

Quick Start Guide to Printing on the EPSON 9800

Website: <http://www.arts.rpi.edu/pl/iear-studios-facilities/advanced-graphics-production-studio>.

- 1) Save a print-ready copy of your work in addition to the original. Convert your color space to **CMYK, Grayscale**, or set up as **Spot Colors**. You will most likely want to make adjustments to account for the reduction in color gamut.
- 2) Files should be exported as a flattened PDF with no compression or down sampling, or kept in the native format (.psd, .ai, etc). Alternatively, if working in InDesign or Quark, you may bring a packaged document with all linked fonts and images. A test strip file is also advisable for color adjustments.
- 3) Complete the request form. The website provides the Print Production Coordinator's office hours and scheduling calendar. Additional detailed documentation on printing is also available on the site.
- 4) This form will allow the Coordinator to schedule sufficient time during her office hours to print. All requests must be made a week or more in advance of printing. Note that if a lot of students need to print, they can gang files together (ex: 3, 11"x17" prints side-by-side) and split costs. All requests will be handled on a first received, first served basis. There will be no exceptions made to this rule.
- 5) **You must be on time and present for your appointment with a flash drive or CD with the work on it.** You will have to input your RCS user name and password into the system in order to release the print job. If at the appointment you will need color correction assistance, make sure to indicate this on request form, as additional time will be needed to setup the print.
- 6) You can wait for your print or alternatively pick them up at the Equipment Room desk later that day or the following day. All finished prints will be brought to the Equipment Room at the end of the Coordinator's office hours.