Perfecta® Q36
Poster Design System

Quick Start & Introduction

Perfecta® Q36 Quick Start

Introduction

This guide covers front panel usage, ink and media setup, connection options, and key features. For more details, reach out to your authorized VariQuest® Dealer.

Note: Use genuine VariQuest® Perfecta® Q Series Ink Cartridges only. Earlier model cartridges aren't compatible with Perfecta® Q Series Printers, even if they look similar. Double-check you have the right ink for your printer model.

Legal Notices

Front Panel

The front panel lets you access printer functionalities, check status, monitor and manage current and scheduled printer tasks. Swiping down on the tab at the top of the home screen reveals alerts and other important notifications.
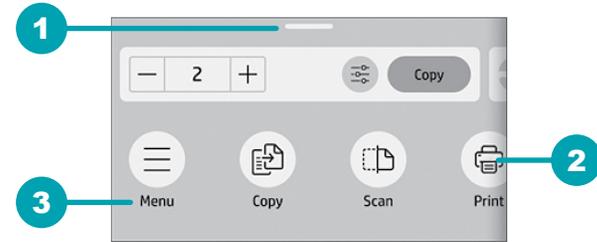
1. *Notification Center*

The Notification Center displays any alerts and important notifications.

2. *Home Screen Icons*

Icon		Icon	
	Menu		Supplies
	Scan		Paper
	Copy		Jobs

3. *Menu*

APPS	
Icon	
	Copy
	Scan
	Print

UTILITIES			
Icon		Icon	
	Info		Paper
	Contacts		Settings
	Jobs		Tools
	Supplies		Help

Install Ink

> ⚠️ **CAUTION!**
> *Do not remove an ink cartridge while printing. Make sure you insert the ink cartridge into the slot with the same colored letter as the cartridge you are installing.*

To replace an ink cartridge:

1. With printer **ON**, open the window.

2. Pull the ink cartridge up to remove it.

3. Insert the new ink cartridge, and close ink cartridge cover.


> 💡 **MAINTENANCE TIP:**
> *The printer should remain plugged in and powered on to allow the printer to perform necessary self-maintenance steps. The printer will go into a low-power, sleep mode when not used to conserve energy costs. This is especially important during periods of building closure.*
>
> *To do this, on your printer's control panel, tap **Menu** ☰ > **Settings** > **General** > **Energy** > set **Inactivity Shutdown** to **4 Hours**, then select **Schedule Printer On/Off** and schedule the printer to turn on every morning, or mornings the printer is typically in use.*
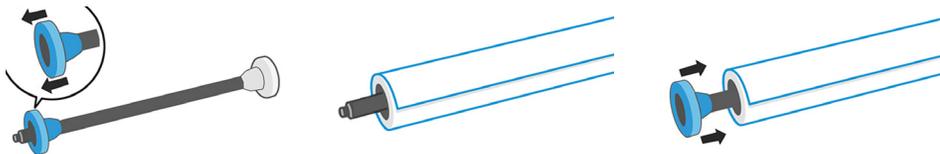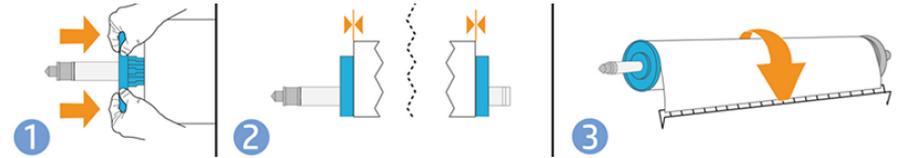
Install Paper
Load Spindle

1. Open roll cover and remove spindle. **Do not insert your fingers into spindle supports during the removal process.**
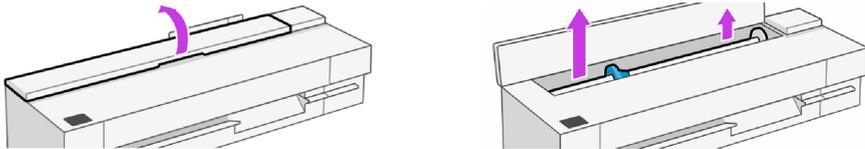
2. Remove blue paper stop from end of spindle and slide on new roll. Orient paper as shown.


3. Replace blue paper stop on open end of spindle and push toward roll.

Load Paper Roll in Printer

1. From the front panel, tap the *Paper* icon ◎, select the roll, then tap the *Load* button. Insert the spindle into the printer, holding it by both ends.

