

HP DesignJet Z2100 Poster Printer

General Setup

Adobe InDesign, Adobe Photoshop, Adobe Acrobat and MS Power Point can be used to print your poster.

When creating your poster document, make sure to leave a 1 inch margin around the entire poster. If the text or graphics in your poster are on the edge of the page, the printer may cut part of the text or graphics off when printing.

Turn the HP DesignJet Z2100 printer on before you send your document to print (it takes about 4 min. to start up).

NOTE: Do not turn the printer off when you are done. It needs to be left powered on.

Important Notes

General:

Because scaling can cause image quality reduction, it is advised that your poster be designed at the actual size that you want it printed.

The Windows computer print driver is having some sizing issues and there is currently no fix for this problem. However there is a work around, so if you are unable to change the document print size to anything but 8.5" x 11" then you will need to logout and restart the Windows computer.

PowerPoint:

For PowerPoint users using the Windows computer who have created their file on a different version of the application, you may need to select the **Scale To Fit** button and set the scale factor to 99% in order to avoid formatting issues. Also the printer currently has a problem printing gradients in PowerPoint, so avoid using them in your document.

Assistance

For assistance with printing your documents or to set up an appointment for assistance, contact the shop by submitting a work request at <http://www.pnhs.purdue.edu/techsupport/tickets.php>.

If your matter is urgent, please call one of the following IT staff members:

Name	Phone	E-Mail
Michael Johnson	49-66689	mikej@purdue.edu
Bill Tarrh	49-61471	tarrh@purdue.edu
Jennifer Burnette	49-40961	jburnett@purdue.edu
Kristian Skjervold	49-41405	kristian@purdue.edu
Jeff Rattray	49-62403	rattray@purdue.edu

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Printing in Windows

PowerPoint Users

- 1) Click on the Windows icon (upper left) and choose **Print** from the pull-down menu.
 - i) 2. Select the **HP DesignJet Z2100 44in Photo** printer driver for printing.
 - ii) 3. Deselect the **Collate** checkbox
 - iii) 4. Click on the **Properties** button.
 - iv) 5. Click the **Paper/Quality** tab:
- 2) Under the **Orientation** heading select *Portrait* or *Landscape*.
 - i) B. Select the **Document Size** pop-up menu, and choose **More**.
- 3) Select your document size from the standard sizes under Custom.
 - i) If your document size is not present in the list, then create a new custom size. **Always set the Width to the smallest of your document dimensions regardless of orientation. (Note: if you're unable to change the setting to anything but 8.5" x 11", then you will need to logout and restart the computer).**
 - ii) Click on **OK**.
 - iii) For the **Paper Type:** heading select **Coated Paper**.
 - iv) For the **Paper Source:** heading, make sure that **Roll** is selected.
 - v) Under the **Print Quality** heading select **Custom options**
- 4) Click on the **Settings...** button
- 5) Under the **Quality level:** pop-up menu, choose **Normal**.
- 6) Click on **OK**
 - i) Below printer roll graphic, select the **Show preview before printing** checkbox (Note you can use the small printer roll graphic to verify that your poster is in the correct orientation for the printer – if it is not aligned properly, there will be problems when printing).
 - ii) Click **OK**
- 7) Click **OK**, again.
- 8) The **Print Preview** window will automatically open.
- 9) Check the positioning of your poster.
- 10) Use the pop-up menu to zoom into you document if necessary.
 - i) If the document appears correct, click the **Print** button. (Note if there is an error at this stage, **DO NOT** click the **Print** button – click the **Cancel** button and get assistance).

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Printing in Windows

InDesign CS3 Users

- 1) Select **Print** from the **File** pull-down menu.
- 2) Select the **HP DesignJet Z2100 44in Photo** printer driver for printing.
- 3) Click on the **Setup** button (lower left of the window).
- 4) In the Print window under the **General** tab, make sure that the **HP DesignJet Z2100 44in Photo** printer is selected.
- 5) Click on the **Preferences** button.
- 6) Click the **Paper/Quality** tab:
- 7) Under the **Orientation** heading select *Portrait* or *Landscape*.
- 8) Select the **Document Size** pop-up menu, and choose **More**.
 - i) Select your document size from the standard sizes under Custom.
 - ii) If your document size is not present in the list, then create a new custom size. **Always set the Width to the smallest of your document dimensions regardless of orientation. (Note: if you are unable to change the setting to anything but 8.5" x 11" then you will need to logout and restart the computer).**
 - iii) Click on **OK**.
- 9) For the **Paper Type:** heading select **Coated Paper**.
- 10) For the **Paper Source:** heading, make sure that **Roll** is selected.
- 11) Under the **Print Quality** heading select **Custom options**
- 12) Click on the **Settings...** button
- 13) Under the **Quality level:** pop-up menu, choose **Normal**.
- 14) Click on **OK**
- 15) Below printer roll graphic, select the **Show preview before printing**
 - i) checkbox (Note you can use the small printer roll graphic to verify that your poster is in the correct orientation for the printer – if it is not aligned properly, there will be problems when printing).
- 16) Click the **OK** button
- 17) Click the **Print** button
- 18) Choose **Setup** in the dialogue menu (left side in window)
- 19) Review settings for page size – again check the page icon on the left to verify that your poster is in the correct orientation for the printer. If the orientation is wrong, go through the direction again or call for assistance.
- 20) Click on **Print** to send your document to the printer.

