Installing HP Z6200 Plotter on Windows Device
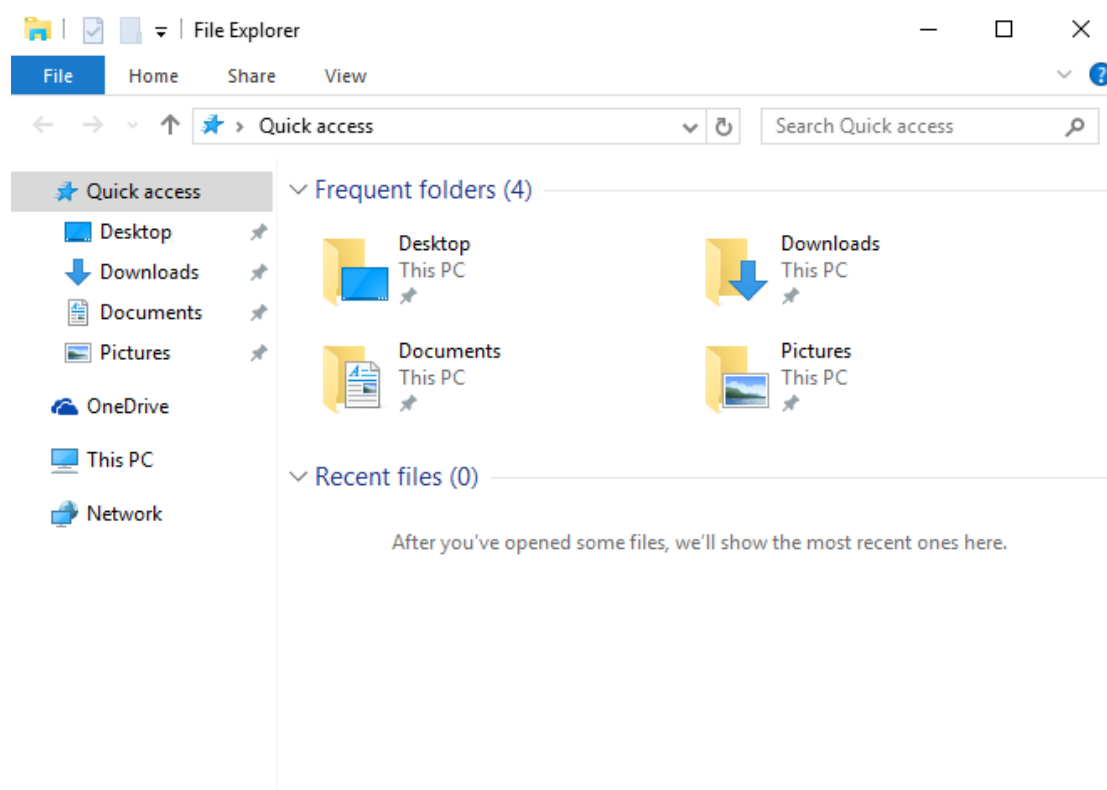
NOTE: You will need to be within the IIT network in order to install and print to the plotter.

