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### **Important Note:**

You must work from and save to Temp Storage.

When you are done working, you may transfer items from Temp Storage to a portable hard-drive or your student server, providing you have enough server space.

When you log out, everything in your  House will disappear. This includes your preferences and settings:

Custom Photoshop Color Settings

MCAD Display Color

Custom Paper Sizes



## -Display Color-

These Monitors are calibrated once a month for accurate screen to print matching.  
We have created Color Calibrated Display Profiles. Make sure you use it!

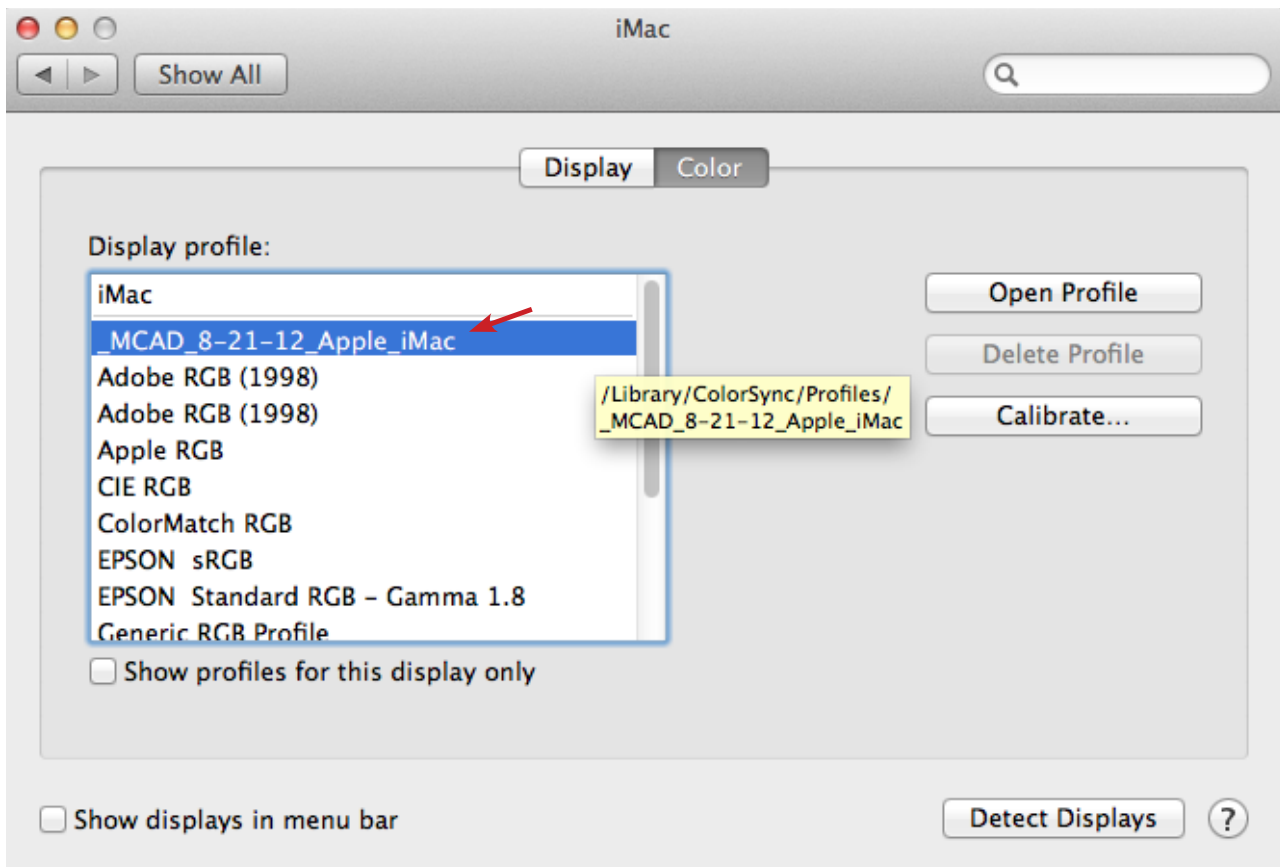
Go to **System Preferences**

Select **Displays**

Click on **Color**

Choose the correct **Display Profile**.

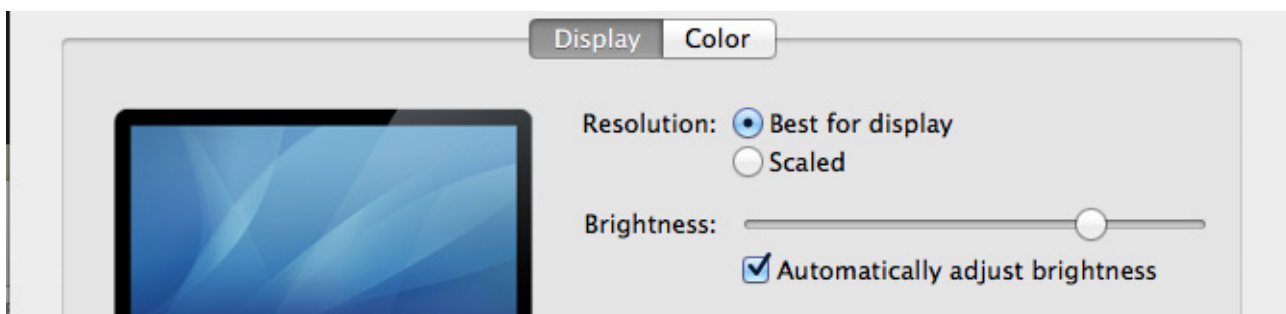
MCAD\_mm-dd-yy



Click back to **Display**.

Choose the correct **Brightness**.

(correct level will be taped to front of monitor.)



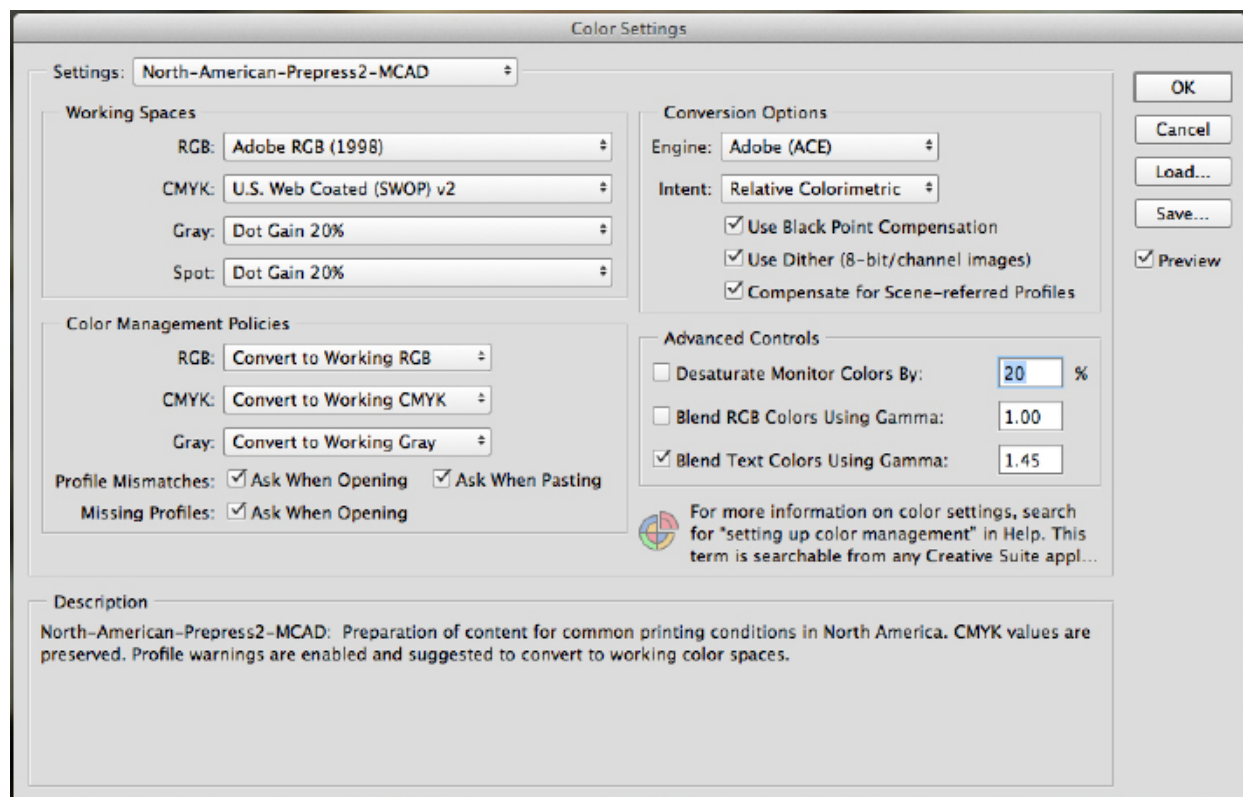


## -Color Settings-

When working with the new lab build, your color settings will NOT follow you around. You will have to load your saved settings every time from your server or external hard drive/USB thumb drive.

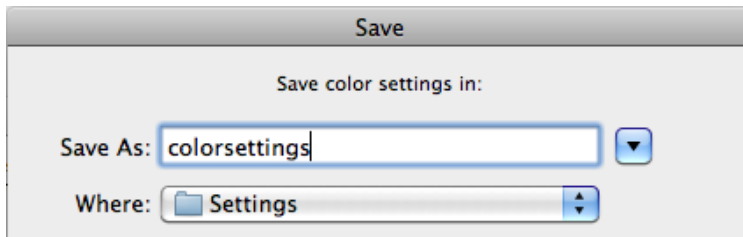
To get to Color Settings, open Photoshop and go to Edit> Color Settings.

We recommend that you set your color settings to this:

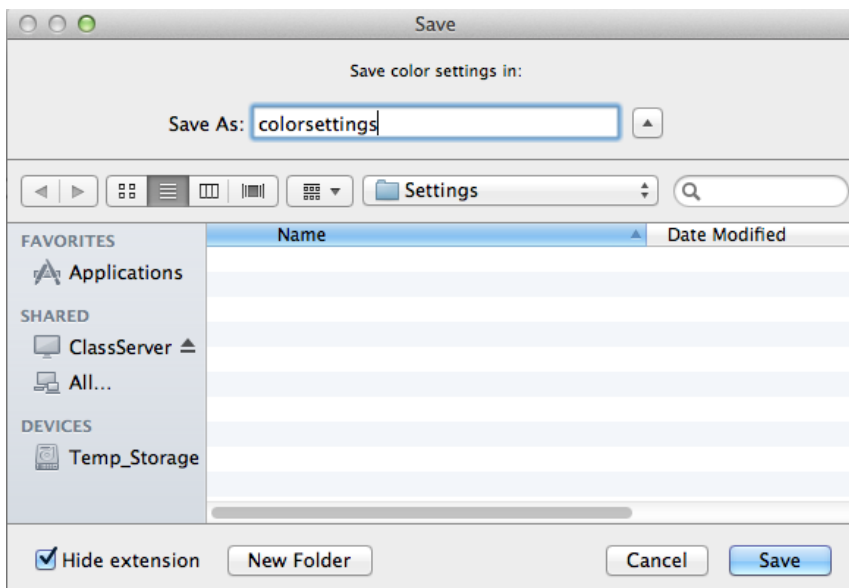


Click on the “More Options” on the right hand side. Make the changes and click Save.

When you click save you may see a window like this:



If you click on the arrow to the right you will be able to get more options, and it may look like this:



You want to make sure to save this file to either your server (connect to studio.mcad.edu and drop the file somewhere you will be able to find it) or onto an external hard drive/USB thumb drive. Make note of where you saved it and be sure to bring that device with you next time!

## -Accessing your Files-

When printing from our designated print stations you **must transfer your file** from whatever server/external hard drive it may be stored, **to Temp\_Storage** on this physical machine (**NOT** temp.mcad.edu server).

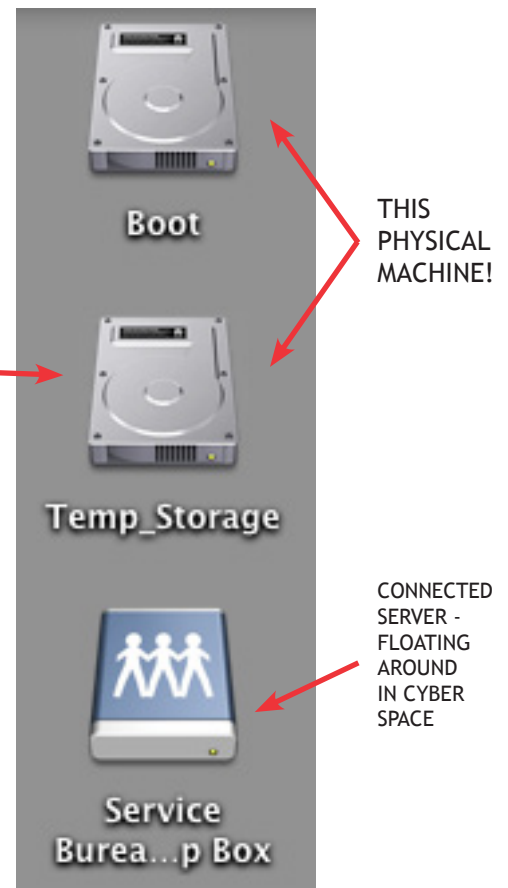
### IMPORTANT:

Opening your file from an external hard drive, a USB thumb drive, a CD/DVD, or your personal or class server space will not work for printing.

External drives/servers are not powerful enough to process the print, and you risk causing communication errors and partial prints.

### How to get your file:

1. Find your file
  - Connect to server  
(studio.mcad.edu, class.mcad.edu, temp.mcad.edu etc)
  - Plug USB drive/external hard drive in
  - Insert disc
  - Email it to yourself
2. Drag and drop your file into Temp\_Storage
3. Eject external drives/discs/servers, unplug drives.
4. Open file from Temp\_Storage
5. Do a nozzle check and follow print instructions!



to reiterate:

**ONLY PRINT FROM TEMP\_STORAGE!**





# Nozzle Check ?

It's always a good idea to do a nozzle check before you start printing.  
See the "Nozzle Check" section for instructions.

