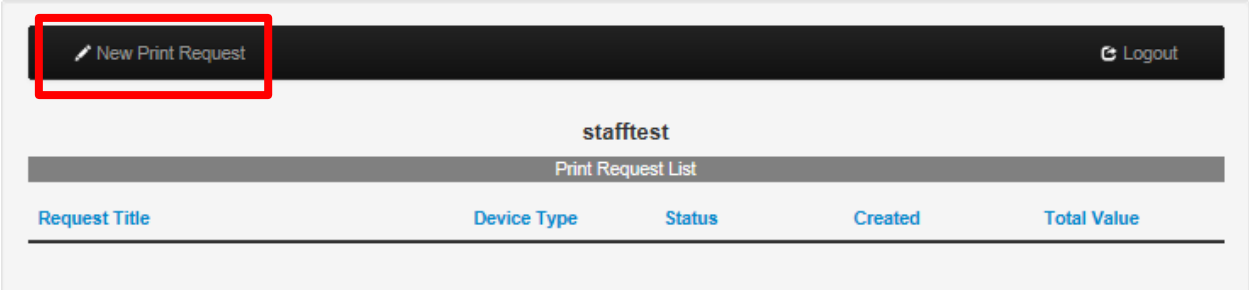
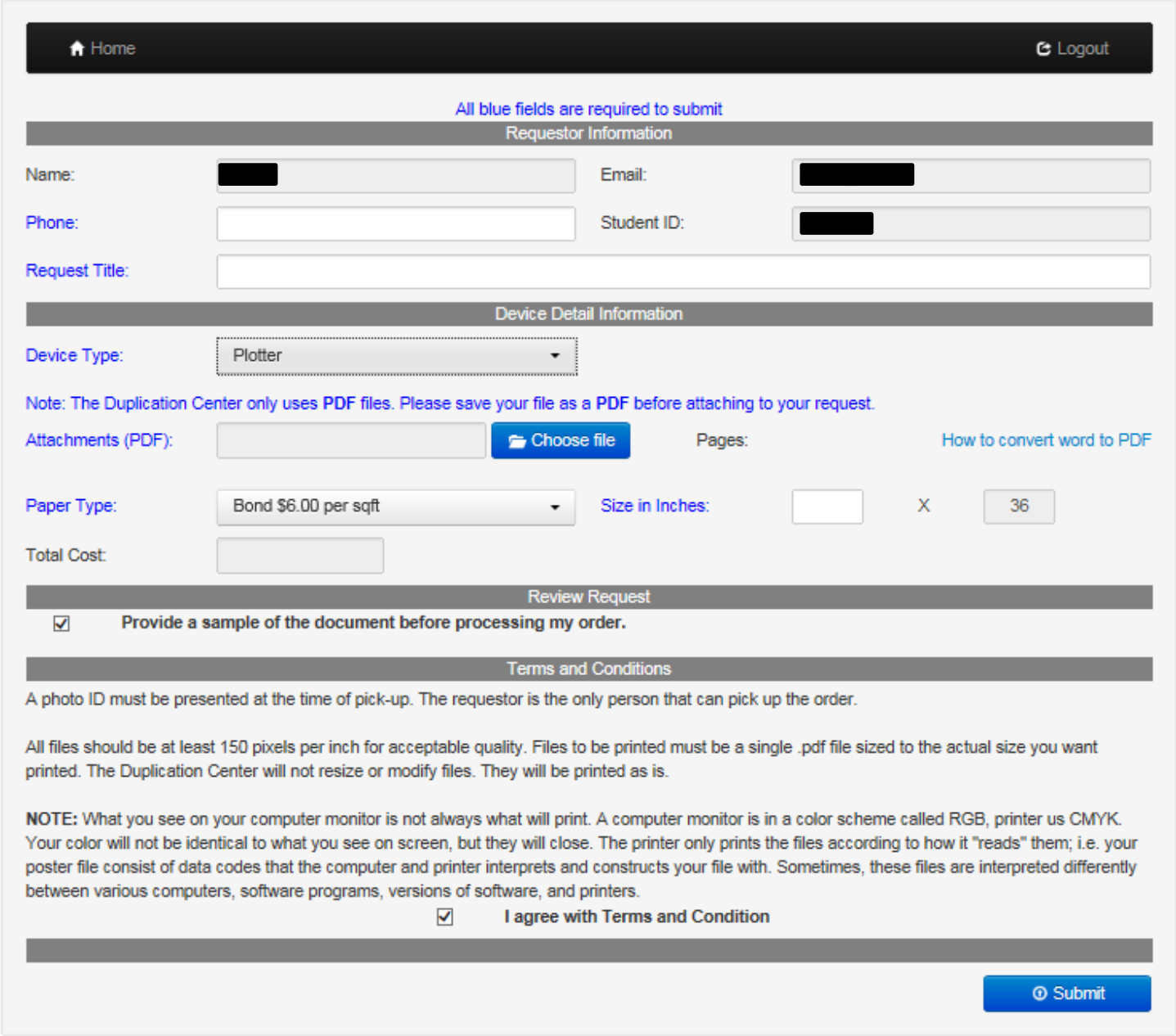
Plotter

