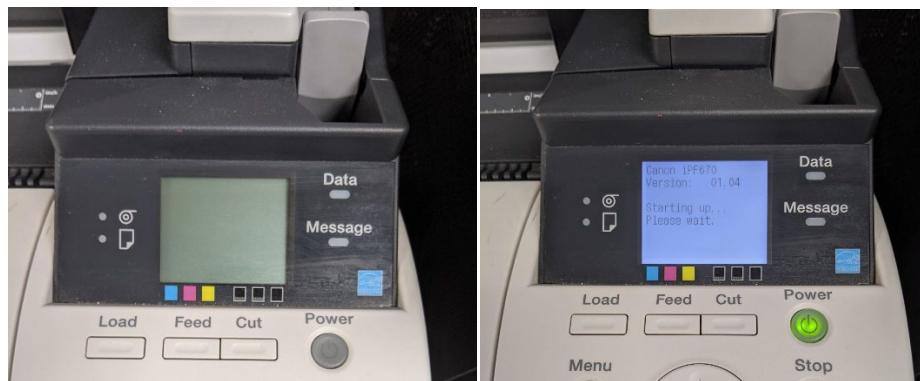# MAKERSPACE IPF670

What is the Large Format Printer?

The Large Format Printer allows clients to print things much larger than the regular public printers allow. The printer uses rolls of paper that are 24 inches long and can print things of any length as long as either the width or height is 24 inches or smaller. We offer 3 different types of paper: Plain Paper, Matte Paper and Glossy Photo Paper, each with a different price depending on how much paper is used.

Setting Up the Large Format Printer

1. **Turn on the Printer**
   Note: The printer might take some time to finish starting up.
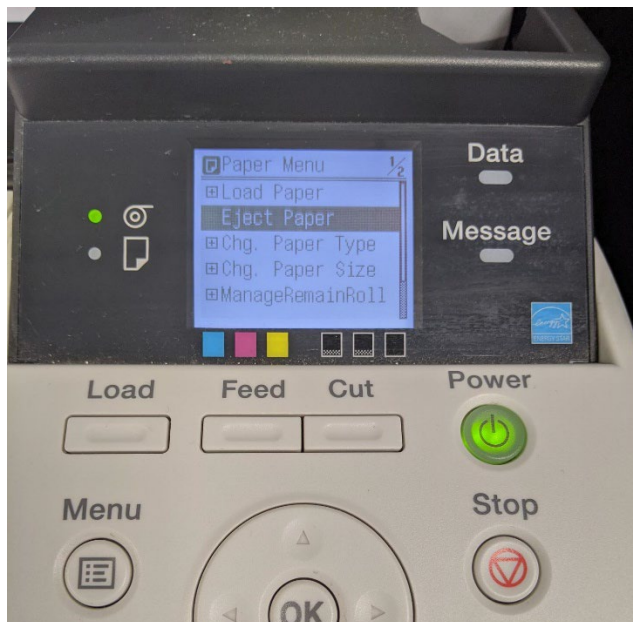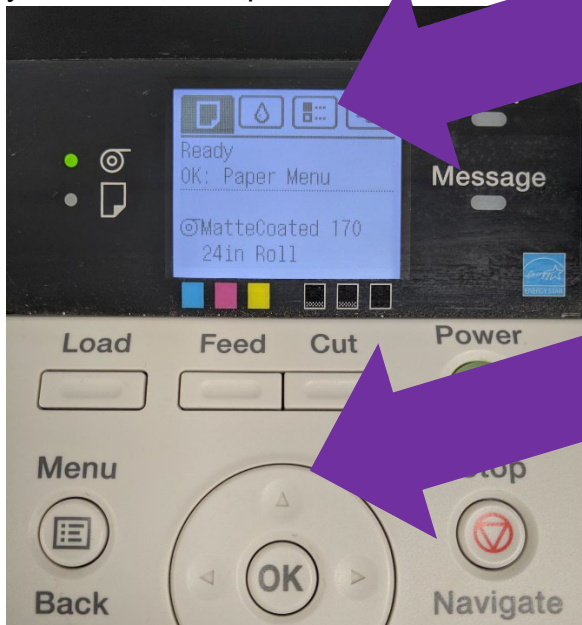

2. **Check the Paper**
   Check if the Paper currently in the printer is what the client wants to print on, it should be either Plain, Matte or Photo. If it is, you can skip ahead to Printing a File.
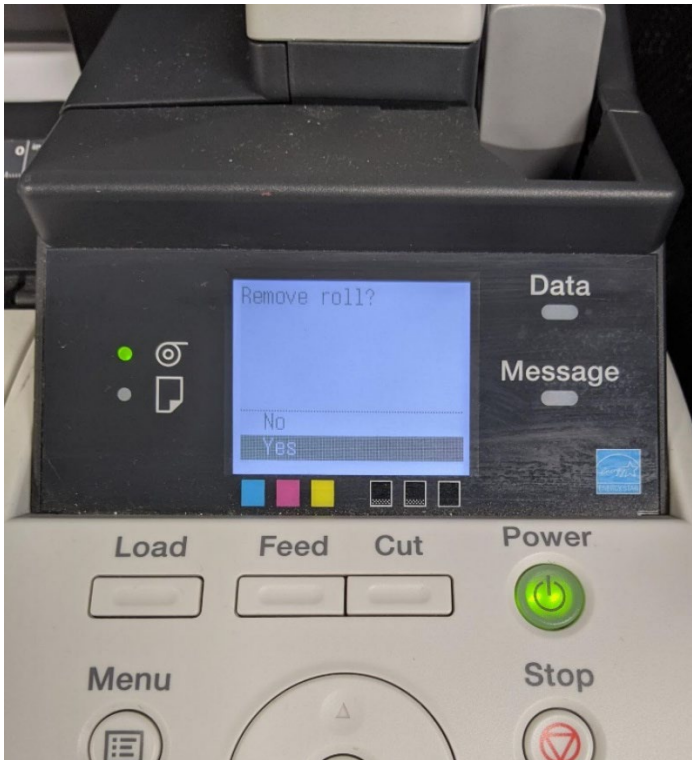
Pickering Public LIBRARY

