



HP Z6100 & Z6200 PRINTING INSTRUCTIONS

Critical Information Using the Labs

-Always work/print from the Local Data Drive.

-You are not permitted to use the lab when a class is in session, unless you are in the class.

-At the start of a class, any unattended workstations in use by students not in the class will have their sessions logged out. You will lose any unsaved work.

-Please, no food in the labs. It's gross and doesn't mix well with computers.

Doing Your Work

ALWAYS WORK FROM THE LOCAL DRIVE!

-On a PC, that's the D: drive

-On a Mac it's the Temporary Storage Drive

Quota: You can only save 3GB of information in your server space
I'd suggest using Penn Box, you have 50 gigs of storage

-Only use your server space to store files that must be backed up. Never work from your server space (it will be a lot slower)

Printing

When printing, there are 3 rules to follow:

-NEVER PRINT FROM YOUR SERVER SPACE. Either it will not print at all or it will take a very long time to print.

-In Photoshop, make sure your file mode is 8-Bit RGB and that you are editing within Adobe RGB 1998 color space.

-**Flatten your file**, rename it and save as a PSD or TIFF. This will generate a new file for print. Be sure to save your working file with adjustment layers on your external drive.

Paper

Before you print, decide what paper you want to print on.

-The Z6100 has HP Heavy Weight Coated Matte.

-The Z6200 has HP Instant Dry Satin.

-Both printers use specific ICC color profiles for the paper type in each printer.

-Allowing the printer to manage color will give you the most accurate result.

-If you print on the wrong media you will still be charged for the job.

-You are not permitted to print on your own media on any printer.

There are a few additional rules that you need to follow when printing:

-Do not send your job to multiple plotters at the same time, unless there is a physical problem with the first plotter.

-If you do send your job to another printer, make sure to remove the old job ASAP!

-If your job is larger than 500MB or takes over 10 minutes to load, IT staff will delete this from the print queue. If you know your job will be large, talk to one of the IT Staff, or the lab assistant on duty.

-Be courteous when getting your job; do not damage other peoples' work to get to your own.

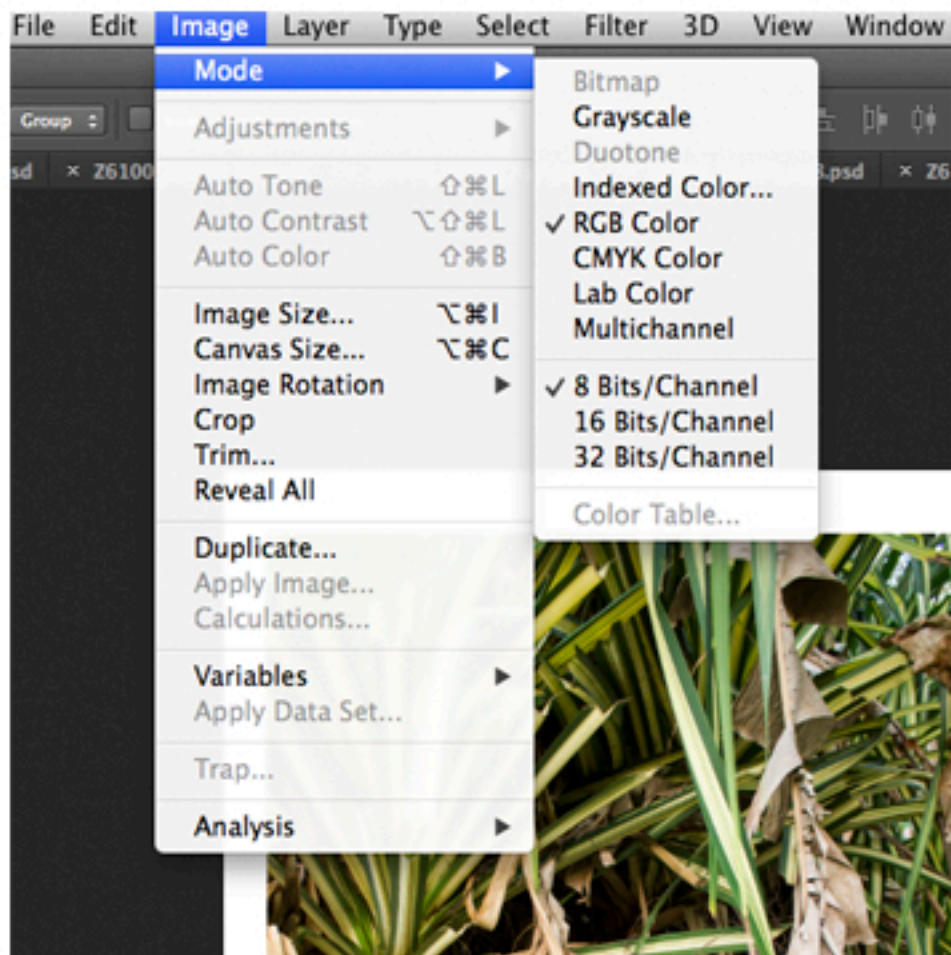
-Clean up after yourself; that means, if you cut your print down, put the scraps in the recycling bin (the one labeled for paper).

-This rule also applies to the labs... If you drink something in the lab, clean up after yourself.

