# Working with the Epson Printers in GRA 246

Updated 9/29/2015

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# About this Guide

I have attempted to put together some basic information to help lab monitors out when working in the GRA 246 lab. This document includes a lot of information from the Epson manual for the 4800 and 9800. The complete manual is available here:

• 4800: <a href="https://files.support.epson.com/pdf/pro48u/pro48ugd.pdf">https://files.support.epson.com/pdf/pro48u/pro48ugd.pdf</a>

• 9800: https://files.support.epson.com/pdf/pro78\_/pro78\_gd.pdf

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# General

# Calibrating the Monitors for More Accurate Color

It is important to calibrate the monitor's color settings with the printer that is being used to ensure the best possible results when printing. Even small changes can be problematic when it comes to printing an extremely large and expensive printout.

On the dock, click on the settings icon.

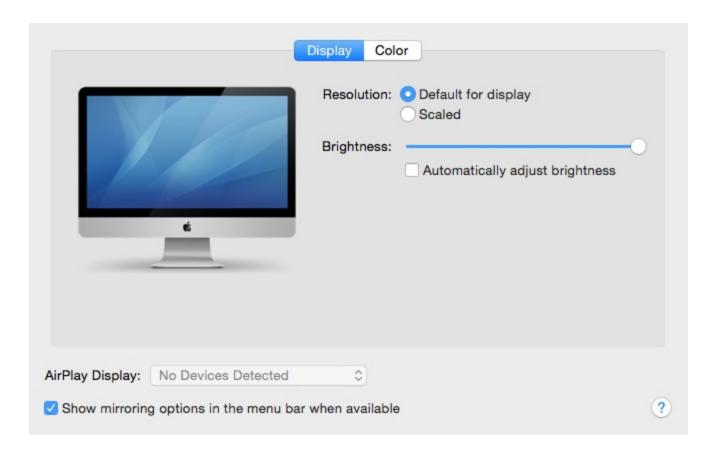


Then, in settings, click on the Displays icon.



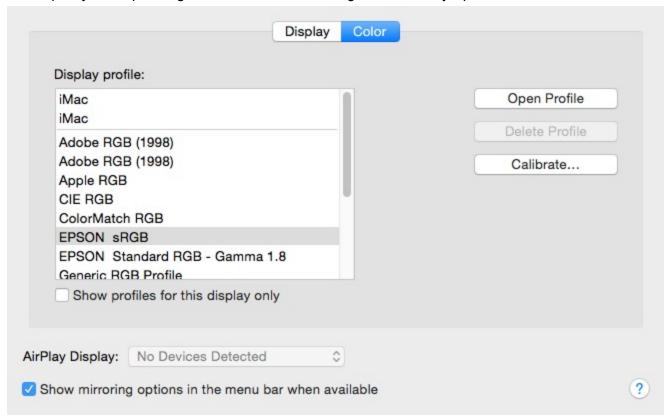
This will allow you to change the settings needed to maintain the best color between the screen and the printer. There is no way to be 100% accurate, the Color Sync profile on the Mac will help.

First, you will want to set the brightness to full. While many people do not like to work this way, it is the most reliable setting for display correction since there is not a default way to determine subtle contrast differences on the brightness adjustment bar. Lower levels can cause changes in the contrast of photos and whites appear darker and dark colors to fade into each other when displayed.



Next, make sure that you select the EPSON sRGB profile. This will be the most accurate profile for the 9800 and 4800 printers in GRA 246. Gamma 1.8 is an older profile meant to provide

better quality when proofing on B&W and then moving to color laserjet printers.



Perform a small test print to make sure the colors are correct before releasing a large print job.

# **Epson 4800**

4800: Changing Paper

4800: Handling Media

- When storing roll paper, keep it in its original packaging—including the bag, end caps, and box.
- To avoid feeding excess paper, make sure the ☐ Sheet icon does not appear on the LCD display. Press the < Paper Source button until the ⊕¾ or ⊕ roll icon appears on the LCD display.</li>
- Choose \(\mathbb{O}\)\(\text{\text{if you want the paper to be cut automatically after each page is printed.
- Choose if you're printing on canvas or other heavy media. Media
  that is too thick will damage the cutter. Use of a rotary paper
  cutter/trimmer is recommended.

Also choose this setting if you want to print a series of pages and keep them together for cutting later on. The following media (and other similar materials) do not work with the built-in cutter:

- Fine art paper (including Epson Textured and UltraSmooth Fine Art Paper)
- PremierArt<sup>™</sup> Water Resistant Canvas for Epson
- Vinyl
- Matte board
- Backlight film
- Heavyweight polyester banner media
- DuPont Semigloss Proofing Paper
- Release the paper lever to view the suction setting. The suction helps hold the paper in place during loading and printing.

- If you're loading heavy paper, you may need to increase the suction strength by pressing the paper feed ^ button.
- For lightweight paper, decrease the suction by pressing the ∨ button.

