

SMFA INKJET PRINTING STUDIO

POLICIES AND PROCEDURES

**STUDIO MANAGER: CHRIS MALIGA
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SMFA's Inkjet Printing Studio is a place where students can make large scale inkjet prints from digital files. There are two options for how students can use this studio: they can use the print service, where a student employee will print the file for a fee, or they can learn to use the printers on their own.

SMFA INKJET PRINTING STUDIO POLICIES AND PROCEDURES

Room: B031

Studio Manager: Chris Maliga | chris.maliga@tufts.edu

Hazard Level: Low

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STUDIO ACCESS

The Inkjet Printing Studio is open when the 230 Fenway building is open, except when a class is in session. A current class schedule is posted on the door of the studio. During times that a monitor is on duty, one of the printers is reserved for the monitor.

Keycard access is granted through the following authorization methods:

- In-class orientation and safety training as part of a Digital Photography course.
- Individual authorization session with the Studio Manager.

Access to the studio may be revoked if policies are not adhered to. See [SMFA Studio Policy Violation Guidelines](#) for more information.

USING THE INKJET PRINTING STUDIO

If you would like to use the printing service, please see the [Service Guide](#).

If you are interested in using the wide format printers on your own, please see the [User's Guide](#).

STAFF

Student monitors work in B031 throughout the week. While a monitor is on duty, the 60" printer is reserved for them. Their primary task is to print images that come in via the print service, but they are also available to assist other students.

While you are encouraged to ask questions and inform the monitor if there are any issues, the monitor cannot provide instruction on using software, edit your photos, or teach any other skills that you are learning as part of your class.

If you wish to use the paper that the Inkjet Printing Studio keeps stocked, you will need to reserve time in B031 while a monitor is on duty.

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Hazard Level: Low

The Studio Manager's office is in room B023, two doors to the left of the Digital Photography Studio. If there is no monitor on duty, please report any issues and direct any questions to the Studio Manager. If he is not in his office, you can e-mail him at chris.maliga@tufts.edu

STUDIO ETIQUETTE

- Please plan your time carefully when using the Inkjet Printing Studio. The printers are built for quality, not speed, so you may be waiting for your print to come out at the end of your session.
- There is no storage of artwork or personal items allowed in the Inkjet Printing Studio. The flat files in B031 are reserved for use by printing courses and Printing Studio staff.
- Flat files are available in room B003. You may reserve one for the semester by filling out [this form](#).
- If you run into any problem with a printer, computer, or other equipment, please inform the monitor on duty or the Studio Manager immediately. The equipment in B031 is delicate. Do not attempt to fix it yourself.
- You are responsible for your own work. Remember to run a nozzle check when you first start working with a printer, and double-check all of your settings. Ask the monitor or Studio Manager if you're not sure about something.

CLEANLINESS

- Please allot 5-10 minutes at the end of your printing session for clean-up.
- Make sure to back up all of your files and log out of your account when you're done working. There is no guarantee that your files will still be there the next time you use a computer.
- Power down the printer and unload your paper before leaving.
- Return the dust cover to the printer before leaving.
- Pick up and dispose of any paper scraps, including nozzle checks and test prints. In general, matte papers are recyclable and glossy/luster papers are not.

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USER'S GUIDE TO THE INKJET PRINTING SERVICE AT SMFA

The Inkjet Printing Service is located in room B031. The Studio is output-only, meaning that a print will be made directly from your file with no edits or adjustments made, except for resizing. Any edits you make must be done prior to sending your file.

REQUESTING A PRINT

In order to have a print made, you will need access to the Inkjet Printing Studio Upload folder on Box. You can either stop by B031 during monitored hours or e-mail SMFAInkjetPrint@tufts.edu and request access.

Once you have access to the Box folder, upload the file that you would like printed. Make sure that it is of sufficiently high resolution for inkjet printing (240-360dpi) and that you have made all adjustments to color, brightness, contrast, etc. before sending.