## -Printing on the Pro 7900-

Turn the printer and the computer on.

Download your images to Temp Storage.

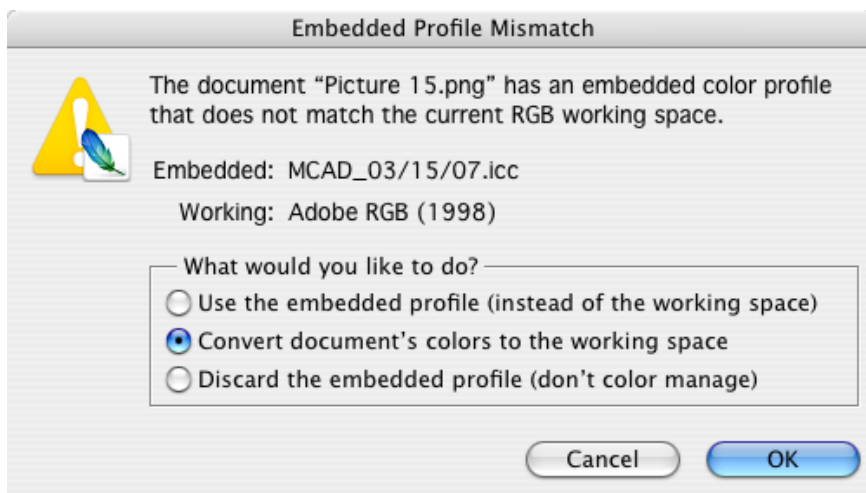
Do not work directly from a external drive/disc or server-  
use Temp Storage.

Open your image in Photoshop.

(Migrate Presets? Yes.)

Mode for color is Adobe RGB 1998.

In your "Color Settings", your working space should be set to Adobe RGB 1998. If your file is not Adobe 1998 the computer should ask if you want convert the file. You should click on "Convert document's colors to the working space", because the working space is set to Adobe RGB (1998).



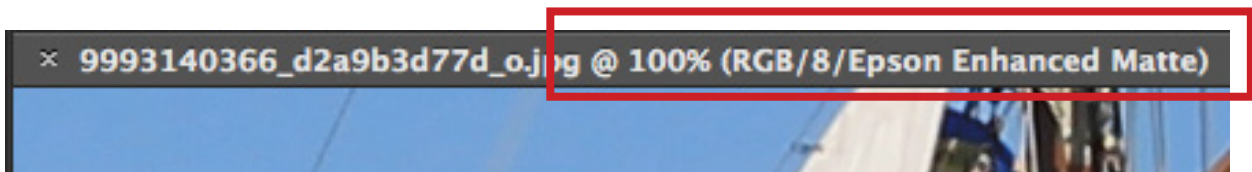
Now select the paper type that you will be printing on.  
In Photoshop, go to:

**View > Proof setup >** select paper type near the bottom:

- Epson Enhanced Matte
- Epson Singleweight Matte
- Epson Premium Semigloss
- Epson Ultra Premium Luster
- Etc.

(This printer can accommodate most paper types, choose the profile that best fits, or download a corresponding profile.)

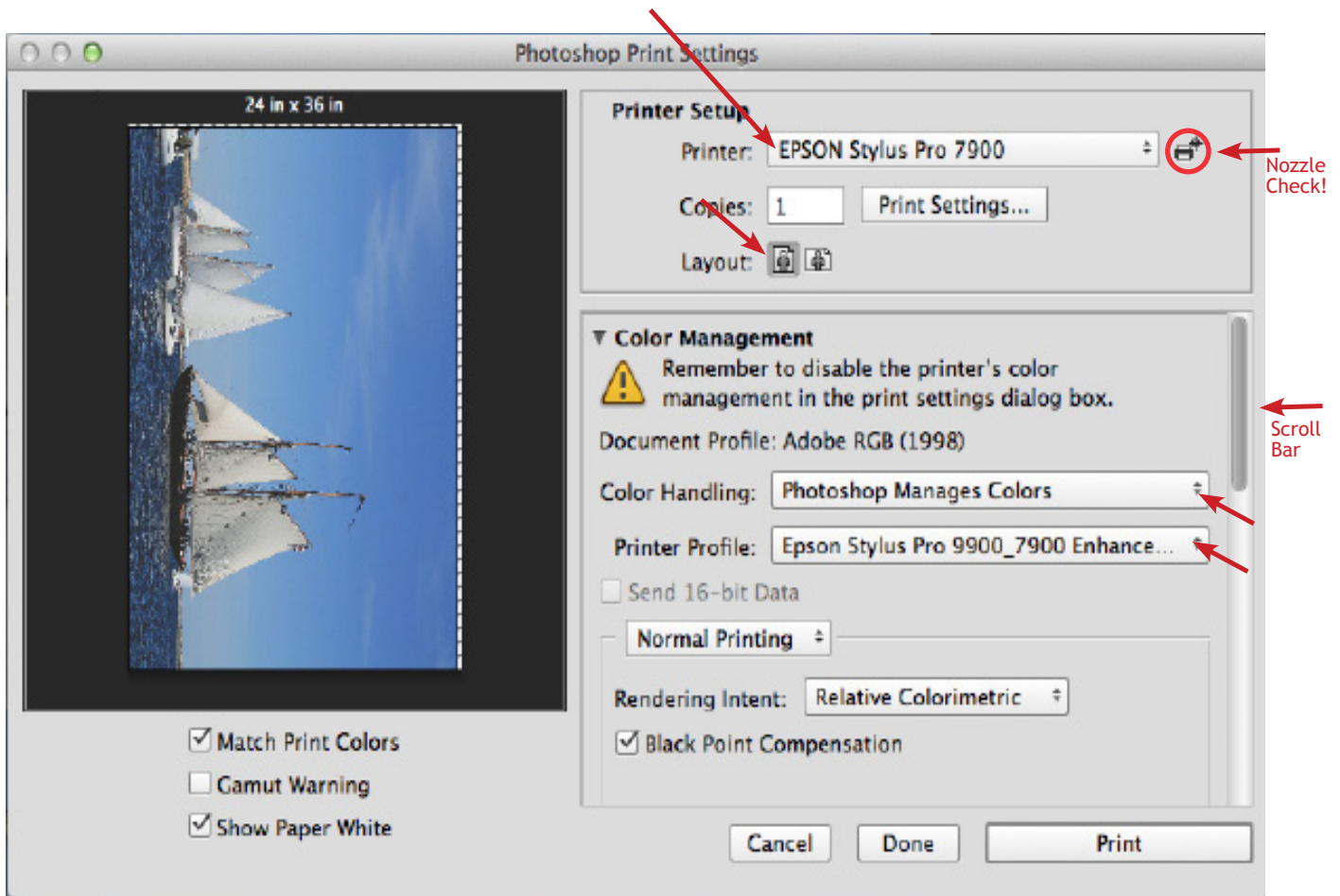
Your image should say something like this at the top  
(with RGB and paper type labeled)



Final tweak should be done now when paper choice is correct (levels/curves/color etc.)

Go to File->Print.

There, you will see something that looks like this:



Under **Printer Setup**, choose your Printer, the **Epson Stylus Pro 7900**.

Choose the correct **Layout** for your image, portrait/vertical or landscape/horizontal.

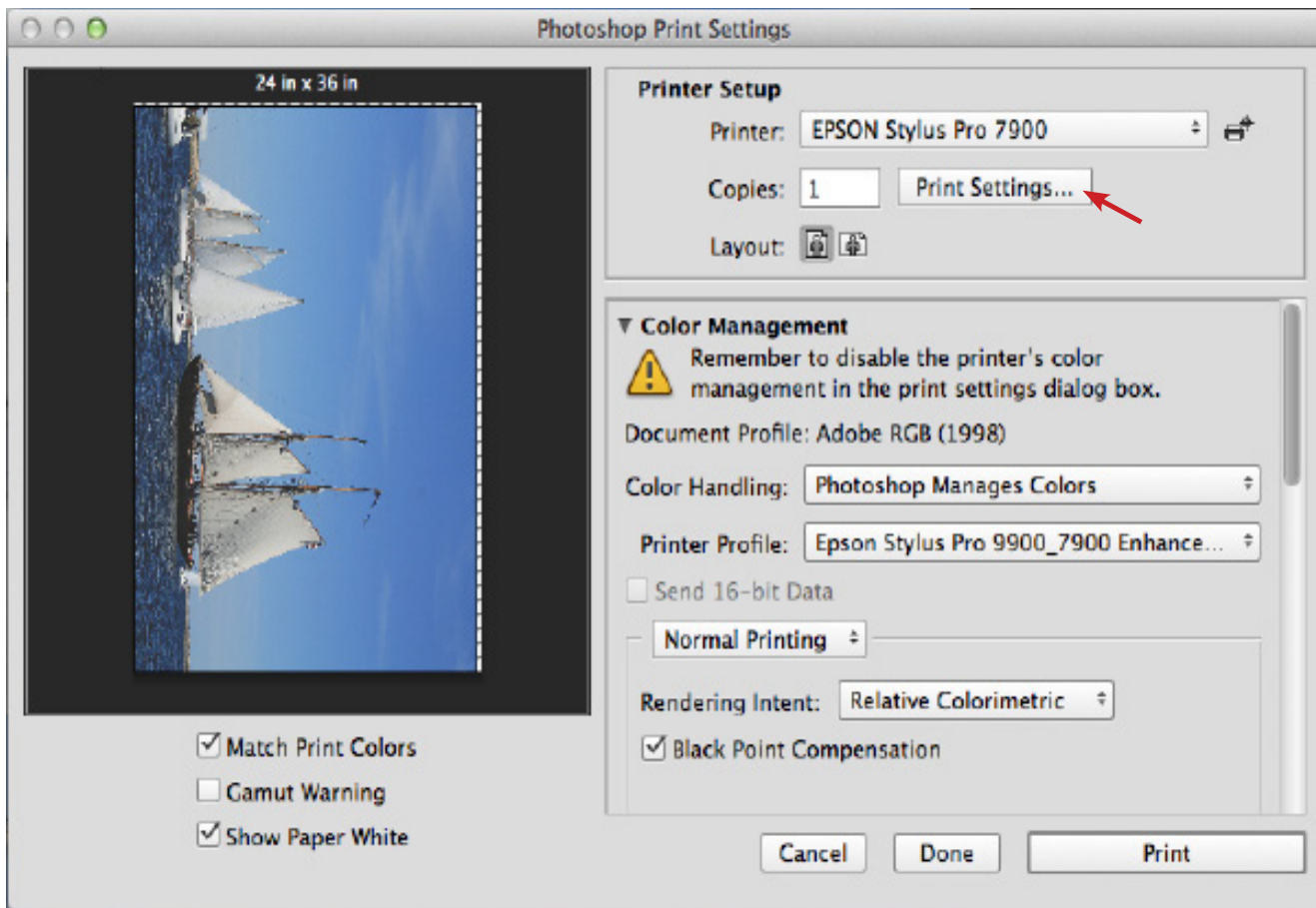
**Color Handling** should be set to **Photoshop Manages Colors**.

The **Printer Profile** should be the same as your paper type. You will need to go through a list to find the paper you are using. We are using Epson Enhanced Matte Paper, so we've chosen Epson Stylus Pro 9900\_7900 EnhancedMattePaper\_MK.

**Note:** This print station uses **Matte Black and Photo Black** ink. Choose profiles accordingly.

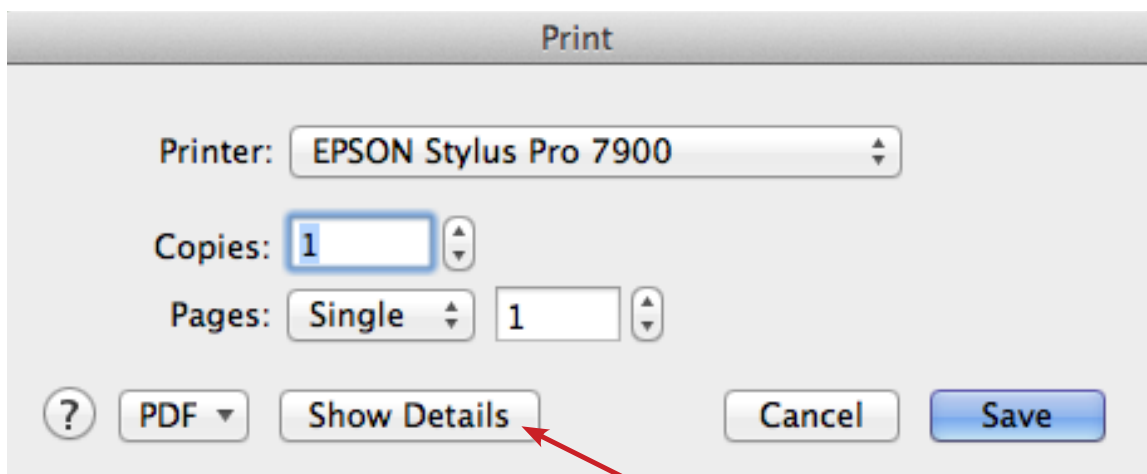
Notice the **Scroll Bar** that allows you to see other options.

Next, check your print settings. (Click on Print Settings).

