



## EPSON 9800 PRO USE REQUEST FORM

**Requester name:**

**Date:**

**RIN number:**

**Please fill out this checklist** and email to [bionds@rpi.edu](mailto:bionds@rpi.edu) or bring to appointment:

Are you a- PHD: Graduate: Undergrad: Fac/Staff:

File Type: Tiff\_\_\_ EPS\_\_\_ PDF\_\_\_ OTHER\_\_\_

Qty: \_\_\_ Size: \_\_\_ W: \_\_\_ H \_\_\_

Program used: *Illustrator*\_\_\_ *Photoshop*\_\_\_ *Quark*\_\_\_ *Indesign*\_\_\_ *Other*\_\_\_

Color Mode: CMYK\_\_\_ RGB\_\_\_ Spot\_\_\_ OTHER\_\_\_

DPI:\_\_\_ Flattened:\_\_\_ (if not make it so)

*If you are using Quark or Indesign: (be sure to include)*

Supplemental fonts: \_\_\_

Supplemental Images: \_\_\_

Or create a Print PDF from the document, PDF's work great.

### **IMPORTANT:**

(Please be sure to make sure your DPI is at least 300 for best quality, embed your color profile and fonts, **DOUBLE CHECK YOUR FILES BEFORE HAND**)

### **Payable to:**

Be prepared to pay for the print job the day of printing

( check or cash ) in the iEAR Finance office, *checks payable to RPI Arts Dept.*

**( If you can not pay for your print that day you will not be printed & will have to postpone your appointment )**

*See Tim Austin \* Art's Finance Manager, no exceptions will be made.*

### **Total Cost:**

### **Other information:**

Please include any extra info. That you feel is important for us to know about the setup of your prints here:

## **EPSON 9800 PRO General information:**

### **Print days this semester:**

Wednesday

### **This is an Archival inkjet Epson 9800 Pro printer**

( 8 color, CMYK plus light magenta, light cyan, light black, light light black – to emulate true CMYK color )

The paper we use is high-end digital fine art paper.

We charge by the linear foot for paper. We do not make a profit on this printing.

Max document setup Length is 84in, Max setup width is 42in.

### **Appointments must be made 3 business days ahead of time.**

(Example Wed. is print day, you need to have made an appointment by Friday of the previous week.)

When reserving time please provide an approximate amount needed-  
i.e.- I need an hour or I need 2 hours reserve.

(Blocks will be reserved in 1 hour increments with standby availability.)

**Appointments are first come first serve.**

### **IMPORTANT SETUP INFO:**

Please be sure to have your documents ready and preflighted at the time of your print appointment. If for some reason you are unprepared or your document is not in a print ready format at the time of your reserved appointment, you will forfeit your slot. You will need to remake a print date after you get your files corrected. ( If you need help setting up your documents or have any questions prior to your appointment just email me at [bionds@rpi.edu](mailto:bionds@rpi.edu) )

### **Paper Types available this Semester:**

ColorLife Photo Semi-gloss 42'wide – Cost \$7. Ft.

Premium Semigloss Photo 42'wide – Cost \$7. Ft

Premium Semimatte Photo 42'wide – Cost \$7. Ft

Pixelle Dou Card Matte 36' wide – Cost \$5. Ft.

Enhanced Matte 42' wide – Cost \$5. Ft

Piezo Pro Matte Canvas 42' wide – Cost \$12. Ft

Arches fine art (cold press, must be hand cut) 42' wide \$18. Ft

(If you plan to use this stock make sure to give yourself more setup time)