



Printing At IRMACS

Available Printers

Name: Colour Printer
Model: HP 4650
Location: Room 10905-2
Availability: Choose in printer list.
Features: Colour laser printer with duplex printing support.

Name: Lab Printer
Model: Xerox 5500
Location: Room 10933
Availability: Choose in printer list. The default printer.
Features: High-speed B&W laser printer supporting duplex printing, hole punch, and staple paper finishing.

Name: Plotter
Model: HP 800PS
Location: Room 10933
Availability: Permission needed.
Features: Larger paper plotter with photo quality colour printing.

Choosing A Destination Printer

While running any Mac application, select Print from the application's File menu or press P to display the printer dialog box. The default destination printer is the one with the check mark beside it. If no printer appears in the list, select Shared Printers to view the available printers on the network as shown in Figure 1.

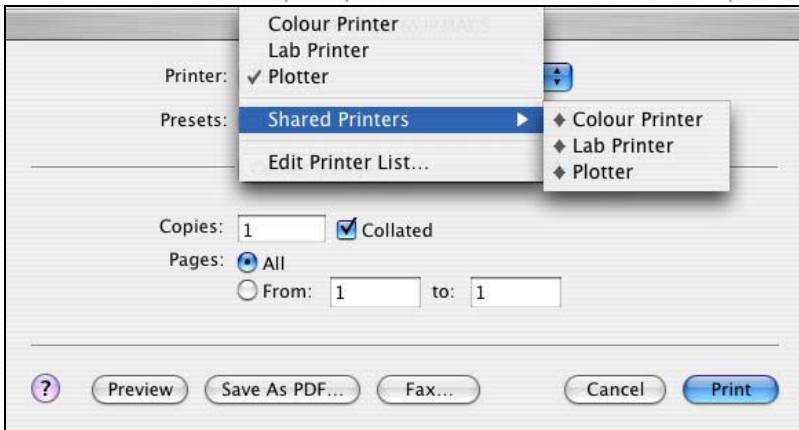


Figure 1: Choose destination printer

Setting Printer Options From Applications

Before printing, make sure the application's output format is configured for the printer that you want to print to. THIS IS IMPORTANT FOR LARGE PAPER PRINTING ON THE PLOTTER.

From the application's File menu, choose Page Setup, as shown in Figure 2, to configure the page for a particular printer.

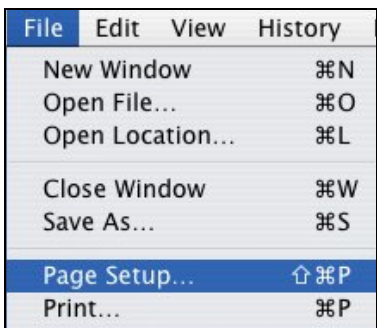


Figure 2: Choose page setup

Select the printer that the page will be formatted for, as shown in Figure 3.

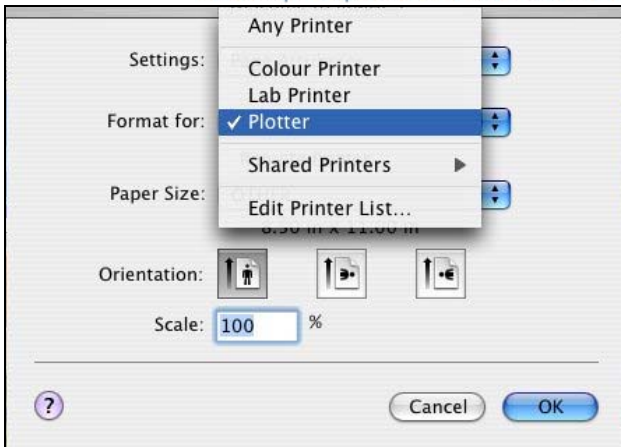


Figure 3: Choose format for a printer

Select the paper size for your desired output, as shown in Figure 4.

