

# HOW TO USE THE PLOTTERS IN HUNT HALL

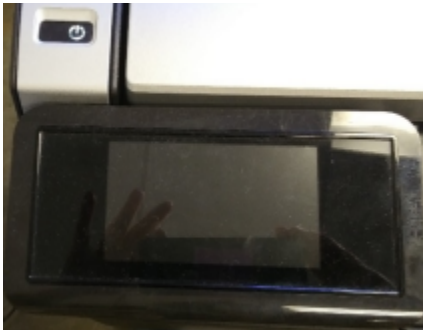
**LOCATIONS:** room 173, room 118-inside room 120/114 (Junior Studio), and room 149 (Senior Studio)

\*Need codes to access

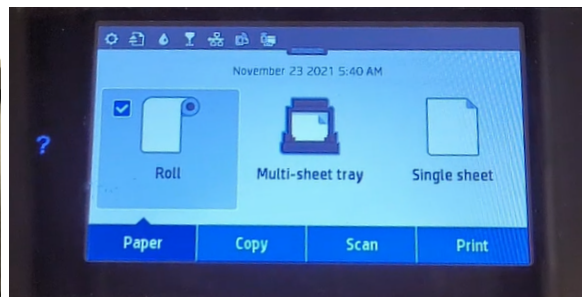
**IMPORTANT! BE MINDFUL OF PAPER USAGE. PLEASE DO NOT WASTE PAPER OR INK. THANKS!**

## STEPS TO COPY & PRINT:

1. Make sure machine is powered ON



(SCREEN OFF)



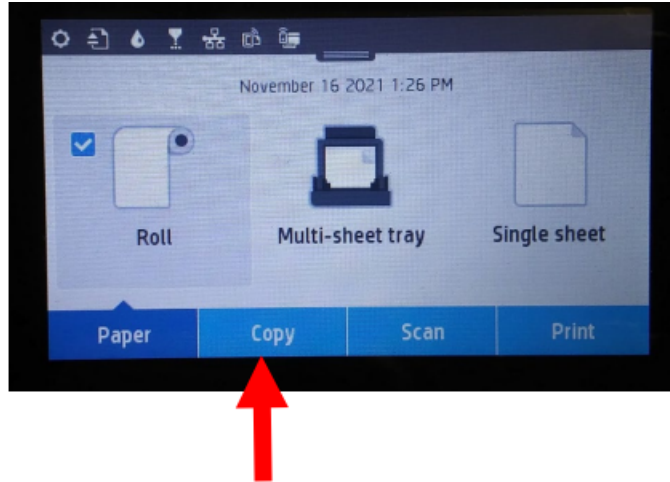
(SCREEN ON)

2. Place your drawing / paper document in the MIDDLE of the feeder.
  - a. Make sure it is aligned properly
  - b. To avoid wrinkles, make sure trace paper is taped well

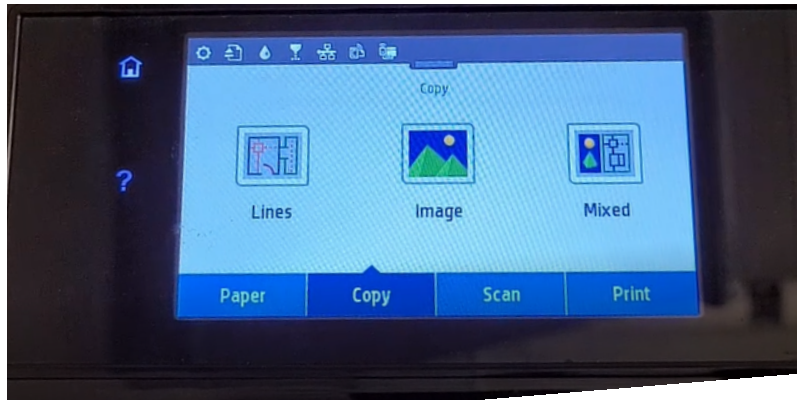
**NOTE:** The machine will grasp onto paper. Don't be alarmed if you feel a slight tug on your paper.