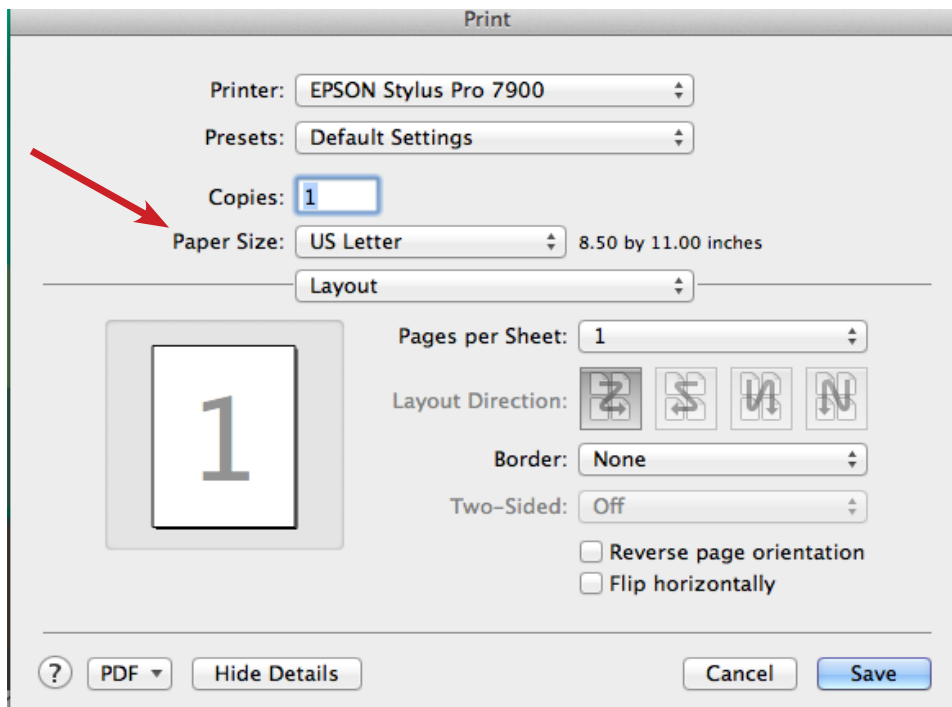


You may see this window. Check that it has your printer selected, which is “EPSON Stylus Pro 7900”.

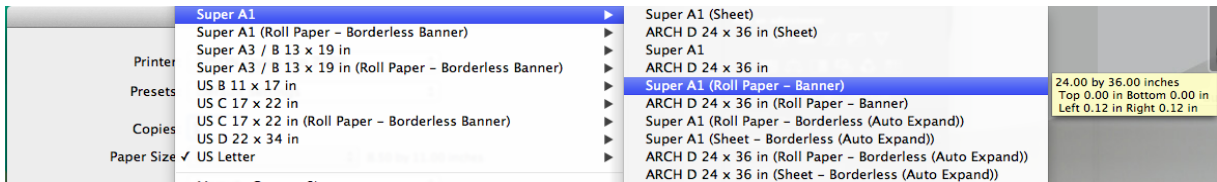
Click on the **Show Details** to open the window.



Make sure your **Paper Size** is correct. We recommend making a custom size.

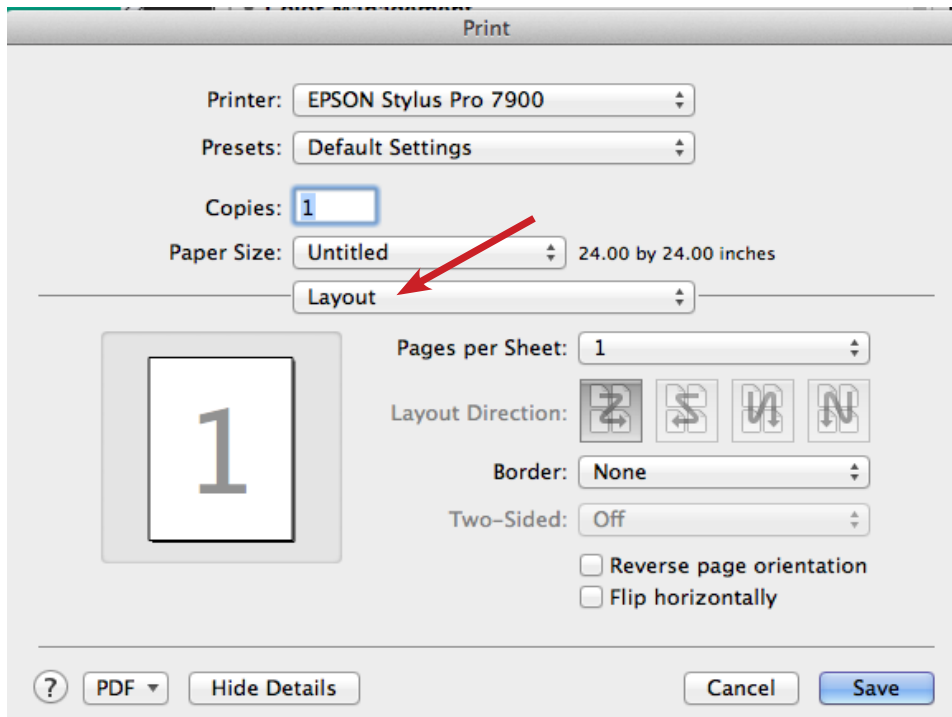


If you hover over the paper size in the **Paper Size** pulldown, you will see the actual size and may choose one that best fits if you prefer.

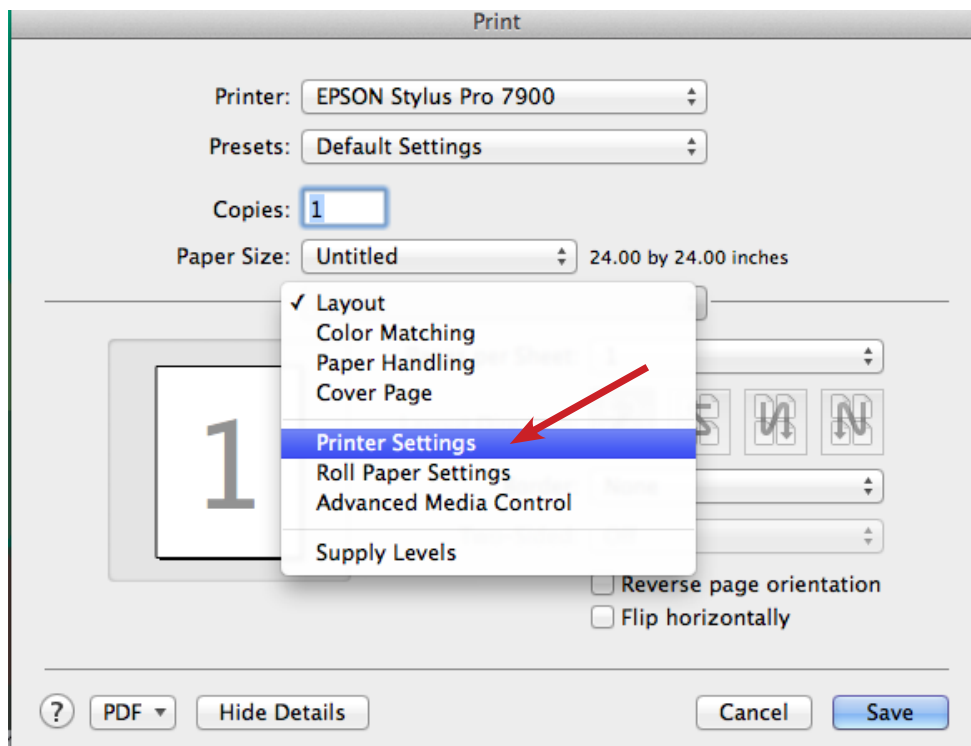


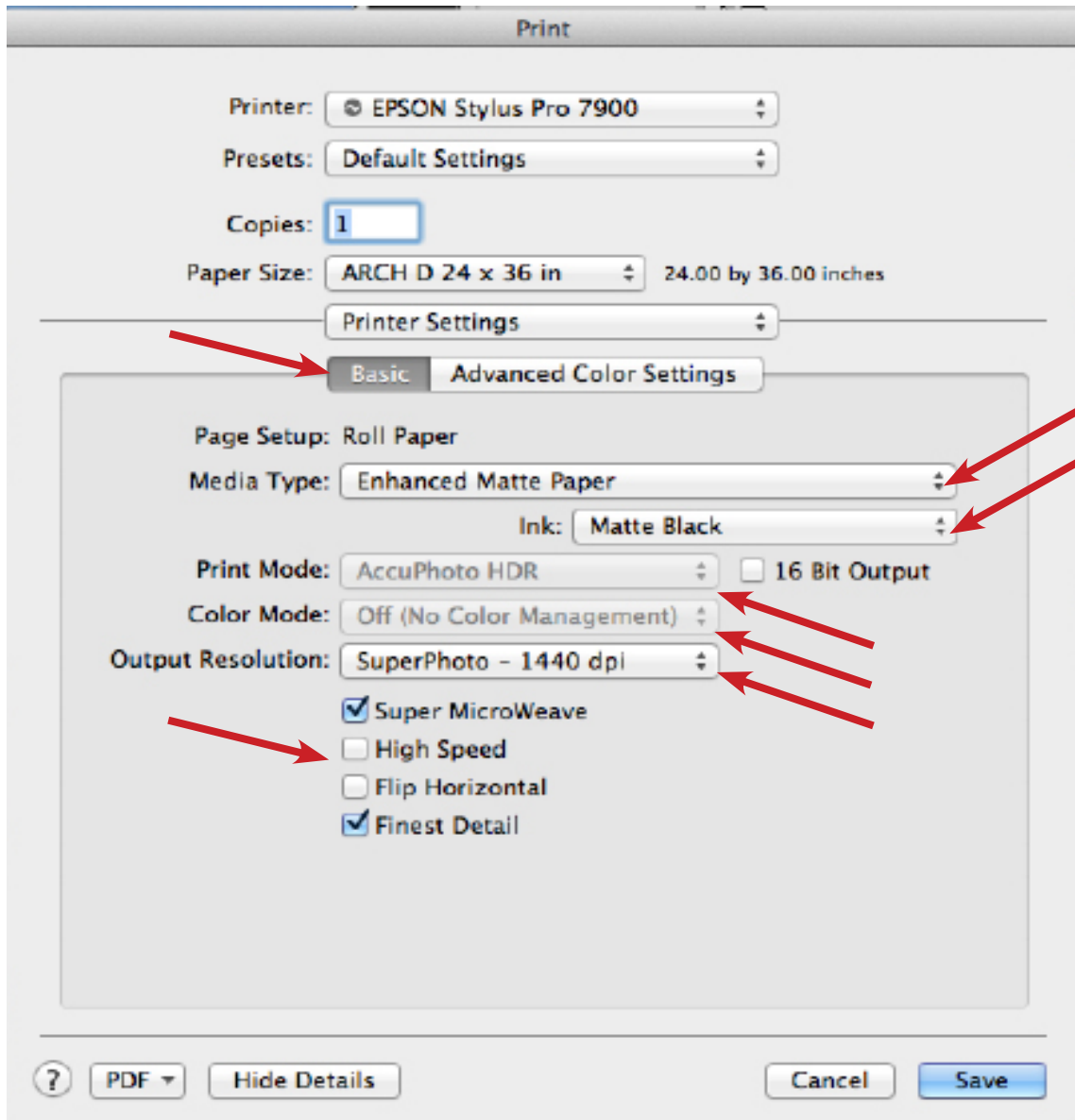
Best practice is to create a **custom size** with whatever margins you prefer. This way you may have a **centered** image and may easily print **borderless**.

Click on **Layout**.



Then click on **Printer Settings**.





This window will come up. **Basic** should be highlighted.

**Roll Paper** should automatically select for Page Setup.

*Choose Sheet if that is appropriate for your paper.*

Select your paper from **Media Type**.

Print Mode and Color Mode should be greyed out, but double check that **AccuPhoto HDR** is selected in **Print Mode**. *You have the option to use 16 bit output, if you'd like.*

**Color Mode** should be **Off (No Color Management)**.

Select your **Output Resolution**.

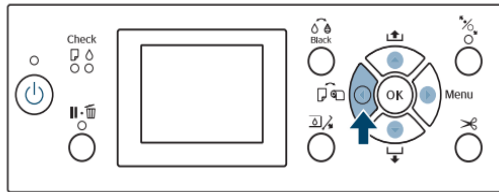
Select High Speed if you'd like. This will lower the quality slightly, but works great for test prints.

Select Finest Detail if you wish.

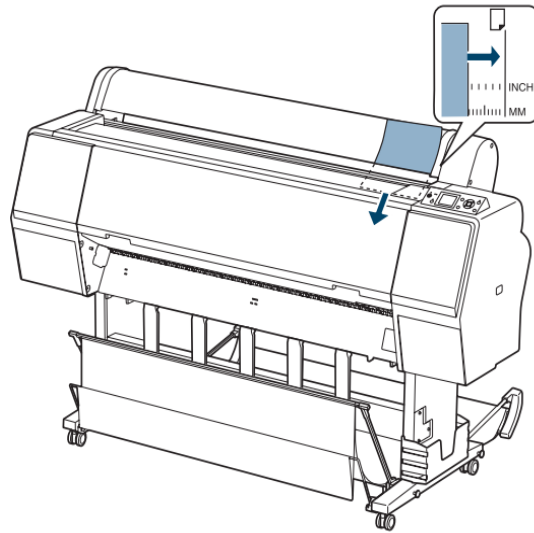
When everything is the way you want it, click **Save**.

**Load sheet paper into printer now.**

1. Make sure the printer is turned on and the roll paper cover is closed.
2. Press the ◀ Paper Source button until the □ Sheet icon appears on the LCD display.



3. Feed the sheet into the paper slot until it meets resistance. Make sure the right edge of the paper is straight and aligned with the vertical line on the roll paper cover.



4. Press ▼. The sheet feeds into printing position automatically.
5. If you see a question on the display about paper settings, select **Yes** if the settings are correct, or select **No**, then change the settings.
6. Press **OK**.
7. Print your page. After it is finished, the sheet stays in the printer.
8. To remove your print, press the ▼ button while holding the sheet.


