Using the Epson 2200 Inkjet Printer

For your convenience, Emerson College provides photo quality inkjet printers in selected computer labs. They are accessible from any Windows workstation in these labs. Please note that users will have to supply their own photo paper. This document outlines basic usage of the inkjet printers.

Go to the **File** menu of whichever program you would like to print from and click **Print**. This will open the print dialog box, as seen to the right. Select the Epson printer from the drop down printer list at the top of this dialog. Select your print options and press **OK** to send your print job to the Print Release Station.

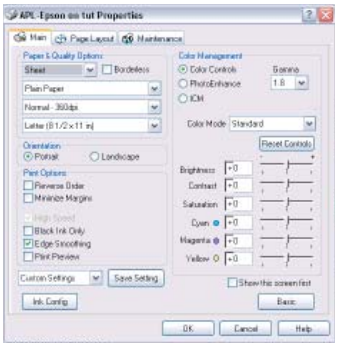
The Print Dialog

Printer Specific Adjustments

The Properties Window

To adjust the settings of your photo printout, click the Properties button at the top of the print dialog. You can choose from pre-determined settings based on what you would like to print, or you can click the Advanced button in the lower left of the Properties window to access specific color controls.

The Properties window also allows you to select the paper size for your printout.



Advanced Settings

Collecting Your Printout

Click the OK button at the bottom right of the print dialog to send your print job to the Print Release Station. You can now load your paper into the inkjet printer and swipe your card at the Print Release Station to release your printout. Please be aware that due to the cost of the inkjet toner, inkjet printouts are more expensive than those from the laser printers. Inkjet printout prices are as follows:

- Letter :$1.00 per page
- Legal : $1.25 per page
- Tabloid : $1.50 per page
- All Other Sizes : $1.50 per page

For additional information, please contact the IT Help Desk at 617.824x8080

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