

How-To Guide: Poster Printing

Checkout the Workstation

1. Reserve the Workstation **on BookIt!**

Reservations are required for the poster printers

- "Epson P9000 Poster Printer (**Glossy/Luster/Vinyl**)"
- "Epson Stylus Pro 9880 Poster Printer (**Matte**)"

4. Reserve the equipment for your expected **duration** of use.
- **First timers** should make their booking for **at least one hour**.

2. Check-in with the front desk to confirm your reservation.

- Failure to check-in causes your reservation to expire! This allows others to book the station.
- If you made this reservation ahead of time, tell the front desk staff that you made a booking for the poster printer when you arrive.

Preparing the Printer

1. Ensure the printer is **powered on**.

- The printer might take a while to boot up, so do this first.
- If off, hold the power button for 1 second until the screen turns on.

2. Log into the iMac Workstation connected to the printer.

- Log in with the information taped on the front of the computer if you want to use the shared presets (including CVA custom paper size).
- If you want full control of your privacy and settings, log in with your JHED ID and MyJH password.

3. Ensure the **desired type of paper is loaded** into the printer.

- You can **double-check** the type of paper installed by looking at the **light reflected** off the roll.

Matte:

- The Matte-only Epson SP9880 **should already be loaded** with matte paper.

Glossy/Luster/Vinyl:

- The Epson SCP9000 **screen should display the current type** of paper loaded.
- If this is not the desired type, or if the type is not visible, please let the front desk know so we can swap out the roll.



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4. Ensure the **correct cut-option** is set for your type of paper.

Matte/Glossy/Luster:

- Should be set to cut-roll, indicated by a **Roll & Scissors icon** on the screen.
- If you cannot see this icon, press the left-arrow button to change the cut-option.

Vinyl:

- Must be set to roll with NO cut, indicated by the **Roll icon w/out scissors** on the screen.
- Press the left-arrow button to change the cut-option to "Roll Paper / No Cut"

5. Ensure the **correct black-ink type** is set for your type of paper.

Matte:

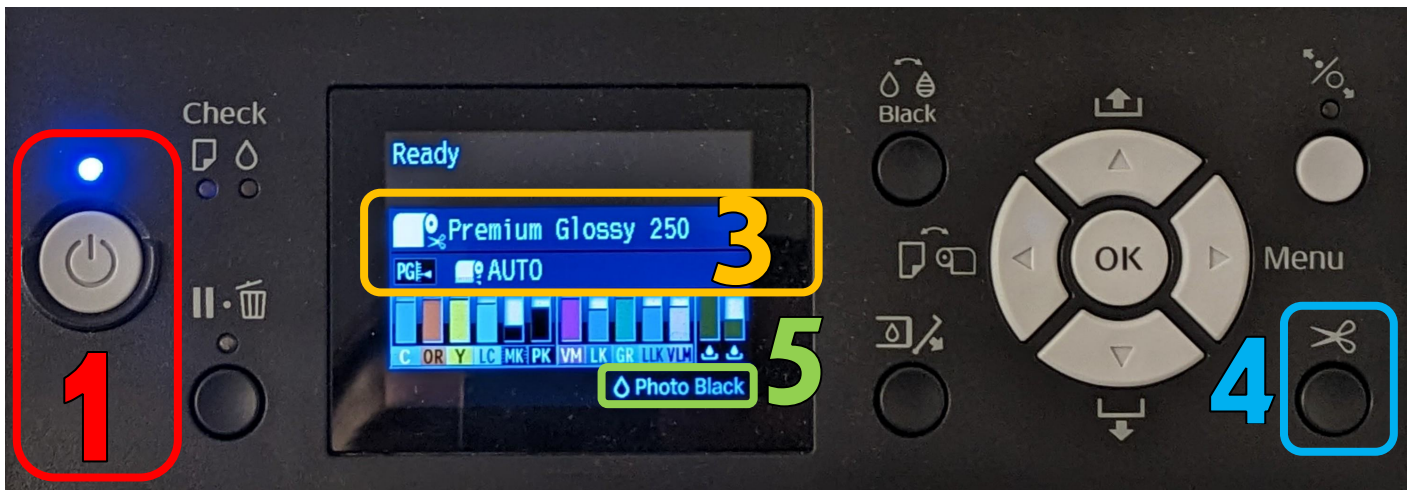
- Matte black is already set on the matte-only Epson SP9880.

Glossy/Luster:

- Should be set to "**Photo Black**", indicated on the bottom right of the screen.
- If not, press the top-left button to switch ink to "**PK**" aka "Photo Black".

Vinyl:

- Should be set to "**Matte Black**", indicated on the bottom right of the screen.
- If not, press the top-left button to switch ink to "**MK**" aka "Matte Black".



