



# A Guide to USQ Student Printing

Papercut Print & Print Express  
**[usq.edu.au/student-printing](https://usq.edu.au/student-printing)**

Take full control of your printing needs



# What is Papercut Print & Print Express

[usq.edu.au/student-printing](http://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](mailto: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.	<a href="mailto:twbprintbwsingle@usq.edu.au">twbprintbwsingle@usq.edu.au</a>
Black and White, Double Sided.	<a href="mailto:twbprintbwdouble@usq.edu.au">twbprintbwdouble@usq.edu.au</a>
Colour, Single Sided.	<a href="mailto:twbprintcoloursingle@usq.edu.au">twbprintcoloursingle@usq.edu.au</a>
Colour, Double Sided.	<a href="mailto:twbprintcolouredouble@usq.edu.au">twbprintcolouredouble@usq.edu.au</a>

#### Springfield

Black and White, Single Sided.	<a href="mailto:sfprintbwsingle@usq.edu.au">sfprintbwsingle@usq.edu.au</a>
Black and White, Double Sided.	<a href="mailto:sfprintbwdouble@usq.edu.au">sfprintbwdouble@usq.edu.au</a>
Colour, Single Sided.	<a href="mailto:sfprintcoloursingle@usq.edu.au">sfprintcoloursingle@usq.edu.au</a>
Colour, Double Sided.	<a href="mailto:sfprintcolouredouble@usq.edu.au">sfprintcolouredouble@usq.edu.au</a>

#### Ipswich

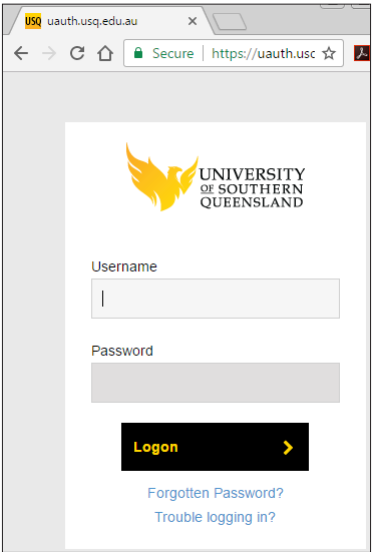
Black and White, Single Sided.	<a href="mailto:ipprintbwsingle@usq.edu.au">ipprintbwsingle@usq.edu.au</a>
Black and White, Double Sided.	<a href="mailto:ipprintbwdouble@usq.edu.au">ipprintbwdouble@usq.edu.au</a>
Colour, Single Sided.	<a href="mailto:ipprintcoloursingle@usq.edu.au">ipprintcoloursingle@usq.edu.au</a>
Colour, Double Sided.	<a href="mailto:ipprintcolouredouble@usq.edu.au">ipprintcolouredouble@usq.edu.au</a>

#### Stanthorpe

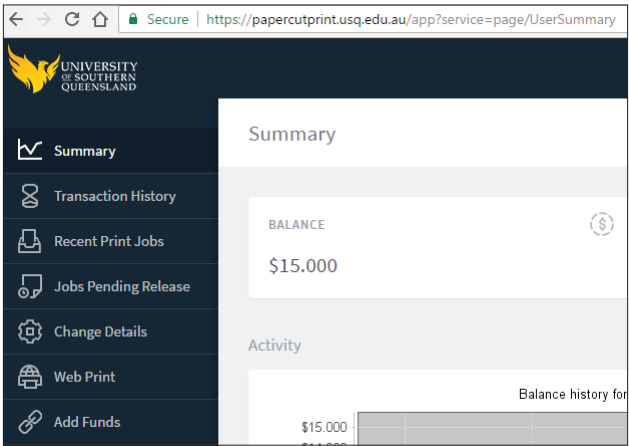
Black and White, Single Sided.	<a href="mailto:stprintbwsingle@usq.edu.au">stprintbwsingle@usq.edu.au</a>
Black and White, Double Sided.	<a href="mailto:stprintbwdouble@usq.edu.au">stprintbwdouble@usq.edu.au</a>
Colour, Single Sided.	Currently Unavailable
Colour, Double Sided.	Currently Unavailable

# WEB SUBMIT

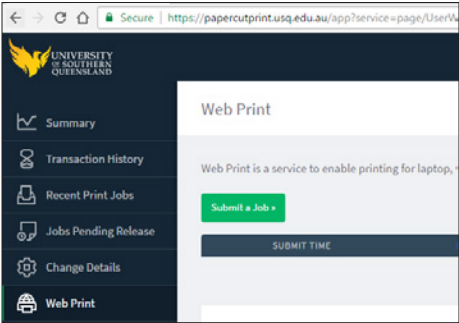
- 1. Go to **www.usq.edu.au/student-printing** and select Papercut Print.  
*OR* go directly to **https://papercutprint.usq.edu.au**
- 2. Login using your UConnect credentials.



