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 P.11 for printer/copier locations).	Collect orders at the Print Kiosk on Toowoomba campus or Bookshop at Springfield and Ipswich or 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 – Binding, Covers, Paper Type.

Papercut Print

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

EMAIL TO PRINT

By default, email to print only works from your USQ Student Email address, however you may register an additional email address by contacting the Print Kiosk (Print.Kiosk@usq.edu.au).

Using your email client of choice, attach the document(s) and send the email to the printing email address that corresponds to your preferred printing options.

Multiple documents may be sent to a single email address. If you want your documents printed differently e.g. Colour or Black and White you must send the documents separately to the appropriate email address.

Toowoomba

Black and White, Single Sided.	twbprintbwsingle@usq.edu.au
Black and White, Double Sided.	twbprintbwdouble@usq.edu.au
Colour, Single Sided.	twbprintcoloursingle@usq.edu.au
Colour, Double Sided.	twbprintcolourdouble@usq.edu.au

Springfield

|	
Black and White, Single Sided.	sfprintbwsingle@usq.edu.au
Black and White, Double Sided.	sfprintbwdouble@usq.edu.au
Colour, Single Sided.	sfprintcoloursingle@usq.edu.au
Colour, Double Sided.	sfprintcolourdouble@usq.edu.au

Ipswich

Black and White, Single Sided.	ipprintbwsingle@usq.edu.au
Black and White, Double Sided.	ipprintbwdouble@usq.edu.au
Colour, Single Sided.	ipprintcoloursingle@usq.edu.au
Colour, Double Sided.	ipprintcolourdouble@usq.edu.au

Stanthorpe

|	
Black and White, Single Sided.	stprintbwsingle@usq.edu.au
Black and White, Double Sided.	stprintbwdouble@usq.edu.au
Colour, Single Sided.	Currently Unavailable
Colour, Double Sided.	Currently Unavailable

WEB SUBMIT

1. Go to **www.usq.edu.au/student-printing** and select Papercut Print.
OR go directly to **https://papercutprint.usq.edu.au**
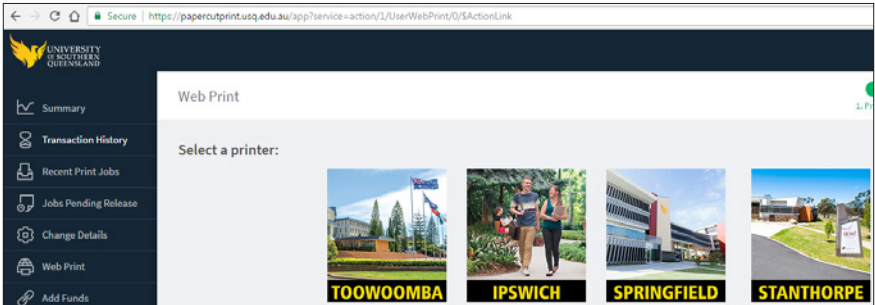
2. Login using your UConnect credentials.
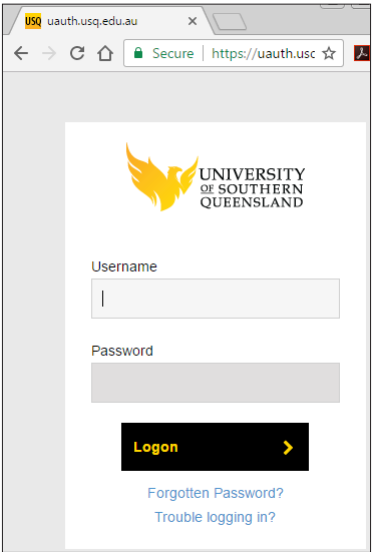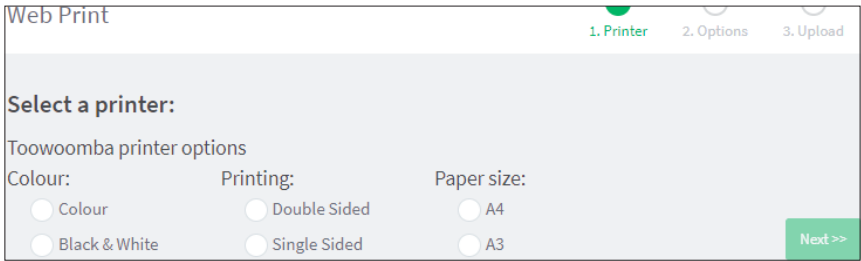

