

MEDICAL LIBRARY

Printing / Scanning / Copying

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/ and follow the steps to reset or change your password.

How to add credit

Go to 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?

Per sheet (double or single sided)	Colour	Greyscale / B&W
A4	12p	8p
A3	20p	10p

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> 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.

More information: <http://library.medschl.cam.ac.uk/using-the-library/print-copy-scan-bind/>