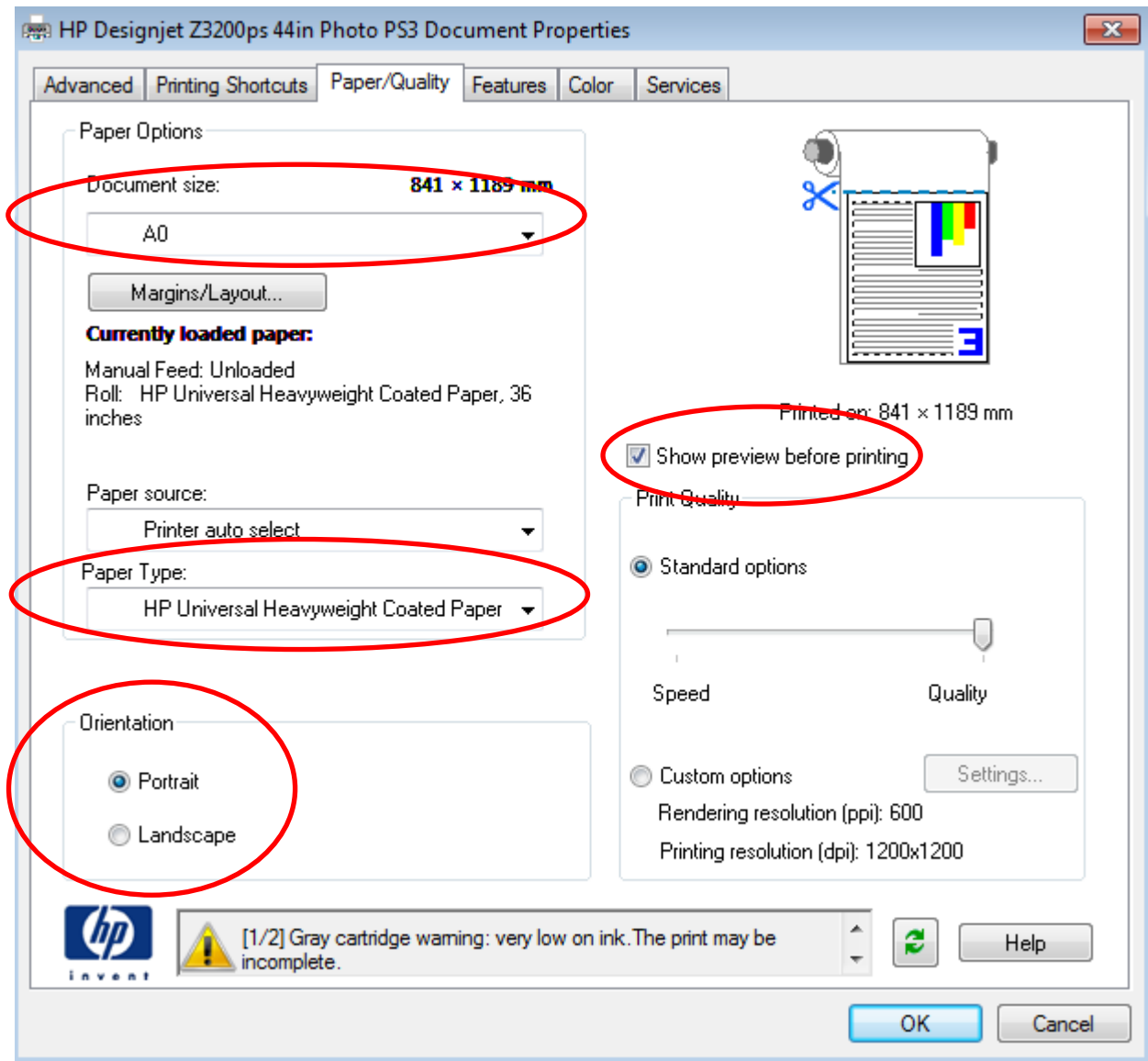


Poster printing instructions

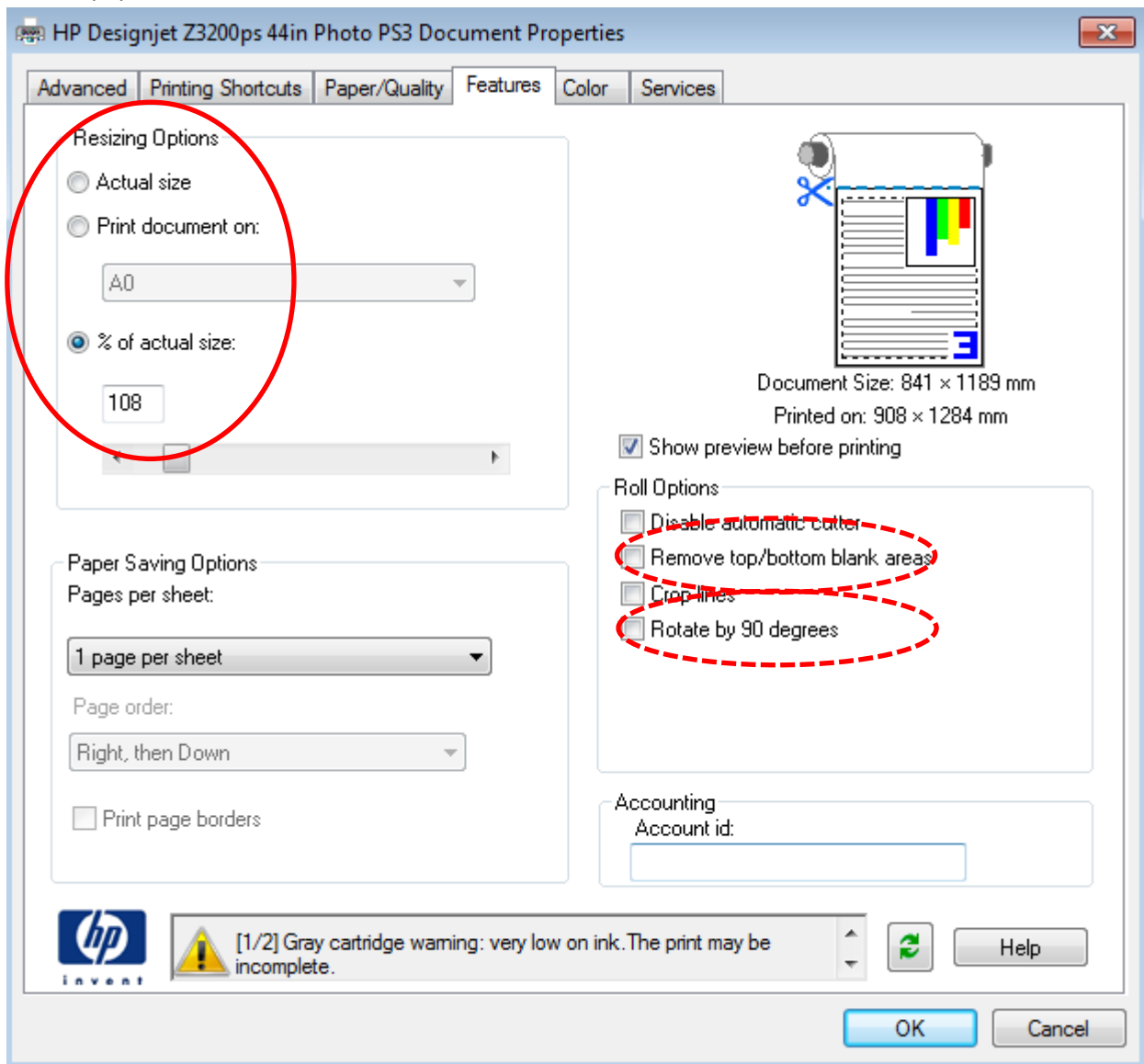
1. Turn the computer and red main switch on the table on. This will power the printer on as well.
2. Check that desired paper type and size is installed. Refer to “How to change the paper” section if different paper is needed. By default, matte A0 paper is installed.
3. From your program (PowerPoint, CorelDraw, LibreOffice Impress, Adobe Reader) select File – Print – HP DesignJet Z3200ps 44in Photo PS3.
4. Go to **Printer Properties**.
5. On Paper/Quality tab select:
 - a. **Document Size and Orientation** to be exactly the same as your poster size is (custom paper sizes are under More... Custom).
 - b. **Paper Type** to be exactly the same as in the printer. We have following papers:
 - More... Additional media – HP Coated Paper (**A0** (841 mm) size)
 - More... Additional media – HP Universal Heavyweight Coated Paper (**36 in** (941 mm) or **42 in** size)
 - More... Additional media – HP Instant-dry Photo Gloss Paper (**36 in**)
 - c. **Show preview before printing**



