# PRINTING GUIDE

Epson SureColor P800

Epson Stylus Pro 9900

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# HCP Digital Lab

## Equipment

The Digital Lab at HCP features 8 Apple Mac Mini workstations (all installed with a standard configuration) equipped with the following:

- 24-inch wide-gamut, self-calibrating Eizo ColorEdge CG247X LCD monitors that accurately reproduce 99% of Adobe RGB color space.
- Photoshop, Lightroom Classic, Premiere Pro, InDesign, Illustrator, and other Adobe Creative Cloud applications running on the latest macOS.
- 17-inch Epson SureColor P800 printer for archival inkjet printing

In addition, the digital lab offers access to:

- A 44-inch Epson Stylus Pro 9900 printer for large archival inkjet prints
- An Epson V850 Pro flatbed scanner - 6400 dpi optical resolution

## Supplies

**Ink Cartridges:**

HCP does its best to maintain an inventory of ink for all of the photo printers.
Ink Cartridges are replaced only by HCP staff members.
Digital Lab users should NOT attempt to replace ink by themselves.

**Printing Paper:**

All lab users need to supply their own paper for printing.
Printing paper stored in HCP's Digital Lab is reserved for usage in classes and/or HCP exhibitions.

# Preparing the Printer

## Epson SureColor P800

1. Turn on the printer using the power button. ⏻

2. Check the ink levels indicated by the red circle. (fig. 1)

3. Open up the printer to the 'ready' position. (fig. 2, 3)

4. Load your desired paper in the paper feeder above the printer indicated by the red circle. (fig. 3) Do not load more than 1 sheet at a time as jamming can occur.

figure 1

**Tip** Epson SureColor P800 can only fit paper sheets up to 17"
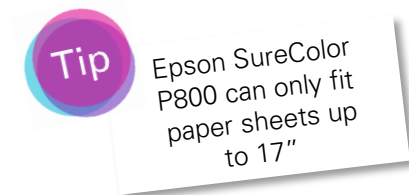
Printer in 'rested' position.                     figure 2

Printer in 'ready' position.                     figure 3

5.  Move the gray guide to fit your paper size. (fig. 4)

6.  From the dialog screen, select your **Paper Type** and **Paper Size**. (fig. 5)

7.  Change the black inks to the appropriate setting matching your paper type using the button marked by a white circle. (fig. 1). Matte Black (MK) should be used for matte papers and Photo Black (PK) can be used for all other papers.

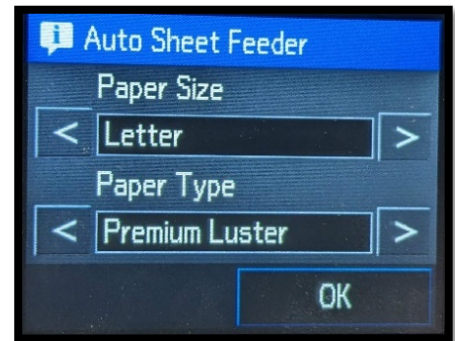8.  The printer is now ready to print!



figure 4



figure 5

## Preparing the Printer

# Epson Stylus Pro 9900

### Roll Paper

1. Turn on the printer indicated by the power button. ⏻

2. Check the ink levels (fig. 1).

3. Take out the black ends located on top of the printer and inset then into your paper roll on both sides (fig. 2, 3, 4).
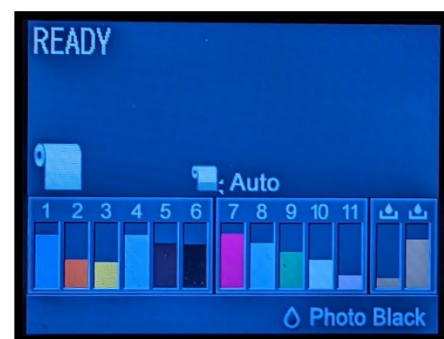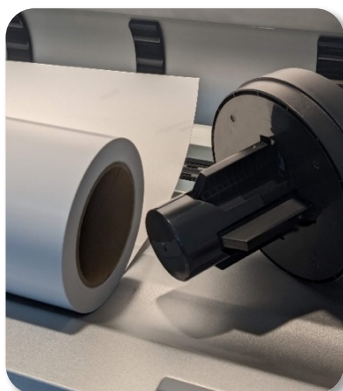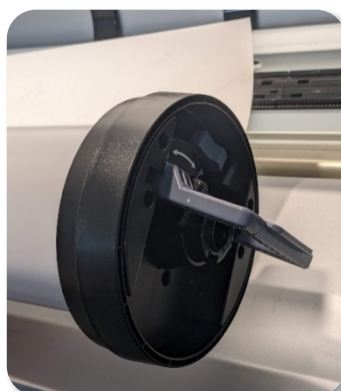


figure 1



figure 2



figure 3



figure 4

4. Insert your roll of paper into the paper roll section on the top of the printer and lock it into position (fig. 5).

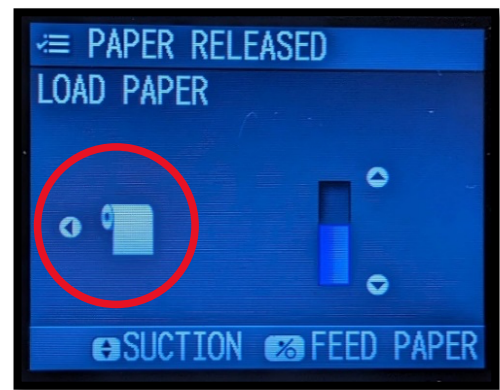5. Select the roll paper icon (fig. 6). Insert your paper until it sticks out from the bottom (fig. 7).