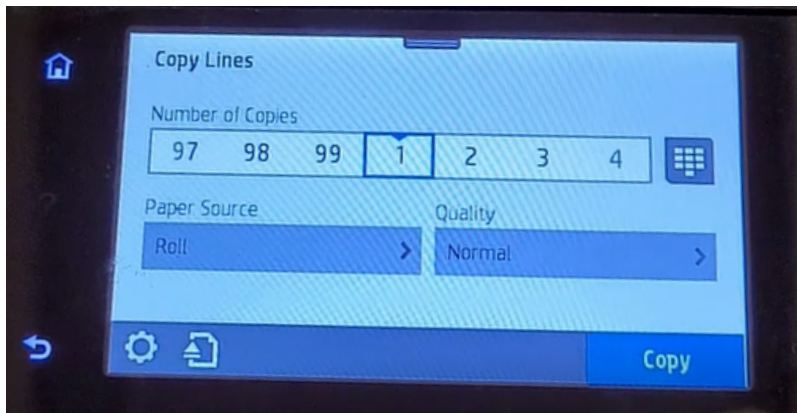
3. The "home" screen will look like the image below. Click on COPY.
  - a. "COPY" will scan and print (instantly)



- Next, select "LINES" to avoid yellow from trace paper



- Select "COPY"



- Finally, retrieve the printed item from the output bin.
- ALL DONE!

## STEPS TO SCAN:

\*\*\*“SCAN” will require a USB drive \*\*\*

### Scanning paper document to USB drive [ Paper (hard copy) → USB (digital) ]

1. Make sure machine is powered ON
2. Insert USB drive into the plotter
3. Place your drawing / paper document in the MIDDLE of the feeder.
  - a. \*Note: The machine will grasp onto paper. Don't be alarmed if you feel a slight tug on your paper. IT DOES THIS!
4. On screen, click to where it says “USB”. Then select “START”
5. (Scanning)
6. Once done scanning, select “SAVE FILE”
7. Now, remove paper document by hitting “EJECT”
8. Then, remove USB
9. ALL DONE! Your drawing/document should be saved to your USB drive

### Scanning document from USB drive [ USB drive (digital) → PRINT/SCAN (hard copy) ]

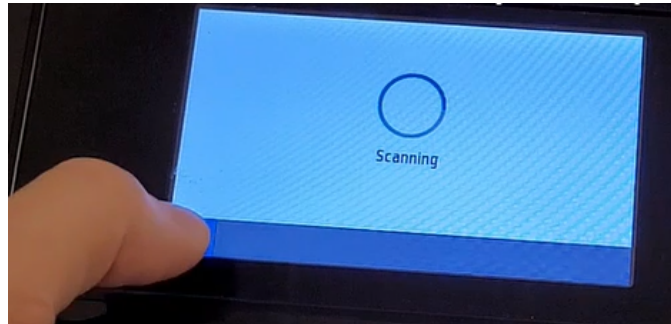
1. Make sure machine is powered ON
2. Insert USB drive into the plotter
3. Wait until plotter detects USB drive OR
4. On screen, click to where it says “USB”
5. Next, select “PRINT”
6. Then, scroll to and select the name of the file that you want to print.

**NOTE:** If the file is stored in a folder, touch the name of the folder, and then scroll to and touch the name of the file.

