PRINTING AT SIDNEY

The printers located in Hall Court Print Room, the Library and the Computer Suite are all Konica Minolta Bizhub C454e. These MFD (Multi-Function Devices) use the University DS Print service.

To use this service you must first install the PC PaperCut Client on your computer.

PC PaperCut installation

Installation Instructions for Windows: http://www.ucs.cam.ac.uk/desktop-services/ds-print/individual/dsprintwin

Installation Instructions for MAC: http://www.ucs.cam.ac.uk/desktop-services/ds-print/individual/ds-printmac

When prompted the printer you would like to install is: ‘Sid_FindMe...’

Login to PaperCut

1. Right click on the print icon in the taskbar and select ‘Login As...’
   You may have to select the ‘^’ to show this icon)

   ![Login as...]

2. This will show the login pane as shown below, you will need to enter your CRSID as your username, and your DS PASSWORD as the password.
   If you do not know your DS password you can reset it here provided you know your Raven password: https://password.csx.cam.ac.uk/

   THIS WILL RESET YOUR HERMES, RAVEN and MCS PASSWORDS TO THE SAME PASSWORD
3. If this is the computer only you will be printing from, under ‘Remember’ select ‘Always’ from the dropdown, otherwise select ‘Until I log out’

4. When you next go to print a file, the printer will show as ‘Sid_FindMe…’, and you can pick up your work from any of the printers in the Hall Court Print Room, the Library or the Computer Suite.