

Puma

Plotter Guide

User Responsibilities

1. You are responsible for formatting your document into a format supported by this lab. This includes, but is not limited to, power point (.ppt), Adobe Photoshop (.jpg .tiff .bmp), ArcMap (.mxd), etc.
Changes may occur when switching software or platforms (Mac to Windows or vice versa) – so give your self enough time to make any changes that might occur.
2. The physical limitations of the printer limit the paper size to 36 inch or 42 inch (latter only by request) by whatever the software limitations of the program you are using. A normal ANSI E size print is 32 inches by 42 inches, which is within the physical limitations of the printer).
3. 1 inch margins on your project are recommended for proper printing.
4. If the print job is not printing correctly you can press the cancel button on the plotter. **HOWEVER you are prohibited from replacing plotter paper or pulling on the document while its printing or changing anything on the plotter without permission.**
5. Since the GIS lab is “self service” you must make an appointment with the gis lab assistant if you need any extra help or problems arise. Regular lab hours and lab assistant hours are posted on ISB 450.

Lab Responsibilities

1. To maintain plotter in functional state
2. To maintain lab computers and their software.
3. To grant access to eligible users to the GIS facilities.
4. To assist printing to the plotter **when time permits** (and by appointment).