Welcome

Printing at Innis College is easy and affordable. As a student at the college, your TCard enables you to print documents at our library so long as you’ve got a balance on the card. Follow the steps outlined below to get started.

Please note, Innis College Printing does not print in colour, can only accommodate letter-sized pages, and will not print documents longer than 20 pages.

Downloading Your Document

Using one of the Innis Library computers, download the documents you’d like to print and open them on the desktop. Using the word processor of your choice, select the print option.

- Make sure you have selected “letter” as your page size.
- Make sure you have selected “IN-BW on 192.82.128.110” as your printer.
- If you are satisfied with your choices click the “print” button.

TIP!

TCards are your all-access pass to U of T. It’s your student ID as well as a way to purchase things on campus. To print at Innis, be sure to load TBucks onto your TCard online.
Submitting a Print Job

The screen shown to the right should appear after you’ve clicked the “print” button. For both “username” and “password” enter your UTorid. Once the print job has been sent, go to the Printer Release Station.

Printing Your Document

The Printer Release Station is located between the elevator and room 222E. Please follow these steps:

1. Tap the screen to wake up the printer
2. Swipe your TCard on the “Magstripe Reader.”
3. You will be directed to your account information. Press “OK” and you will be directed to your account’s printing line-up.
4. To select the document to be printed, tap the box to mark an “x”. Under “total” you can see the cost of the print job. Select the green “start” button when you are ready to print.
5. Finally, select the “logout” button on the bottom right corner. Otherwise, people may accidentally use your TBucks for their printing.

IMPORTANT
For both the “username” and “password” fields enter your UTorid

IMPORTANT
Make sure you are swiping correctly. The UofT logo on your card should face inward