

PRINTING GUIDELINES

POWER UP & CONNECT

- 1) Turn printer on. Allow it to fully start up.
- 2) Connect USB cable to laptop.


CHECK, INK & PAPER ON PRINTER'S SCREEN

- 3) Check ink settings on the printer. Matte black for matte paper, Photo black for gloss paper.
- 4) Check paper settings. Make sure you load paper with print side up. Some papers are coated on one side.

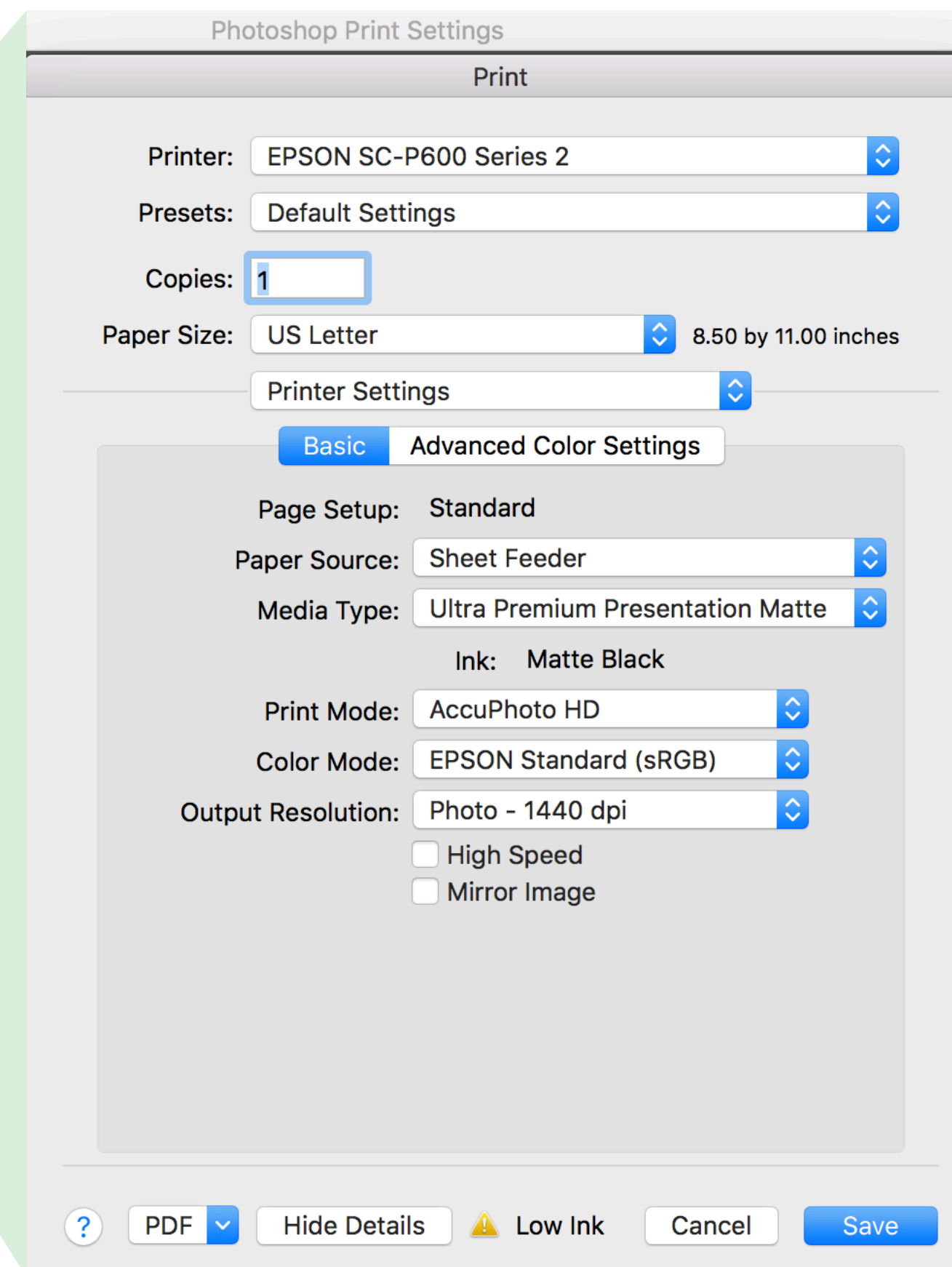
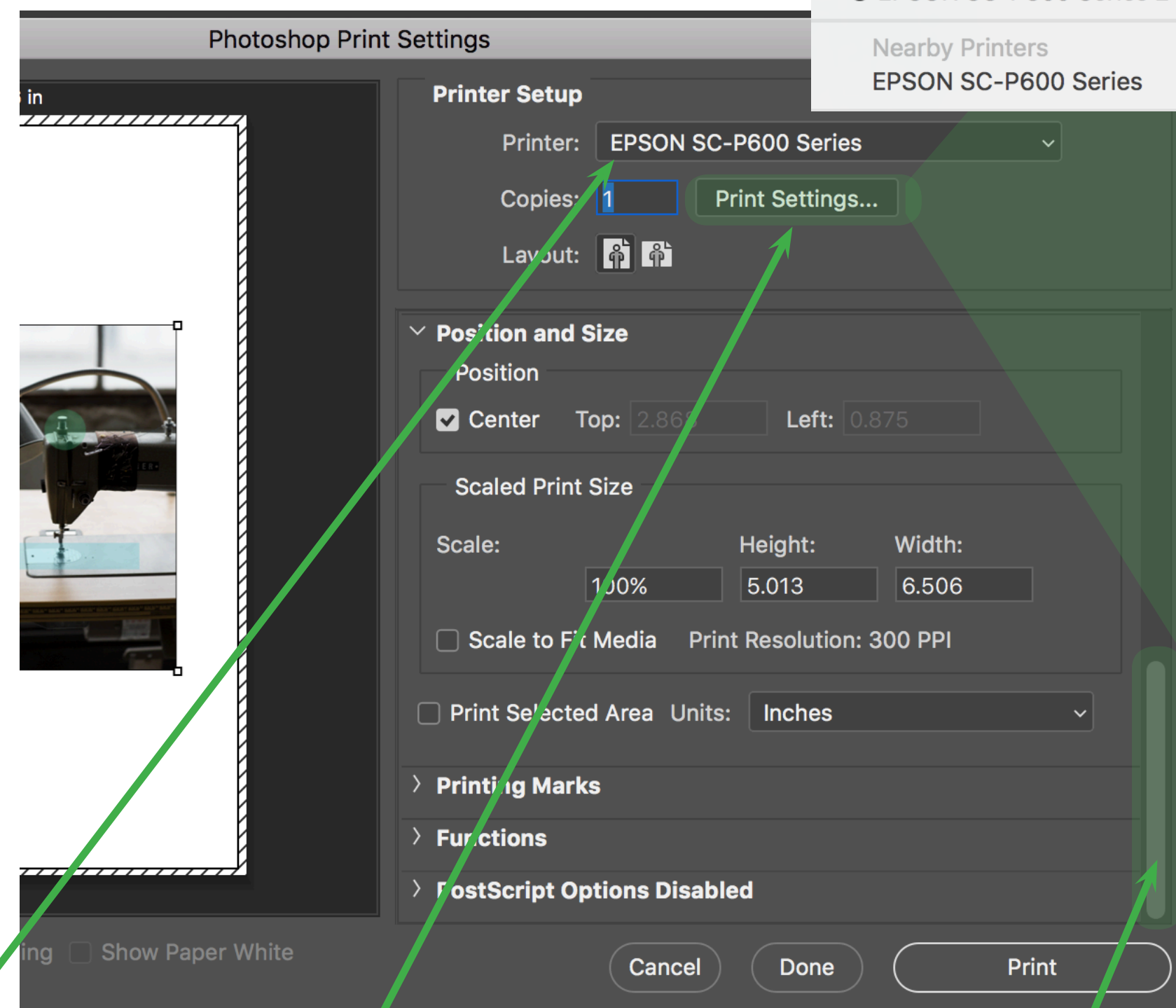
CHECK DOCUMENT/ IMAGE PARAMETERS