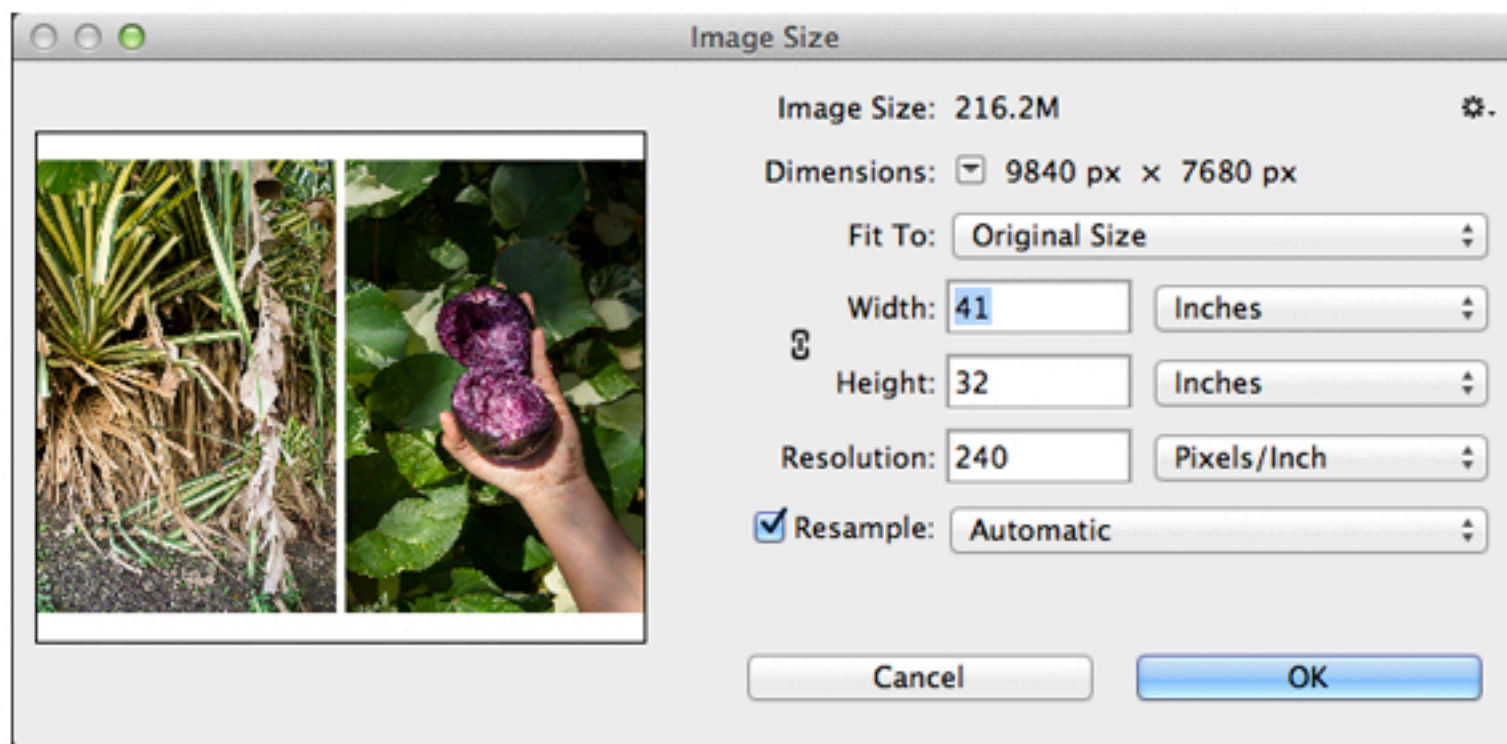
Printing to the Z6100 & Z6200 Printers from Photoshop CC

1. Make sure your file is print ready.

A) Mode, RGB color and 8 Bits/Channel

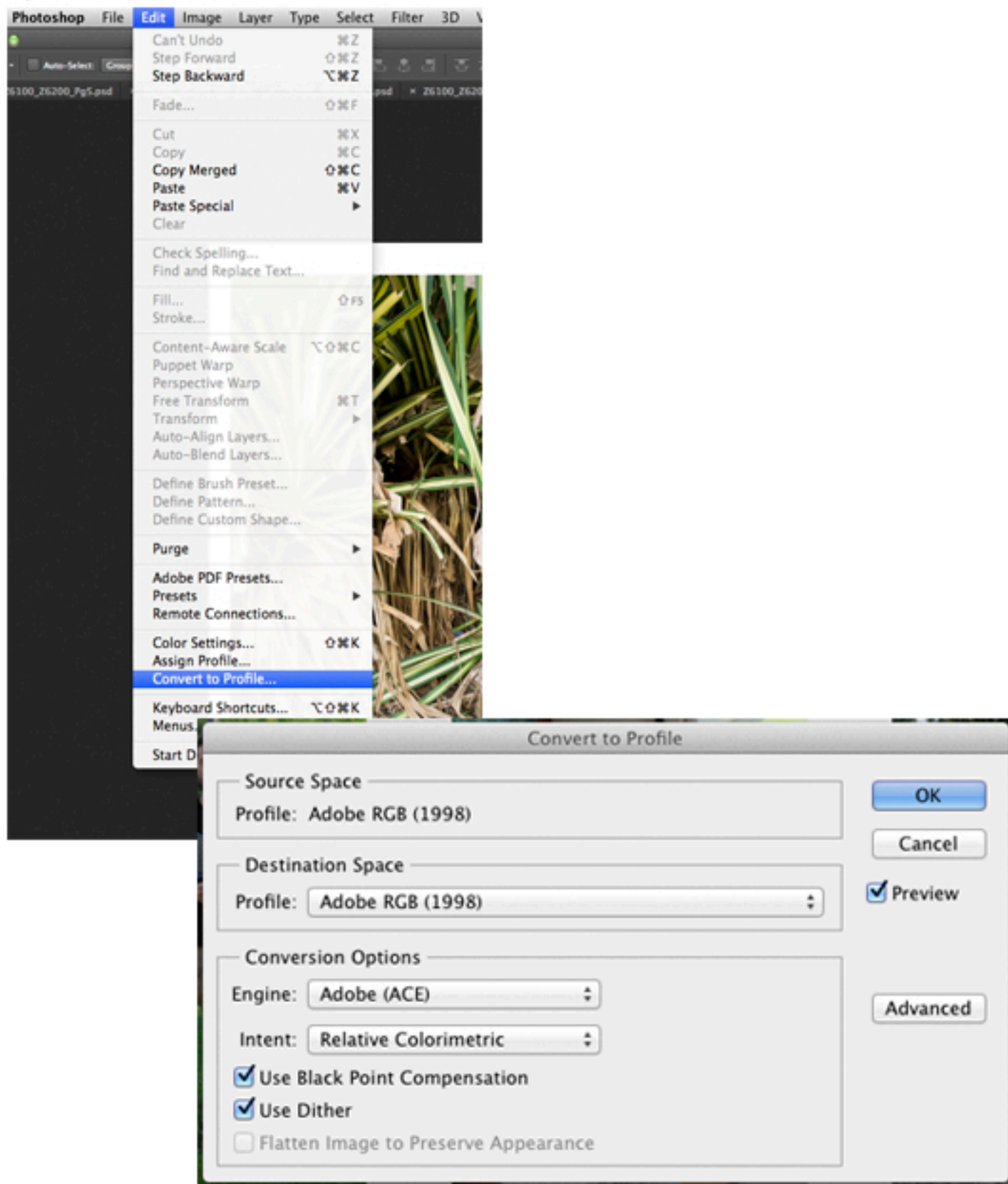


B) Make sure the Document size of your file is correct (the size you want to print it) and the resolution is set to 240 dpi:



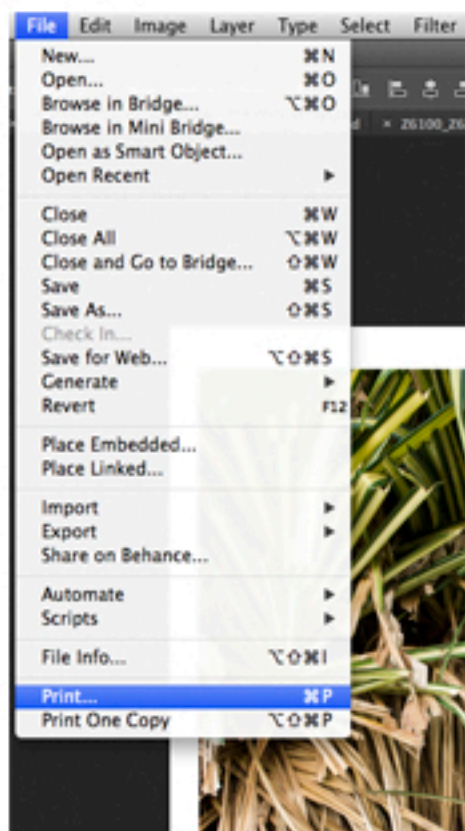
2- Now make sure your file has the correct color profile (this should be the same as Photoshop's Working Space- Adobe RGB 1998):

Edit, Convert to Profile



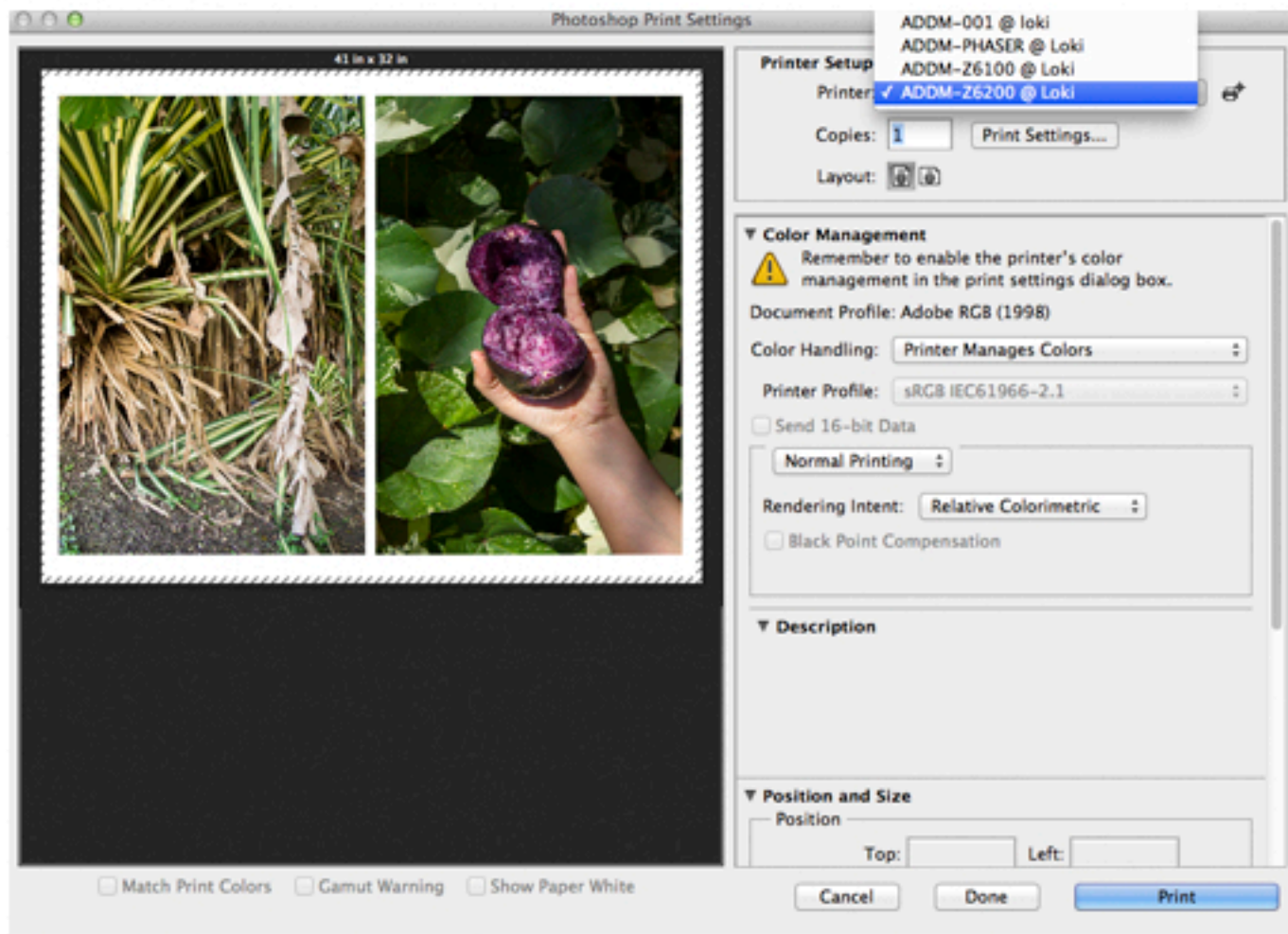
3- Make any final adjustments and save a **flattened** Tiff file with a slightly different name to the local data drive. By doing this, you will generate a flattened copy for print. **Be sure to save your working file with adjustment layers to your hard drive!**