This document explains the process of installing the HP DesignJet Z6200 plotter on your Windows device. Please follow the below steps:
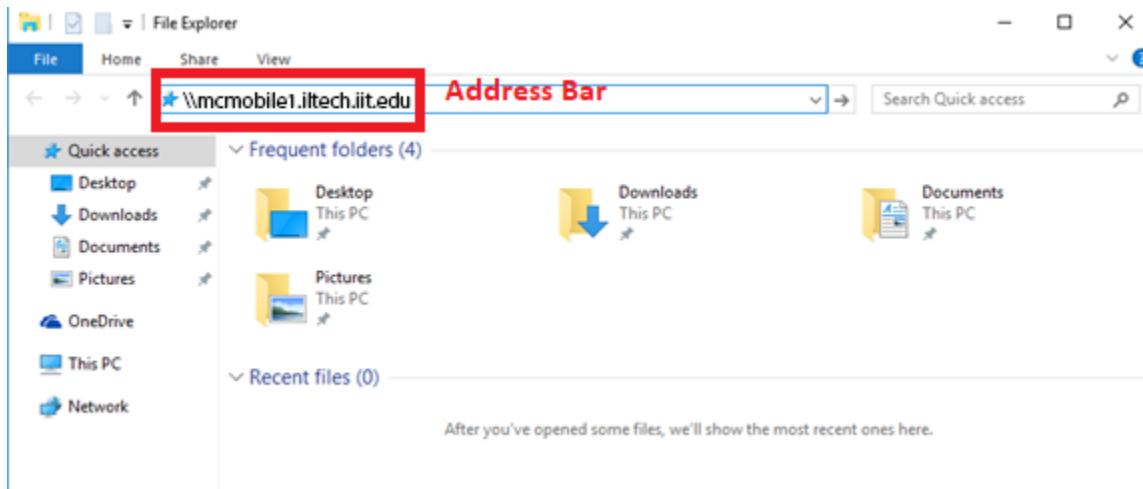
1. Map print server network share
2. Connect to Plotter
3. Verify if the plotter is installed
4. Printing to Plotter
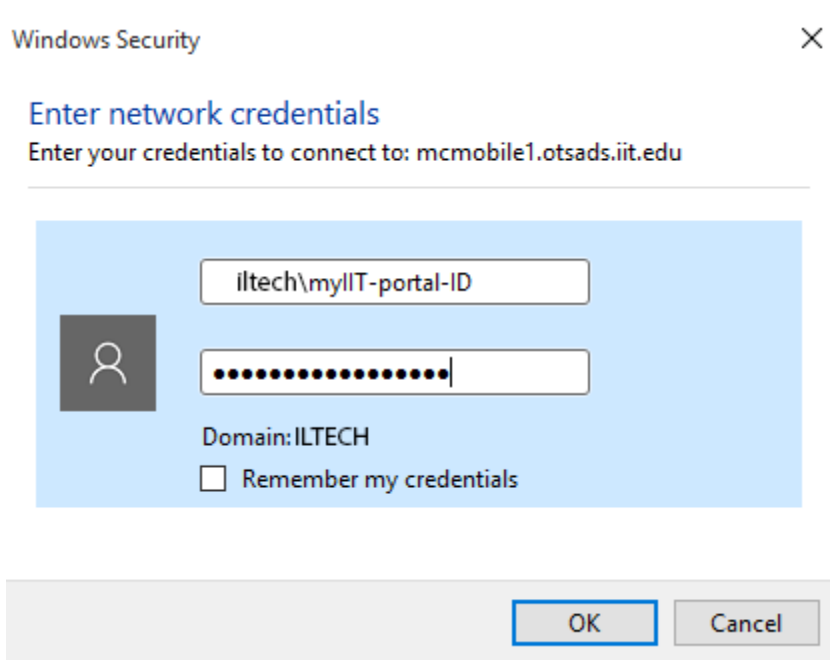
Map print server network share

1. Open File Explorer

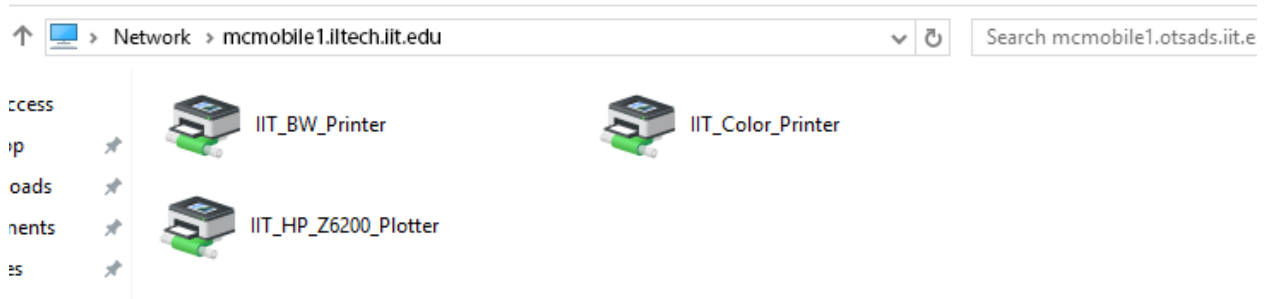2. Type \\mcmobile1.iltech.iit.edu within the address bar and hit ENTER

3. You will be prompted to authenticate to complete mapping the network share. Enter your myIIT portal credentials. If your myIIT portal id is jdoe, type iltech\jdoe in the "Name" field and type your myIIT portal password in the "Password: field
You can choose to "Check" the "Remember my credentials" checkbox if you would like to remember your password on this device, *so you are not prompted for password when you try to send a print job to the plotter after restarting your computer.*
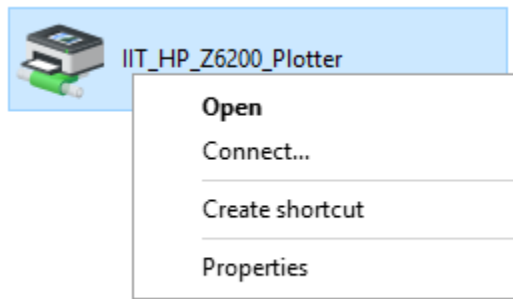
Connect to Plotter