After uploading your file, please complete this brief form to provide us with the info we will need to complete the print:

https://tufts.qualtrics.com/jfe/form/SV_3fNVwaAbCZ8bee2

You can also send an e-mail to SMFAInkjetPrint@tufts.edu with the following information:

- The name of the print file you uploaded
- The dimensions of the print (W×H)
- What size border (if any) you would like
- The type of paper you would like it printed on

The next time a Monitor is on duty, they will e-mail you with a cost estimate. As soon as you write back approving the estimate, your file will be moved to the printing queue. You will receive an e-mail letting you know when it's ready.

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You can also stop by B031 with your file during monitored hours if you'd prefer to talk to the Monitor in person. If there are no jobs in the queue when you stop by, this will likely be faster.

PAPER AND PRICING

Please see the following chart for our options and current prices:

DIGITAL PRINTING LAB PRICE LIST						
PAPER	WEIGHT	SURFACE	ROLL SIZE	PRICE PER SQ FT	SHEET SIZE	SHEET PRICE (EA)
HP Universal Heavyweight Coated Matte (HP Matte)	172 GSM	Matte (MK)	42" 60"	\$1.50		
Epson Ultra Premium Luster	240 GSM	Semi-Gloss (PK)	44" 60"	\$3.50	8.5"x11" 13"x19" 17"x22"	\$2 \$7 \$11
Epson Enhanced Matte/ Epson Premium Presentation Matte	192 GSM	Matte (MK)	44"	\$3.50	8.5"x11" 13"x19" 17"x22"	\$2 \$7 \$11
Canson Baryta Photographique	310 GSM	Semi-Gloss (PK)	44" 60"	\$5.50	8.5"x11"	\$4
Canson Rag Photographique	310 GSM	Matte (MK)	44" 60"	\$5.50	8.5"x11"	\$4
Hahnemuhle Cezanne Canvas	450 GSM	Matte (MK)	44"	\$5.50		
Inkpress Matte Duo 80	215 GSM	Matte (MK)	-	-	8.5"x11"	\$4
HP Clear Film (Clear Acetate)			36"	\$3.50		
Kodak Matte Adhesive Vinyl		Matte (MK)	36"	\$3.50		

If you would like to see samples of prints made on different surfaces, please ask the Studio Monitor any time the Print Studio is open.

PREPARING YOUR FILE(S) FOR PRINTING

We accept image files in the following formats:

TIFF

JPEG

PSD

PSB

If you are interested in having a file printed in a different format (such as InDesign or Illustrator), please speak with the Monitor ahead of time.

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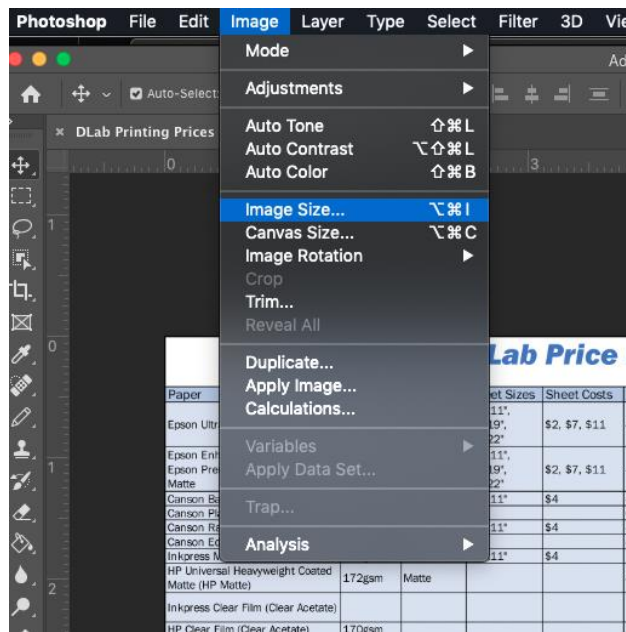
Room: B031

Studio Manager: Chris Maliga | chris.maliga@tufts.edu

Hazard Level: Low

While the Studio Monitor can resize your file for you, it is recommended that you make any necessary size adjustments ahead of time so that your proportions are correct and there aren't any unexpected issues with the image.

