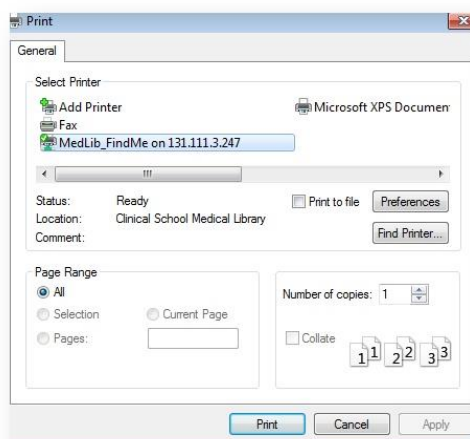


## Printing guide for DS-Print in the Medical Library

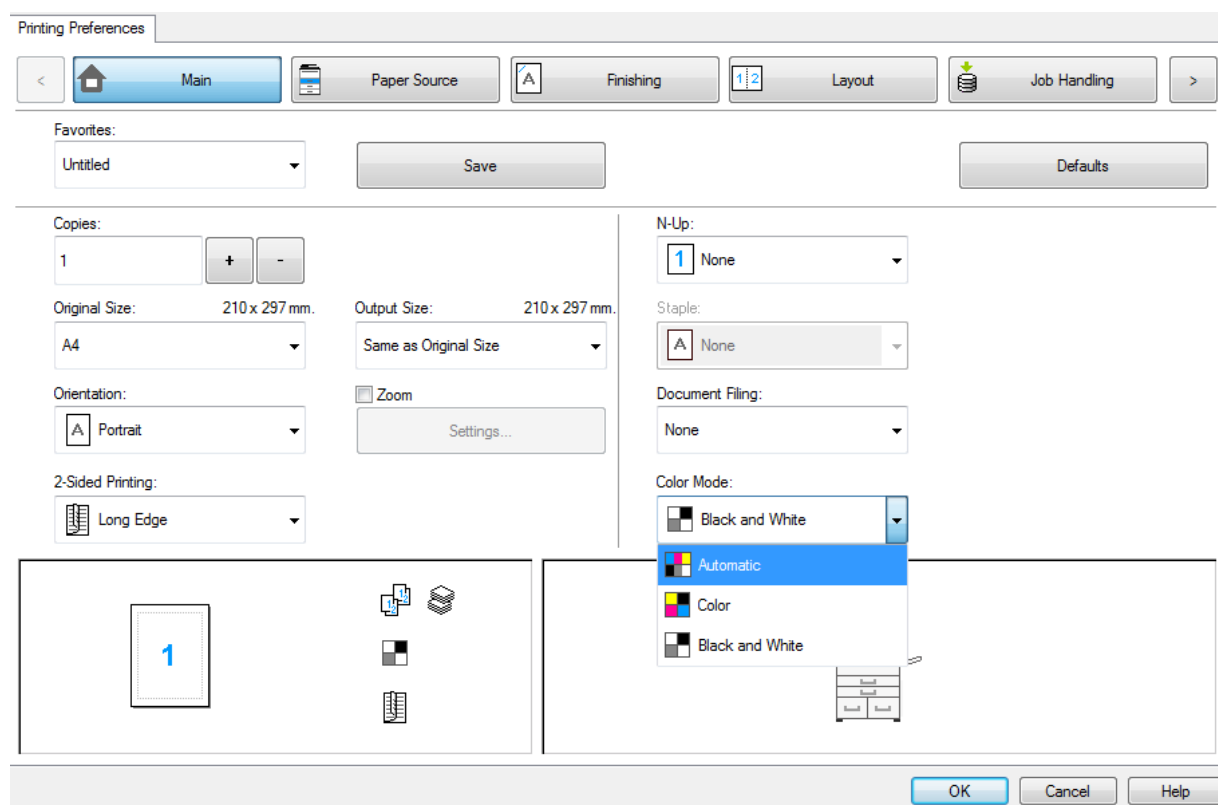
### Printing to DS-Print

### Printing from a Library or Sherwood Room Computer

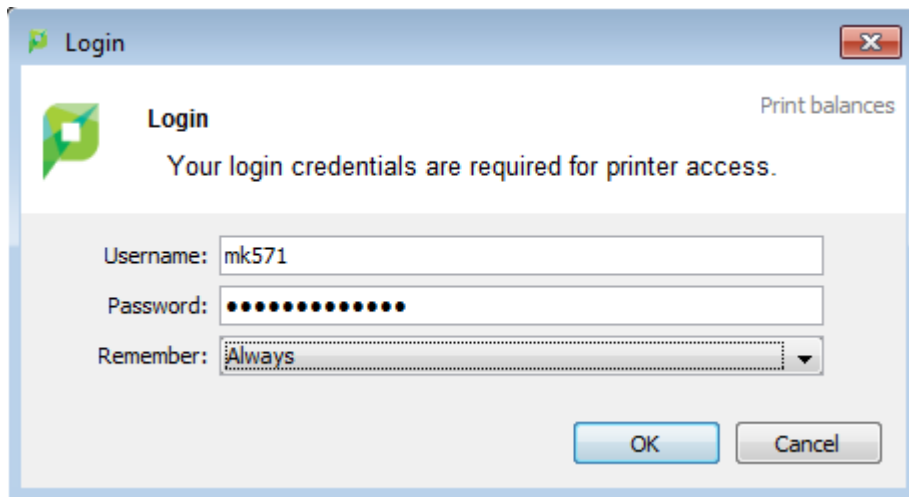
When printing, you will see a printer queue, called **MedLib\_FindMe**. Select this.



