Printing, as well as photocopying and scanning, can be done on the MFD (Multi-Function Device) which is located in the room next to the Library Office. This guide deals with printing. See the instructions provided next to the MFD for photocopying and scanning.

**ADDING CREDIT**

The MFD uses the DS-Print Common Balance Scheme facility. You must have sufficient credit in your account before you are able to print or photocopy anything.

- You can credit your account online using a debit or credit card from any library PC or Mac using the DS-Print eCredit facility.
- On a PC, click on the Start button, select All Programs, click on Account Management, then select DS-Print eCredit. Simply follow the instructions from here.
- On a Mac, click on the Safari icon, then on the PWF tab, then select PWF Information from the drop-down menu. Select DS-Print from the left-hand side menu, then click on the ‘Paying for your DS-Print printing and checking your balance’ link. Follow instructions from here.
- The minimum amount of credit you can purchase online is £5.

You can pay in cash but only at Computing Service Reception which is located on the West Cambridge site. The minimum amount of credit you can purchase in cash is £1.

**VIEWING YOUR BALANCE**

From a library PC click on the Start button, select All Programs, click on Account Management, then select DS-Print Balance. From a Mac, see the instructions above.

**CHARGES**

- A4 Gray Scale: 4p per sheet
- A3 Gray Scale: 8p per sheet
- A4 Colour: 25p per sheet
- A3 Colour: 50p per sheet

**SENDING AND COLLECTING PRINT JOBS**

**To print:** you should send print jobs to Chem_FindMe.

- Printing defaults to Gray Scale. If your job contains colour, from the library PC/Mac printer properties you can select Auto Color under ‘Quality’. You will only be charged the colour printing rate for the coloured pages.
- Under printer properties for ‘Finish’ you can even specify that your pages are stapled.

**To collect:**

- At the MFD, login by swiping your University Card against the unit on the right-hand side of it or type in your Username and Password (the same password that you use to logon to the library computers with).
- Press ‘OK’ on the touch screen and then the ‘Release’ button.
- Select your print job on the touch screen and press the main print button (which should be outlined with a blue light).
- Logout by pressing the ‘Access’ button and ‘Yes’ on the touch screen.
- Print jobs can be cancelled at the MFD and the charge will be re-credited.
- After 24 hours, jobs left queued will cancel and the charge will be re-credited.

If you have any problems please contact the Computer Officers in room M18 (tel. 36506, email support@ch.cam.ac.uk) or Library staff may be able to help.