

## PRINTING: Poster printing from your own device.

The printers in the open study areas of the Learning Resources Centres (LRCs) produce A4 & A3 prints only. For larger prints, you need to send your work to large format poster printer (which is not located in an open study area).

You can print posters directly from your personal device but may find it easier to do so from an LRC PC or Mac. See Ask Herts [‘Print, copy and scan on campus’](#) for information on Creating and Printing a poster on an LRC PC or MAC. When printing from a personal device, you cannot scale to fit/resize your poster files, so they must be created and saved (as either a PowerPoint or PDF document) at the intended size (A0, A1, A2).

1. Create your poster. Please see Section A of the following guides, **Preparing and Printing an A2, A1 or A0 Poster from an LRC PC / LRC Mac** on Ask Herts [‘Print, copy and scan on campus’](#). These show you how to create a PowerPoint slide with the correct dimensions for A2, A1 or A0 posters. Creating a file with the correct dimensions is essential if you wish to print using this method. You can create your poster in other software and save as a PDF, but this file must have the correct dimensions.

### Paper Dimensions:

For A2 - select ISO A2	42.0 x 59.4 cm
For A1 - select ISO A1	59.4 x 84.1 cm
For A0 - select ISO A0	84.1 x 118.9 cm

2. Connect your device to the internet. (For help on connecting the WiFi at UH see [ask.herts.ac.uk](#).)
3. Go to **UH Print** at [printing.herts.ac.uk](#) and login with your UH username and password.
4. The initial **UH Print** screen gives you a summary of your printing account.  
UH students can only release prints if they have enough print credit. For information on how to check and credit your account see [ask.herts.ac.uk](#). Any files sent to the poster printers are charged at £5.00 per page, regardless of size, or whether black & white/colour.
5. Select **Webprint** from the menu options on the left-hand side of the **UH Print** screen. **See additional note below for further guidance.**
6. Select the green **Submit a Job »** button at the top left of the screen.
7. Select the appropriate printer for your location and poster size you wish to print.

Printer Name	Printer Location	Poster size.
vuh-wa-printmob\CL-MOBILE-PRINTING-PLOTTER-A0	College Lane LRC	A0
vuh-wa-printmob\CL-MOBILE-PRINTING-PLOTTER-A1	College Lane LRC	A1
vuh-wa-printmob\CL-MOBILE-PRINTING-PLOTTER-A2	College Lane LRC	A2
vuh-wa-printmob\DH-MOBILE-PRINTING-PLOTTER-A0	de Havilland LRC	A0
vuh-wa-printmob\DH-MOBILE-PRINTING-PLOTTER-A1	de Havilland LRC	A1
vuh-wa-printmob\DH-MOBILE-PRINTING-PLOTTER-A2	de Havilland LRC	A2

8. Select the button (bottom right) labelled **2. Print options and account selection »**

If you would like a copy of this document in a different format, please contact the Helpdesk on +44 (0)1707 284678 or ext. 4678 or email [helpdesk@herts.ac.uk](mailto:helpdesk@herts.ac.uk)

9. Choose how many copies of the document you wish to print. The default is **1**.
10. Select the button (bottom right) labelled **3. Upload document »**.
11. Either drag the file to the designated on the page, or select the **Upload from computer** button, navigate to the file you wish to print, highlight the file and click **Open**. Remember that you can only upload **PowerPoint** and **PDF** documents.
12. Select **Upload and Complete**.
13. Select **Jobs Pending Release** from the left-hand menu. You should see the file you have just sent to print listed. Click **Print** to release the file to print. Your file will be sent to the chosen printer and the appropriate credit deducted from your account. (Please note that you must release your poster to print within **fifteen minutes** of sending it to print otherwise it will be cancelled.)  
Once your poster has had time to print, it will be placed for collection at the collection point located in the ground floor media preparation area in your LRC at the next available time listed below:  
Monday - Friday      10:00, 14:00, and 16:00  
Saturday - Sunday    None

**Additional note:** If printing an A0/A1/A2 size poster from a mobile device, (iPad/iPhone/Android/Mac and Windows laptops), to the plotter, please **do not use the below options** as this will result in a disallowed paper size error.

- Mobile Printing on a Windows Device
- Mobile Printing on a Chromebook
- Mobile Printing on an Apple Mac
- Mobile Printing on an iPad or iPhone
- Mobile Printing on an Android Device