

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

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 \(Posters\)](#) **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.