In PhotoShop, you can adjust your image size via the "Image Size..." option in the "Image" menu:



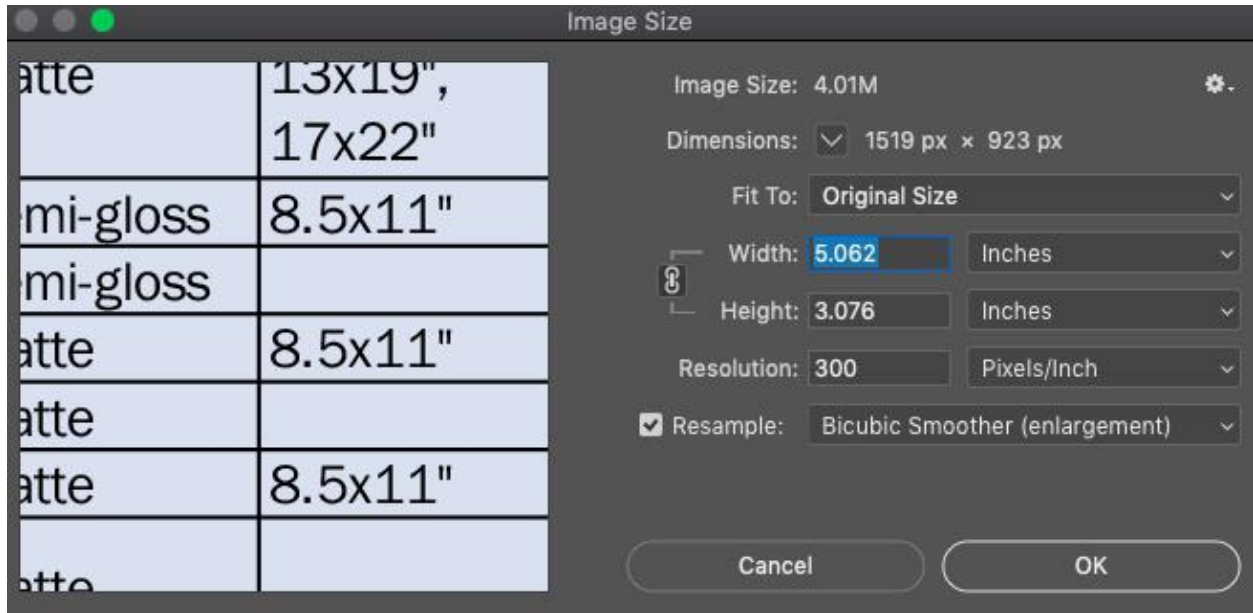
We recommend that you maintain the image's original proportions in order to avoid distortion. To ensure consistent print quality, your image resolution should be between 240 and 360 dpi (dots per inch) or ppi (pixels per inch). Anything below this range will result in loss of image quality in the print. Anything higher may result in a file size that is too large.

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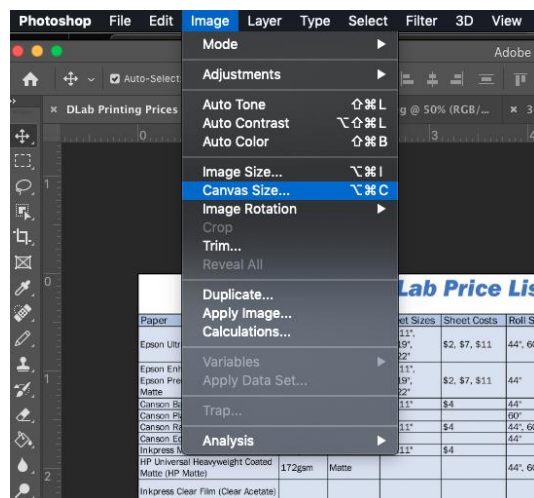
Studio Manager: Chris Maliga | chris.maliga@tufts.edu

Hazard Level: Low



In general, if your initial file size is smaller than the size of the print you would like to make, or the resolution is lower, the quality of the print will be adversely affected. We recommend beginning with a file that is larger than the print you intend to make. When working digitally, it is much easier for software to remove excess information than to try to interpolate information that doesn't exist.