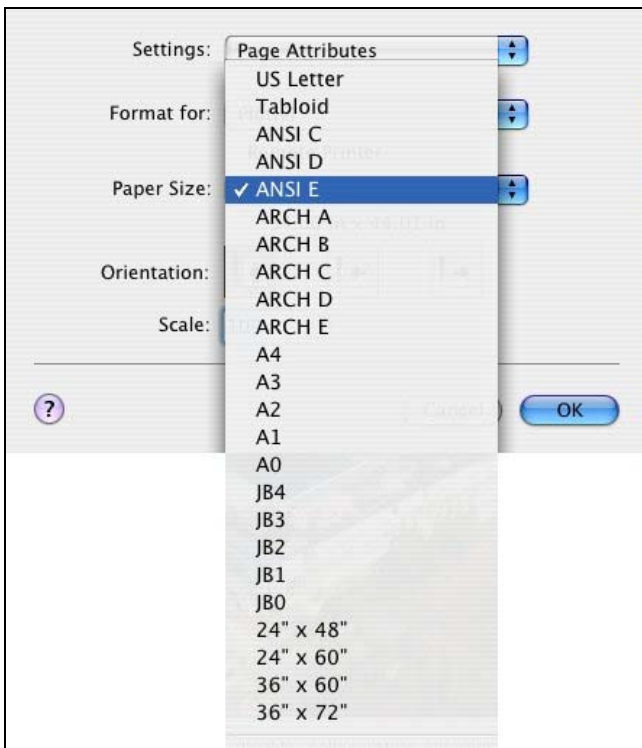


Figure 4: Choose paper size

Choose paper output orientation, as shown in Figure 5.

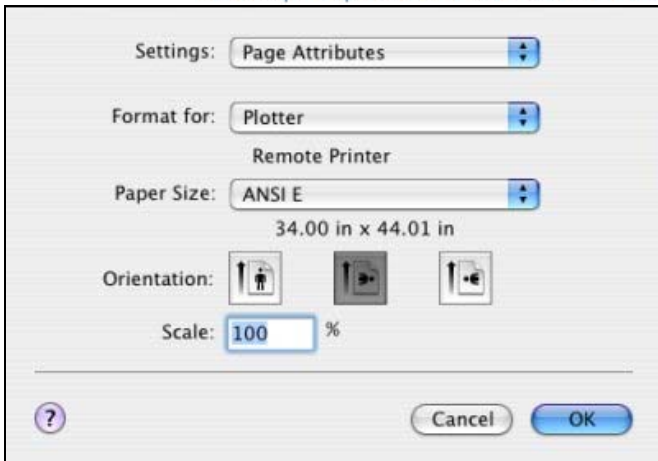


Figure 5: Printer paper orientation

Using the Lab or Colour Printer

From the printer configuration dialog window, as shown in Figure 6, choose the printer you want to print to. Each printer will have different features with parameters that can be adjusted.

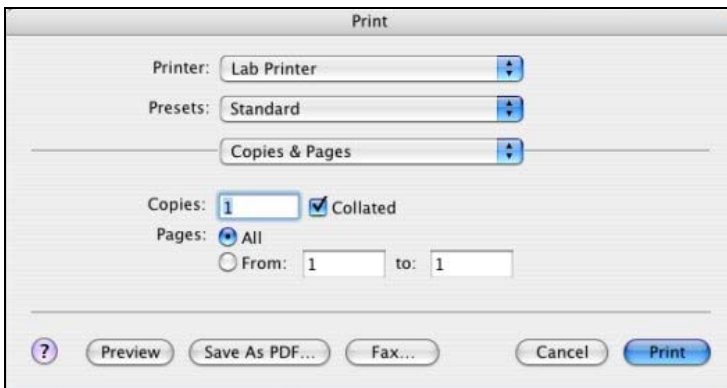


Figure 6: Printer configuration dialog window

To see what printer options are available for the chosen printer, select the printer's option list as shown in Figure 7.

