

## *Table of Contents*

|                                              |                     |
|----------------------------------------------|---------------------|
| <b><u>Display Color</u></b>                  | <b>Page 2</b>       |
| <b><u>Color Settings</u></b>                 | <b>Page 3</b>       |
| <b><u>Accessing your Files</u></b>           | <b>Page 4</b>       |
| <b><u>Nozzle Check and Head Cleaning</u></b> | <b>Page 5</b>       |
| <b><u>Printing from Photoshop</u></b>        | <b>Page 6 - 10</b>  |
| <b><u>Custom Paper Size</u></b>              | <b>Page 11</b>      |
| <b><u>Custom Paper Profile</u></b>           | <b>Page 12 - 15</b> |
| <b><u>Advanced B&amp;W Printing</u></b>      | <b>Page 16</b>      |
| <b><u>Printing from InDesign</u></b>         | <b>Page 17</b>      |
| <b><u>Printing from Illustrator</u></b>      | <b>Page 18</b>      |
| <b><u>Troubleshooting</u></b>                | <b>Page 19 - 29</b> |

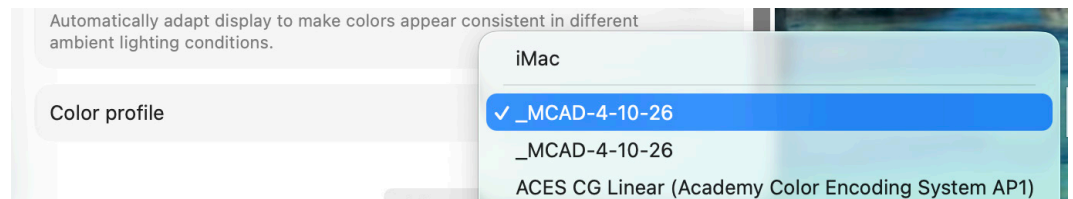
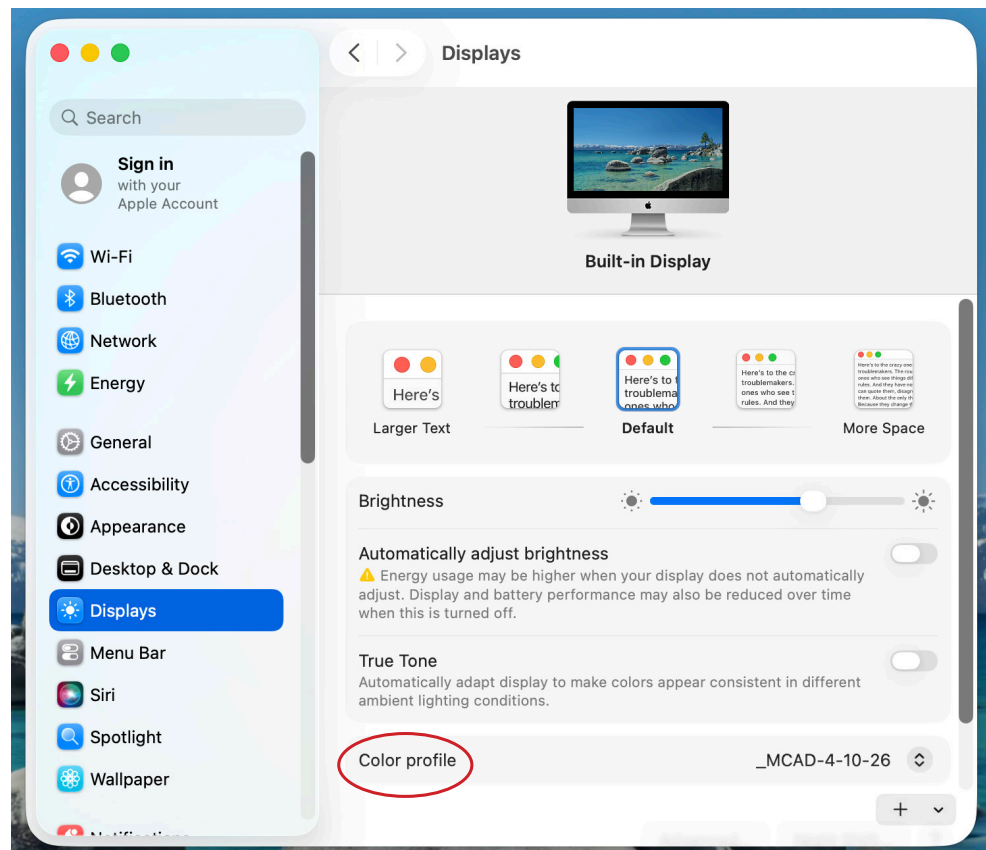
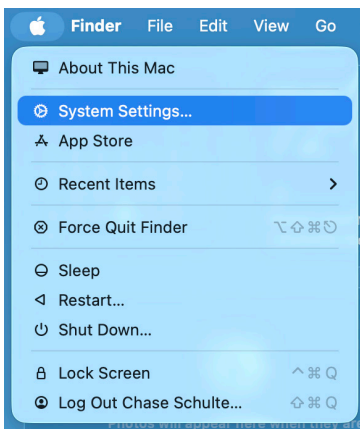
### PLEASE NOTE:

*This printer has no paper loaded, you need to provide your own Luster/Gloss finish paper.  
Paper may be purchased by the sheet in the SB.*

# Display Color

The computer monitors in the SB and DPL are color calibrated once a semester to give you the most accurate on screen representation of how your image will print out. You must set the Display in order to view your image with this color setting.

1. Go to **System Preferences**
2. Select **Displays**
3. Adjust the **Brightness** slider to the level taped to the computer (it should a bit to the right of center), and uncheck “Automatically adjust brightness”
4. Select the **Color** tab, and choose the most recent “\_MCAD\_Xdate...” **Display Profile** (the most recent calibration should appear at the top of the list)
5. Close the System Preferences window, done!

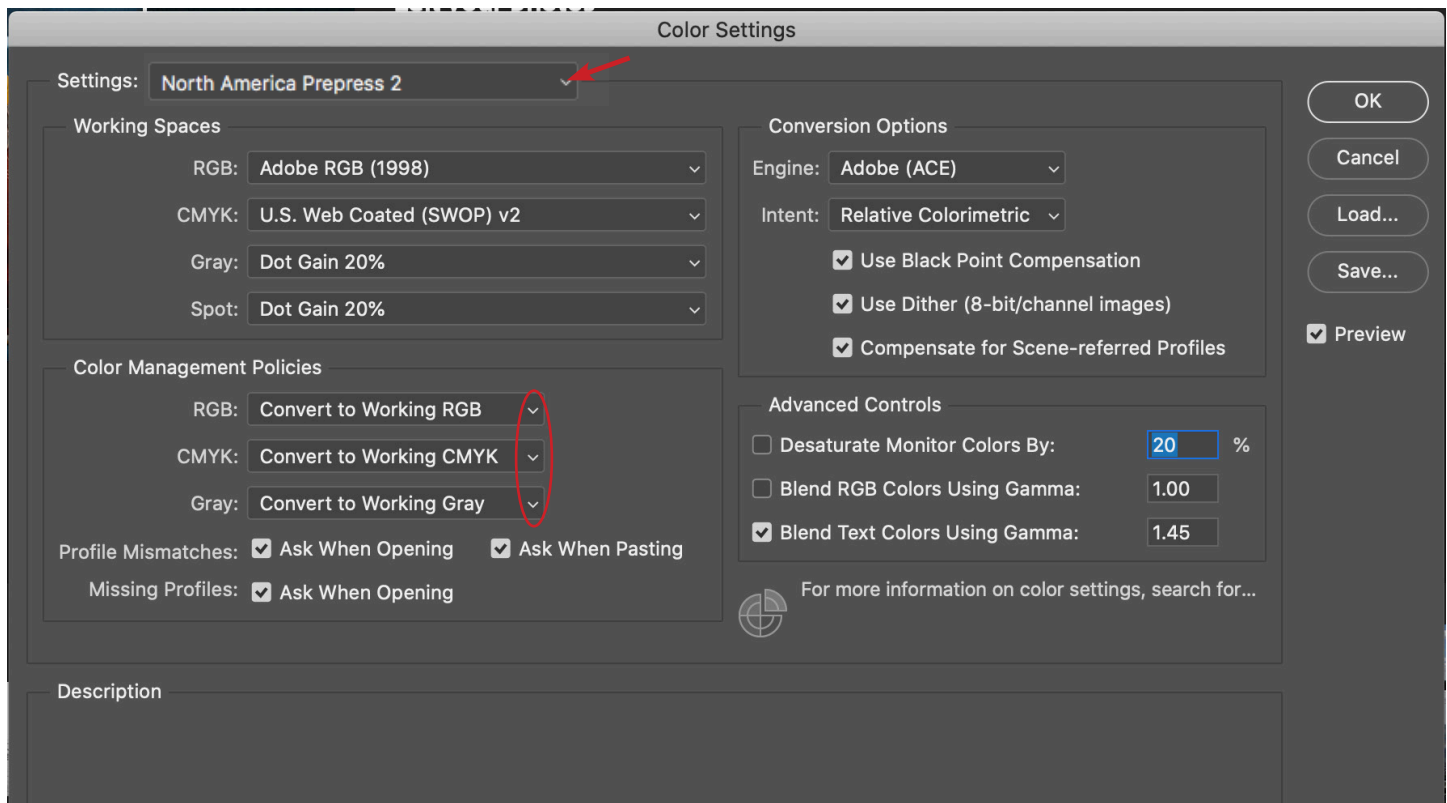


# Color Settings

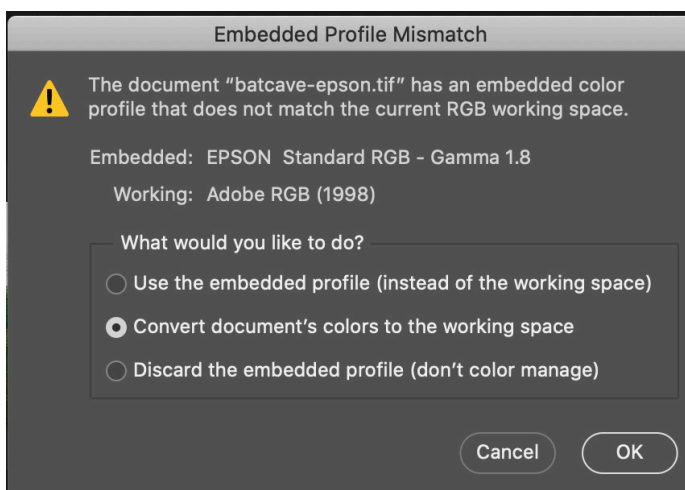
For the most accurate color when printing, we recommend adjusting the Color Setting in Photoshop (or other Adobe program) to convert to the working spaces.

See our [KnowledgeBase article on Color Spaces](#) for more information about why we recommend working in Adobe RGB (1998) for all print projects at MCAD.

1. In Photoshop **Edit > Color Settings**
2. **Settings:** “North American Prepress 2”
3. **Color Management Policies:** “Convert to Working...” for each color space



When you open your files in Photoshop, this message may appear, make sure you are converting to the working space, and hit OK



# Accessing Your Files

The Epson printers are local printers, connected via USB to this computer station only. You cannot print to them from your laptop, or other computer stations. You will need to transfer your files onto this computer station in order to print.