Replacing the Paper

1. **Press OK at the Paper Menu**
   NOTE: If it's not at the Paper Menu, press the left and right buttons until you're at the Paper Menu
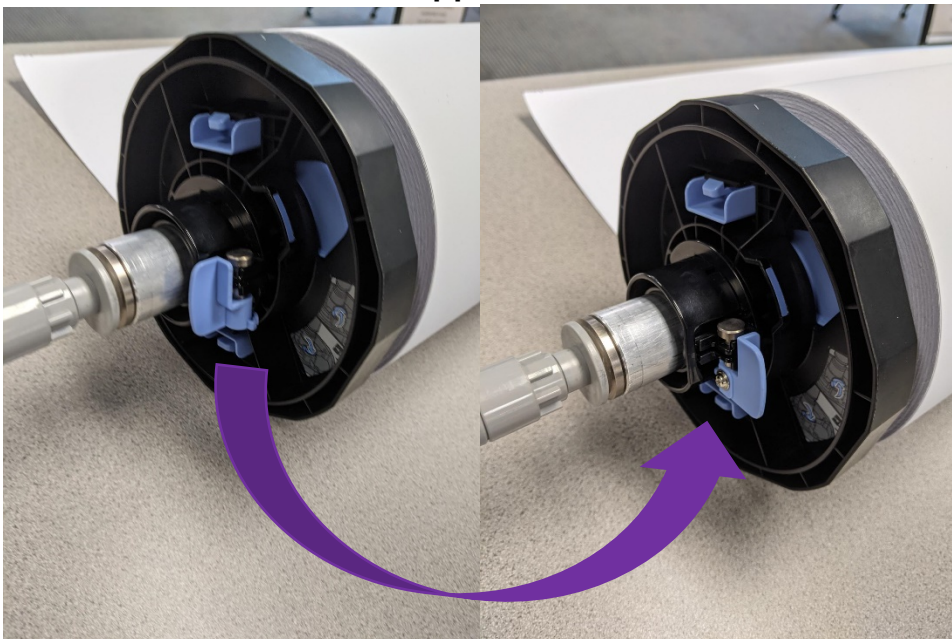
4. Lift the Paper Cover

5. Remove the Roll

6. Unlock the Left Holder Stopper

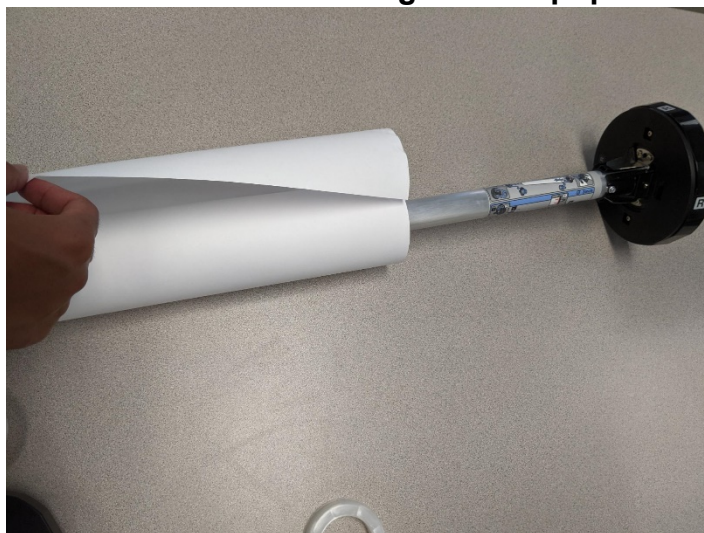## 7. Remove the Left Holder Stopper

8. Remove the Paper Roll

9. *Optional: Remove or Add an Adapter to the Right Holder Stopper
   Some Paper Rolls are too large for the paper holder normally so come
   with adapters to make them fit snug on the holder

