

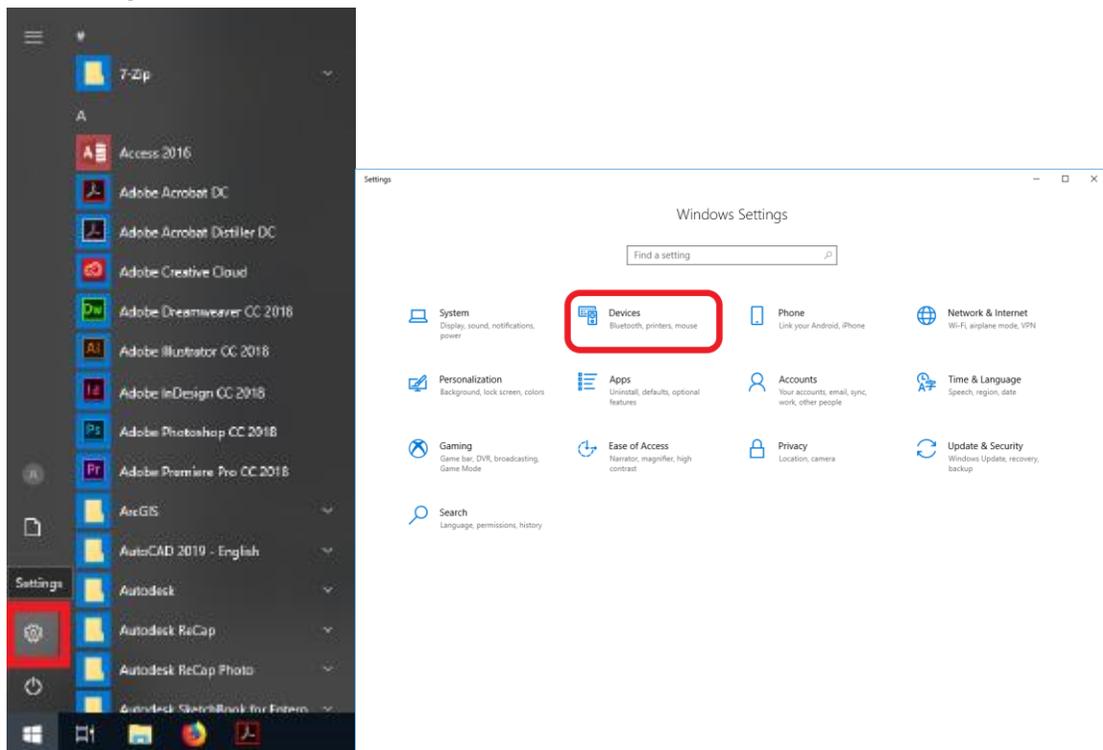
AutoCAD Plotter Printing Instructions

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

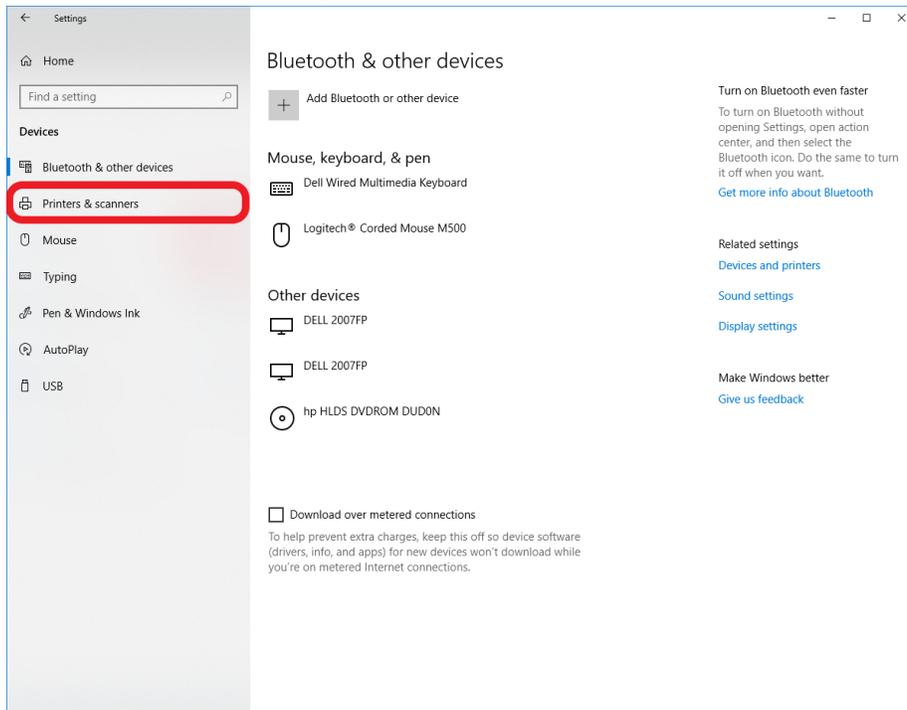
Step A: Add plotters to your workstation

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.

