

Dear ME Community:

The JHU Department of Mechanical Engineering has purchased a new large format HP printer for your academic needs is located on the third floor of Latrobe Hall outside the Mechanical Engineering conference room. Once the third floor renovation of Latrobe Hall is complete the printer will be moved to its permanent location on that floor.

In order to use the new HP Large format printer you will need to add the device to your computer and download the appropriate driver based on your operating system. The printer will also accept PostScript files so an additional driver will need to be downloaded if you want to use that feature. In addition you can upload a print file via USB into the main control panel on the front of the unit.

New Large Format Printer Details:

- Model: HP Designjet T795ps 44in
- IP address: 10.160.48.244
- Paper source is a 42" x 100' roll of paper
- We stock **42" wide HP Heavyweight Coated Paper**
- The plotter will support many other print media such as HP mylar film and photographic-quality printing on HP premium photo paper, but we do not stock these media.
- This is a self-service printer provided by the Department principally for ME Department students, faculty, and staff, and associated courses, centers, and laboratories, and WSE manufacturing. Others should ask for permission at the ME Department office.



Help/Training are available from our Laboratory Coordinator Mr. Tom Benassi tbenass1@jhu.edu

- Installing and configuring printer drivers
- Printing posters and large drawings
- Paper roll replacement.
- Printing advice.

Printing Tips:

- Do not change any system settings of the printer itself as they impact all users.
- If the printer needs ink or paper, or is not operating properly please contact Tom Benassi tbenass1@jhu.edu
- **Do not** replace the print cartridges when the printer give a "low ink" warning for that cartridge. Replace a cartridge only when it has actually run out of ink. The ink cartridges are expensive.
- Don't wait until the night before your conference to learn how to print with this printer. Print a draft poster a few days in advance to familiarize yourself with the printing process.
- When you are printing your first jobs, bring your notebook computer to the room where the printer is so that you can see your print job in action.
- If your print jobs do not seem to be working properly after you have made 1 or 2 attempts, ask Tom for help. *Don't just flail and send 20 print jobs in succession to the printer.*
- When formatting a poster with MS-Word and powerpoint, be aware that these applications will not support large page sizes such as 72" x 42". So choose a smaller document size with the correct aspect ratio (width smaller height), and then scale-up the document with the printer

driver when you print it. In the printer driver you can create a custom page size of 42" x 72", and scale up the print job to fill the desired paper size.

- We normally load the plotter with 42" wide paper. If you need a smaller width, you will need to trim or fold over the excess.
- You can print posters/drawings up to 42" in one dimension and any length in the other dimension.
- Posters/drawings that are 42" high or less can be printed sideways in "landscape" to save paper.
- When an empty roll of paper is replaced, set the cardboard tube aside near the printer so that it can be adopted by someone to transport or mail their poster/drawing.
- If the printer is unavailable for any reason, the Department is *not* responsible for supporting costs incurred by users if the print at other large-format printing services. Other nearby large-format printing services include Kinkos and the JHU Digital Media Center (<http://digitalmedia.jhu.edu/services>).
- If you have some special media that you would like to load, get Tom Benassi's permission before loading it, and re-load our standard media when your print job is complete. We are not responsible for user media that is left in the plotter.

Print Driver Installation Tips

1. Download the driver for your operating system (OS) from [here](#) for precisely this model of printer: **HP Designjet T795ps 44in** and install it according to the instructions.
2. In your OSs list of printer, ADD a new printer, using TCP/IP port as the connection to IP address 10.160.48.244 When the installation is complete, print a test page.
3. Set the default print parameters ("Printing Preferences" in windows) for this printer in your OS as follows:
 - a. Paper Source: Roll
 - b. Paper Type: HP Heavyweight Coated Paper
 - c. Use the defaults for all other printer preferences.
 - d. The printer "learns" the paper width automatically when the paper roll is loaded, so in recent versions of the print driver you do not need to manually specify the paper width.

Useful Links

- **HP Support Center:**
<http://h20565.www2.hp.com/portal/site/hpsc/public/psi/home/?sp4ts.oid=6996003&ac.admitted=1418394591533.876444892.492883150>
- **Print Driver Download Location for HP Designjet T795ps 44in Printer:**
<http://h20565.www2.hp.com/hpsc/swd/public/readIndex?sp4ts.oid=6996005&lang=en&cc=us>

This is revision 4 of this document, dated September 1, 2015.