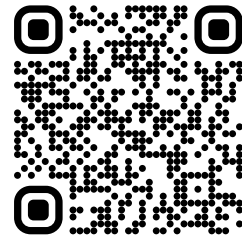


# Printing@Innis

## A How-to Guide

As a student, printing at Innis College is easy and affordable. Your TCard enables you to print documents from our library or from your laptop. Follow the three steps below to get started.

Please email [computers.innis@utoronto.ca](mailto:computers.innis@utoronto.ca) for any additional help or scan this QR code. ►




*Before you begin, please note the following: you must pre-load your TCard with TBucks, our printer does not print in colour, it can only accommodate letter-sized pages, and it will not print documents longer than 20 pages.*

## 1. Download Your Document

Using one of the Innis College 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.

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

 If you are printing wirelessly from your personal laptop, please email [computers.innis@utoronto.ca](mailto:computers.innis@utoronto.ca) for help connecting your device.

## 2. Submit Your Print Job

The screen, shown to the right, should appear after you've clicked the “print” button.

Enter your UTORid for both “username” and “password.”

Once the print job has been sent, go to the Printer Release Station.

A screenshot of a software dialog box titled "Print Job Details". It has a light blue background and a dark grey header. The dialog contains two input fields: "Username:" and "Password:". Below the fields, there is a small yellow printer icon and a link that says "Answer Settings". At the bottom right, there are two buttons: "Print" and "Cancel".

### 3. Print 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. Select the “Pharos SRH” icon on the left side of the screen.
3. Swipe your TCard on the “Magstripe Reader.”
4. You will be directed to your account information. Press “OK” and you will be directed to your account’s printing lineup.
5. Select the document to be printed by tapping the box to mark with an “x.” Under “total” you can see the cost of the print job.
6. Select the green “start” button when you are ready to print.
7. Finally, select the “logout” button in the bottom-right corner. Otherwise, people may accidentally use your TBucks for their printing.



Make sure you are swiping correctly!  
The U of T crest should face inward.



Your TCard is your all-access pass to U of T. It's both your student ID and a means to purchase things on campus, including food and print jobs at Innis College. Be sure to preload “TBucks” onto your TCard online at [tcardplus.utoronto.ca](http://tcardplus.utoronto.ca).