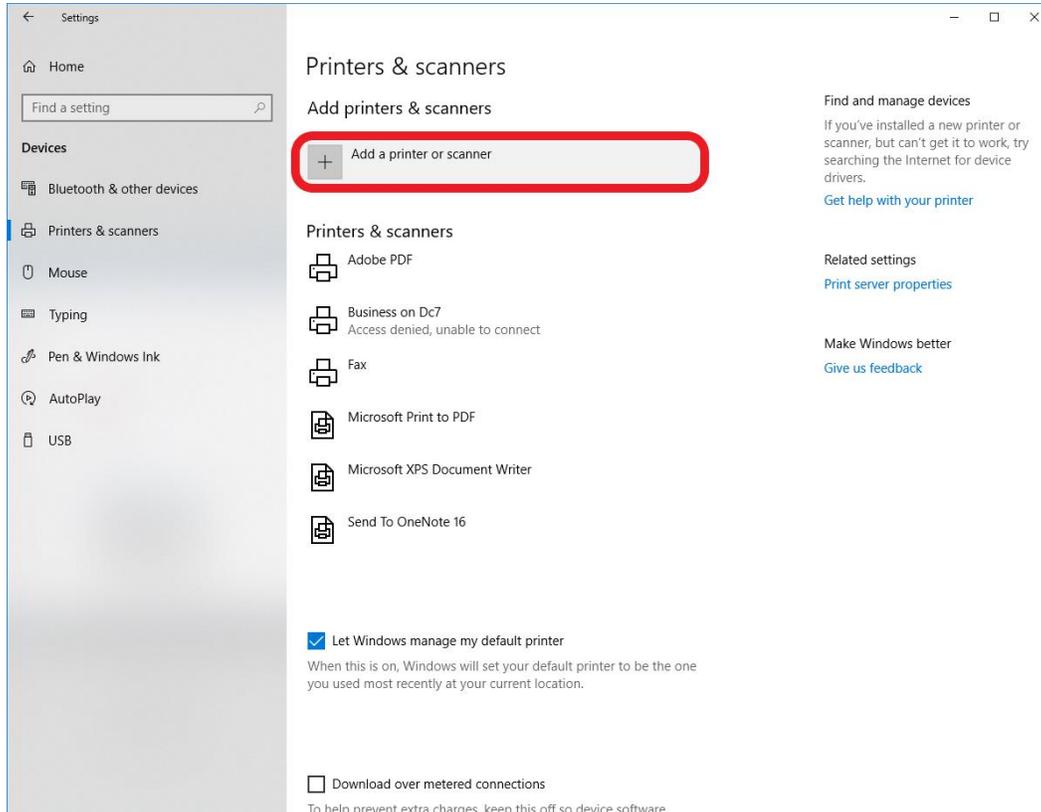
- 1.) Click on the start menu button and then go over to **Settings** and left click on it. Then, from Settings, left click on **Devices**.



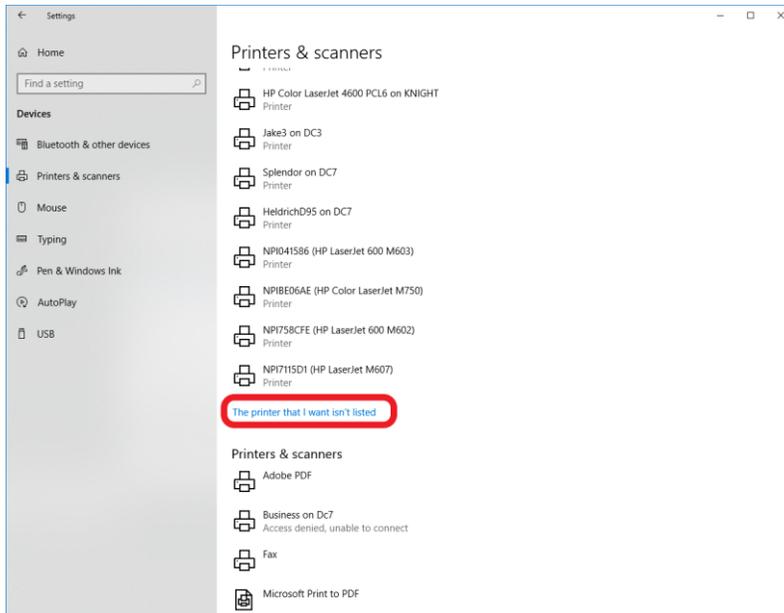
2.) Once in the Device settings, click on **Printers & Scanners**.



