This guide explains how to use the centralised printing service DS_Print to print documents.

1) Print the document to the Sid_FindMe printer.

2) Place your university card over the ID Badge sticker to log in. If you do not have your university card or if it’s the first time you’ve logged in with your card, enter your CRSid and UIS password.

Head to a shared printer at the college:
- Hall Court Print Room
- Library (Ground Floor)
- Garden Court Computer Room
- X Staircase
- Y Staircase

3) Once logged in you will see your balance and any pending print jobs. Press OK to continue.

4) Press the ‘Release’ Button to view your print jobs.

5) You’ll see a list of jobs you’ve sent to Sid_FindMe. Pressing a job will highlight it and the blue Register key will change its light from amber to blue. Press it to print the highlighted jobs.

6) To log out, press the ‘Access’ button. You’ll be prompted to confirm you want to log out. Press ‘Yes’.