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PLEASE NOTE:

This print station is pre-loaded with a 24" roll of Epson Enhanced Matte Paper.

If you need a different paper type, you will need to use a different printer.

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.

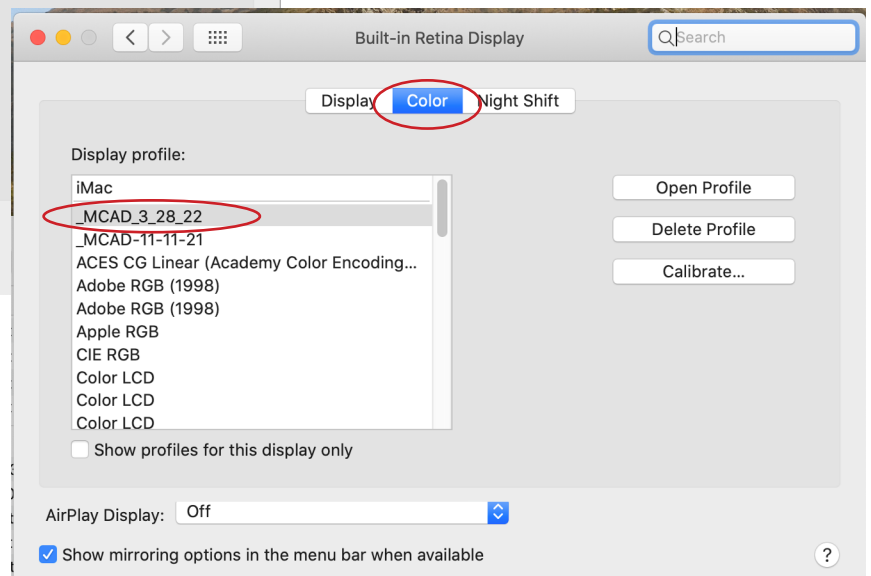
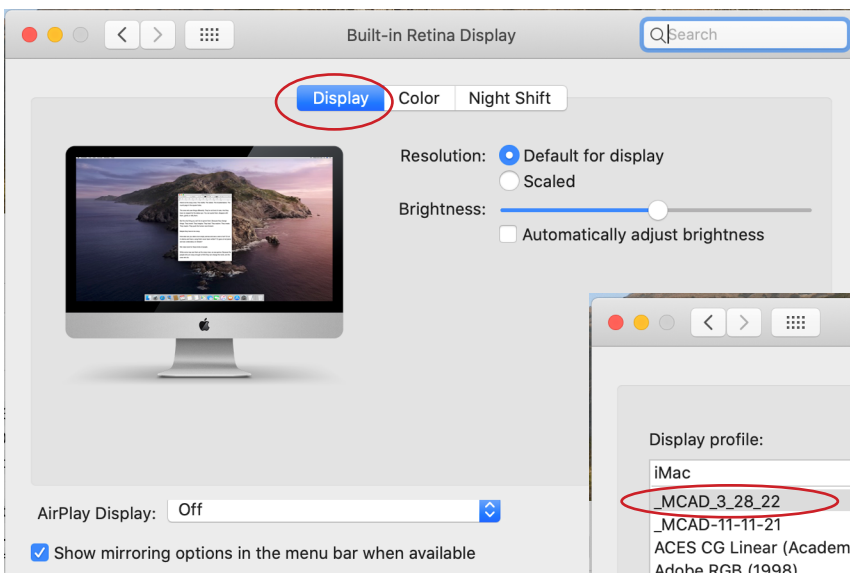
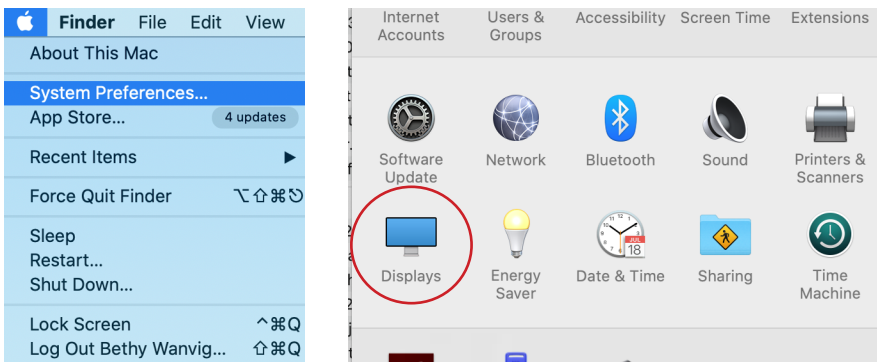
1. Go to **System Preferences**

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!

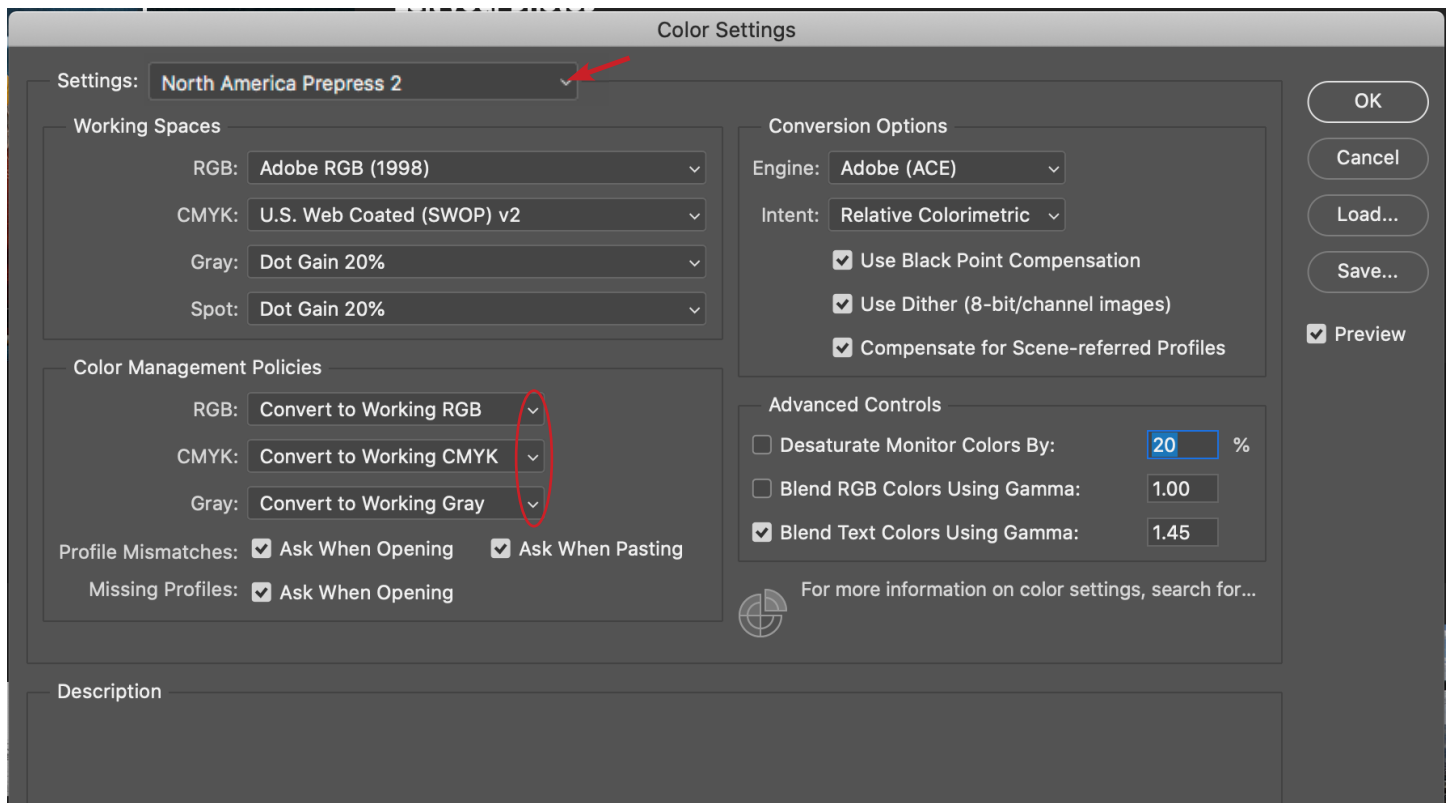


Color Settings

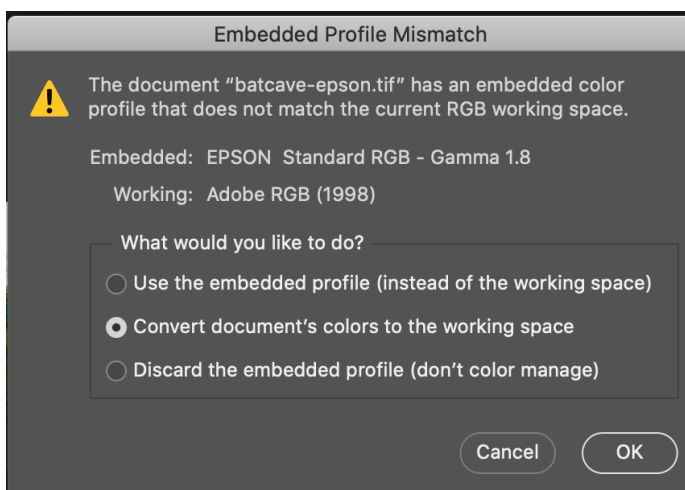
For the most accurate color when printing, we recommend adjusting the Color Setting in Photoshop (or other Adobe program) to convert to the working spaces.