6. In the case you need to create custom paper size, administrative rights are needed. Contact ATK personnel of your division at least one day before printing.

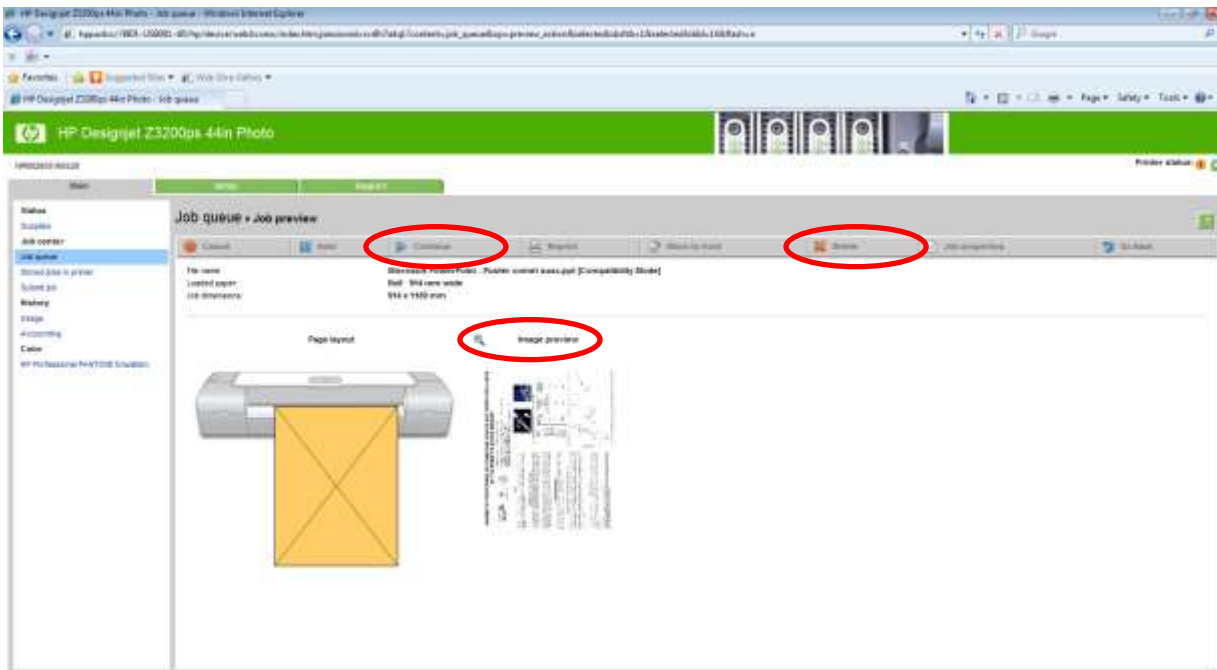
7. On Features tab select:

- a. Proper **Resizing Options** in order to use full width of the roll. Use one of the following options:
 - **Actual size** will print the poster without scaling. Select this in the case you print A0 document on A0 matte paper or if your document is already 36 or 42 in wide (e.g. 914 x 1189 mm for glossy 36 in paper). Extra margin will appear on one side if the page size is smaller than roll width.
 - **% of actual size** will resize the document to the full width of the roll. For example, **scaling A0 poster to 108% size** will use full width of the 36 in roll. Select this if you print A0 poster on 36 in glossy paper.
 - Alternatively you can print A0 on larger 42 in roll by scaling it to 89% and rotating it 90°. This is used when A0 or 36 in roll of matte paper run out.
 - **Print document on** will center the poster on a larger page without scaling. For example, select print on 914 x 1189 mm in the case you are printing A0 poster on a 36 in (914 mm) wide roll and you want to have it centered in its original size. Margins will be symmetric.
- b. In the case your document has extra blank margins on top and bottom after re-scaling, select **Remove top/bottom blank areas**
- c. If the vertical dimension of the document is smaller than the width of the paper roll (**A1 or smaller**), **rotate it 90°** to save paper.

