

TCDPrint

Need to Print, Copy or Scan?
It couldn't be easier with Datapac's printing service

Technical Support



helpdesk@tcdprint.ie



087 7380498

10am – 1pm & 2pm – 4pm, Monday to Friday



Visit the Datapac Technician

Room 0.03, Áras An Phiarsaigh Foyer (outside IT Service Desk)

Monday to Friday 10am – 12pm

Berkeley Basement, Berkeley Library

Monday to Friday 12.15pm – 1pm & 2pm – 4pm

www.tcdprint.ie



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

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PRINTING, SCANNING & PHOTO COPYING

Datapac provides the printing, scanning and photocopying facilities in the College Library and computer rooms.

There are multifunction devices (MFDs) and Fund Shuffle Kiosks in the College Library and College computer rooms throughout campus, and in Tallaght, St. James's and D'Olier Street.

The Datapac service is managed jointly by IT Services and the Library.

CREDITING YOUR ACCOUNT

You must add credit to your Datapac account before you can use the print/scan/copy services. Credit can be added to your account using one of the TCard Fund Shuffle Kiosks located around campus. You can credit your account using cash at one of the cash loaders which are situated in the Arts Building and the Hamilton Concourse or you can credit your account using a credit/debit card at one of the Fundshuffle kiosks located below.

KIOSK LOCATIONS:

1. Arts Concourse (Arts Building)
2. 1937 Reading room
3. Berkeley Library – Orientation space
4. Berkeley Library – Basement
5. Hamilton Building – Labs
6. Hamilton Library – Print Room 1
7. School of Nursing – D'Olier Street
8. Stearne Library – St James' Hospital
9. Tallaght Hospital Computer room

TO USE THE FUND SHUFFLE KIOSK:

1. Insert your TCard into the TCard reader
2. Select "Top Up Printing Account Using TCard"
3. Enter the amount you wish to shuffle to your print account
4. Confirm the amount
5. Your updated print balance will appear on the screen.

Please note: Once credit is shuffled to your Datapac print account it cannot be shuffled back to your TCard account, as a result refunds cannot be processed.



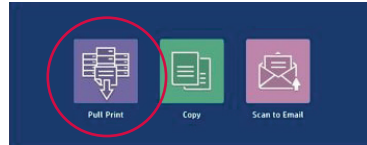
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PRINTING INSTRUCTIONS

1. When you wish to print from the computer you are using, open the relevant file for printing and select **File - Print**.
2. Select the print 'queue' you wish to print to, depending on whether you wish to print in black and white or in colour.
3. After sending your print job into the print 'queue' you can then go to any Datapac MFD
4. At any Datapac MFD touch your college ID on the card reader.
5. Select "Pull Print" on the touchscreen and select the job you wish to print

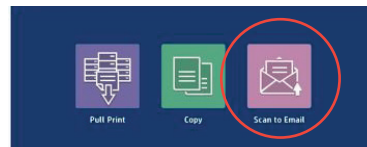
Follow the options on-screen to print the desired print job. You are only charged for a print job once it has physically printed. If you don't print a job within 24 hours of first submitting it, then it is dropped from the system and you need to start again.



Please Note: If the nearest MFD is unavailable, or should you wish to print at a later point in time, you can carry out these steps from any available MFD

SCANNING INSTRUCTIONS

1. At any Datapac MFD tap your college ID card on the card reader
2. Touch "Scan to Email" on the touch screen
3. Follow the options on screen to have a scan sent to your email address



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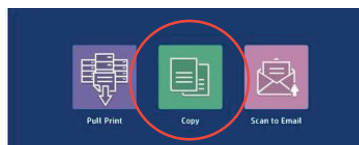
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PHOTOCOPYING INSTRUCTIONS

1. At any Datapac MFD tap your college ID Card on the card reader
2. Select “copy” on the touch screen
3. Follow the options on screen to start photocopying:
 - You can select if you want Black & White or Colour output
 - You can select to copy to single-sided or duplex output
 - You can reduce the size of the original document, for example to fit an open book onto an A4 page

Using the sheet feeder

When photocopying or scanning large numbers of single sheets, you need to log into the [Datapac MFD](#) as normal, place the document for photocopying or scanning on the top feeder, face up, and press the copy button.



PRICES (per page)

Scanning prices: **3c per page**

Printing and photocopying prices:

A4 black & white single-sided:	5c
A4 black & white duplex:	8c
A4 colour single-sided:	15c
A4 colour duplex:	28c
A3 black & white single-sided:	10c
A3 black & white duplex:	15c
A3 colour single-sided:	30c
A3 colour duplex:	55c

Getting Help and Frequently Asked Questions

A range of common questions are answered in our FAQ on our website at:

www.tcdprint.ie/frequently-asked-questions/

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