

PRINTING A POSTER @ mcb graphics

We use two poster printers: hp Designjets Z6200-42" and Z6200-60"

- Please sign up in advance by reserving a time slot on the poster printer schedule; Harvard PIN required.
<http://mcbweb.unix.fas.harvard.edu/poster-printer/>
- If you do not have a Harvard PIN or have a problem with reserving a time slot, please email us immediately, mcbgraphics@fas.harvard.edu.
- If you need to print a batch of posters –more than three –please let us know in advance and we'll make special arrangements with you.
- **Programs to use**
We support Microsoft Powerpoint (up to version 2011 MAC and 2013 PC) and Adobe Creative Suite (Illustrator, Photoshop, InDesign; up to version CC).
If you have any questions, please provide the original file as well as the pdf version.
We will use Adobe Acrobat to print your .pdf file.
We print from MACs and PCs. Let us know if you use a PC.
- **Poster dimensions**
The most common poster size is 36" x 48". (The largest we can print is 6' x 150').
- **Paper**
We print posters on high quality photo gloss paper (\$5/square foot); unless specified otherwise, we use this type of material to print your poster.
We also stock photo satin paper (\$6/square foot).
- **Fabric**
We also print on polyester fabric and charge \$9/square foot.

- **Lamination**
After printing your poster we can also encapsulate it (\$3/sq ft) or mount it on foam core/board (\$5/sq ft). Please inquire about other options, pricing, and turnaround time.

- **Poster carrying tubes**
We stock a variety of tubes, ranging from 37" cardboard (\$3.90) and 37" PVC (\$15) to 60" telescopic plastic tubes (\$45).

- **Payment**
We accept Harvard 33-digit billing codes.
We also accept checks made out to "Harvard University."
We can also make arrangements for you to pay in cash; please bring exact amount.
Receipts are provided upon request.

	e.g. photo gloss paper 3'x4' poster = \$60.00				
	1 ft	2 ft	3 ft	4 ft	5 ft
1 ft	\$5	\$5	\$5	\$5	\$5
2 ft	\$5	\$5	\$5	\$5	\$5
3 ft	\$5	\$5	\$5	\$5	\$5
4 ft	\$5	\$5	\$5	\$5	\$5
5 ft	\$5	\$5	\$5	\$5	\$5
6 ft	\$5	\$5	\$5	\$5	\$5
7 ft	\$5	\$5	\$5	\$5	\$5

- **File transfer**
Your file has to be with us at the beginning of your reserved time slot. We will send you an email confirming that it has been received.

Send your file:

Via email

Please send your file to mcbgraphics@fas.harvard.edu (up to 15 MB)

Via the web

e.g. Dropbox <https://www.dropbox.com/>, HighTail <https://www.hightail.com/>, or Google Drive

Via secure FAS server

https://fta.fas.harvard.edu/courier/1000@mail_user_login.html

(If you do not have an FAS email address, please let us know and we will send you an invitation)

Drop off your file:

Bring it to us on a USB flash key; 16 Divinity Ave., BioLabs, room 2058

- **Pickup**
Once your file is printed, you can stop by to pick up your poster.
You will receive an email when your poster is ready. Typically it will be in a poster rack by the door inside mcb graphics.
To help you identify your rolled-up poster, there will be a small version of it attached to the outside.

The doors are unlocked Monday through Friday, from 9 am until 7 pm.

You can pick up at your convenience.

- **Cancellations**
If you can't make it to your appointment, please let us know because we don't mind rescheduling but we do mind waiting in vain. Without keeping us posted, you will lose your slot on the poster printer ten minutes after your scheduled appointment; no kidding and no mercy. . .and... we will remember you.

Please remove yourself from the online schedule as soon as you know that you need to cancel. Often there is a later appointment available if you need more time to work on your file. Obviously if you cancel, that will open a spot for another person to print.

- **Questions**
Please don't hesitate to ask questions because we would rather prevent any potential problems than have to solve them down the road.
Email mcbgraphics@fas.harvard.edu . Everyone who works here will receive it. You can also call 617-496-9159, but we are frequently not close to the phone.