10. Place the new Paper Roll onto the Holder
    NOTE: Make sure the edge of the paper is facing forward (toward you)

11.*Optional: Remove or Add an Adapter to the Left Holder Stopper

12. Place the Left Holder Stopper onto the Roll Holder until it's firm against the paper and re-lock it

13. Place the Paper back into the Holder, make sure the side with the R is on the Right side

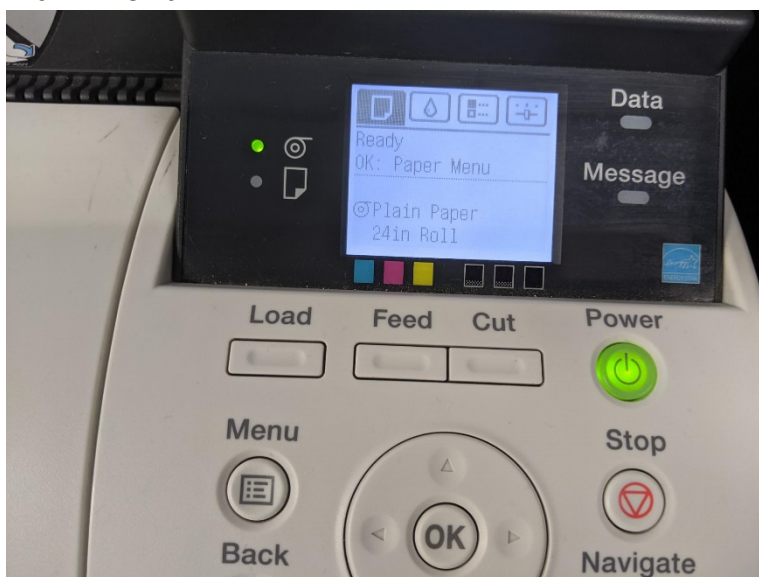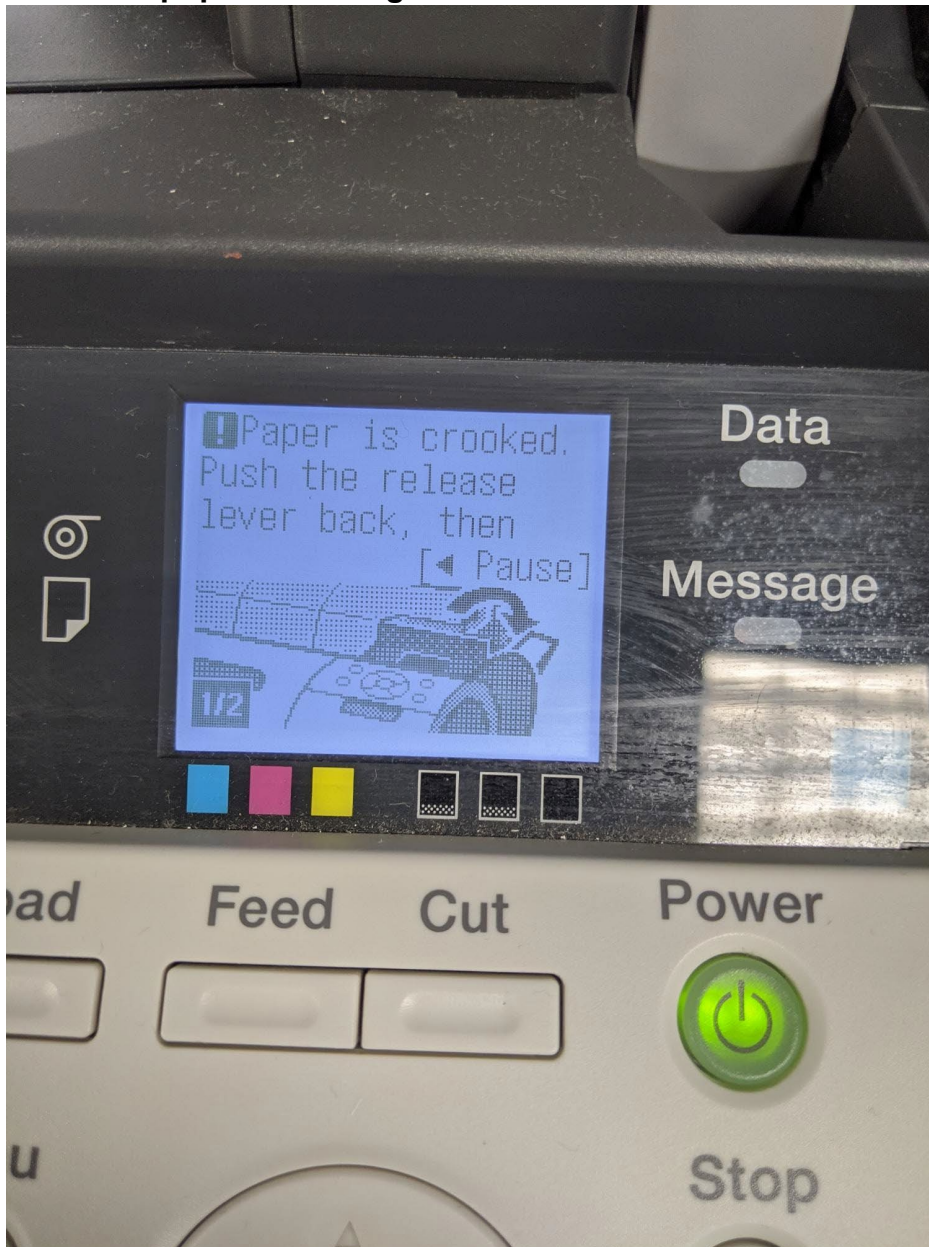**14.** Start feeding the paper into the printer until the machine catches it