2. Insert edge of paper into printer and roll until you feel resistance. **Do not push your fingers inside paper path**. When printer detects paper, it beeps and feeds in paper automatically.
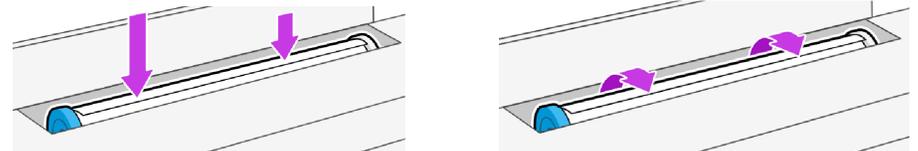
3. On front panel, select paper category and type. Touch **More paper types** to see more types. Close roll cover and touch **OK.**
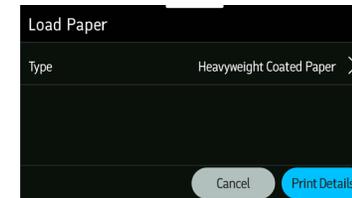
Use the Multi-Sheet Tray

1. If no roll is loaded or the roll has run out of paper, the tray is active by default.

   Alternatively, on front panel, touch the *Paper* icon ◎ then select the *Tray*. **Use multi-sheet tray** and adjust the input and output tray extensions, depending on the length of the paper: the first extension is for A4 (letter size) and the second extension is for larger size paper up to 13" x 19".

2. Load sheets of paper into the tray with printed side facing outward. Ensure that the sheets are all the same size.

3. Adjust tray to fit width of paper.

Connect the Design Center 2300 (DC2300) to the Perfecta® Q36 Printer

Before printing from the DC2300 to the Perfecta® Q36 Printer, you must first set up the Design Center Software and the Perfecta Q36.

Note: For further instructions on connection methods, please visit the User's Guide at resources.variquest.com

Select a Connection Method

Follow the tree chart to help identify what connection method is best for you.
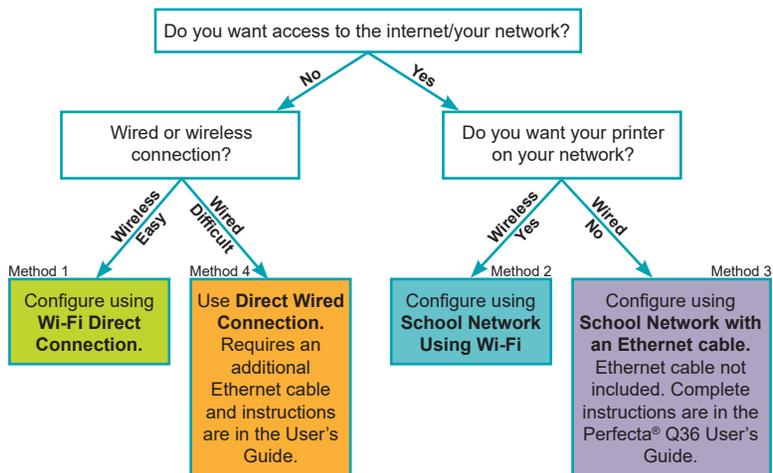
Still not sure which connection is best for you or looking for more information on each connection method? Review the chart to the right for more details.

Wi-Fi Direct - Method 1

Note: Easy to install - instructions on page 5

Wi-Fi Direct is a connection that allows for device-to-device communication, linking devices together without a network.

Advantages:
- No IT required
- No additional cords required
- Printer and Design Center are off the network

Disadvantages:
- You are unable to get access to the internet or Google Drive™ online storage service without disconnecting from the printer
- You are unable to print from multiple locations across the school

School Network Using Wi-Fi - Method 2

Note: Medium difficulty to install - instructions on page 5

Advantages:
- Access to school network and Internet access with Google Drive™

Disadvantages:
- IT involvement
- The printer may be discovered by others on the network

School Network Using Network (Ethernet) Cable - Method 3

Note: Medium difficulty to install - Access the User's Guide, located at resources.variquest.com *Requires additional Ethernet cord (not included)*

Advantages:
- Access to school network and internet access with Google Drive™
- Printer is off the network and not discoverable without a password

Disadvantages:
- IT Involvement
- Requires an additional Ethernet cord

Direct Wired Connection - Method 4

Note: Most difficult to install - Access the User's Guide, located at resources.variquest.com *Requires additional Ethernet cord (not included)*