4- Choose File, Print

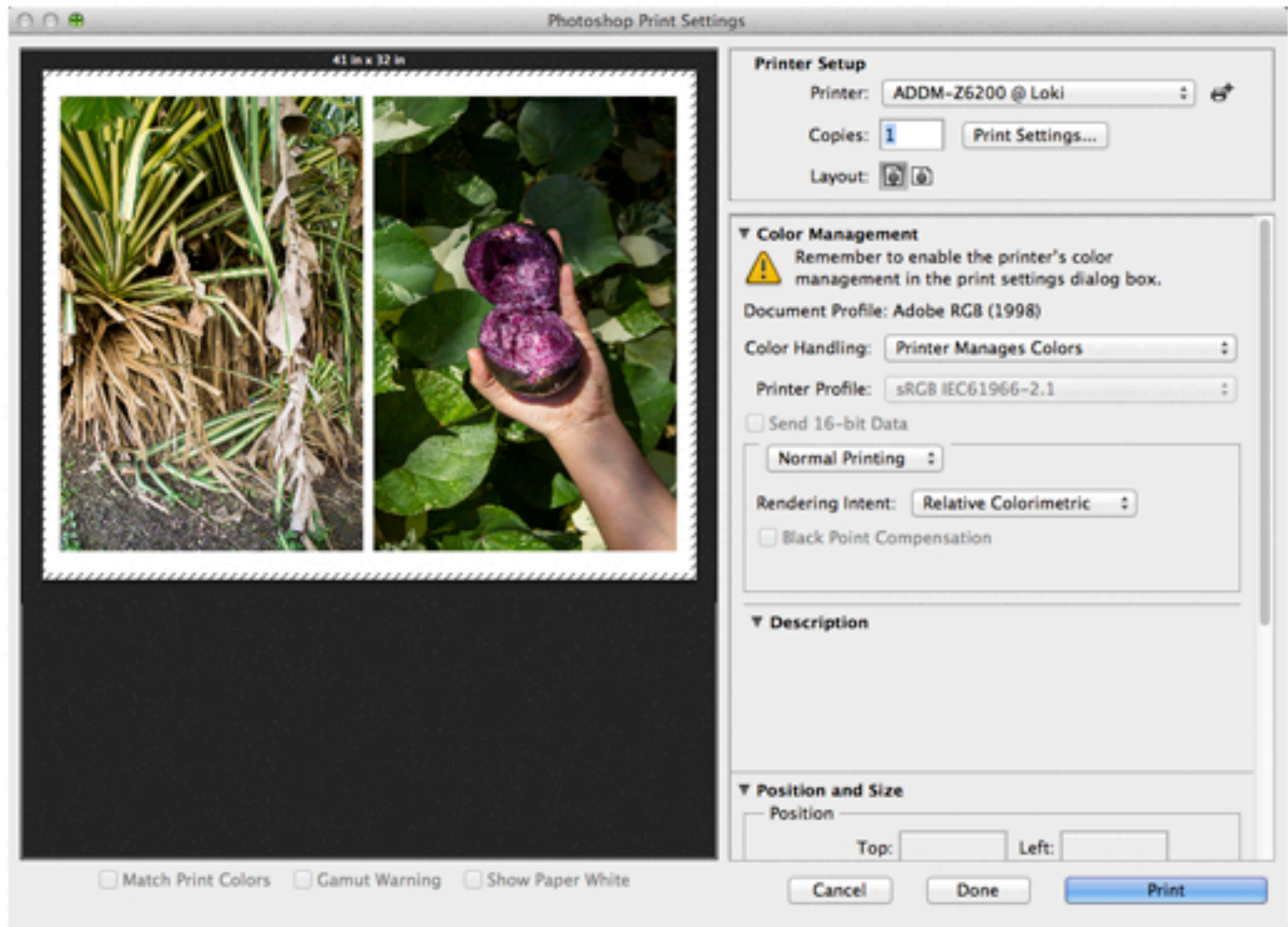


5- In the Printer drop-down, select the plotter.

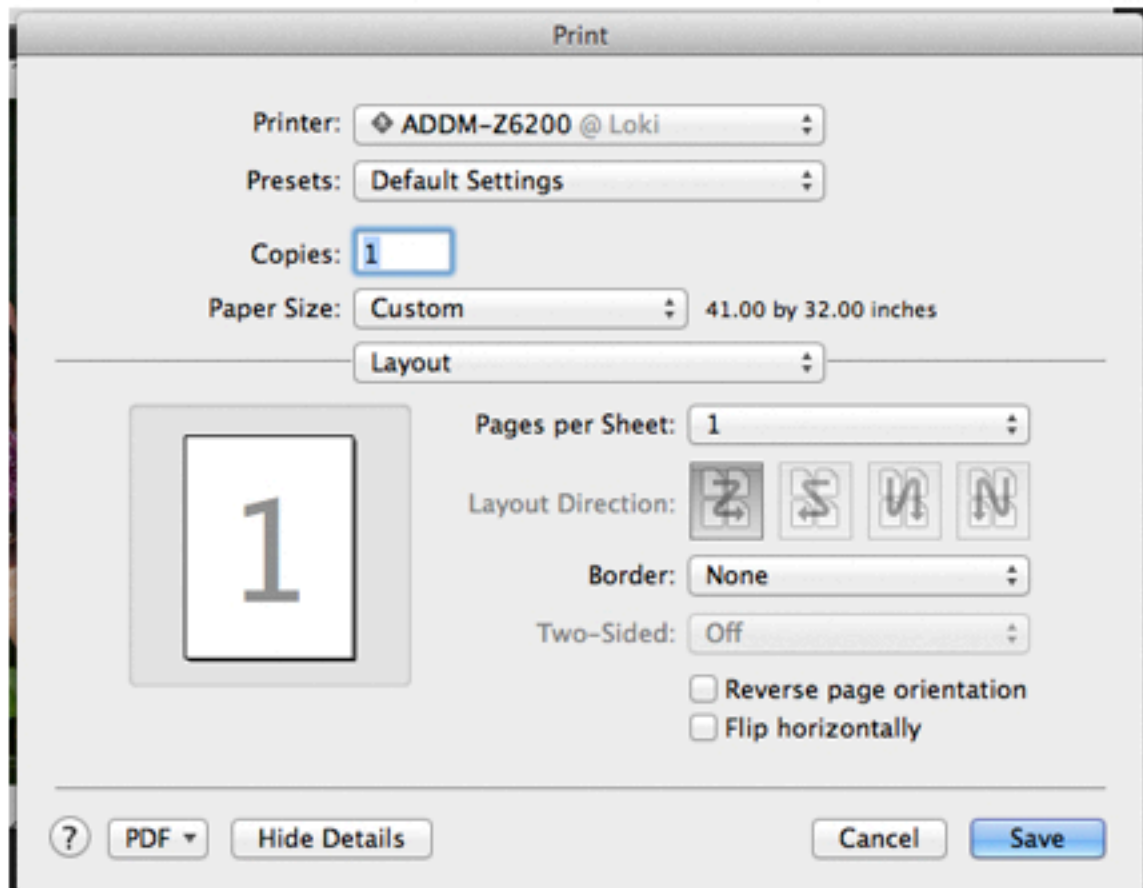
Choose the ADDM-Z6200@Loki to print on HP Satin - or choose the ADDM-Z6100 @Loki for Matte Paper.



