

Educational Technology Training Center

Heart of Georgia RESA

Poster Printer Guidelines

The Educational Technology Training Center at Heart of Georgia RESA, in support of school improvement and student achievement initiatives, including but not limited to data room displays, offers the service of the **Epson Stylus Pro 9800** large format printer to school systems. The following guidelines have been established to provide fair and equitable services to all systems requesting printer services.

- The ETTC will host the printer and provide requested printer services to local school systems on a first-come, first-served basis.
- The ETTC encourages 48 hours notice for all print requests in an effort to ensure timely completion of print requests.
- The ETTC suggests the following programs be used to create original articles to ensure compatibility with the Epson Stylus Pro 9800.
 - Microsoft PowerPoint
 - Microsoft Excel
 - Adobe
 - Image files (.jpg, .pic)
- The ETTC suggests systems/schools test print articles on standard sized 8.5 x 11, color printer for proof reading and formatting prior to final printing.
- The ETTC asks that all print requests include the following information:
 - Name
 - Phone Number
 - System/School Name
 - Name of each file containing article(s) to be printed
 - Number of copies to be printed for each article(s)
 - Dimensions of each article stated as w" x h" not to exceed 48" x 36"
- The ETTC requests all print jobs be submitted in **digital format** to ensure the best print quality. Digital formats include:
 - Flash drive
 - CD
 - eMail (mjohnson@hgresa.org)
- The ETTC reserves the right to hold a print job if a request is unclear of if more information is needed. In such case, the ETTC will contact the person submitting the request for clarification.
- The ETTC provides the system/school the first **three** posters at **no charge**; however, there is a minimum charge of \$10.00 for each poster thereafter. A poster is one 44" x 36" heavyweight sheet of paper regardless of how much or how little information is printed.
- The ETTC will print posters for individuals, businesses and other entities that are not affiliated school systems for a minimum charge of \$10.00 per poster.

Updated
10/26/2007

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- The ETTC accepts for following forms of payment:
 - Purchase Order/Invoice
 - Cash
 - Personal Check

For questions or more information, please call 800-749-7372 x. 140 or e-mail
mjohnson@hgresa.org