

**Tarrant County Defense Attorneys
Tim Curry Justice Center (TCJC)
Printing Instructions**

Tarrant County has provided eight (8) printers in the TCJC building for Defense Attorneys setup on the **TCDEFATTY** network. The eight (8) printers are located on TCJC Floors 5, 6, 7 & 8 only.

To Print:

Each printer has a unique email address associated to the printer. There are two (2) printers on each of the floors located on the North and South side of the building. Each printer name contains an “S” for Southside or an “N” for Northside of the building and floor number.

Print size is Letter 8.5” x 11”

The naming conventions for each printer are as follows:

5th Floor: Email: TCJC5N@HPEprint.com Email: TCJC5S@HPEprint.com	6th Floor: Email: TCJC6N@HPEprint.com Email: TCJC6S@HPEprint.com
7th Floor: Email: TCJC7N@HPEprint.com Email: TCJC7S@HPEprint.com	8th Floor: Email: TCJC8N@HPEprint.com Email: TCJC8S@HPEprint.com

How to Print: *Simply attach your document to an email and send to one of the email addresses listed above. That’s it... your document will be waiting for you!*

Note: Once you have printed to one of the email addresses above, the address will remain in your address list for future use.

Cannot Print:

- Check to make sure the printer is turned on, paper in the tray, no flashing error messages. Or,
- Check to make sure you are printing to the desired location. Each printer is labeled with the email address associated with that device.
- Print to another printer if you are unable to print from the location you have chosen.
- If you still cannot print, please reach out to one of the Court Coordinators to log a request for assistance with IT.