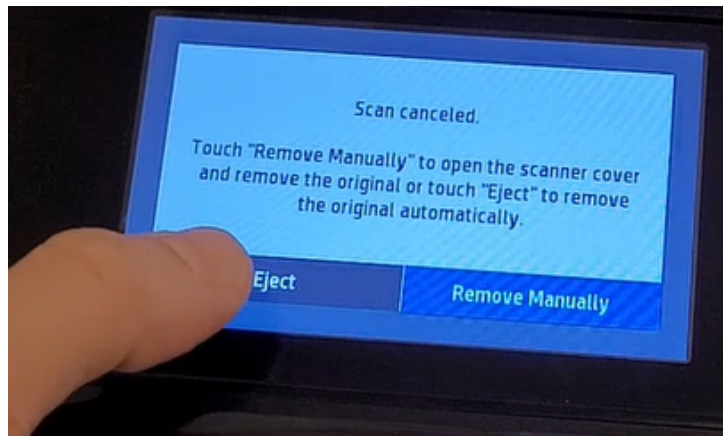
7. (Optional) Touch any of the options to change the settings for the print job.
8. Before printing, it may show a preview of the file.
9. Finally, select “START” or “PRINT” on the screen
10. Retrieve the printed item from the output bin, and then remove the USB flash drive from the USB port.
11. ALL DONE!

## WHAT TO DO WHEN SOMETHING GOES WRONG:

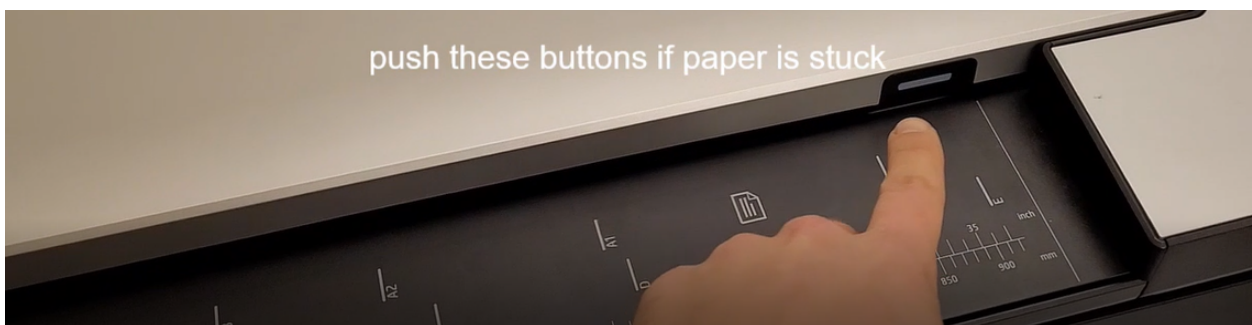
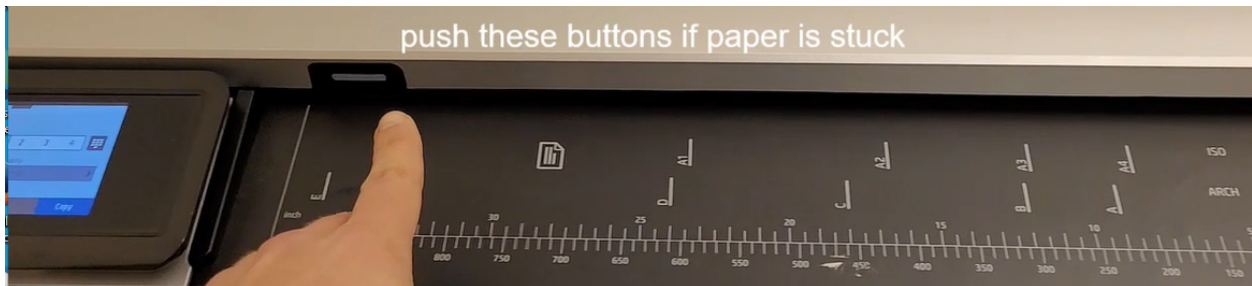
1. Hit the "X" button if something goes wrong



2. **DO NOT** pull on paper!
3. Select the "EJECT" button if the scanner needs to stop



4. Process will stop and it may release paper
5. **IF** paper is stuck then push the side buttons at the same time and life.
  - a. Retrieve paper **CAREFULLY**



6. Make sure when pushing it back down, it “clicks”.
7. **IMPORTANT!**
  - a. **DO NOT** touch the scanner when open. It is EXTREMELY delicate

