

Printing prices and adding credit

Add Print Credit from a TAFE Queensland Computer

1. Log onto a TAFE Queensland computer in the library or classroom and click on the desktop shortcut [TQ Papercut Portal]



2. Log on using your student number and network password and click the [Add Credit button]




3. You will be redirected to the secure payment gateway.

Re-enter your network password and check the reCAPTCHA box [I'm not a robot]

Password Verification

For security reason please re-enter your password

☐ I'm not a robot 

4. Select your **top-up** amount: \$5, \$10 or \$20

5. Enter your personal details (to match with your banking details)

6. Enter your debit/credit card details

7. Your payment success will be confirmed along with the new Papercut account balance.

Add Print Credit on a personal device

If your credit balance falls below \$3 our system will send an email to your TAFE Queensland email.

A link will be included which will allow you to top up your print from your personal device

This process will follow the same process as from a TAFE Queensland computer starting from Step 3.

Black and White

Paper size	A4	A3
Single sided	10 Cents	20 Cents
Double sided	17 Cents	34 Cents

Full colour

Paper size	A4	A3
Single sided	39 Cents	78 Cents
Double sided	75 Cents	\$1.50



If you need more support, scan the QR code or visit our website at tafeqld.edu.au/technical-support

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