First, 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**.



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

← Settings		- 🗆 X
ல் Home	Bluetooth & other devices	
Find a setting	Add Bluetooth or other device	Turn on Bluetooth even faster
Devices	+	To turn on Bluetooth without opening Settings, open action center, and then select the
Bluetooth & other devices	Mouse, keyboard, & pen	Bluetooth icon. Do the same to turn
Printers & scanners	Dell Wired Multimedia Keyboard	Get more info about Bluetooth
() Mouse	Logitech® Corded Mouse M500	Related settings
E Typing		Devices and printers
.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Other devices	Sound settings
Pen & Windows Ink	DELL 2007FP	Display settings
AutoPlay		
ā usb	DELL 2007FP	Make Windows better
	hp HLDS DVDROM DUDON	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.	

3.) Click on Add a printer or scanner.

← Settings		- 🗆 X
வ் Home	Printers & scanners	
Find a setting	Add printers & scanners	Find and manage devices
Devices	+ Add a printer or scanner	scanner, but can't get it to work, try searching the Internet for device drivers.
E Bluetooth & other devices		Get help with your printer
Printers & scanners	Printers & scanners	
0 Mouse	Adobe PDF	Related settings
Typing	Business on Dc7 Access denied, unable to connect	Print server properties
🖉 Pen & Windows Ink	E Fax	Make Windows better Give us feedback
(P) AutoPlay		
🖞 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	

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		-	×
	Printers & scanners		
Devices	HP Color LaserJet 4600 PCL6 on KNIGHT Printer		
Bluetooth & other devices	Jake3 on DC3 Printer		
B Printers & scanners	Splendor on DC7 Printer		
() Mouse	HeldrichD95 on DC7 Printer		
Den & Windows Ink	NPI041586 (HP LaserJet 600 M603) Printer		
P AutoPlay	NPIBE06AE (HP Color LaserJet M750) Printer		
Ē USB	NP/758CFE (HP Laser/et 600 M602) Printer		
	Printer NPI7115D1 (HP Laser/et M607)		
	The printer that I want isn't listed		
	Printers & scanners		
	Adobe PDF		
	Business on Dc7 Access denied, unable to connect		I
	E 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.

🔶 🖶 Ac	ld Printer	×	
Find	a printer by other options		
⊖ My ⊖ <u>F</u> in	<ul> <li>My printer is a little older. Help me find it.</li> <li><u>Find a printer in the directory, based on location or feature</u></li> </ul>		
bA () bA () bA ()	\\DC8\     Browse       \\DC8\Balboa     \\DC8\ELWOOD       \\DC8\HP Color LaserJet CP5225dn UPD PCL 6     \\DC8\JAKE2       \\DC8\Magellan     \\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.** 

4	🖨 Add Printer		×
Ì			
	You've successful	ly added Balboa on DC8	
	<u>P</u> rinter name:	Balboa on DC8	
	This printer has been ir	istalled with the HP Designjet Z5200ps PS Class Driver driver.	
		<u>N</u> ext Cance	1

1. Open your PDF file in Acrobat

## 2. Select File → Print



3. Select Your printer (either Magellan or Balboa) and then select **Page Setup** in the bottom left.



4. Set the paper Size (In this example, we used BO)

Page Setup		×
-	<ul> <li>Handbackson (Handback)</li> <li>Handbackson (Hand</li></ul>	
Paper		
Size:	JIS BO	~
Source:	ARCH A ARCH B ARCH C	^
Orientation	ARCH D ARCH E	
Portrait	ARCH E1 ARCH E2	
O L <u>a</u> ndscap	e ARCH E3 C5	
	Executive	
	ISO B2	
	ISO B4	

## 5. Change the Page Scaling to **Fit**.

Print	X
Copies: 1 Adobe PDF Print in grayscale (b Save ink/toner	Iack and white)
Pages to Print ● <u>A</u> ll ○ Current page ○ Pages 1 - 6 ► More Options	Comments & Forms Document and Markups Summarize Comments Scale: 477%
Page Sizing & Handling ①       Size     Poster     Multiple     Booklet            ● Fit Actual size         ○ Shrink oversized pages         ○ Custom Scale: 100 %         ○ Choose paper source by PDF page size         ○         Choose paper source by PDF page size         ○         Choose paper source by PDF page size         ○         Choose paper source by PDF page size         ○         Choose paper source by PDF page size         ○         Choose paper source by PDF page size	40.56 x 57.32 Inches
Orientation:	
Page <u>S</u> etup	Page 1 of 6 Print Cancel

6. Select OK (this sends the job to the printer). The print job will then process on the local machine and then send it to the print server. Depending on the size and complexity of the file, this may take anywhere from a minute to hours.