

## Large Format Poster Printer CHECKLIST

Patrons must be certified and make a reservation at [large format poster printer reservations](#) to use the machine.

Sign in at the circulation desk upon arrival and sign out when finished.

Users must use the Memory lab iMac or one of the MacBook Pros to print from the large-format printer since computers have to be connected to the staff wireless network in order to connect to the printer. Because of this, files to be printed should be located on a USB drive or in the user's cloud storage.

Do not attempt to change the paper roll yourself. If you need an alternate type of paper please contact library staff for assistance.

If the printer is low on ink, please contact library staff for assistance.

Follow the posted quick guides that hang next to the machine.

The large format poster printer can be used for 2 hours per day/user.

Users must clean up materials and scraps and the printer must be turned off after using.