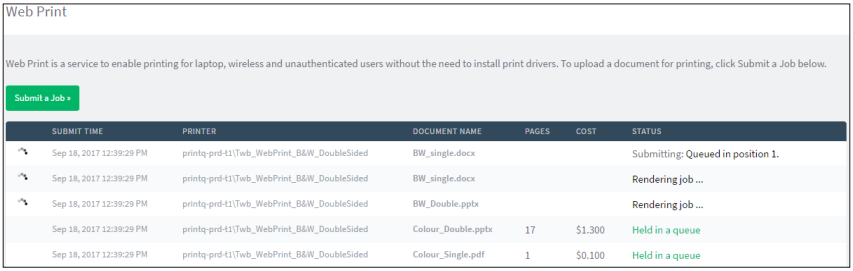
8. Upload the documents you wish to print



Either drag the files into the dashed outline or click "Upload from computer" browse to the file/s you wish to print and click open.

Repeat until you have uploaded all the documents you wish to print.

9. The files will upload. When the status changes to "Held in a queue" they are ready to be printed at a Papercut Print enabled Printer.



If there are any error reported first check you have uploaded a supported file type and then try again.

If it fails again please contact us for assistance.

Supported file types for Web Submit and Email to Print

Microsoft Excel,

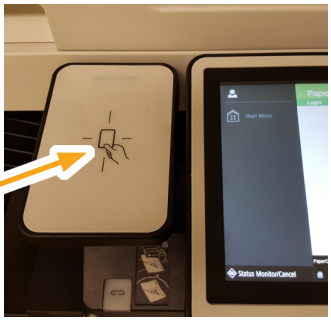
Microsoft PowerPoint,

Microsoft Word,

PDF,

Picture Files: JPG, TIF,GIF and PNG.

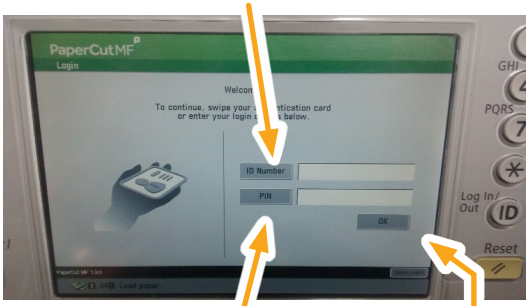
Releasing a Job at a Papercut Print Enabled Printer



1. Swipe your student card against the scanner on the printer

OR

Tap 'ID Number' and type in your 10 digit student ID



2. Tap 'PIN' and type in your PIN then tap 'OK'.

3. Tap 'OK' to login.

EXAMPLE:
Student number: w1234567
10 digit student number: 0051234567

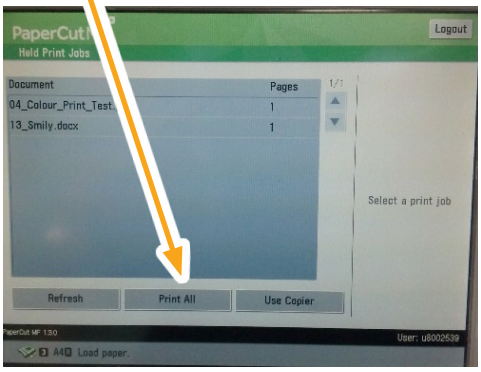
- If your student number starts with 'X', replace 'X' with: 000
- If your student number starts with 'Q', replace 'Q' with 001
- If your student number starts with 'D', replace 'D' with 003
- If your student number starts with 'W', replace 'W' with 005
- If your student number starts with 'U', replace 'U' with 006

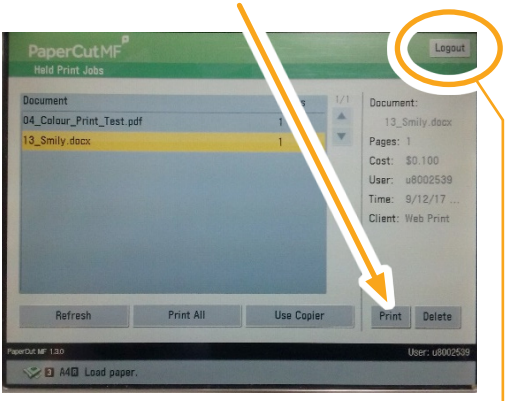
4. The next screen displays your 'Held Print Jobs'

Tap Print All

OR

Tap an individual print job then tap Print





5. Remember to tap 'Logout' when you are finished.

PLEASE NOTE: Queued print jobs expire 18 hours after they are submitted.