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

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.

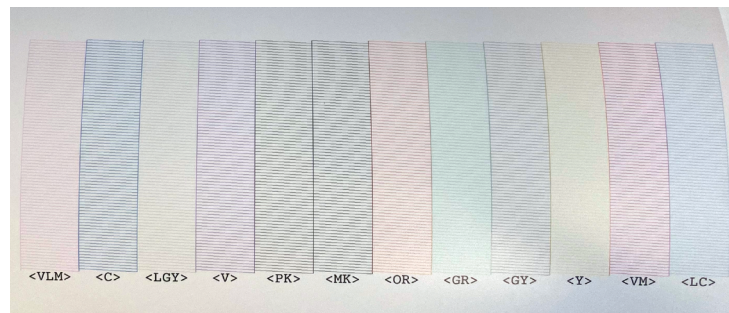
1. From the little LCD touch screen on the printer

Select **Menu > Maintenance > Print Head Nozzle Check.**

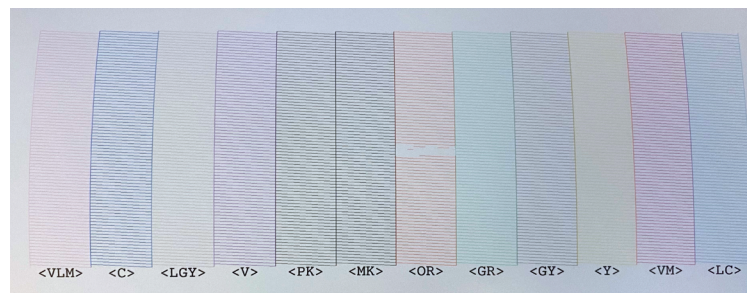
2. Select **Start.** The nozzle pattern will print.

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

Print head is clean



Print head needs cleaning



4. Do one of the following:

- If there are no gaps, select **O** to exit.
- If there are gaps or the pattern is faint, select **X** to perform head cleaning.

5. 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

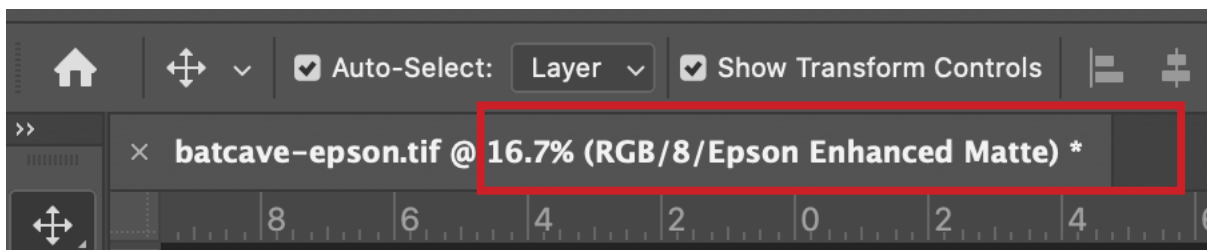
- Log in to the computer station with your MCAD short username/password
- Download your files
- Run a Nozzle Check (and Head Cleaning if necessary)

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 this computer
- **Recommended file prep** before printing
 - Image > Mode:** RGB Color, 8 Bit/Channel
 - File Format:** TIFF
 - Layers:** Flattened

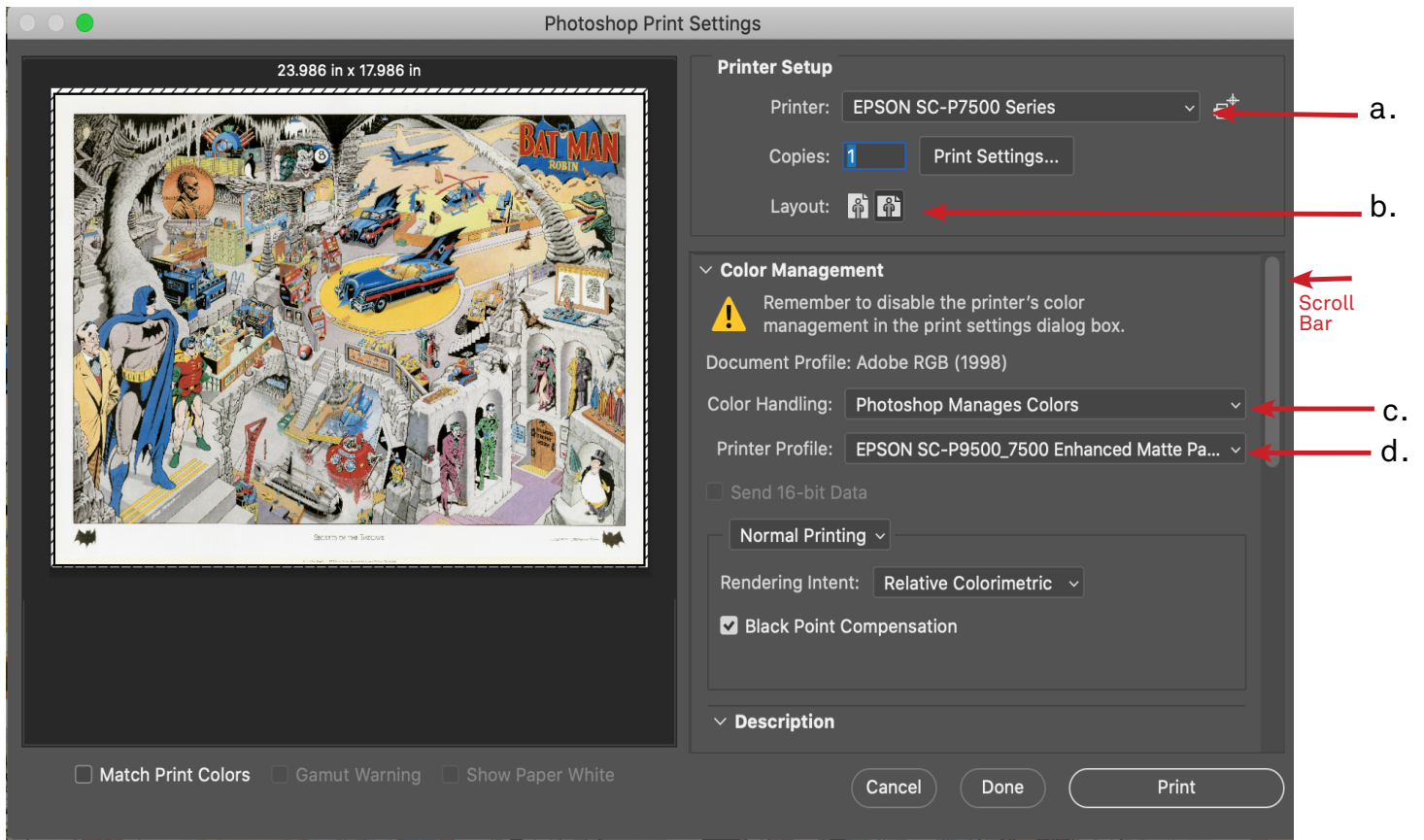
3. View > Proof Setup > select paper type:

Epson Enhanced Matte



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:

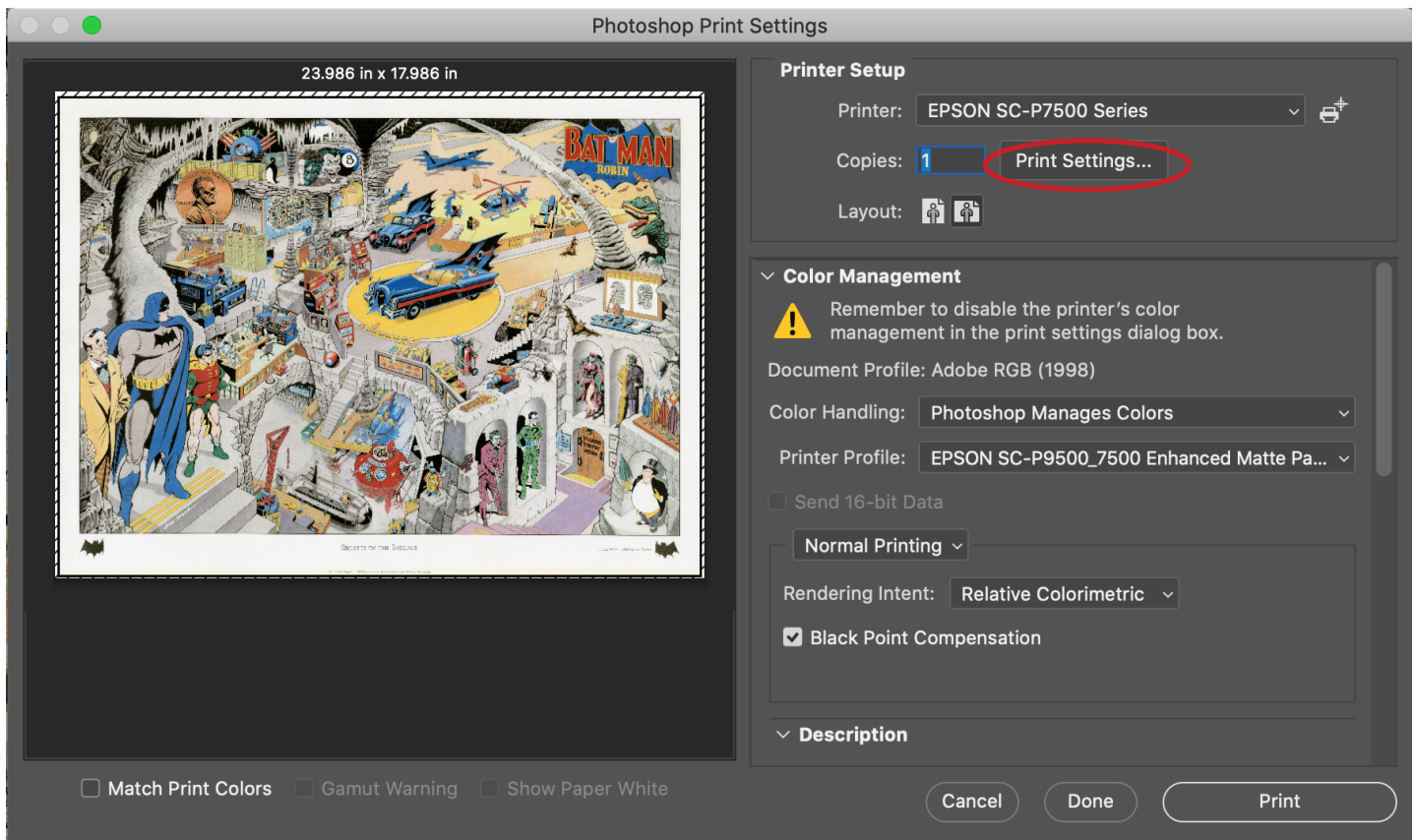
- a. Printer:** Epson SC-P7500 Series
- b. Layout:** Choose what is best for your image (*ignore the preview image until you have selected your paper size in the next steps*)
- c. Color Handling:** Photoshop Manages Colors
- d. Printer Profile:** Epson SC-P9500_7500 Enhanced Matte Paper

Note: This print station uses Matte Black ink and Epson Enhanced Matte Paper only. If you need a Luster finish paper, or other material, please use a different printer.

Instructions continue on next page -->

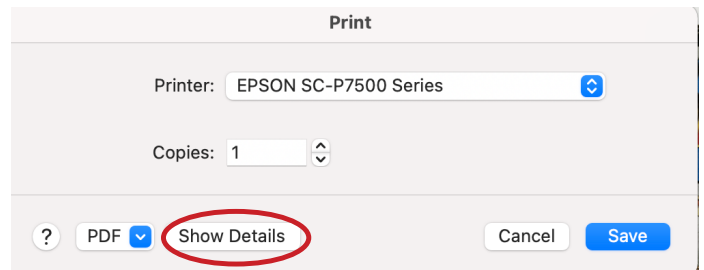
5. Print Settings...

Select the Print Settings button to open an additional print window

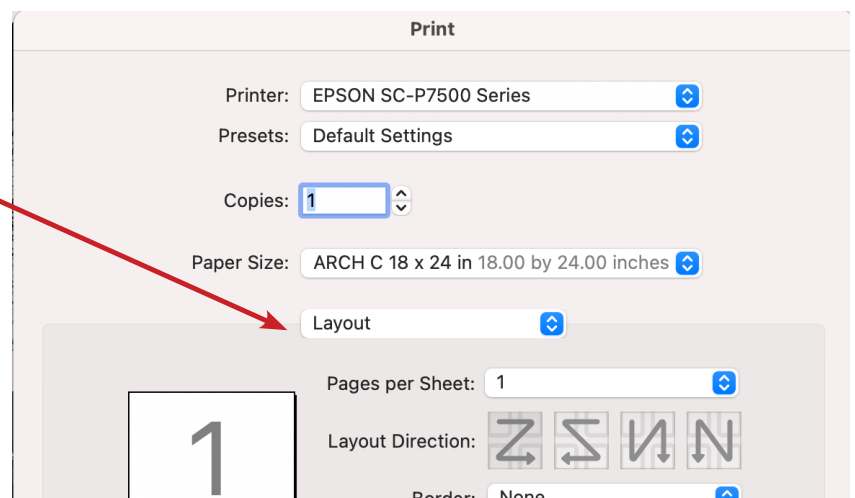


Printer: EPSON SC-P7500 Series

Click **Show Details** to expand the window for the next steps



Click the **Layout** dropdown, and select **Printer Settings** to access the next settings



6. Paper Size:

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

The screenshot shows the 'Print' dialog box for an EPSON SC-P7500 Series printer. The 'Paper Size' dropdown is set to 'ARCH C 18 x 24 in' (18.00 by 24.00 inches). A red arrow points to this dropdown with the text 'Select your paper size'. Below the 'Paper Size' dropdown is a 'Printer Settings' dropdown. The 'Basic' tab is selected, showing 'Page Setup: Roll Paper', 'Media Type: Enhanced Matte Paper', 'Color: Color', 'Color Mode: Off (No Color Manage...)', 'Print Quality: Quality Options', and a 'Speed' slider. The 'Paper Edge Quality' is set to 'Standard'.