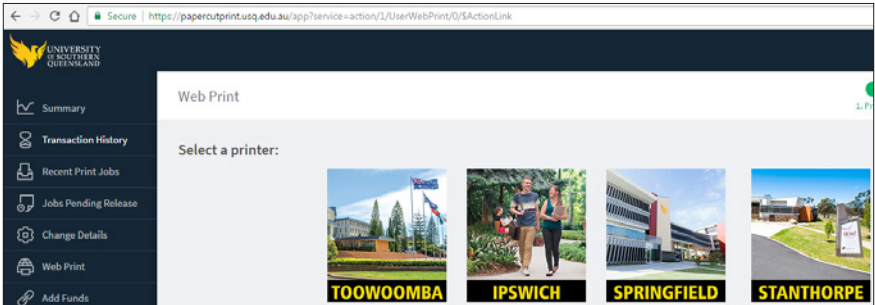
- 3. Click on Web Print



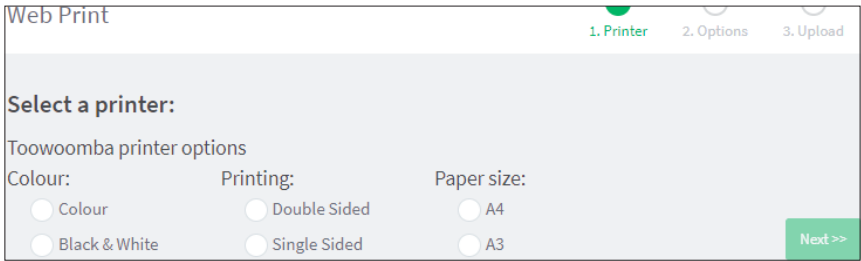
4. Click: Submit a Job >>



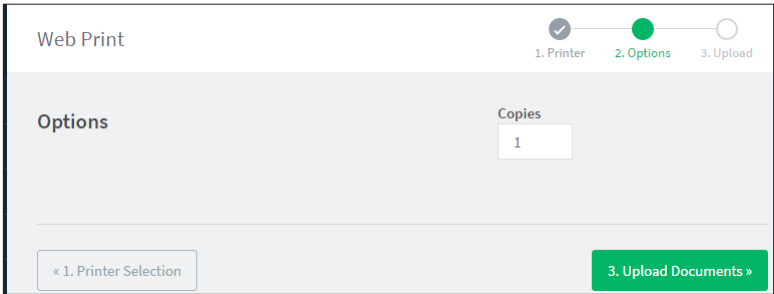
5. Click on the campus you wish to print at



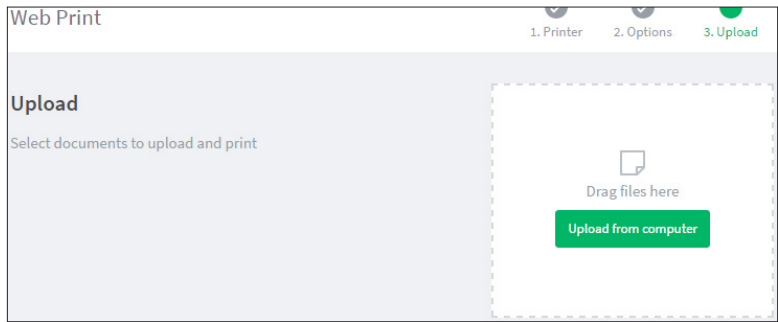
6. Click on your Printer type



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.

