ArcGis Plotter Printing Instructions

**Please note that printing to the plotter will typically cost \$3-\$4 depending on the size of the image being printed.

Step A: Add plotters to your workstation

In order to print to either Magellan or Balboa, you will need to add the printers to your station (if necessary)

1.) Click on the start menu button and then go over to **Settings** and left click on it. Then, from Settings, left click on **Devices**.



← Settings		- 🗆 X
ඟ Home	Bluetooth & other devices	
Find a setting	+ Add Bluetooth or other device	Turn on Bluetooth even faster To turn on Bluetooth without opening Settings, open action
Bluetooth & other devices	Mouse, keyboard, & pen	center, and then select the Bluetooth icon. Do the same to turn it off when you want. Get more info about Bluetooth
Mouse Tuping	Logitech® Corded Mouse M500	Related settings Devices and printers
Pen & Windows Ink	Other devices	Sound settings Display settings
CU AUTOMAY	DELL 2007FP	Make Windows better Give us feedback
	Download over metered connections To help prevent extra charges, keep this off so device software (drivers, info, and apps) for new devices won't download while you're on metered internet connections.	

2.) Once in the Device settings, click on **Printers & Scanners**.

3.) Click on Add a printer or scanner.

← Settings		×
ŵ Home	Printers & scanners	
Find a setting	Add printers & scappers	Find and manage devices
Devices	Add a printers of scanner	If you've installed a new printer or scanner, but can't get it to work, try searching the Internet for device drivers.
Bluetooth & other devices		Get help with your printer
凸 Printers & scanners	Printers & scanners	
Φ	Adobe PDF	Related settings
U Mouse		Print server properties
Typing	Business on Dc7 Access denied, unable to connect	
🕭 Pen & Windows Ink	T Fax	Make Windows better
A		Give us reeuback
(e) Autopiay	Microsoft Print to PDF	
🖞 USB		
	Microsoft XPS Document Writer	
	Send To OneNote 16	
	Let Windows manage my default printer	
	When this is on, Windows will set your default printer to be the one	
	you used most recently at your current location.	
	Download over metered connections	
	To help prevent extra charges, keep this off so device software	

4.) A search for available network printers will start. Scroll down to **The printer that I want isn't listed** and click on it.

← Settings		-	×
බ Home	Printers & scanners		
Find a setting ,P	HP Color Laser/et 4600 PCL6 on KNIGHT Printer		
Devices			
Bluetooth & other devices	Printer		
Printers & scanners	Splendor on DC7 Printer		
🖱 Mouse	HeldrichD95 on DC7 Printer		
Typing	NPI041586 (HP LaserJet 600 M603)		
Pen & Windows Ink	Co Printer		
(R) AutoPlay	NPIBE06AE (HP Color Laser/et M750) Printer		
🖞 USB	NPI758CFE (HP LaserJet 600 M602) Printer		
	NPI7115D1 (HP LaserJet M607) Printer		
	The printer that I want isn't listed		
	Printers & scanners		
	Adobe PDF		
	Business on Dc7 Access denied, unable to connect		
	品 ^{Fax}		
	Microsoft Print to PDF		

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5.) Then, click on **Select a shared printer by name** and type in "\\DC8\" in the search bar. Select either "\\DC8\Balboa" or "\\DC8\Magellan" depending on which plotter you would like to use. Finally, click on **Next** to set up the printer for use.

- 🖶 Ad	ld Printer	×
Find OMy O <u>F</u> ir	a printer by other options printer is a little older. Help me find it. d a printer in the directory, based on location or feature ect a shared printer by name	
○ Ad ○ Ad ○ Ad	\\DC8\ Browse \\DC8\ELWOOD \\DC8\Level{Balboa} \\DC8\HP Color LaserJet CP5225dn UPD PCL 6 \\DC8\JAKE2 \\DC8\Marshall \\DC8\Marshall \\DC8\SPECTRUM \\DC8\Splendor	

6.) It should take couple of seconds to connect to the printer and then a screen should come up saying that you have successfully added Balboa/Magellan on DC8. You should now be able to print on the computer. Click on **Next** and then **Finish.**

			×
\leftarrow	🖶 Add Printer		
	You've successful	ly added Balboa on DC8	
	<u>P</u> rinter name:	Balboa on DC8	
	This printer has been it	nstalled with the HP Decigniet 75200ns PS Class Driver driver	
	This printer has been in		
			_
		<u>N</u> ext Cance	1

Step B: Print Map from ArcGIS

1.) After clicking print, a screen similar to the one shown above should appear. Click **setup** to make further changes so the document can be printed on the Plotter.



2.) In the setup window, change the Printer to \\dc8\Magellan or \\dc8\Balboa. After, make sure the orientation is landscape, the source is roll and scale map elements proportionally to changes in page size is checked.