Advantages:
- No IT Required
- Printer and Design Center are off the network
- This ensures connection if you are having difficulty keeping a strong connection between the Perfecta® Q Series Printer and Design Center

Disadvantages:
- Spatial requirements due to a wired connection
- Requires an additional Ethernet cord

Configure DC2300 & Perfecta® Q36 via Wi-Fi Direct - Method 1

**Note:** This is a direct wireless connection and does not use any external networks.

1. On the Perfecta Q36 Printer, setup your Wi-Fi Direct connection.

   Turn on Wi-Fi Direct:

   a. Touch **Menu** ☰ on the left and select *Settings.*

   b. In the *Network* menu, select *Wi-Fi Direct.*

   c. In the Wi-Fi Direct settings menu, toggle *Wi-Fi- Direct* to **ON**.

   d. In the *Connection Method*, choose **Manual**, then touch 🏠 to exit.

   To Verify Wi-Fi Direct is Enabled:

   a. Touch **Menu** ☰ on the left and scroll down to the *Utilities* section.

   b. On the **Info** menu, select *Connectivity* and verify the printer's Wi-Fi Direct connection is enabled by scrolling up or down to find the correct printer (e.g., **Direct-xx HP DesignJet T850 MFP**). If Wi-Fi Direct is enabled, the Wi-Fi Direct network name and password will display.
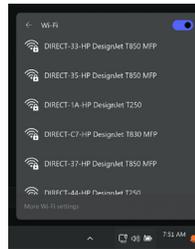
2. Start the DC2300. The VariQuest® Software launches automatically.

3. Immediately connect the DC2300 to the Perfecta Q36 printer with Wi-Fi Direct Connection (i.e., DIRECT-xx HP DesignJet T850 MFP) using the *Windows Wireless Network utility* on the bottom right of your Design Center screen.

*Attention***:** You may need to minimize the VariQuest Software in order to see the utility.

4. Once connected, focus your attention back onto the VariQuest Software.

5. In the Welcome screen, touch **OK**, follow the setup options by going under **Workroom Assistant** > **Setup** > **Output Devices** - then select the Perfecta Q36 by checking the box and clicking **OK**.

6. You will then be prompted to enter your school mascot and name. Once you have completed entering this information, click **OK** and you will be taken back to the Menu screen where the Perfecta Q36 icon will be present.

7. Now, go back into **Workroom Assistant** > **Setup** > **Network Connection**, then select the Perfecta Q36.

Attention: In order to access the *Network Connection* section of the software, you will first need to close the VariQuest Software and re-open the program as an administrator. To do this you will need to *right click* on the VariQuest Software icon and select **Run as Administrator**.

8. On the right side under *Network Printer Settings* select **Wi-Fi Direct**. Select **OK**.

9. You are now able to print from the DC2300 to the Perfecta Q36.

Configuring DC2300 & Perfecta Q36 on the School Network via Wi-Fi - Method 2

Both the DC2300 and Perfecta Q36 printer must be connected to your local network before starting this process.

1. On the Perfecta Q36, touch **Menu** ☰ on the left, go to **Settings**, then scroll down and touch **Network** > **Wi-Fi**.

2. Next to **Wi-Fi Setup**, select **Start**. The printer will search for wireless routers.

3. Choose a Network Name, then enter the Password. Touch **Apply** when done.

4. In the Connection Successful menu, touch **OK**.

5. Start the DC2300. The Design Center Software will launch automatically.

6. Close the Design Center Software, right click on the VariQuest desktop icon, and choose *Run as administrator*.

7. In the Welcome screen, touch **OK**, follow the setup options by going under **Workroom Assistant** > **Setup** > **Output Devices** - then select the Perfecta Q36 by checking the box and clicking **OK**.

8. You will then be prompted to enter your school mascot and name. Once you have completed entering this information, click **OK** and you will be taken back to the *Menu* screen where the Perfecta Q36 icon will be present.

9. Now, go back into **Workroom Assistant** > **Setup** > **Network Connection**, then select the printer you would like to connect with the DC2300.

10. On the right side under *Network Printer Settings* select **School Network** where it will then prompt you to enter your Perfecta® Q36 IP address. Once entered, select **OK** and **OK** again.

Note: Find the printer's IP address by tapping **Menu** ☰ on the front panel and navigating to **Info** > **Connectivity** > **Ethernet**.

