Poster Printer Instructions for First-Time Users

- 1. Log into the computer and use the search bar in the lower-left corner to search for an app called HP Click.
- 2. User License Agreement Page should open. Check the box to accept the Agreement. Hit next to continue.
 - a. You do not need to supply your email.
- 3. Pages will appear explaining how the app and printer work. Click through them and hit Done to continue.
- 4. Autodetecting for the printer will occur. Let it run through and wait for the options on the bottom to appear. Select 'One more thing'.



- 5. Make sure all boxes are checked and the units selected are Inches. Select Get Started.
- 6. You are now able to drop files into the program and print your poster.
- 7. Resize your document as needed but ensure your image quality will not suffer from the increased size.



8. Turn on Vertical trimming from the Printer Options



- · Log out when done.
- · Contact student assistance at the library circulation desk for help.
- Will only need to search HP Click in the future to be able to print.

