Printing Services

The Faculty of Engineering and Applied Science offers printing services in this room.

What does it cost?

The cost per page is 10¢. If you duplex (which is the default setting) the cost is 9¢/side. This covers the paper, toner, printer, and support required to provide this service.

All students in the Faculty are given a $5 quota at the start of each term. That means your first 50 pages (55 sides if you duplex) are free.

How do I see my remaining balance?

If you are using one of the virtual desktops your balance will appear as soon as you log in - it's in the PaperCut client software running on these machines.

From anywhere you can go to https://print.engineering.queensu.ca - log in with your NetID and check your balance, web print documents, or apply top-up cards to your account.

How do I print from my own laptop?

See the Web Print instructions on the accompanying sheet.

How do I get a top-up card?

If you want to increase the balance in your print account, purchase $5 top-up cards at

- Faculty Student Services (Beamish-Munro Hall, 3rd floor), Cash/Debit/Credit
- or the MME Department Office (McLaughlin), **cash only**

Once you have the card(s), log in to https://print.engineering.queensu.ca and select "Top-Up Card". Type in the number on the card(s) you purchased and your balance will be increased immediately.

What if the printer runs out of paper?

The printer holds 1,000 sheets of paper, which should be enough to get through even a busy weekend. But if for some reason the paper runs out, call (613) 533-2442 or email help@appsci.queensu.ca.

What if there is a paper jam?

Please let Faculty technical staff know using the phone or email above and they will fix the problem. In the meantime, there are identical printers in the ILC plaza labs (2nd and 3rd floors) that you can use.