6. Press the paper lock button from step 5 to lock your paper into place. From the control panel, press the paper lock button to unlock the inner guide. A light will appear indicating it is unlocked (fig. 8).

7.  A dialog box will appear asking if your paper settings are correct. If they are not, Select NO and choose your paper type. (fig. 9, 10)

    <u>Note</u>: Be sure to choose the paper type you selected also while printing (See page 14).

8.  You can find your best options by searching the paper's website and looking for their suggestions.

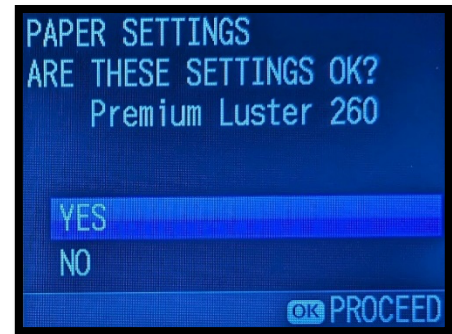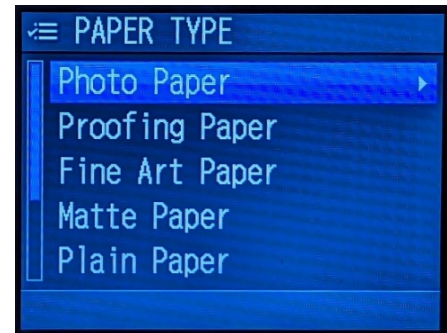9.  The printer is now ready to print!



figure 9



figure 10

If you don't know your paper type, choosing Premium Luster 260 works for most semi-gloss papers, Premium Glossy 250 for most glossy papers, and Enhanced Matte for most matte papers.

Tip

## Sheet Paper

1. Turn on the printer indicated by the power button. ⏻

2. Check the ink levels. (fig. 1)

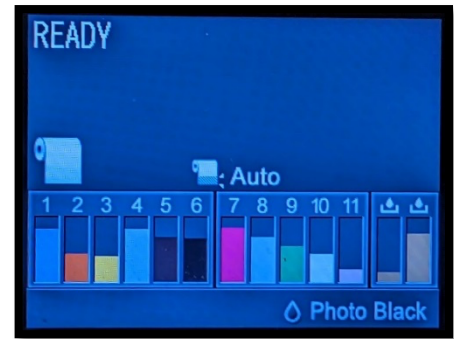3. Make sure no roll paper is loaded to the printer.

figure 1

4. If the roll paper icon is shown, press the left arrow to switch to sheet feed. (fig. 2)
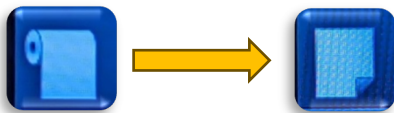
figure 2

5. Close the roll paper enclosure to show the measure guides for sheet paper. Insert your paper and be careful to align with the guide measurements. (fig. 3)

6. Once the paper is in place, press the down arrow indicated by the white circle on the control panel to load it. (fig. 2)
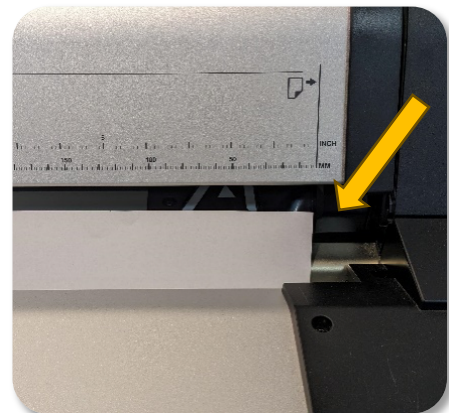
figure 3

7. A dialog box will appear asking if your paper settings are correct. If they are not, Select NO and choose your **Paper Type**. (fig. 9, 10)
   <u>Note</u>: Be sure to choose the paper type you selected also while printing (See page 14).

8. You can find your best options by searching the paper's website and looking for their suggestions.

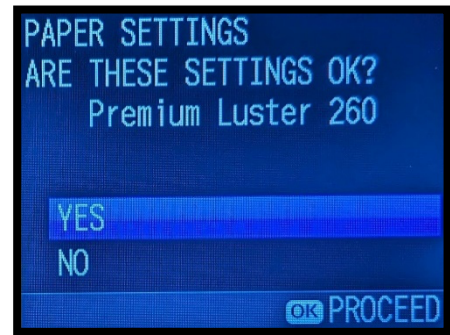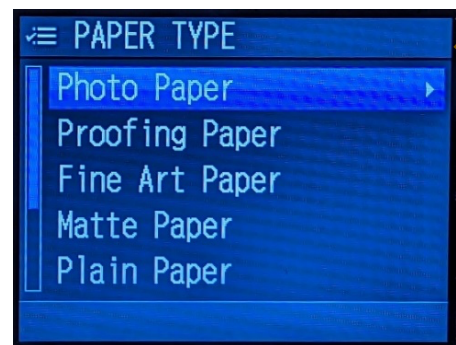9. The printer is now ready to print!



figure 9



figure 10

If you don't know your paper type, choosing Premium Luster 260 works for most semi-gloss papers, Premium Glossy 250 for most glossy papers, and Enhanced Matte for most matte papers.

