

SAH Students: Guidelines for Using the Large Format Printer:

- **Design Your Poster in PowerPoint.** SAH students may use the large-format printer, the HP 1055CM DesignJet, located in 213 Cowley Hall. Please use MS PowerPoint to design your poster. The Windows XP computer connected to the printer has a CD/DVD burner and multiple USB ports to read flash drives.
- **Contact Your Faculty Advisor:** Student researchers must have their advisors/mentors present when using the printer. Please contact your advisor/mentor in advance as they will need to have their card activated to access 213 Cowley Hall (see Ben Kolpitcke—5-8583 from Physical Plant). If you need the account name and password for the computer or if you need to access the internet to prepare your poster, contact Steve Harris in room 212 Cowley Hall.
- **Make an Appointment:** You must schedule all print jobs using the calendar available in 2004 Cowley Hall (Geography/Earth Science office). Plan accordingly and in advance due to periods of high use late in the semester.
 - A 4 x4 foot poster or 4x8 poster will take approximately 30-45 minutes to print.
 - The print job must be ready to print before using the printer.
 - Do not store the print jobs on the computer; use a USB flash drive to transfer them.
 - Make sure to sign the student and professor names *in pencil*.
 - ***Do not leave the room open or unattended while using the printer!***
- **Complete a Billing Form.** The printing cost is \$0.50 per square foot and an additional \$0.75 per square foot for laminating. Fill out the billing form that is stored next to the printer according to the specific department. Department accounts will be billed near the end of January each year.