

# Preparing the Epson 9800 (Small Lab) to Print

There are many things that can make it difficult to print with this printer. Use a lab worker or instructor to help you!

Do not use paper that is torn or curled. It will scrape against the print head, ruining the prints after yours.

Be patient when printing. Do not send a file to the printer when someone else is printing.

If your file does not print, delete it from the print queue. Do not print again until it is deleted.

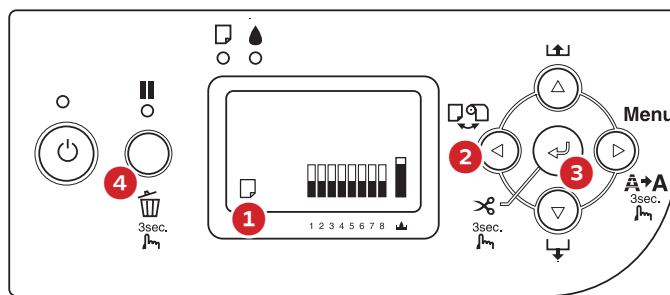
If *check ink* light is flashing, let a lab worker or faculty know the printer is low on ink. It will still print fine, however.

Plain papers (e.g. cover stocks, letterhead) will print okay on this printer. For better prints use Epson brand paper.

For Epson or other brands of matte paper, use *Enhanced Matte* setting. Do not print on the back of the paper.

Use non-Epson paper only for matte or plain paper. Other brands of photo papers do not work well with this printer.

## Steps to take before sending a print from the computer



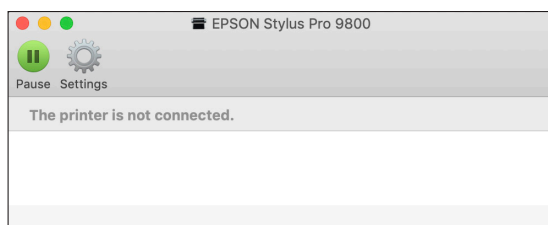
Plug USB cable from the printer into the computer you are using. Make sure sheet icon is showing at bottom of display (1). If it is not, press the sheet/roll selector button (2) until it is.

Place paper **lengthwise** on right side of printer aligned to zero mark (not to edge) with side to be printed on facing you. If the printer does not ask for paper, the pause button (4), take out paper and push center button on console (3). Reload paper.

Press pause button (4). After the printer loads sheet (LCD reads "READY" or "INK LOW") you are ready to send it the print job from the computer.

After the page has printed push the center (3) button to eject the sheet. If INK LOW is displayed on printer LCD make sure a lab work-study student knows—the printer will still work fine until ink is out.

## The print queue



While printing, the printer will show up in the computer's dock. Clicking on it will show the status of your job and allow you to stop it or delete it. If there are no jobs printing you can get to the print queue by going to Apple Menu / System Preferences, then choosing *Printers & Scanners* and selecting *Epson 9800*. Select the *Open Print Queue* button.

## Trouble printing?

**Light lines on prints:** Usually a dirty print head. Verify by pushing the menu button on control panel and choose *Maintenance* then *Nozzle Check*. If there are broken lines on the resulting print you can again go to the menu to clean the print heads.

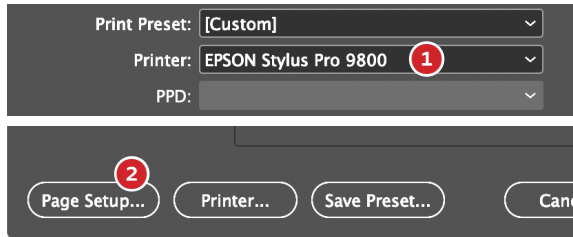
**Printer asks for roll paper:** Press and hold trash button on printer control panel and choose *Job Cancel*. Go to the print queue and delete job, then redo print paying closer attention to settings. Many times you have to specifically choose the sheet option for your paper size.

**Printer will not see paper that is ready:** Try pushing center button. If that doesn't work, push forward the big lever on the right side of the printer to release the carriage, then move it back. If this doesn't reset the printer, turn it off and then on again.

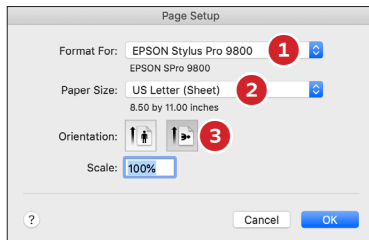
Some thick paper will not load easily and may need some help when it loads. Just put constant pressure on the top of the sheet as it loads.

# Printing from InDesign or Illustrator to 9800

Do these steps after the printer's control panel reads **Ready** or **Ink Low**



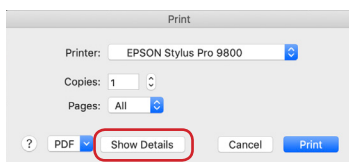
Go to *File / Print* from either Illustrator or InDesign. Change printer to the printer with 9800 in the name (1). Click the *Page Setup* button (2), and click through warning box to get to page setup.



