## **AutoCAD 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). Adding the printer does not follow you on your profile but is computer specific so if you are logged on to another computer you will need to add the printer again even if you have done so on another machine.

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**.



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

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3.) Click on Add a printer or scanner.

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Biuetooth & other devices		Get help with your printer
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() Mouse	Adobe PDF	Related settings
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	Let Windows manage my default printer	
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	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.

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Pind a setting , D Devices	HP Color Laser/et 4600 PCL6 on KNIGHT Printer		
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Printers & scanners	Splendor on DC7 Printer		
() Mouse	HeldrichD95 on DC7 Printer		
Typing     Pen & Windows Ink	NPI041586 (HP Laser/et 600 M603) Printer		
AutoPlay	NPIBE06AE (HP Color LaserJet M750) Printer		
Ē USB	NPI758CFE (HP LaserJet 600 M602) Printer		
	NPI7115D1 (HP Laser/et M607) Printer		
	The printer that I want isn't listed		
	Printers & scanners		
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	E Fax		
	Microsoft Print to PDF		

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.

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	● <u>S</u> ele	ect a shared printer by name	
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		\\DC8\Magellan	
	⊖ Ado	\\DC8\Marshall \\DC8\Orange \\DC8\SPECTRUM \\DC8\Splendor	
		Next Cancel	

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**.

			×
~	🖶 Add Printer		
	You've successfu	lly added Balboa on DC8	
	<u>P</u> rinter name:	Balboa on DC8	
	This printer has been in	nstalled with the HP Designjet Z5200ps PS Class Driver driver.	
		<u>N</u> ext Cancel	

Step B: Print Plan from AutoCAD

These instructions assume you have already set a scale for your plan to print at. The Viewport Scale can be set in the **lower right hand corner** clicking the Viewport Scale button.

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If the scale you want is not there, select **Custom...** and add your own scale.

 After clicking on Print, the following window should appear. Set the Printer/Plotter to \\dc8\Magellan or \\dc8\Balboa. Then, select your desired Paper size. Set What to plot to Window and you will be prompted to outline a window. Finally, check the Center the plot box.

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Page setup		Plot style table	e (pen assignments)			
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Preview	Apply to Layo <u>u</u> t OK	Cancel	I <u>H</u> elp			

- 2.) You can click **Preview** to ensure that your window is correct and encompasses all of the drawing.
- 3.) You can also save the page setup by click **Add** so you can use the same settings later.
- 4.) Click **OK** to send the file to the plotter.