

PRINTING IN THE CHEMISTRY LIBRARY: A GUIDE

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.