



## QC Printing & 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. Leftover 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 for credit card payment. Please see the location and website below.

### Guests printing

Guests are able to print by purchasing a guest print card for \$1.00. Guests must add funds to the card at the same fill-in station they got the print card. Please see the locations 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 Station Locations

Rosenthal Library 2<sup>nd</sup> Floor Print Center  
Dining Hall Main Cafeteria  
Powdermaker Hall Main Lobby  
I Building 2<sup>nd</sup> 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 QCard account. Payment must be made with a Visa or MasterCard Credit Card.

### 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)
- Music Library 1st Floor (Students, Faculty and Staff)
- Queens Hall Lobby (Students, Faculty, and Staff)

### **Printing From Anywhere**

To print from outside the college or from the Wi-Fi network please visit the following link for information:

<https://support.qc.cuny.edu/a/solutions/articles/15000021009>

### **Whom to Contact for Assistance**

For assistance with the fill-in stations or issues with the online website, please send a email to [support@qc.cuny.edu](mailto:support@qc.cuny.edu)