## Easy file transfer methods:

### • MCAD studio server (this is the recommended method)

Connect to your studio server from your laptop to place files into your server space, then connect on this desktop computer to retrieve the files

#### From Finder:

**Command+K (or Go>Connect to Server)**

**Select (or type in) [studio.mcad.edu](http://studio.mcad.edu)**

**Log in with your MCAD user account information**

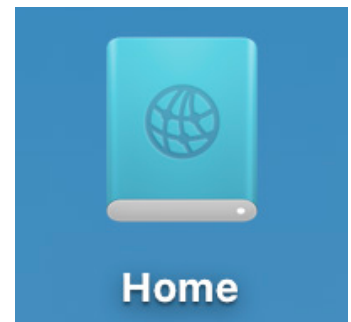
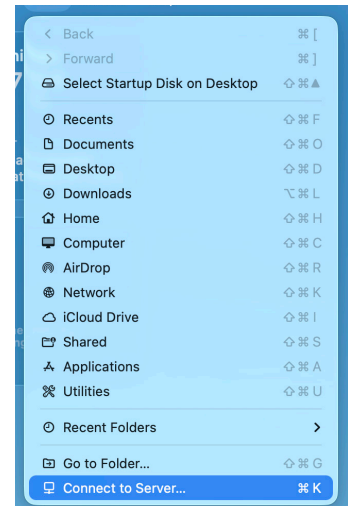
### • Google Drive

Make sure you have your phone and/or laptop handy, as this method requires two-step verification when logging into an unknown device

### • External Hard Drive or Thumb Drive

Plug external drives into the computer only (see back of computer for ports)

### • Dropbox or other web based servers



## ***You must download your files into this computer before opening them.***

External hard drives and servers are not powerful enough to process the print.

If you open your file from an external location you risk causing communication errors and glitchy or partial prints.

## PLEASE BE AWARE:

Files saved to the desktop on this computer can only be accessed by you while you are logged in to this computer station.

Files are deleted from the computer cache periodically, do not use this computer station as a safe storage option.

If you made updates or changes to your file during your print session, make sure to save that print ready file to your server or other file storage location.

# Nozzle Check

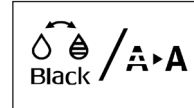
*Printing a Nozzle Check pattern prior to printing is standard practice for professional printing. We recommend printing a nozzle check at the beginning of a print session, or if you notice your print quality has declined.*

*Please contact SB staff if you need assistance.*

## 1. Load scrap paper into paper cassette

## 2. From the printer

Press the **Black ink/maintenance** button.



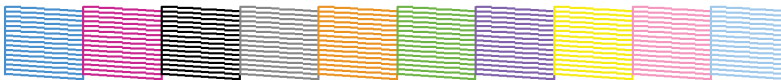
## 3. Press the **right arrow** button to **select Nozzle Check**.

## 4. Press the **down arrow** button to select **Print Check Pattern**.

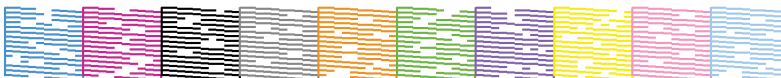
The nozzle pattern prints.

## 5. Check the printed pattern to see if there are gaps in the lines

### Print head is clean



### Print head needs cleaning



## 6. Do one of the following:

- If there are **no gaps**, **select Exit** and press the **OK** button.
- If there **are gaps** or the pattern is faint, select **Head Cleaning** and press the **OK** button.

## 7. Follow the instructions on the screen to clean the print head, check the nozzles, and repeat the process as necessary.

# Printing Instructions

*Follow these instructions, in the correct order, and you should get a pretty perfect print!  
Please make an appointment with SB staff if you would like a one-on-one tutorial with this advanced equipment.*

*Pop into the SB, during business hours, if you would like staff to double check your print settings before hitting print.*

*If you run into any issues, please reach out to staff ASAP for assistance.*

## 1. Turn the printer on

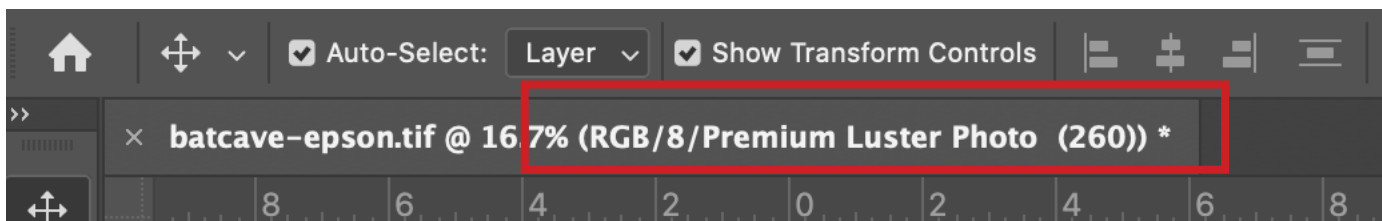
- Log in to the computer station with your MCAD short username/password
- Download your files to **Temp Storage** hard drive
- Run a Nozzle Check (and Head Cleaning if necessary)

## 2. Open your image in Photoshop

- Log in to Photoshop
  - MCAD email (ex. jdoe@mcad.edu) press Return key
  - MCAD short username and password (ex. jdoe)
- Open files from Temp Storage
- **Recommended file prep** before printing
  - Image > Mode:** RGB Color, 8 Bit/Channel
  - File Format:** TIFF
  - Layers:** Flattened

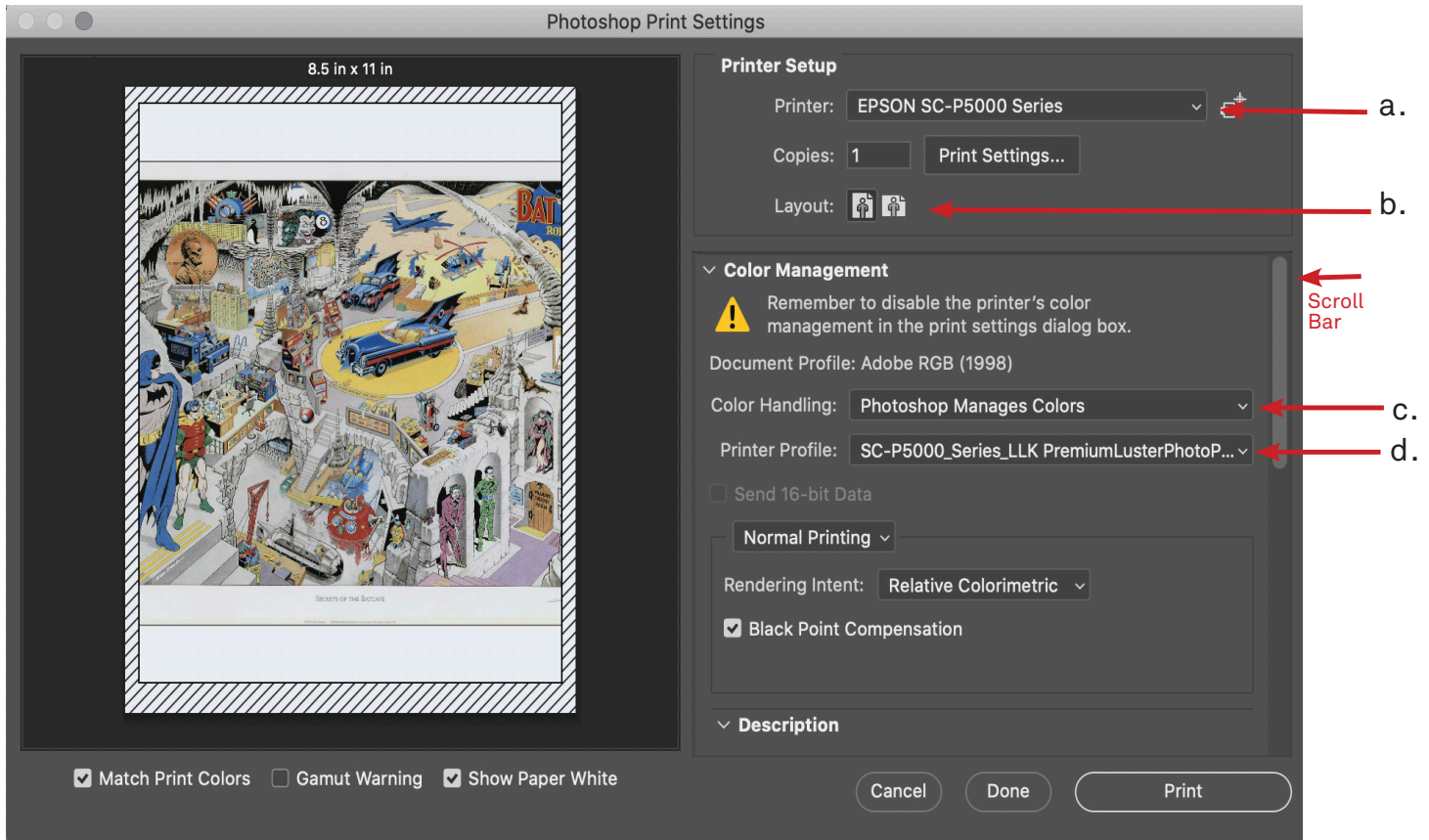
## 3. View > Proof Setup > select paper type:

*Premium Luster Photo or whatever is closest to your paper*



You may notice slight color shifts in your image after setting Proof Setup, and with the calibrated computer display, any final color adjustments or fine tuning to your image should be done now (using Levels, Curves, etc).

## 4. File > Print



### Select these settings in the print window that pops up:

- a. Printer:** Epson SC-P5000 Series
- b. Layout:** Choose what is best for your image (*ignore the preview image until you have selected your paper size in the next steps*)
- c. Color Handling:** Photoshop Manages Colors
- d. Printer Profile:** Choose the correct profile for your paper type, most photo paper will come with an instruction sheet indicating the correct choice

*Note: This print station uses Photo Black ink, for luster/gloss finish papers only.*

*If you are using a Matte finish paper, or other material, please use a different printer.*

***There is no paper loaded in this printer, you will need to provide your own.***

*Instructions continue on next page -->*



## 5. Print Settings...

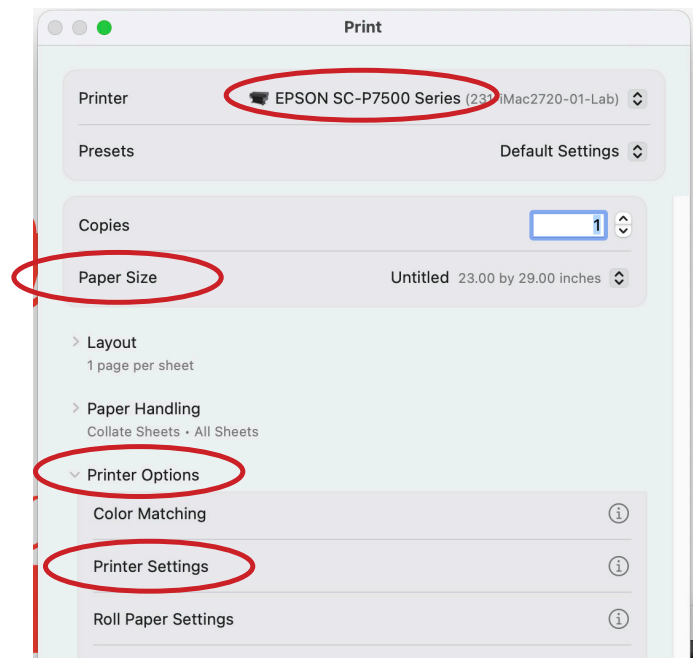
Select the Print Settings button to open an additional print window



## 6. Paper Size:

Select a pre-set paper size from the dropdown menu, or [create a custom paper size](#)

**Printer:** EPSON SC-P7500 Series



For pre-set sizes, please select the top option in the list, or a “Roll Paper” option