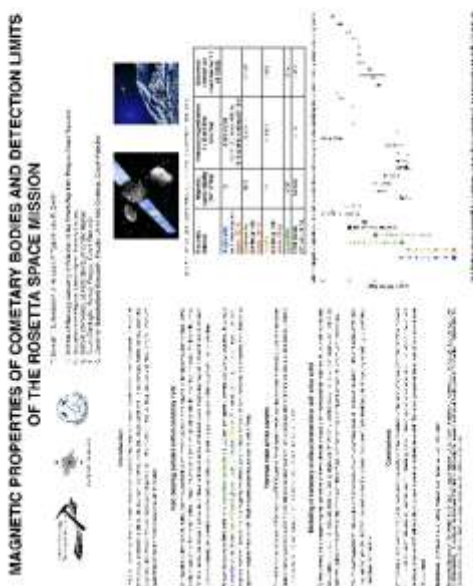


8. Press OK and then Print

- Internet Explorer window will open with following quick preview. If the window does not open, you may need to click IE icon on task bar. Check that orientation and margins are OK. Page is displayed as white rectangular and printed poster as orange letterbox. **If set properly, your poster will cover most of the page without excess margins!** Click **Image Preview** for detailed preview.



- New window will open. Zoom the picture in by moving mouse on it and right-clicking as + sign will appear. Check that text is not cut at margins and all special characters are OK.



- Close this window. If everything OK, press **Continue** on the previous window. If problems appear, hit **Delete** and return back to your poster editor and correct your poster.
- If problems appear during the print, **hit red X button** on the printer to cancel printing.
- Once done, **switch the computer and printer off. Use first power button on printer front panel.** Once the printer display gets dark, switch the **main red switch on table off.**

Papers we have

- HP Coated Paper (**A0** (841 mm) size) - matte
- HP Universal Heavyweight Coated Paper (**36 in** (941 mm) or **42 in** size) – matte
- HP Instant-dry Photo Gloss Paper (**36 in**) - glossy

Troubleshooting

- **Stop printing if you are not sure with what to do!**
- In some rare cases, PDF documents failed to print correctly some figures. In this case you can try to activate following option in Adobe reader: **File - Print - Advanced - Print as Image**. This will make the computer to process the PDF file into bitmap which will be then send to printer.
- If you receive **low ink** indication, you can **continue printing**. Once empty, the plotter will ask specifically for cartridge replacement without interrupting your printing job.
- The plotter is owned by Department of Physics (not Unigrafia). **In the case of any troubles, do not run away, but contact IT persons (Atk-yhdyshenkilöt) of your division or tomas.kohout@helsinki.fi. (Not Helpdesk!)**

How to change the paper

1. On printer front panel press **Menu** button (black with picture of folder with lines and white arrow). Then select **Paper – Unload Paper**. Follow instructions on the display.
2. Lift (and close) lever on left side when asked to do so and remove paper from behind. You can move the printer away from the wall to have easier access to the roll.
3. Take old roll away.
4. Select **Paper Load – Load Roll**. Follow instructions on the display.
5. Insert new roll in the same way, insert free end of paper inside printer until it will accept it. Wait for skew control. If asked to do so align the paper manually (by lifting the lever and aligning free end to the blue mark).
6. Select proper paper type in the menu. Proper paper types, sizes and location in the menu are written on calibration sheets on the shelf above printer. Here are few examples:
 - **Additional media – HP Coated p.**
 - **Additional media – HP Uni. HW Coated p.**
 - **Additional media – HP Uni. Inst-dry photo G**
7. It is also possible to print on a canvas. In this case please contact IT persons (Atk-yhdyshenkilöt) of your division. **(Not Helpdesk!)**
8. **Once finished with printing, reload default A0 HP Coated paper!**