15. The screen will ask you which type of paper you put in, select the correct one and press OK

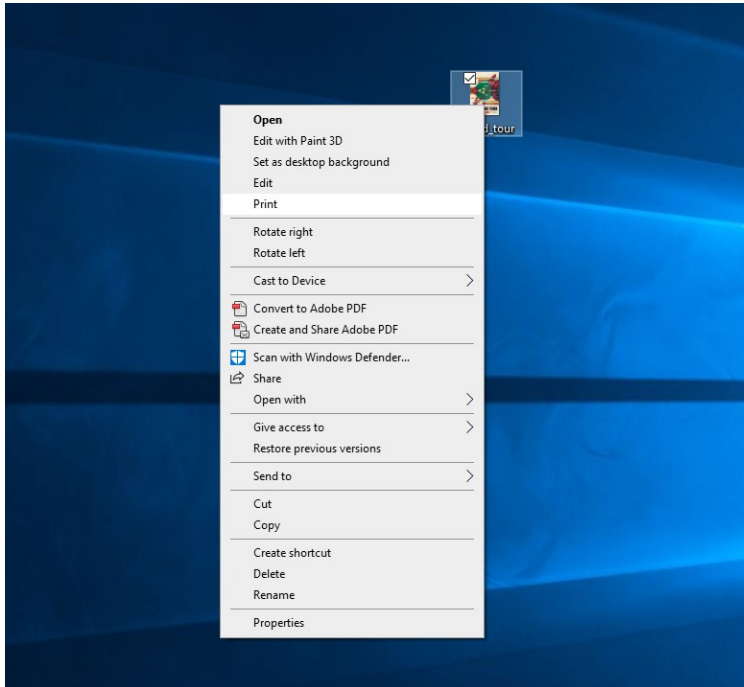**16. The machine should test the paper and if it's okay you'll return to the main menu**

17.If the machine gives you an error, follow the instructions on the screen to fix the paper. You might have to do this several times
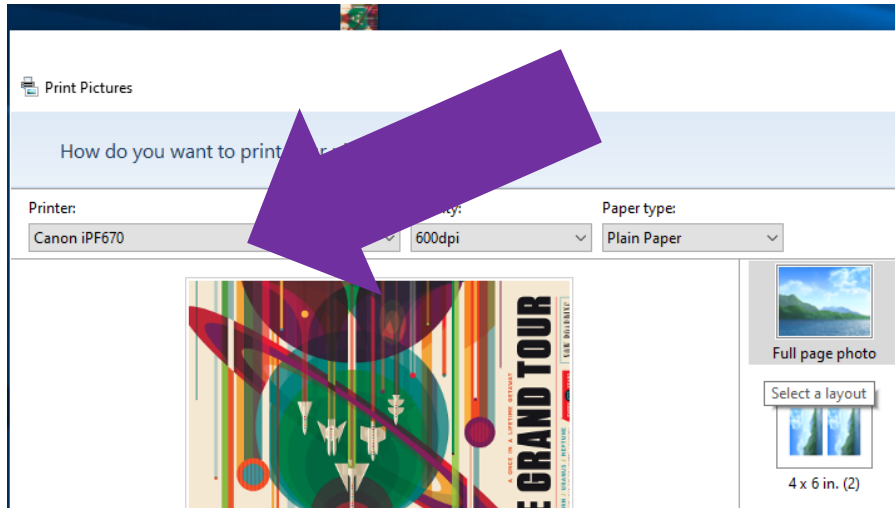
How to Print a PNG/JPG File

1. **When Printing a PNG/JPG File, right click the file and choose Print**
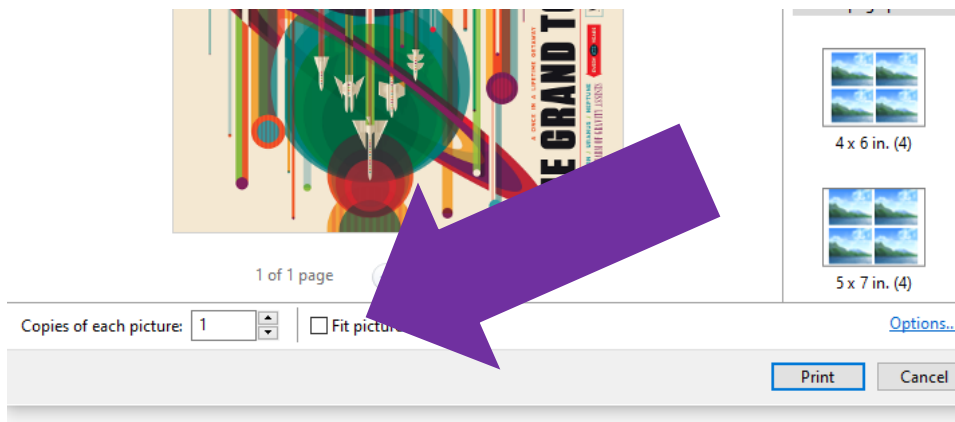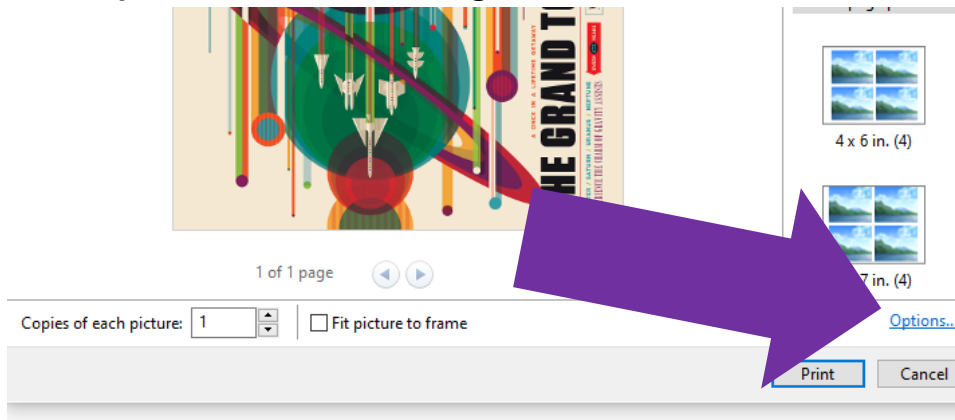   **NOTE: Always have the client download the file onto the computer**

