

USING THE LSC POSTER PRINTER

You can access the poster printer any time the LSC is unlocked, 9am-5pm (unless you have after-hours swipe access to the LSC). Budget at least 30 minutes to get your printing done.

Make sure to add your name to the Poster Printer Log on the table to the left of the printer.

The paper roll in our poster printer is **36" wide**, so design your poster accordingly.

OPTION A: TIFF image on USB stick

1. Convert your poster to a TIFF image. **The resolution should be about 300ppi**. So for a 36x48" poster, the file size would be 10800 x 14400 pixels. You may not be able to export directly from PowerPoint at that resolution. In that case, first export from PowerPoint to a PDF, and then use Adobe Acrobat to export a high-resolution TIFF. (Acrobat Reader can't do this. You can get the full Acrobat from UMD Terpware if you don't already have it.)
2. Make sure the TIFF image is in "portrait" orientation--rotate it if necessary.
3. Save the TIFF file to a USB stick (there's one available at the printer if you don't have one), and plug it directly into the printer. From there it's easy, you just follow the instructions on the screen. Make sure you choose "Normal" quality (not Draft or Best).

OPTION B: PDF printed through wireless connection

1. To use this option, you'll need to be working from a computer with the poster printer driver installed. You can get it from the HP website, <https://support.hp.com/us-en/drivers>. The printer name is **HP DesignJet T730**. (You don't need the package that comes with the extra utilities; you can just get the basic driver.)
2. Add the printer to your computer using its IP address. (Find it on the printed instructions near the printer or ask an LSC staff member.)
3. Now you can print wirelessly from any application. Printing a PDF from Adobe Acrobat or Reader seems to be more reliable than printing directly from PowerPoint. Make sure you triple-check the following settings:
 - Page Setup > Paper Size: set to a custom size matching your poster
 - Printer > Paper/Quality > Paper Source: Roll
 - Printer > Paper/Quality > Quality Options: set to the middle between Speed and Quality
 - Printer > Finishing: make sure the size listed is what you want

PRINTING AND TROUBLESHOOTING:

- Make sure you're watching as your poster begins to print, so you can cancel it immediately if something looks wrong. (Paper and ink are expensive!)
- If the printer screen has been frozen for more than 2-3 minutes, it probably won't recover. It's ok to unplug and replug the printer at that point. It will take several minutes to reboot.
- If your poster looks grainy, the problem is with your file, not the printer (unless you selected the "Draft" or "Speed" quality option). Check the resolution of your TIFF or the document size of your PDF.
- We have extra paper rolls (next to the printer) and ink cartridges (in a drawer near the printer), so you can refill them if the printer runs out. Just follow the instructions on the screen.