To draw a border around your image, go to the "Image" menu and select "Canvas size..."



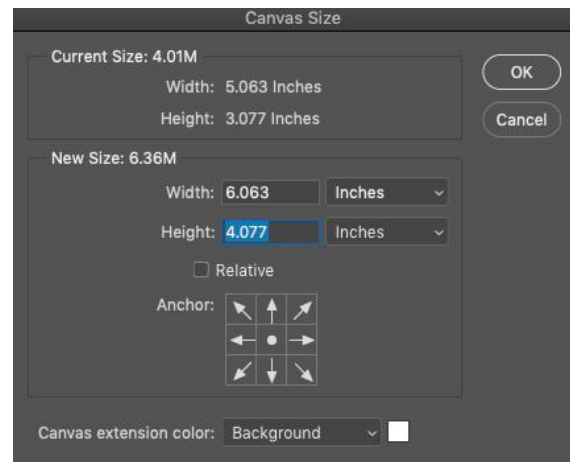
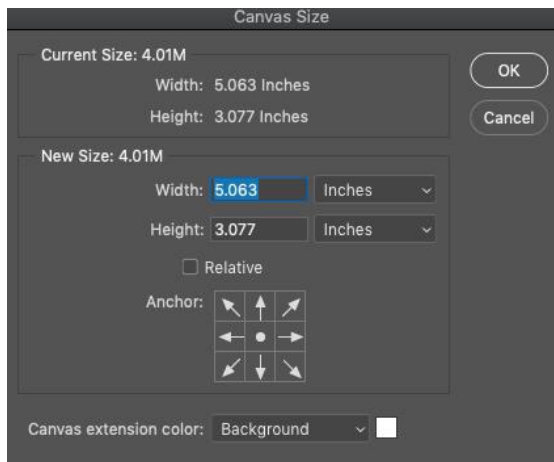
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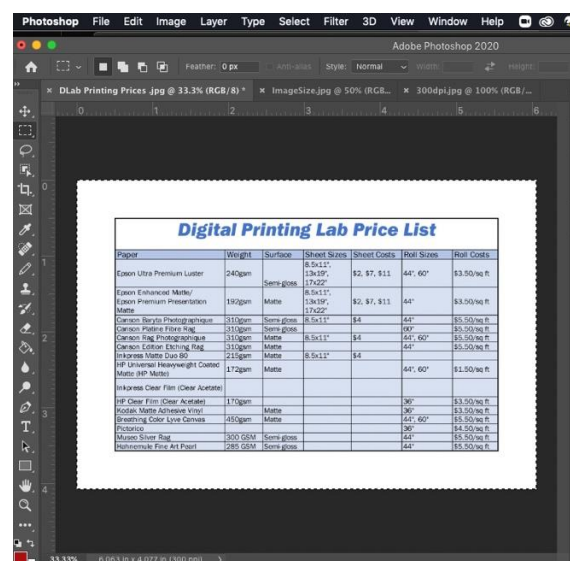
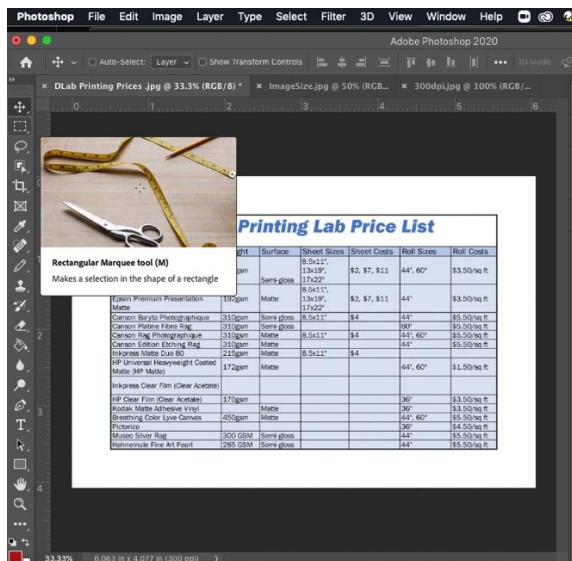
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Hazard Level: Low

