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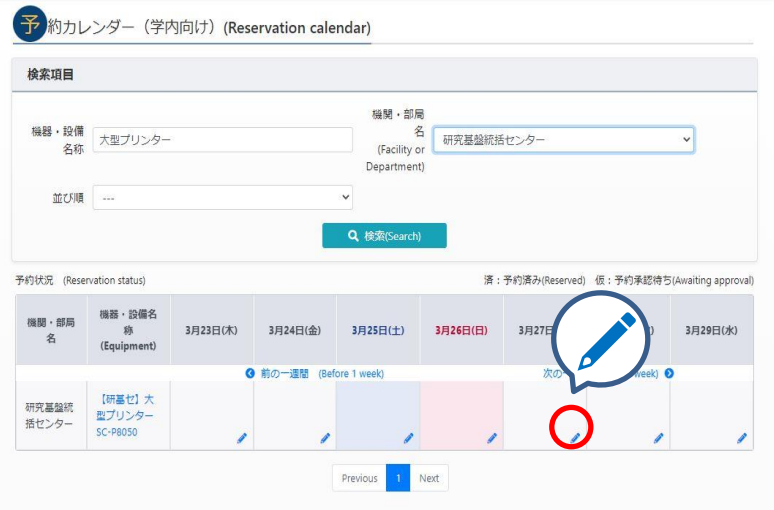
To print posters at RFC

※ Reservations must be made at least three business days in advance, and on weekdays, 9:00-12:00 PM or 1:00-4:00 PM (last available time slot is 3:30-4:00 PM).

1. Log in to UR-Core. On the reservation calendar, select
   “【研基セ】大型プリンター SC-P8050 ”
   and click on the pencil mark.

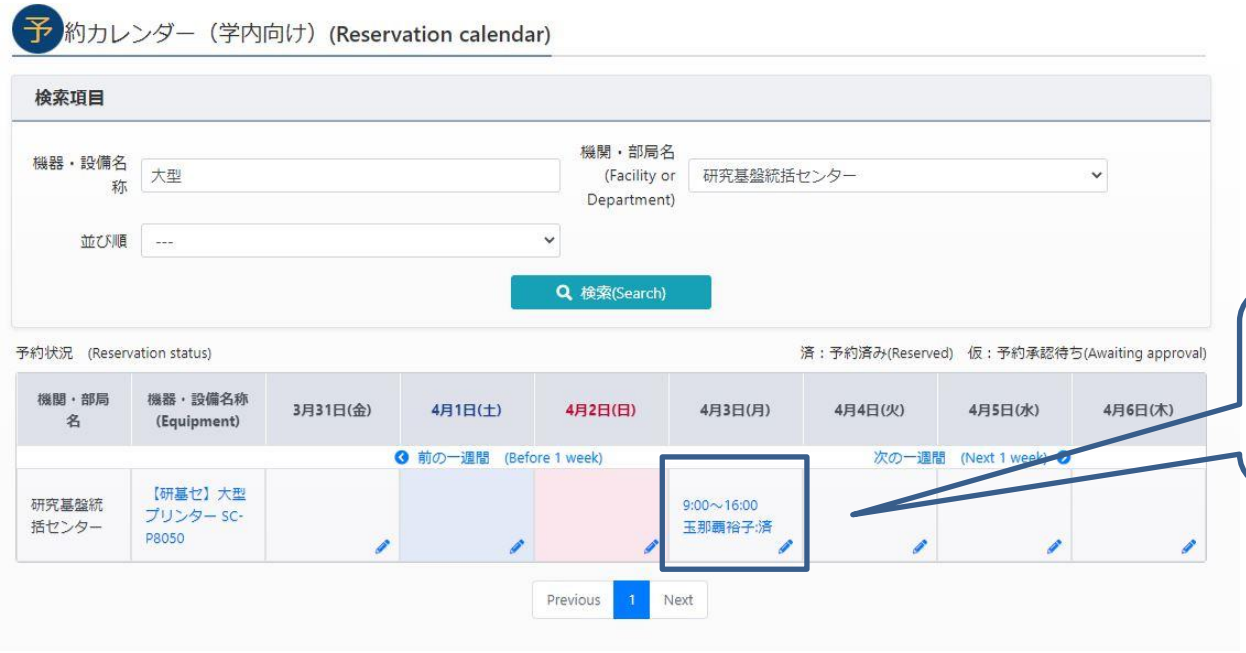


※If “大型プリンター” does not appear on your calendar, refer to page 9.

