



**St John's College Library**

**Printing Guide**

We have **new multi-functional devices** on the Ground and Third Floors. Both devices provide colour and black and white printing, copying and scanning (A4 and A3). You will need your University Card to log on to the devices, see below for further details.

## **1. Ground and Third Floor (multi-functional devices):**

*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.

## **2. First Floor:**

There is a separate colour printer on the First Floor. This does not require a University Card login.

## **3. 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**

There is a minimum pre-payment of £5 (unless you have been allocated a free quota by your Department).

You can pre-pay online using a debit or credit card, or in cash at Computing Service Reception (New Museums Site, Pembroke Street).

If you pay online the minimum payment is £5 and you can buy credit in units of £1. If you pay in cash at the Computing Service, the minimum payment is £1.

#### **4. 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

#### **5. 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>