Add credit to your print account

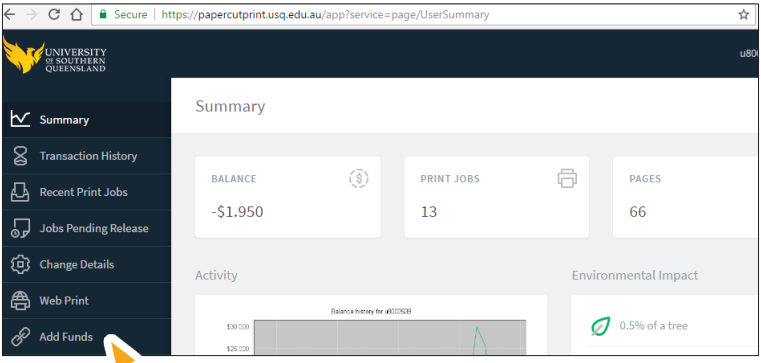
All students who are currently enrolled will be allocated $50 into their Gift Account at the beginning of each semester.

Gift Account funds will be cleared at the end of Semester 3 for that year.

Additional credit can be added online or purchased from Toowoomba Library (card payments only).

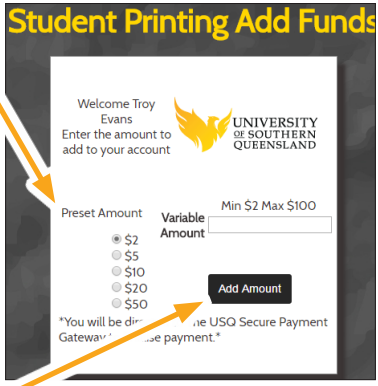
1. Visit **https://papercutprint.usq.edu.au**

2. Log in with your UConnect credentials.



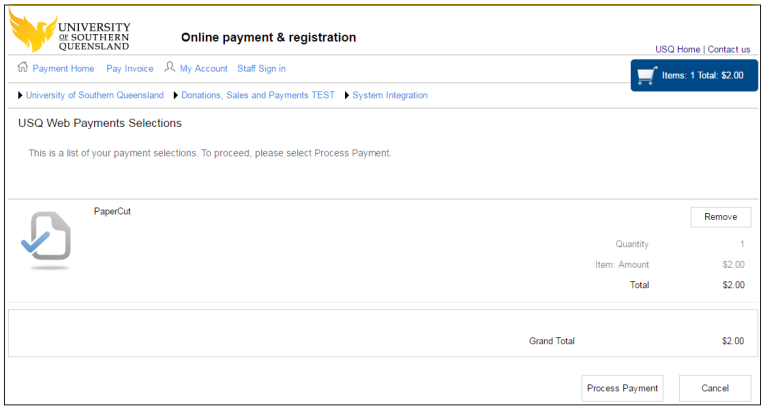
3. Select 'Add Funds'

4. Choose how much credit you would like to add

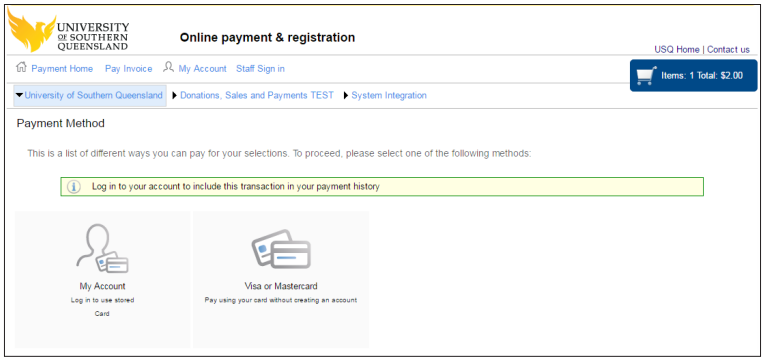


5. Click Add Amount

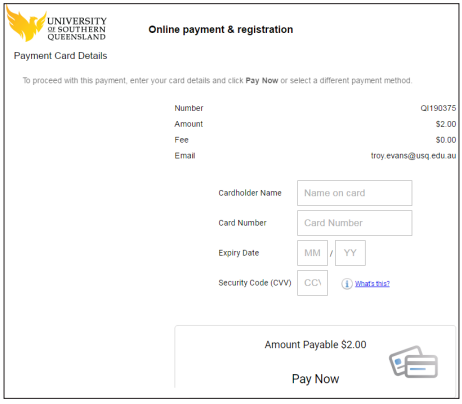
6. Check the value to be added and click Process Payment