2. Enter the date and time of use (30 minutes per poster). Enter the purpose of use, number of sheets, size and paper type in the “Purpose of use” column. Select "予算コード" and click.

→ 予約(Reservation)

※ If nothing appears in the “予算コード” box, please ask the budget manager (supervisor or budget office staff) to enter the information.



済：予約済み（Reserved）
仮：承認待ち（Awaiting approval）

3. You will receive a temporary reservation by email. You will receive a follow-up confirmation email within three business days. If you do not receive an email please contact the RFC office. You can also check the status of your reservation on the reservation scheduler.

4. Please bring your data for printing at the approved reservation time.

※　Due to various circumstances, your reservation request may not be approved. In such a case, RFC staff will contact you to reschedule.

※ Please contact the RFC office if you would like to use extramural funds.

Print data format

1）**PowerPoint data** → Bring both original PowerPoint and PDF files.

2）**Other data** → Bring PDF files.

3）**File size should be less than 10 Mb.**

- **For beautiful poster finishing**

  ・ Poster files should be prepared for printing in full size. If not possible, make it as close to full size as possible.

  ・ Images should be prepared in their actual size. The recommended resolution is 150-350 dpi. Images tend to be blurred if the resolution is less than 150 dpi. If the resolution is higher than 350 dpi, the file size will increase and the printer may not operate properly.

- **For long items such as banners**

  If PowerPoint parameters are exceeded, please contact RFC for specialized software.

Types and quality of printing paper

Price	Types	Quality
Law	Plain paper	This is sufficient unless you have a painting or photograph with delicate tones. Ink smudges when wet
	Synthetic matte paper	This is actually thin plastic, not paper. If you want your photo to look completely matte and beautiful, good to use.
	Photo paper (semi-gloss paper)	Recommended when photos and illustrations are important. Long-term display in a poor environment such as a humid or windy place may cause photos to peel off.
High	Soft cloth	Foldable because it is fabric. Especially handy when traveling abroad.

Print size and price

Price per sheet for each standard size （¥／Sheet）

Size (mm)	Plain paper	Photo paper	Synthetic matt paper	Soft Cloth
A0（841 x 1189）	2,400	3,400	3,300	3,800
A1（594 x 841）	1,400	2,200	2,000	2,900
A2（420 x 594）	1,000	1,400	1,400	1,900
B0（1030 x 1456）	3,600	4,800	4,700	4,800
B1（728 x 1030）	2,200	3,100	3,000	3,500
B2（515 x 728）	1,300	1,900	1,800	2,600

Only commonly used sizes are listed.

※ If you would like to specify the width and length of the paper, please refer to the next page.

Price per sheet for each paper width (¥/m) *Calculated in 10 cm increments

Width (mm)	Plain paper	Photo paper	Synthetic matt paper	Soft Cloth
610	1,600	2,400	2,300	—
914	2,000	2,800	2,700	—
1067	—	—	—	3,200
1118	2,400	3,200	3,200	—

Additional fees

	Price	Note
Technical fees	¥1,000～／sheet	Data creation, change requests, special print settings, etc.
Off-campus budget use	¥500／case	For the operating budget of an academic conference, etc., in which our university faculty and staff participate. ※Link

※ Please contact us if you have questions about printable sizes and or printing fees.

If you do not have a UR-Core account or have not registered to use the printer

Not registered with UR-Core → **Register with UR-Core and request the use of shared equipment**
(This may take more than 2 weeks)

Registered with UR-Core, but cannot find the large printer on your calendar → **Add the large printer using the form below (This may take up to 3 business days)**
https://forms.office.com/r/eMv9xSWa6Z

forms

Other means → **Ask UR-core users who have access to the large printer (your supervisor, budget manager, colleagues, etc.) to make the reservation and payment for you.** *They will have to have the budget that can be used for the printing of your posters.

It is strictly forbidden to attempt to print without being able to pay the usage fee.

This allows more flexible operation for users who do not use other equipment. Please review the information below before making a reservation.

Off-campus poster printing locations

- ACCEA NAHA （ Same-day printing available *Please inquire ）

  https://www.accea.co.jp/map/naha.html
  TEL:098-869-0740
  Weekdays 8:00～22:00、Weekends and holidays 10:00～19:00

- Fukuryu Insatsu (The shortest delivery time will be 2 days. Soft cloth is not available)

  https://fukuryu.jp/
  TEL:098-867-1989
  Weekdays 9:00～18:00

- Visipri (Orders are placed online and shipped)

  https://visipri.com/#gsc.tab=0