1. Make sure you have completed the above step of Map the network share
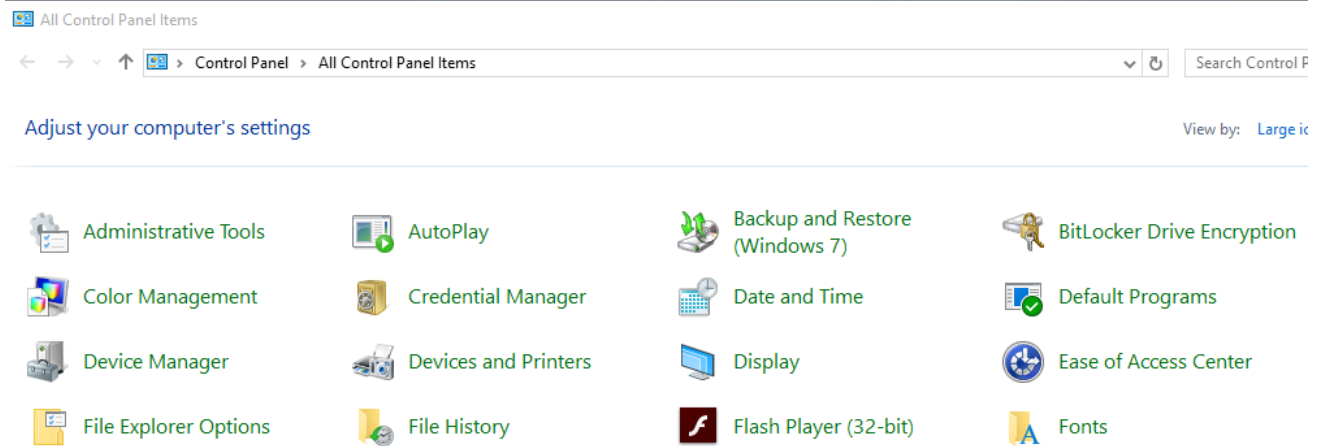2. You will now see a list of available network printers/plotters that you can connect

3. Right click on "IIT_HP_Z6200_Plotter" and choose "Connect". This will add a one-time connection to the HP Z6200 Plotter to your Windows computer. This connection will be available during your current session and restarting the computer will disconnect your connection to the "IIT_HP_Z6200_Plotter". If you chose to "Remember my credentials" in Map print server network share step 3, then the connection will be reconnected using your cached credentials.
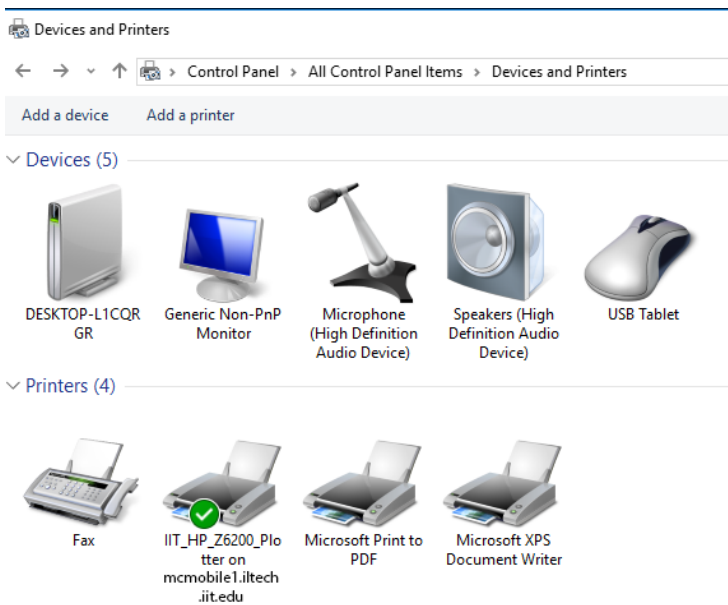