Tip

## Selecting Your Paper Type

1. Select the menu option from the control panel. Navigate to Paper Setup -> Paper Type. (fig. 1, 2, 3, 4)

2. Select the paper type for your paper. You can find your best options by searching the paper's website and looking for their suggestions.

**Tip**

If you don't know your paper type, choosing Premium Luster 260 works for most semi-gloss papers, Premium Glossy 250 for most glossy papers, and Enhanced Matte for most matte papers.
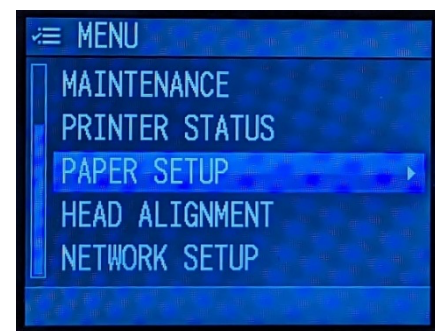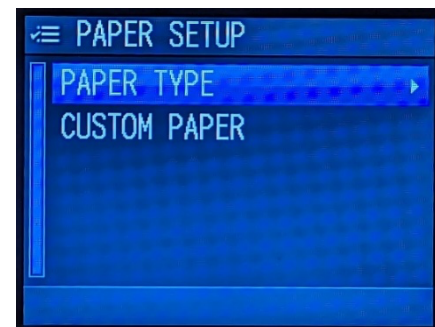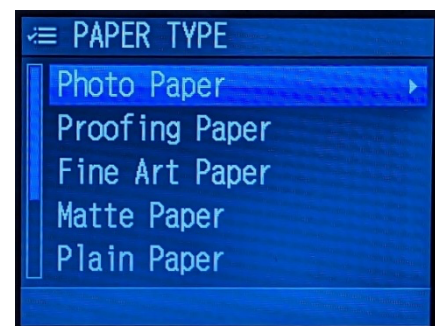
figure 1

figure 2

figure 3

figure 4

1. Open Adobe Photoshop with your image edited and ready to print.



figure 1

2. Choose your desired output size by navigating to **Image** at the top-left (fig. 2) and choosing **Image Size...**



figure 2

3. Input your desired size in Width and Height. Input 240 or 300ppi and select **OK.** (fig. 3)

**Tip**
If you can't get your desired size to match up, try cropping your image to the equivalent ratio and/or resize it making sure your picture can fit into the size of your printing paper.



figure 3

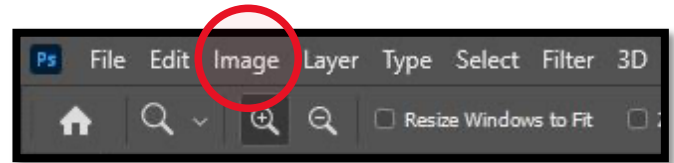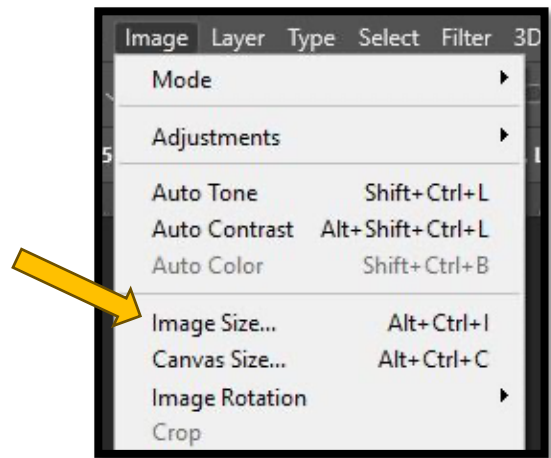4. Navigate to **File** at top-left menu and choose **Print...**
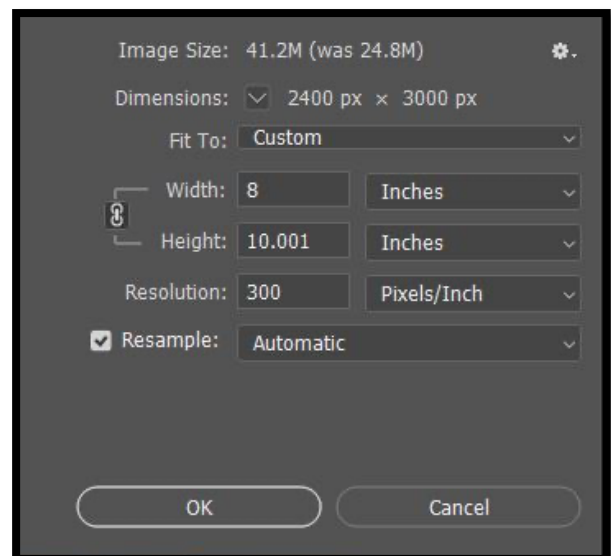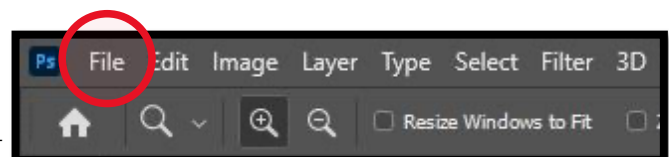
figure 4

5. Under Color Handling, Select **Photoshop Manages Colors** indicated by the number 1 (fig. 5). This should allow access to Printer Profiles.