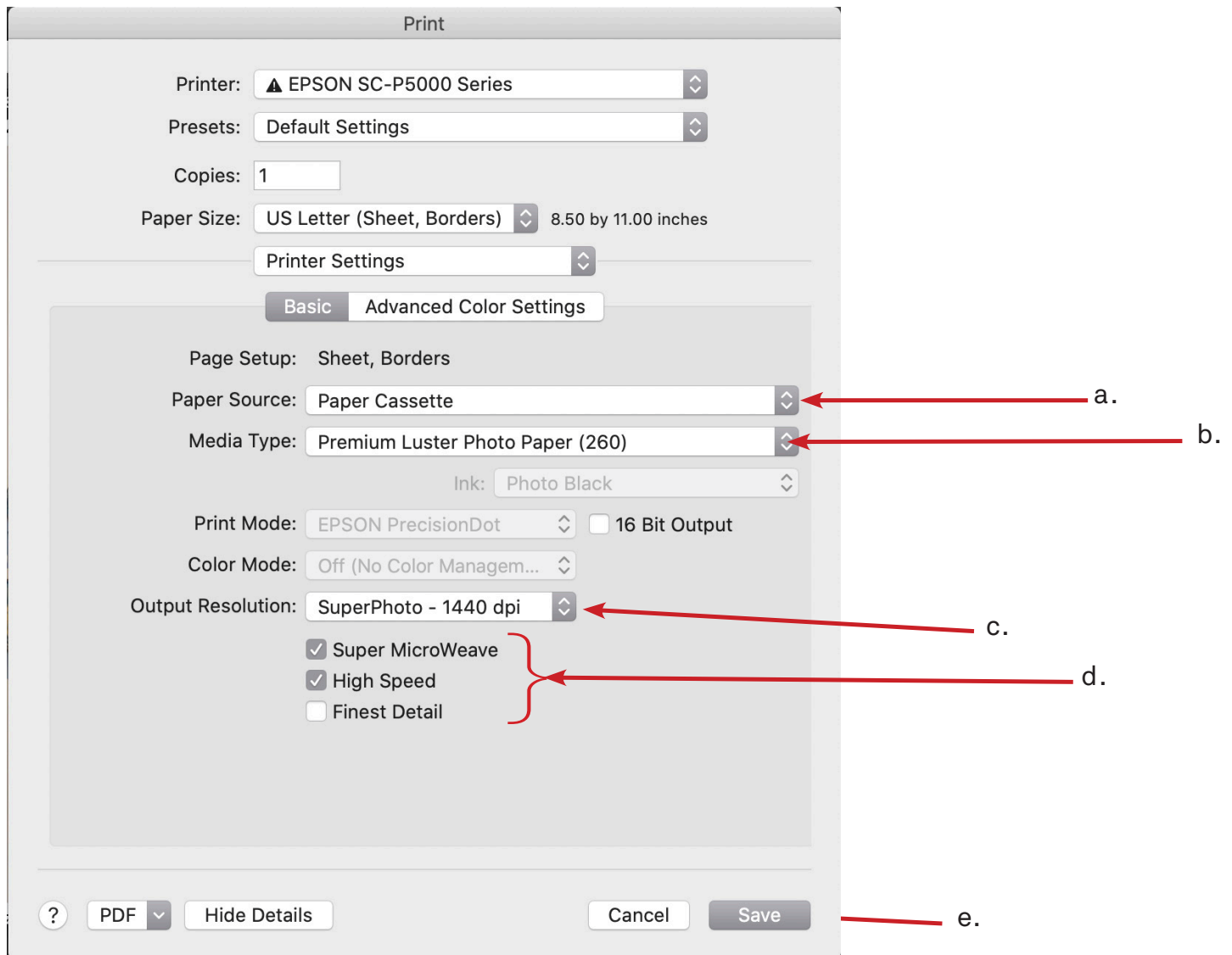


Open the **Printer Options** dropdown, and select **Printer Settings** to continue

**Please note, the paper size that you select here directly reflects how PaperCut will charge your account, so it is often most cost effective to create a custom paper size**



## 7. Printer Settings:



Under the Basic tab

**Page Setup: Sheet** (pre-set paper sizes will auto select, you will need to manually select “Sheet” for custom paper sizes)

- a. Paper Source:** [Paper Cassette](#) or [Manual Feed](#). Load your paper in selected area
- b. Media Type:** Choose your paper type, or whatever is closest
- c. Output Resolution:** **SuperPhoto - 1440dpi** will work great for most projects  
(choosing a lower dpi will print faster with lower quality, higher dpi will print slower with higher quality)
- d. Super Microweave:** Recommended (increases detail but may reduce print speed)  
**High Speed:** Check for double time printing (not recommended for glossy paper)  
**Finest Detail:** Sharpens edges. Use for text, line-work, or vector based images
- e. Select Print** to continue

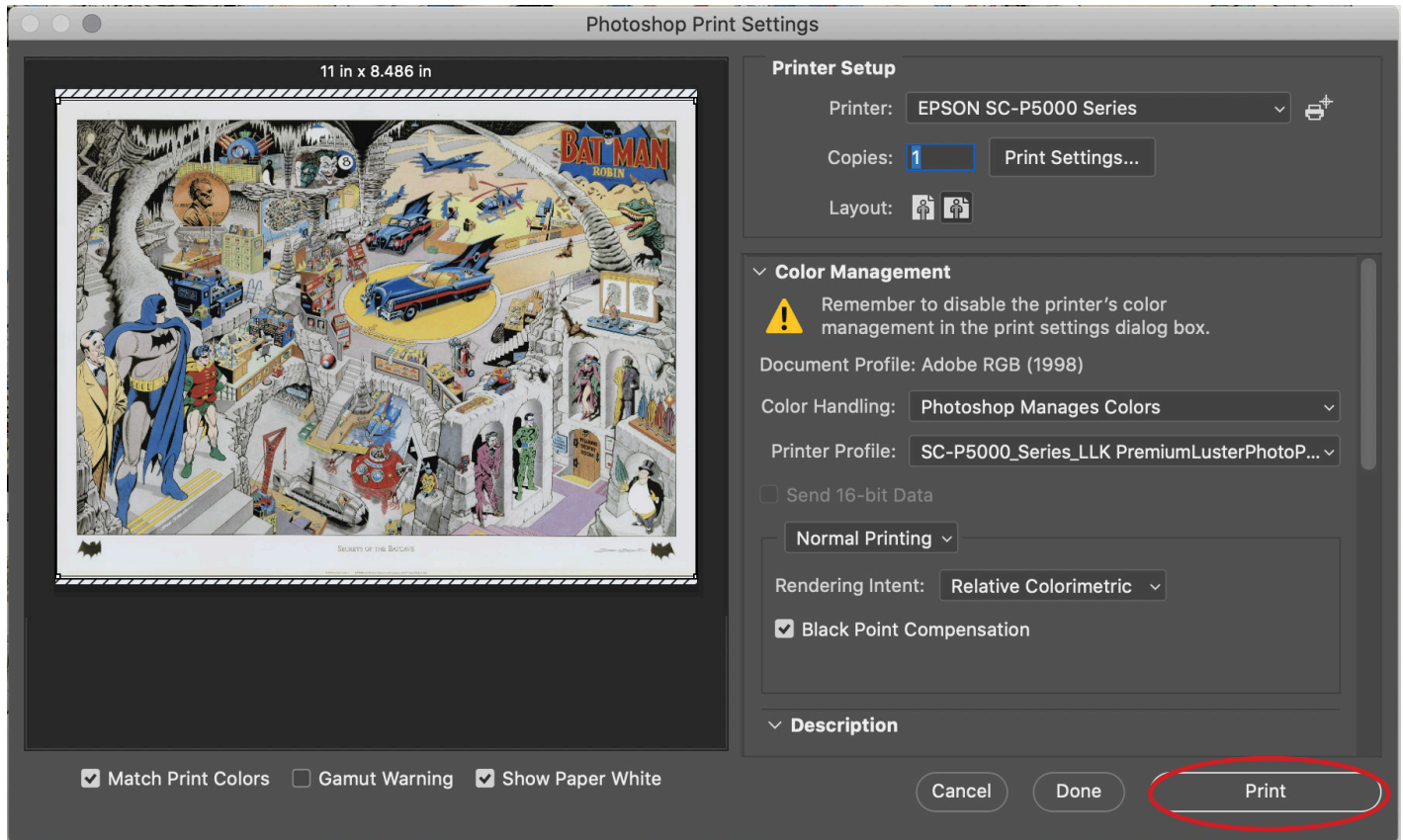
## Final settings check:

Look at your previewed image, make sure nothing is being cut off

Rotate the **Layout** if necessary

Optional: scroll down to **add crop/trim marks** (*the paper size you selected or created needs to be larger than image size for crop/trim marks to print*)

If you would like SB staff to double check your settings, now is the time!



If you are confident that you followed the settings accurately go ahead and...

## 8. Hit Print!

Please remember to **log out** of the computer, and **turn the printer off** when done!

### Troubleshooting:

- **Nothing printing?** Check your [PaperCut account](#) - you may need to add money

- **Print looking wrong?** **Cancel/Pause the print ASAP!**

Did you do [a nozzle check](#)? If the nozzles are clogged prints will look bad

Did you follow the instructions accurately? Go back through and double check

Check out the troubleshooting section on [Page 17](#)

Save your bad print to show SB staff so we can advise you appropriately

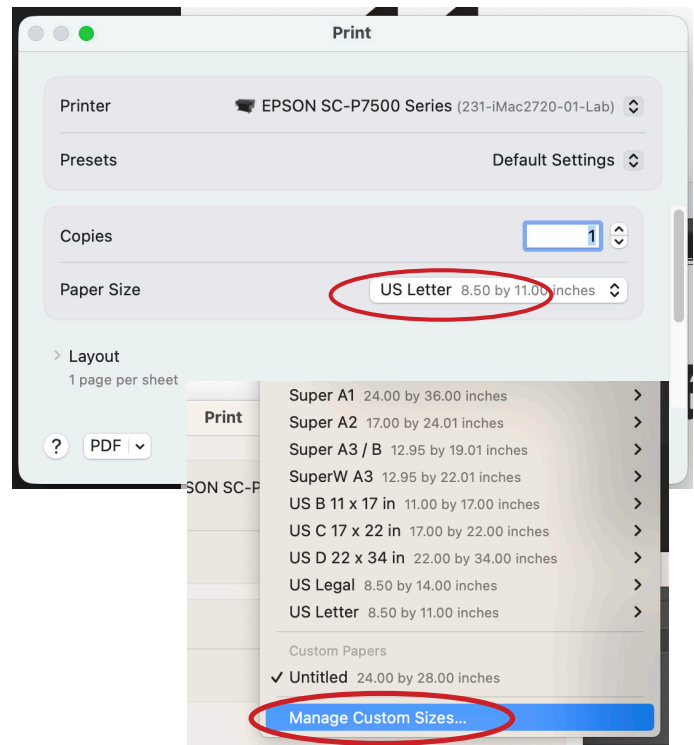
[Request a refund](#) for printer errors through your PaperCut account

# Custom Paper Size

If you are providing your own paper, and it is an unusual size, may need to make a custom paper size. Please measure your sheet, and use accurate decimal places.

