

# Large Format Printer Checklist

- ✓ Patrons must go through the approval process to use the large format printer. This includes watching the tutorial video & watching a demo from a staff member.
- ✓ Patrons must make a reservation to use the printer.
- ✓ Patrons will have a limit of 2 hours per day to use the printer
- ✓ Patrons will be charged a fee of \$2 per linear foot of printing. Please report any problems or issues with the printer to staff immediately. Do not try to fix it yourself.
- ✓ Patrons need special permission to use their own paper.
- ✓ Patrons should clean up when they are finished working for the day.