- 5) Check the size of your document compared to the size of your paper. Scale to fit media or adjust your Image Size. Note orientation portrait or landscape.
- 6) In Image Size dialog check resolution. Make any necessary changes. This can also be achieved with the cropping tool. Minimum 300 ppi is best for printing. 72ppi is for on-screen viewing

CHECK ALL DETAILS IN PRINT DIALOG BOX

- 7) Select a printer that does not have the "cannot connect"  icon.
- 8) Open Print Settings, show details (if hidden), then Layout dropdown > Print Settings.
- 9) Scroll down to check all applicable details.

*WHEN YOU HAVE QUESTIONS,
ASK FOR HELP!*



TROUBLESHOOTING IDEAS

Admin login may be required

- 1) Make sure you are the only user logged into the laptop. Check the dropdown menu under your name in the upper right corner of task bar. Other people logged in the background can tie up the printer or scanner.
- 2) Restart the computer. Note: Admin/Instructor login may be needed if other logins are running in the background. Restart the printer if restarting the computer did not work.
- 3) Go to System Preferences>Printers & Scanners> click on the printer that does not work and "-" delete it from the list. Then the "+" to add a printer. Make sure to select the "USB version" of the printer and not "Airprint".
- 4) Run the Epson Software Updater, available through the launchpad. Install updates. Admin login may be required.
- 5) Reinstall the Epson printer drivers from Epson.com. Google name of printer and Epson driver. Select your operating system to download the driver. (dmg file). Admin login may be required. **Ask your Instructor or the lab technician for assistance.**

GENERAL RULES

- 1) **ALWAYS LOG OUT** to prepare device for next user.
- 2) **CLOSE OUT OF THE SCANNER SESSION** when done scanning
- 3) **CANCEL YOUR PRINTING ATTEMPT**, if the printer is not responding.
- 4) **RESTART.** Admin/Instructor login may be needed if other logins are running in the background.
- 5) **REBOOT COMPUTER.** Turn computer off. Wait 10 seconds, turn on again.
- 6) **REBOOT DEVICE.** Turn scanner or printer off. Wait 10 seconds, turn on again.