Chemistry Poster Printer in Rm. 165

The HP Designjet 500 Printer (42 in) is managed by the Harrison Group in Rm 165; Neel Samanta <is3b@virginia.edu> ph. 924-3654, in particular. The poster printer recently became a shared Departmental resource.

Useful for designing up your poster in Powerpoint is to load the appropriate printer driver for your operating system. You will need to have your poster on a portable laptop so you can physically connect to the printer via USB or through a Centronics printer cable. The printer is not currently connected to any resident computer. Drivers and information about the printer are available at the HP weblinks below:

HP Designjet 500 Main Page,

HP Designjet 500 Printer (42 in) Drivers,
http://h20000.www2.hp.com/bizsupport/TechSupport/DriverDownload.jsp?pnameOID=37949&locale=en_US&taskId=135&prodSeriesId=25301&prodTypeId=18972

Tips on producing your poster

- never print on “best quality” (takes more than 3 hours!)
- “normal quality” is essentially photographic and should be your final print
- “Paste special” for figures can help reduce the file size space, if necessary.
- It may be helpful to begin with a “template” poster example that has already been successfully printed on the HP 500 before. An example is available from the Chem 702 Toolkit under “Materials”. 
Poster Printing Instructions

Setting Up the Printer:

1) Check the paper to make sure the correct type is installed (i.e., Universal Inkjet Bond Paper for rough drafts or High-Gloss Photo Paper for final posters).

2) To change the paper, lift the blue lever on the front of the printer and following the detailed instructions which appear on the printer screen.

3) Check that there is sufficient ink to print your poster by selecting the icon which looks like two droplets. An exclamation point will flash above any ink cartridge that is low. If you are only printing a rough draft, then try to print until the ink cartridge is actually empty.

To Print:

1) Attach your laptop to the printer using the USB cord.

2) If you have not already installed the printer drivers, your computer should tell you that it has found new hardware. Insert the CD labeled “Poster Printer Drivers” into your computer. Then allow your computer to search for the drivers. It should find and install them automatically.

3) Open your poster in PowerPoint and select “File” on the toolbar and then “Print” from the drop down menu. A printing menu will appear in the center of the screen.

4) In the “Print” menu, select the “HP DesignJet 5000” printer. Note that the name may also contain the additional text “42+HPGL2 Card” (or something similar).
5) Next, select “Properties” from the “Print” menu and the “HP DesignJet 500” menu will appear. Under “Basic Setup” click on the arrow beside “Size” and scroll down to select “Edit Paper List.”

6) On the “Paper Sizes” menu Change the “Custom paper sizes” to the dimensions of your poster (e.g., 42” wide by 40” long). Keep in mind that the poster printer has a maximum dimension of 42” along one side. Select “OK” to set the new paper size.
7) In the “HP DesignJet 500” menu under “Basic Setup” and “Quality” select “Fast (draft)” for a rough copy printed on Universal Inkjet Bond Paper and “Normal (final)” for a final poster printed on High-Gloss Photo Paper. Please do not choose “Best (enhanced)” quality; this option will not noticeably improve the appearance of your poster, but it will dramatically increase your printing time. Select “OK” to set the printing setup.

8) Select “OK” on the “Print” menu to send your poster to the printer. The menu should then say that your poster is spooling to the printer.
9) After your poster has finishing spooling, check the screen on the poster printer. It should say something like “HPGL2 Processing” and then after a few minutes “Printing.”

10) If poster is not printing correctly, push the orange “Cancel” button on the printer.