**Step 6** in your print settings:

From the **Paper Size** dropdown menu, select “**Manage Custom Sizes...**” a new window will pop up:



**a.** Press the **+** button to create a new paper size

**b.** Enter **Width / Height**

- Must be **exactly** the size of your sheet in inches

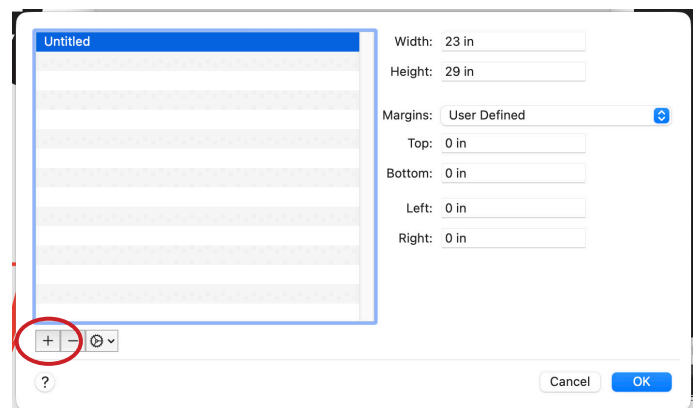
- **Width** should be **17in or less**

- **Height** (length off of the roll) should be **between 8 - 96in**

**c.** Enter **Non-Printable Area**

- These are your margins, **this area cuts into the defined paper size**

- **Minimum Bottom Margin: .56 in**



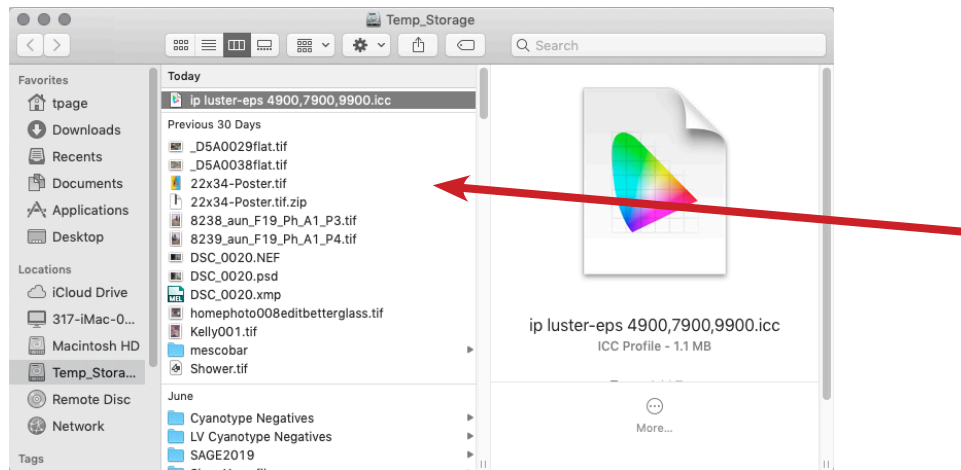
**NOTE:** Borderless printing (0 margins) is **not** an option on sheets of paper

**Hit OK** when done. [Continue with Step 7](#) in your print settings.

# Custom Paper Profiles

If you ever find a paper that you want to use and we do not have a profile loaded for it, you should be able to download the specific icc profile for your paper from the paper company's website. (ex. Hahnemuhle, Canson, Inkpress, or any other paper)  
Your paper may have insert with instructions, or simply do a websearch for your paper brand/type + icc profile or printing profile).

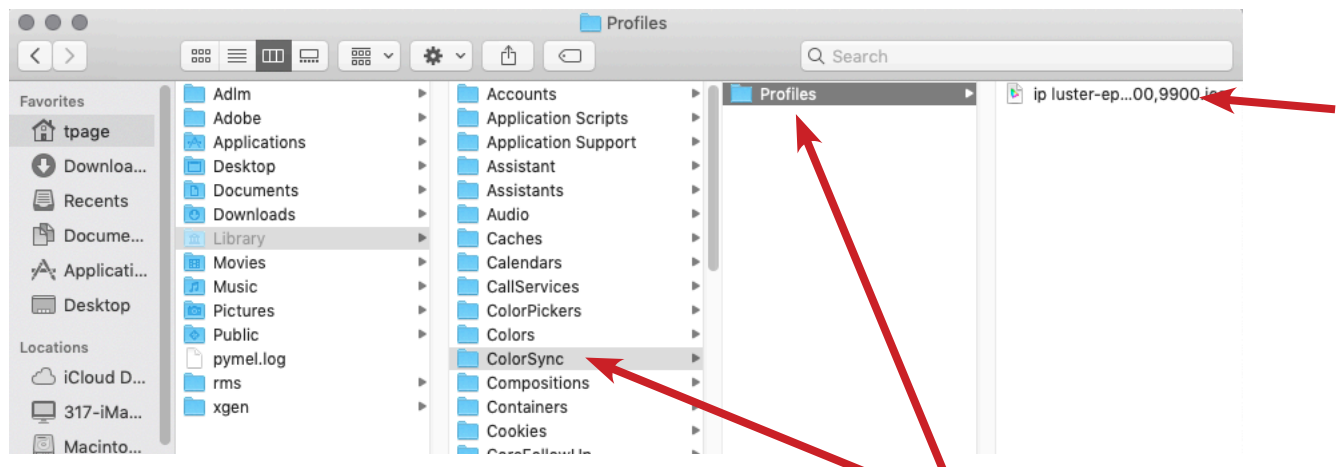
## 1. Download your custom paper profile (icc profile).



## 2. Transfer the ICC profile to the correct folder.

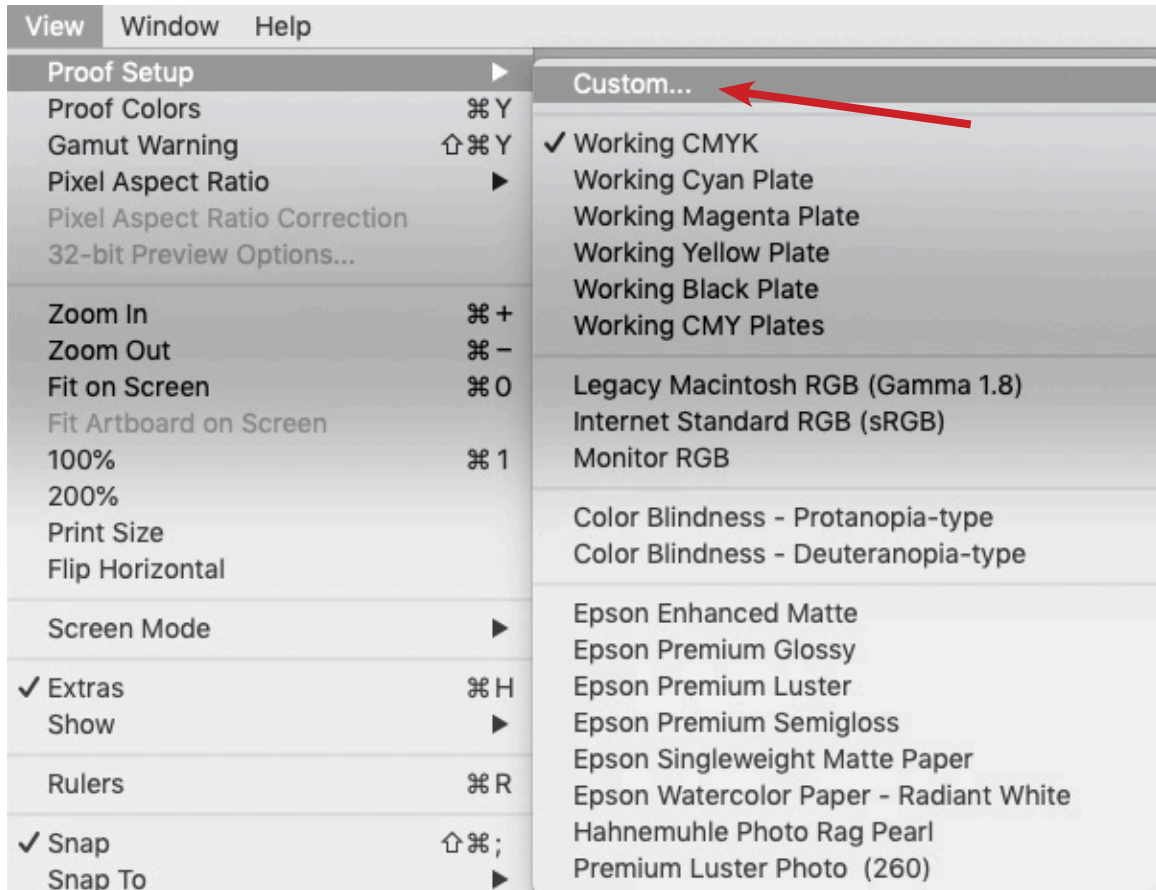
- Go to the GO menu at the top of the Finder then click on LIBRARY.
- In the LIBRARY create a new folder (Cmd+Shift+N) and title it "ColorSync."
- In that new ColorSync folder, create another new folder and title it "Profiles."
- Copy your ICC profile into that new Profiles folder.

When done, your file path will look like this: Library > ColorSync > Profiles



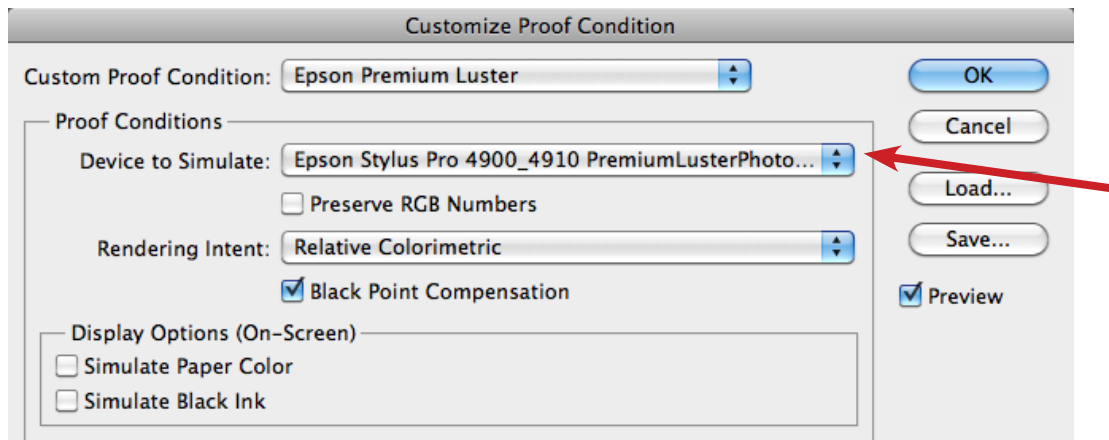
You have to create these folders: Cmd+Shift+N

3. Open an image in Photoshop, and go to View > Proof Setup > Custom...



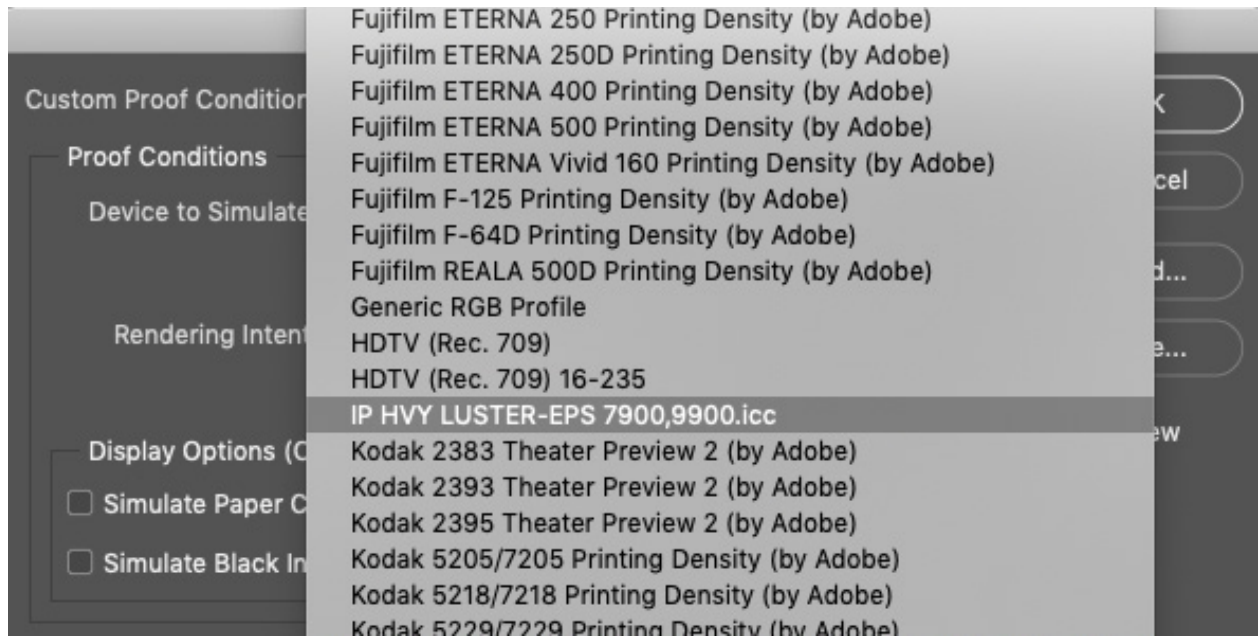
Once in the Custom window, you will see something like this.

