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. 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 Station Locations**
Rosenthal Library 2nd Floor Print Center
Dining Hall Main Cafeteria
Powdermaker Hall Main Lobby
I Building 2nd Floor Lab
Jefferson Hall First Floor Lobby
Queens Hall Main Lobby

**Online Funds Adding**
Funds can also be added online at https://qcard-sp.transactcampus.com/eaccouts/ you will need to login with your QCard 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/its/wp-content/uploads/sites/16/2021/04/MB-FAQs.pdf.

Whom to Contact for Assistance
For assistance with the fill-in stations or issues with the online website, please contact the QC Card Office at 718-997-4240. For assistance with printing issues, please contact the Lab Staff at the corresponding location or call 718-997-5967.