Increase the size of your canvas by twice the size of the border you desire. In the below example, we want to add a 1/2" border to our image, so we've added 1" to the canvas in both dimensions:



After you click "OK", use the Rectangular Marquee tool to draw a selection marquee around the entire canvas:



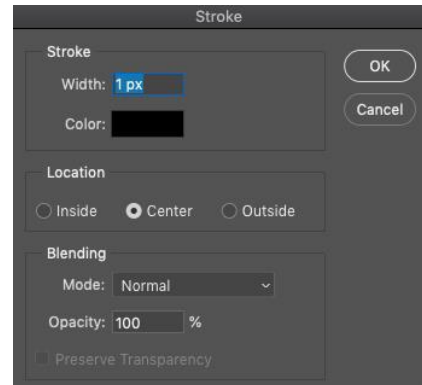
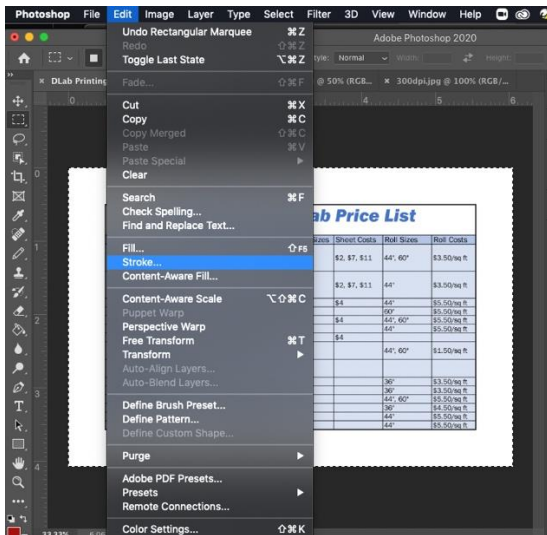
Go to the "Edit" menu and select "Stroke"

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Hazard Level: Low



You can now draw a border around the image to include the margins of the canvas. We recommend a one pixel thick black border.

PAYMENT

All payments are handled by the SMFA Art Store. When you send your file and print request information to the Studio, you will receive a cost estimate for the print. Give the total amount to the Art Store and ask them for that amount in digital printing credits. Once they have processed your payment, bring the slip with you to the Studio when you pick up your print. Your print must remain in the Print Studio until it has been paid for.

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USER'S GUIDE TO THE INKJET PRINTING STUDIO

This guide is for students who wish to do their own printing using the wide format inkjet printers in B031.

ACCESS POLICY

Before a student can be trained on the wide format printers, they should already be familiar with the basics of inkjet printing. The student should have experience with using the printers in B019 from a digital printing course at SMFA, or comparable experience with similar printers. If a student has never used an inkjet printer before, they should enroll in a digital printing course.

The Studio is staffed by a student employee at certain times during the week. During times that there is a student employee on duty, only one printer may be reserved. The other is reserved for the monitor to complete jobs for the print service.

Inkjet printing is best suited for high resolution, low volume output such as photographic prints. If a student needs to print a lot of copies of something on basic paper, such as zines, postcards, fliers, etc., they should use the JumboPrint laser printers.

USER RESPONSIBILITIES

- You must provide your own paper while using the Studio (except for plain paper for nozzle checks). The wide format printers accept both sheets and rolls. The paper that is stocked in the Studio is used for the print service and can only be accessed by a student employee.