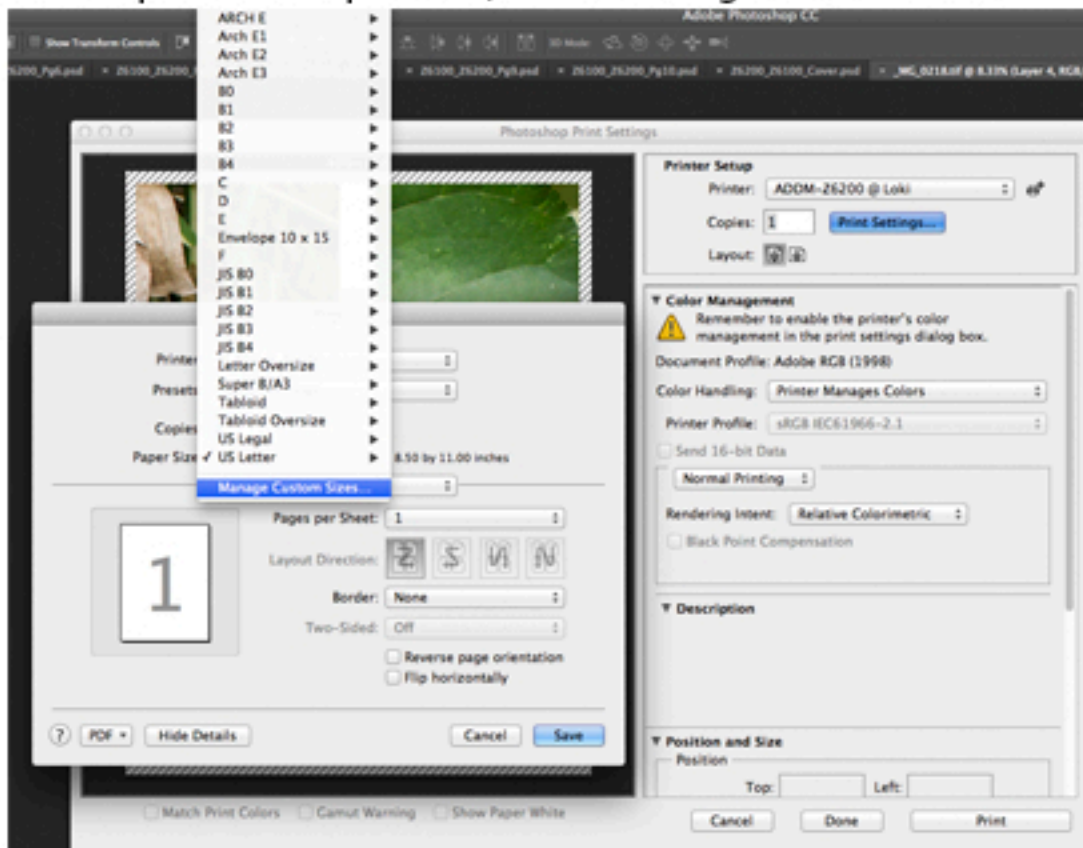
6- Click Print Settings



7- The printer should already be set; however, if necessary, select the same printer you did earlier