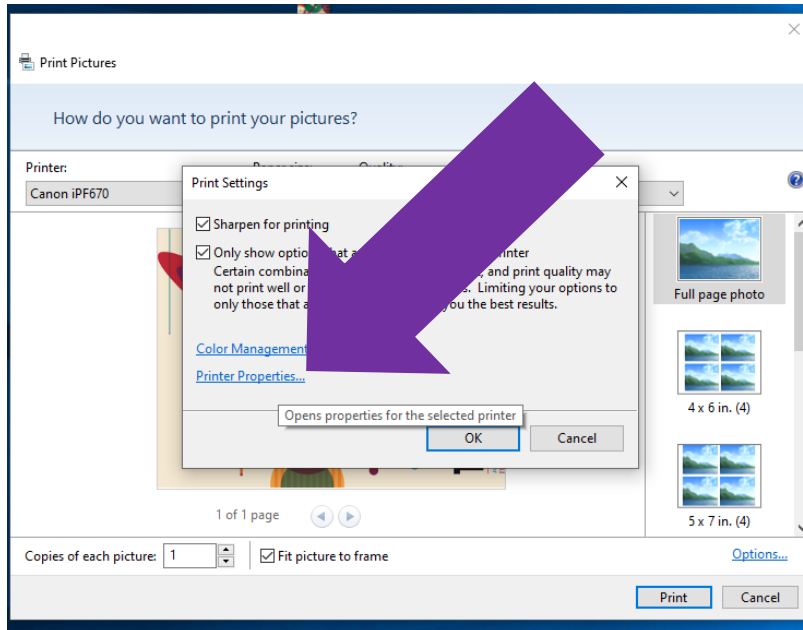## 2. Choose the Canon iPF Printer

3. Uncheck Fit Picture to Frame
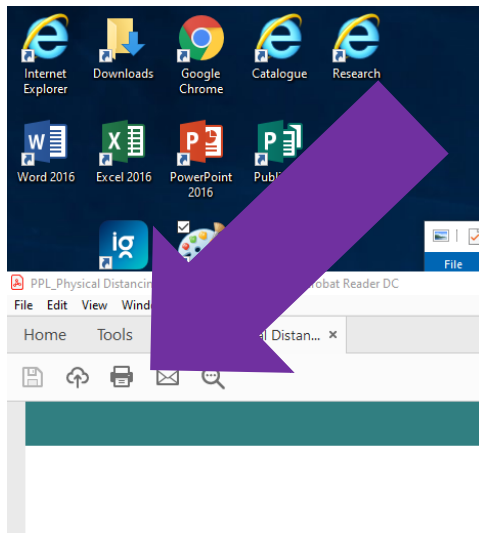

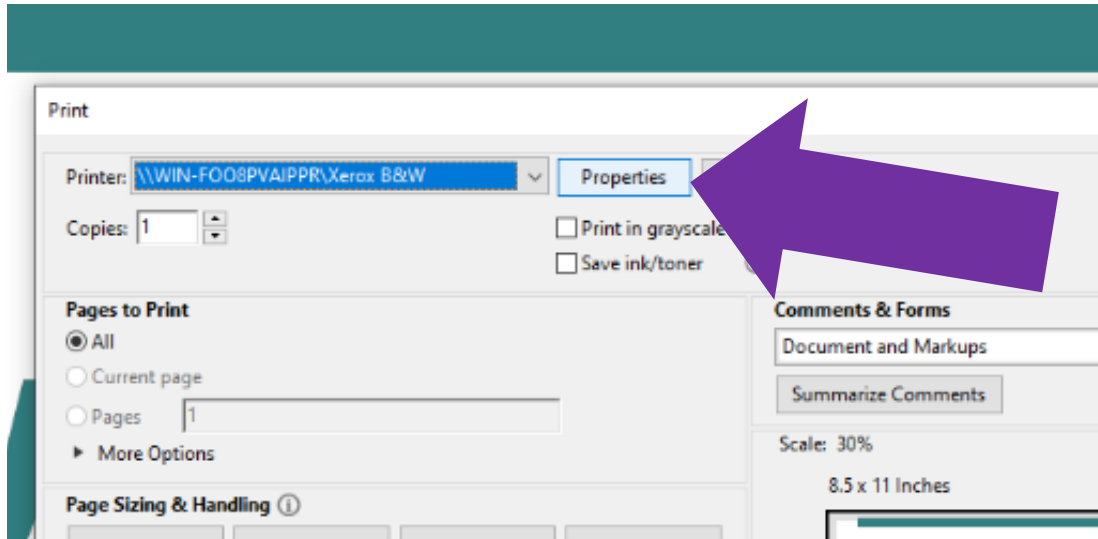## 4. Click Options in the Bottom Right Corner