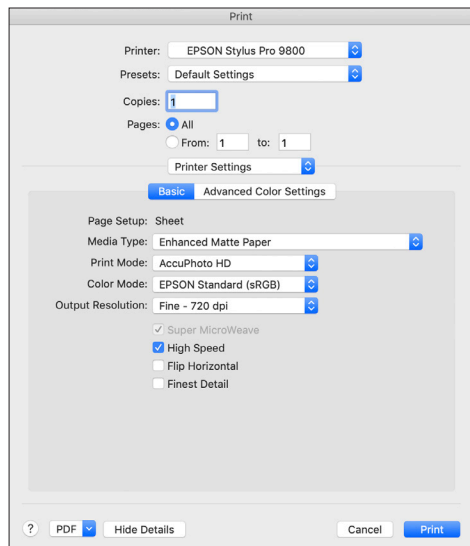
In Page Setup, again set the printer name to the one with 9800 in the name (1), then set the *Paper Size* (2) and *Orientation* (3). **Make sure you have chosen a paper size that has "(Sheet)" after the name.** Click *Okay*.



Click the button next to *Page Setup* (this is either labeled *Setup* or *Printer*) and click through the warning box.



If the print settings are not showing, click the *Show Details* button.



Set these options in the resulting secondary print box...

Printer: 9800 in name

Change *Layout* button to *Printer Settings* and choose *Basic* tab

Page Setup: *Sheet* (this is a good way to double-check this setting)

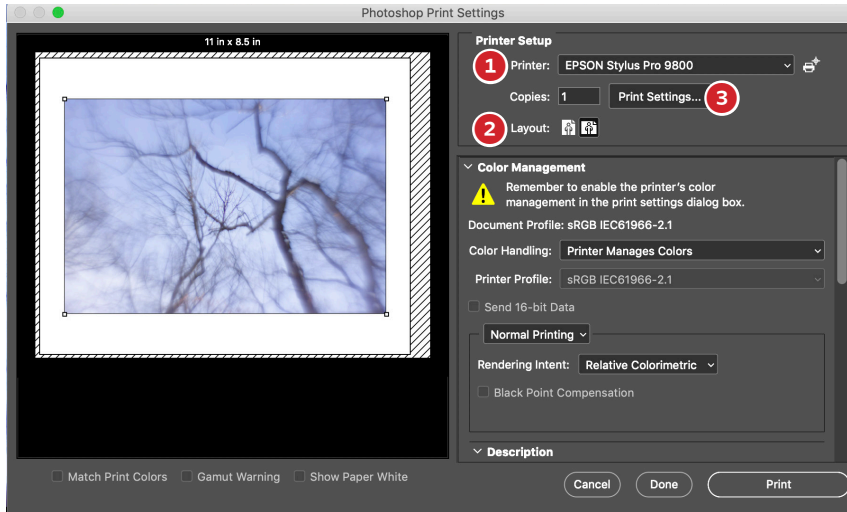
Media Type: Type of paper you are using. If you are using any type of matte paper, then *Enhanced Matte*.

Ink: *Photo Black* (with matte paper the paper must be set to *Enhanced Matte* to allow you to select *Photo Black*). **This is important!**

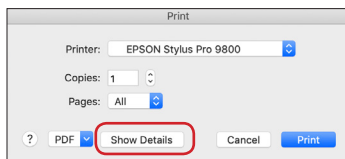
... click *Print*, then click *Print* again in the main printer box.

# Printing from Photoshop to 9800

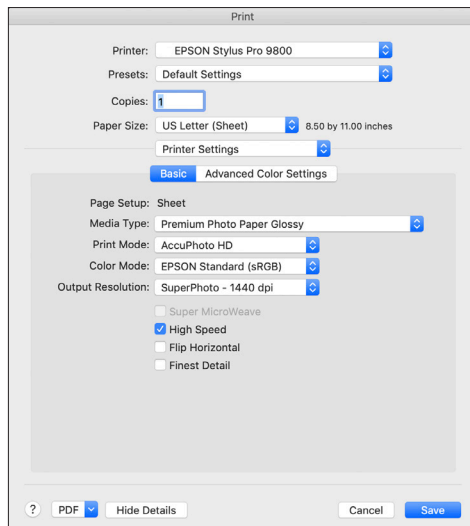
Do these steps after the printer's control panel reads *Ready* or *Ink Low*



Make sure your image is sized to fit the paper you will be printing to. Go to *File > Print* from Photoshop. Change the printer to the one with 9800 in the name (1). Set the orientation of your print (2). Click the *Print Settings* button (3).



If the print settings are not showing, click the *Show Details* button.



Set these options in the print settings box...

Printer: The one with 9800 in the name

Paper Size: The size you are using. **Make sure it has 'sheet' in the name.**

Change *Layout* button to *Printer Settings* (use *Basic* tab once this is done)

Page Setup: *Sheet* (gives you a chance to check it again)

Media Type: Type of paper you are using. If you are using any type of matte paper, then *Enhanced Matte* should be the setting.

Ink: *Photo Black* (with matte paper the paper must be set to *Enhanced Matte* to allow you to select *Photo Black*). **This is important!**

... click *Save*, then click *Print* in the main printer box.