Guidelines for using the Large Format Printer

1. USE-Only faculty and staff are allowed to operate the printer. Undergraduate & Graduate researchers should have advisors/mentors present when using the printer. A card swipe lock system is now installed in room 213 to control access to the room. If you (Faculty and Staff only) need to have access to the room see Ben Kolpitcke (5-8583) from Physical Plant to have your ID activated.

2. SIGN-UP & SCHEDULING-A central sign-up and scheduling calendar will be available in room 2004 Cowley Hall this is the Geography/Earth Science Dept. Office. All jobs must be scheduled on this calendar, if there are any questions about use the calendar will be the guide. The College now has 2 Large Format Printers (A & B) please choose one of these when you schedule. The amount of time required to load and print a 3 x 4 foot poster requires, on average, about 30-40 minutes per job. PRINT JOBS SHOULD BE READY TO PRINT before using the printer so as not to waste time. Print jobs should not be stored on the computer. Last minute scheduling may be difficult. Signup the Professor and Student names **in pencil.**

3. There is new software (HP Instant Printing Utility) to make printing easier, see instructions by each printer.

4. USER COSTS- A charge of $0.50 per sq ft will be assessed for printing and $0.75 per sq ft for laminating. Each user will record his/her print job on a form in a department specific folder stored next to the printer in room 213. Department accounts will be charged and billing goes out near the end of January each year. Print mistakes are the responsibility of the user and should be included when filling out the billing form.

5. LOCATION OF THE PRINTER-The college has 2 Large Format Prints (A-HP Designjet 1055CM and B-HP Designjet 800PS) they are located in room 213 Cowley Hall. It is being run off of a dedicated Dell computer running Windows XP Pro. The preferred software to create a poster is MS PowerPoint. The PC has a DVD/CD burner as well as multiple USB ports for reading Flash Drives. The user account name for the computer is "poster" and the password is "1055cm", this is a restricted user account for security reasons. If you need to have access to the internet to prepare your poster see Steve Harris in room 212 Cowley across the hall. DO NOT LEAVE THE DOOR TO ROOM 213 OPEN OR UNATTENDED WHEN USING THE PRINTER.

6. PROBLEMS-(low supplies and malfunctions) should be brought to the attention of the Academic Department Associates and they can contact Steve Harris (5-8428).