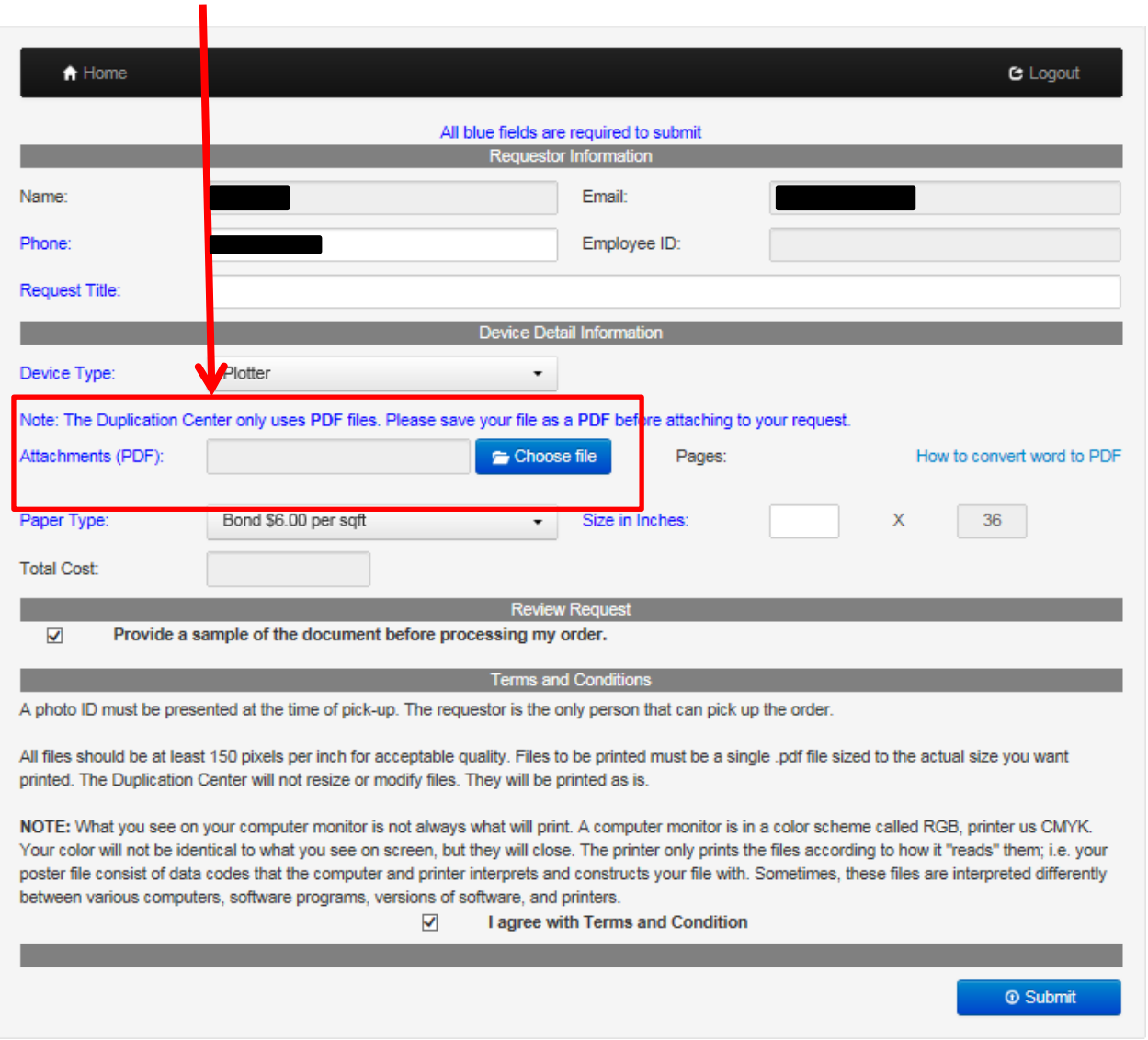
After logging in, the browser will take you the home page. Once on the home page, to create a print request, click on “New Print Request” located in the top left hand corner of the page.



