Poster Printing – Smith Hall

For details and updates, visit http://www1.udel.edu/it/help/printing/poster/index.html.

The Smith Hall computing site and the scanning and printing services desk are located on the lower level (via the atrium staircase) in Rooms 002, 004, 006, and 040.

- **Phone:** 831-1152
- **Location:** 18 Amstel Avenue (Smith Hall – lower level)
- **Regular hours during fall/spring semesters:**
  - Monday – Thursday: 8:00 a.m. – 11:00 p.m.
  - Friday: 8:00 a.m. – 10:00 p.m.
  - Saturday: 9:00 a.m. – 10:00 p.m.
  - Sunday: 9:00 a.m. – 11:00 p.m.

  *Call to confirm hours during special sessions*

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**EQUIPMENT**

Macintosh (dual-boot):
- Mac Minis dual boot: Mac OS 10.10 and Windows 8.1

Windows-only:
- 26 Dell OptiPlex 790 Small Form factor PCs running Windows 8.1
- 15 SunRay 270 – Express Stations for reading e-mail, browsing and printing, and Microsoft Office software
- 4 Dell OptiPlex GX280, 2 GB RAM, Intel Pentium 4, 3.40 GHz, CD/DVD burner

**PERIPHERALS**
- 1 HP DesignJet Z6100 wide format poster printer
- 1 Canon CanoScan 8800F Color Scanner
- 1 HP 5550C ScanJet Color Scanner
- 1 HP LaserJet 8100N
- 2 HP LaserJet 9050DN
- 1 HP LaserJet 8150DN

**COST:**
- Charges for printing to the HP DesignJet Z6100 are $6.00 per running foot. A 36”x48” poster will cost $24.

**HOW TO PRINT**
- Submit a [Web Form: Request for Service - IT Large Format Print (Posters)](http://www1.udel.edu/it/help/printing/poster/index.html) prior to the print job being submitted. You will need to provide a speedtype (purpose code) on the form. Cash and checks will not be accepted.
- You will need to bring the requisition ID number of the webform with you for printing and picking-up your poster.