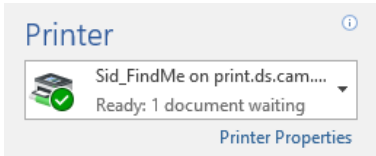# DS_Print - How to Print

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

1) Print the document to the Sid_FindMe printer.


Head to a shared printer at the college:
- Hall Court Print Room
- Library
- Computer Suite
- X Staircase
- Y Staircase

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.
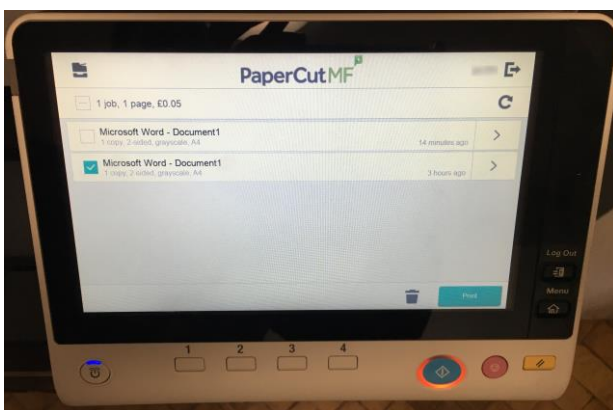

3) Once logged in you will see your balance. Press 'Access Device' to continue.
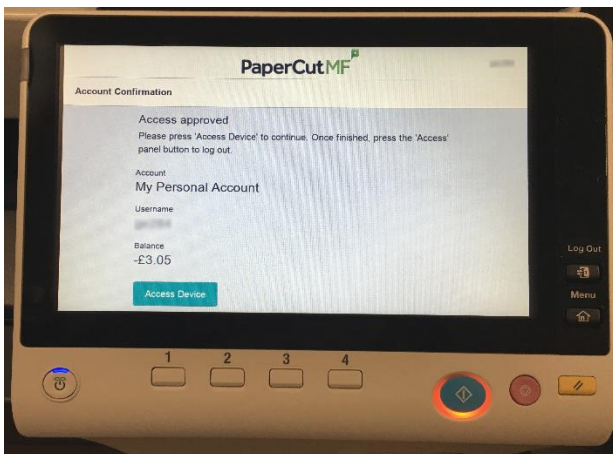
4) Press the 'Release' Button on the screen to view your print jobs.
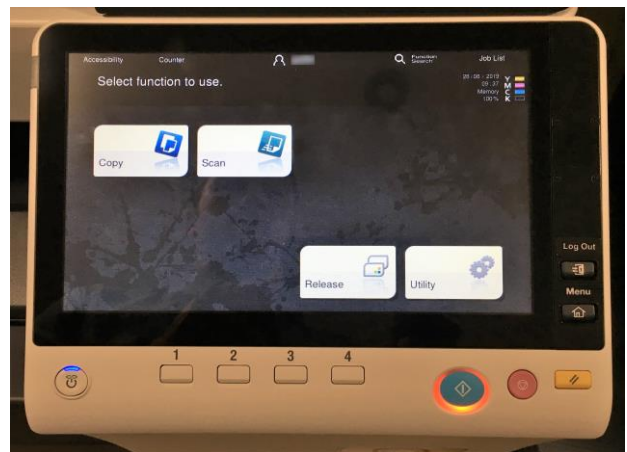
5) You'll see a list of jobs you've sent to Sid_FindMe. Pressing a job will select it for printing. Press the 'Print' button to print the selected jobs.

6) To log out, either press the log out icon in the top right, or press the physical 'Log Out' button. You'll be prompted to confirm you want to log out. Press 'Yes'.