6. Under **Printer Profile** indicated by number 2 (fig 5), select your desired profile for your paper.

7. Go to **Print Settings...** indicated by the number 3.
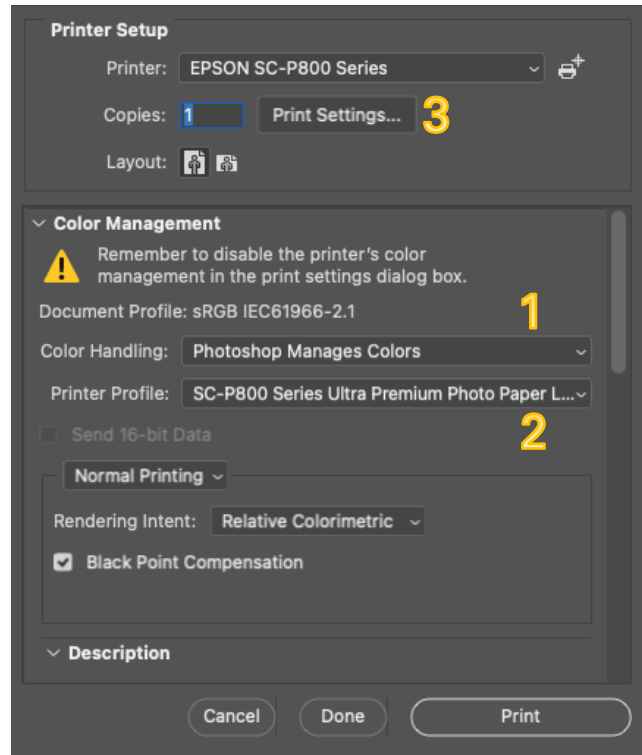
8. Select the correct printer you will be using at the very top. Choose the exact paper size you will be printing on (fig. 6).



figure 5

**Tip**
If you choose *Printer Manages Colors* from the Printer Setup Dialog box in the beginning, Color Matching and Advanced Color Settings will become accessible. This isn't recommended unless you have trouble with your paper profiles.

9. Select **Printer Options** and then **Printer Settings** (fig. 6).

figure 6

10. Under **Page Setup**, select either **Roll Paper** or **Sheet** depending on what paper and printer you are using (fig. 7)
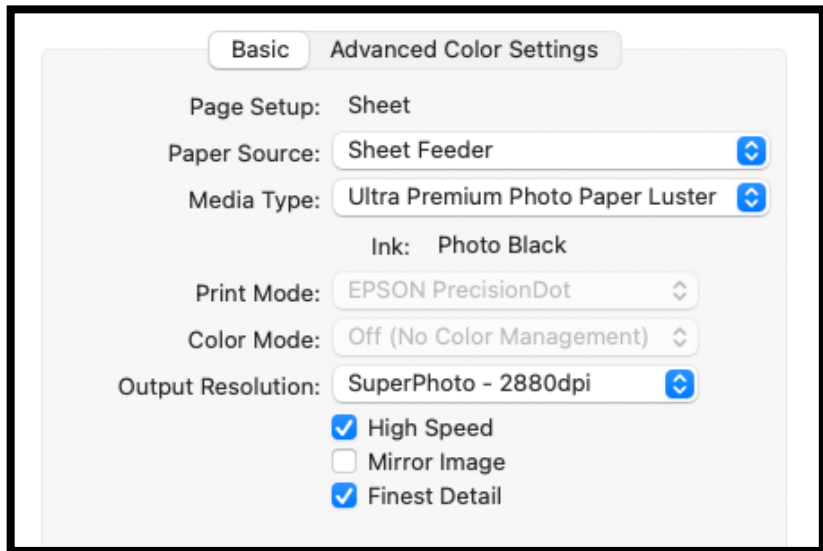
**PLEASE NOTE:**

All lab users need to supply their own paper for printing.
Printing paper stored in HCP's Digital Lab is reserved for educational courses and workshops and/or printing HCP Exhibitions purposes only.

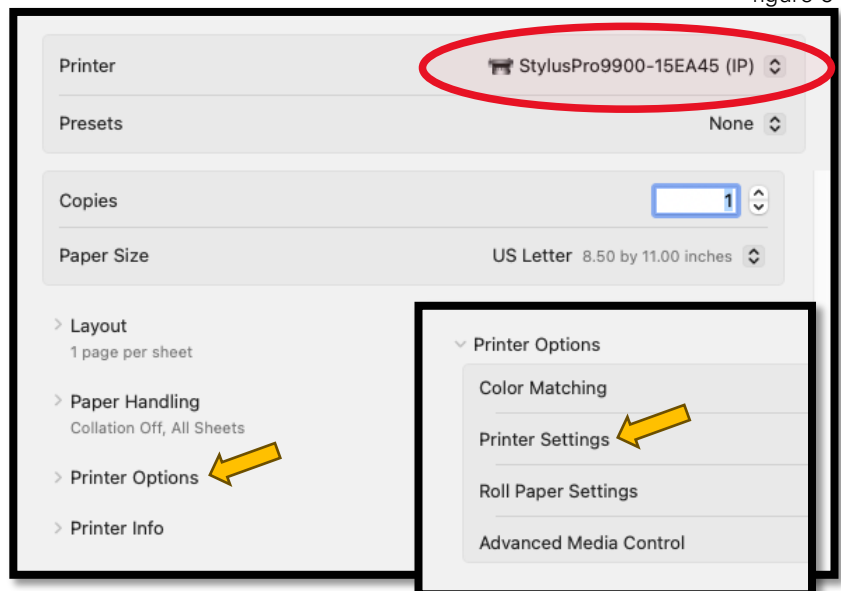11. Under **Media Type**, select the **Paper Type** you specified when you set up the printer. You can find your best options by searching the paper brand's website and looking for their suggestions.