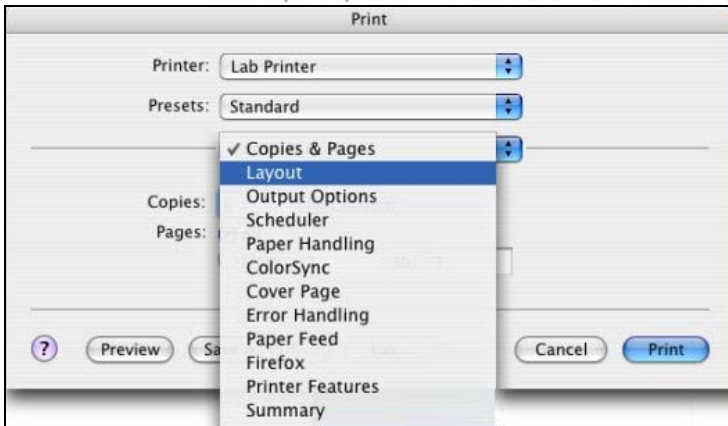


Figure 7: Printer option list

For both the Lab and Colour printers, duplex printing is available. As shown in Figure 7, choose Layout from the printer's options list. This will display the layout options as shown in Figure 8. The user can choose to print multiple pages per sheet and either long or short edge binding to enable duplex, both sides of the page, printing.

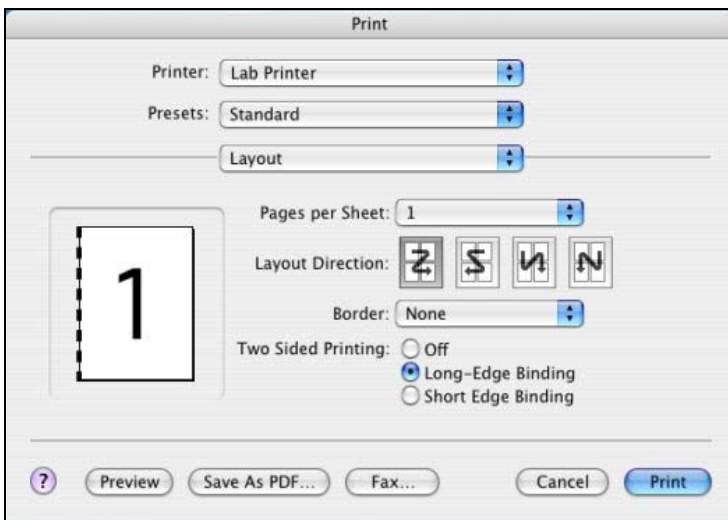


Figure 8: Set duplex and pages per sheet options

The Lab printer also supports automatic hole punching and stapling of documents. To access these features, select Printer Features in the printer's option list as shown in Figure 7. The printer configuration dialog window will now display a Feature Sets list as shown in Figure 9.

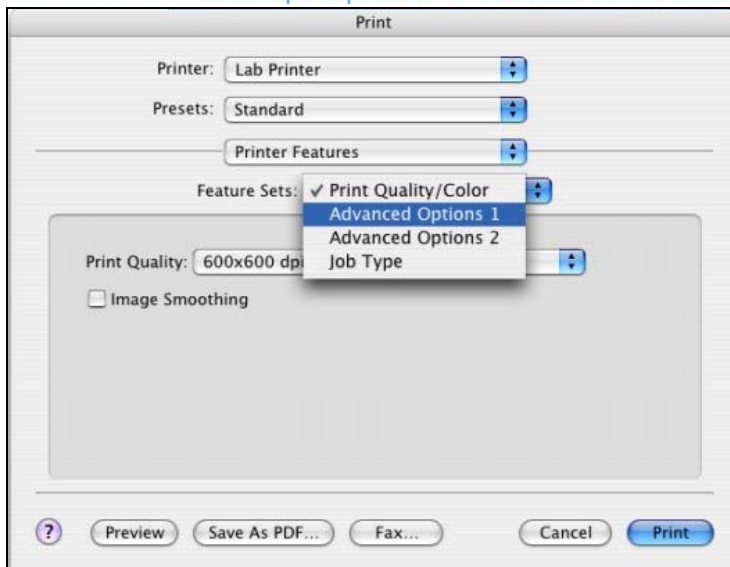


Figure 9: List showing advanced printer features

To configure the output destination and/or the paper stapling options choose Advanced Options 1, as shown in Figure 9.

