PRINTING

Most printing in Malpass Library is managed by University Technology and University Libraries through the use of "Print Release Stations." Each "Print" command from a public workstation will generate a print job in a queue. Users can then log in and print or cancel the job from a print release station next to the printer.

Current **students** can print to the Find_Me_Printing queue, then release the print jobs at any of these release stations:

- *Library Reference East (Main level)*
- *Library Digital Commons (1st level)*
- *Library 3rd floor CRC/Classroom*
- *Library 2nd Floor Classroom*

Printing from wireless devices is possible via upload to http://uprint.wiu.edu. (WIU Users)

Anyone **not** a current student may log in to any computer with username: library. Passwords may be obtained at the Reference Desk or Access Services Desk. All "library" print jobs will go to the Library Reference West printer on the main level, where they can be found by using the "Public Library User" button at the release station.

Color printing (25¢ per page) is available in Malpass Library on the first level, in the Digital Commons. There are 2 options:

- Pay using Rocky Dollars (WIU students only)
    - Upload the document at http://uprint.wiu.edu or print from a computer in the Digital Commons.
    - Select the color printer from the printer list
    - Payment is subtracted from your account when you release the document.
    - Documents won't print if your account doesn't have enough in it.

- Pay in cash
    - Printing is done by the staff, so is available during Digital Commons office hours.
    - Exact change is required; staff cannot give change.
    - Document to be printed must be on a USB drive or a CD.

Questions should be directed to Library Computer Services at 298-2758.

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Approved by Dean of University Libraries