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- If a student wishes to make their own print using the Studio's paper, they should schedule a time during which a student employee is on duty that can access the paper for them.
- If you are interested in printing on a material that is not a standard inkjet paper, please consult with the Studio Manager first. This includes newsprint, inkjet fabric, handmade paper, etc.
- Prints cannot be stored in the Studio. You may use the magnetic wall or the Homasote boards in the hallway for off-gassing, but please pick your print up within 24 hours. If it is left hanging for longer than that, it will be moved to a flat file. Contents of that flat file are subject to disposal at any time.
- Each student is responsible for running their own nozzle checks. If a printer is clogged, they should run a normal cleaning, either on all nozzles or on the affected color pair. If there are still clogs after three successive cleanings, students should stop cleaning and notify the Studio Monitor or Studio Manager.
- Students should notify the Studio Manager ASAP about any of the following issues:
 - A problem with any equipment that you are not able to resolve. If one of the printers is having an issue, the student should save any prints that were ruined.
 - Someone else using the Studio during a time that the student has it reserved.
 - If the Studio has been left in poor condition by a previous user – trash left behind, the printers left uncovered or not shut down, etc.

RESERVATIONS

You must reserve a printer ahead of time. If you do not arrive within the first 15 minutes of your reservation, it may be forfeit. Reservations can be made via WebCheckout Patron Portal:

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<https://webcheckout.tufts.edu/sso/patron#!/>

- Login using your Tufts credentials and click on SMFA Studio Reservations

Choose Checkout Center

A/V Boston
A/V Grafton
A/V Medford
A/V Production
Decommissioned Equipment
Department of Education
Educational Technology Services
Media Stockroom 230 Fenway
Mission Hill Stockroom
SMFA Studio Reservations
TTS - Medford Desktop
Zoom Licenses

Cancel

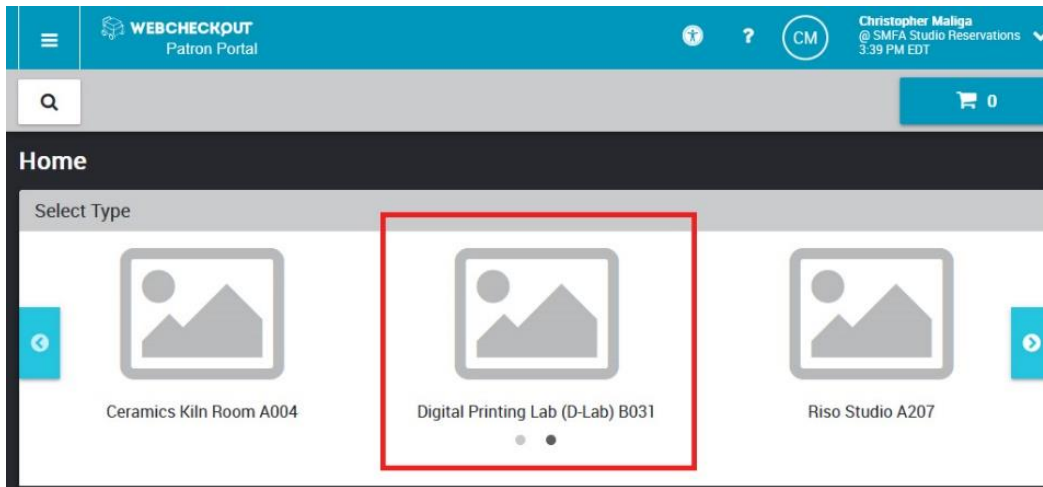
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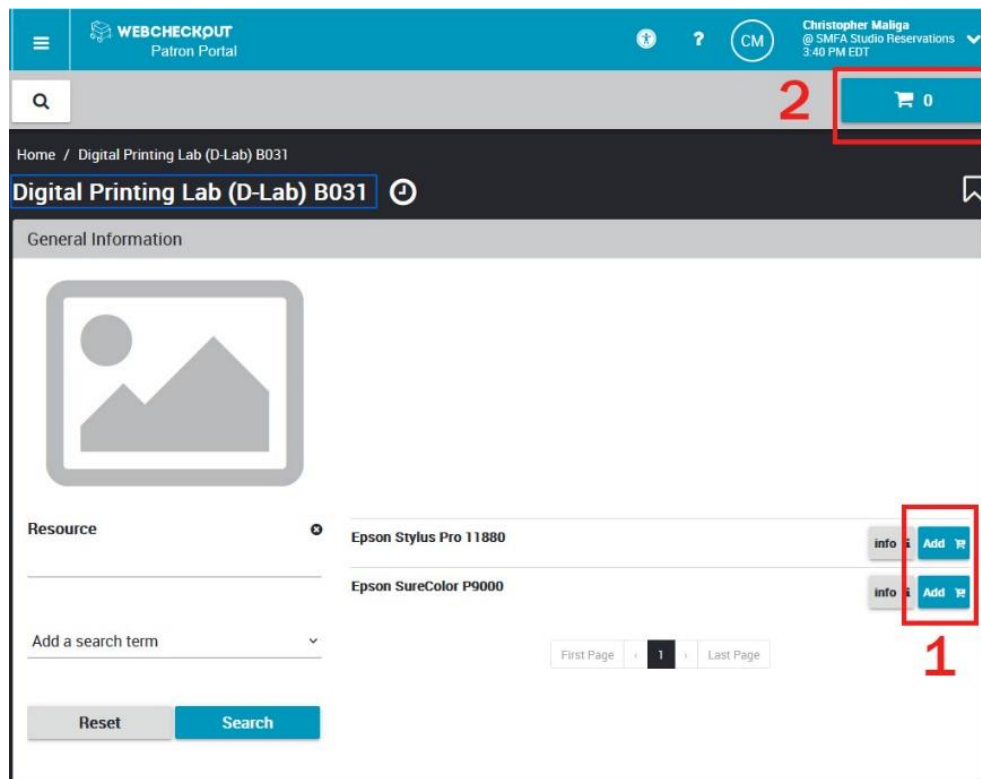
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Hazard Level: Low

