

Printing from Your Computer

Web Print

To print, you will require money in your print account. This can be done by visiting reception.

1

In the address bar of your preferred web browser type in "print.questu.ca". This will take you to the PaperCut website which quest uses for student printing.

2

Use your Quest appointed username and password to sign in to your printing account. The username is **not** your Quest email.

PaperCut[®] MF 18.1

quest username, not email.

Username

Password

Quest assigned Language

Log in

3

The "summary" page will tell you how much money is available in your printing account. To print a document, click on "Web Print".

PaperCutMF[®]

Summary

BALANCE The amount of printing money left on your account.

\$10.06

Activity

[Click here to upload a document to print.](#) Balance history for [redacted]

\$10.00		
\$9.00		

Please see reverse for more instructions.

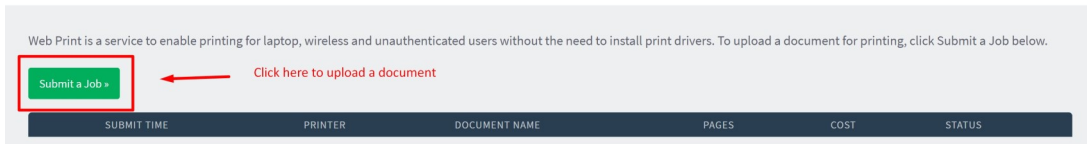
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4

Click on "submit a job". Current jobs will also be shown on this page.

Web Print

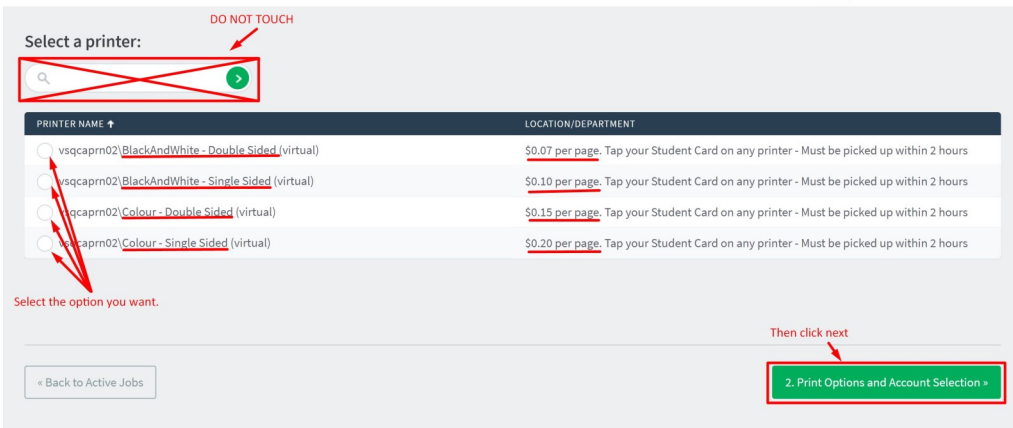


5

Select the type of printing you want: double or single sided, and colour or black & white.

Web Print

1. Printer 2. Options 3. Upload

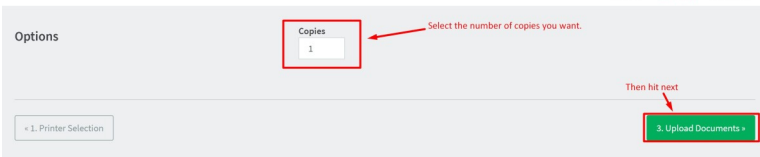


6

Enter the amount of copies you require.

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1. Printer 2. Options 3. Upload

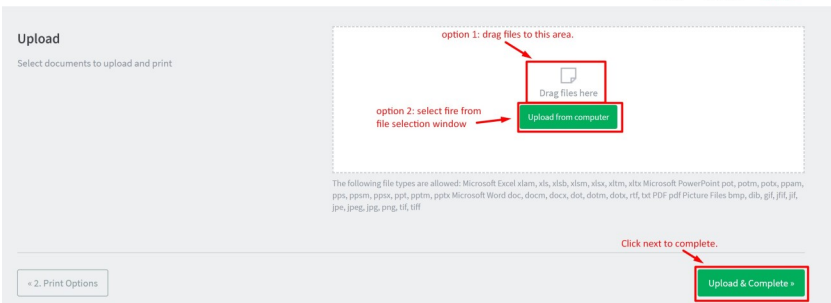


7

Either drag and drop files from your computer or use the file selector to choose the document(s) you wish to print and then choose Upload & Complete. Tap your card on the reader at any networked printer on campus to print.

Web Print

1. Printer 2. Options 3. Upload



If you require additional support, Quest Library Staff will be happy to assist you.