QC Printing and Copying

Current Queens College students, staff, and faculty can use their Qcard to pay for printing and copying services. Guests from other CUNY schools and visitors must purchase a GUEST Print card from a Fill-in station.

**Students Printing.**
A $10.00 allocation is added to the Qcard ID of all undergraduate and graduate full-time and part-time registered students for the spring and fall semesters only. These funds are added one day before the beginning of classes. Left over balances at the end of a semester do not carry over to the new semester. For summer and winter, no funds are given; students have to add their own funds. Use a fill-in station to add funds to your Qcard using $1, $5, $10 or $20 dollar bills. You can also visit the online webpage to do this. Please see the location and website below.

**Guests printing.**
Guests are able to print by getting a guest print card for $1.00. Guest must add funds to the card at the same fill-in station they got the print card. Please see the location and website below.

**Faculty and Staff printing.**
Faculty and Staff can add funds to their Qcard using the fill-in stations or online. Please see the location and website below.

**Fill-in Stations Locations.**
- Rosenthal Library 2nd floor Print Center
- Dining Hall main cafeteria.
- Powdermaker Hall main lobby.
- I building 2nd floor lab.
- Queens Hall main lobby.

**Online funds adding.**
Funds can also be added online at https://qcard-sp.transactcampus.com/eAccounts/ you will need to login with your Qcuser account.

**Printing/Copying fees.**
- Black and White – Letter size $0.05 per page
- Color - Letter size $0.10 per printed side

**Printing/Copying Locations.**
- Rosenthal Library 2nd floor Print Center (Students, Faculty, Staff and Guests)
- I Building 2nd floor lab (Students, Faculty and Staff)
- Powdermaker Hall 210 (Students, Faculty and Staff)
- Music Library 1st Floor (Students, Faculty and Staff)
- Student Union LL52 (Students, Faculty and Staff)
- Queens Hall Lobby (Students, Faculty, Staff and Guests)

**Printing from anywhere.**
To print from outside the college or from the Wi-Fi network please visit the following link for information https://www.qc.cuny.edu/Computing/Documents/MB-FAQs.pdf

**Whom to contact for assistance.**
For assistance with the fill-in stations or issues with the online website, please contact the Qcard Office at 718-997-4240. For assistance with printing issues, please contact the Lab Staff at the corresponding location or call 718-997-5967.
For Qcuser account (CAMS) issues, please contact the ITS Helpdesk at 718-997-4444.