

For all External Customers:

- Users without an MCW employee ID, including Medical Students, Residents, and Clinical Fellows (customers that do not roll up to an MCW research program or department sponsor).
- Affiliate employees of Blood Center, Children’s Hospital, Froedtert, and others.

First, you must [REGISTER FOR iLab \(PDF\)](#).

Once **iLab Help Desk** has approved your request, you can begin logging into iLab using your **email address and iLab password** to request a poster print job.



Register as
EXTERNAL user 05201

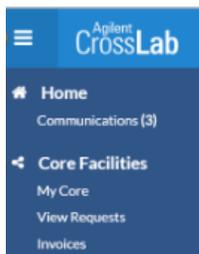
Paying with Cash or Check:

1. Sign into iLab using your iLab credentials: <https://mcw.ilab.agilent.com/>



(link also available on InfoScope jump start banner)

2. Navigate to the Poster Printing iLab page:



Click the blue hamburger icon in the upper-left corner, then **Core Facilities > MCW Libraries Poster Printing**

OR

Bookmark the MCW Libraries Poster Printing page:

https://mcw.ilab.agilent.com/service_center/show_external/4762/mcw_libraries_poster_printing

3. On the “Request Services” tab, click the **request service** button for “Poster Print Request”

Submit a Print Job

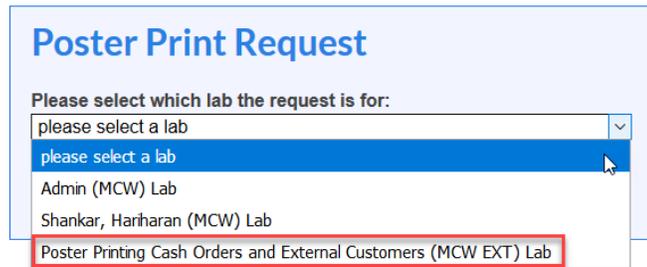
Sort manually

Poster Print Request

request service

Faculty, staff, students, and residents may request professional poster printing services.

4. Select "Poster Printing Cash Orders and External Customers (MCW EXT) Lab"



5. Complete the "Poster Print Request" form as shown below.

Poster Print Request form with fields for poster size, paper choice, upload, and service selection. Includes a table of items at the bottom.

★ Select your poster size: Standard Aspect: 36 in x 48 in. Quantity: 1 Standard Aspect: 36" x 48". Add selected services.

★ Select your paper choice: Plain.

★ Upload your poster (PPT, PPTX, or PDF accepted): re-upload MCWLPP-AS- CID_CWALogo.png.

If you would like to include a note or special request, or if you are requesting custom dimensions, please enter details here.

★ I understand that my poster may be edited for grammar, image or graphic sizing, or other minor modifications that improve the overall finish of my poster, but only as the LPPS staff are able. I am ultimately responsible for the quality of my finished poster. Agree Disagree

★ Would you like to request Expedited Next Day Service for an additional fee? Yes No

★ Please enter "1" in the text box, then click the "Add Selected Services": 1 Expedited Service - Next Day. Add selected services.

Please save your form! save completed form save draft of form

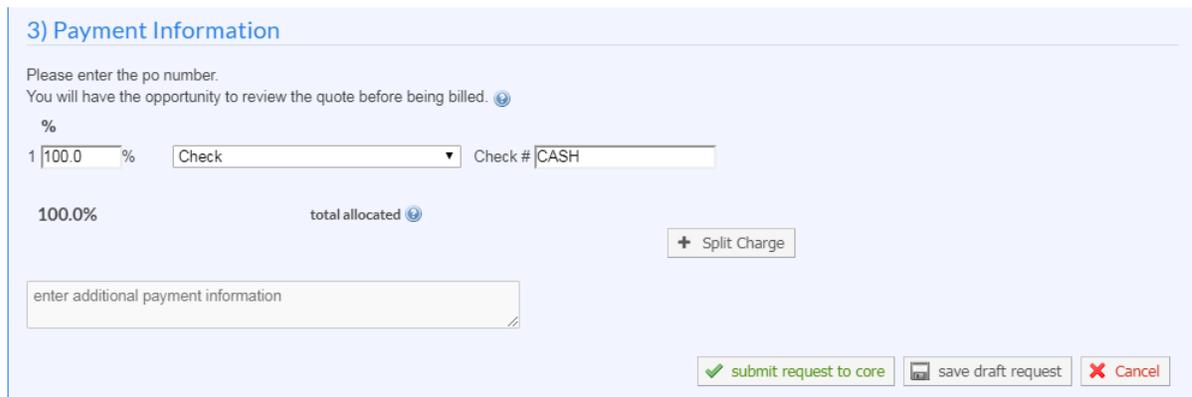
⚠ After saving your form, please submit your request to the core.

| Item | Quantity | Unit Price | Total | Billing Status | Work Status |
|--|----------|------------|---------|-------------------|-------------|
| Jan 15 03:27 PM Standard Aspect: 36" x 48" | 1.0 | \$25.00 | \$25.00 | Not Ready To Bill | Proposed |
| Jan 15 03:29 PM Expedited Service - Next Day | 1.0 | \$15.00 | \$15.00 | Not Ready To Bill | Proposed |

6. Click the “Add Selected Service” button to update the “Total Projected Cost”



7. Select the “Check” option from the drop-down list in the “Payment Information” section, then enter either a check number or the word CASH for cash



8. Click the **submit request to core** button
9. The Library Poster Printing Service will contact you when your poster is ready for pickup
10. Upon pickup, be prepared to submit cash or check payment immediately

Note: If you are planning to submit for a departmental reimbursement, please request a receipt from the MCW Libraries Poster Printing service