PRINTING

Most printing in Malpass Library is managed by University Technology and University Libraries through the use of “Print Release Stations.” Anyone who prints at Malpass Library workstations will have print jobs placed in queues. A user will then use a print release station to print or cancel the job.

Print Release stations are available at:

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

- Currently enrolled students can print to the Find_Me_Printing queue and release their print jobs at any release station EXCEPT Library Reference West.
- Faculty and staff can release their jobs at the Library Reference West release station.
- Any visitor or student not currently enrolled may log in to the computers as “Library.” The “Library” user can release print jobs at the Library Reference West release station.
- Printing from wireless devices is possible for WIU users via manual upload to uprint.wiu.edu.
- Currently there is no charge for printing.

Color printing is available in Malpass Library on the first level, in the Digital Commons.
- Printing is done by the staff.
- Price is 20 cents per page printed.
- Exact change is required. Staff cannot give change.
- Document to be printed must be on a USB drive or CD.

Questions should be directed to Library Computer Services at 298-2758 or the uTech Support Center at 298-2704.

Created 7/2012, revised 2015
Approved by Dean of University Libraries