5. Choose Printer Properties

How to Print a PDF File

1. Double Click the file to open Adobe Acrobat Reader
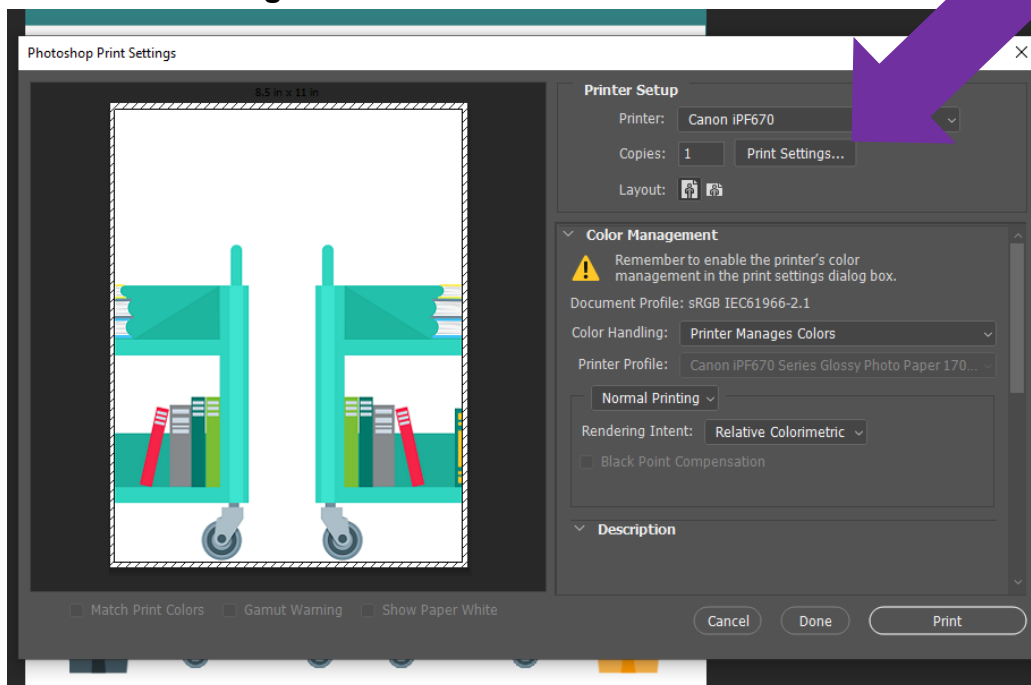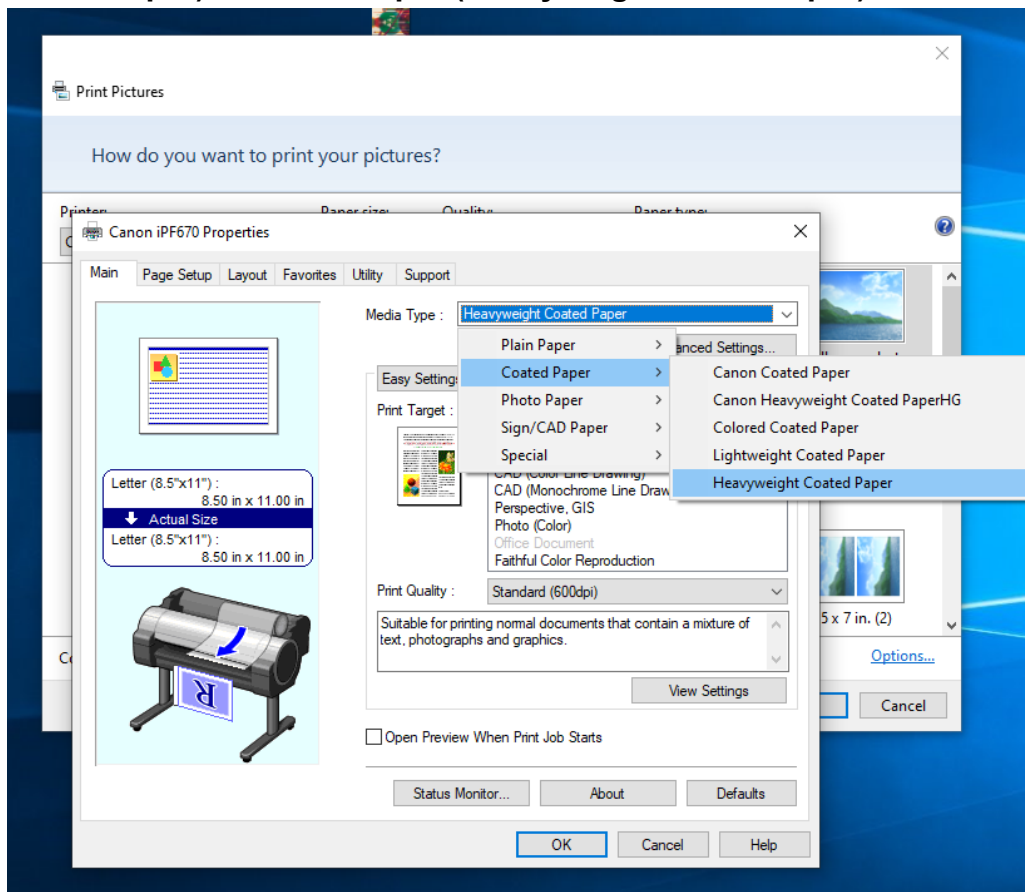
2. Click the Print Icon