- Click on the Digital Printing Studio (B031)



- Click the Add button next to the printer that you wish to use, then click on the Shopping Cart icon at the top of the screen



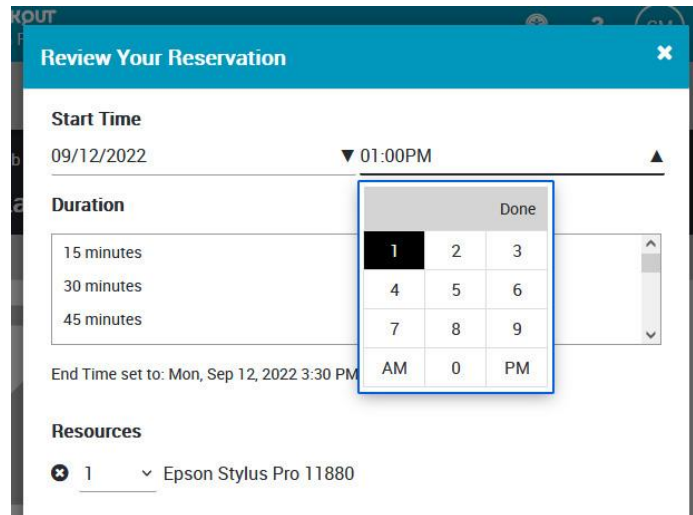
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- Select the date and time you wish to use the printer



Review Your Reservation

Start Time
09/12/2022 ▼ 01:00PM ▲

Duration

15 minutes
30 minutes
45 minutes

End Time set to: Mon, Sep 12, 2022 3:30 PM

Resources

1 ▼ Epson Stylus Pro 11880

Done		
1	2	3
4	5	6
7	8	9
AM	0	PM

- Scroll down to confirm your reservation. WebCheckout will notify you of any issues, such as checkout duration or lead time.