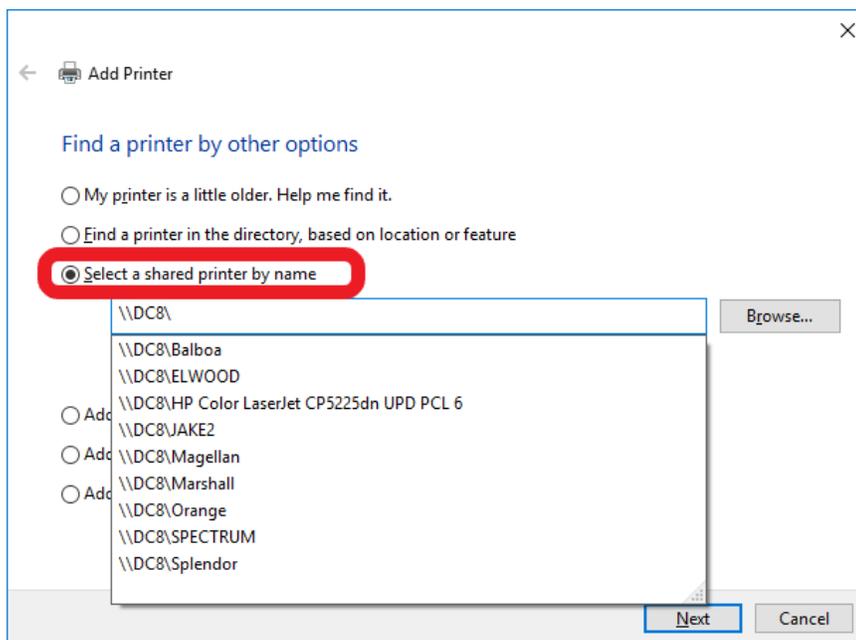
3.) Click on **Add a printer or scanner**.



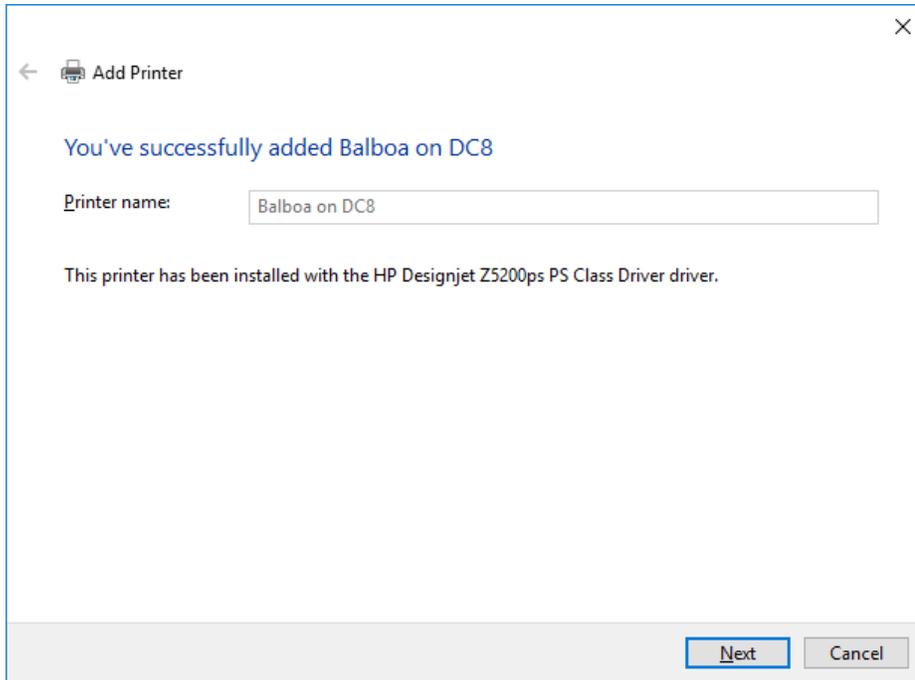
4.) A search for available network printers will start. Scroll down to **The printer that I want isn't listed** and click on it.