Verify if the plotter is installed

1. You can verify if the plotter is mapped successfully by checking your Devices
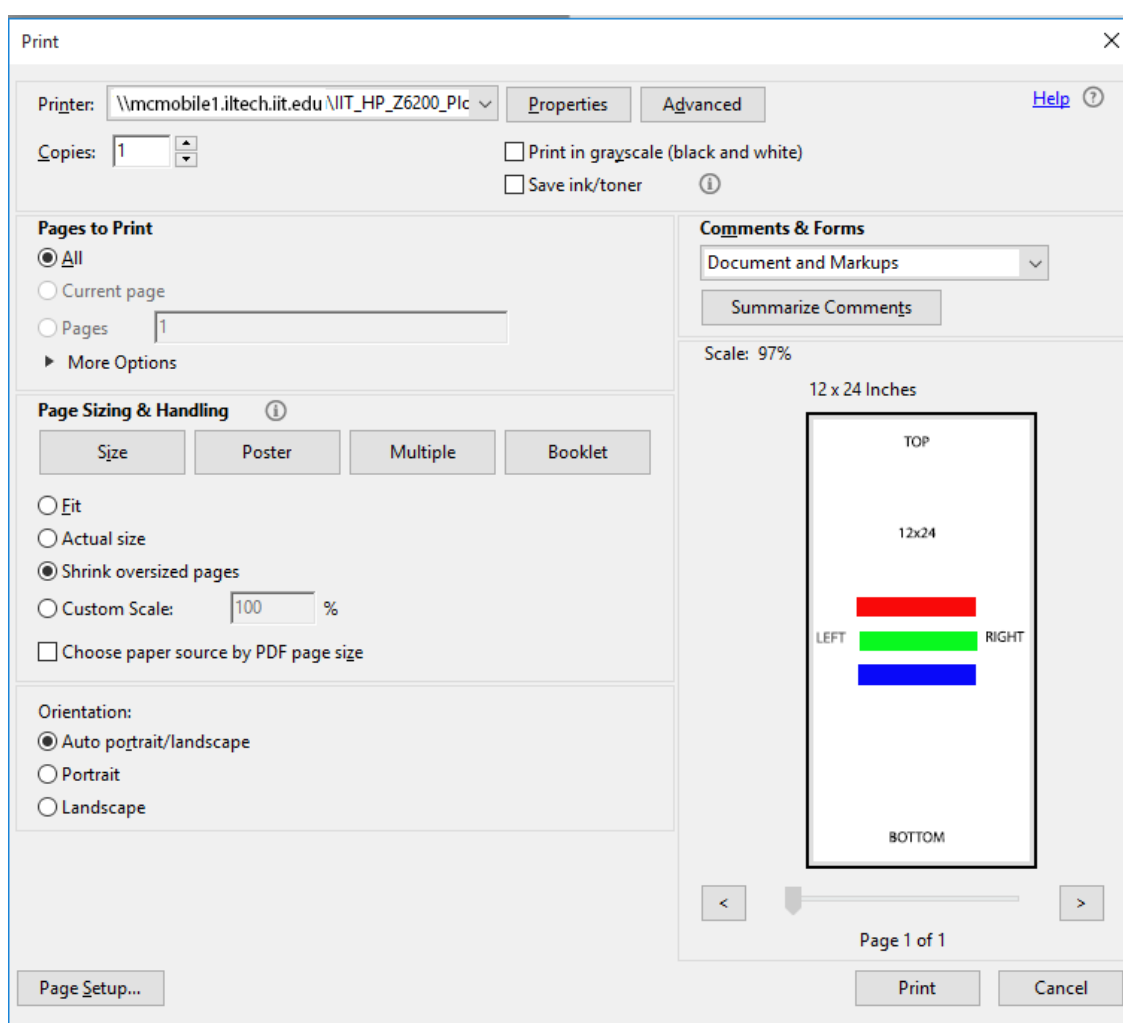2. Open Control Panel from the Start Menu

3. Click on "Devices and Printers" and you should see the "IIT_HP_Z6200_Plotter" within the list

Printing to Plotter

Follow the below steps to send a print job to the HP plotter

1. You will need to be on the IIT network in order to print to the plotter.
2. You will also to be connected to the print server share on \\mcmobile1.iltech.iit.edu. Please make sure you have successfully completed the Map the network share step before sending you print job. If you checked the "Remember my credentials" earlier, you will be automatically connected using your cached credentials.
3. Open your file you will like to plot. We recommend using PDF file format as it offers better compatibility and generates smaller sized files rather than large sized files that regular image processing application can generate which could cause issues with plotting.
4. Choose the plotter from the list of available printers

5. Your job will now be queued within the printing system. To release your job use the Hawki Mobile App or visit https://print.iit.edu. Please check https://ots.iit.edu/printing/student-guest-printers for more details.