

# TCD Print Anywhere

The TCD Print Anywhere service allows students and anyone with a guest print account to print to the Datapac devices around Trinity from their own laptop or mobile device.

To get started, follow the simple guidelines below.

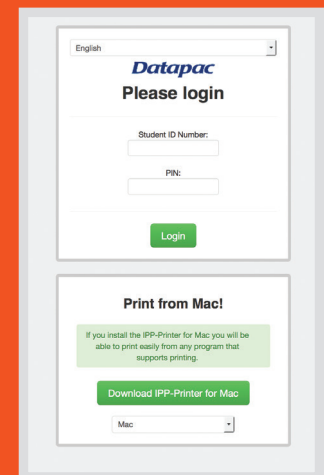
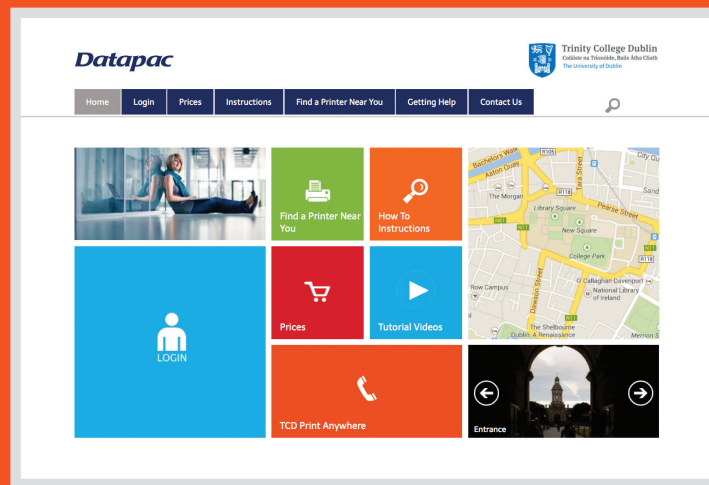
## GETTING STARTED

### STEP 1

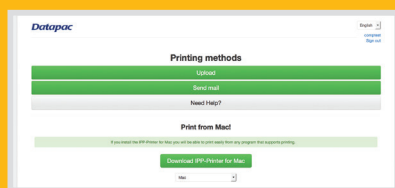
Visit [www.tcdprint.ie](http://www.tcdprint.ie) and click the TCD Print Anywhere panel towards the bottom of the screen

### STEP 2

Enter your **College ID** or **Guest ID** number and your print account **PIN** and click **Login**



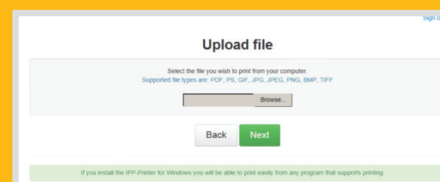
## OPTION 1 – PRINT FROM YOUR WINDOWS OR MAC LAPTOP



This option is specifically to enable you to print directly from all applications such as **Microsoft Office** and to allow you select options such as black & white printing, double sided, A3, color.

It requires you to, as a once-off step, install 'print drivers' by selecting the link 'Download IPP-Printer for Windows (or Mac)'

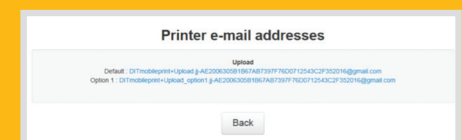
## OPTION 2 – UPLOAD YOUR FILE TO PRINT



Use this option to upload and print a file from your laptop or mobile device.

Supported file types are **PDF, PS, GIF, JPEG, PNG, BMP, TIFF.**

## OPTION 3 – EMAIL YOUR DOCUMENT TO YOUR PRINT ACCOUNT



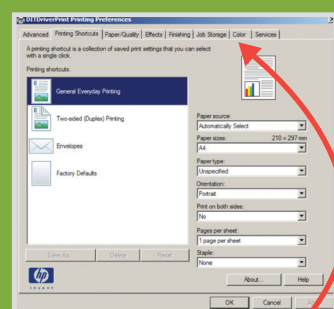
The ideal option if you're on the go with your **phone** or **tablet**.

Email your document to your print account using a unique email address.

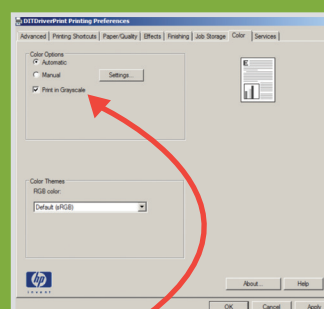
This address can be added to your contacts so that you can easily re-use it.

## RELATED INFORMATION (FOR OPTION 1)

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, tick the 'grey scale' option. See illustrations to the right.



Click the colour tab.



Click print in Grayscale. This will ensure your job is submitted in black & white.

## GETTING HELP

Additional Information can be found on the Datapac help pages at

[www.tcdprint.ie/need-help](http://www.tcdprint.ie/need-help)



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

# Datapac