You can print on many types of cut sheet paper and other media. The Epson Stylus Pro 4800 accepts sheets ranging from  $8 \times 10$  inches to  $17 \times 22$  inches.

Follow these additional guidelines for cut sheet paper:

- You can leave your roll paper on the spindle when you print on cut sheets; make sure it is removed from the paper path and rolled up.
- Store sheet media on a flat surface in its original package.
- If you need to add paper to the tray, first remove all the paper and then add to the stack that you removed.
- Use the 250 Media Type setting for 17 x 22-inch sheets.
- If you're using fine art paper or other thick media, you need to load it manually, as described on page 44.

## 4800: Using Sheet Paper

## **Using Cut Sheet Paper**

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## **Cut Sheet Paper Paths**

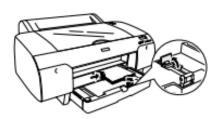
In addition to the paper tray, two paper paths are available for manual feeding of special media. Make sure you use the correct paper path for Epson media, as listed below:

#### Paper tray

- Photo Quality Ink Jet Paper
- Premium Glossy Photo Paper
- Premium Semigloss Photo Paper
- Premium Luster Photo Paper
- Proofing Paper Commercial Semimatte
- Premium Semimatte Photo Paper
- Enhanced Matte Paper
- Watercolor Paper Radiant White
- Plain Paper

#### Top manual feed slot

- Photo Quality Ink Jet Paper
- Premium Semigloss Photo Paper
- Premium Luster Photo Paper
- · Proofing Paper Commercial Semimatte
- Premium Semimatte Photo Paper
- Enhanced Matte Paper
- Watercolor Paper Radiant White
- Velevet Fine Art Paper
- Plain Paper





#### Front manual feed slot

- UltraSmooth Fine Art Paper
- Textured Fine Art Paper
- Enhanced Poster Board
- Velvet Fine Art Paper



## **Loading Paper in the Paper Tray**

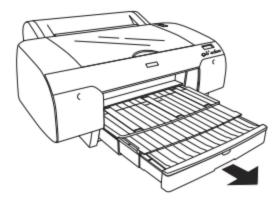
You can load up to 250 sheets of plain paper in the tray. The following table lists a guideline for paper tray capacity for various types and sizes of Epson paper:

Epson cut sheet paper capacity

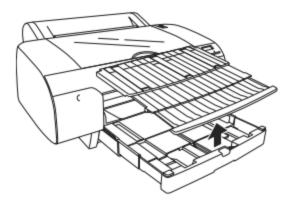
Paper type	Size (inches)	Loading capacity
Photo Quality Ink Jet Paper	8.5 × 11	200
	11 × 17 13 × 19	100
	17 × 22	50
Premium Semigloss Photo Paper	8.5 × 11	100
	13 × 19	50
Premium Luster Photo Paper	8.5 × 11	100
	11.7 × 16.5 13 × 19	50
Proofing Paper Commercial Semimatte	13 × 19	50
Enhanced Matte Paper	8.5 × 11	100
	11.7 × 16.5 13 × 19	50
Watercolor Paper - Radiant White	13 × 19	20

Follow these steps to load cut sheets in the paper tray:

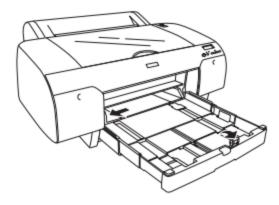
- Make sure the printer is turned on, then press the < Paper Source button until the ☐ sheet icon appears on the LCD display.
- 2. Extend the paper tray and paper tray cover.



3. Lift up the paper tray cover.



4. Flip up the paper guide roller and slide the edge guide all the way to the left.

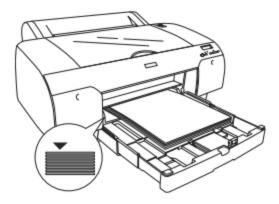


- Clean the inside of the paper tray to remove any dust. Dust may affect printout quality.
- 6. Thumb through a stack of paper, then gently tap it on a flat surface to even the edges.

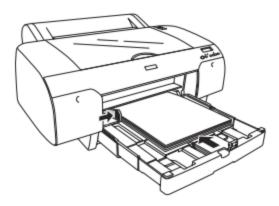


Load the sheets with the printable side down, in the portrait orientation (short edge first). Place the paper all the way back in the paper tray and next to the right edge.

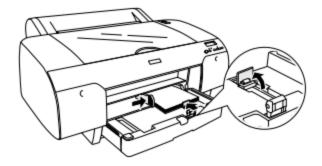
Make sure the stack of paper fits under the arrow on the left edge guide.



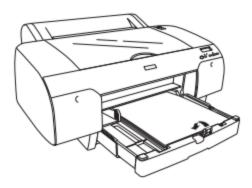
8. Adjust the edge guide and length of the paper tray.