Select your paper size

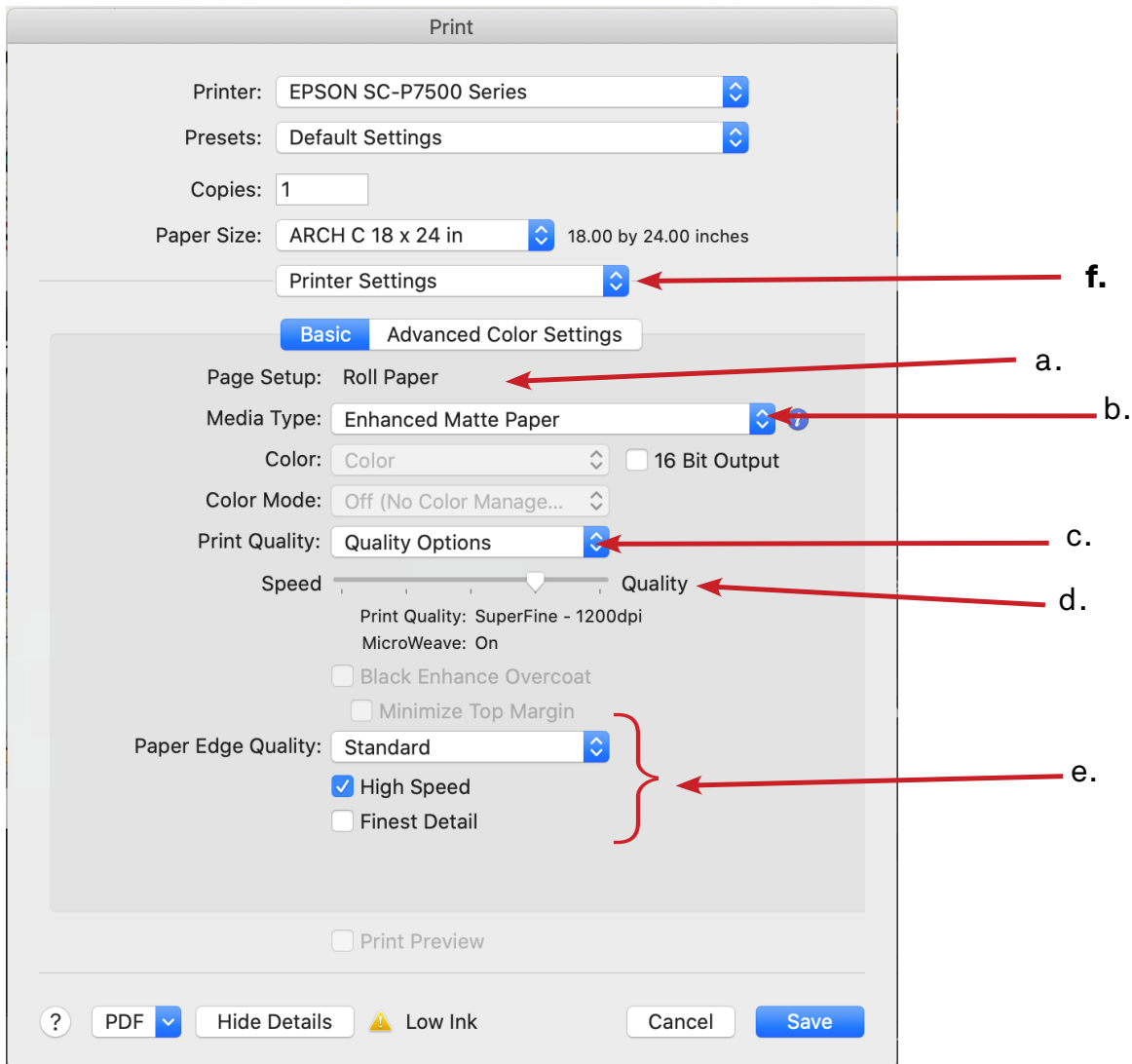
Please note, the paper size that you select here directly reflects how PaperCut will charge your account, so it is often most cost effective to create a custom paper size

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

The screenshot shows the 'Paper Size' dropdown menu with a list of options. The top option is 'ARCH C 18 x 24 in 18.00 by 24.00 inches', which is selected. Other options include 'ARCH D 24 x 36 in 24.00 by 36.00 inches', 'ISO B2 500 x 707 mm 19.68 by 27.83 inches', 'ISO B3 353 x 500 mm 13.90 by 19.68 inches', 'ISO B4 250 x 353 mm 9.84 by 13.90 inches', 'JIS B2 20.27 by 28.66 inches', 'JIS B3 14.33 by 20.27 inches', 'JIS B4 10.12 by 14.33 inches', 'JIS B5 7.16 by 10.12 inches', 'Super A1 24.00 by 36.00 inches', 'Super A2 17.00 by 24.01 inches', and 'Super A3 / B 12.95 by 19.01 inches'. A red arrow points to the top option with the text 'For pre-set sizes, please select the top option in the list, or a “Roll Paper” option'. The 'Roll Paper' option is also visible in the list.

Best practice is to create a custom paper size - [see page 12 for details](#)

7. Printer Settings:



Under the Basic tab

a. Page Setup: Roll Paper (*pre-set paper sizes will auto select, you will need to manually select "Roll Paper" for custom paper sizes*)

b. Media Type: Choose the paper type: **Enhanced Matte Paper**

c. Print Quality: Quality Options (*will reveal speed/quality slider*)

d. SuperFine - 1200dpi will work great for most projects (*choosing a lower dpi will print faster with lower quality, higher dpi will print slower with higher quality*)

e. Optional settings

Paper Edge Quality: Standard

High Speed: Check for double time printing (recommended)

Finest Detail: Sharpens edges. Use for text, line-work, or vector based images

f. Click the **Printer Settings** dropdown, and select **Roll Paper Settings** to continue

8. Roll Paper Settings:

Print

Printer: EPSON SC-P7500 Series

Presets: Default Settings

Copies: 1

Paper Size: ARCH D 24 x 36 in 24.00 by 36.00 inches

Roll Paper Settings

Auto Cut Settings: Normal Cut

☒ Auto Rotate 24 inch (610 mm)

☐ Print Page Line

☐ Save Roll Paper

Borderless Enlargement Setting

Min Standard Max

Moving the slider to Min will reduce the amount of image enlargement. However, margins may appear around the printed image.

? PDF Hide Details Cancel Save

Auto Cut Settings: Select one of these options

Normal Cut: Recommended (print will be cut from roll with a .5" margin)

Off: Useful when printing multiple/smaller files, must press ✂ button on printer to manually cut paper from roll when print is complete

Double Cut: for borderless printing only (wastes paper)

Check boxes for your preferred options:

Auto Rotate: Recommended (best fit your image on the roll to conserve paper)

Print Page Line: Prints trim line between images, useful when cut setting is off

Save Roll Paper: Not Recommended - will ignore any white space/borders in image

Select **Save** to continue

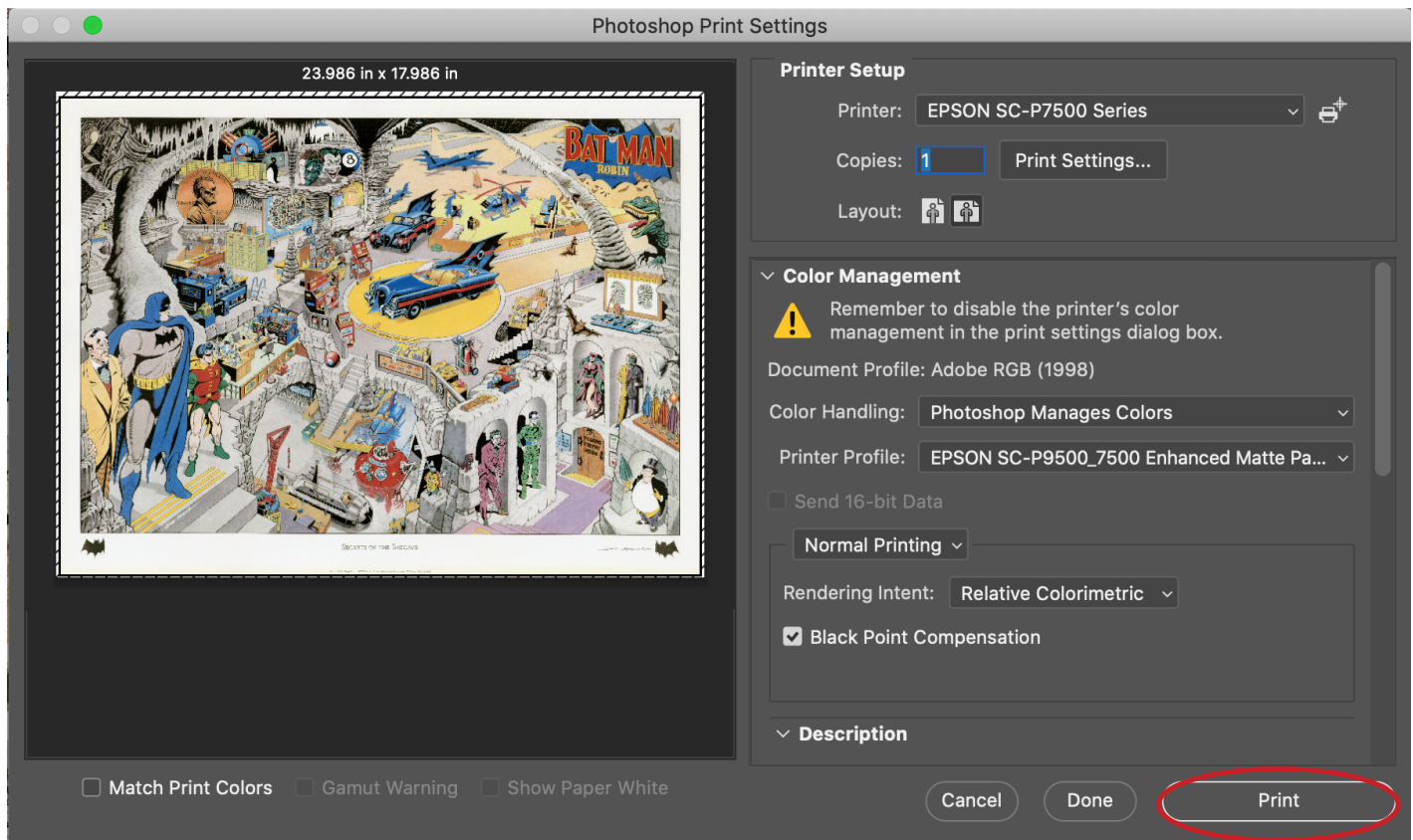
Final settings check:

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...

