

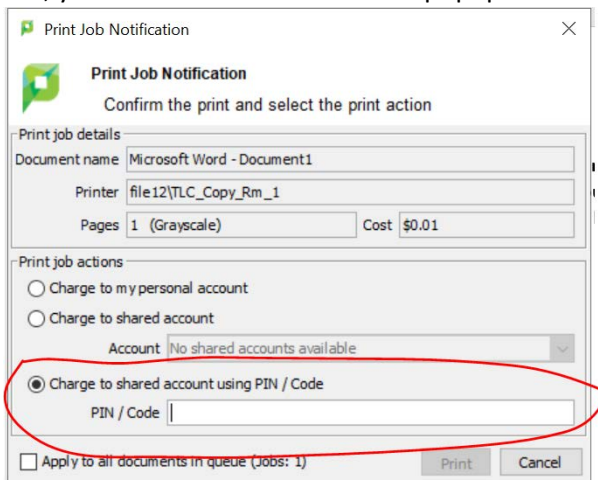
PRINTING TO COPIERS & PRINTERS AT THE TLC BUILDING:

Print jobs sent from desktop computers to one of the copiers at the TLC building will now require a department/program print code to process the job. Please follow the instructions below to enter this code.

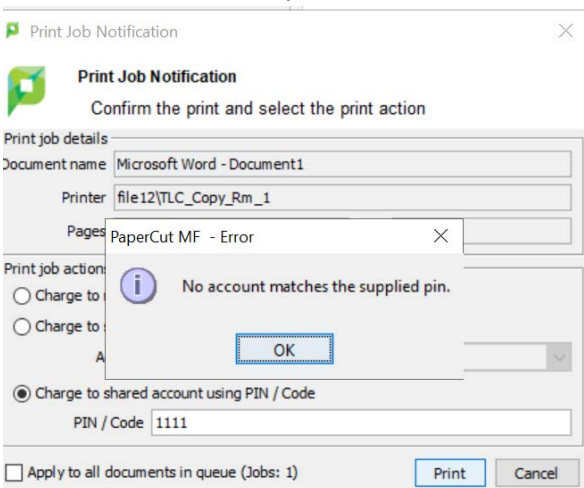
If you do not know your code, please either contact your department secretary or review the list of print codes [here](#).

Printing to the TLC Building Copy Machines:

- From your document, select **File**, and then **Print** as usual
- Choose which copier you would like to print to and click **Print**
 - Copy machine options are:
 - **TLC_Copy_Rm_1**
 - **TLC_Copy_Rm_2**
 - **TLC_Copy_Rm_Color**
 - **TLC_Mail_Rm_Color**
- Afterwards, you should be met with a new popup window:



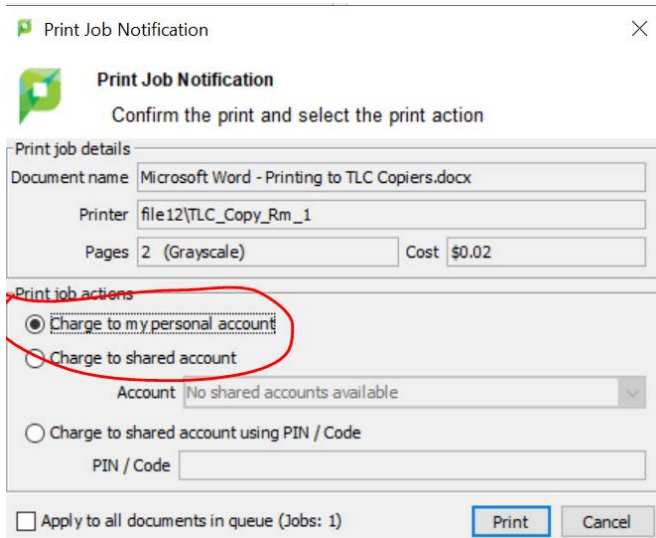
- To use a department code, select the radio button **Charge to shared account using PIN/Code**
- Enter your department code and then click **Print** at the bottom
 - If the department code is valid, your document will print
 - If the code is not valid, you will be met with the following:



- Click **OK** and then type in the correct code and click **Print**

Printing to All Other TLC Printers:

- If you are printing to any other printer in the TLC building other than copy machines, you will not need to use a PIN/code.
- The popup window will still appear when click **Print**.
- Leave the option on **Charge to my personal account** and click **Print**:



The image shows a 'Print Job Notification' dialog box. It has a title bar with a close button. Below the title bar is a green icon and the text 'Print Job Notification' and 'Confirm the print and select the print action'. The dialog is divided into two main sections: 'Print job details' and 'Print job actions'. The 'Print job details' section contains three text boxes: 'Document name' with the value 'Microsoft Word - Printing to TLC Copiers.docx', 'Printer' with the value 'file12\TLC_Copy_Rm_1', and 'Pages' with the value '2 (Grayscale)' and 'Cost' with the value '\$0.02'. The 'Print job actions' section contains three radio button options: 'Charge to my personal account' (which is selected and circled in red), 'Charge to shared account', and 'Charge to shared account using PIN / Code'. Below the 'Charge to shared account' option is a dropdown menu with the text 'No shared accounts available'. Below the 'Charge to shared account using PIN / Code' option is a text box for 'PIN / Code'. At the bottom of the dialog, there is a checkbox for 'Apply to all documents in queue (Jobs: 1)', a 'Print' button, and a 'Cancel' button.

Print Job Notification

Print Job Notification
Confirm the print and select the print action

Print job details

Document name: Microsoft Word - Printing to TLC Copiers.docx

Printer: file12\TLC_Copy_Rm_1

Pages: 2 (Grayscale) Cost: \$0.02

Print job actions

Charge to my personal account

Charge to shared account

Account: No shared accounts available

Charge to shared account using PIN / Code

PIN / Code:

Apply to all documents in queue (Jobs: 1)

Print Cancel