Page and Prin	t Setup		×
Printer Setup <u>N</u> ame: Status:	Vdc8 Wagellan		V Properties
Type: Where: Comments: Paper	HP Designjet Z Series 172.19.24.213	PS Class Driver	
<u>S</u> ize: So <u>u</u> rce: Orient <u>a</u> tion	Letter Roll I: O Portrait	∨ ∨ ● Landscape	Printer Paper Printer Margins Map Page (Page Layout) Sample Map Elements
Map Page Siz	e Ir Paper Settings	el to Deinter Dance Cine	
<u>Wi</u> dth: <u>H</u> eight: Orientati <u>o</u> r	8.5 11 I: OPortrait	Inches V Inches V Inches V Inches V	
Show Printe	r <u>M</u> argins on Layout Pages	<mark>⊠ Scale Map Elements p</mark>	roportionally to changes in Page Size

3.) Click on the **properties** tab next to the Printer's name and edit settings further.

Page and Print	Setup	×
Printer Setup <u>N</u> ame: Status: Type:	Toner Low HP Designjet Z Series PS Class Driver	Propertijes
Where: Comments: Paper Size: Source: Orientation: Map Page Size	172.19.24.213	Printer Paper Printer Margins Map Page (Page Layout) Sample Map Elements
Vuse Printer Page Page Size th Width: Height: Orientation:	Paper Settings nat will be used is equal to Printer Paper Size 8.5 Inches 11 Inches Portrait	
Show Printer	Margins on Layout Scale Map Elements pro	OK Cancel

4.) Set the Paper Source to Roll and Media to Any.

A \\dc8\Magellan Doci	ument Properties		
Tray Selection Paper <u>S</u> ource: <u>M</u> edia:	Roll		
Quality Settings			
○ D <u>r</u> aft	Better	() <u>B</u> est	
			Ad <u>v</u> anced
			OK Cancel

5.) Go to the **layout** tab and make sure the Orientation is set to **Landscape**. Then, click on **Advanced**.

👼 \\dc8\Magellan Document Properties		Х
Layout Paper/Quality		
Orientation:		
	Ad <u>v</u> anced	
	OK Cancel	1

6.) Set the **Paper size** to your desired size and click **OK**. Then, click **OK** once again.

HP Designjet Z Series PS Class Driver Advanced Options	\times
HP Designjet Z Series PS Class Driver Advanced Document Settings Paper Size: Paper Size: Po (JIS) Copy Copy <td></td>	
OK Cance	el

7.) In the **paper size** section make sure the custom paper size you had made is selected and the orientation is set to **landscape**. In the map page size, make sure **Use Printer Paper Settings** is checked and on the bottom **Show Printer Margins on Layout** is checked. Check the **Width** is not larger than **42 inches**.

Page and Pri	Page and Print Setup X			
Printer Setu				
<u>N</u> ame:	🍐 \\dc8 \Magellan		 Properties 	
Status:	Toner Low			
Type:	HP Designjet Z Series PS Class	s Driver		
Where:	172.19.24.213			
Comments:				
Paper				
<u>S</u> ize:	BO (JIS)	~	Printer Paper	
Source:	Roll	~ _	Printer Margins	
Orient <u>a</u> tio	n: OPortrait OL	andscape	Map Page (Page Layout)	
Map Page Si	ze	DOM:		
Use Print	er Paper Settings			
Page				
Page Size	that will be used is equal to Print	ter Paper Size		
<u>W</u> idth:	40.56 Inc	hes 🗸		
Height:	57.32 Ind	hes 🗸 💦		
Orientatio	n: OPortrait OL	andscape		
Show Printer Margins on Layou				
Data Driver	Pages		OK Cancel	

8.) Click **OK** on the page and print window set up and then **OK** on the print window to start printing.

Page and Print Setup X	Print X
Printer Setup Mame: Mick3 WageSan Properties Status: Toner Low Type: HP Designjet Z Series PS Class Driver Where: 172.19.24.213 Comments: Paper Pap	Printer Status: Toner Low Status: Toner Low Type: HP Designjet Z Series PS Class Driver Where: 172.19.24.213 Comments: Image: Comment Series PS Class Driver
Size: B0 (JIS) Printer Paper Source: Roll Printer Margins Orientation: Portrait Map Page (Page Layout) Map Page Size Sample Map Elements Use printer Paper Settings Sample Map Elements	Printer Engine: Windows Printer Properties Printer Paper(s) that will be printed Output Image Quality (Resample Ratio) Fast Normal Best Ratio: 1: 3
Page Page Size that will be used is equal to Printer Paper Size Width: 40.56 Inches Height: 57.32 Inches Orientatign: Portrait Landscape	Tiling ① Tile Map to Printer Paper ② All 1 tile(s) ③ Tiles from: 1 \$\$ to: ① Sgale Map to fit Printer Paper
Show Printer Margins on Layout Scale Map Elements proportionally to changes in Page Size Data Driven Pages OK Cancel	Number of Copies: 1 Print to Ele OK