Click on the “Device to Simulate” to get to a massive pulldown menu.

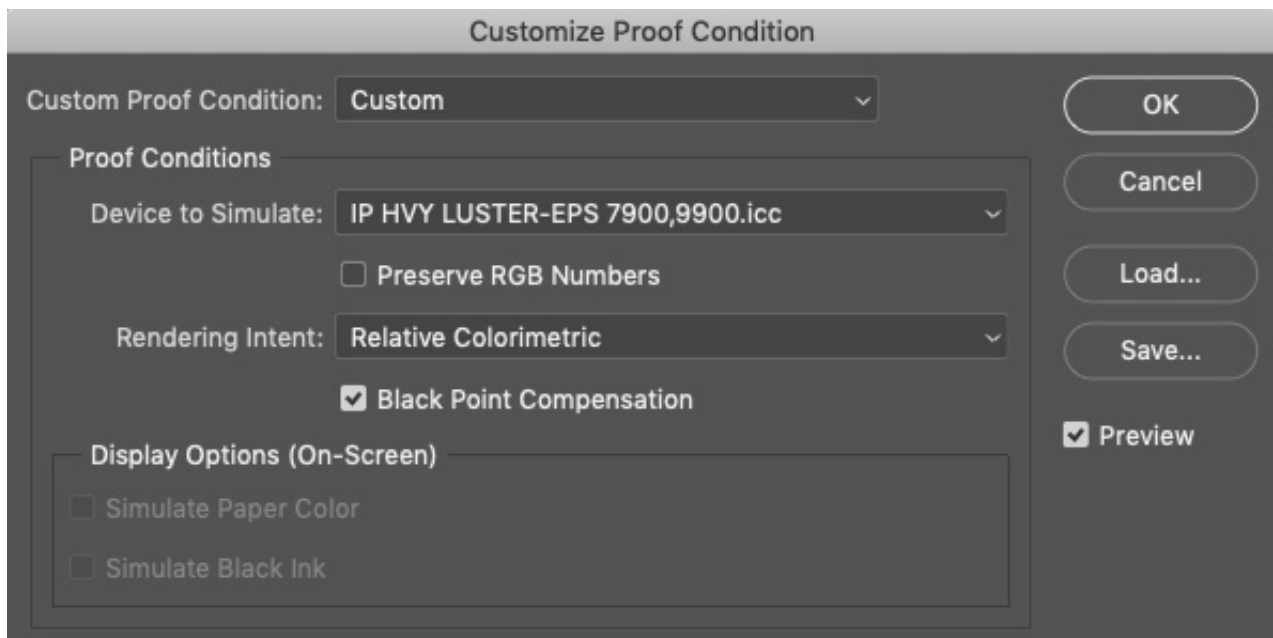




4. Find your new profile.



5. Select your new profile, and your screen should look something like this:  
(Your “Device to Simulate” will be your own custom profile name, but the other settings should be the same)



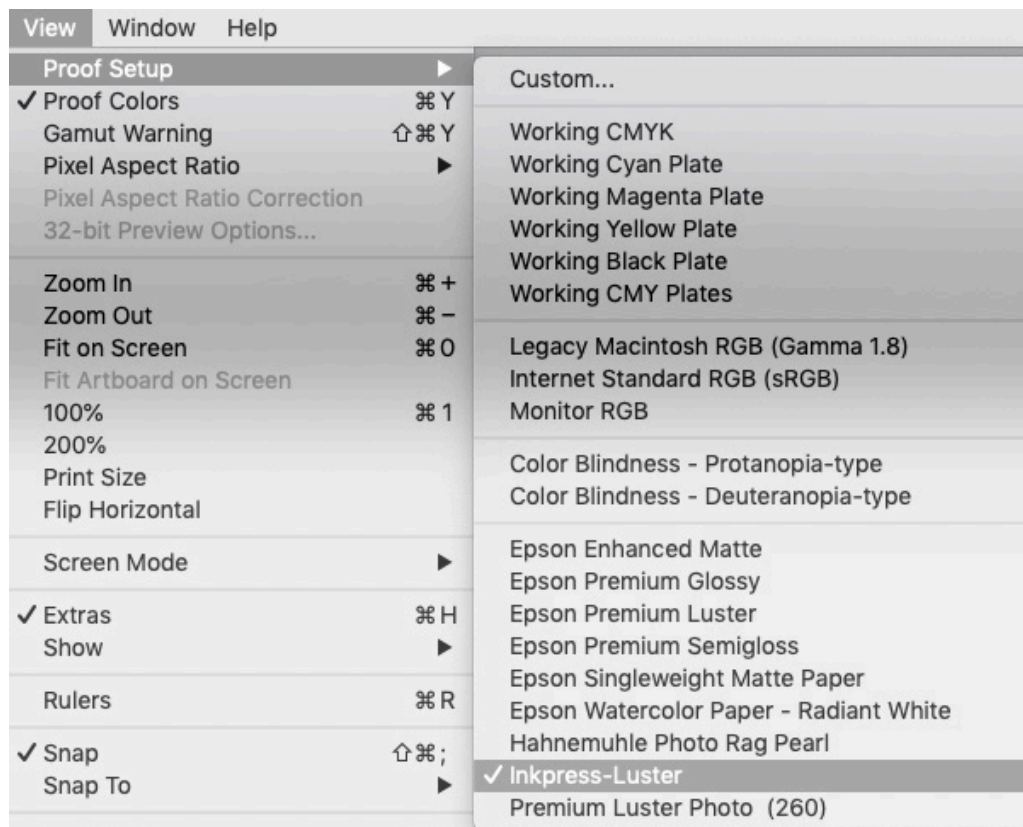
Once that is all set, click on “Save...” and it should automatically save your profile in the correct location.

Name your file after the paper type that you are profiling (we named ours “Inkpress-Luster.psf”).

You may want to save this file to your server or an external hard drive/thumb drive.

Click Save.

You will need to re-load this saved .psf file each time you wish to print with it.



You may print just like before, only now you will use your custom profile in place of any other pre-loaded profile. Oh joy. Word.



# Advanced B&W Printing

Advanced Black and White (ABW) mode on Epson printers is one of the best and easiest ways to print high quality, neutral toned, B&W prints.

1. [Follow pages 1-6](#) of this manual

## 2. File > Print

Printer: EPSON SC-P7500 Series

Color Handling: Printer Manages Colors

## 3. Print Settings...

Follow [steps 5-6](#)

See [page 11](#) for custom paper sizes

## 4. Color Matching

Select EPSON Color Controls

## 5. Printer Settings

### Basic tab

Media Type: Choose your paper type

Color: Advanced B&W Photo

Color Toning: Neutral

Print Quality: Your choice -

*We recommend 1200-2800dpi*

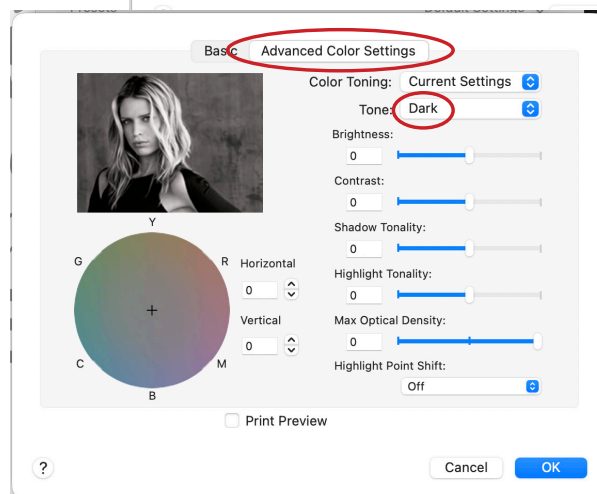
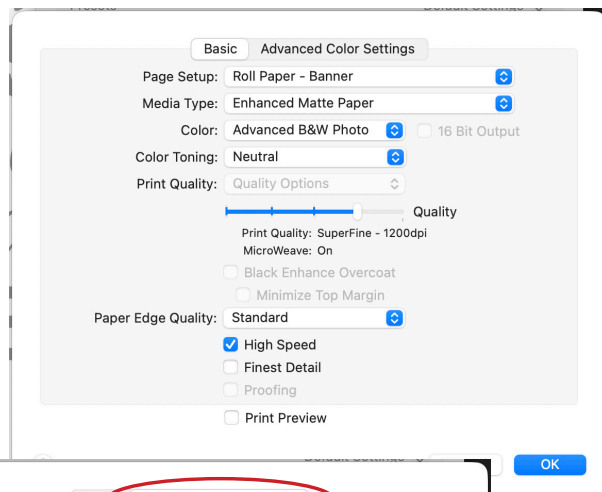
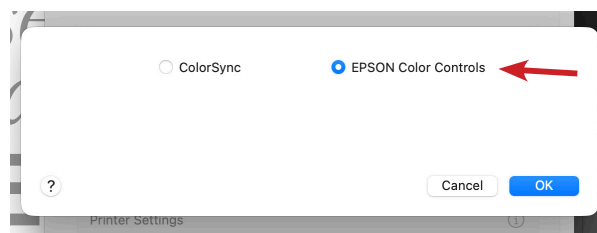
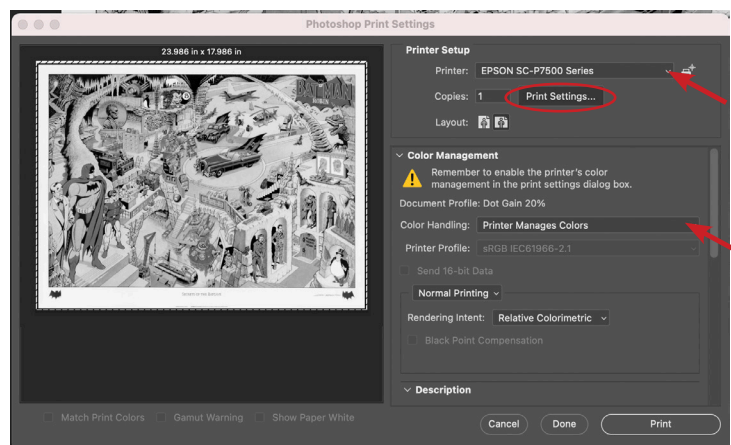
High Speed: Prints faster, may reduce quality

### Advanced Color Settings tab

Tone: Dark

## 6. Save

[Continue on page 10](#)

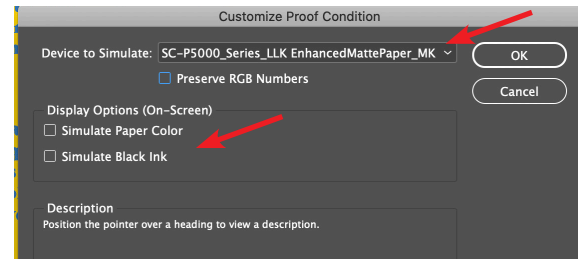
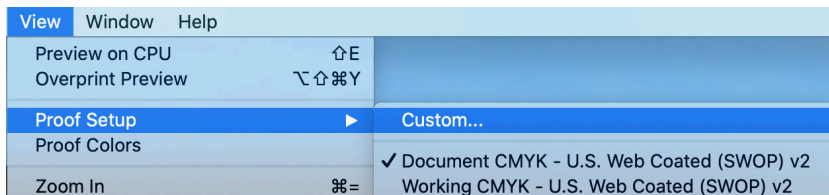


# Printing From InDesign

- Turn printer on, log in to computer
- Download your fully [Packaged INDD Folder](#)

## 1. View > Proof Setup > Custom...

- **Device to Simulate:** choose appropriate paper type
- **Uncheck all boxes**, hit **OK**