See next page for **ROLL PAPER** loading instructions.



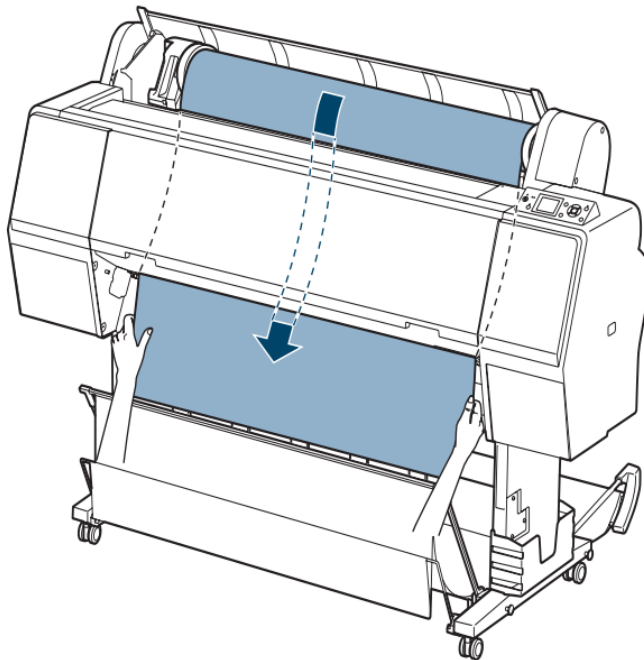
## Load roll paper into printer now.


For customer supplied rolls, the core must be 2” or 3”




Place the end caps on the ends of the roll paper, and slide paper holder to the right, lift lever to lock into place. (make sure both ends are secure)

Press the  button to begin.

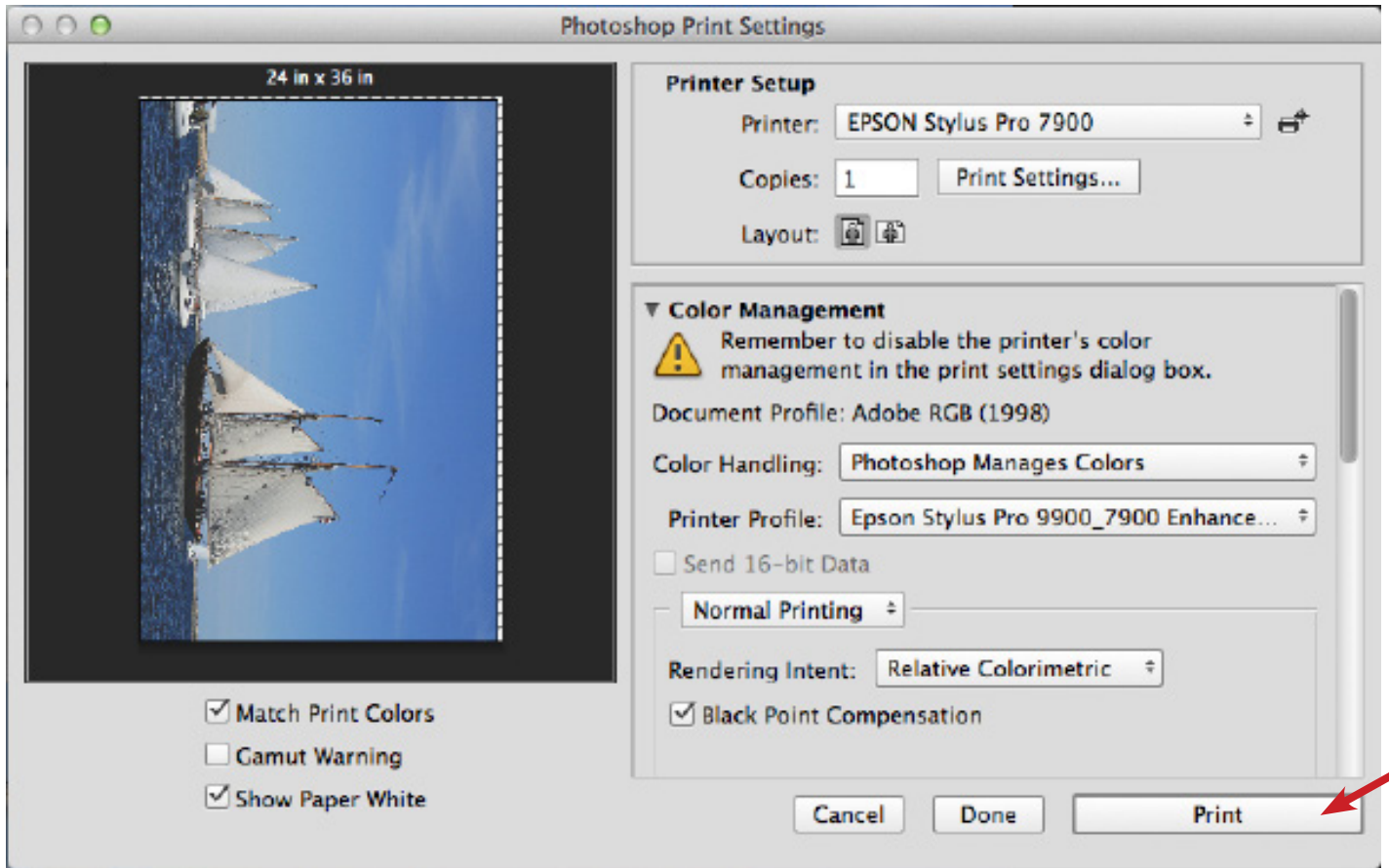
1. Insert the paper into the slot and pull it down.



If the paper doesn't come out, you may need to lower the suction by pressing the  Paper Feed button. Make sure you return the suction to normal after the paper is loaded.

2. Close the roll paper cover.
3. Press the  button.
4. Press the  button to move the paper into printing position or wait for the paper to move into position automatically.
5. If you see a question on the display about paper settings, select **Yes** if the settings are correct, or select **No**, then change the settings.
6. Press OK.
7. If the edge of the paper is uneven or folded, press the  button to cut the edge.

Now you're back to the Print window. Click on **Print**.



When you are finished printing, please turn the printer **Off**.

## - Custom Paper Size -

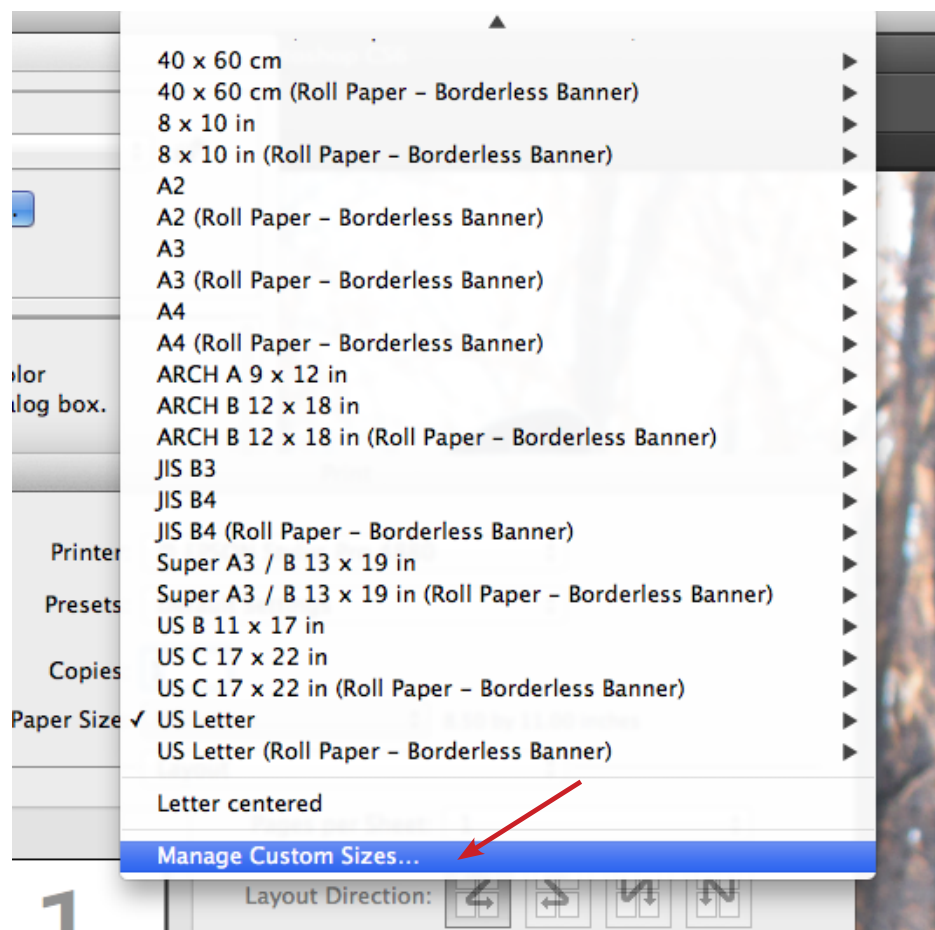
You will need to create a custom paper size in most cases when printing on the Epson 7900 banner printer.

Creating a custom size will assure your print is not cut off, your custom margins will be respected, and your print will be centered (if you wish.) Print on your terms, yo.

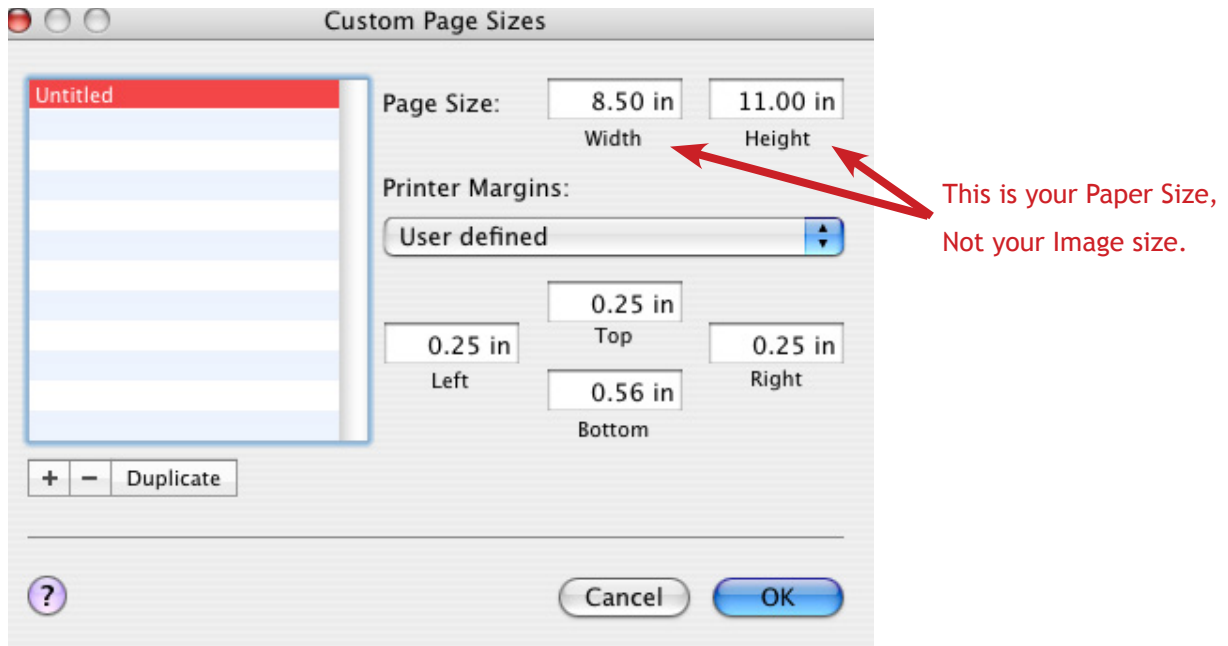
To create a custom paper size for printing, you need to be in Photoshop and go to File> **Print**.

Click on **Print Settings**.

Then go to **Paper Size** and go to the bottom of the pulldown to **Manage Custom Sizes...** as shown below:



Once in the **Custom Paper Sizes** window, you can add a new paper size by clicking on the plus sign near the bottom left. Here is what you will see:



Change the **Page Size** to match your printing dimensions.

**Width** should be the shorter edge (up to 24")

**Height** can be anything (up to 100')

We recommend creating margins/white space in your document, then you can just set the custom page size to the actual size of your document, and set margins to the minimum allowed (.56 top and bottom, .13 left and right).

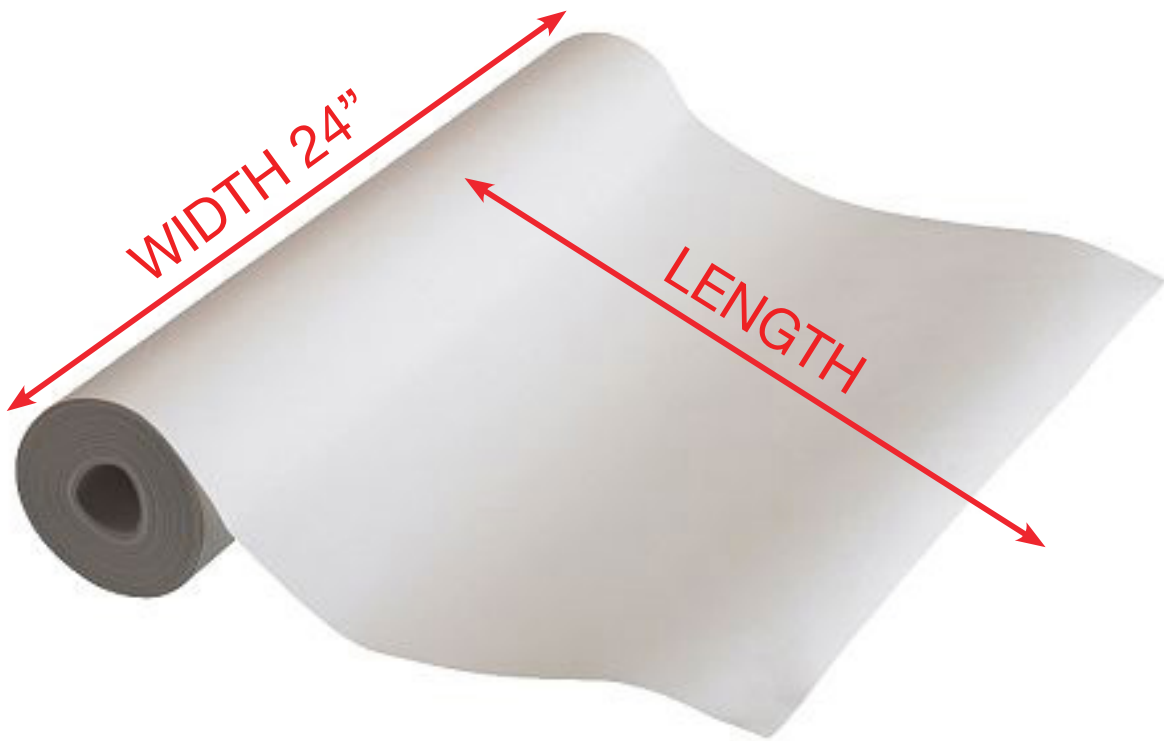
Next you will set your Printer Margins.

