

Installing CoAD Large Format Print Queues on Your Laptop

This is a one-time procedure required for initial print queue setup. These instructions are for Windows only

Step 1 – Connect to the college file server. (Skip to Step 2 below if you already have a server shortcut installed.)

NOTE: You must be on the campus network when making the initial server connection. Do not copy/paste the server address below. Type it in manually.

1. Right-click on the desktop and select **New / Shortcut**
2. In the **Create Shortcut** dialogue, enter “2 backslashes” then **utk-cadfiler.cap.utk.edu** and click **Next**, then **Finish**.
3. Double-click the new shortcut and login as follows:
username = utk\your netID
Password = your netID password

Step 2 – Run the installer for the print queues

1. On the college fileservers, go to the **CoADPrint** share and double click the file **CoADPrintSetup.bat**
2. Click **Run**, then follow the prompts to enter first your username, then your password as follows:
username = utk\your netID
Password = your netID password
3. After a few minutes, four print queues will be installed on your laptop:

bond on coadprint.cap.utk.edu
matt on coadprint.cap.utk.edu
satin on coadprint.cap.utk.edu
pagewide on coadprint.cap.utk.edu

Printing to the CoAD Large Format Print Queues from Your laptop

NOTE: Only PDF files are supported

1. Create a properly optimized PDF file for printing. Follow the instructions under “**PDF Workshop**” on the college website: <https://archdesign.utk.edu/study/digital-printing/>
2. Open your properly optimized PDF file in Adobe Acrobat, then choose **Print** from the menu or print icon.
3. In the print dialogue, choose from the four CoAD print queues, depending on your choice of paper.
4. Under **Print Sizing & Handling**, select the **Actual Size** button and check the **Choose paper source by PDF page size** box.
5. Under **Orientation**, select the **Auto** button.
6. Verify that the preview including dimensions looks correct, then click the **Print** button.

Releasing a Print Job to the CoAD Large Format Plotter from a Release Station

1. Wake up the release station, then at the white login screen, enter your netID and password to access the print queue. (If after waking up the release station you see a black desktop instead of the white login screen, double-click the **Restart Release Station Software** icon to bring up the white login screen.)
2. Locate the job you want to print from those listed in the queue – verifying that the cost is as expected- and click **Print**. (If your job is not listed, check your email for errors encountered when the job was sent to the print queue.)
3. Once your print job has been released, click the **Logout** button in the upper left. Please do not click the Exit button in the lower left.