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Printing on a Macintosh

Power Point Users

- 1) Select **Page Setup** from the **File** pull-down menu.
- 2) Click on the **Options** button.
- 3) Under the **Orientation** heading, select the position of your poster output.
- 4) Under the **Format for:** pop-up menu select **HP Designjet Z2100 44in Photo**
- 5) Under the **Paper Size:** pop-up menu select **Manage Custom Sizes:**
 - a) If your poster dimensions are not in the list, click the **+** button.
 - b) Type a name for your new paper size.
 - c) Under the **Paper Size** heading enter the *Width* and *Height* of your poster. **Always set the Width to the smallest of your document dimensions regardless of orientation.**
 - d) Click the **OK** button.
- 6) Click **OK** again.
- 7) Click **OK** once more.
- 8) Select **Print** from the **File** pull-down menu.
- 9) Select from the **Printer** pop-up menu: **HP Designjet Z2100 44in Photo**
- 10) Deselect **Collate** if it is checked.
- 11) Under the pop-up menu that has **Copies & Pages**, click and choose **Paper Handling**
 - a) Under the heading **Destination Paper Size:** make sure your document size is next to the heading **Use document paper size:**
 - b) If the incorrect size is listed, then select **Scale to fit paper size** and select your document size from the pop-up menu. Deselect the **Scale Down Only** checkbox.
- 12) Under the same pop-up menu as **Paper Handling**, click and choose **Paper Type/Quality:**
 - a) Under the **Paper Type:** pop-up menu choose **Bond and Coated Paper>Coated Paper**
 - b) Under the **Quality Options:** pop-up menu choose **Custom**
 - c) Under the **Quality:** pop-up menu choose **Normal**
 - d) Under the **Source:** pop-up menu choose **Roll**
- 13) You can use the small printer roll graphic on the left to verify that your poster is in the correct orientation for the printer. Also you can choose preview to get a larger view. If the orientation is wrong, go through the direction again or call for assistance.
- 14) Click on **Print** to send your document to the printer.

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Printing on a Macintosh

InDesign Users

- 1) Select **Print** from the **File** pull-down menu.
- 2) Click the **Page Setup** button (lower left of window).\
- 3) Under the **Format for:** pop-up menu select **HP Designjet Z2100 44in Photo**
- 4) Under the **Paper Size:** pop-up menu select **Manage Custom Sizes:**
 - a) If your poster dimensions are not in the list, click the **+** button.
 - b) Type a name for your new paper size.
 - c) Under the **Paper Size** heading enter the *Width* and *Height* of your poster. **Always set the Width to the smallest of your document dimensions regardless of orientation.**
 - d) Set all margins to 0
 - e) Click the **OK** button.
- 5) Make sure that your size is set in the **Page Size** pull-down menu.
- 6) Choose the paper **Orientation** that matches your poster
- 7) Click the **OK** button.
- 8) Click on the **Printer** button.
- 9) Select from the **Printer** pop-up menu: **HP Designjet Z2100 44in Photo**
- 10) Deselect **Collate** if it is checked.
- 11) Under the pop-up menu that has **Copies & Pages**, click and choose **Paper Handling**
 - a) Under the heading **Destination Paper Size:** make sure your document size is next to the heading **Use document paper size:**
 - b) If the incorrect size is listed, then select **Scale to fit paper size** and select your document size from the pop-up menu. Deselect the **Scale Down Only** checkbox.
- 12) Under the same pop-up menu as **Paper Handling**, click and choose **Paper Type/Quality:**
 - a) Under the **Paper Type:** pop-up menu choose **Bond and Coated Paper>Coated Paper**
 - b) Under the **Quality Options:** pop-up menu choose **Custom**
 - c) Under the **Quality:** pop-up menu choose **Normal**
 - d) Under the **Source:** pop-up menu choose **Roll**
- 13) Click the **Print** button
- 14) Choose **Setup** in the dialogue menu (left side in window)
- 15) Review settings for page size:
 - a) Make sure **Paper Size** is set to **Define by Driver**
 - b) Again check the page icon on the left to verify that your poster is in the correct orientation for the printer. If the orientation is wrong, go through the direction again or call for assistance.
- 16) Click on **Print** to send your document to the printer.