You must now prepare your images using Adobe Photoshop. Refer to the separate Photoshop *How-To Guide* for assistance.

Print Settings

1. Open Adobe Photoshop and prepare your file.
2. Press **⌘ + option + i** to verify the image size and resolution
 - Or click "Image">"Image Size..."
 - 1. Resolution should be set to **300 pixels/inch**.
 - 2. The **Width** and **Height** should be size of the **desired** print.
 - 3. If these are incorrect, refer to the Photoshop guide for help resizing your image.

3. Press **⌘ + P** or click "File">"**Print**"

4. **Select the printer** you are using:

- StylusPro9880-2329BF (IP) (Matte)
- SC-P9000Series-D52B77 (IP) (Glossy/Luster/Vinyl)

5. Select the **orientation** of your image on the paper roll.

- Verify this is correct by looking at the print preview.

6. Set "Color Handling" to "**Photoshop Manages Colors**"

7. Select the **Printer Profile** based on the type of paper:

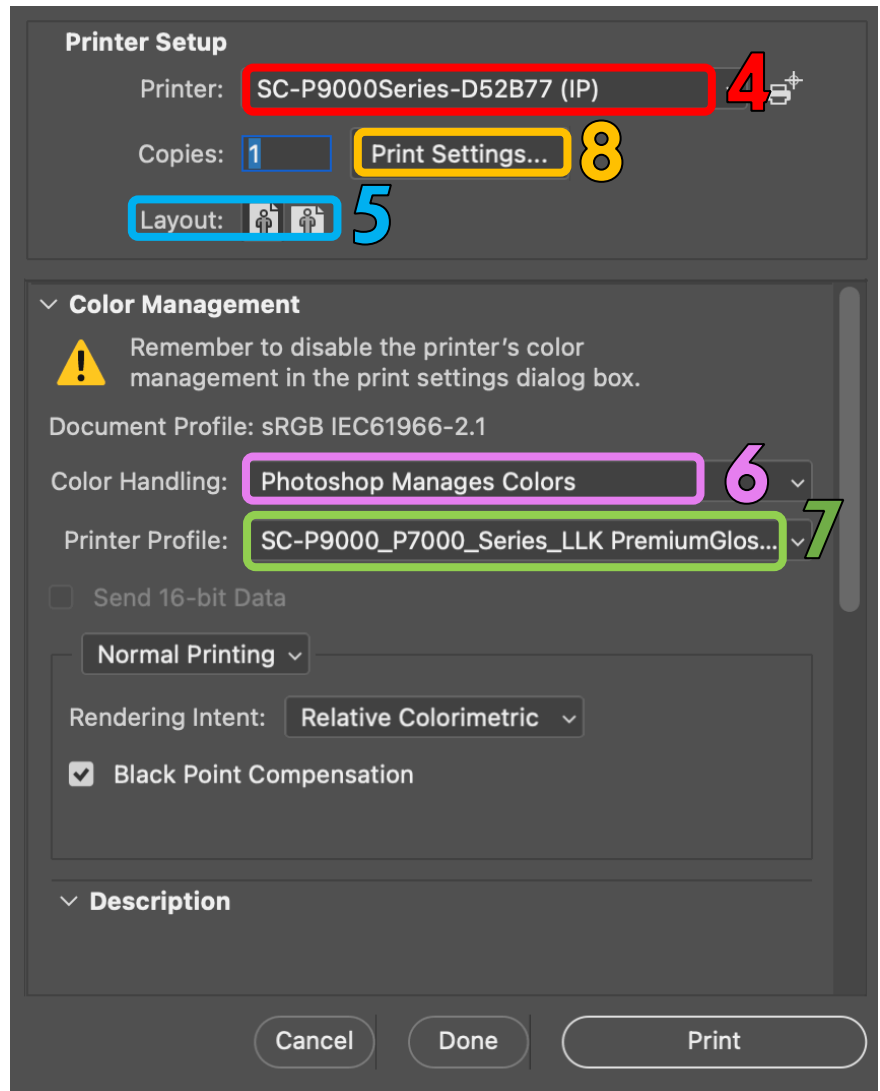
Glossy: "SC-P9000-P7000-Series-LLK-PremiumGlossyPhotoPaper250"

Luster: "SC-P9000-P7000-Series-LLK- PremiumLusterPhotoPaper260"

Matte: "Pro9880-7880 EMP_MK"

Vinyl: No profile. In the previous step, change "Color Handling" to "Printer Manages Colors"

8. Click "**Print Settings**".



9. Set "**Presets**" to "**Default Settings**"

- If you cannot see these settings, click "Show Details"