3. **Click Properties**

How to Print a Photoshop File

1. **Go to File and Choose Print**
2. **Click Print Settings**
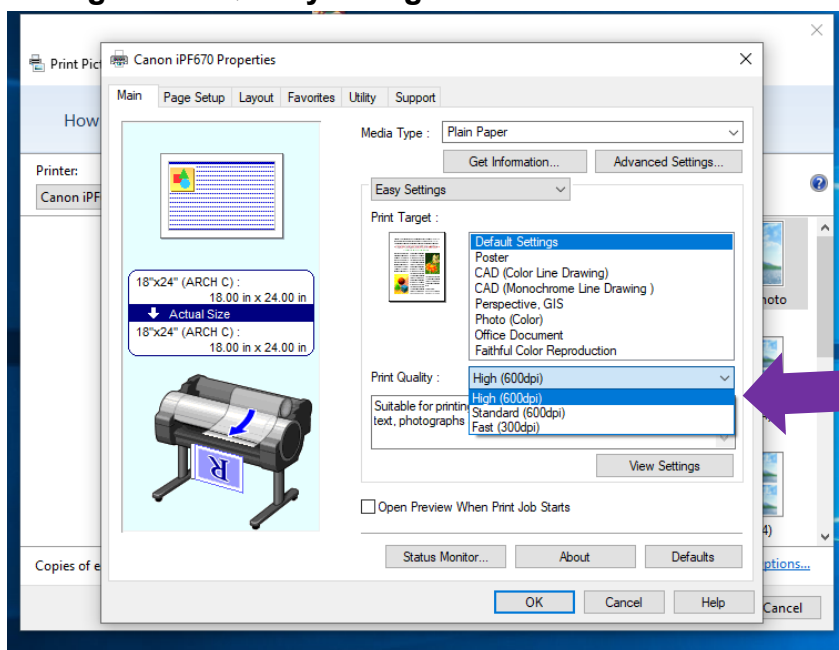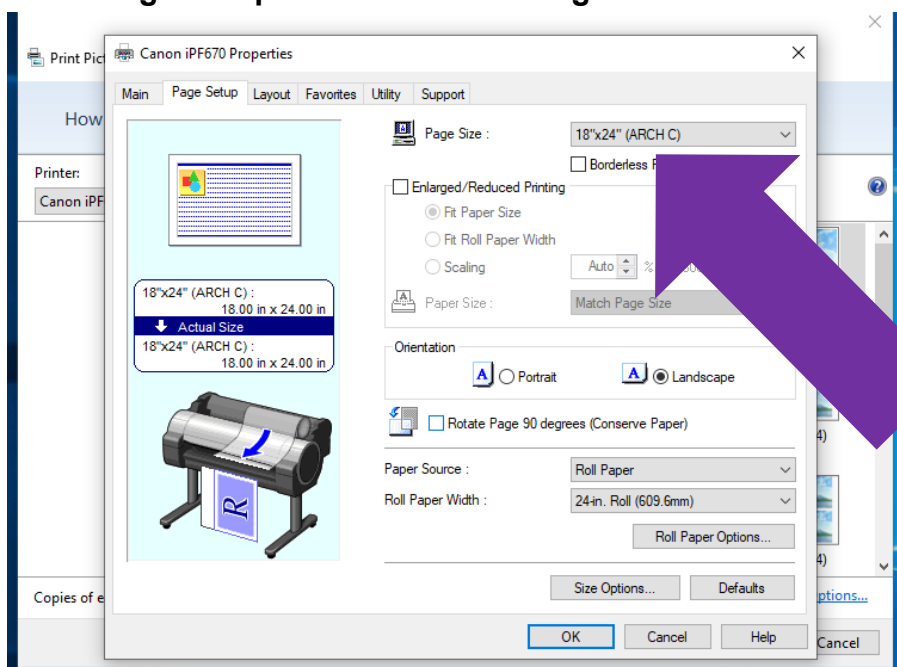
Setting up the Printer Settings

1. **Choose the Paper Type, either Plain Paper, Coated Paper (Heavyweight Coted Paper) or Photo Paper (Heavyweight Photo Paper)**
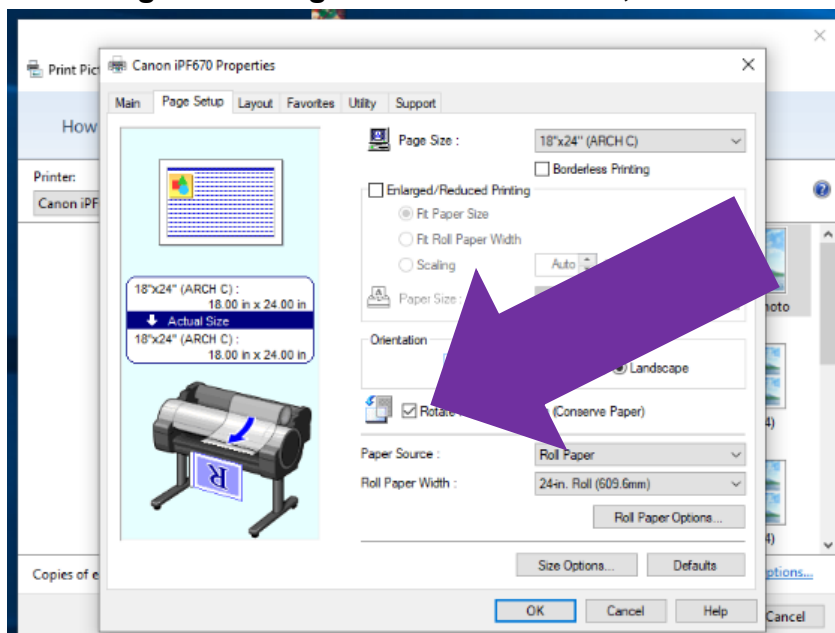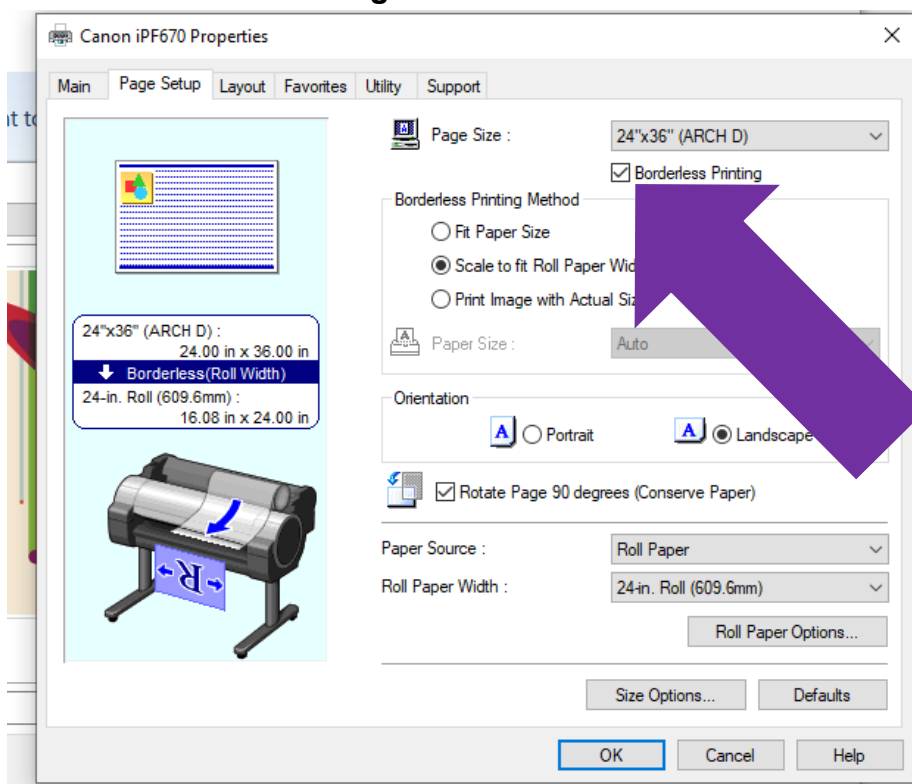
2. Change Print Quality to High