Set to 0 all around for a **Borderless Print**. (Only an option on roll paper)

Set all margins to .56 or larger for a centered print.

# REMEMBER

When creating a custom paper size on the 7900:



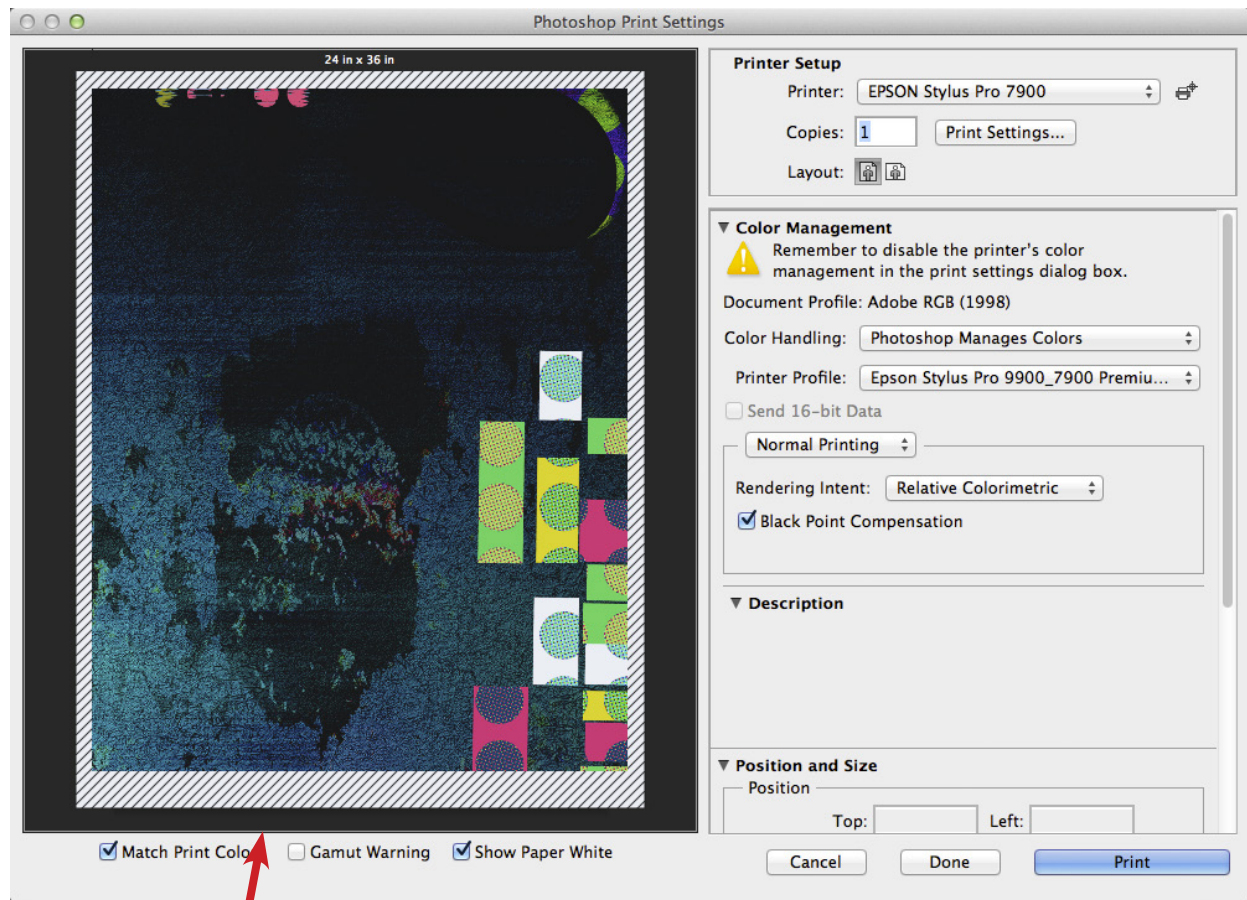
(...and that is the size of the PAPER used, **not your image size.**)



## - Print Centering -

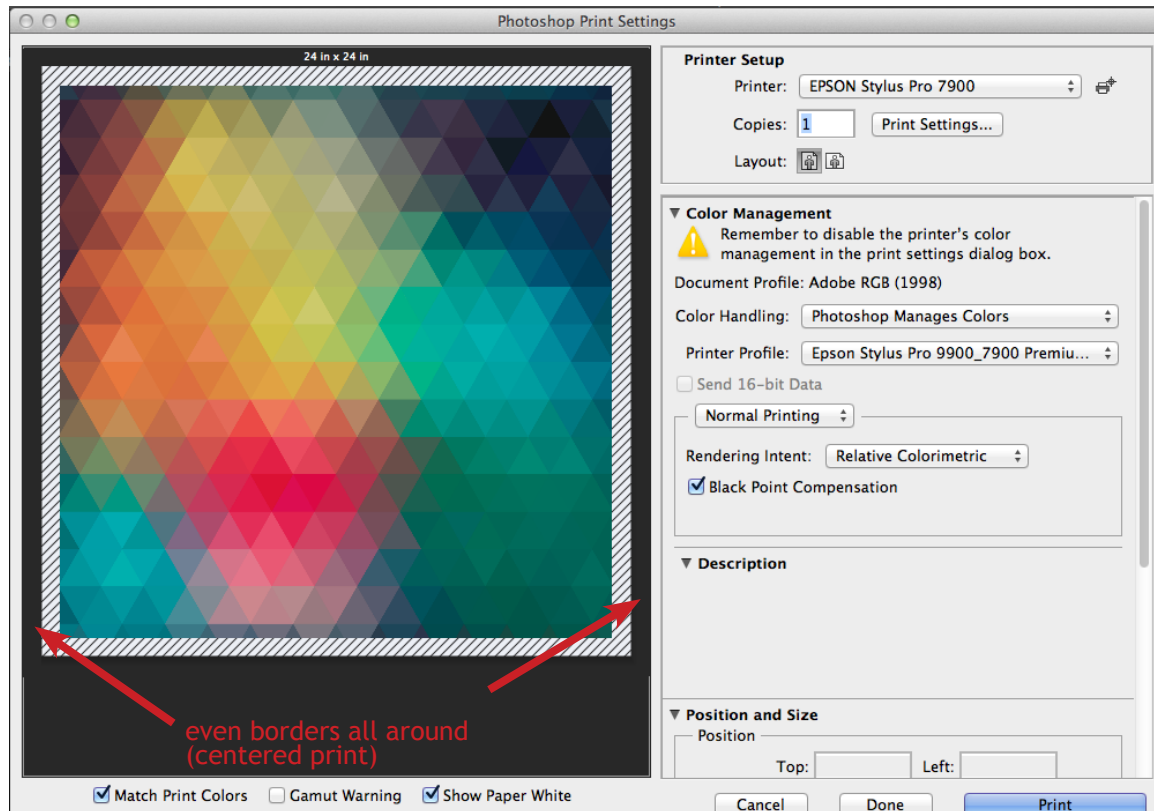
In order to have your print centered on the page, you need to create a custom paper size.

The print will have a margin of .56 inches on the last edge out of the printer. The other margins are less, and that is why your image is not centered.

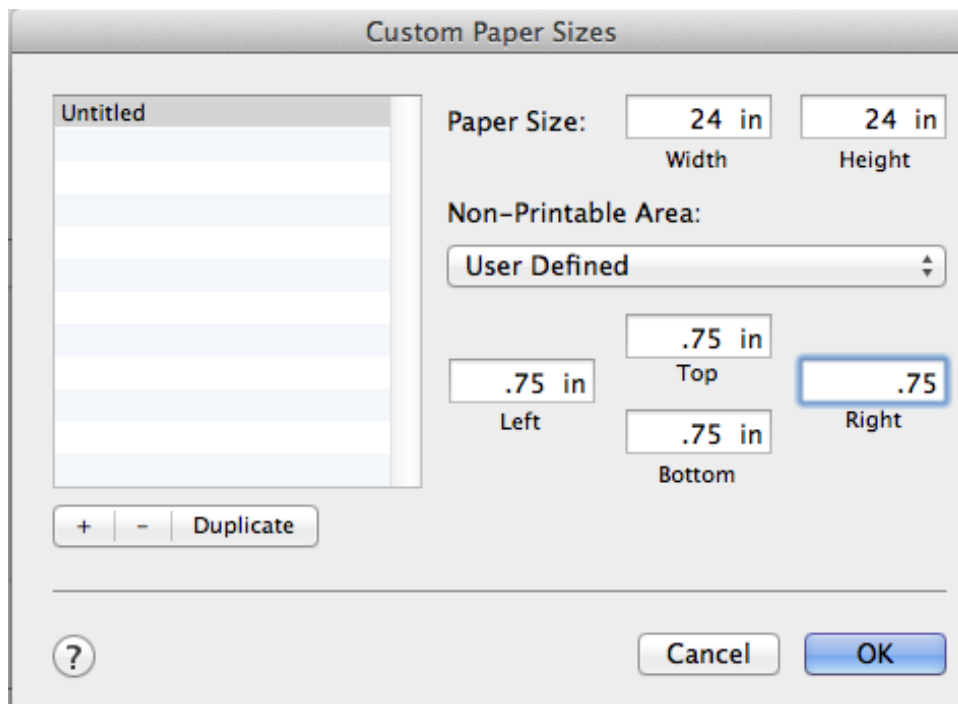


larger border (.56)

Here is an example:



To do this, go to the “Custom Paper Size” section of the instructions and create a custom paper size. Create the size of the paper that you need, and then create equal margins all around. Hit OK. Go through the rest of your print settings!



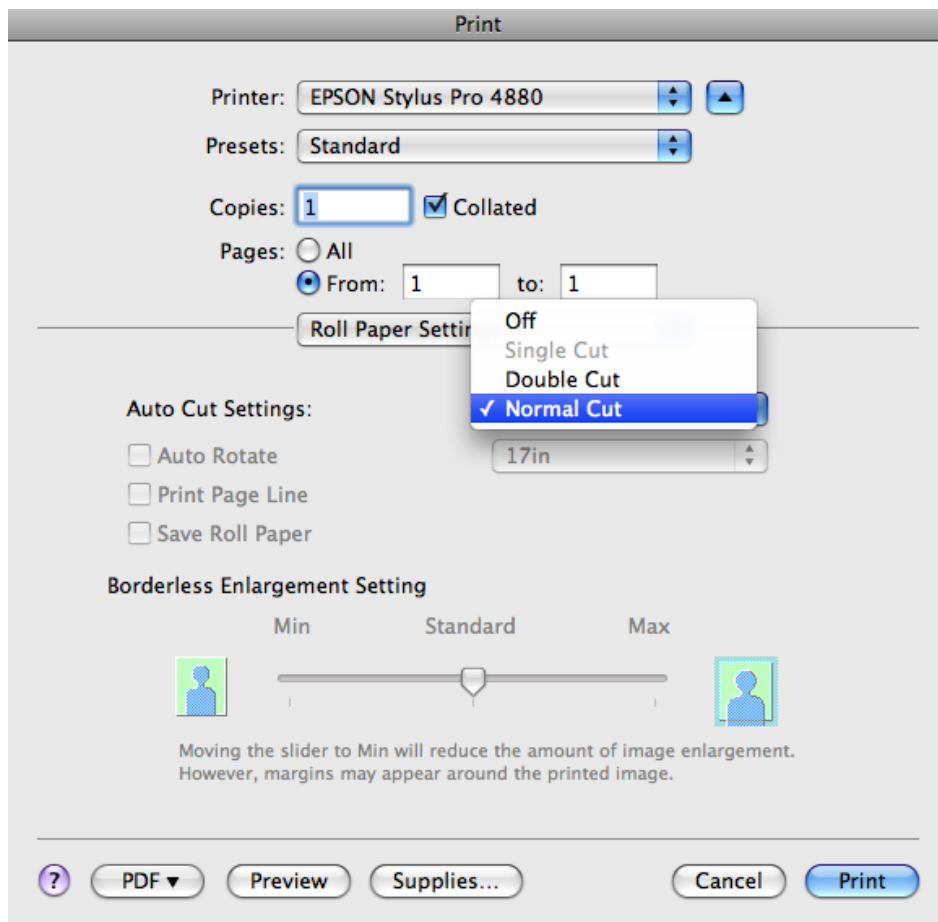


## - Roll Paper / Cut Options -

After doing the usual steps and before hitting Print, you can control the cut of the paper if you wish.

Go to **Roll Paper Options**:

It defaults to “**Normal Cut**” which will give you a .56 border on each end. Your final printout will be a little larger than you had specified. If this extra paper isn’t a problem, you can just use the Normal Cut feature.