## 2. File > Print

**Printer:** EPSON SC-P5000 Series

**Color Management tab**

**Print:** Proof

**Color Handling:** Let InDesign...

**Printer Profile:** Your paper type

**Uncheck Simulate Paper Color**

**Setup tab**

Rotate orientation if necessary

**Page Position:** Centered

## 3. Page Setup... button (lower left)

[see page 8](#) for pre-set sizes

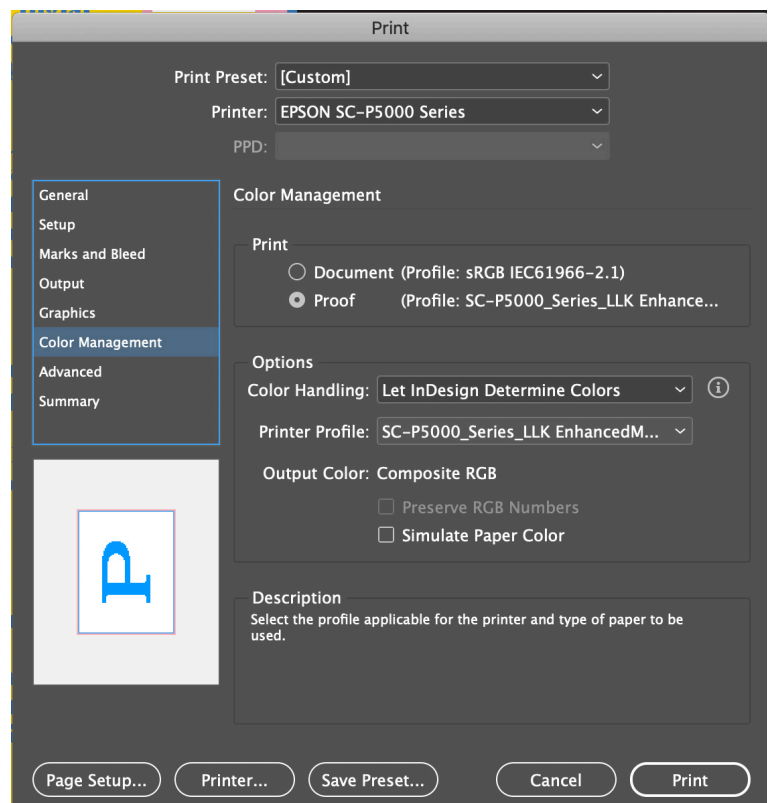
[see page 11](#) to create custom size

## 4. Printer... button

Expand window with "Show Details"

Layout dropdown to Printer Settings

[see page 10](#)



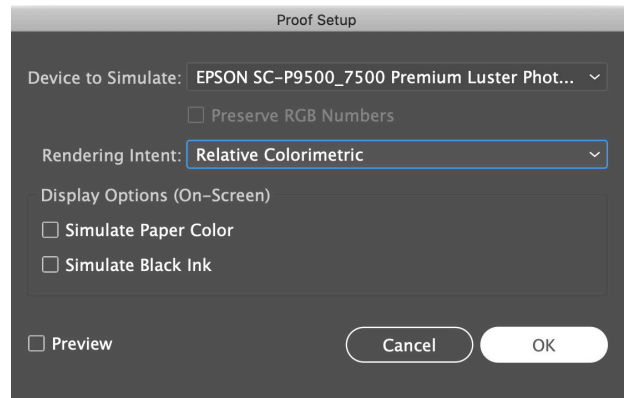
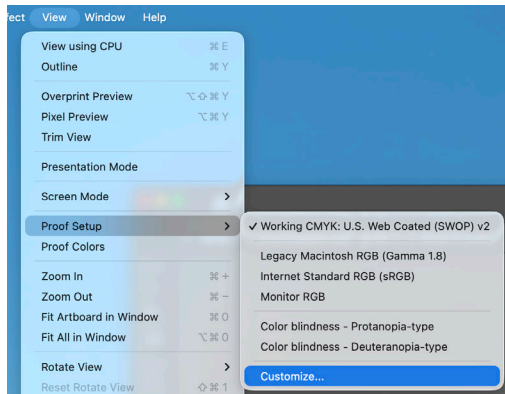
## 5. Hit Print (and again)

# Printing From Illustrator

- Turn printer on, log in to computer
- Download your **Packaged AI Folder** or EPS file

## 1. View > Proof Setup > Customize...

- **Device to Simulate:** choose paper type
- **Rendering Intent:** Relative Colormetric
- **Uncheck all boxes**, hit **OK**



## 2. File > Print

**Printer:** EPSON SC-P7500 Series

**Color Management tab**

**Color Handling:** Let Illustrator...

**Printer Profile:** Your paper type

**Rendering Intent:** Relative Colormetric

**General tab**

Choose Artboards to print or ignore

Rotate orientation if necessary

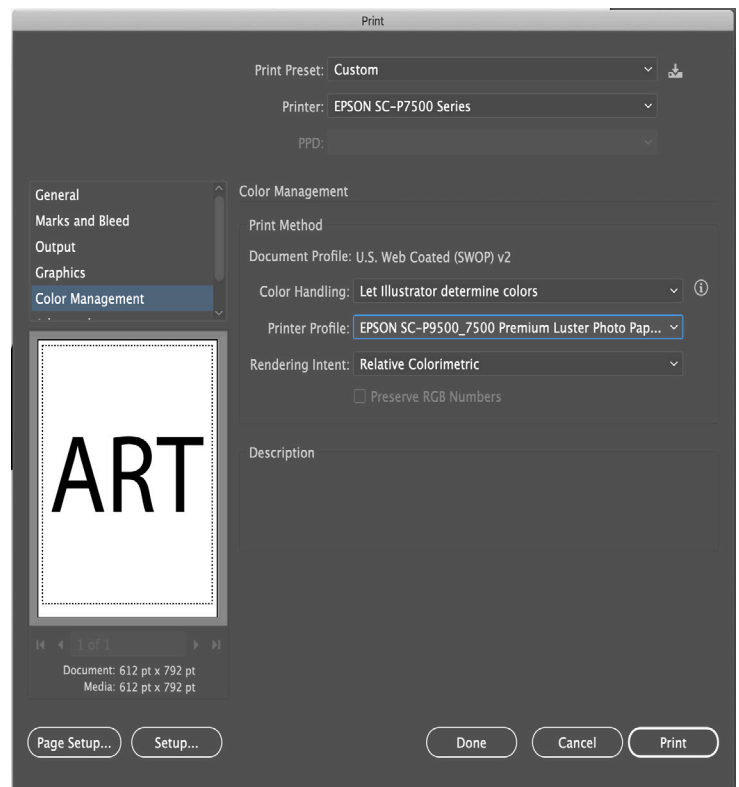
## 3. Page Setup... button (lower left)

[see page 9](#) for pre-set sizes

[see page 12](#) to create custom size

## 4. Setup... button

Expand Printer Options dropdown to access Printer Settings [see page 9](#)



## 5. Hit Print (and again)

# Troubleshooting

## File Not Printing

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

### Do you have enough money in your Papercut Account?

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

### Paper not loaded?

This printer does not have paper loaded in it, you are meant to provide your own. You may purchase paper by the sheet in the SB.

### Forgot to choose (Sheet) paper option?

If the error message “load roll paper” appears - cancel your print job. RESTART the printer. Double check your print settings, use the (sheet) paper options, and Paper Cassette or Manual Feed for paper source.

### Paper skew error?

Make sure paper edges are even, no deckles. press the  button to remove sheet and reload as necessary. Try using Manual Feed.

### File too big?

If your file size is particularly large (1gb or higher), please make sure to flatten your file, delete any channels/adjustment layers.

File should be in 8 bit mode rather than 16 bit.

DPI should be 300 or around there (no less than 150, no more than 400).

### Is your file on the Temp Storage on the computer?

If you are printing from a connected server or external hard drive, you can experience file corruption and server interruptions that can cause files to not print, or result in your print looking strange.

### Nozzle check or head cleaning cycle not complete?

Wait for it to complete, and return to the “ready” status menu

### Printer not on?

LOL it happens more than you would think

When in doubt, shoot the SB an email ([sbureau@mcad.edu](mailto:sbureau@mcad.edu)), pop over to the Service Bureau for extra assistance, or [make an appointment](#) for a printing demo.

## ***Ink Low Warning***

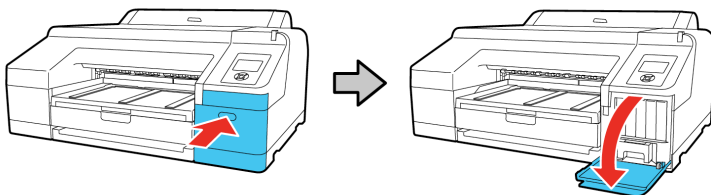
- An INK LOW message on the printer's LCD display is not cause for concern
- When the ink cartridge is empty, printing will stop and the display will say INK OUT, the ink cartridge can be replaced and printing will resume seamlessly
- You may have to use a full ink cartridge in order to run a head cleaning, please replace the older/low ink cartridge after cleaning

## ***Replacing Ink***

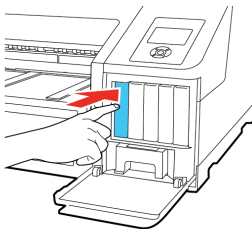
You are welcome to replace ink cartridges when necessary! We will leave replacement inks near the printer if we notice that it is getting low.

Ask SB staff to assist you if you do not feel up to the challenge.

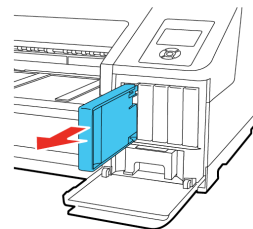
1. Turn on your product.
2. Press the ink cartridge cover to open it.



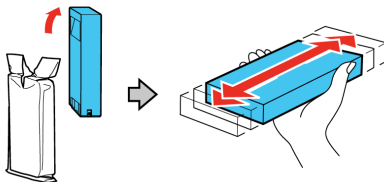
3. Press in on the ink cartridge you want to replace. The ink cartridge pops out slightly.



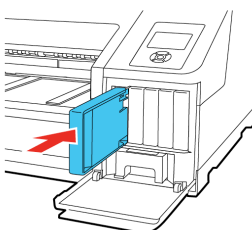
4. Pull out the ink cartridge.



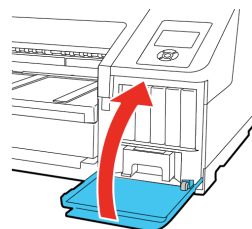
5. Remove the new cartridge from the package. Then gently shake the cartridge for about 15 seconds.



6. Insert the new cartridge with the arrow facing up and push it in until it clicks into place.



7. Close the ink cartridge cover and push it in until it clicks into place.



## Loading Paper

As you are providing your own paper for this printer, you will need to load the sheets into one of the following paper sources:

**Paper Cassette:** Drawer/tray, can be used for large stacks of paper

**Rear Manual Feed:** Upper loading area, single sheet at a time

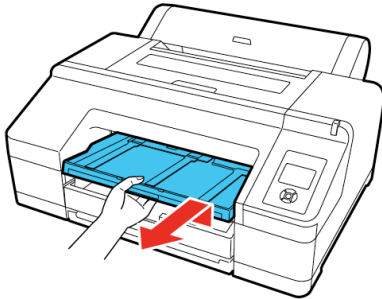
**Front Manual Feed:** May be used for thicker sheets

Please ask SB staff for assistance, or make an appointment if necessary.