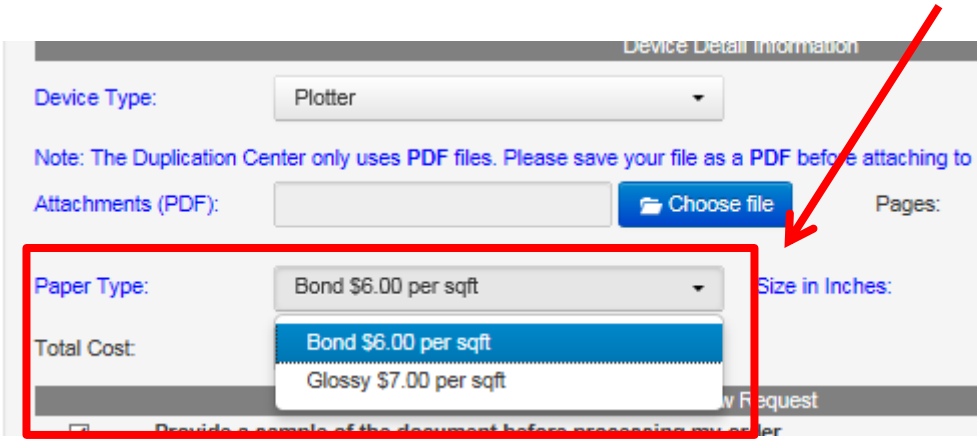
After clicking on the “New Print Request” tab, the browser will lead you to a fill-in page:



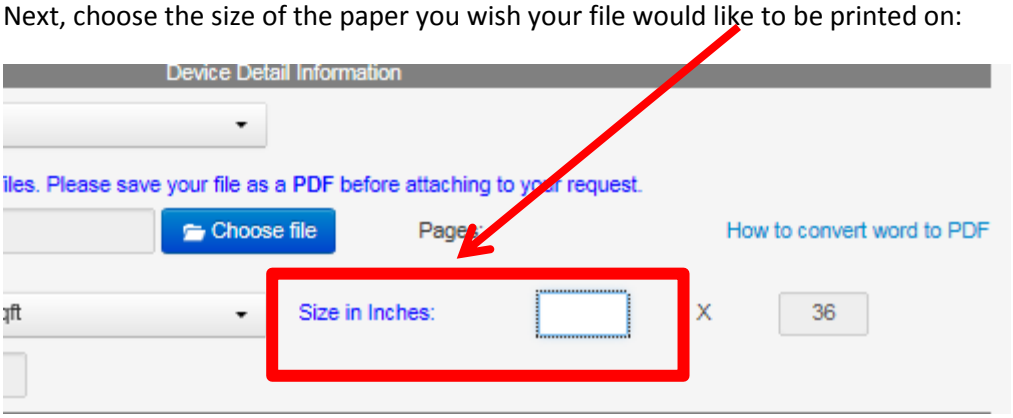
Attach the PDF file of the page you wish to print.

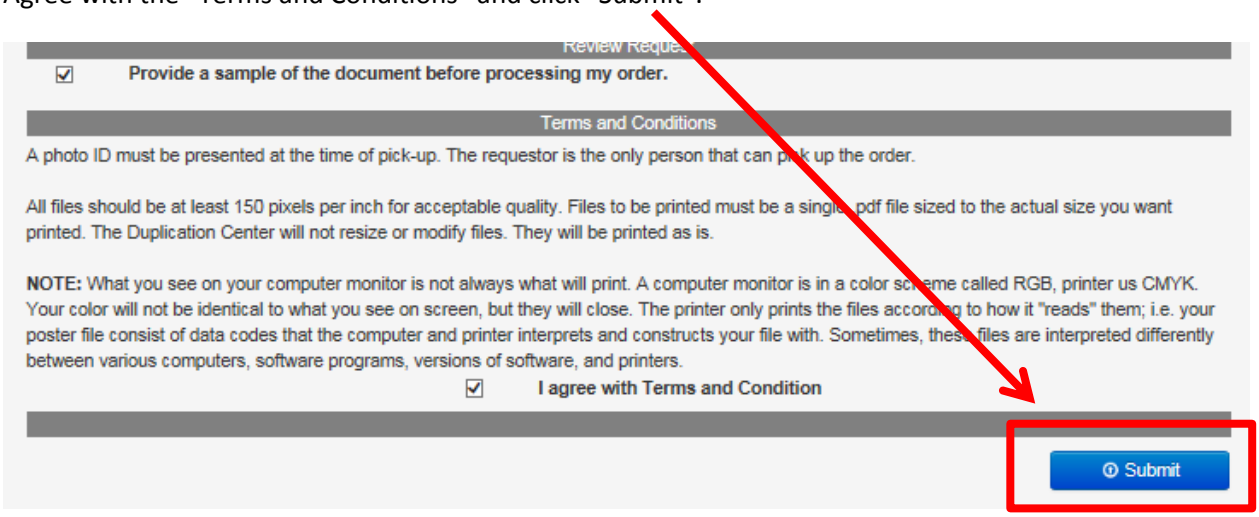


Choose the paper type you wish your pages would like to be printed on whether it's "Bond" or "Glossy".



Next, choose the size of the paper you wish your file would like to be printed on:



After you have checked the "Total Cost" of the papers, check either if you would like to be provided a sample of the document.

Agree with the "Terms and Conditions" and click "Submit".