If you wish to cut exactly at the edge of your print change setting to **Double Cut**. If you wish to print borderless follow the “Printing Borderless” instructions.



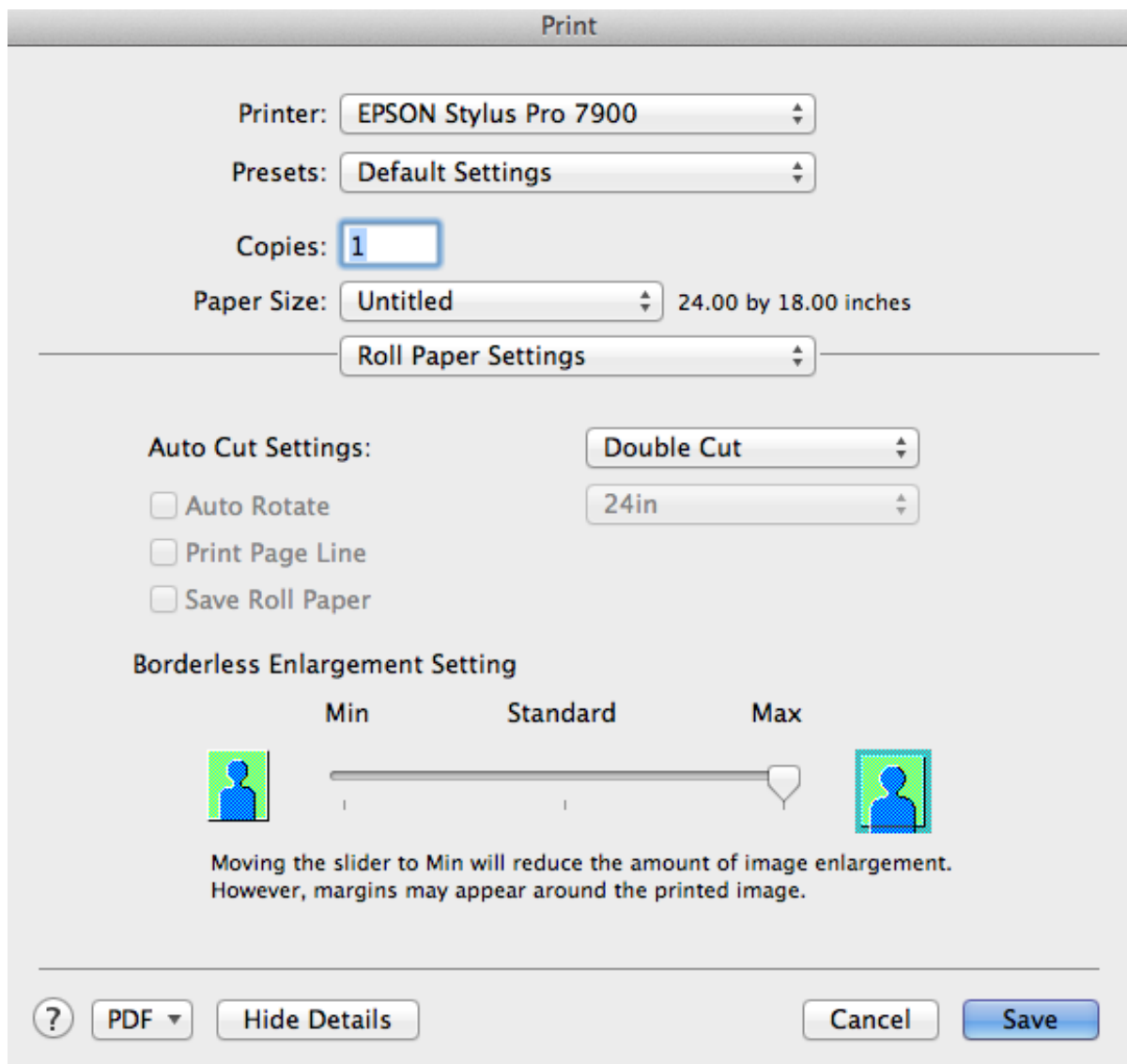
## - Printing Borderless -

You can easily print borderless on the Epson 7900 Banner printer - BUT only on rolls!

You will need to set up a custom paper size at the *exact size of your image*, with all **margins set to 0**.

Set your Auto Cut Settings to **Double Cut**.

Set Borderless Enlargement Setting to **Max**. (*this will enlarge your image ever so slightly in order to print over the edge of the paper, so allow for about a .23" bleed*)



\*make sure that on the printer you have the roll/scissors option set.



**\*\*Log out/log in if you don't see these setting options\*\***

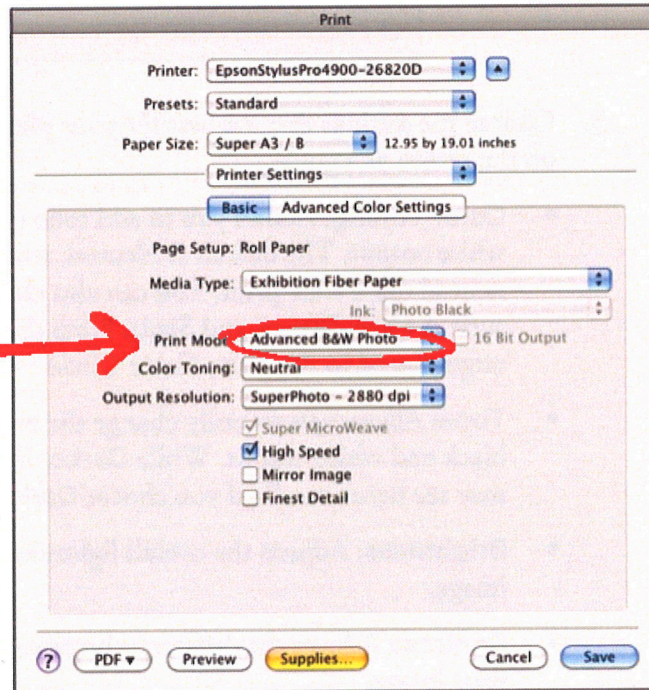
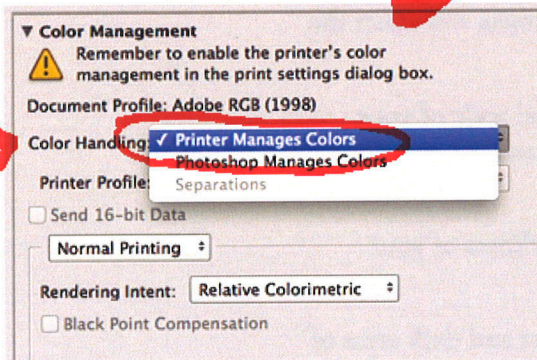
**HEY!**

**NOTE:** In your Photoshop settings you must first choose **PRINTER MANAGES COLORS** under Color Handling in order to have the Advanced B&W Photo option show up in the printer driver settings.

## Choosing Advanced Black and White Photo Settings

The Advanced Black and White Photo mode allows you to easily produce neutral and toned black-and-white prints using your Epson driver and offers an alternative black and white workflow. Advanced Black and White Photo mode also provides settings for more advanced black and white control. Whether your photo is color or grayscale, you can use this unique screening and color management technology to create stunning black-and-white prints. This mode is only available when printing on select media types.

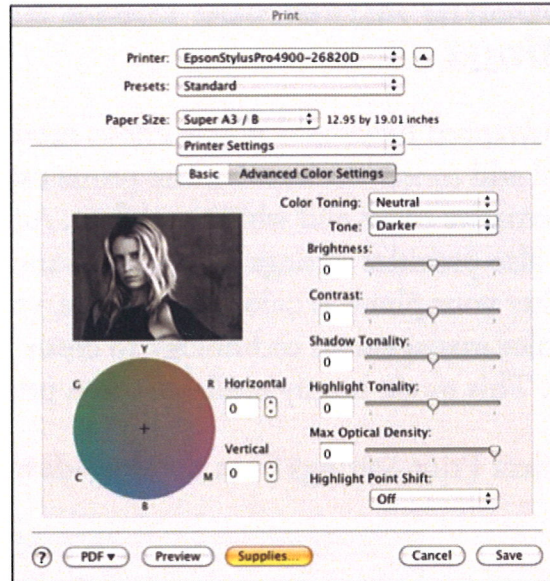
1. Select Print Settings from the drop-down menu. You see this screen:



2. Choose the Media Type setting for the paper you have loaded in the printer.
3. Choose Advanced B&W Photo for the Color setting. Uncheck High Speed for the best quality.

more>>>

4. Select **Advanced Color Management** from the drop-down menu. You see this screen:



5. Choose the settings that are best for your photo. You can use the photo on the screen as a guide.
  - **Color Toning:** Allows you to add tone (hue) to your black and white output. The default is Neutral, which will provide you with a neutral tonal scale print. You can also choose other popular presets such as Cool, Warm, and Sepia. Note that the presets will affect the target found in the Tone Color Circle.
  - **Tone:** Allows you to easily change the entire tonal scale of your black and white output. While Darker is the default setting, you may see better results if you choose Dark.
  - **Brightness:** Adjusts the overall lightness and darkness of your image.
  - **Contrast:** Adjusts the difference between the light and dark areas of your image.
  - **Shadow Tonality and Highlight Tonality:** Allows you to control tonality only in the shadow or highlight areas of your image.
  - **Max Optical Density:** Adjusts the overall density or focus of the print. Create a soft focus print by setting the density to lower.
  - **Highlight Point Shift:** If your image is prone to gloss differential, checking Highlight Point Shift will help to reduce gloss differential by adding density to the highlights of your image.
  - **Tone Color Circle:** Click on any portion of this color wheel or enter corresponding values to customize the tone (hue) to add to your black and white print. The closer you select to the edge of the wheel, the more color you will add to your black and white print.

The preview approximates the image tone based on your settings. Please note this preview will always be of the same image and is not color managed. It is just to be used to give you a level of feedback as you make changes.

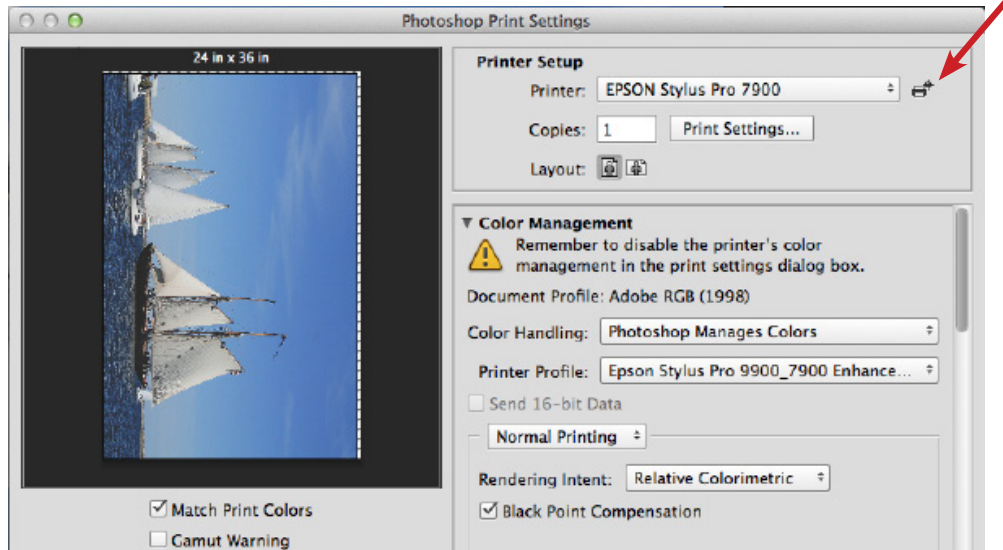


## -Nozzle Check and Head Cleaning-

If you think something doesn't look right with your print, like the color is way off or there is banding, the printer you are working on may have some clogged nozzles. Here's how to check:

**Load a sheet of scrap paper into printer (11x17 works great).**

In the File > Print window, click on the EPSON Printer Utility 4 icon.

