How To Print

1. When you want to print a file, select the printer that is shown as ‘Sid_FindMe...’, and you can pick up your work from any of the printers in the Hall Court Print Room, Library or Computer Suite.

2. Go to the printer where you wish to release your print job. Note that the printer on the right in the Hall Court Print Room has a booklet function.

3. Swipe your university card across the front panel. This will log you in. If you have forgotten your university card you can type your DS Print username and password into the touchscreen.

4. You will get a login screen appear that tells you how many print jobs you have queued. Hit the OK button to continue.
5. You will now see the following screen. To pick up the items you have sent to the printer hit the ‘Release’ button

6. You will now see all the jobs you have in the queue. You need to select each item individually that you want to print. This will highlight the jobs yellow ready for printing.

7. The start button will now change to blue indicating the printer is ready. Press the blue button and your job will print.
7. You will get a message on the screen indicating that the job(s) have been queued to print. Hit ‘close’ and you will be taken back to the main menu.

8. To logout when you have finished. Press the ‘Access’ button on the right side of the touchscreen. You will be prompted to confirm that you wish to logout. Press ‘Yes’ to confirm logout.