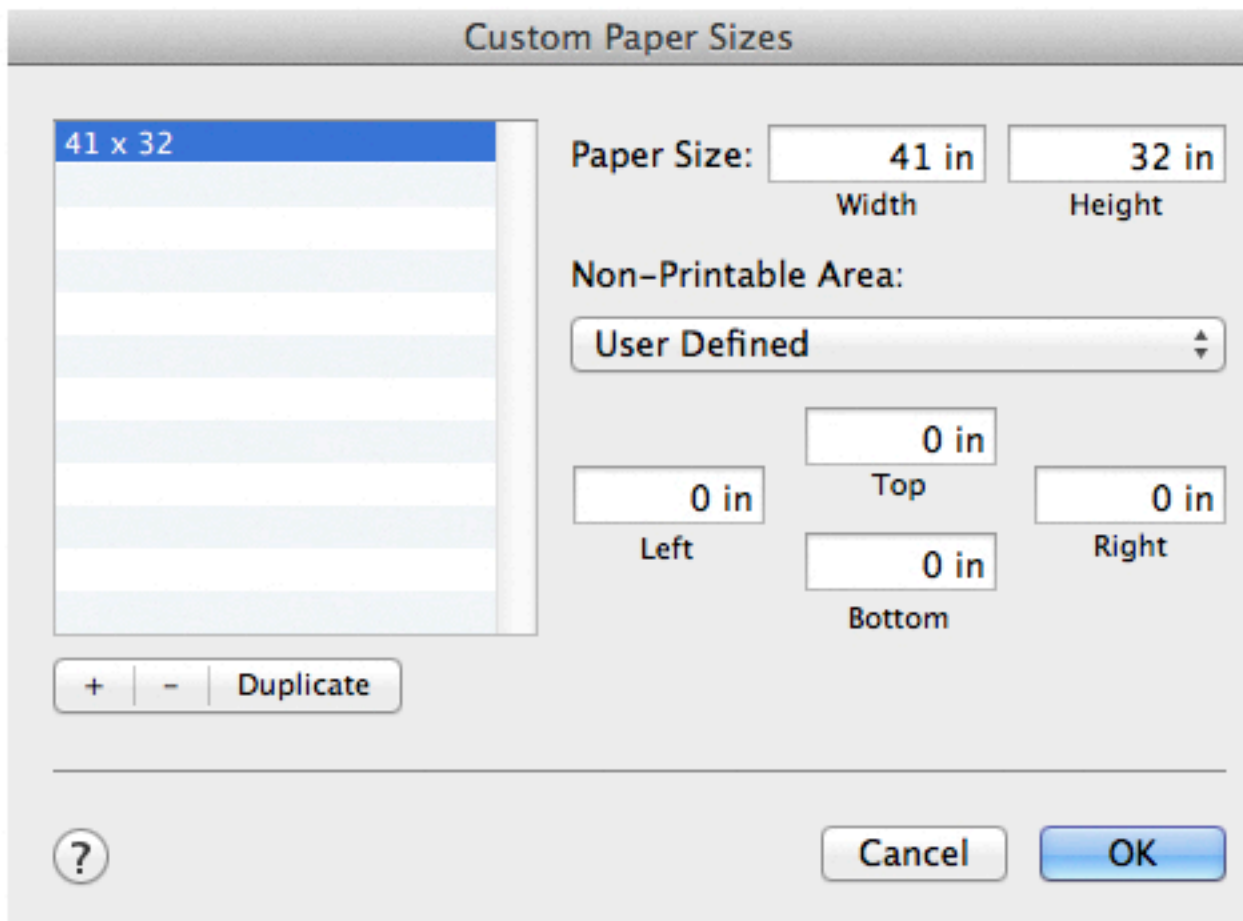


8- In the Paper Size drop-down, select Manage Custom Sizes



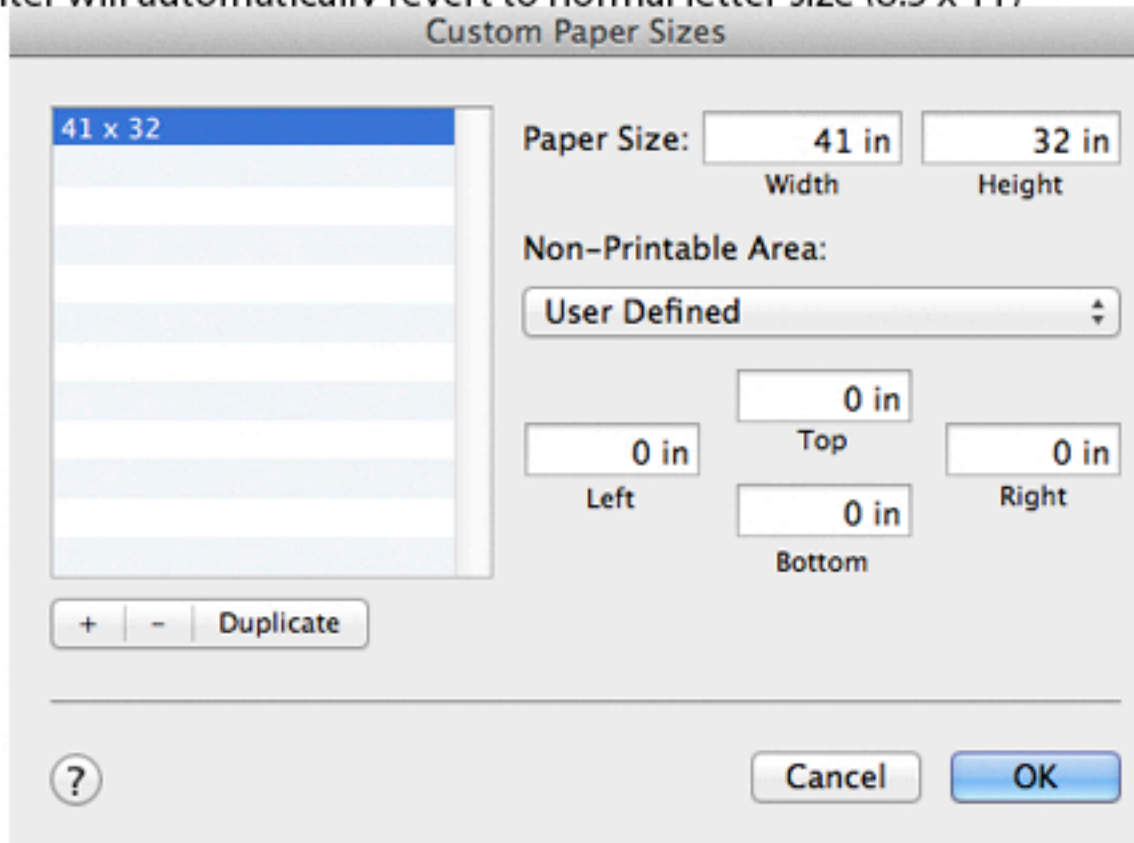
9- Click on the "+" to add a new paper size

Double-click on the new, "Untitled" page size, then type the size of your print.



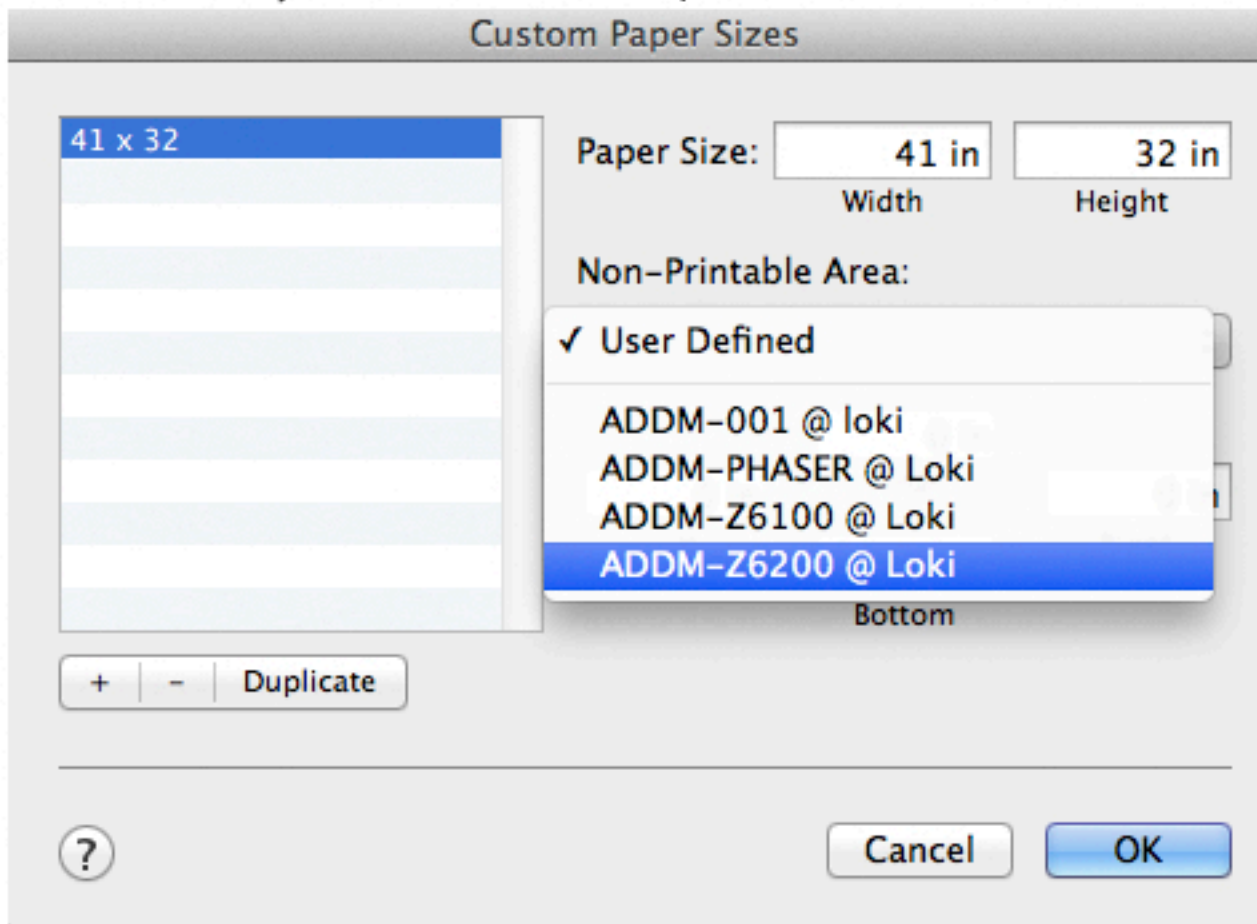
10- Set the Width and Height

The maximum width you can set is "41.5" If you set the paper size to anything larger, the printer will automatically revert to normal letter size (8.5 x 11)

