SRC Large Format Printing Guidelines

Access
The wide format printer is located in trailer 9020.   Keys are available from Chris Moore, the main office, or the operator on duty.   If you plan to print over the weekend, please arrange to get a key.

Using the Printer
1. If you have never used the printer, please contact Chris Moore or one of the support personnel (see below).

2. Proof-read your poster before printing by printing it on a regular printer (e.g. 11 x 17). The "Sharp Lobby Color Copier" printer can print 11 x 17 color.

3. The printer is available on the SRC-2000 network (current printer name is "Canon Large Format (new). A dedicated computer is located next to the printer.

4. Record your print job in the log book.   This will help us determine usage and justification for maintaining the printer.   It is not for billing or charging for printing.

5. Paper, a paper cutter, consumables, and foam board are available near the printer in trailer 9020.

Printing Requests
To have SRC staff print for you, please send a PDF file to Georgette Paxton (gpaxton@src.wisc.edu). We will try to get the poster printed within 24 to 48 hours depending on the status of the printer.

Support
To have consumables replaced, roll paper changed, or to report problems, please contact one of the following support personnel:
•   Chris Moore (2137)
•   Georgette Paxton (2131)

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