Cal Poly Art and Design

Printer Setup: Epson 3880

Steps to print to an Epson Stylus 3880 in the Photo Lab (34-222).

Written By: Art Tech

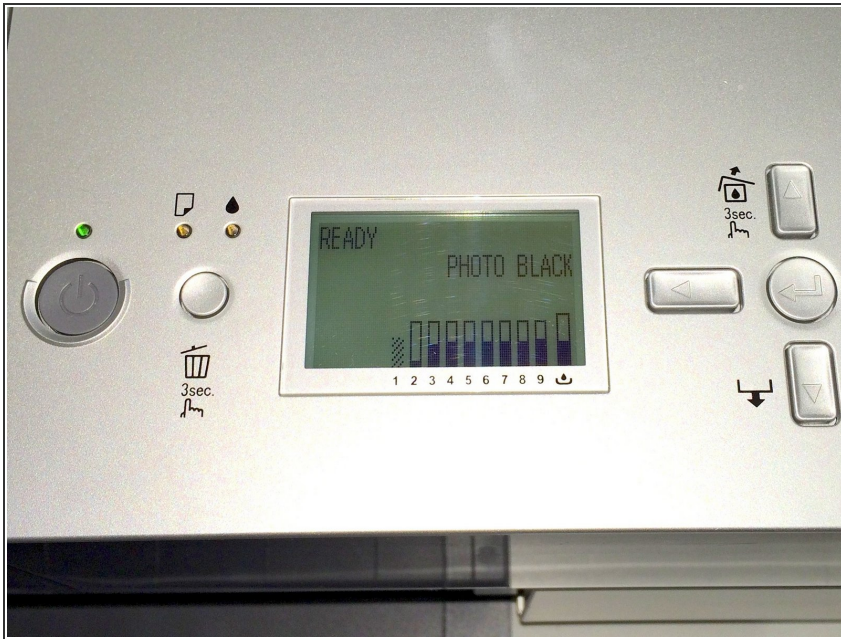This document was generated on 2022-06-26 05:14:08 PM (MST).

INTRODUCTION

Art & Design has 3 Epson 3880 ink jet printers for student use

• Location: **34 - 222 Photo Lab** (3 printers)

• Students need to **supply their own paper** unless otherwise notified by your Faculty.

• The 3880 printers are professional quality photographic printers, although they can also be used for graphics work or other non-photo prints.

• In order to achieve highest quality results, **specific paper and the correct associated ICC profiles** must be used. Epson paper is a safe bet, and Epson profiles are loaded on the connected lab computers and ready to use. *Please check with Faculty or the Lab Tech if want to use other paper*.

• All ink jet (Photographic) printers through out Art & Design can only be used from a dedicated, directly connected lab work station. They are **not** available for network printing from other computers.

• **Be sure you have enough credit on your PaperCut account to print your job(s)**

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Step 1 — Verify the printer is on & Ready

📌 Be sure to log into the correct (attached) lab computer.

● Confirm the LCD display on the top of the printer is lit and says **Ready**.

● If the screen is not lit, push the **power** button (large button to the left), and wait about 1 minute for the printer to start up.
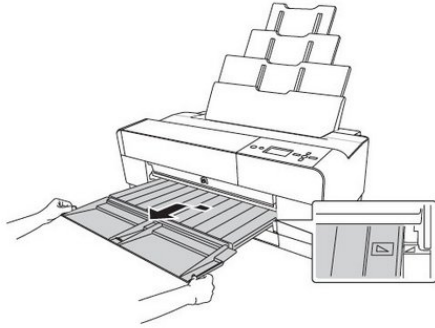
Step 2 — Open the printer & extend the input tray

ⓘ This printer has multiple input trays. Most prints can use the default **auto sheet feeder** picture here.

● Verify/open the input and output trays on the printer.

● Lift the top lid to open the **input tray** and extend the paper support as needed.

● Push the front door gently to open the **output tray**.

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Step 3 — Extend the lower output tray

Step 3 — Use both hands to pull out and extend the output tray, lifting it slightly as you pull. Make sure the arrow marks on the tray and the printer are aligned.
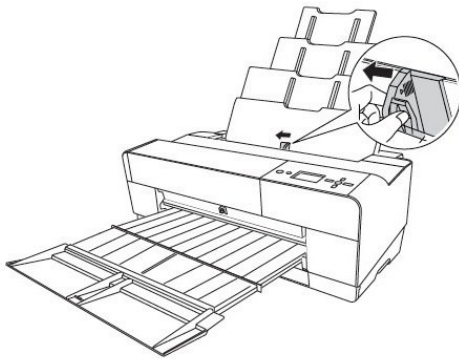
Step 4 — Pull out the output tray extensions to accommodate your paper size.

- Pull gently with both hands to extend the **output tray** to support your paper as it exits the printer.

Step 4 — Prepare to load paper

Step 5 — Squeeze the left edge guide and slide it to the left so that it is slightly wider than the width of your paper.

Tip: If you are loading multiple sheets, thumb through the stack of paper, then gently tap it on a flat surface to even the edges.

- Adjust the **Left Edge Guide** so there is plenty of room to load your paper.

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Step 5 — Load paper

Tip: If the paper is curled, flatten it before you load it.

Step 6 Load the paper against the right edge, face-up and short edge first. Insert it until it meets resistance. Slide the edge guide against the left side of the paper.

You're ready to print.

- Load your paper, with the *printable side up*.

- Adjust the **Left Edge Guide** so the paper is supported, but not pinched.

⚠ Printer **not** ready? Out of Ink? Other problems or questions? See the area tech for assistance.

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