9. 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 18](#)

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

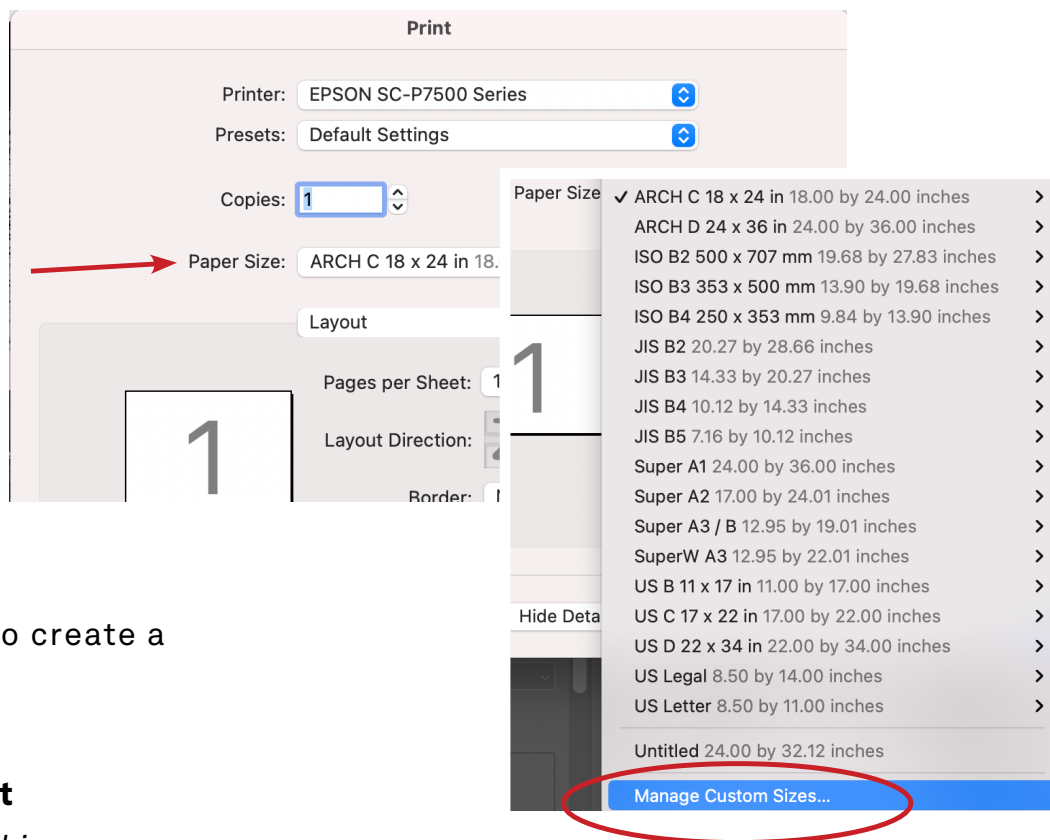
[Request a refund](#) for printer errors through your PaperCut account

Custom Paper Size

We recommend creating a custom paper size when printing on any of our Epson Printers. It is the most cost effective, and gives you the most control over your work.

Step 6 in your print settings:

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



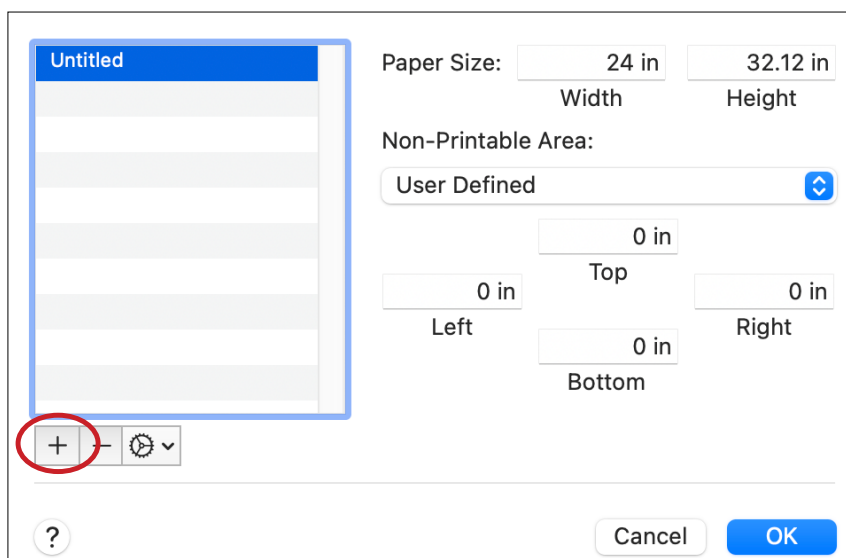
a. Press the **+** button to create a new paper size

b. Enter **Width / Height**

- We recommend making your “Paper Size” **1-2in larger than your image size**, to accommodate a nice margin, or allow for crop/trim marks
- **Width** should be **24in or less**
- **Height** (length off of the roll) should be **between 5- 96in**

c. Enter **Non-Printable Area**

- These are your margins, **this area cuts into the defined paper size**, it does not add area outside of the Paper Size
- Set all to 0 to print **Borderless** (fully edge to edge on paper)



Hit OK when done

Continue with Step 7 in your print settings

Borderless Printing

Creating a borderless print is only possible if your image is 24" in either width or height.

Please note:

Allow for at least .125" bleed on all sides - printing borderless will enlarge your image slightly to bleed over the edges, you will lose information that is too close to the edges.

Use these additional/alternate settings, while following the Print Instructions listed on [Pages 6-11](#) for all other settings.

Paper Size: [Create Custom Paper Size](#)

Width/Height: exact size of your image

Non-Printable Area: 0in for all sides

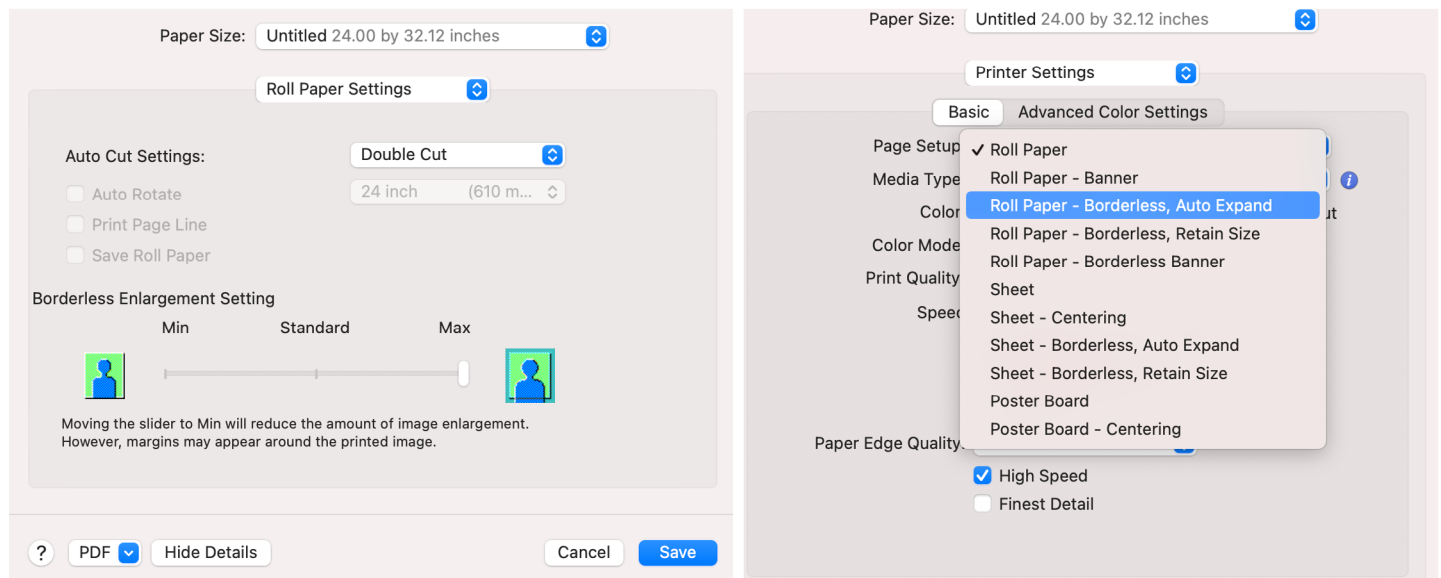
Printer Settings:

Page Setup: Roll Paper - Borderless, Auto Expand

Roll Paper Settings:

Auto Cut Settings: Double Cut

Borderless Enlargement Setting: Max



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 12](#) 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

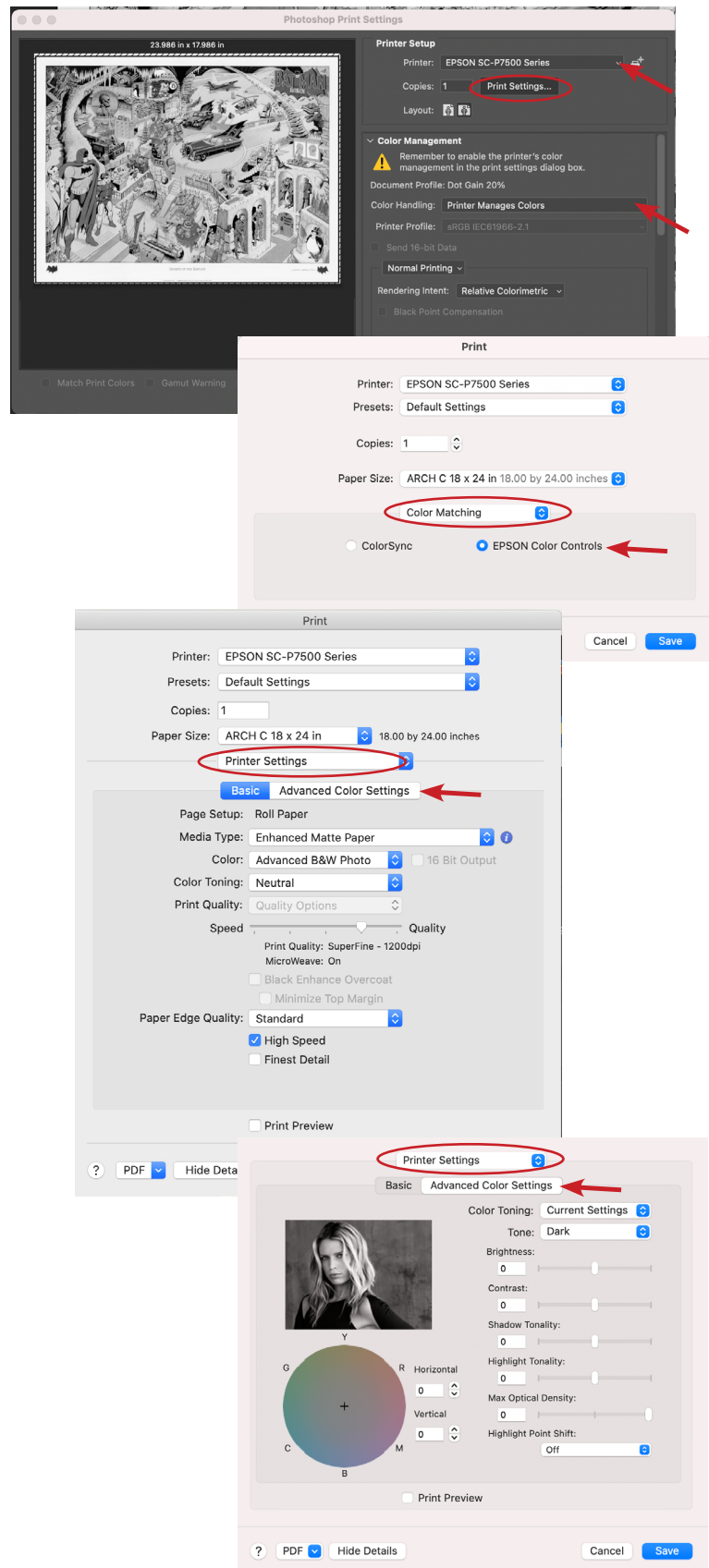
High Speed: Prints faster, may reduce quality

Advanced Color Settings tab

Tone: Dark

6. Save

[Continue on page 11](#)

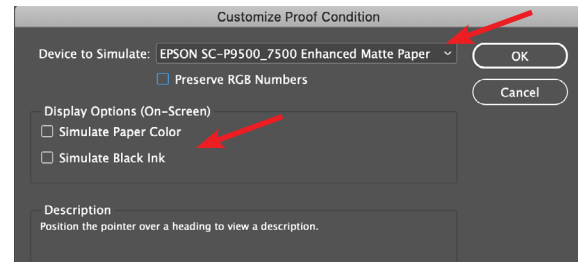
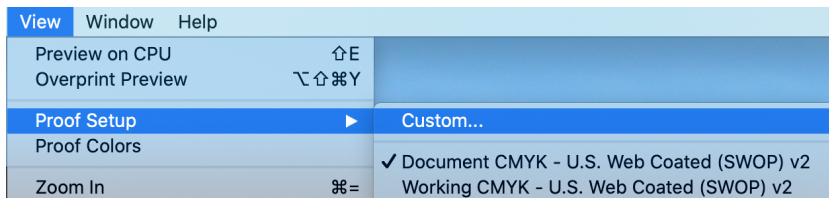


Printing From InDesign

- 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-P7500 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 9](#) for pre-set sizes

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

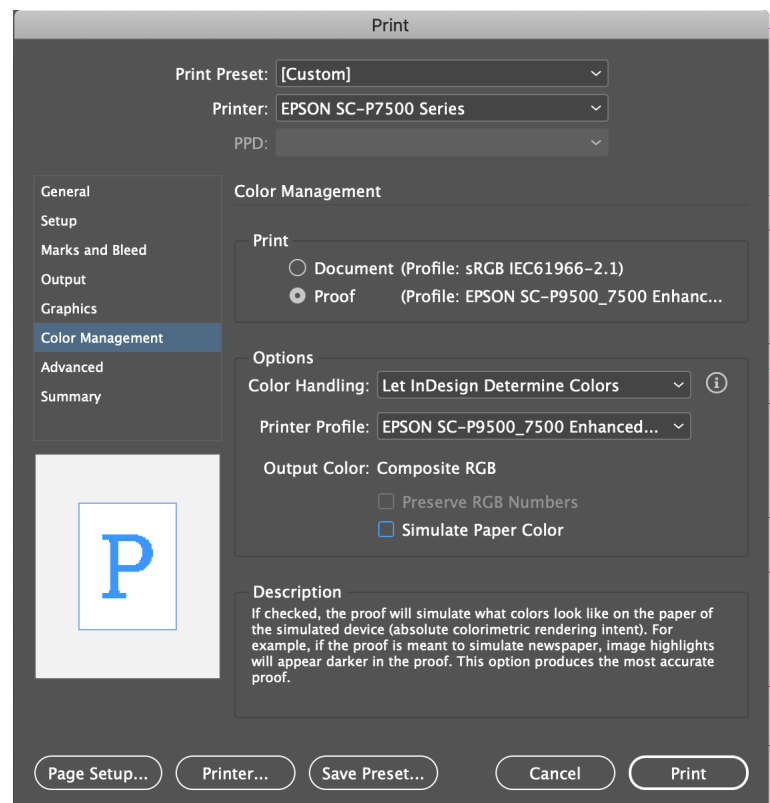
4. Printer... button

Expand window with “Show Details”

Layout dropdown to Printer Settings

[see page 10](#)

5. Hit **Print** (and again)



Please note:

If you are printing a multi-page document, or double-sided photo book, we recommend using sheets vs. roll paper. We sell paper by the sheet in the SB (double-sided matte finish paper is available), or you are welcome to provide your own.