Web Print					
Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.					
<a href="#">Submit a Job</a>					
SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Sep 18, 2017 12:39:29 PM	printq-prd-41(Twbl_WebPrint_B&W_DoubleSided	BW_single.docx			Submitting: Queued in position 1.
Sep 18, 2017 12:39:29 PM	printq-prd-41(Twbl_WebPrint_B&W_DoubleSided	BW_single.docx			Rendering job ...
Sep 18, 2017 12:39:29 PM	printq-prd-41(Twbl_WebPrint_B&W_DoubleSided	BW_Double.pptx			Rendering job ...
Sep 18, 2017 12:39:29 PM	printq-prd-41(Twbl_WebPrint_B&W_DoubleSided	Colour_Double.pptx	17	\$1.300	Held in a queue
Sep 18, 2017 12:39:29 PM	printq-prd-41(Twbl_WebPrint_B&W_DoubleSided	Colour_Single.pdf	1	\$0.100	Held in a queue

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,

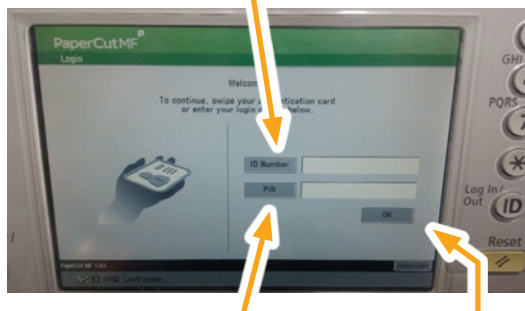
Picture Files: JPG, TIF,GIF and PNG.

# 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'

## EXAMPLE:

Student number: w1234567

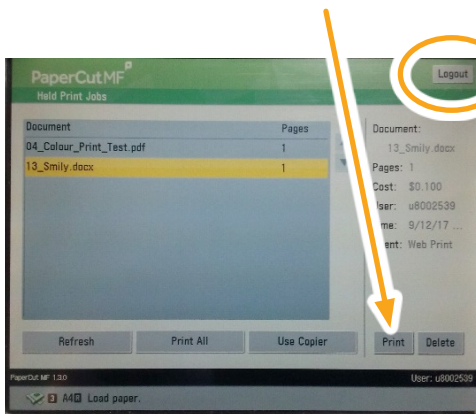
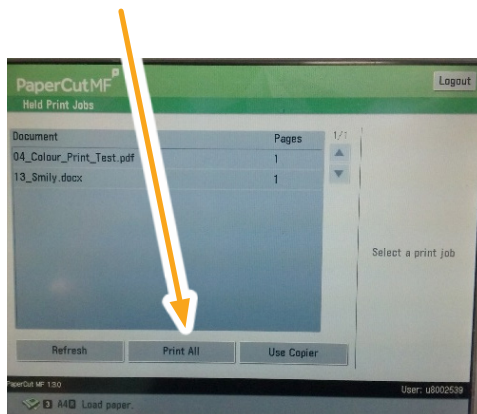
10 digit student number: 0051234567

- 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

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

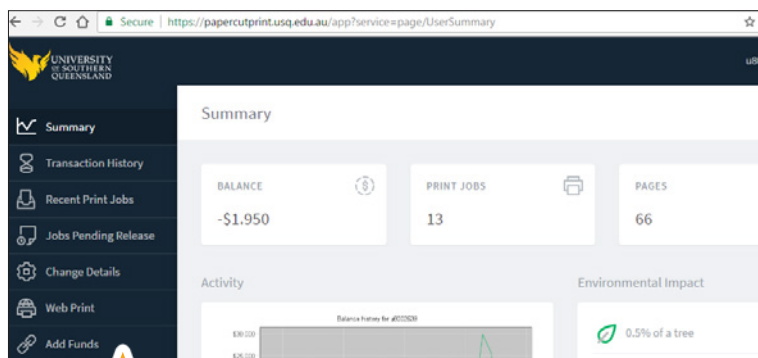
All students who are currently enrolled will be allocated \$50 into their Gift Account at the beginning of each semester.

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.

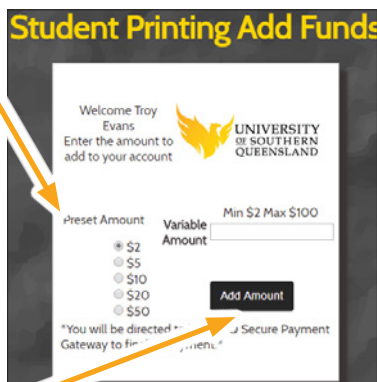
1. Visit <https://papercutprint.usq.edu.au>

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



Online payment & registration

USQ Home | Contact us

Payment Home

Pay Invoice

My Account

Staff Sign in


University of Southern Queensland

Donations, Sales and Payments TEST

System Integration

USQ Web Payments Selections

This is a list of your payment selections. To proceed, please select Process Payment.