If your printing a large number of pages, please send the job to either the upper or lower tray of the stacker, as shown in Figure 10.

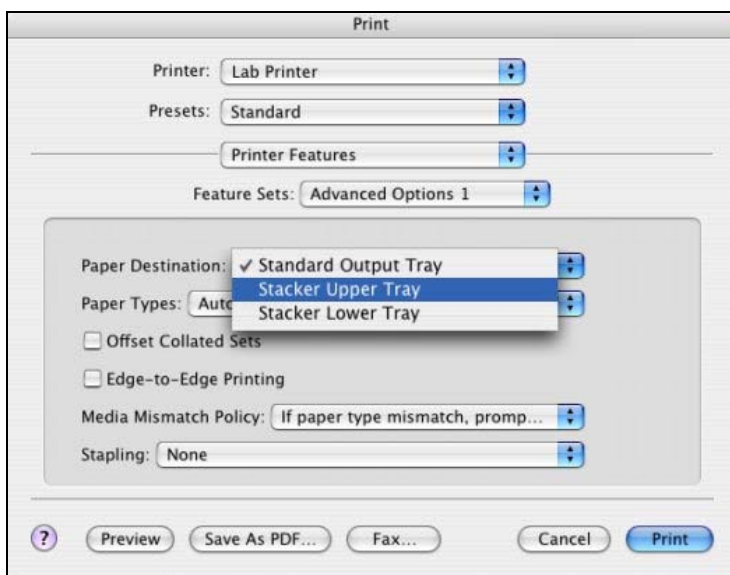


Figure 10: Choose paper output destination

To enable stapling of the printed document, choose Stapling on the printer configuration dialog. The Front choice, as shown in Figure 11, will staple the document in the top left corner of the paper.

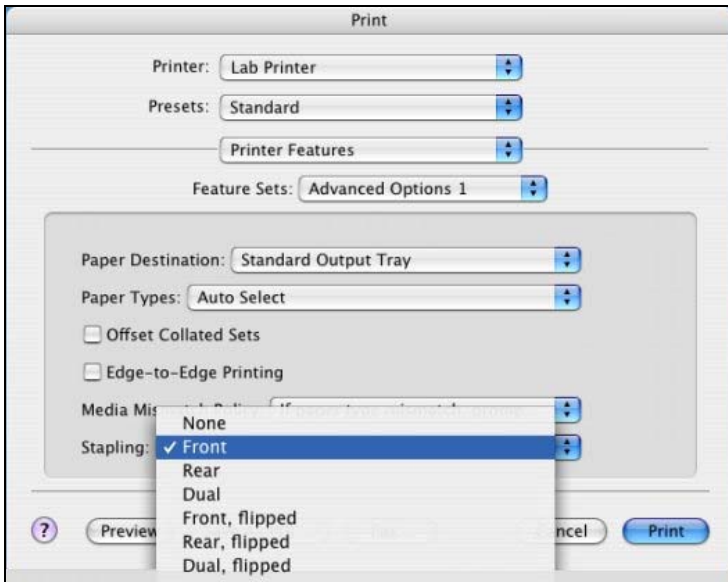


Figure 11: Choose staple location

To enable hole punching of the print job, select Advanced Options 2 in the Feature Sets list. Next select Hole Punching, as shown in Figure 12. Only 3 hole punching is available.

