

## How to Plot



### → Step 1:

Press **Home** (🏠) to ensure that you are on the main screen.

### → Step 2:

Press **Print** > **USB** (🔌)

### → Step 3:

Insert your USB drive.

### → Step 4:

Select the file you want to plot

If sheet feeding, skip to **Step 4.1** under “How to Submit a Sheet Feed”

### → Step 5:

Select **Settings**

**Print Quality:** **Fast** for test prints  
**Normal** for regular prints  
**Best** for High Quality prints (slower print times)

### → Step 6:

When you are satisfied with the print settings, press **Start** to submit your plot.

### → Step 7:

**Remove your USB drive ONLY when prompted**

### → Step 8:

Select **Job Queue** (📄) to see the progress

#### PLEASE NOTE

Processing times vary from file to file. Larger files will take longer to process. Additionally, processing times will slow down when there are multiple files waiting to process in the job queue.

## How to Sheet Feed



### → Step 1:

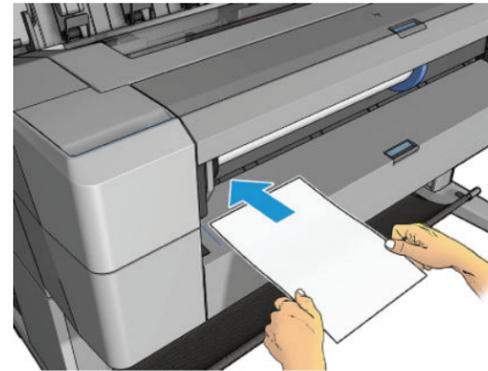
Press **Home** (🏠) to ensure that you are on the main screen.

### → Step 2:

Press **Settings** (⚙️) > **Paper** (📄) > **Sheet** > **Load**  
Select your paper category and type.

### → Step 3:

When prompted by the front panel, insert the sheet into the front of the printer and follow the on-screen prompts.



### → Step 4:

After the sheet is successfully loaded, follow steps 1–4 under “How to Plot” and steps 4.1–4.4 under “How to Submit a Sheet Feed”.

## How to Submit a Sheet Feed



### → Step 4.1:

Select **Settings** > **Roll** > **Roll 2**

### → Step 4.2:

When you are satisfied with the print settings, press **Start** to submit your plot.

### → Step 4.3:

Press **Home** (🏠) > **Job Queue** (📄)

**PLEASE NOTE:**  
Once your print job is processed, it will be **On Hold for Paper**

### → Step 4.4:

Select your job and then select **Force Print**

#### NEED ADDITIONAL HELP?

Dudley Hall 215 wallstk@auburn.edu 334.844.8808

SCHOOL OF ARCHITECTURE, PLANNING AND LANDSCAPE ARCHITECTURE  
AUBURN UNIVERSITY