3. Go to Page Setup and Choose the Page Size

4. If Printing something smaller than 24x24, Click Rotate Page 90 degrees

5. Click Borderless Printing if the client would like it

6. Click OK and when you return to the Print dialog window click Print.
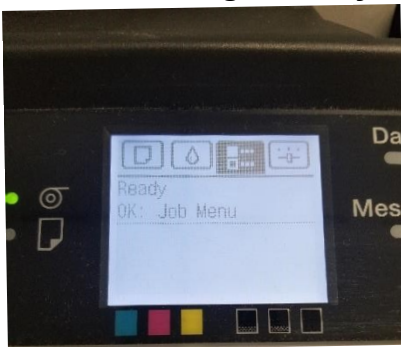
Things to Watch While Printing

1. Have the Client watch the Paper as it comes out of the Printer to make sure it looks okay.
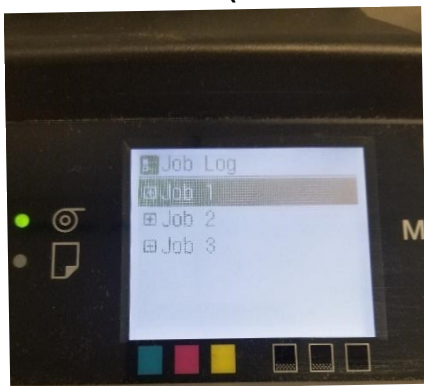2. If something looks wrong, you can click the Stop button to cancel the print and try again

Pricing

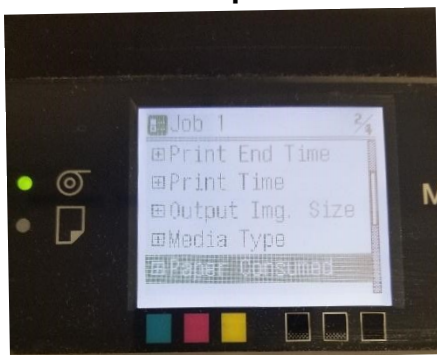Pricing is based on Paper Used (Plain: $0.50/Sq. Ft, Matte: $1/Sq. Ft. Photo: $1.50/Sq.Ft.) + Ink Used.($1/ml)

1. **Press left or right until you get to the Job Menu and press OK**

2. **Choose Job 1 (Job 1 is always the most recent Job)**

3. **Go down to Paper Consumed**

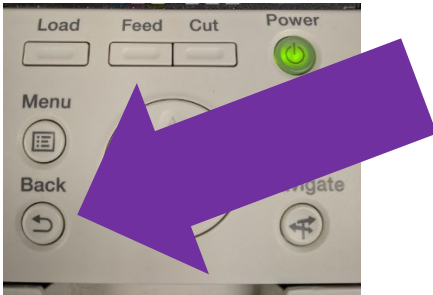4. **The price is based on the type of paper times the number given**

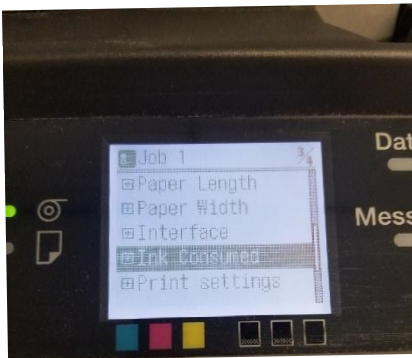**eg. Plain: $0.50*6 = $3.00 + Ink**
Matte: $1.00*6 = $6.00 + Ink
Photo: $1.50*6 = $9.00 + Ink

5. Press the back button to return to the previous menu

6. Go to Ink Consumed

7. Go to Total Ink Consumed

8. Price $1.00 for each mL of Ink used (Round Up/Down, always at least $1.00)