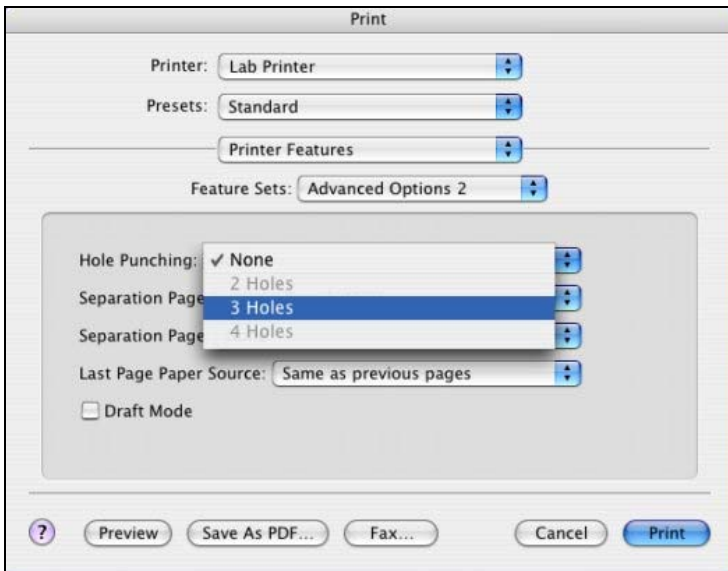


Figure 12: Choose hole punch options

Using the Plotter

It's highly recommended that the user use the computer in room 10933 to print to the plotter. Before printing to the plotter, please print your document on the lab or colour printer at normal US Letter size to see if there any problems with document output. Sometimes, images that are part of the document, display properly on a computer monitor, but do not print properly.

To create a poster out of several 8 x 11" pdf documents, open OmniGraffle in the Applications directory. Create a new document, set the paper size of the document, as shown in Figure 3 and 4 above, to the proper plotter paper size. Using import, add and arrange the letter size pdfs into the OmniGraffle document.

Select the plotter's Printer Features from the printer's option list and choose Set 1, as shown in Figure 13.

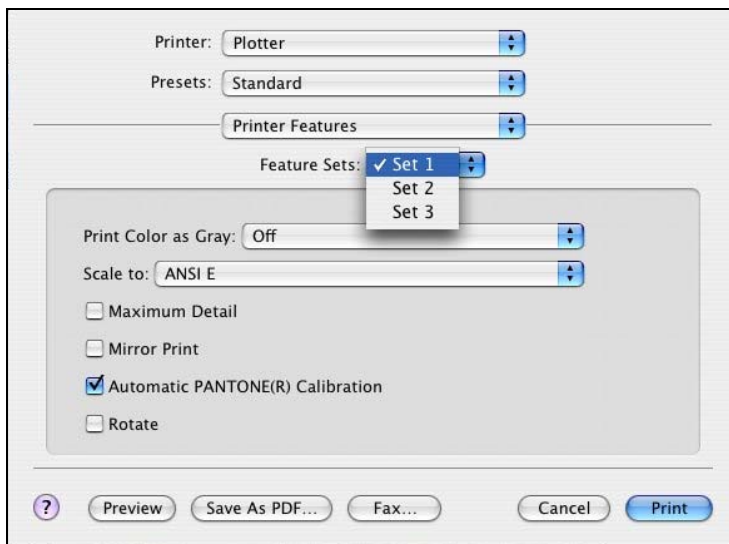


Figure 13: Plotter printer features

To set the plotter's paper output size, choose Scale from the plotter's configuration dialog window, as shown in Figure 14. The chosen size should match the size set in the application's printer options as shown in Figure 4.