7. Select your Payment Method



8. Enter your credit card details



9. Click Pay Now

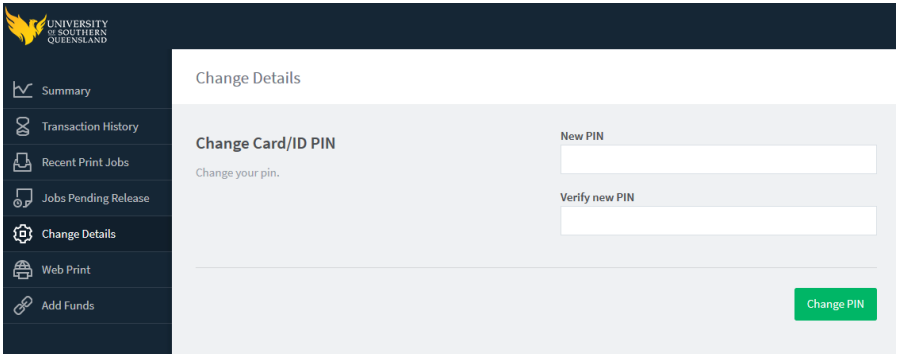
How to set or reset Papercut Print PIN

1. Visit **https://papercutprint.usq.edu.au**

2. Click on Change Details.

3. Enter your new PIN into the two fields.

4. Click the Change PIN button.



If you require assistance with this process or continue to have problems please contact the Print Kiosk (Print.Kiosk@usq.edu.au).

For more help:

Check out
usq.edu.au/student-printing
and Ask USQ for Students

Location of Printers/Copiers

Toowoomba

R Block Hub Level 1, Computer Zone*
R Block Hub Level 2, Print Zone*
R Block Level 3, Library
Engineering Z Block Level 3
CISER T Annexe TA110

Springfield

Library A Block Level 1, Room A110
iConnect B Block Level 1, Room B153

Ipswich

Library H Block Level 2, Room H208 (24 hour student lab)
Library H Block Level 2, Room H210
Entry Level 3 B Block, Outside Student Computer Lab B366

Stanthorpe

Classroom E4 E Block

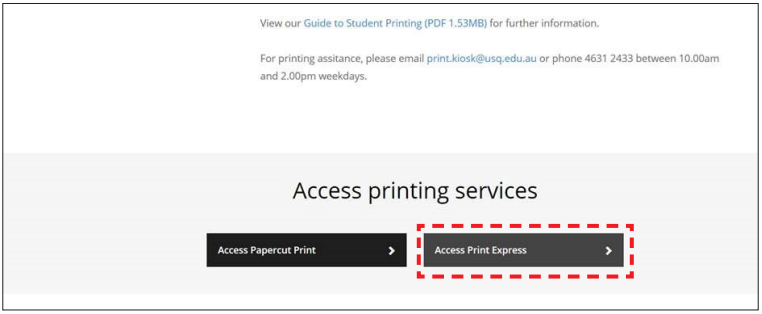


Print Express

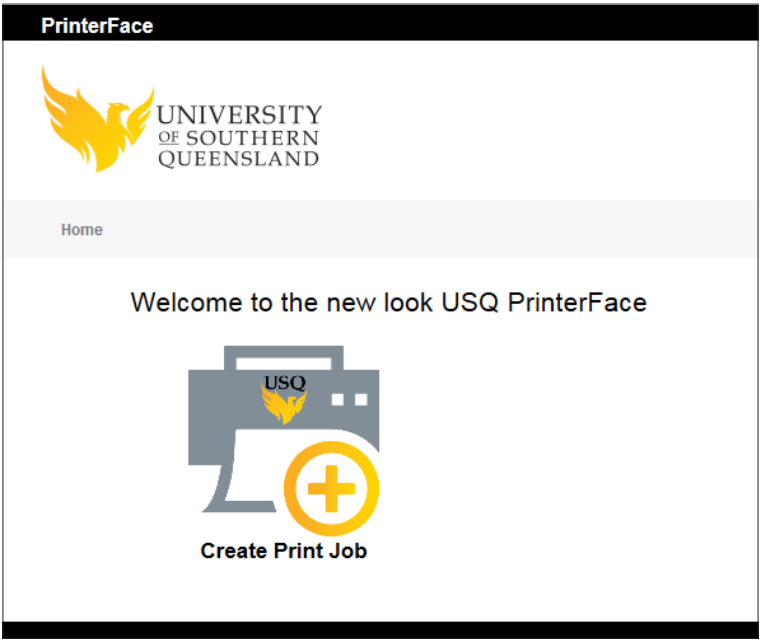
To submit files to Print Express for printing

