



PRINTING *at Milner Library*

1. Send your job to the printer

Select the printer that is appropriate for your job. You will be prompted for your ULID/Last Name and a name for the print job.

2. Go to the Print Station

GUESTS: Use the designated Guest Print Station on the Reference Desk

3. Log in with your ULID and Password

GUESTS: Log in with your Last Name

4. Select the appropriate print job and click "Print"

5. Grab your pages from the printer

What do I need?

- Funds on your Redbird Card
- Guests will need a Guest Copy Card with funds on it

Do I need a Guest Copy Card?

If you are a guest to the library and do not have a ULID, you can use a Guest Copy Card to print or copy.

You can purchase a Guest Copy Card for \$1 at the Card Machine on Floor 2 near the Circulation Desk. Then you can add funds to that card!

Students can't use their Redbird Cards for printing if they aren't registered for Summer or Fall courses.

Print from your personal device

Not available for University Guests

1. Go to:
uprint.IllinoisState.edu
2. Log in with your ULID and Password
3. Click the Upload button and select file you wish to print
4. Print the file at any Print Station

Add funds to your card

To print you must have funds available on your Redbird Card. This is a separate account from the Campus Dining Hall Meal Plan or your Flex account.

Cash

Card machine on Floor 2 in front of the Circulation Desk. Milner staff cannot make change or break large bills.

Credit/Debit Card

Funds can be added via my.IllinoisState.edu.



my.IllinoisState.edu/redbird-card#add-money

DID YOU KNOW?

Duplex is another name for double-sided printing.

WHAT DOES IT COST?

Color: 40¢ per side
Black & White: 8¢ per side

NEED HELP?

Visit the Floor 2 Reference Desk or call (309) 438-3451