

Printing

ROISIN

You can print from any of the student computing areas or from a wireless laptop. But first you'll need to add money to your Smart Card – that's your student card.

To get the best value for money, do this through Queen's Online using a credit or debit card.

DANIEL

If you don't have a credit or debit card, you can use the cash upload machine in the print room but you won't get as many pages for your money.

If there's a queue at the nearest multi-functional device, you can go to another MFD in the building to print your documents. Luckily for me, there's no queue!

ROISIN

When you send a document to the MFD, it doesn't print straight away but is held in a queue for up to three hours, even after you've logged out of the computer.

When you're ready to collect your printouts, just put your Smartcard into the reader and select which documents you want to print. If you have added money to your card through Queen's Online, a message will show the card being updated.

As well as printing, from a MFD, you can photocopy or scan to email.