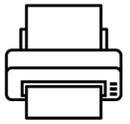
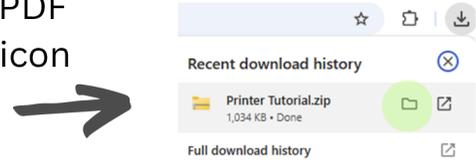


MINT Printing from Print Prep Station

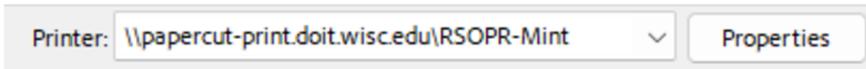


Before printing, check your Wiscard Balance to make sure you have enough funds to print

1. Login to the desktop at the Print Prep Station with your NetID and Password
2. Open the file you want to print, and download it as a PDF
3. Access recent download history, and click the folder icon next to the document you want to print.



4. Once in downloads, double-click the desired document to open with "Adobe Acrobat"
5. Once in Adobe, you will need to login with your NetID and Password
6. Click "Menu" in top left corner and then "Print"
7. Select the printer name (**MINT**)



8. To indicate your desired paper size and change settings: Select "Properties"

a. In the "Paper/Quality" tab, verify the "Document Size" is correct (ARCH/ANSI_)

Then, select the paper type you want in the "Paper Source"

- Roll 1 is "Heavyweight Coated"
- Roll 2 is "Semi-Gloss"
- Make sure 'Show preview before printing' is unchecked

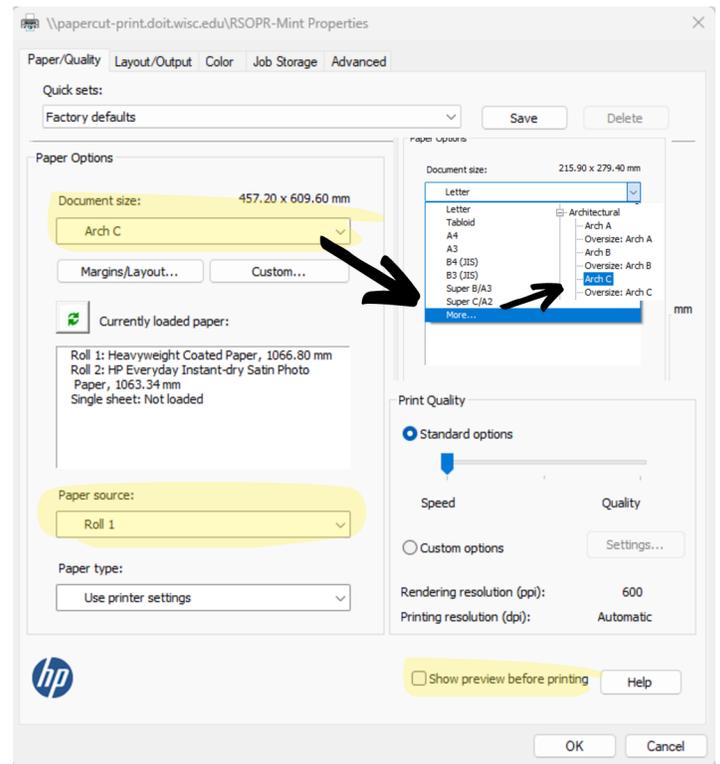
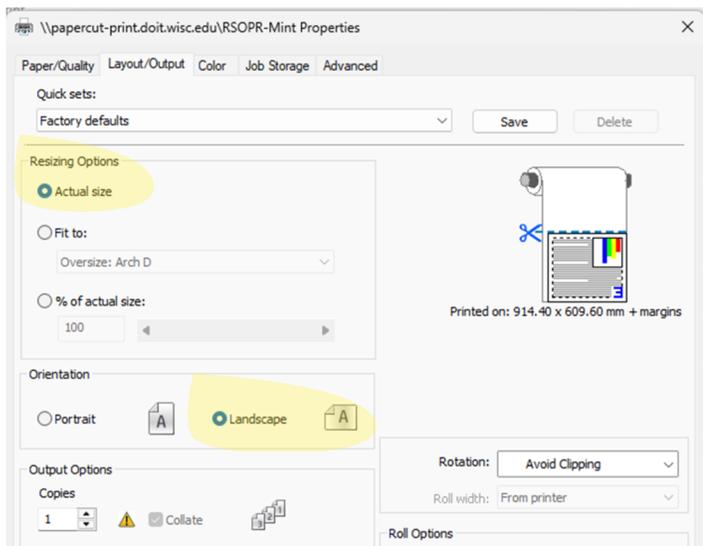
Poster Sizes

- Arch C (18x24)
- Arch D (24x36)
- Arch E (36x48)
- Arch E1 (30x42)
- ANSI D (22x34)

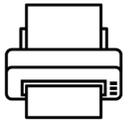
Poster Sizes (in inches)

b. In the "Layout/Output" tab:

- i. Select "Actual Size" and "Landscape" if the poster is less than 42" wide. Then press OK.

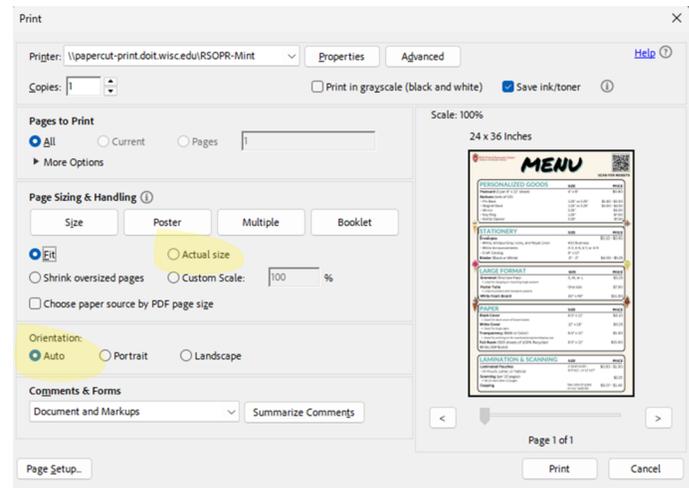


MINT Printing from Print Prep Station



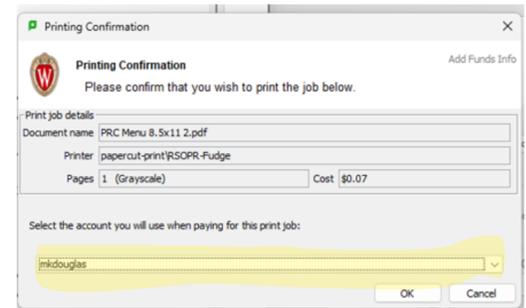
8c. Select the following in the main print dialog box:

- i. “Save ink/toner”
- ii. “Actual Size” under “Sizing”
 - If text or design elements are really close to the edge, you may want to select “Fit” instead
- iii. “Auto” under “Orientation”



9. Once everything is correct, **select “Print”**

- A popup will appear to confirm your printing job.
 - If you are a part of a department or student organization, check the dropdown at the bottom. Select if you want to pay from your Wiscard account or the department/organization account.



10. Select OK after you choose the correct account to ensure the print job gets sent to the pay station

****Press “Request Assistance” button on the wood table by the “Print Prep Stations to ask for assistance if you are unsure of any setting ****

- Sign out of the computer (if you have no more files to print) and head to the Print Release Station. Log in with your NetID & Password or Departmental Print Card and PIN# to release (print) your print job.