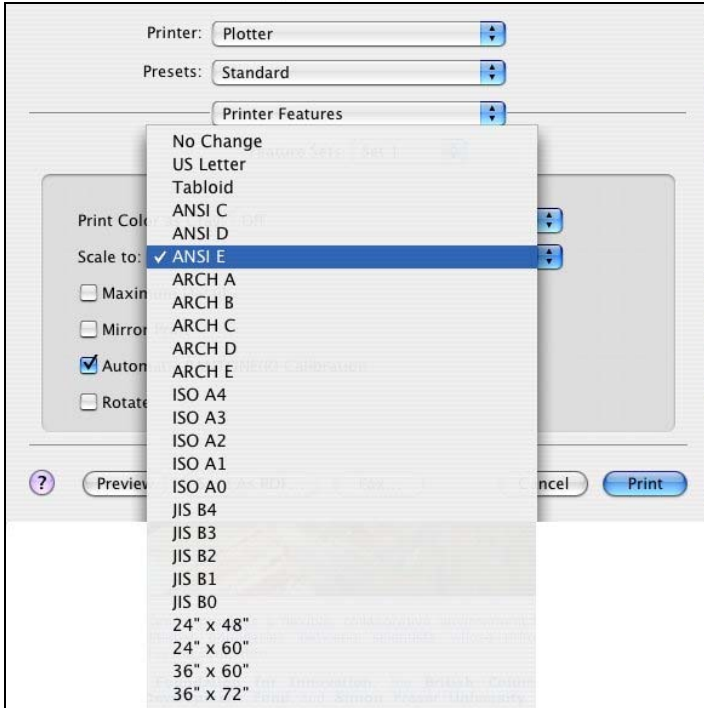


Figure 14: Choose plotter paper scale size

If creating a poster for presentation the plotter's print quality should be set to Max Quality in Feature Sets Set 3, as shown in Figure 15.

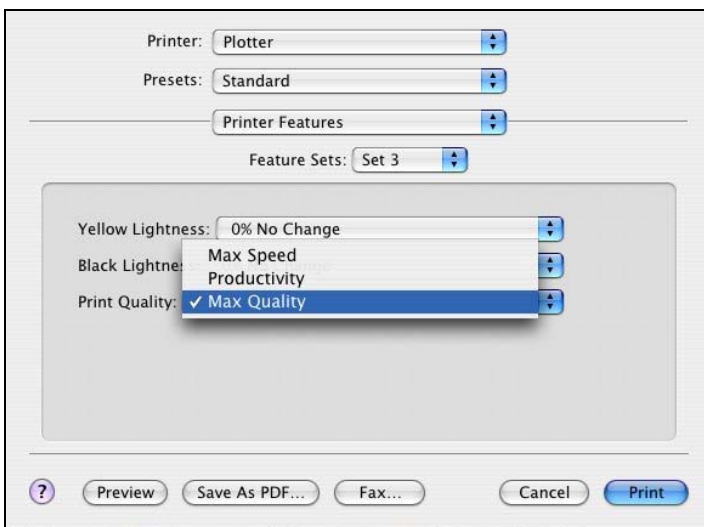


Figure 15: Choose plotter print quality

Saving Setting Options

Frequently used printer option configurations can be saved from the printer configuration dialog window, as shown in Figure 16.

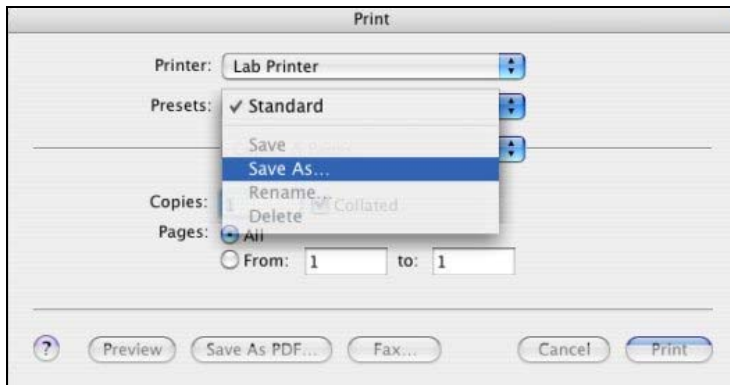


Figure 16: Save printer options

Printing from Unix/X11 Applications

Some of the X11 applications, like Matlab, will use the native Mac OS X printing sub-system so they can be treated like other OS X applications. Other unix/X11 applications, like Gimp, see the printer queues by different names. Only the Lab printer can be used by these applications. The queue name for the Lab printer is mcx-2. To print from the command line use the following command:

```
lp -s -dmcx-2 <document>
```