12. Select **SuperPhoto – 2880 dpi, Finest Detail,** and **High Speed** (High Speed is optional).

Tip

High Speed* will allow the printer to print on each pass-through. This will double your print speed but might not be the best choice for experimental papers, very thin papers, or transparencies.

13. Press **OK**, **Save,** and **Print**!

# Printing from Lightroom



1. Open Adobe Lightroom with your image edited and ready to print.

2. Select the **Print** module in the upper right-hand corner. This will displace the Printing Interface in Adobe Lightroom, as seen to the right (fig. 1).
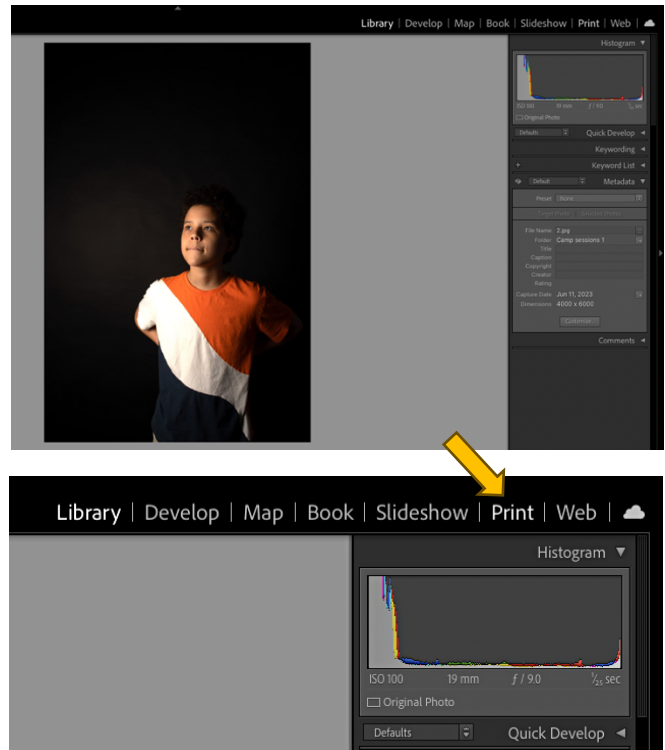


figure 1

3. Select **Single Image/ Contact Sheet**. (fig. 2)
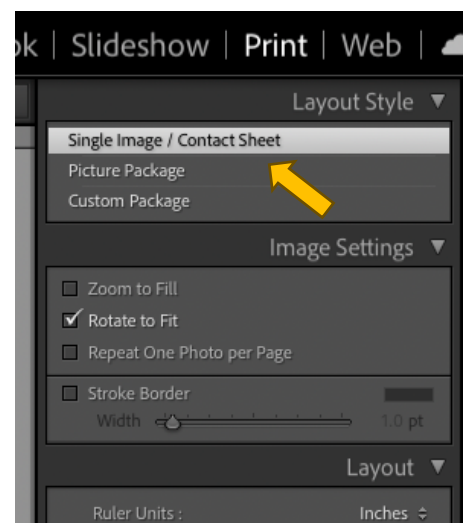


figure 2

4. Scroll down the Printing Interface until you see the **Print Job** section (fig. 3). Make sure you select the correct **Media Type** - either **Matte** or **Glossy** (fig. 3).
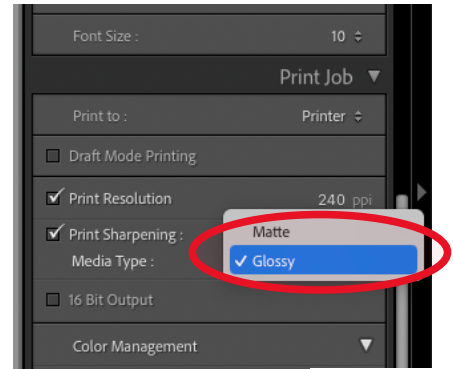

figure 3

5. Under **Color Management**, select **Managed by Printer** next to **Profile** and click **Other...** . (fig. 4) This will allow you to select your preferred printing profile.
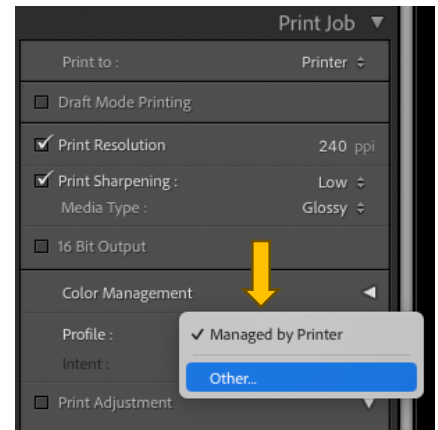

figure 4

6. Choose the printing profile that matches your paper type <u>and</u> printer model (fig. 5). After choosing the correct profile, press **OK**.

