

Printing at the Chemistry Library

Our printer is called Chem_FindMe

Print Credit Explained

There are two types of print credit: **Common Balance** (credit you pay for yourself) and **Local Balance** (credit claimed against an institutional account).

If you are an Undergraduate, unfortunately you can only use Common Balance at the Chemistry Library – sorry! Some colleges offer Local Balance, so check if you can use it at yours.

To top up **Common Balance**: visit the [Managed Print Portal](http://help.uis.cam.ac.uk/managedprint) (help.uis.cam.ac.uk/managedprint) and select 'Add Credit' from the menu on the left.



To top up **Local Balance** (Postgraduates and Staff only): email the library staff at library@ch.ac.uk.

We will need to know:

- a) your CRSID
- b) your group and its grant or project code
- c) the amount you want added.

Please note that while most requests are fulfilled within 1 working day, this is not an automatic process and is therefore not immediate.