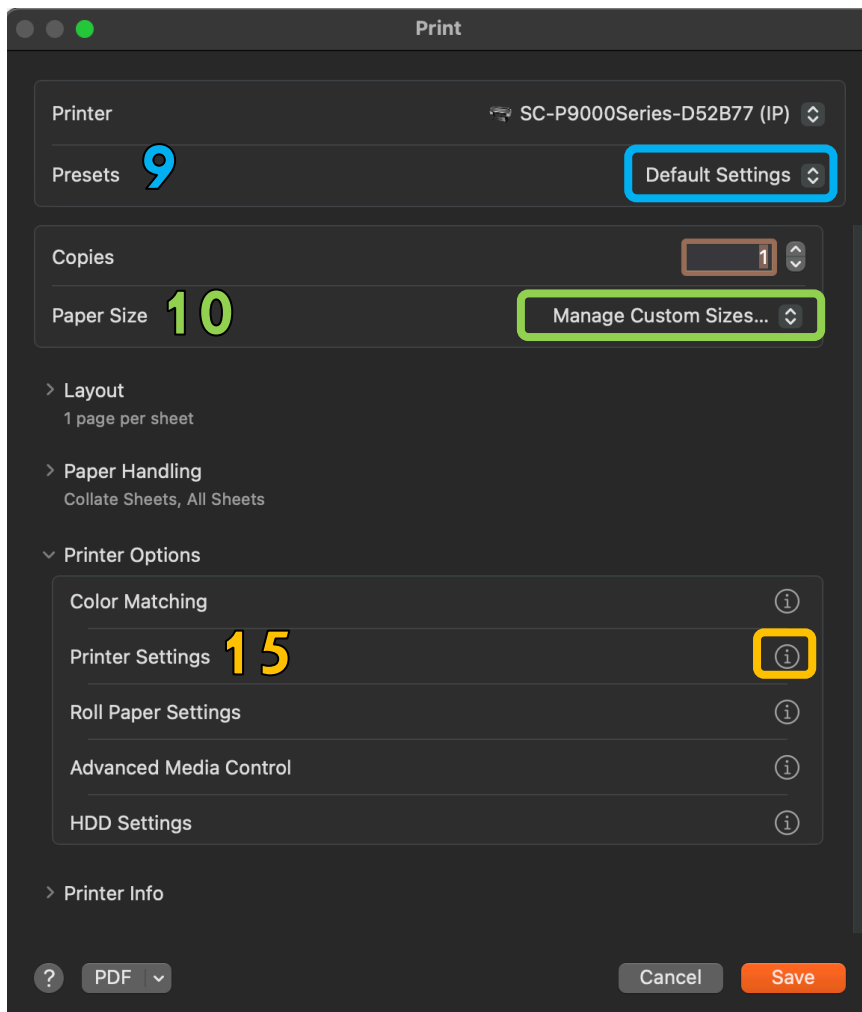
10. Click "**Paper Size**" then "**Manage Custom Sizes**".

11. Click the "+" to **create new size**.

12. Set the "**Margins**" to "User Defined" and "**0 in**" for **each side**.

13. Determine the Poster **Width and Height**.

- If **both** dimensions **< 43"**
 - Make the **height** the **smaller dimension**.
- If one dimension **> 43"**, **and** one dimension **< 43"**
 - The **bigger dimension** should be the **height**, and the **smaller** dimension should be the **width**
- if **both** dimension **> 43"**
 - This is **too big**. The roll is only 44" wide.
 - Resize your image so at least one dimension is 43" or less.



14. Press "**OK**" to save the size.

15. Select "**Printer Settings**" from the "**Printer Options**" menu.

Example Sizes:

- Desired: 25x35 □ Enter W:36, H:26
- Desired: 40x50 □ Enter W:41, H:55

• **NOTE:** This doesn't correspond to your image's orientation. Please read the details below to avoid misprints.

- The **Height** is equal to the **number of inches unrolled**.
 - This determines the cost of your print.
 - There is no maximum height.
- The **Width** is along **the 44" side** of the roll.
 - The maximum Width is 44"
 - This means the maximum image dimension is 43"
- You **must add 1 inch** to **both** dimensions (for print margins).