figure 5
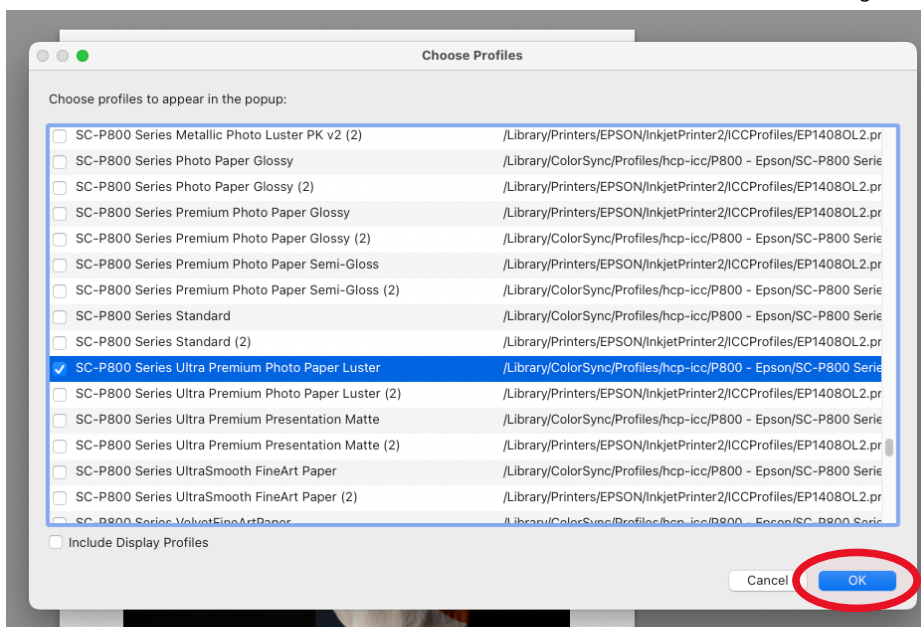


**Tip**

In some cases, you may not be able to find the exact printing profile for your paper type. If that happens, use the profile that seems to be closest to your paper type.

7.  Click the **Printer** button at the bottom of the Printing Interface (fig. 6). This will display the **Print** dialogue box (fig. 7).
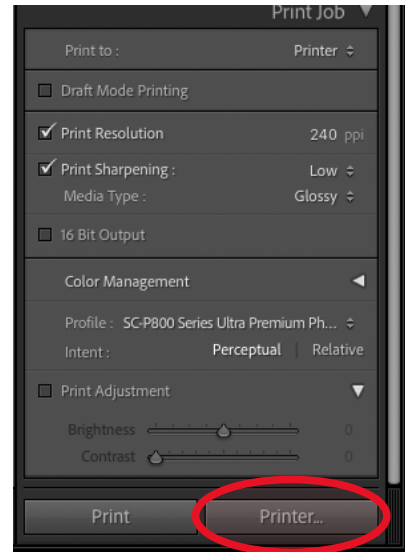


figure 6

8.  Make sure that you have the correct printer selected, indicated by the number **1** (fig. 7). After you've selected the correct printer, click the "ⓘ" button next to **Printer Settings** indicated by the number **2** to select your preferred paper and ink settings (fig. 8).
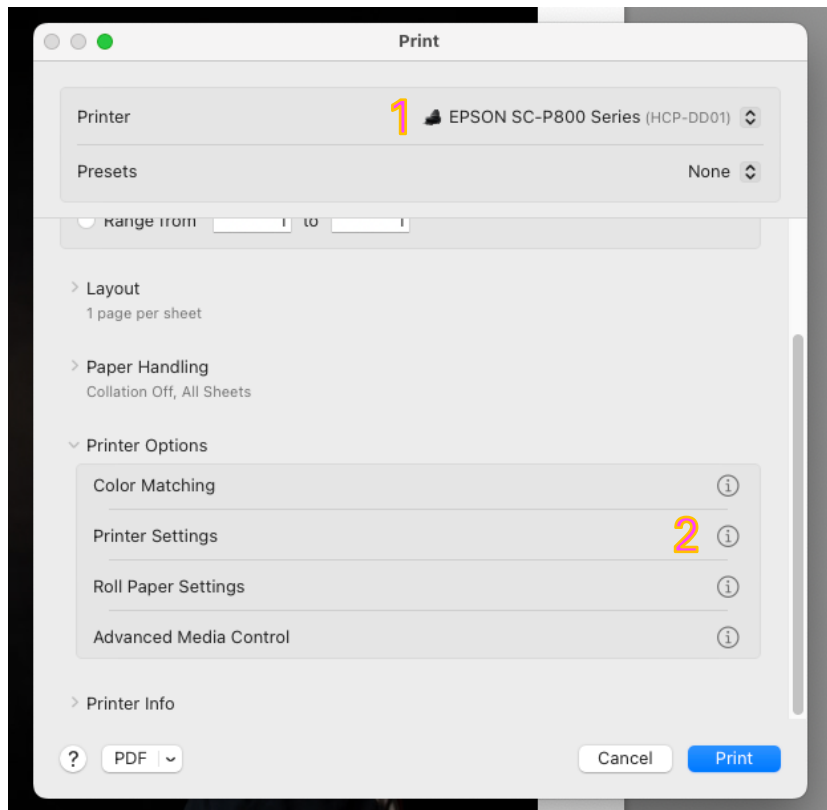


figure 7

9. Select the paper type you will be using under **Media Type**, indicated by **3** (fig. 8).

10. Next, change your **Output Resolution** (indicated by **4**), to **SuperPhoto – 2880dpi**.

11. Lastly, make sure that the **High Speed** and **Mirror Image** boxes are unchecked, and the **Finest Detail** box is checked, indicated by **5** (fig. 8).



figure 8

12. Once you're finished, click the **OK** button at the bottom right corner (fig. 8).

13. You will return to the **Print** dialogue box. Now that you are ready, click **Print** at the bottom right corner.

## Problem Solving

### Your Printer is Out of Ink

HCP does its best to maintain and inventory of ink for all the printers in the lab. If the printer you are using runs out of ink, please ask an HCP staff member present in the lab or at the front desk to replace the ink cartridge for you. Digital Lab users should NOT attempt to replace ink cartridges by themselves.