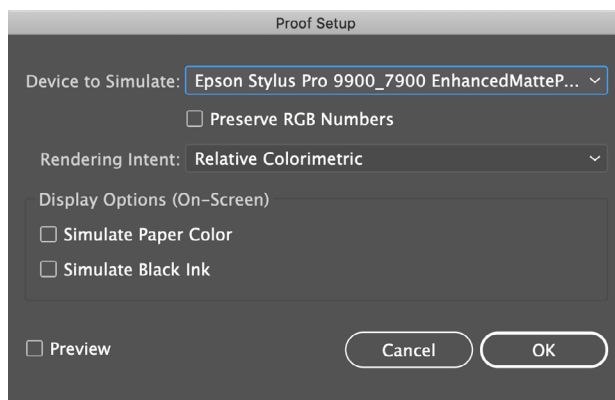
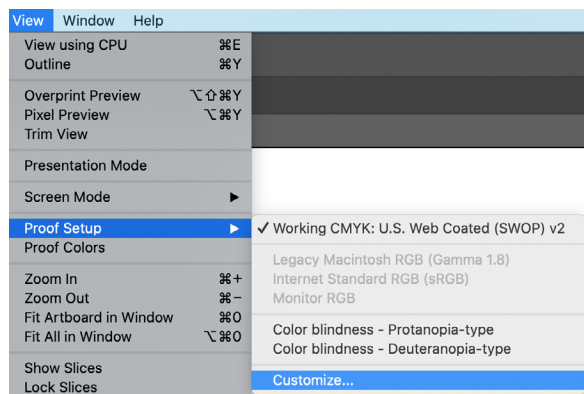
If printing double-sided, let the prints dry for at least an hour before printing other side.

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 (MK)
- **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

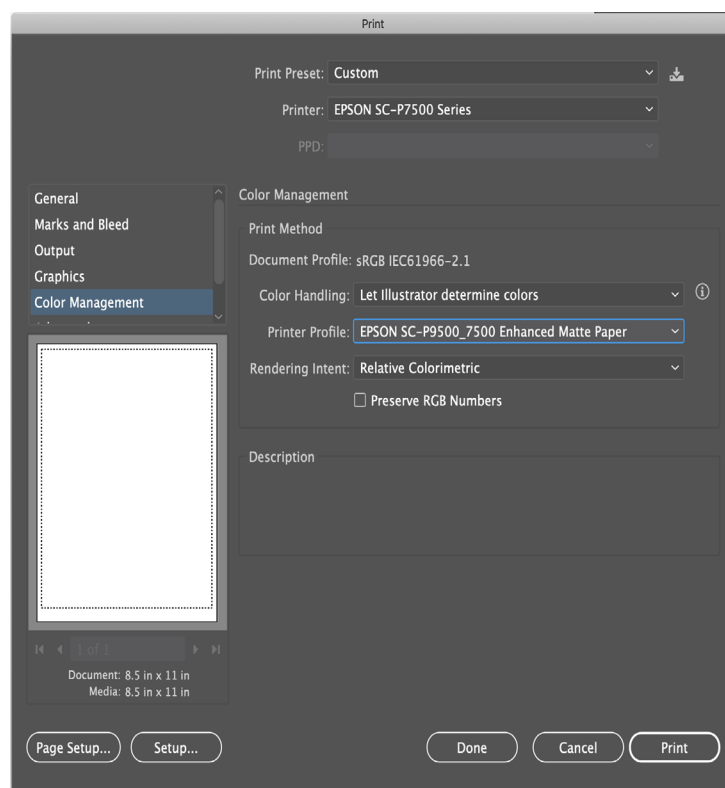
4. Setup... button

Expand window with "Show Details"

Layout dropdown to Printer Settings

[see page 10](#)

5. Hit Print (and again)



Please note:

If you are printing a multi-page document, we recommend using sheets vs. roll paper.

We sell paper by the sheet in the SB, or you are welcome to provide your own.

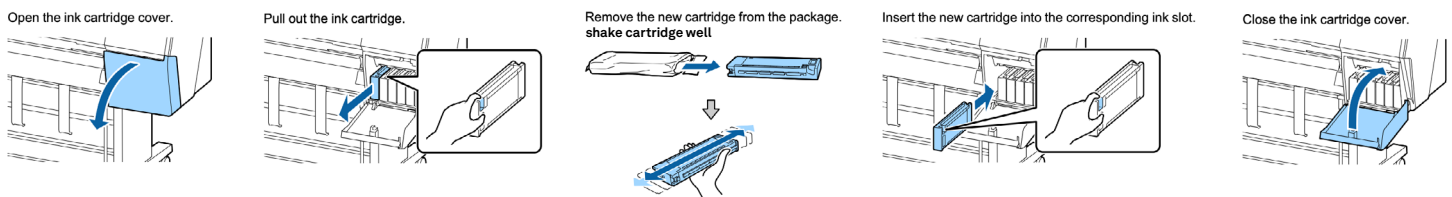
If printing double-sided, let the prints dry for at least an hour before printing other side.

Troubleshooting

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.

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

Paper too low to print?

At 4 feet or less, the printer will wait for a new roll before resuming with printing, please notify SB staff if the paper appears to be too low to complete your print job - the paper length remaining will appear on the LCD screen on the printer

Did you set up your custom paper size with the WIDTH at 24"?

The printer may crop your file weirdly, sending out a small portion, or startle you by shooting out a bunch of paper without a print) if you set the width over 24".

Rotate your image, and set your width to no more than 24" - length may be up to 96"

File too big?

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.

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 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), pop over to the Service Bureau for extra assistance, or [make an appointment](#) for a printing demo.

Computer Issues

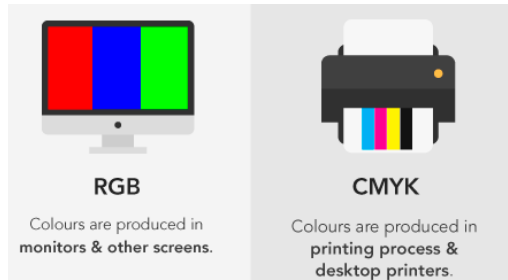
If you are experiencing issues with the computer, please contact [computer support](#), or stop by [the Help Desk](#) during business hours.

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](#).

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.

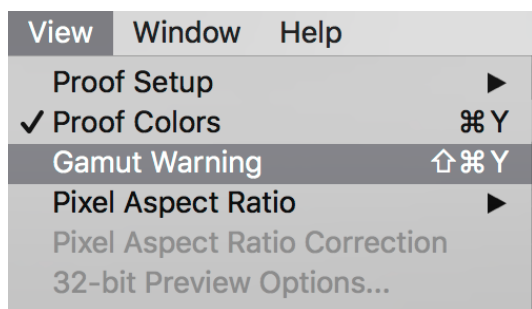
But remember that the printer uses CMYK inks to reproduce the colors seen on your screen.