16. Set the "Page Setup" to "**Roll Paper - Banner**"

18. Set the "**Media Type**" based on your type of paper:

Glossy: "Premium Glossy Photo Paper (250)"

Luster: "Premium Luster Photo Paper (260)"

Matte: "Enhanced Matte Paper"

Vinyl: "Enhanced Synthetic Paper"

18. Ensure "Output Resolution" is set to "**SuperPhoto - 1440 dpi**"

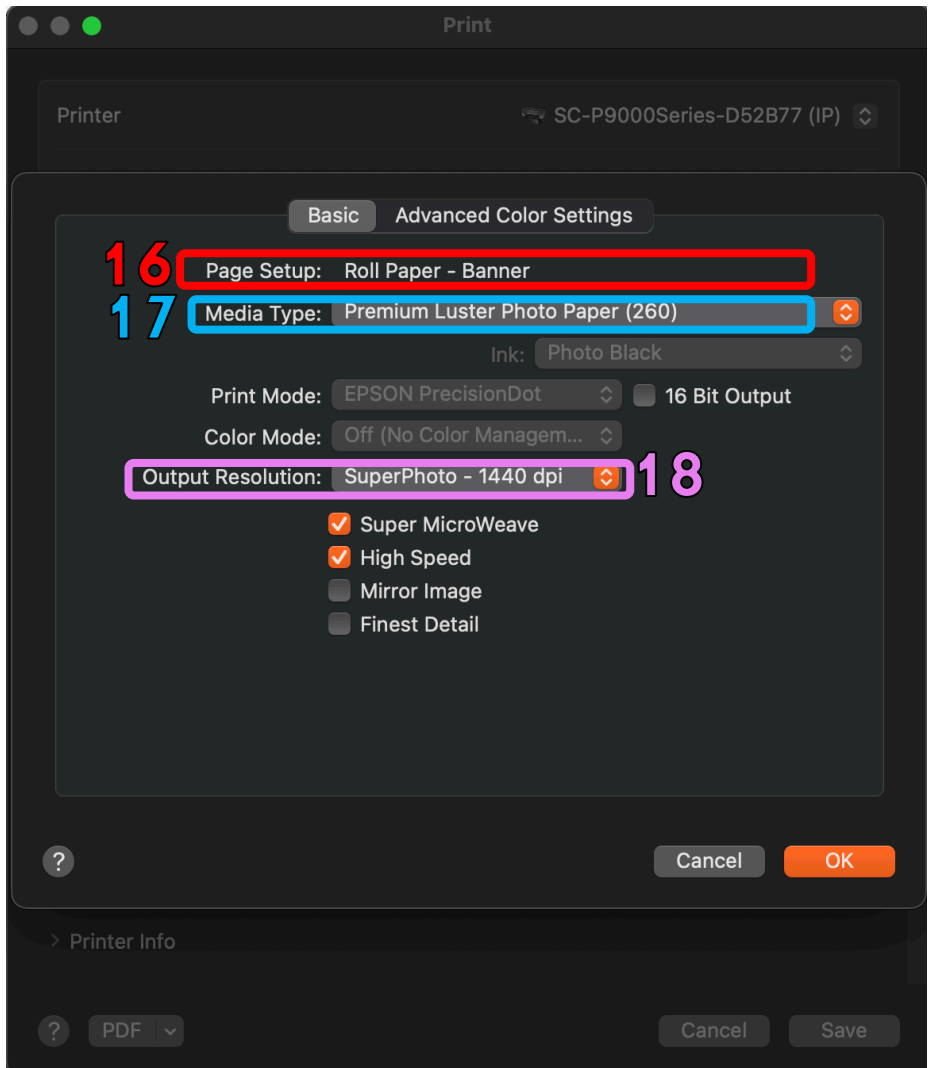
19. If **Vinyl** type paper is being used:

- Change "Output Resolution" to "Fine - 720 dpi".
- Select "Color Matching" from the center dropdown menu, and select "Epson Color Controls".

20. Take a **screenshot** of this page.

- 1.** Press **⌘ + Shift + 3**
- 2.** Save it to the **Desktop**.

21. **Ask the front desk** staff to look your screenshot.



Print & Finish

1. Click "**Print**" in Photoshop in the Printer Setup menu.
2. Initially **look through the printer window** to ensure everything is printing correctly
3. **Wait** for your print to finish
 - This usually takes **about 15-30 mins**.
 - Now is a great time to **reload your J-cash**.
 - You are free to leave the lab and come back.
4. Be careful of **wet ink** and **fingerprints** when handling finished prints
5. You can **trim your print** using the **large paper cutter**.
 - Note that the **clear guide isn't aligned to where it will cut!**
 - Instead, look at the metal edge underneath the cutter.
 - Use the **paper weights** so your print doesn't move as you cut.

Pay and Checkout

1. Determine the **cost**.
 - See the front desk for our **pricing menu**.
 - Multiply the inches of roll used by the cost per inch.
2. Ensure you have enough **J-Cash** to pay for all your prints.
 - **The DMC only accepts J-Cash**.
 - Reload J-Cash using the e-accounts app or in-browser by scanning the QR code at the front desk.
3. Pay at the front desk.
 - Just tell the staff that you would like to pay for your poster.
4. **If you are all done, let the front desk know**
 - This is so we can check the station back in, and to prevent sending you an inaccurate late fine email
5. Remember to **log out** of the computer and to **take all your things**.