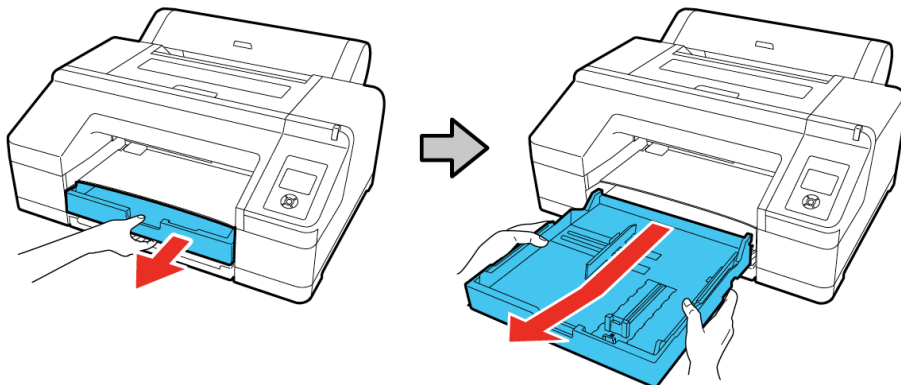
## Paper Cassette

You can print on a variety of paper types and sizes up to 17 inches (43 cm) wide and 0.1 inch (0.27 mm) thick from the paper cassette.

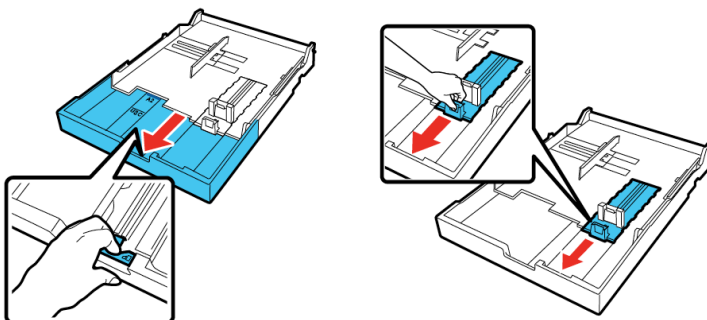
1. Make sure the printer is turned on.
2. On the control panel, press the  paper source button.
3. Press the down arrow button to select **Cut Sheet**, and press the **OK** button.
4. Lift the edge of the output tray to remove it.



5. Slide out the paper cassette, then pull it all the way out.

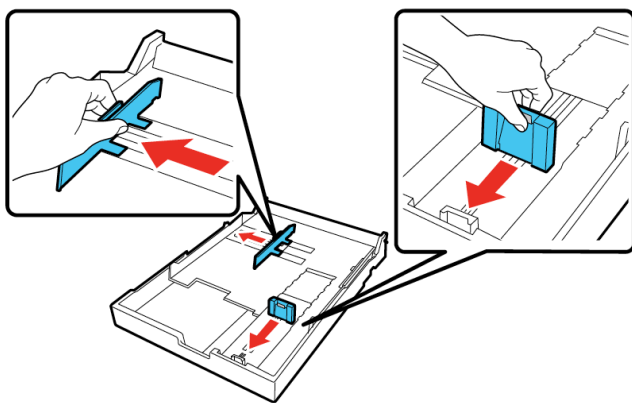


**Note:** If you are loading paper that is 13 × 19 inches (330 × 483 mm) or larger, pull the lever in the paper cassette to extend it as far as possible and expand the slider all the way to the edge of the paper cassette.





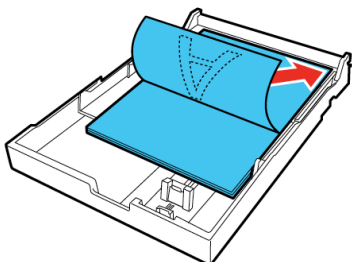
6. Slide the edge guides outward.



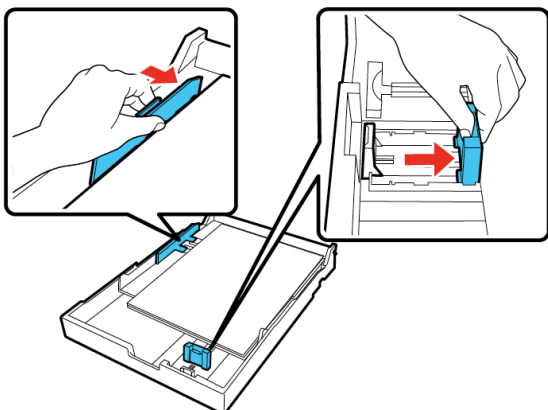
7. Fan through a stack of paper, then gently tap it on a flat surface to even the edges.



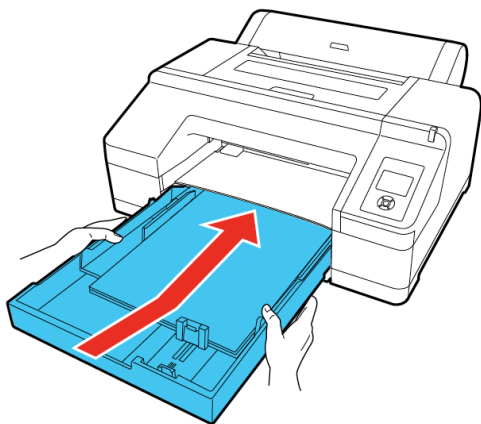
8. Load the paper with the printable side facedown and short edge first. Place the paper all the way back in the paper cassette and next to the right edge. Make sure the paper fits under the arrow on the left edge guide.



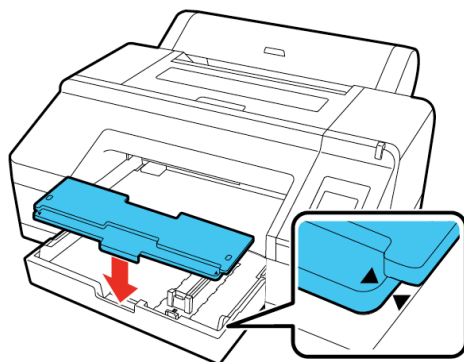
9. Slide the edge guides against the paper, but not too tightly.



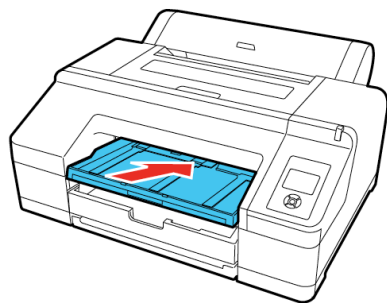
10. Insert the paper cassette and push it firmly into the printer.



**Note:** If you loaded paper that is 13 × 19 inches (330 × 483 mm) or larger, install the paper cassette cover, aligning the arrows as shown. This cover is important to limit dust from accumulating on cut sheets in the paper cassette and will help reduce print head maintenance and cleanings.



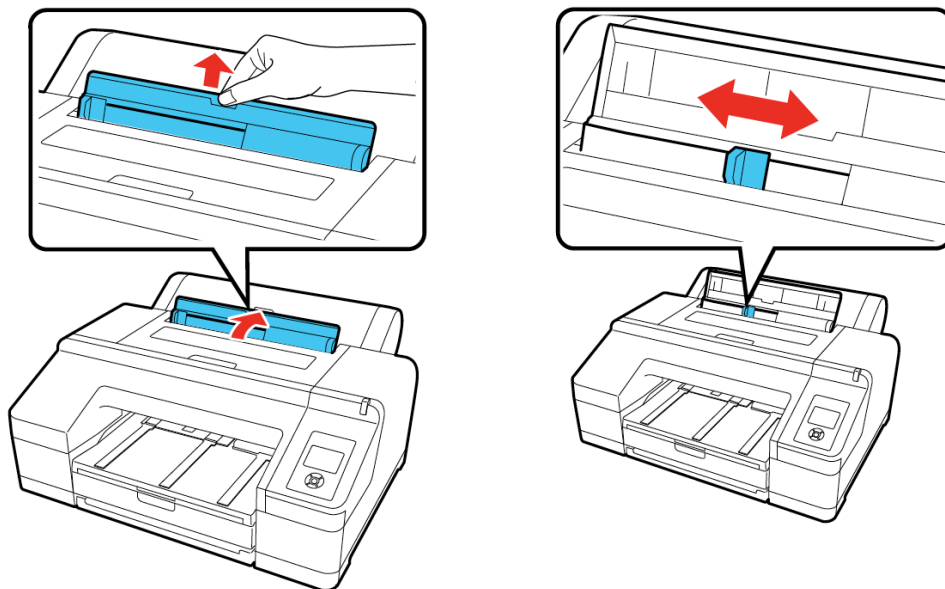
11. Replace the output tray.



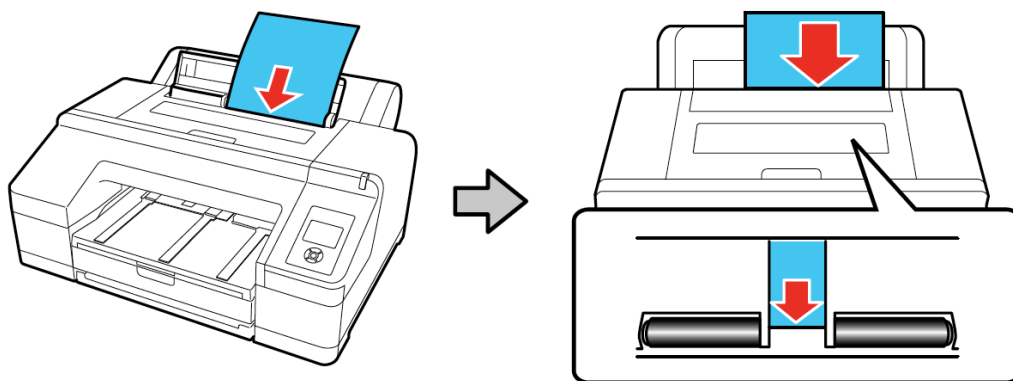
## Rear Manual Feed

Use the rear manual feeder to load one cut sheet at a time up to 0.3 inch (0.79 mm) thick.

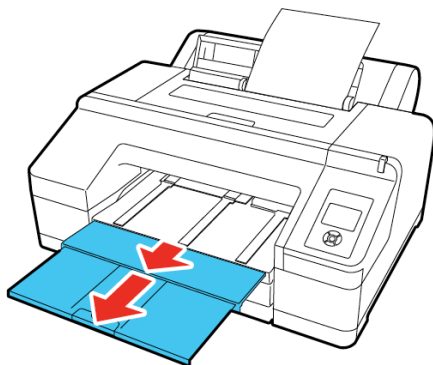
1. Make sure the printer is turned on.
2. On the control panel, press the  paper source button.
3. Press the down arrow button to select **Cut Sheet**, and press the **OK** button.
4. Open and extend the paper support.    5. Adjust the edge guide to fit the paper width.



6. Insert a single cut sheet into the rear manual feeder, printable side up, until it reaches the gray rollers inside the printer.



7. Extend the output tray as necessary to support the sheet as it comes out of the printer.

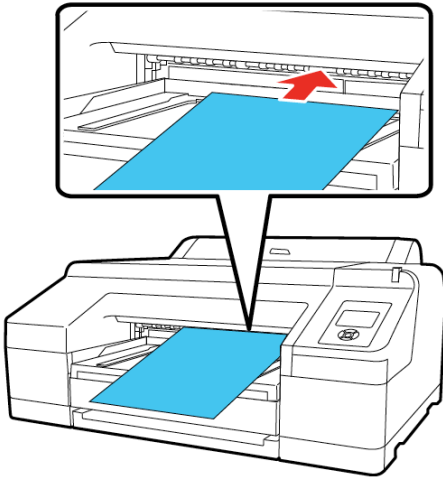


8. Press the  paper feed button on the control panel to feed the paper through the printer.

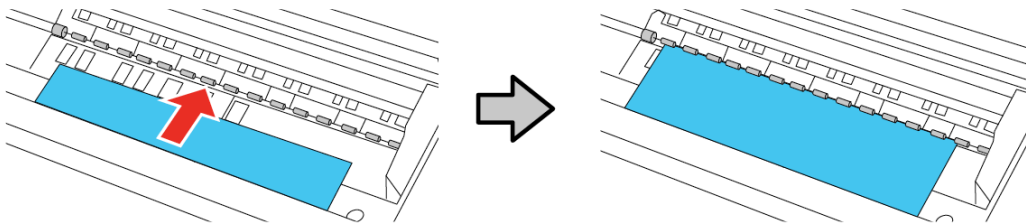
## Front Manual Feed

Use the front manual feeder to load one cut sheet at a time up to 0.06 inch (1.5 mm) thick.