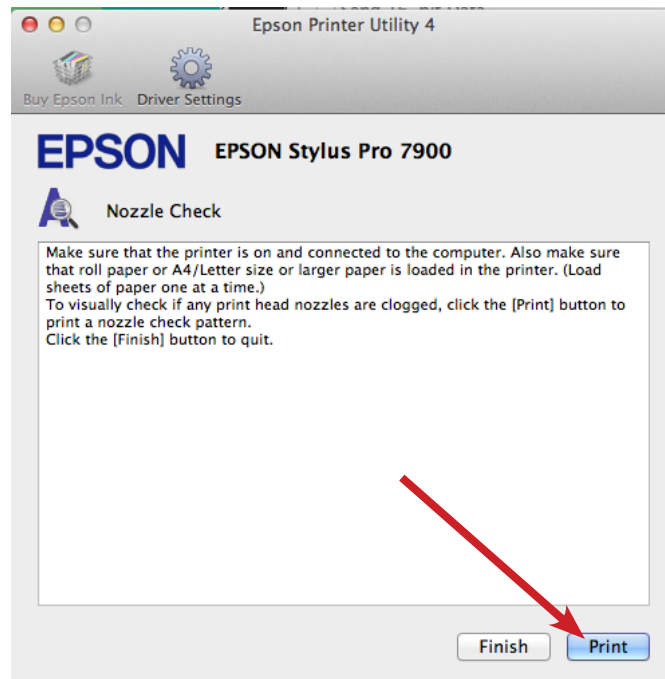


Then you will see the main Printer Utility window that has many options on it. It will look like this:



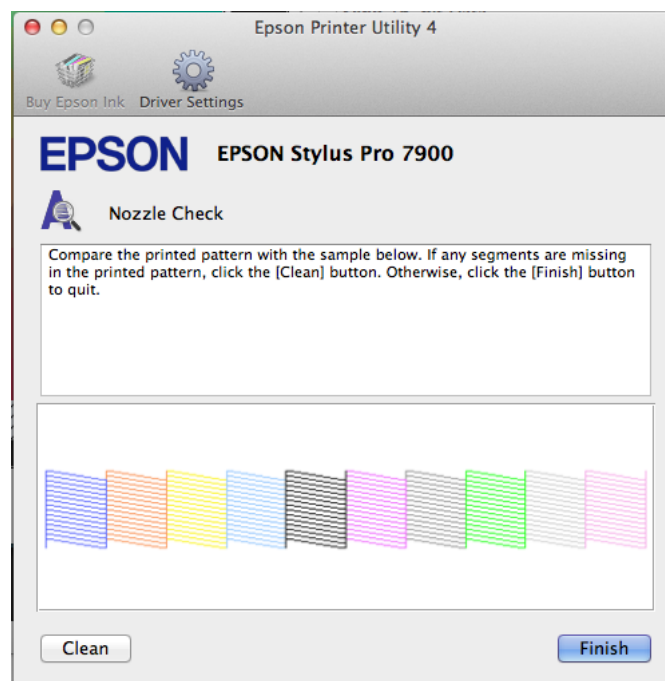


Now click on Nozzle Check. You will see this:



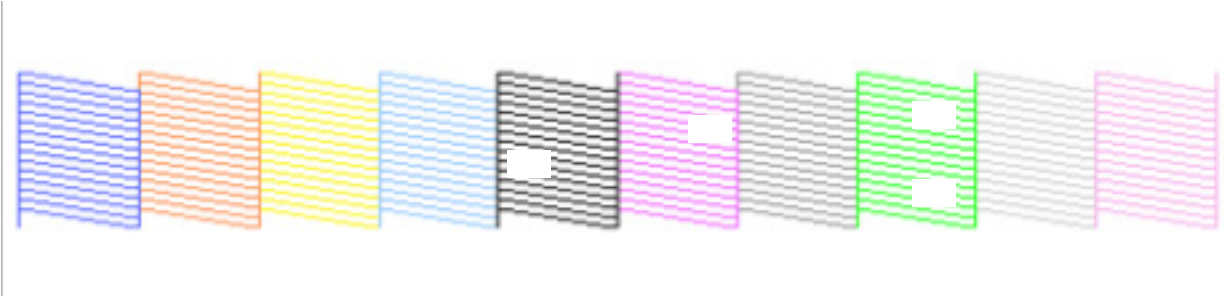
Click Print.

The printer will now print a nozzle check for you. The print will come out and the following will appear on the screen:

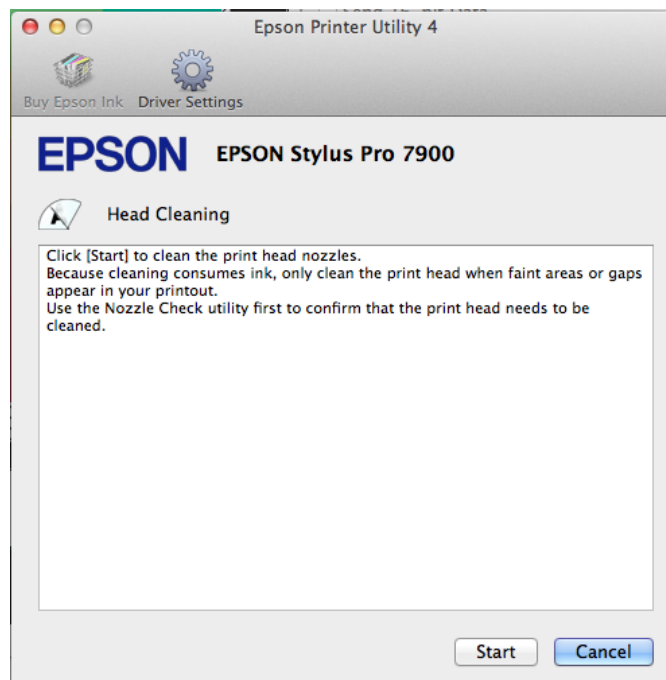


Your print should look like the screen does.

If there are any little lines missing, some of the nozzles are clogged. A clogged magenta nozzle may produce a nozzle check that looks something like this (look closely):

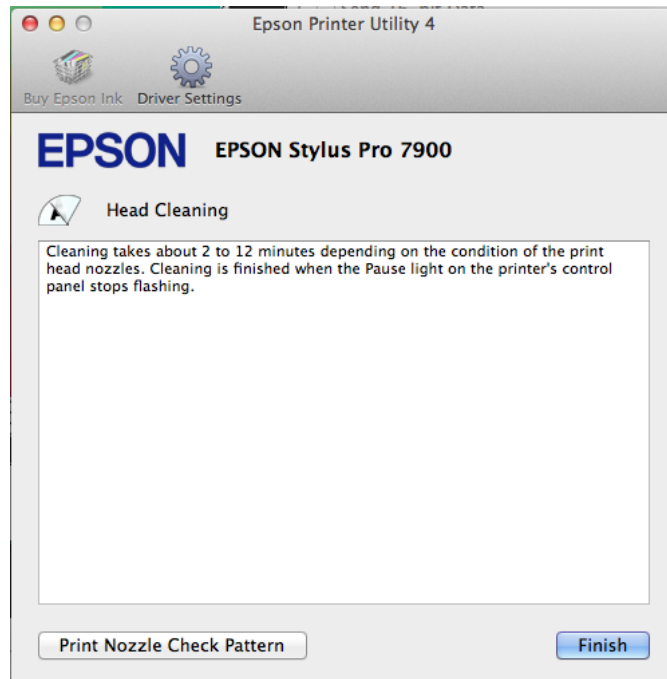


These few little line breaks should let you know that you need to do a Head Cleaning. At the bottom of the window that pops up after the Nozzle Check is done, there are 2 options. Click on **Finish** if the Nozzle Check looks good, and then close the printer utility. Click on **Clean** if the Nozzle Check is less than perfect, and this will take you to the Head Cleaning window. The Head Cleaning window looks like this:



Click on **Start**, and patiently wait as the printer makes funny noises and cleans all the heads.

When it is done cleaning, this window will come up:



Click on Print Nozzle Check Pattern, and this will take you back to the Nozzle Check where you can do another nozzle check and see if the head cleaning was effective.

Repeat up to 3 times. If nothing has worked, the printer may just need to sit. Try again in a few hours and/or let someone in the SB know.

Be sure to hit **Finish** when done and close the Printer Utility when you are done!  
*(failing to do so and when you hit print the file will process and then wait for the printer to become available until you say you are finished with the utility.)*  
Then print your photos!

## -Printing from Illustrator or InDesign-

**The easiest way** to print a non-Photoshop file (such as one from Illustrator or InDesign) is to export the file as a PDF that you can open in Photoshop.

We've found when working in Illustrator, what works best is to go to File> Export... and export the file as a TIFF. You can set the resolution to 300 or something high that will print well, and save that file. Then you can open that TIFF file in Photoshop and print normally.

When working in InDesign, go to File> Export... and export the file as a PDF. When you click to export as PDF, a window with a lot of info will pop up - just click OK. It will now save. Then take that PDF file and open it in Photoshop. Before it opens in Photoshop, it will ask you what you'd like to set the resolution at. Set it to 300 or something high that will print well, and simply open and print it as usual from Photoshop.

**If you are comfortable with printing from Photoshop and would like to try printing from InDesign or Illustrator, you may follow the quick directions on the following pages.** *(all the same steps as photoshop, just in different places)*

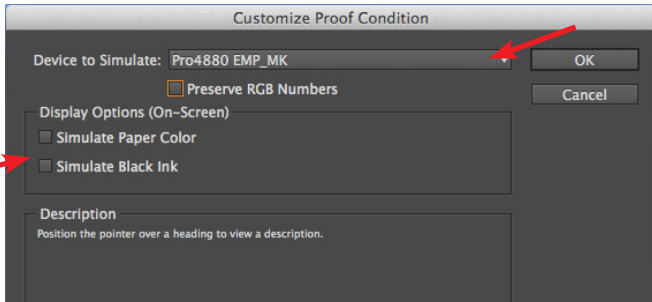


# -Printing from InDesign-

Assuming you have already turned on the computer/printer, found your file and dropped it into Temp Storage, and opened from there.

First you want to select your paper type.

View>Proof Setup>Custom...

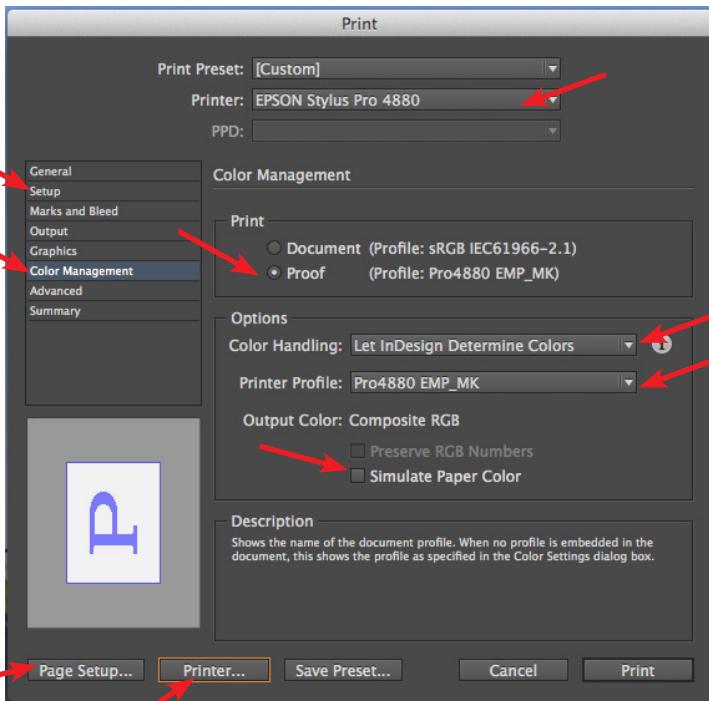


Choose your paper type from the list (EMP-PK = Enhanced Matte Paper-Photo Black, PLPP = Premium Luster Photo Paper, etc.).

Uncheck all boxes. Hit OK.

Now you want to get the print ball rolling.

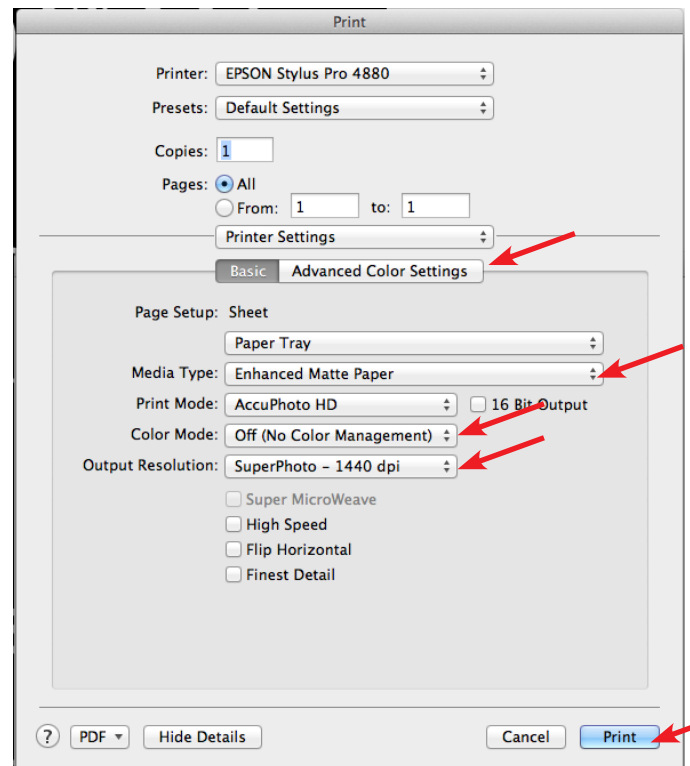
File>Print



You will get a window like the one on the left, check it over and make sure you change everything accordingly.

Under the **Setup Menu** you can center your image, and choose the paper size.

Under the **Color Management Menu** choose your proof/paper setup etc. Make it look like this screenshot (Go through Printer Profile list and choose the appropriate setting for the paper you are using.)



Choose the correct printer and paper size in Page Setup.

Click Printer and get a window you will be familiar with from printing from Photoshop (see on right).

Expand window with **Show Details**, change everything as seen here (Again choose the appropriate Media Type for the paper you are using).

Hit Print.  
Hit Print again.

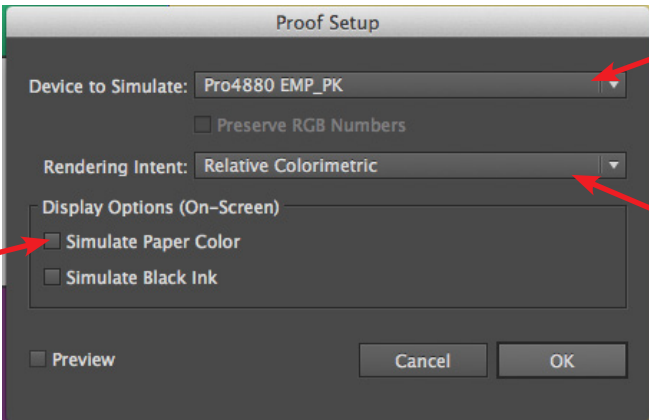


# -Printing from Illustrator-

Assuming you have already turned on the computer/printer, found your file and dropped it into Temp Storage, and opened from there.

First you want to select your paper type.

View>Proof Setup>Customize...

