![Buckinghamshire New University logo]

How to use the G4 Plotter

The two large format printers can print document in A0, A1 & A2 sizes.

To print, you **must** ensure your account has the relevant funds available to release a print job. Pricing for print jobs can be found in our library page.

Your printing account can be managed by logging into https://myprint.bucks.ac.uk

NOTE: Documents sent to the plotter must be in the PDF format and not include the words **Poster** or **Presentation** in the file title.

1) When ready to send your PDF document to the plotter, click File>Print and ensure the G4 Plotter printer is selected. Click Properties to set the paper size.
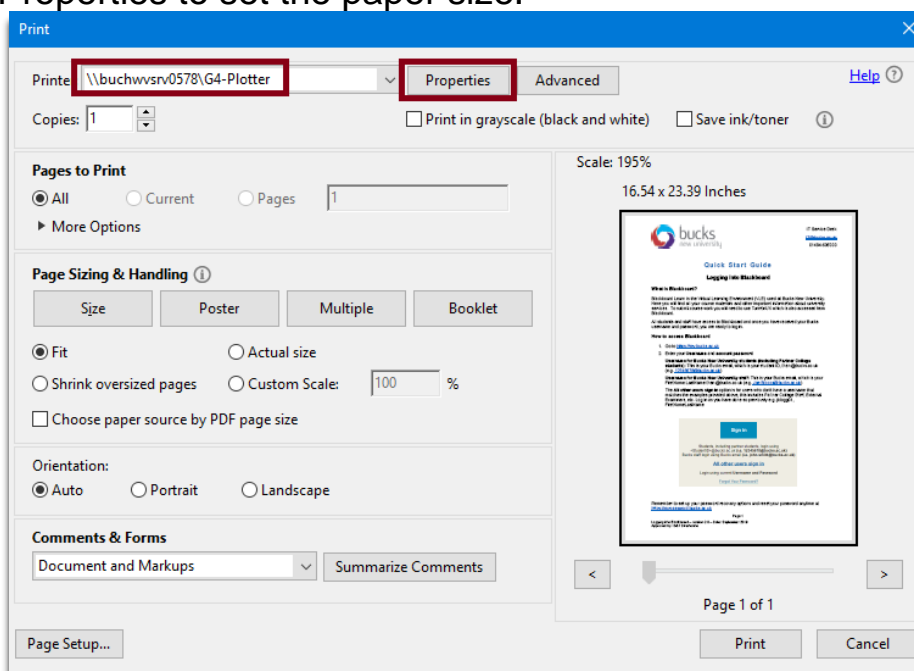
2) Choose the required document size, then click **OK**.
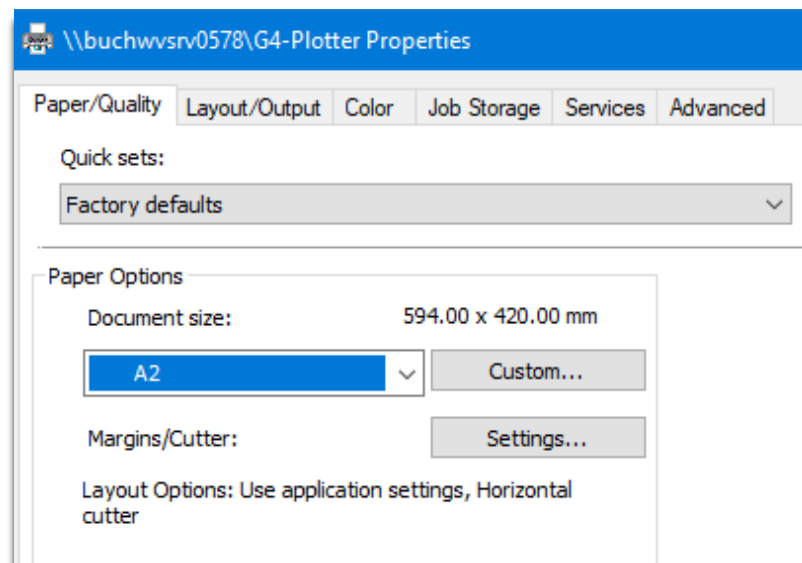
3) Click the **Print** option, your document is now ready to be released from the plotter on the 4th floor.

4) Once at the printing areas, you will see a touch screen, please tap your ID card on the card reader. Highlight the required job and your document will be released.

   Please allow some time for the document to print (depending on size/quality).