1. Log on to **www.usq.edu.au/student-printing**

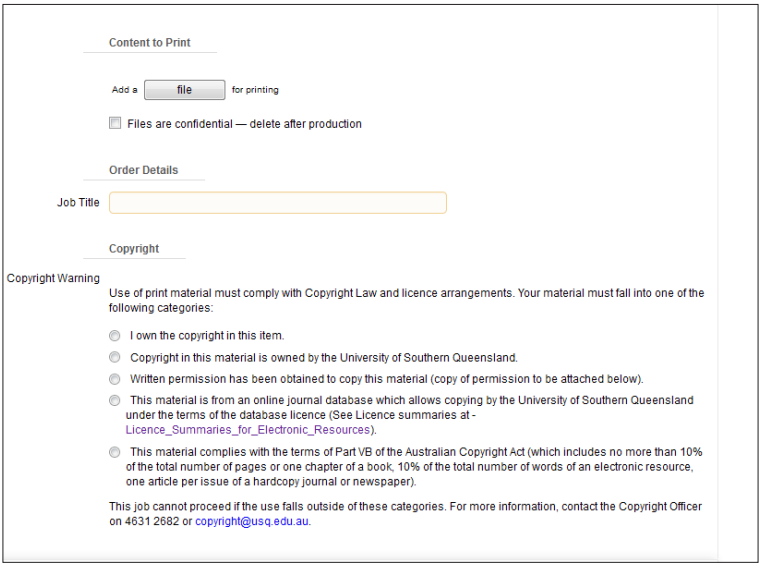
2. Choose "Access Print Express"



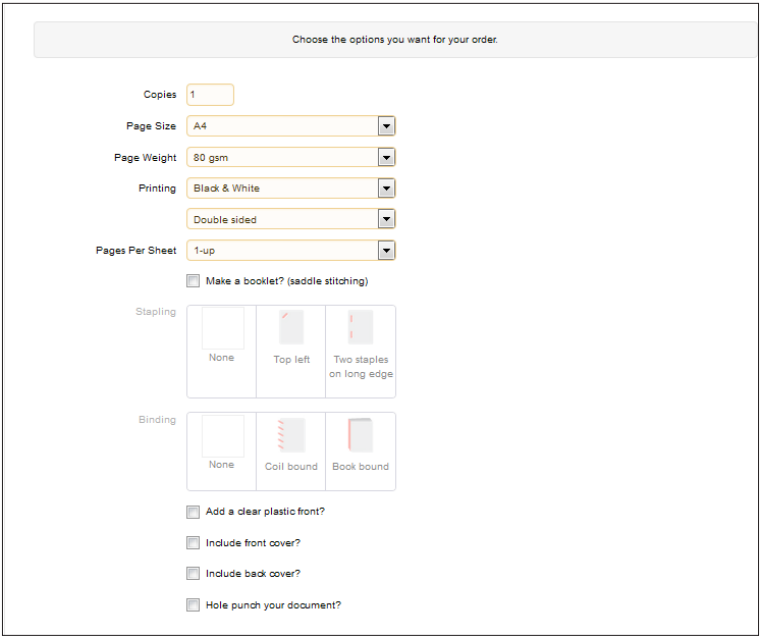
3. Log in using your USQ username and password, then choose "Create Print Job"



4. Add your file/s and indicate Copyright category



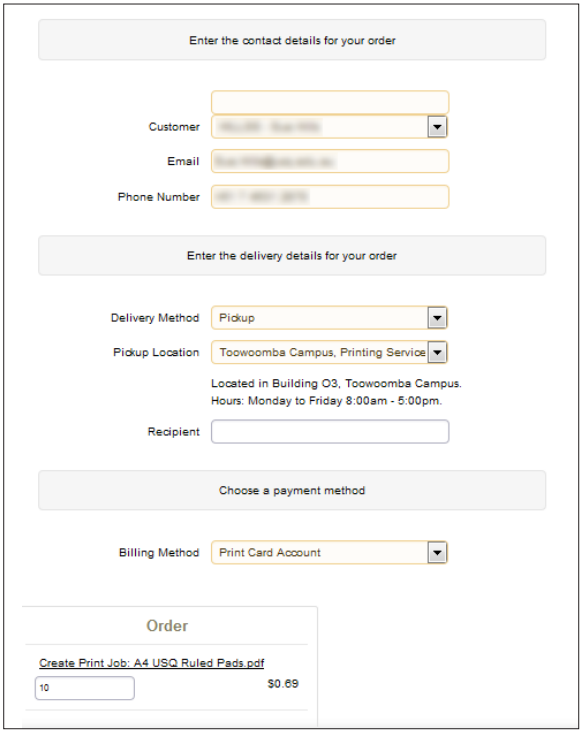
5. Choose next and complete your print options



6. Check the specifications of your print job and choose "Add to Cart"



7. Continue to check out.



8. Then "Place Order"

Indicate whether you are to collect print job or have it delivered.

Pick up options at Toowoomba, Springfield and Ipswich Campuses are available. Australia Post deliveries incur an extra cost.

Payment methods available:

Credit Card or Print Account. Cash and eftpos are available prior to printing by calling in to Print Kiosk, Toowoomba Campus.

USQ Student Print Kiosk

Open 10am – 2pm, Monday – Friday

(07) 4631 2433

print.kiosk@usq.edu.au

usq.edu.au/student-printing