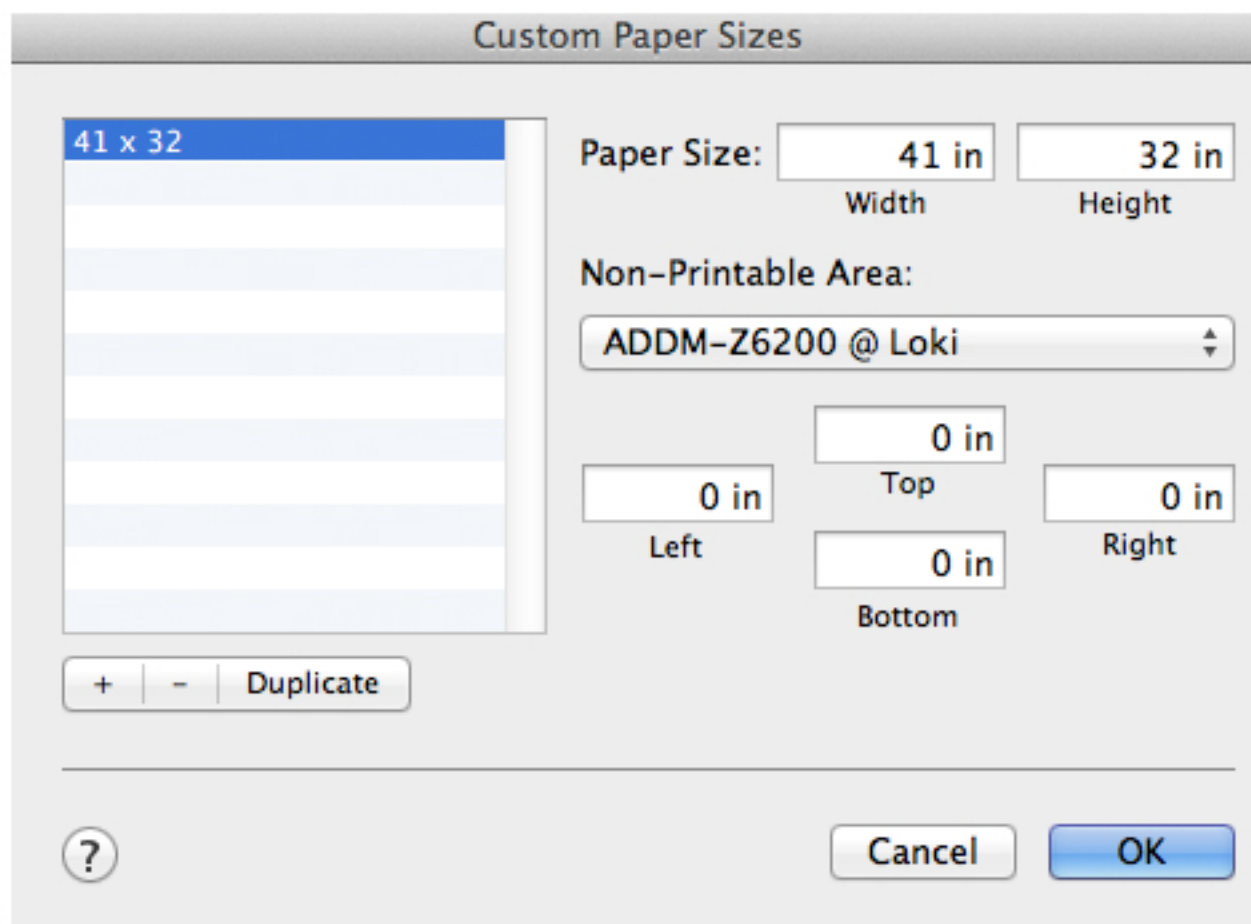


11- Under Non-Printable Area, select the printer

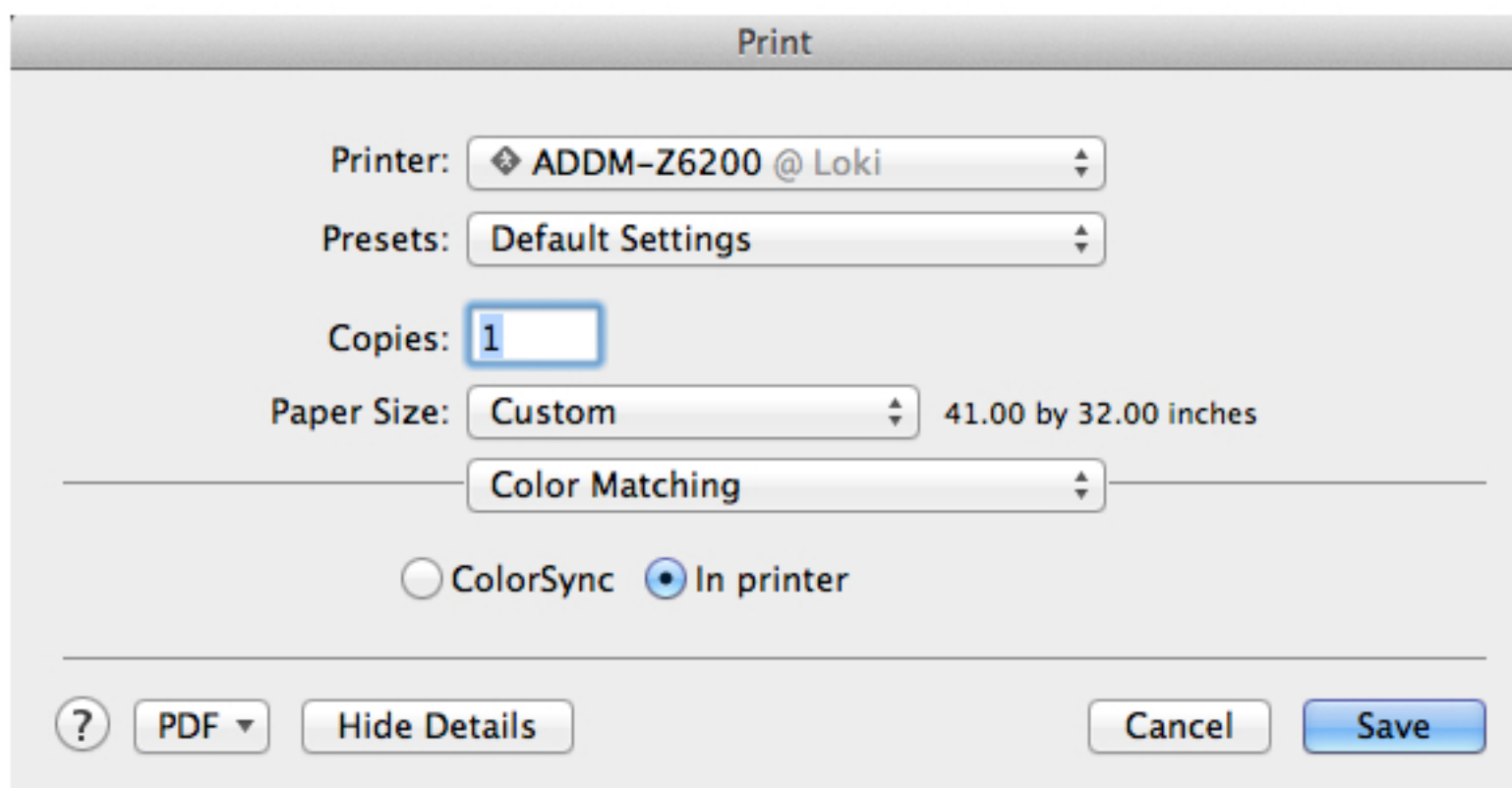
This is the 3rd time you need to select the printer



12- Choose OK



13- Highlight Layout option and choose Color Matching. Choose "In Printer" option if it's not selected and press SAVE.



