

Poster Printer Policy and Procedures

- The poster printer may **only** be used for **university-related purposes**. Printing of posters for personal use is not permitted
- The poster printer log needs to be completed before printing any poster.
- To purchase, please note that the only paper that fits the Design Jet 450C is: Hewlett-Packard C6022B. The price is \$49.99 per roll.
- For **Students, Organizations and Departments**, you can only print one size E (large) or two smaller posters per document, per day.
- Posters will be printed in the order they were received. Please take this into consideration for your time needs.
- For anyone utilizing the poster printer, you need to wait until your poster printing is completed.
- To create the file and ensure that the poster prints correctly, please use the following programs: Microsoft Word, Microsoft PowerPoint, Microsoft Publisher and Adobe Photoshop. We cannot guarantee file compatibility with any other software.
- The poster printer takes approximately 15 minutes per poster to print. Please take this into consideration.

