Homerton College Library

Lower computer room

HARRISON DRIVE

CAVENDISH BUILDING

GREAT HALL

ABC ACCOMMODATION

PRINCIPAL'S OFFICE

QUEEN'S WING

HILLS ROAD

EAST HOUSE

STAFF PARKING

PORTERS' LODGE

LIBRARY

MARY ALLAN BUILDING

Staff are happy to help with your printing queries. Just ask!

IT & Printing Facilities
Computer services, printing, scanning & copying

Library Computers

All computers in the Library are connected to the University's **Managed Cluster Service** (MCS) which you can log on to with Raven throughout the University. When you log on with your CRSID (the first part of your email address) and your password, you can make use of the wide range of software available on the network, and access your files saved on the central filestore from any MCS computer in the University.

MACs and PCs are located on all three floors of the Library. Further computer facilities are available in the Lower Computer Room in the Cavendish building (see map on back of this leaflet).

Printing

The Library printers are on the ground floor by the computers. You can print in black & white (**HOM_Lib_BW**) and colour (**HOM_Lib_Col**) —just select the appropriate print queue. You can also print to the photocopier (**HOM_FindMe**), but you'll need to release any printing you send to it by logging onto the photocopier. There is another printer available to students in the Lower Computer Room.

You can send print jobs to the Library printers from your laptop, by installing a utility called **DS-Print**. More information about DS-Print is available on the Desktop Services website:

https://help.uis.cam.ac.uk/service/printing

Black & white printing is 5p per side, colour is 25p.

Scanning and Photocopying

There are **two scanners** on the ground floor of the Library - connected to the Mac and to the first PC. There are instructions for scanning next to the computers. There is also the option to scan on the photocopier, and email the PDF or save it to USB for free.

There is a **colour and mono photocopier** on the ground floor of the library. You will need your University card with you to use it and the photocopier is linked to your print credit account.

Printing Credits

Homerton is part of the '**Common Balance**' DSPrint system. You can use your balance to print and photocopy at any location which uses the Common Balance system– including most Faculty Libraries and the University Library.

Check your current balance or top up your credit at https://www.ds.cam.ac.uk/mydsprint/

Useful links & contact details

♦ **Homerton IT Department (near Tutorial and Finance)**

Phone: 01223 747109 (internal 47109)

Email: **it-support@homerton.cam.ac.uk**

Web: **http://www.homerton.cam.ac.uk/lifeathomerton/it**

♦ **Desktop Services (University Computer Service - MCS, printing etc.)**

Website: **http://www.ucs.cam.ac.uk/desktop-services/**

♦ **Raven password information**

Website: **http://www.ucs.cam.ac.uk/raven/intro**