The Medical Library uses DS-Print to facilitate printing, scanning and copying.

**How to get a DS-Print account**

If you have a RAVEN login you’ll already have a DS-print account.
If not, speak to library staff who will set up your account.

**How to reset your DS-Print account**

Go to [www.ds.cam.ac.uk/ml/kiosk/](http://www.ds.cam.ac.uk/ml/kiosk/) and follow the steps to reset or change your password.

**How to add credit**

Go to [www.ds.cam.ac.uk/ml/kiosk/](http://www.ds.cam.ac.uk/ml/kiosk/) and follow the steps to check your balance and add credit. Or, speak to library staff if you prefer to pay cash.

NB – VAT will be charged on all transactions except for University of Cambridge students – eg if you want £1 credit the online payment system will charge £1.20.

**How much does printing and copying cost?**

<table>
<thead>
<tr>
<th>Per sheet (double or single sided)</th>
<th>Colour</th>
<th>Greyscale / B&amp;W</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4</td>
<td>12p</td>
<td>8p</td>
</tr>
<tr>
<td>A3</td>
<td>20p</td>
<td>10p</td>
</tr>
</tbody>
</table>

**Sending your documents to print**

Look for MedLib_FindMe – greyscale double sided is the default option

**How to set up wifi printing**

Go to [http://tinyurl.com/wifi-printing](http://tinyurl.com/wifi-printing) and work through the steps

**How to release your print job**

Use the printer in either the Library or the Sherwood Room, scan your library card or login with your DS-Print details.