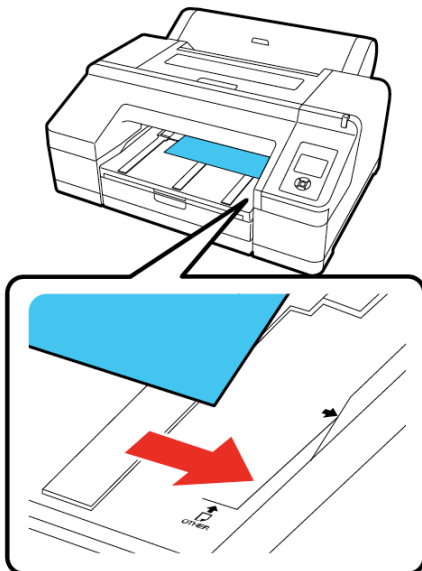
1. Make sure the printer is turned on.
2. On the control panel, press the  paper source button.
3. Press the down arrow button to select **Cut Sheet**, and press the **OK** button.
4. Press the  load paper button to release the pressure roller.
5. Insert paper with the printable side up over the black roller in the front manual feeder as shown.



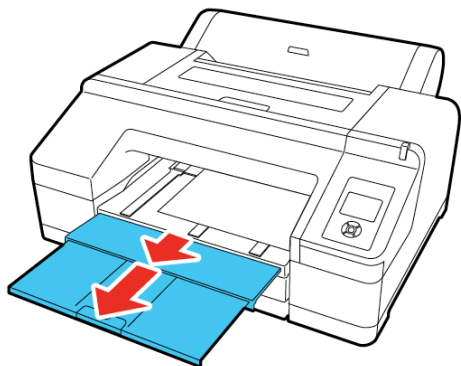
6. Look through the printer window and make sure the paper is inserted under the gray roller inside the printer.



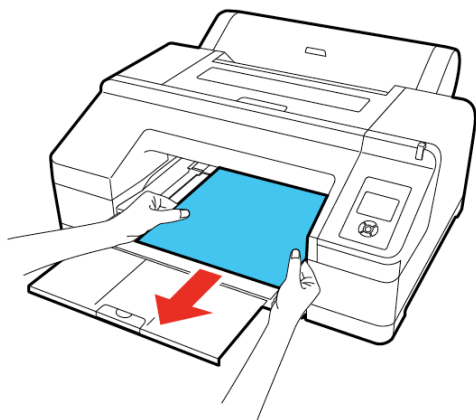
7. Align the edge of the paper with the guide line on the output tray.



8. Press the  load paper button to feed the paper through the printer.
9. Extend the output tray to support the paper as it comes out of the printer. Do not raise the paper stopper or paper may be ejected incorrectly.

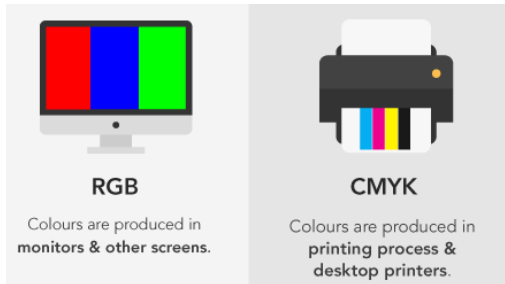


10. When printing is finished, press the  load paper button to release the pressure roller so you can pull out the paper.



# Color Gamut Warnings

These printers can reproduce a very wide range of colors, but you will find that there are certain tones that are not possible to translate from screen to print.



You always want your artwork files to be in RGB to give you the widest range of colors available on the screen.

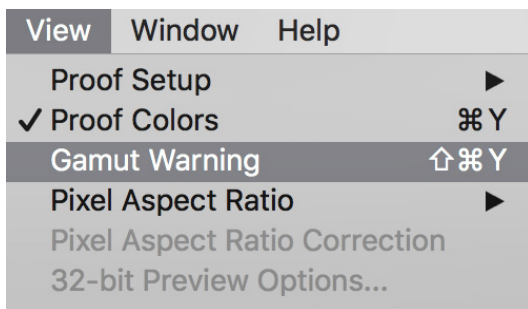
But remember that the printer uses CMYK inks to reproduce the colors seen on your screen.

We do a “soft proof” with our preferred paper type, to see how our colors will translate. (View > Proof Setup step in print instructions)

Most of the time, you won’t notice much of a difference, if any!

If you do notice a difference, it means that the printer cannot reproduce *that* color on *that* paper type (PK finish papers will give a slightly wider color range), and you will need to make some adjustments to your file to get the color closer to what you prefer. *We have noticed the most trouble with deep purply-blue colors.*

Try View > Gamut Warning to see what colors might be outside of the color gamut (or available color range).



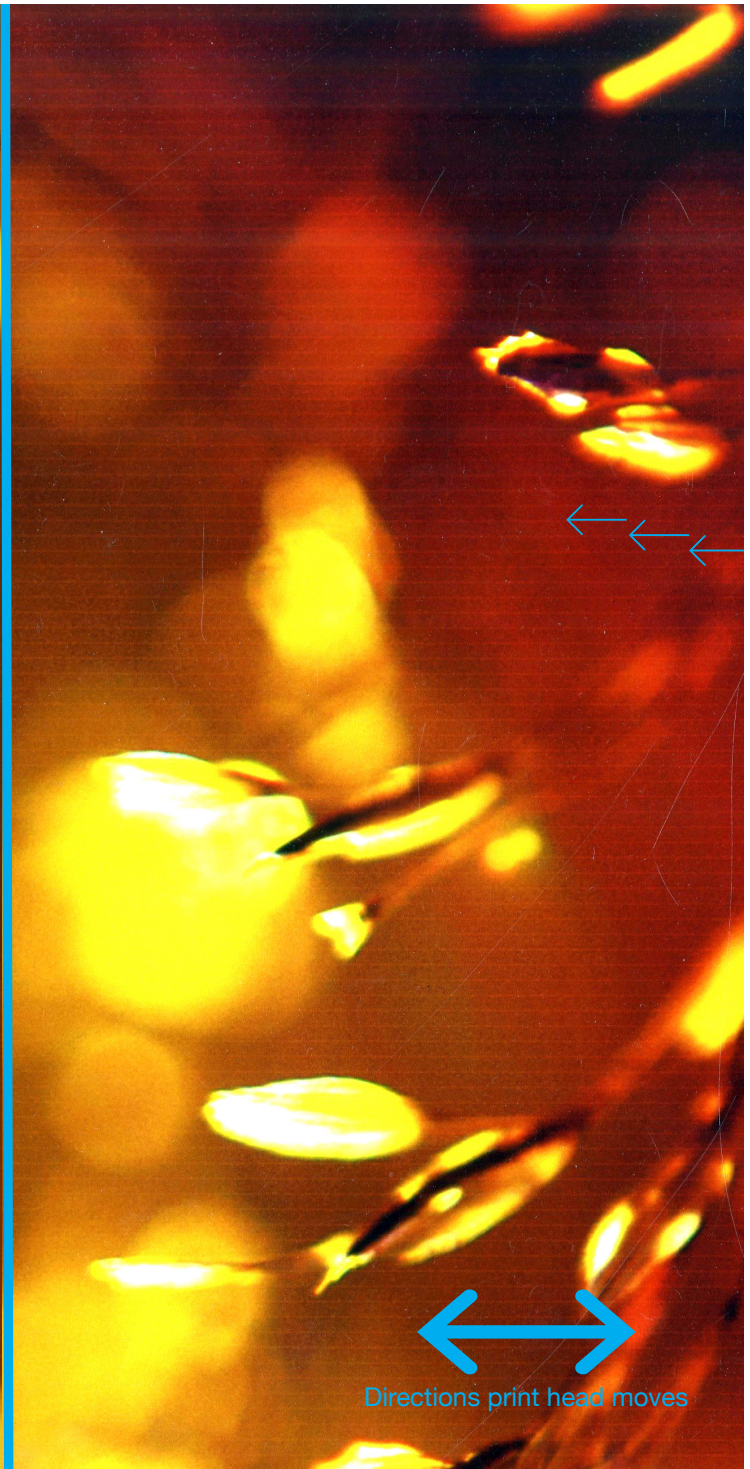


## Head Strikes or Banding



### Head Strike

Print head caused streaks, commonly due to excessive curling or thickness of paper. Recommended to flatten paper, adjust platen gap and wait for excess ink on print heads to dry.



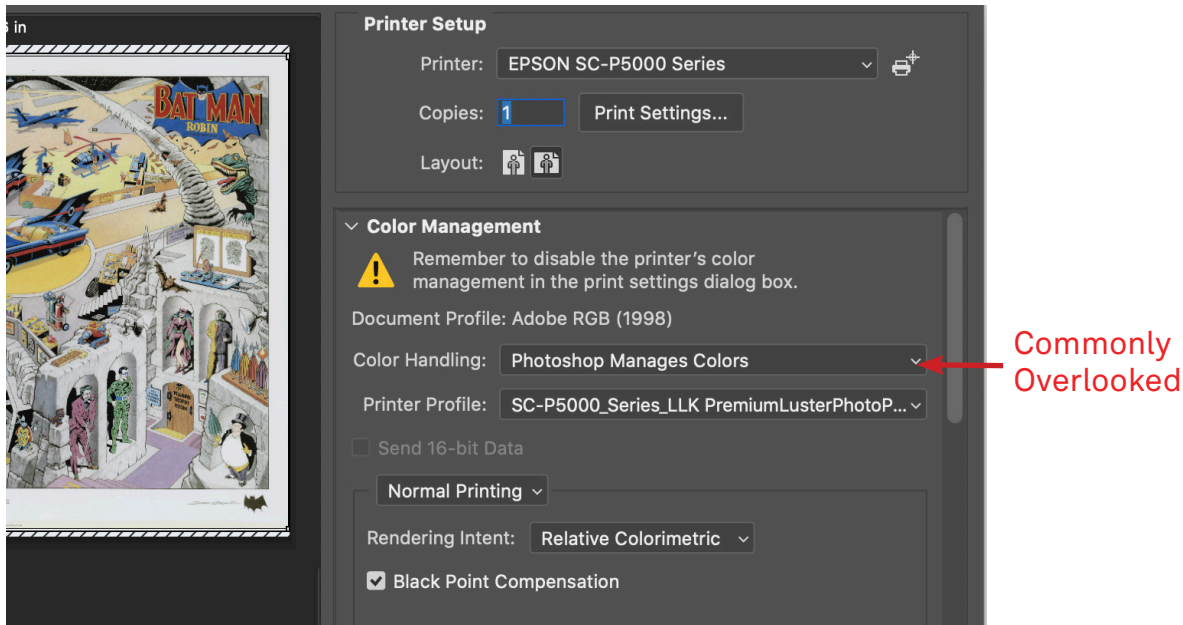
### Banding

Clogged print nozzles cause one or more color to not print, causing stripes and missing colors. Run a nozzle check before printing to avoid. Remedy by running head cleaning, may need to run more than once.

## Print Appears Too Dark

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

**Color Management** needs to be set before continuing to Print Settings:



Color Handling: **Photoshop Manages Colors.**

Printer Profile: **Epson SC-P5000\_Series\_LLC PremiumLusterPhotoPaper (260)**

Often the Printer Profile is left at “Working RGB – Adobe RGB 1998,” which is wrong.

## Computer Issues

If you are experiencing issues with the computer, please contact [computer support](#), or stop by [the Help Desk](#) during business hours.

## Application Knowledge

If you need assistance with Adobe programs (beyond print setup) such as; file setup and creation, image resizing, color adjustments, or assignment specific issues and troubleshooting. Please refer to your professor/instructor, or make an appointment with [the Learning Center](#).