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

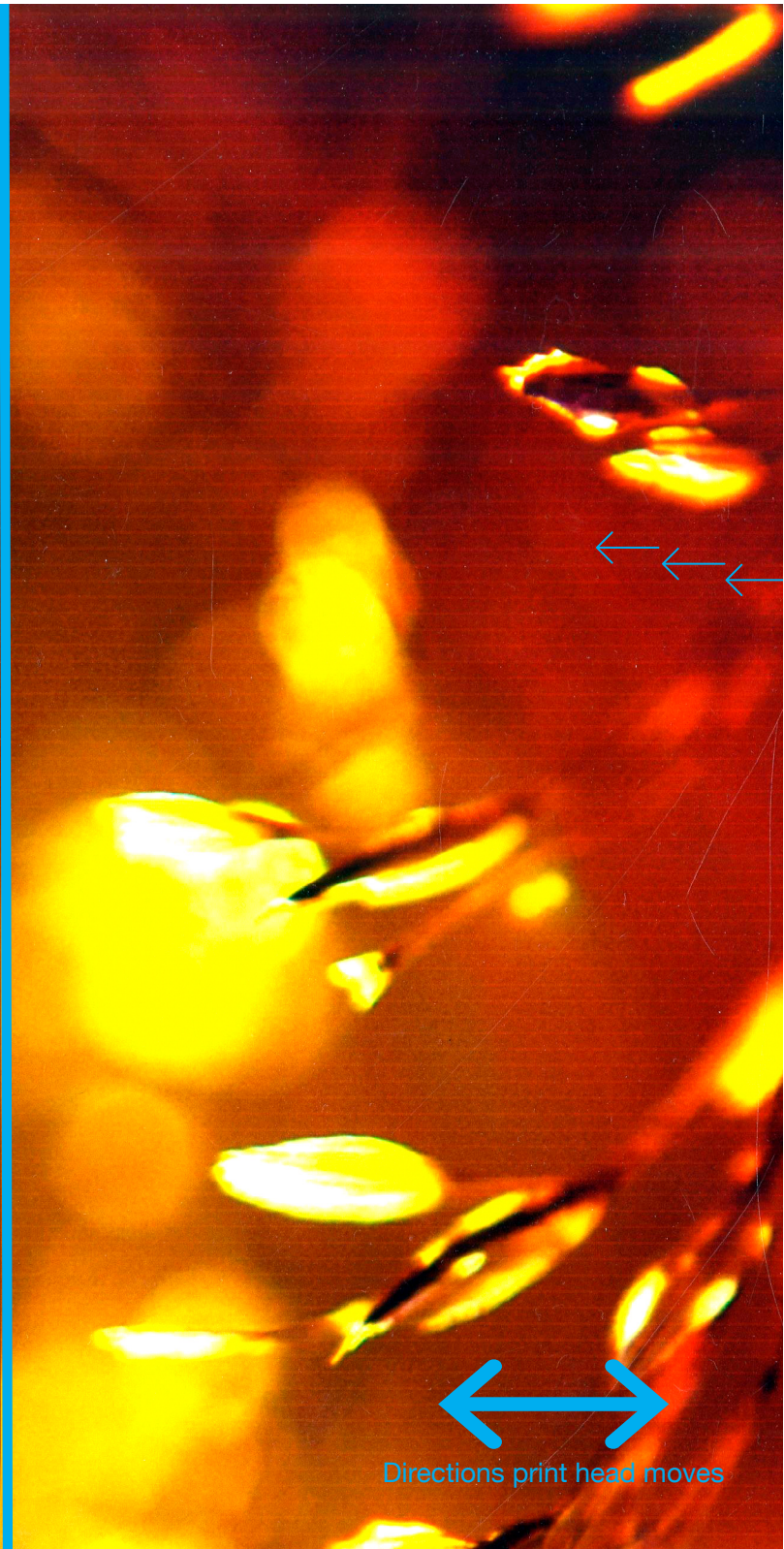
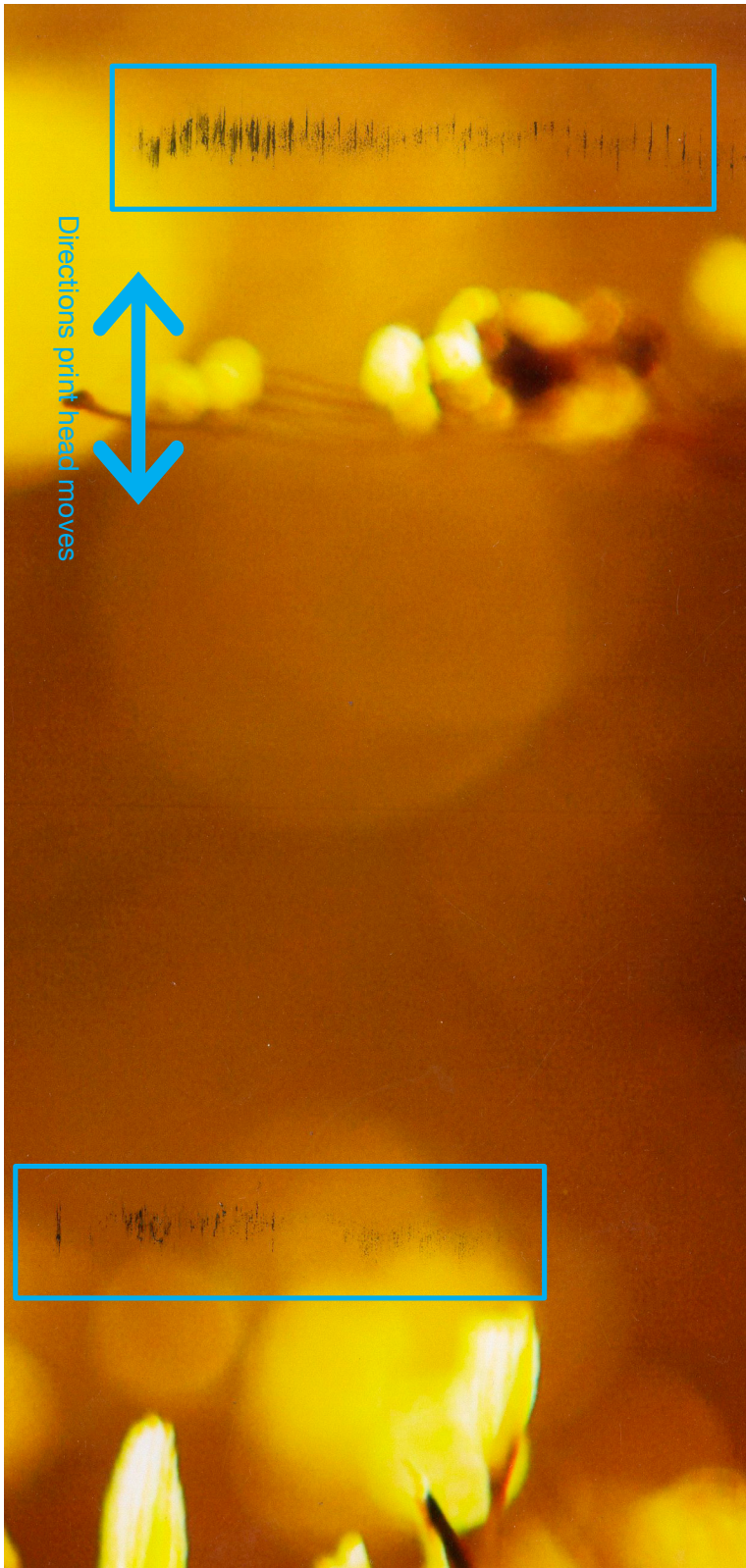
Most of the time, you won’t notice much of a difference, if any!

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 (see “ink smudges”)

Print head causes 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.

(see “nozzle check”) Banding

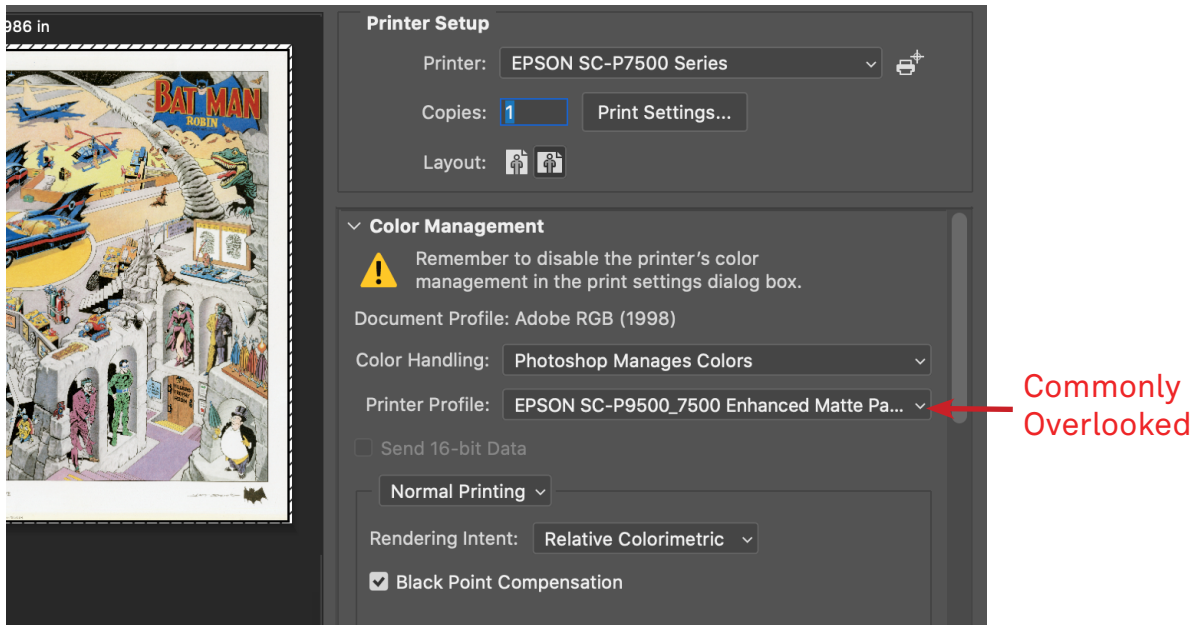
Clogged print nozzles cause one or more color to not print, causing stripes and missing colors.

Run a nozzle check before printing to avoid. Remedy by running head cleaning, may need to run cleaning 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-P9500-7500 Enhanced Matte Paper**

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