



St John's College Library Printing Guide



Library Printing Guide

We have **multi-functional devices** on the Ground and Third Floors. Both devices provide colour and black and white printing, copying and scanning (A4 and A3).

Quick print guide:

1. Select **Joh_FindMe** from the drop-down printer menu.
2. Once you have sent a document to be printed, it will be stored until you release it by logging on to a device.
3. Login at either machine with your University Card by holding it against the card reader on the right-hand side of the machine, or by entering your DS (Desktop Services) password.
4. Select 'Release' and highlight your file(s)
5. Press the large 'Start' button, which should be illuminated blue
6. **Remember to log off:** select 'Access' from the menu to the right of the screen.

Printing in colour

The library printers default to grey-scale printing. To print in colour, you will need to change the settings in the print options on your computer.

In the printing screen on your device, go to Printer Properties and select the Quality tab. There is a drop down menu in the top left corner of this screen, headed 'Select Colour'. Select auto-colour and your document will print with colour.

Adding credit to your account

Payments can be made online via eCredit (Raven login required): <https://ecredit.ds.cam.ac.uk/>

Or, if logged in on a DS machine, via the Start button:

Programs → Utilities → eCredit

You can pre-pay online using a debit or credit card, or in cash at the University Information Service Reception (Roger Needham Building, West Cambridge Site).

If you pay online the minimum payment is £1 and you can buy credit in units of £1. If you pay in cash at the Computing Service, the minimum payment is £1.

Printing charges at St John's:

A4 Black and white: 3p per sheet
A4 Colour: 25p per sheet

A3 Black and white: 6p per sheet
A3 Colour: 50p per sheet

Printing from your own device:

Details on how to print to a library printer from your own laptop or MacBook are available here: <http://bit.ly/sjcpp>

