DESIGN COMPUTER LAB COLOR PRINTOUT INFO AND PRICING

Printer	Paper Size	Paper Type	Cost	Left & Right Margins	Top & Bottom Margins	Estimated Print Time
Epson 4900 Ink Jet	8.5" X 11" (Letter)	Premium Luster	$3	0.12"	0.35"	3-6 Min
Epson 4900 Ink Jet	13" X 19" (Tabloid+)	Premium Luster	$6	0.12"	0.35"	6-12 Min
Epson 4900 Ink Jet	17" X 22" (C)	Premium Luster	$12	0.12"	0.35"	9-18 Min
Epson 4880 Ink Jet	8.5" X 11" (Letter)	Premium Matte	$3	0.12"	0.35"	3-6 Min
Epson 4880 Ink Jet	13" X 19" (Tabloid+)	Prem Matte-Line Art	$3	0.12"	0.35"	6-12 Min
Epson 4880 Ink Jet	13" X 19" (Tabloid+)	Premium Matte	$6	0.12"	0.35"	6-12 Min
Epson 4880 Ink Jet	17" X 22" (C)	Premium Matte	$12	0.12"	0.35"	9-18 Min
Epson 9800 Archival Plotter	36" Wide	Prem Matte-Line Art	$5/ft	0.25"	0.55"	10-15 Min/ft
Epson 9800 Archival Plotter	36" Wide	Premium Matte	$10/ft	0.25"	0.55"	10-15 Min/ft
Epson 9800 Archival Plotter	36" Wide	Canvas Matte	$15/ft	0.25"	0.55"	10-15 Min/ft

Line Art -> This indicates a simple architectural line drawing with no color-filled shapes and printed on plain (matte) paper.
The Design Computer Lab does NOT do full bleed printing. Refer to the above chart for each printer's margins.

SAVE $1 off each additional print *of the same file* when the print is done at the same time as the first print.

$20 minimum to pay by check

We do NOT do color matching

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DESIGN COMPUTER LAB COLOR PRINTOUT PROCEDURES

1) Student asks for color printout.
2) Find out what type of printout they want (using provided info and pricing chart).
3) Inform student of the cost of the printout they want.
4) Inform student of the margins on the printout they want (the student may want to redo their page at this point).
5) Explain to the student that printed colors do not always match display colors (computer monitor colors do not perfectly match color printer co
6) Ask student if they still wish to make a color printout.
7) Collect money and correctly fill out a receipt, giving white copy to the student (put money and receipt book back into the desk).
8) Ensure that the desired color printer is turned on.
9) Wait for the printer to warm up, if necessary.
10) Ensure that the proper paper is loaded into the proper tray on the desired color printer.
11) Go to page setup in the program from which the student is printing and check to make sure that:
     a) the correct printer is selected
     b) the paper size (letter, legal, tabloid, etc.) is correct
     c) the paper orientation is correct (portrait or landscape)
     d) The scale is correct (ie:100%)
     NOTE: On some of the newer Adobe CS3 programs, you will need to set the Page Setup settings via the Print option on the File menu.
12.a) If printing from VectorWorks, be sure to remember to set the size to "One Printer page" after doing the page setup.
12.b) If printing from Illustrator, then switch the "Hand Tool" to the "Margin Tool" and then properly align the printout margins (the dotted lines
13) Choose print from the file menu in the program and check that:
     a) the correct printer is selected
     b) the # of pages is correct
     c) the media type is correct (i.e.: "Print Settings:Printer Features" is set to plain, luster, glossy, transparency, etc. and the right paper weigh
     d) if necessary, the correct paper tray is selected (i.e.: Paper Feed is set to multipurpose/tray 1/etc.)
     e) if necessary, ensure the program specific (Photoshop, Illustrator, VectorWorks, etc.) settings indicate postscript level 3 (or at least postsc
     f) if necessary, ensure that the right page(s) are selected for printing (i.e.: pages 2 through 5)
     g) if necessary, ensure that the crop mark/separations settings are correct (which typically means that these settings are off)
     h) select the 'PRINT' button
     NOTE: On the newer Adobe CS3 programs, you may need to redo the page setup settings after you do the print settings
     NOTE 2: In VectorWorks and Adobe Illustrator, it is sometimes necessary to create an Acrobat PDF file instead of printing directly to the pr
14) Wait for the page to print.
15) Turn the printer off or take it off-line and make the printer unavailable in the lab.
16) If it is unlikely that any more prints will be made in the immediate future, then return excess paper to the desk.
17) LOCK THE DESK! **LOCK THE DESK!** *LOCK THE DESK!*
18) Perform other lab related functions