

## How do I use the Plotter?

A large-format printer/plotter is available to print posters for displays and presentations for staff and students.

The device uses various types of paper on rolls; length is trimmed automatically by the plotter, width manually by the user. To view samples of the range of paper types available, please go to the Arts and Media Help Desk at the Athena Reception for further information.

What you need to do:

1. Save your file in PDF format, this is the **ONLY** file format we accept. Make sure that the orientation, colours, layout and size are correct. We only print the document you provide.
2. Contact the Arts and Media Help Desk regarding your print requirements
  - We will fill out a form.  
**NOTE** – *For staff, we keep this is more a record of what has been printed, rather than as a transactional record, as for the students.*
3. Let us have a copy of the PDF file – email, save to a CD, memory stick or portable device.
4. You will not need to fill out the bottom slip or “finance” section on the form
5. We will make a note of the agreed price and size (if adhoc) and quantity of printouts.  
**NOTE** – *The cost of the printing will be recharged to your section budget. Remember that paper types not in stock or not standard and non-standard sizes may incur higher charges and may need time to be ordered.*
6. We will email you when your prints are ready to be picked up.

Sizes available are A2, A1 and A0. In addition, staff members can request other sizes, please contact the Arts and Media Service Desk for more details.

Please be aware that the staff providing the printing service are not dedicated to this task, and you are strongly advised to leave plenty of time (minimum 5 working days) between your print job submission and the required-by date.