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.

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**.