

TCDPrint

Need to Print? It couldn't be easier with Datapac's printing service!

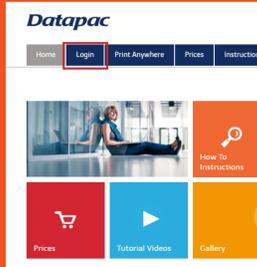


For more details visit www.tcdprint.ie/print-from-device/ or scan the QR code

GETTING STARTED

STEP 1

Visit www.tcdprint.ie and click on the login menu.



STEP 2

Enter your College ID/ Guest ID and print account PIN and click Login

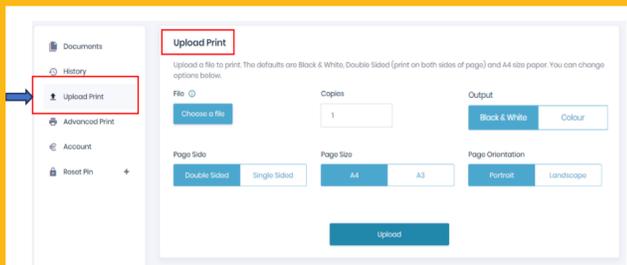


TAB 1 - UPLOAD PRINT

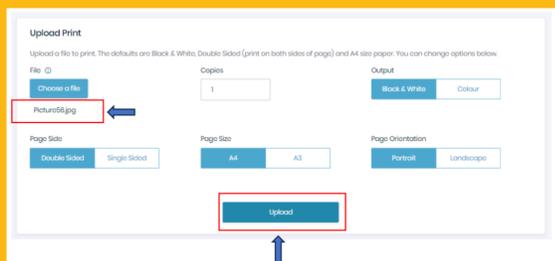
Use this option to upload and print a file from your laptop or mobile device. Supported file types: PDF, DOC, DOCX, PS, GIF, JPEG

For all other formats use the "Advanced Print" option

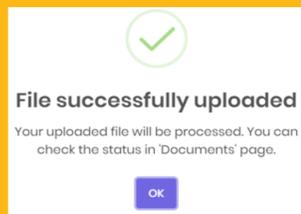
STEP 1 Click on "Upload Print" in the application menu



STEP 2 Select your printing options and click "Upload"

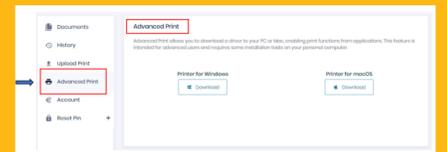


STEP 3 See dialogue confirming that file upload is in progress

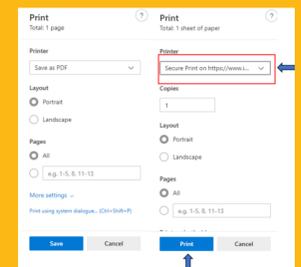


TAB 2 - ADVANCED PRINT

STEP 1 Click on "Advanced Print" option and click "Download". Locate "Remote Printer" in your browser's download section and click "install" and "finish" once prompted



STEP 2 In the document you want to print, click "Print" and change the printer to the above installed Remote Printer, adjust print settings as needed, and complete the print

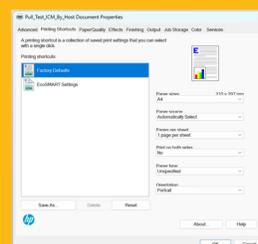


PRINTING OPTIONS

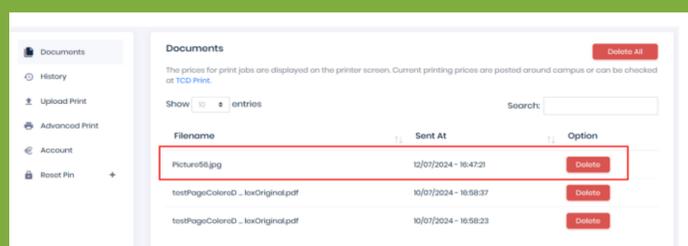
RELATED INFORMATION

Printing is available in black & white, colour (charged at colour rates), double-sided, and A3. Print settings can be changed by selecting the **Print Preferences** menu.

To print in black & white only, click the "colour" tab and tick the "greyscale" option.



The "Documents" tab shows you all the pending documents in your print queue. These documents will stay in your queue for **24 hours**. If not collected within this time they will **auto-delete**.



GETTING HELP

Additional information can be found on the Datapac help page at:

www.tcdprint.ie/need-help



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Datapac