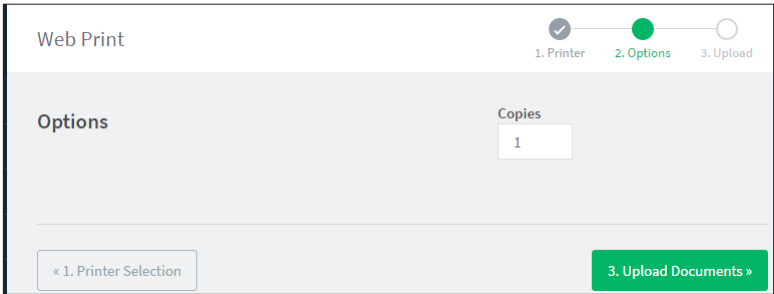**3.** Click on Web Print
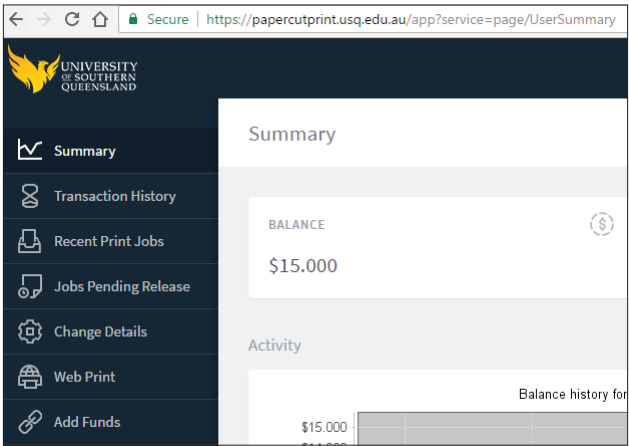
4. Click: Submit a Job >>
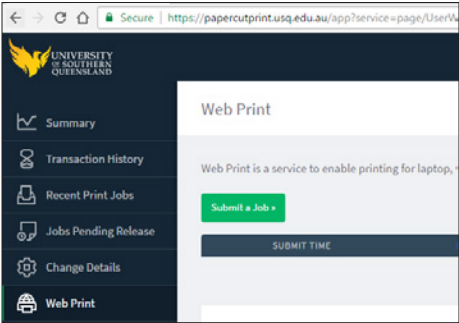
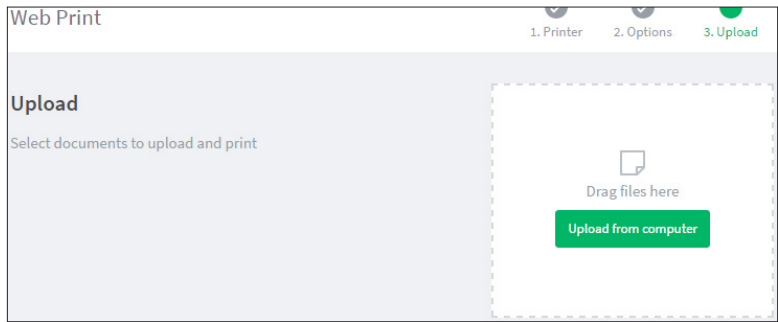**5.** Click on the campus you wish to print at

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 sticker on the printer

OR

Tap 'ID Number' and type in your 10 digit student ID
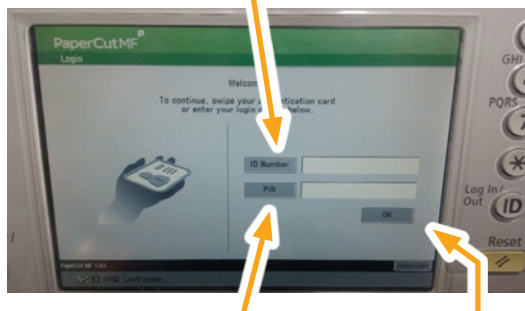
2. Tap 'PIN' and type in your PIN then tap 'OK'.

3. Tap 'OK' to login.

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

Tap Print All   *OR*   Tap an individual print job then tap Print
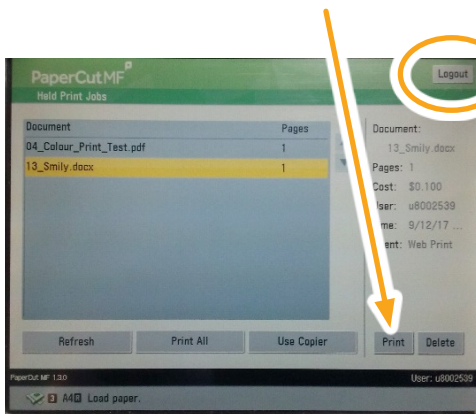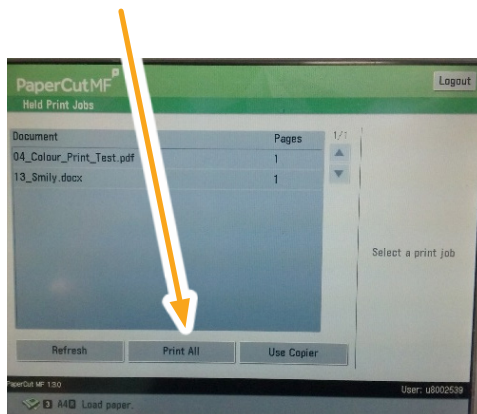
**5.** Remember to tap 'Logout' when you are finished.

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 Omnia Books & Beyond.

