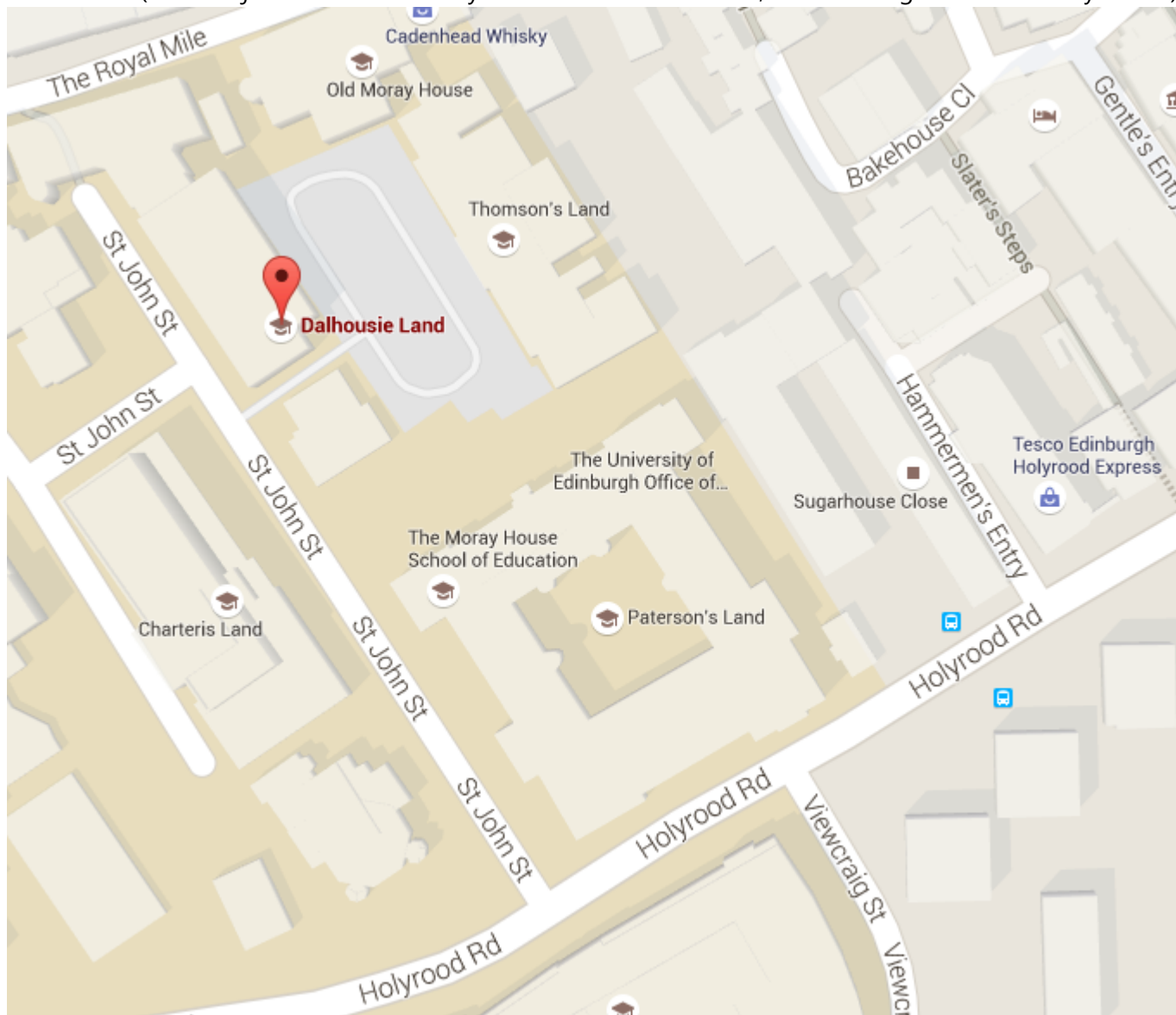


# Student Printing Guide

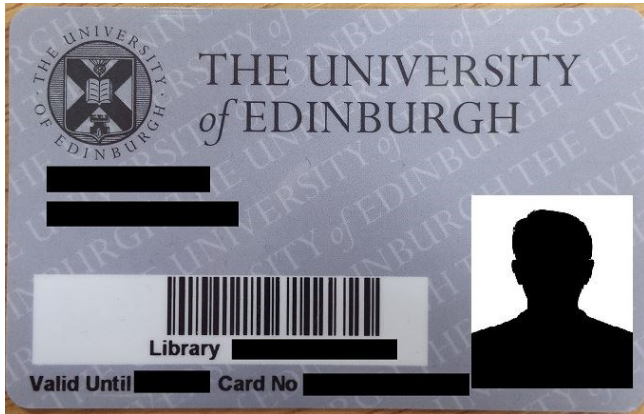
Students can print documents at the Moray House Library, located in the Dalhousie Land building on St John Street (which is just across the courtyard from Paterson's Land, as if heading toward The Royal Mile):



The opening times of the Moray House Library are as follows:

Monday to Thursday	09:00 to 22:00
Friday	09:00 to 17:00
Saturday and Sunday	12:00 to 17:00

To print documents at the library, you will need to load credit onto your University of Edinburgh student card:



You can load credit onto your card using two methods:

1. Speak to the library staff at the main helpdesk in Old Moray House. They will assist you with loading credit onto your card. **This is the quickest and easiest way to obtain print credit**
2. Using the University of Edinburgh online 'MyEd' service (you will need to login using your University User Name (UUN) and EASE password to access the MyEd service). Credit is loaded onto your card electronically, using a debit or credit card. Follow the instructions on this webpage: [www.ed.ac.uk/information-services/computing/desktop-personal/printing/add-credit/online-print-credit](http://www.ed.ac.uk/information-services/computing/desktop-personal/printing/add-credit/online-print-credit)

If you experience problems using the online service to load credit onto your card, you must e-mail the central university support service, who can help fix technical issues: [IS.Helpline@ed.ac.uk](mailto:IS.Helpline@ed.ac.uk) (staff at Paterson's Land cannot help you resolve issues with print credit).

Be aware that you can use other University of Edinburgh libraries to print your documents, including the main library which is located at George Square. The Moray House Library is simply the closest one to the Paterson's Land campus. For full details of university library locations and opening times, refer to this link: [www.ed.ac.uk/information-services/library-museum-gallery](http://www.ed.ac.uk/information-services/library-museum-gallery)