Plotter Guidelines

Please read and sign before requesting use of the plotter.

What users can expect from the GRMC:
- The GRMC lab is a learning lab.
- Persons looking for someone to “do the job for them” should consider a commercial outlet.
- The GRMC will attempt to teach users about the plotter printing process. All jobs sent to the plotter will require intervention by GRMC staff. This will give the staff member a chance to check printer settings to help avoid errors and unnecessary charges.

What the GRMC expects from users:

General
- Users should be patient, cooperative & willing to learn.
- Users should not disturb the plotters in any way. The GRMC staff must complete any setting, ink or paper changes that may be needed.

Time
- The entire plotter printing process can often take one hour or more.
- All print jobs sent to the plotter must be sent one hour prior to GRMC closing.
- Users may only send 1 document to the plotter at a time unless given prior permission.

Software
- The GRMC plotter supports postscript, AutoCAD, PowerPoint, JPG and PDF print files.
- All other print files are neither recommended nor supported. Users printing from other print files do so at their own risk.
- The GRMC is not responsible for color matching.

Media
- The GRMC offers two types of paper: 36” 24 lb. Coated Bond and 42” 24lb. Coated Bond.
- A member of the GRMC staff must approve any alternative paper-types.
- Only GRMC staff will be able to load new paper into the plotter.

Payment
- Plotter users must be present during printing.
- Users must pay for all prints, including errors (unless cancelled during the first two inches of printing).
- Users will not be charged for printouts if the paper or ink runs out, or if there is an unforeseeable network error.
- Users will be billed via the Bursar’s office. A valid BSU ID is required.
- Charges will be based on the length of the printout. All prints 36” and under will be $8.00, and an additional $2.00 will be charged for every additional 36”.

By signing below, the user agrees to the policies stated above.

__________________________  ___________________________  ___________
Printed Name                  Signature                      Date

The GRMC reserves the right to refuse services at staff’s discretion.