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

2. Log in with your UConnect credentials.
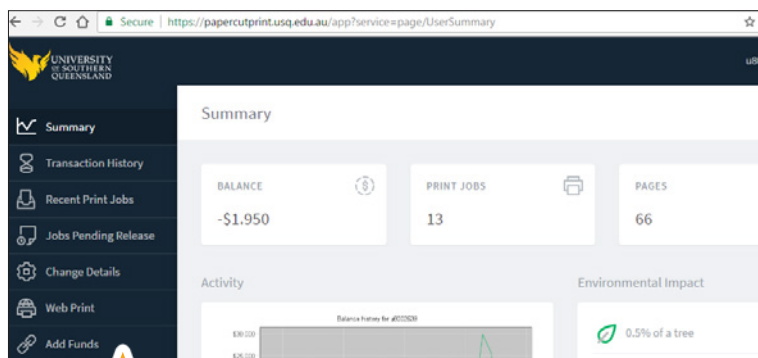
3. Select 'Add Funds'

4. Choose how much credit you would like to add
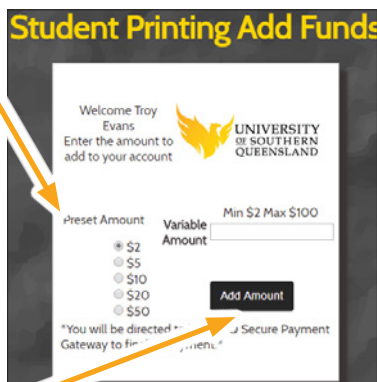
5. Click Add Amount

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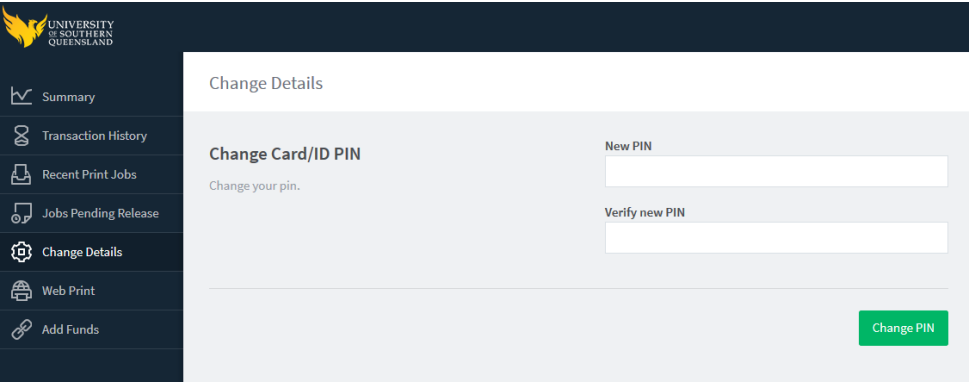
If you require assistance with this process or continue to have problems please contact
Ellipsis Media Print Kiosk (Print.Kiosk@usq.edu.au).

Location of Printers/Copiers

Toowoomba
R Block Hub R114A
Library R Block Level 3
Engineering Z Block Level 3
CISER T Annexe TA110

Springfield
Library A Block Level 1
24Hr Computer Lab A106
Phoenix Central B Block B157

Ipswich
Library H Block Level 2
Computer Room I Block I207

Stanthorpe
Classroom E4 E Block

For more help:

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

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

Content to Print

Add a [file] for printing

☐ Files are confidential — delete after production

Order Details

Job Title [   ]

Copyright

Copyright Warning

Use of print material must comply with Copyright Law and licence arrangements. Your material must fall into one of the following categories:

○ I own the copyright in this item.

○ Copyright in this material is owned by the University of Southern Queensland.

○ Written permission has been obtained to copy this material (copy of permission to be attached below).

○ This material is from an online journal database which allows copying by the University of Southern Queensland under the terms of the database licence (See Licence summaries at - Licence_Summaries_for_Electronic_Resources).

○ This material complies with the terms of Part VB of the Australian Copyright Act (which includes no more than 10% of the total number of pages or one chapter of a book, 10% of the total number of words of an electronic resource, one article per issue of a hardcopy journal or newspaper).

This job cannot proceed if the use falls outside of these categories. For more information, contact the Copyright Officer on 4631 2682 or copyright@usq.edu.au.

5. Choose next and complete your print options

Choose the options you want for your order.

|	
Copies	1
Page Size	A4 ▼
Page Weight	80 gsm ▼
Printing	Black & White ▼
	Double sided ▼
Pages Per Sheet	1-up ▼

☐ Make a booklet? (saddle stitching)

Stapling | None | Top left | Two staples on long edge

Binding | None | Coil bound | Book bound

☐ Add a clear plastic front?

☐ Include front cover?

☐ Include back cover?

☐ Hole punch your document?

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

7. Continue to check out.

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.

8. Then "Place Order"

Ellipsis Media Print Kiosk

📞 **(07) 4631 2433**
(between the hours of 9am–3pm weekdays)

@ **student.printing@usq.edu.au**

W **usq.edu.au/student-printing**