Be sure to click **Preferences** if you want to set the properties of the print job for single / double sided and colour / black and white (the default is black & white double sided).

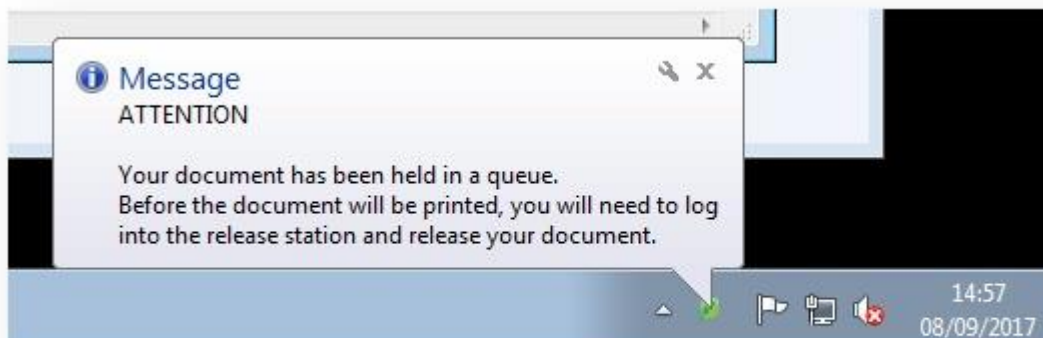


The first time you print, you will be prompted for your DS-Print credentials:



Enter these, select **Always** and click **OK**.

You will see a notification that your job has been received:



### Printing from a Personal Computer

To print from a personal computer, you will need to install the DS-Print client, and be connected to Eduroam, or UniofCam wireless.

For more details, see <https://help.uis.cam.ac.uk/devices-networks-printing/ds-print/users/HowCanIprint>

## Collecting your Print Jobs:

The Medical Library and Sherwood Room printers use a **Hold and Release** system - this means your job won't print until you log into the printer you want to use.

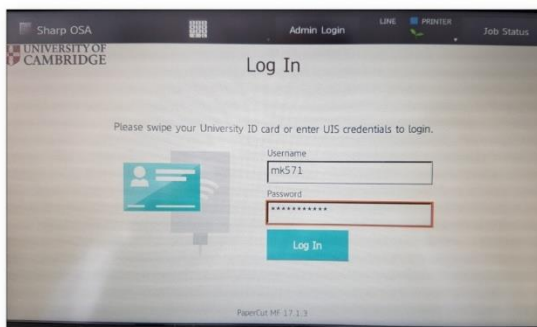
To log into the printer:

Swipe your University or Library Card against the Card Reader surface on the printer

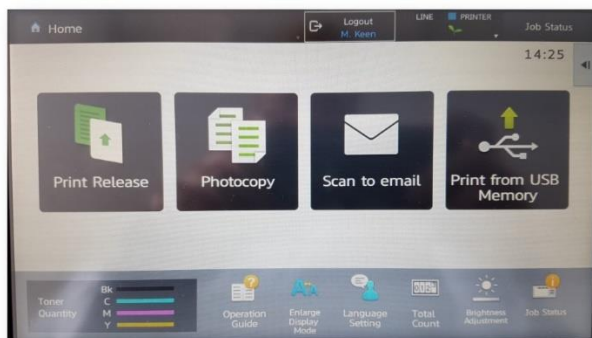


OR

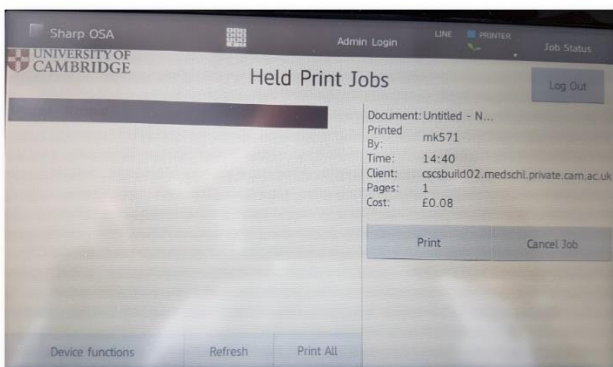
Manually entering your DS-Print username and password into the login screen:



Once you have logged in, you will see the main menu.



Select **Print Release** to see a list of print jobs you have sent to the print queue:



Here you can see the size and cost of the job, and can either **Print** or **Cancel**.