14- Highlight the layout menu again and choose Color Options.

Mode: Color

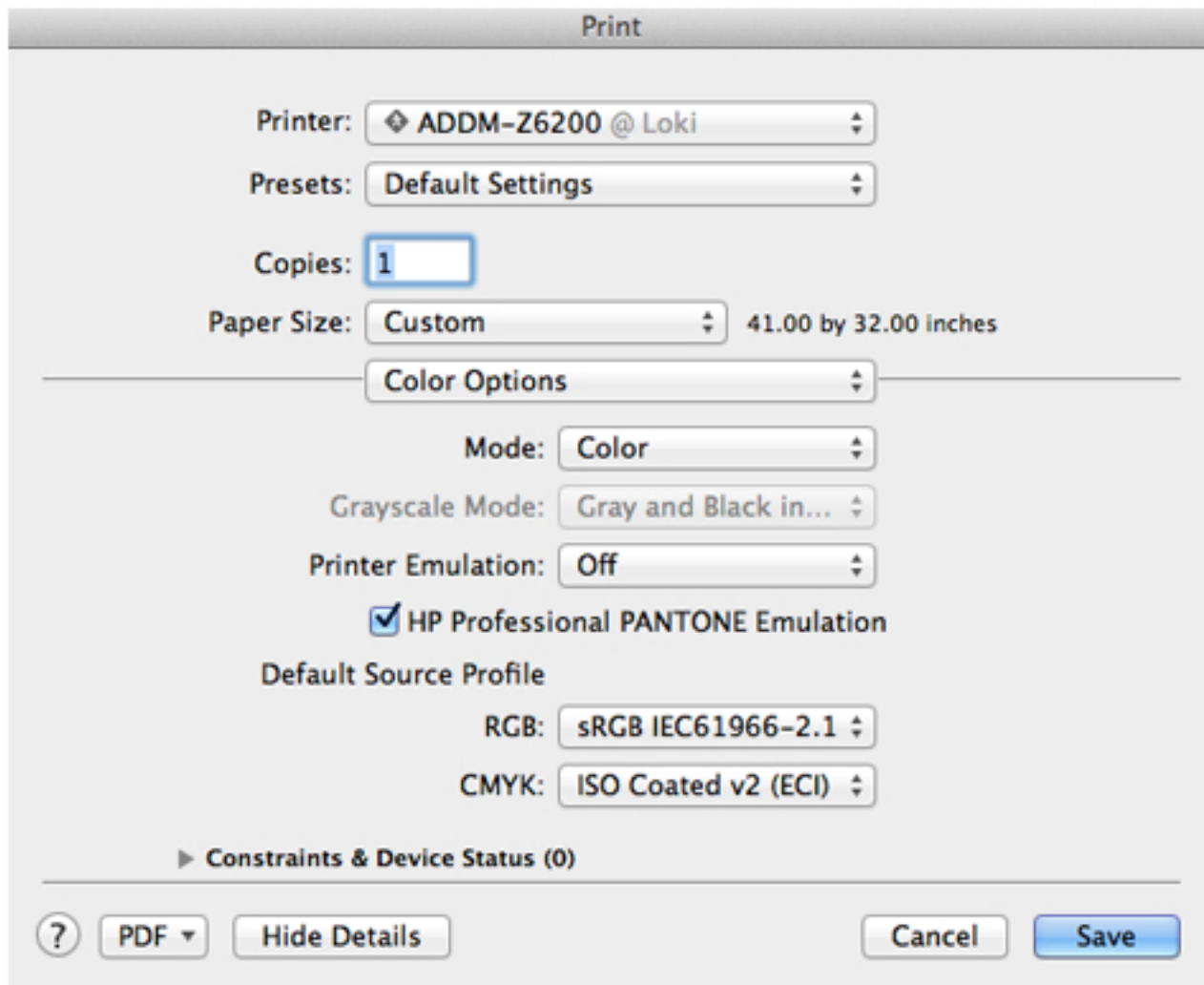
Color Management: Printer

Choose Adjust and confirm that Default RGB Source Profile: Adobe RGB (1998)

Default CMYK Source Profile: ISO Coated v2(ECI)

Printer emulation- OFF

SAVE!



15- Click on print and send job to the printer !