INK AND MAINTENANCE CARTRIDGES

- Both the P9000 and 11880 printers use 700ml ink cartridges. Even when they are relatively low in ink volume, they are still capable of producing many prints.
- If you attempt a head cleaning and the printer prompts you to change an ink cartridge, remember to put the original cartridge back in the printer when you are done cleaning. When a cartridge is fully depleted, the printer will pause your print and allow you to change the cartridge.
- Only open a new cartridge if there is not already an open cartridge of that color. When a cartridge is too low for cleaning, there will often be an open cartridge already that someone else has used.

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- The P9000 and 11880 each have two maintenance cartridges, one on the left as you are facing the printer, and one on the right. Unlike with an ink cartridge, you should replace the maintenance cartridge if the printer prompts you. Replace the cartridge that is on the right side of the printer.
- Depleted ink cartridges and full maintenance cartridges should be placed in the white bucket in B019. Place only the cartridge in the bucket. Packaging should be discarded in a recycling bin. Make sure to put the maintenance cartridge into the resealable plastic bag included with its replacement.

TROUBLESHOOTING TIPS

- Test strips must be a minimum of five inches in height. The printer will not print anything on a canvas that is smaller than that, but it will waste some of your paper.
- When printing on a roll, make sure that the width of the print is equal to the width of the roll. For example, if your print is 20"x30" on a 44" wide roll, the width in the printer settings should be 44".
- It is possible for the printer to develop a clog midway through a print. If you see banding start to occur, run a nozzle check again.
- In general, power cleanings are rarely recommended. They consume a large amount of ink compared to a regular cleaning and are not necessary for clearing a normal clog. A power cleaning should only be used when three subsequent standard cleanings fail to clear the same clog.
- A head strike is when the printer leaves dark splotches of ink on a print. This is caused by the print head coming into contact with the paper during printing. It can happen with thick paper or with paper that is excessively curled. To remedy a head strike, adjust the Platen Gap setting in the Advanced Media Control menu to raise the print head higher above the paper.

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SMFA STUDIO POLICY VIOLATION GUIDELINES

This document outlines the actions which the Studio Team may take in order to keep studio users accountable for not adhering to Studio policies.

TYPES OF STUDIO POLICY VIOLATIONS

The following types of actions either violate the Tufts Student Code of Conduct or create inequity or hazardous conditions in the studios. Definitions marked by * are from the Tufts Student Code of Conduct.

- **Cleanup issues:** Disregarding established cleanup procedures, which are shared by studio managers and/or faculty and may be posted in the studios
- **Misuse of equipment:** Using equipment in a way that is potentially harmful to the studio user or is likely to cause damage to the equipment
- **Misuse of consumables:** Using studio consumables excessively or not for their intended purpose
- **Property Damage and Vandalism*:** Unauthorized conduct that is reasonably likely to or does cause damage, destruction, or vandalism of Tufts property
- **Safety violations:** Disregarding posted signage or instructions from studio managers or faculty or participating in reckless behavior that endangers the studio user or other studio users
- **Theft and Possession of Stolen Property*:** Unauthorized taking of property or possession of property that a studio user knows or reasonable should know was obtained through theft
- **Unauthorized access/entry*:** Entering an access-restricted area by circumventing established security procedures (e.g., using another person's credentials, tailgating authorized individuals into a restricted area)
- **Unauthorized removal of equipment from studios:** Taking equipment from one studio to another, or to private studios, without permission from the studio manager.
- **Violation of other studio policies as stated in the studio-specific policy documents**

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ACCOUNTABILITY ACTIONS

The following steps will be taken when studio users violate studio policies in any of the ways listed above.

1. **First violation:** A reminder letter will be sent to the studio user via email, and relevant faculty may be included in the email. The Studio Team may require studio user to be re-trained, correct the situation, or take financial responsibility, depending on the circumstances.
2. **Second violation:** A notice of warning will be sent to the studio user via email, which the studio user can choose to accept or contest through the Student Conduct Resolution Procedure, facilitated by Student Life.
3. **Any additional violation:** Studio users will receive formal notification of the initiation of the Student Conduct Resolution Procedure. This process may result in formal sanctions above a warning and could include restrictions on studio use and access.