11. Go back to the *Menu* screen and the Perfecta Q36 icon should be present, so you are able to print from the DC2300 to the Perfecta Q36.

Configuring DC2300 & Perfecta Q36 using Method 3 & Method 4

For the less common connection Method 3 and Method 4, please refer to the User's Guide located at resources.variquest.com.

Mobile Printing From an iOS Device

You can print directly from your smartphone or tablet in just a few simple steps wherever you are using your mobile iOS device. Method 1 is for printing from a mobile device when both your printer and device are connected to the internet. Method 2 is for printing without connecting to a wireless network.

Note: Mobile printing is also supported for Android depending on the version of your device. To print from Android™ devices, download the HP Print Service Plugin app from Google Play.

Print via Wireless Internet Using iOS Device

1. Connect the Perfecta® Q36 printer and your device to the local internet. Make sure your mobile device has Wi-Fi enabled.

Note: The mobile device and printer Wi-Fi must be connected to the same internet.

2. On your mobile device, choose the document you want, then touch **Print**.

3. Select your **Printer** (e.g., DIRECT-xx HP DesignJet T850 MFP).

4. Select paper size and other options (e.g., paper size, color, black & white).
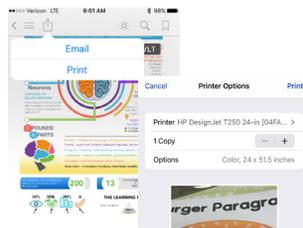
Note: The print will automatically size itself to how it was designed. To print on the size of the loaded paper, you must select it.

5. When done, touch **Print**. The document will be sent to the Perfecta Q36 printer.

Print without Wireless Network Using iOS Device

To connect the printer to your mobile device without using a wireless network, you must use Wi-Fi Direct.

1. On the printer, select **Menu** ☰ and choose **Settings**.

2. Select **Network** and choose **Wi-Fi Direct**.

3. In *Wi-Fi Direct Settings* menu, make sure *Wi-Fi Direct* is **ON**. The *Connection Method* will indicate **Manual** but you will need to change it to **Automatic**.
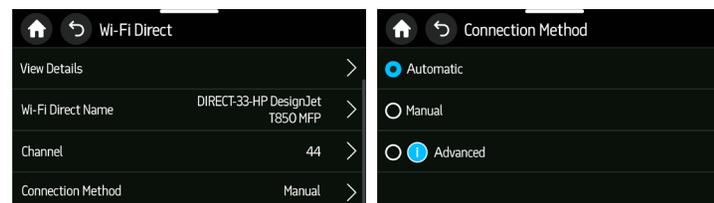
4. When the *Wi-Fi Direct Setting* is changed to **Automatic**, touch ⌂ button, then tap the **Menu** ☰ again to view the **Info** tab which displays your printer information. Select **Connectivity**, scroll down and tap **Wi-Fi Direct** to look for the Wi-Fi Direct password.
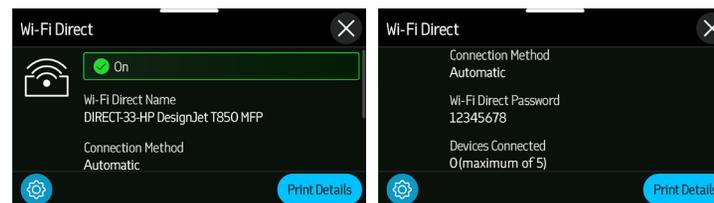
5. On your mobile device, under Wi-Fi selection, select the printer (e.g., **DIRECT-xx-HP-DesignJet T850 MFP**) and when prompted, enter the password from the *Info* screen.
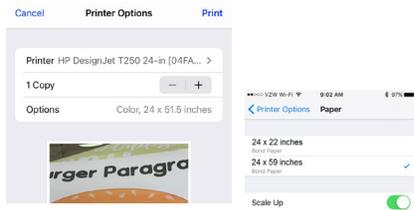
6. On your mobile device, select a document, then touch **Print** and select your **Printer** (e.g., DIRECT-xx HP DesignJet T850 MFP).
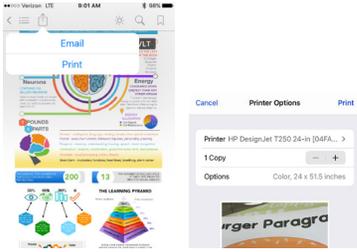
7. Select the paper size and other options you want (e.g., paper size, color, black & white).

Note: The print will automatically size itself to how it was designed. To print on the size of the loaded paper, you must select it.


