جامعة قطر
QATAR UNIVERSITY

شؤون الطلاب
STUDENT AFFAIRS

قسم الخدمات المساعدة للطلاب
Student Auxiliary Services Section

How to Connect to Canon Printer for Student printing?

To Install : You can install the printer drivers manually by following these steps.

- On the QU computer click on the start menu
- Type \\print.qu.edu.qa\QUPrintST and press ENTER
- the screen will start installing the application, (please note that it might look like the computer

  is doing nothing, and it might take long time to finish download don't worry just be patient it is

  working in the background)
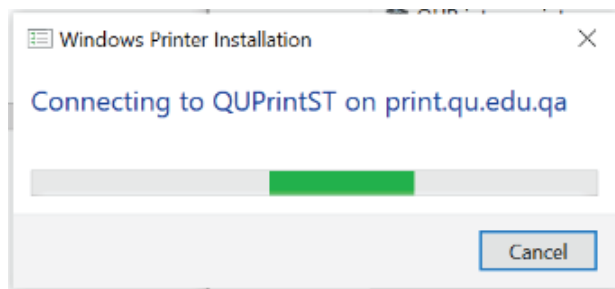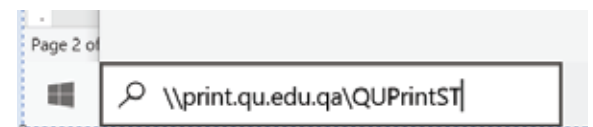
- Once the installation is done, the printer will be added to your computer, under the name of

  QUPrintST on Print while the old Ricoh printer was called QUPrintST on MYprint.

To Print on the Canon Printer:

when you click on the print command from any application, please make sure you select the QUPrintST on print
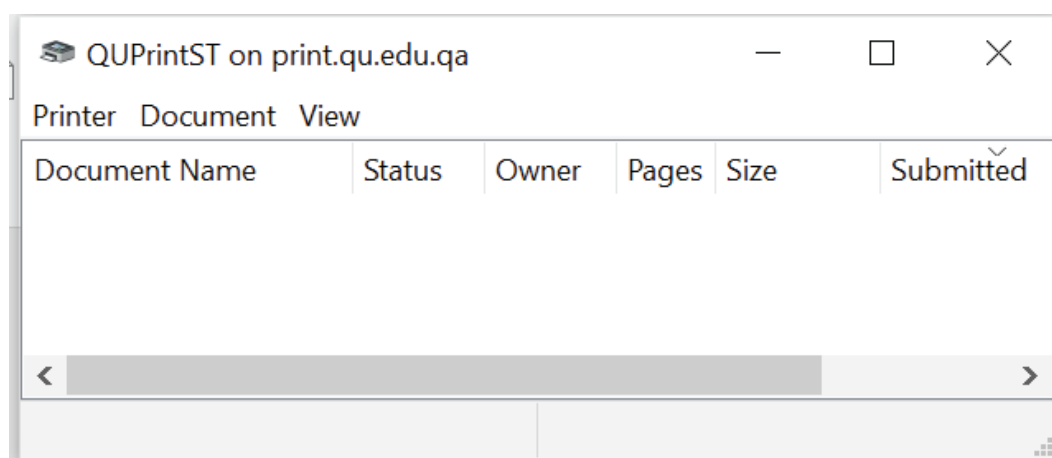
Disclaimer: Dear Student, kindly avoid double-sided printing or copying if the file contains pages of different sizes or a combination of color and black-and-white, to prevent some technical issues for the printer in calculating the fees correctly.

To Login:

When presented with login screen, tap your **Qatar University ID** card at the card reader.
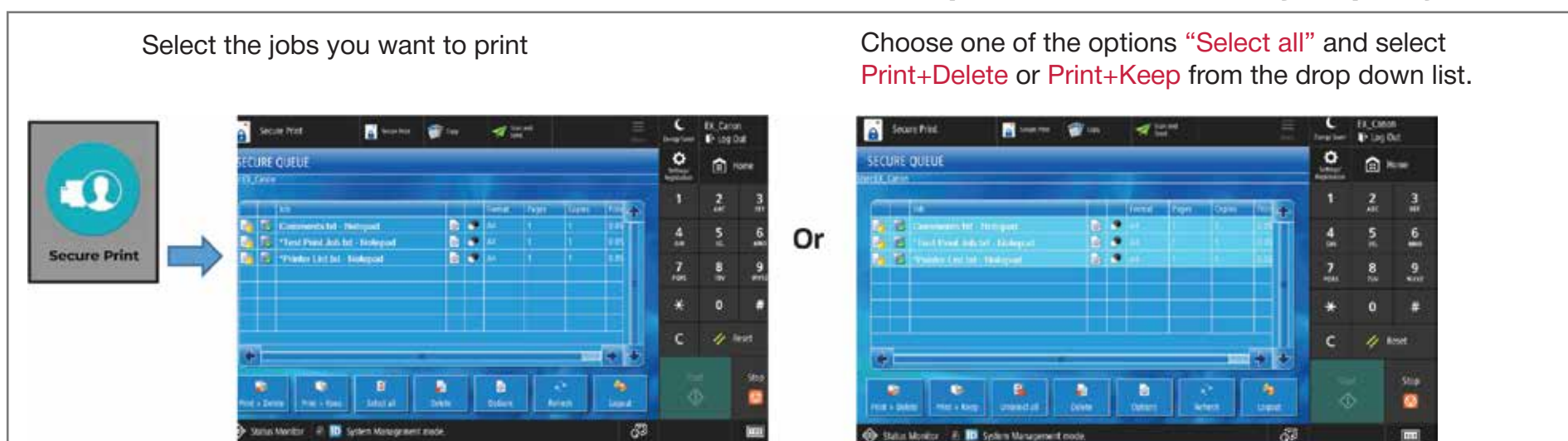You will be presented with your **Home Screen**

To Copy:

Quick Copy

ID Copy Card

To Release Print Jobs:

From the Home Screen select the **Secure Print** service. You will be presented with a list of your print jobs.

Select the jobs you want to print

Choose one of the options "Select all" and select Print+Delete or Print+Keep from the drop down list.

Or

Please tap your Qatar University ID card at the card reader to LOGOUT

Important Disclaimer

Please make sure to select the "Print + Keep" option on the printer before starting the printing process. This ensures that you can resume printing on another printer in case the paper runs out, while keeping track of the number of remaining pages in the file.

If any issue occurs during printing (such as a paper jam or an unexpected technical problem), please cancel the print job immediately to avoid being fully charged, and use another printer instead.

Email Printing

Accessible Printing from your smart devices

Send the documents you wish to print from your university email to:

qump@qu.edu.qa

To access your submitted files, select:

Secure Print

The first option will display the email body, followed by any attachments