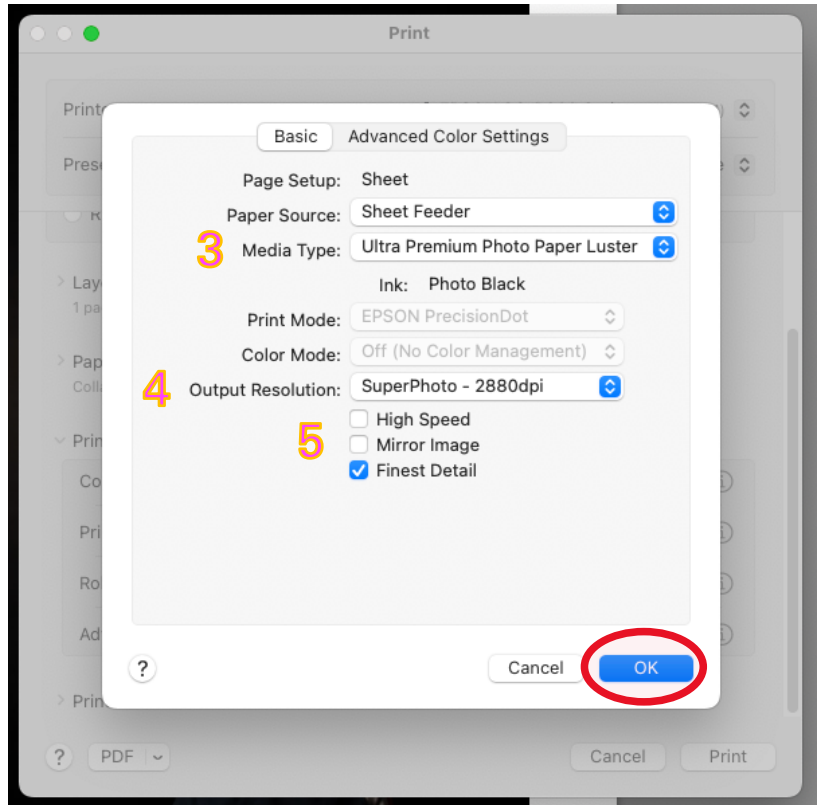### Lines Show Up in Your Prints

If your Epson printer is printing faint images, skipping lines, or is streaking your image with lines, chances are you have a clogged nozzle -- a common and easy to solve problem.

Clean the printer's nozzles according to the following steps:

- Before doing anything else, make sure the printer isn't showing any errors on the LCD screen.
- Insert a letter-size (8.5"x11") paper for test printing into the paper feeder.
- Press the **Home** button and select **Setup** then select **Maintenance**.
- Select **Printhead Nozzle Check**.
- Your printer will produce a page with four colored grids designed to illustrate which nozzles are blocked (and which are not).
- If no gaps are identifiable and all lines look solid, select **Done**.
- If you do identify any gaps or some lines are faint, select **Clean the printhead** and repeat the process for another cleaning cycle.

**Caution: Never turn off your printer during a cleaning cycle. Doing so can cause permanent damage to the unit!**

Epson printer models feature an efficient cleaning cycle that will usually clean out the nozzles in 1-2 cycles.

## Your Prints and the Pictures on Screen Look Different

HCP's screen and printers are calibrated on a regular basis, so the main reasons that might cause this problem are (1) choosing **Printer Manages Colors** (2) choosing the wrong Printer Profile that does not match your printer or printing paper (see page 13 for both), or (3) choosing the wrong black ink (see page 5).

To fix this problem make sure to select **Photoshop Manages Colors** as well as the most accurate **Printing Profile**. Please note all Epson SureColor P800 profiles start with the letters **SC** (stands for SureColor).

In addition, please refer to Page 5 to check your black ink settings (Matte Black or Photo Black) and adjust them if needed.

## Your Print is Coming Out Sideways

This problem is caused due to using incorrect **Paper Size** setup, and is common while printing from Adobe Photoshop on the Epson Stylus Pro 9900 printer.

To check your paper size setup, first open the main print module by navigating to File > Print menu, or pressing Command + P. Once the **Print** dialogue box comes up, press on **Print Settings** located at the top section (fig. 1)
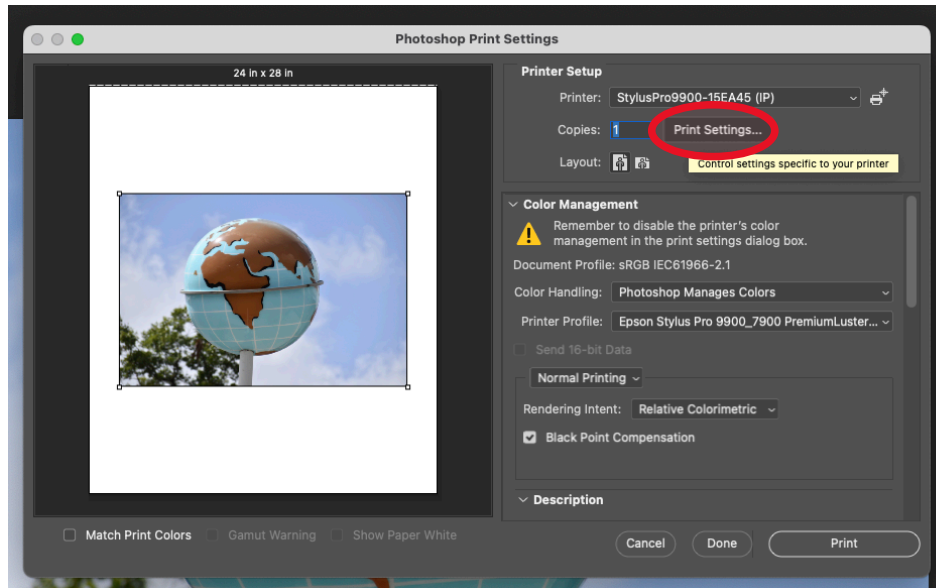
figure 1