8. When done, touch **Print**. The document will be sent to the Perfecta® Q36 Printer.

Scan to Print

Scan-to-print is performed from the **Copy** tab. The printer first scans the original into memory, then prints the scanned image. *Do not feed the scanner while printing. Only one action can be done at a time. Scanner will not accept paper when printing.*

Note: Vertical/horizontal positioning depends on how you scan the document. Placing document vertically prints a larger poster. Placing horizontally prints a smaller poster.

1. On the front panel, touch **Copy** 📋, then choose either **Print to Tray** or **Print to Roll**.
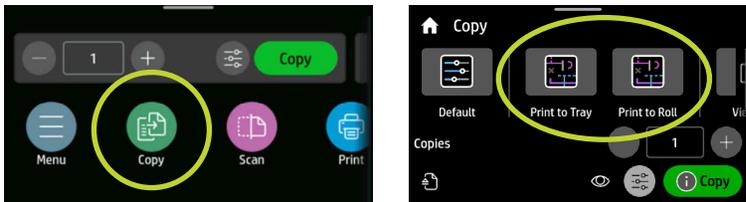
2. Load the original document by gently pushing the sheet into the insertion slot until you feel it contact the rollers. The scanner will automatically grab the sheet and move it into position for scanning.

Note: Align the edge of the document with the center of the orange arrow.

3. Adjust output quantity and select **Copy**.
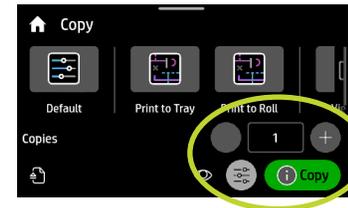
4. When scan is complete, touch **Eject**.

Print Using a USB Drive

To print from a USB drive, insert your device into the USB port located directly to the left of the screen on your printer.

1. On the front panel, select **Print** 🖨 and choose **Print from USB**.

2. Select the file you want to print from the list of files saved on the USB drive and tap the **Options** icon 📋.
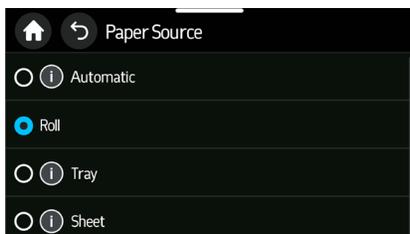

Note: The Perfecta Q36 supports JPG, TIFF, and PDF file formats when printing from USB.

**3.** Scroll down to **Output Source** and make sure the **Loaded Paper** option in selected.
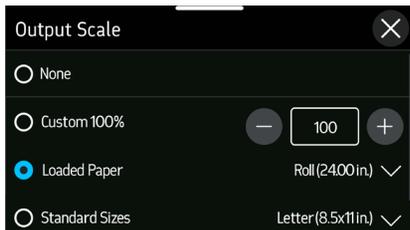
4. Tap the **X** button and scroll down to **Paper Source**. Make sure the intended print media is selected.

Note: This is especially important if you intend to print on A3 or A4 paper through the **multi-sheet tray**.

5. Tap the back arrow to return to the previous screen. Modify any other settings as desired and select **Print**.
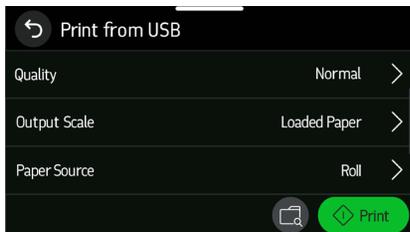
Save Scanned Image to a USB

1. Insert a USB flash drive into the USB port.

2. On the Home menu, select **Scan**.

3. Select **Scan to USB**.

4. Name the document and adjust file settings as needed.

5. Insert document into scanner with the middle of the document aligned with the arrow.

6. Tap **Send** to start the scanning process.

7. Tap **Eject** to release the document once the scanning process is complete.

8. If scanning more than one image, insert the next document and repeat until all documents have been scanned.

9. Tap **Send** to save image(s) to the USB drive once scanning is complete.

Note: If you select **Send** before tapping **Eject**, you can still release the document by tapping the **Eject** icon on the next screen.

Technical Support

For technical assistance, please contact your Authorized VariQuest® Dealer or the VariQuest® Technical Support Team:

- **Email:** tech_support@variquest.com
- **Phone:** 1-800-328-0585

Additional information can be found in the User's Guide located at resources.variquest.com.