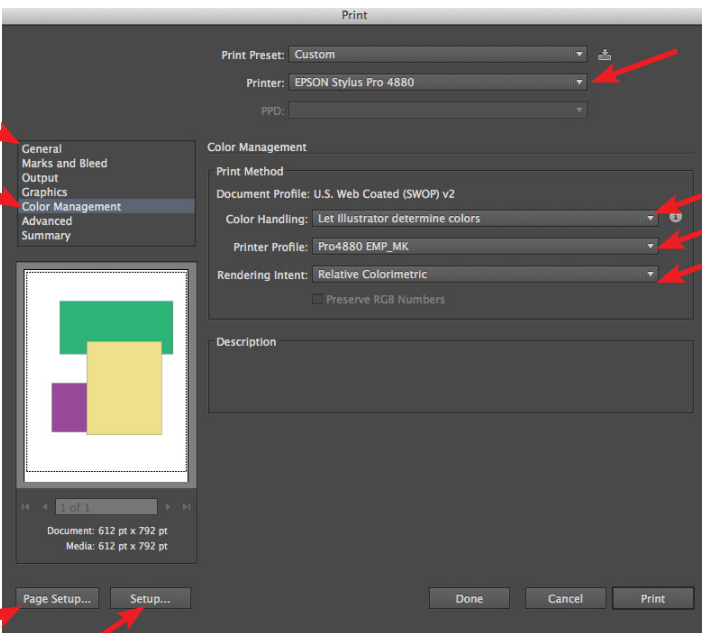


Choose your paper type from the list (EMP-PK = Enhanced Matte Paper-Photo Black, PLPP = Premium Luster Photo Paper, etc.). **Scroll bar is hard to see.**

Change "Rendering Intent" to Relative Colormetric. Uncheck Both Boxes. Hit OK.

Now you want to get the print ball rolling.

File>Print



You will get a window like the one on the left, check it over and make sure you change everything accordingly.

Under the **General Menu** you can scale your image, and choose the paper size.

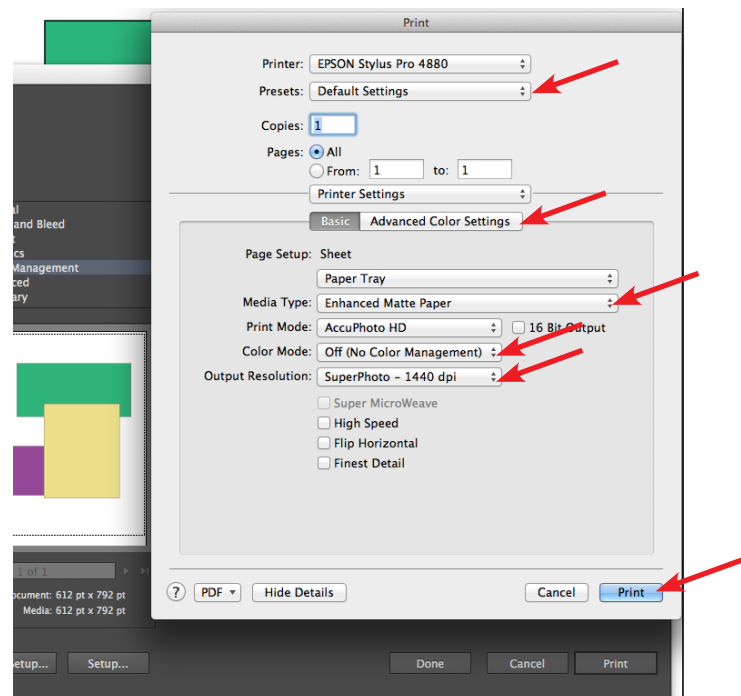
Under the **Color Management Menu** choose your proof/paper setup etc. Make it look like this screenshot (Go through Printer Profile list and choose the appropriate setting for the paper you are using.)

Choose the correct printer and paper size in Page Setup.

Click Setup and get a window you will be familiar with from printing from Photoshop (see on right).

Expand window, change everything as seen here (Again choose the appropriate Media Type for the paper you are using).

Hit Print.  
Hit Print again.







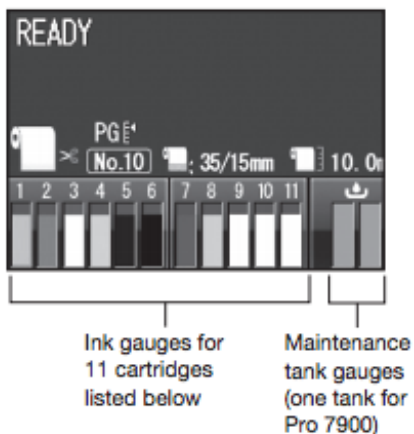
## -Replacing Ink Cartridges (INK LOW or INK OUT)-

Please let a Service Bureau staff member know if the display reads **INK LOW** and we will leave new cartridges out by the printer for you to use when ink is OUT! (Let us know if you need assistance with this.)

When the printer's ink light is flashing, this indicates that the ink is low. The LCD panel will also display INK LOW.

When the cartridge is finally empty, the printer will stop printing and the display will say INK OUT. *This is when you replace the cartridge.* (Not when they are low) If the ink runs out mid-print, you can change the cartridge and it will continue printing without a break in the image.

The great part is that *you will not be able to tell* where it stopped and started!




The LCD display will show you where the ink level is, and will show a yellow warning triangle over the level when ink is LOW.

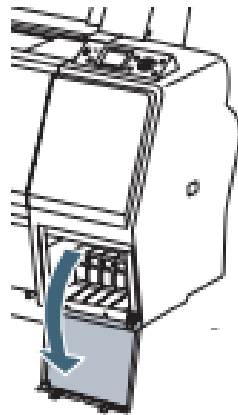
The display will show a red circle with X over the level when ink is OUT.

When an ink cartridge is **LOW** you may have to replace it in order to run a head cleaning. If this is necessary, you may put the low ink cartridge back in for printing until it is completely out.

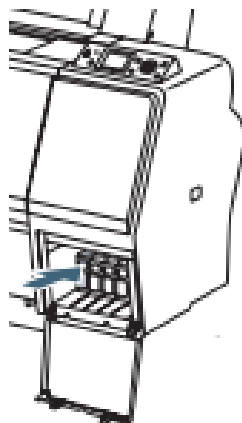
### To Change the Ink Cartridge:

You will be able to tell which cartridge needs to be replaced by the steady or flashing ink light. (There are 11 cartridges and 11 corresponding bars on the display.)

- 1** Press the  button to release the ink cover. If necessary, select the ink bay for the cartridge you want to replace, then press OK.
- 2** Open the ink cover all the way.

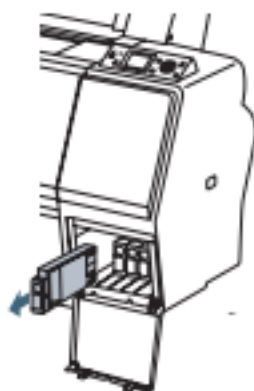


- 3** Push in the low or expended cartridge to release it.

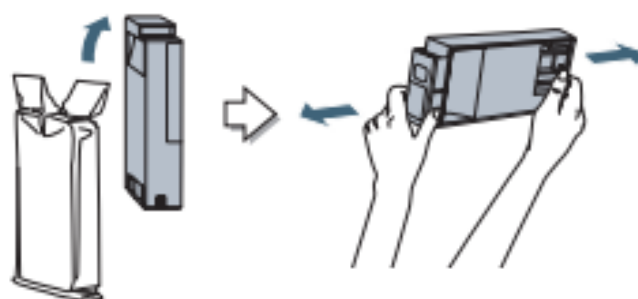


- 4 Remove the expended ink cartridge from the printer.

**Warning:** Do not shake the expended cartridge, or ink may leak. If ink gets on your hands, wash them thoroughly with soap and water. If ink gets in your eyes, flush them immediately with water.




- 5 Make sure the replacement cartridge is the correct color, and remove it from its package. Gently shake the cartridge before installing it.



- 6 Hold the cartridge with the arrow mark pointing toward the printer. Then insert the cartridge into the slot. Don't force it.



**Note:** If you can't insert the cartridge smoothly, you may have the wrong cartridge. Check the package and product code. If the  Ink light remains on after installing the cartridge, try removing and then reinserting it.

**7** Close the ink cover.



**Remember:**

If you were replacing a LOW ink cartridge to do a head cleaning, be sure to replace the new cartridge with that LOW cartridge when finished with cleaning.

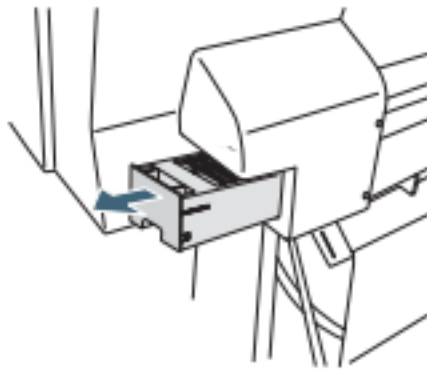
Keep it near the printer for subsequent cleanings and for final replacement when the ink is fully OUT!

## -Replacing the Maintenance Tank- (MNT TK NEAR FULL or MNT TNK FULL)

Please let a Service Bureau staff member know if display notes **MNT TK NEAR FULL** and we will leave a clean tank out by the printer and you may replace it when FULL! (Let us know if you need assistance with this.)

Be sure the printer is off before replacing Maintenance tank.

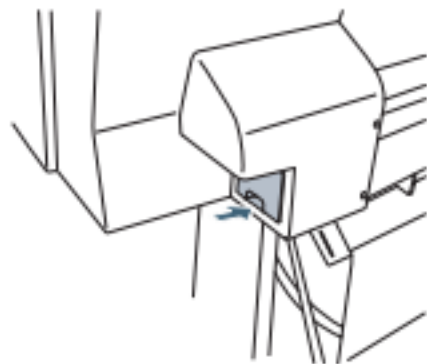
**Pull out the maintenance tank as shown.**



**Caution:** Do not tip the tank or ink may spill out.

Place the used tank in the plastic bag included with the new tank and dispose of it carefully.

**Insert the new tank.**

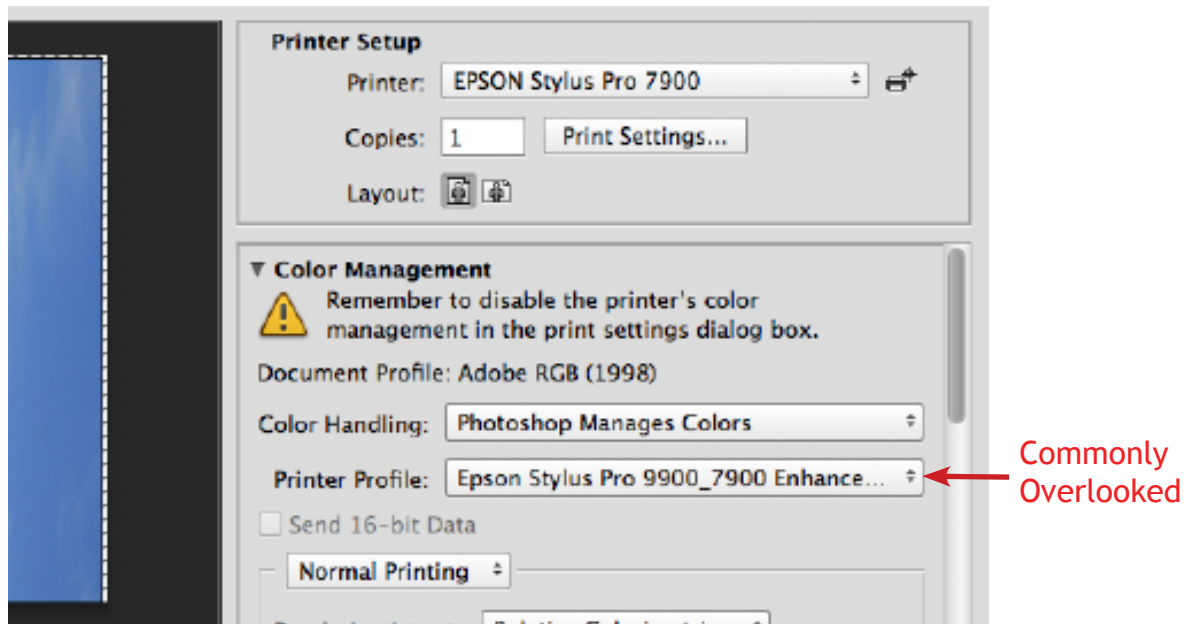




## -Printing Issues: Dark Prints-

If your prints are coming out really REALLY dark (much darker than the screen), you might be forgetting one, little, easy-to-forget step.

Remember, in Print make sure your settings are set like this:



Color Handling should be set to **Photoshop Manages Colors**.

Printer Profile needs to be set to they type of paper in the printer.

Many times, the Printer Profile is left at “Working RGB - Adobe RGB 1998,” which is wrong.

So double-check all of these settings if you think something is making your prints too dark.





## -Printing Issues: File not printing-

If you went through all of the settings, hit print, and nothing is happening it could be a few different things.

- Double or triple check your print settings.
- Check the LCD screen on the printer to see if it has an error message for you.
- Is the printer icon on your dock bouncing like “*hey, listen!*”? See what error it has.

### 1. Did you remember to hit **Finish** after doing a nozzle check?

it's waiiiting

### 2. Do you have enough money in your **Papercut** Account?

[papercut.mcad.edu](http://papercut.mcad.edu)

### 3. Did you set up your custom paper size with the **WIDTH** at 24” or less?

It must be set to the actual width of your paper. If wrong, it may print out a small chunk of your file, or startle you by shooting out a bunch of paper without a print)

### 4. How **big** is your file?

If you have an extra large image to print (even if the file size is not extraordinary) it will take extra long to process and print, so please allow for that.

If your file size is particularly large (1gb or higher), please make sure to flatten your file, delete any channels/adjustment layers, and consider printing in 8bit mode rather than 16bit.

When in doubt, shoot the SB an email ([service\\_bureau@mcad.edu](mailto:service_bureau@mcad.edu)) or pop down to the Service Bureau for extra assistance.