PaperCut

Remove

Quantity

1

Item: Amount

\$2.00

Total

\$2.00


Grand Total

\$2.00

Process Payment

Cancel

7. Select your Payment Method



Online payment & registration

USQ Home | Contact us

Payment Home

Pay Invoice

My Account

Staff Sign in


University of Southern Queensland


Donations, Sales and Payments TEST

System Integration


Payment Method

This is a list of different ways you can pay for your selections. To proceed, please select one of the following methods:

 Log in to your account to include this transaction in your payment history




My Account  
Log in to use stored Card



Visa or Mastercard  
Pay using your card without creating an account

8. Enter your credit card details



Online payment & registration

Payment Card Details

To proceed with this payment, enter your card details and click **Pay Now** or select a different payment method.

Number

GI190375

Amount

\$2.00

Fee

\$0.00

Email

troy.evans@usq.edu.au

Cardholder Name

Card Number


Expiry Date

/

Security Code (CVV)

[What's this?](#)

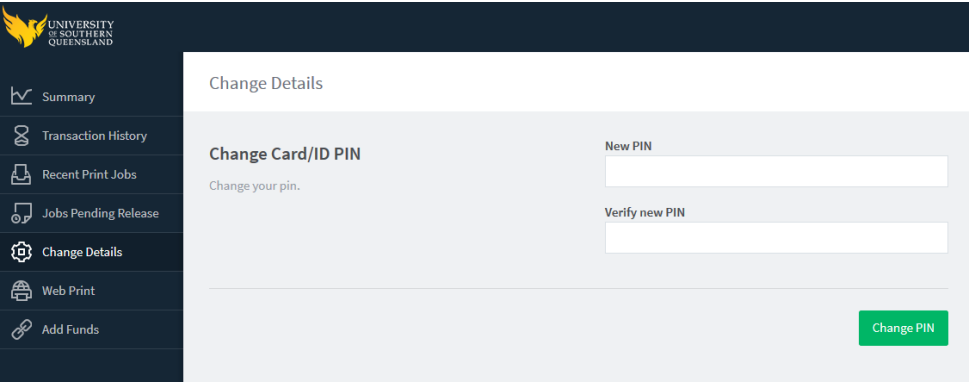
Amount Payable \$2.00

**Pay Now** 

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](mailto: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](https://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](http://www.usq.edu.au/student-printing)**

2. Choose "Access Print Express"

their printing order. At the end of Semester 3 each year any unused subsidy/credit is returned to the Student Amenities Fee Fund.

### What is Papercut Print and Print Express?

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.


[Access Papercut Print >](#)

Print Express is available to order additional study material, print from the study desk or print your own file.

[Access Print Express >](#)

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


**PrinterFace**



UNIVERSITY  
OF SOUTHERN  
QUEENSLAND

Home

## Welcome to the new look USQ PrinterFace



**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](mailto: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”

Verify that the details you have specified and the PDF you are about to send are correct.

 This is the document to be printed. Please view it to make sure that everything is correct.  
[Click here to view your PDF proof](#)

Please check the summary below and if any details are incorrect then click the Previous button and correct them before continuing

**Job Specification #8 - A4 USQ Ruled Pads.pdf**

Client

Name: Sue Hilda  
Owner Email: Sue.Hilda@usq.edu.au  
Phone Number: 08 1 4601 2070  
Contact Email: Sue.Hilda@usq.edu.au

Requirements

Number of Copies: 10

Copyright

I own the copyright in this item.

Cost: \$0.69 ex GST.

Item #1 - A4 USQ Ruled Pads.pdf (Document) \$0.07 ex GST in total per copy

Document Contents

PDF Proof: MergedSources.pdf  
Generated from source document:  
[A4 USQ Ruled Pads.pdf](#) (one page)

7. Continue to check out.

Enter the contact details for your order

Customer

Enter the delivery details for your order

Delivery Method

Pickup Location

Located in Building O3, Toowoomba Campus.  
Hours: Monday to Friday 8:00am - 5:00pm.

Recipient

Choose a payment method

Billing Method

Order

Create Print Job: A4 USQ Ruled Pads.pdf

\$0.69

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**



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