The **Print Settings** dialogue box will pop up. In this new dialog box, click the "ⓘ" button next to **Paper Size** and select **Manage Custom Sizes...** (fig. 2).
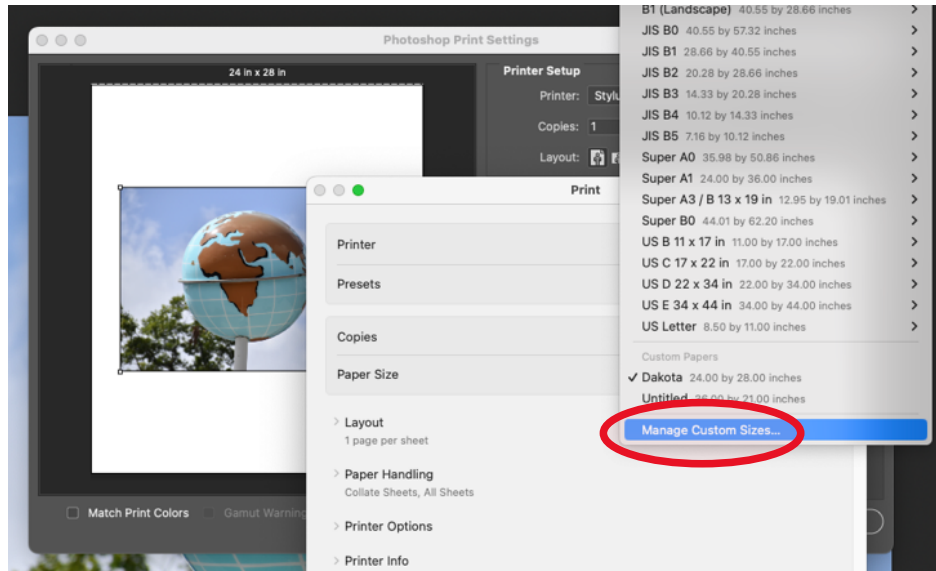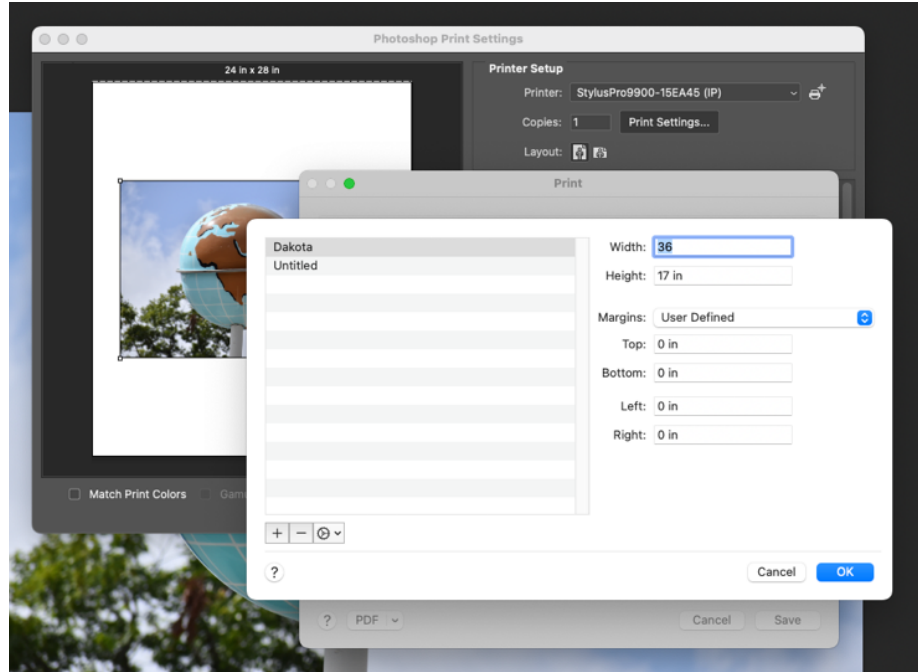


figure 2

When inputting your paper size, set the **Width:** to the width of the <u>paper</u> (roll or sheet) in inches, <u>regardless of your actual image width</u>. Once making sure the **Width** is set correctly, press **OK**.

## Your Print is Coming Out Crooked/Askew

**Epson ColorSure P800**: Reposition your paper sheet in the paper feeder and make sure the printer's gray paper guide is positioned properly (see page 5).

**Epson Stylus Pro 9900**: Unlock your paper role, re-insert securely into the printer, and make sure to lock and secure it properly using the inner guide (see page 6).

## Your Preferred Printing Profile is Unavailable

In the event your preferred printing profile in not installed on the Digital Lab standard working station, please use the printing profile closest to your paper.
In addition, you may email us at education@hcponline.org with a request to add this profile in the next software update. Print profiles may be added to the Digital Lab workstation's standard configuration at HCP's discrepancy. HCP cannot guarantee we will be able to add each and every printing profile to our computers.

## Written By

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## Updated

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