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.

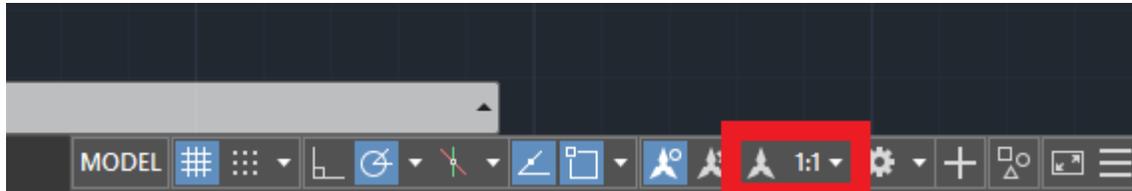


6.) It should take couple of seconds to connect to the printer and then a screen should come up saying that you have successfully added Balboa/Magellan on DC8. You should now be able to print on the computer. Click on **Next** and then **Finish**.



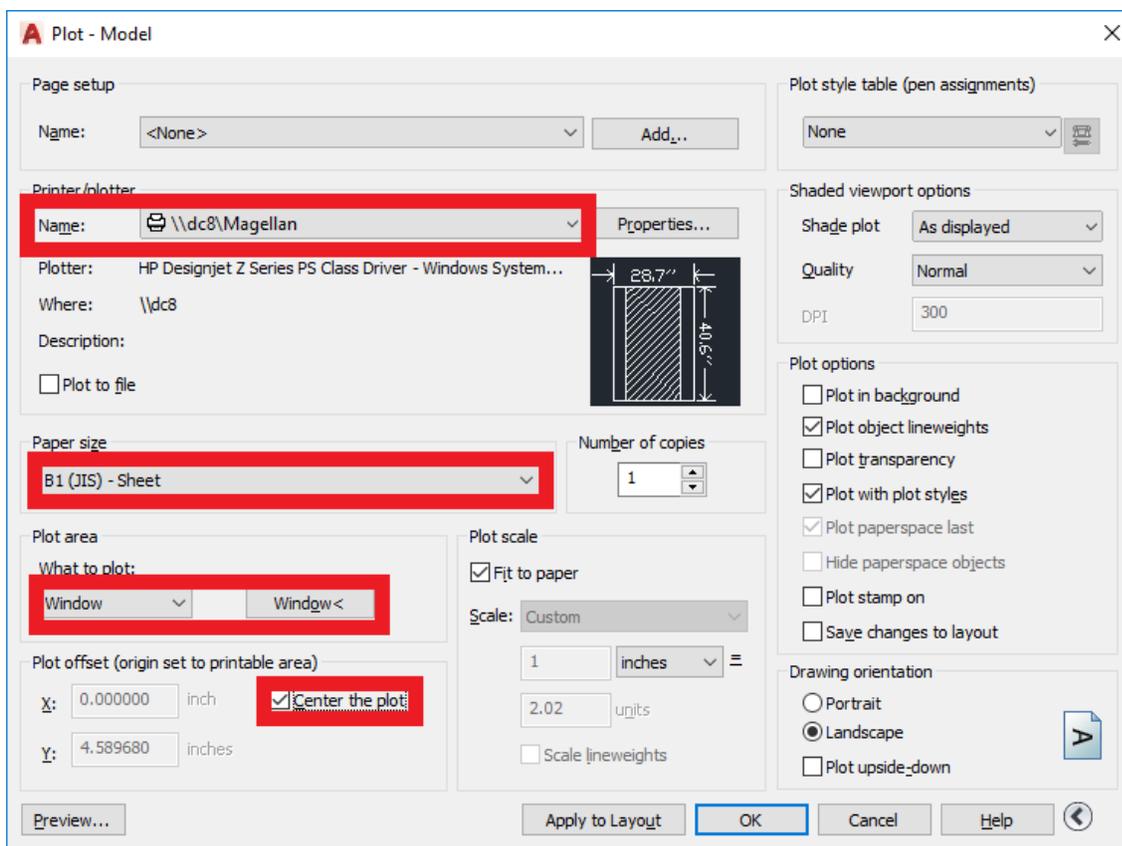
Step B: Print Plan from AutoCAD

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.



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

- 1.) 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.



- 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.