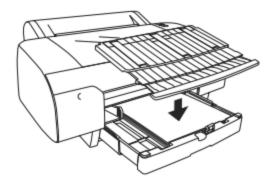
If you're printing on letter-size paper, raise the paper guide and push it against the end of the paper stack.



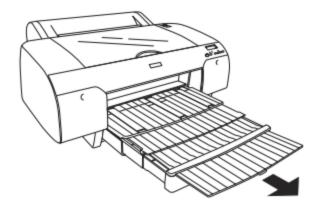
9. Flip the paper guide roller down onto the stack of paper.



10. Replace the paper tray cover and adjust its length.



11. Extend the paper tray cover if necessary to support your printouts.

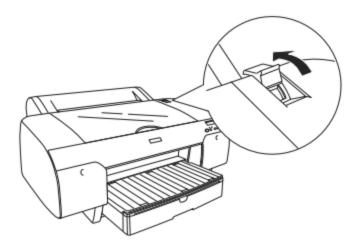


(From the Epson manual)

## Using the Front Manual Feed Slot

If you want to print on fine art paper, posterboard, or other media 19 to 59 mil (0.5 to 1.5 mm) thick, you need to use the manual feed slot. This provides a straight-through paper path. Be sure to allow enough room behind the printer so the paper is not bent when it feeds into the printing position.

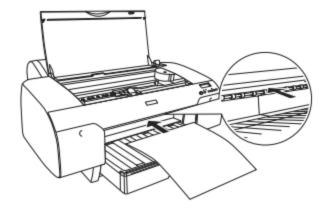
- Make sure the printer is turned on, then press the < Paper Source button until the ☐ sheet icon appears on the LCD display.
- 2. Release the paper lever.



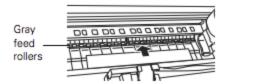
3. Open the top cover.

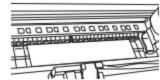


## 4. Insert the sheet face-up.



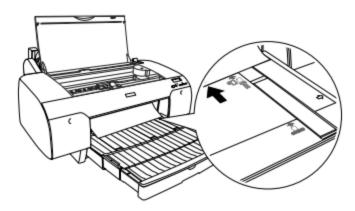
5. Push the sheet under the gray feed rollers.





Align the edge of the paper with the mark on the paper tray cover, as shown below. For longer sheets, make sure you align the right edge of the sheet with the arrow mark on the right and the leading edge with the OTHERS mark.

Then close the top cover.



## Using the Top Manual Feed Slot

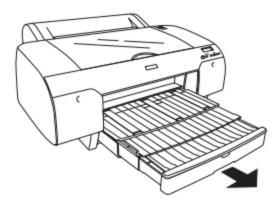
You may use the top manual feed slot for certain media types such as Velvet Fine Art Paper. You can also use this feed slot for other types of paper, as listed on page 37.

- Make sure the printer is turned on, then press the < Paper Source button until the ☐ sheet icon appears on the LCD display.
- Align the sheet with the right edge of the slot and insert it until it meets resistance. Make sure the sheet is straight.



The printer automatically feeds the sheet into printing position.

Extend the paper tray and cover if necessary to support the sheet as it comes out of the printer. Make sure the roll paper support is not raised.



## 4800: Using Roll Paper

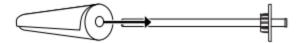
## Loading the Paper onto the Spindle

Follow these steps to attach the roll to the spindle:

1. Slide the black paper stop (flange) off the left end of the spindle.



2. Position the roll so the paper unwinds as shown, then slide it onto the spindle:



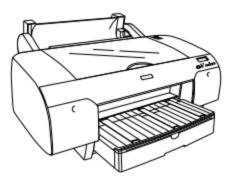
Slide the movable paper stop back onto the spindle and insert it into the end of the roll. Make sure it is firmly fixed into the left end of the paper roll.



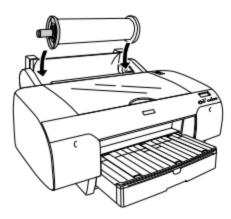
## Placing the Paper in the Printer

Follow these steps to place the paper in the printer:

1. Open the roll paper cover.

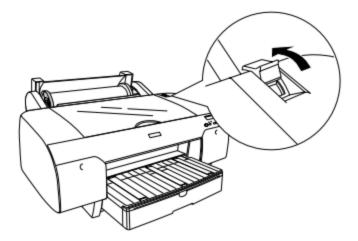


2. Place the roll paper in the printer as shown. (The gray end of the spindle goes on the right.)

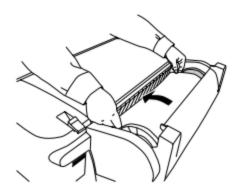


 Make sure the printer is turned on, then press the < Paper Source button until the □ or □¾ icon appears on the LCD display.

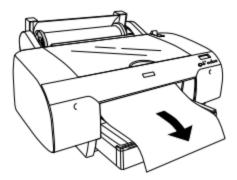
# 4. Release the paper lever.



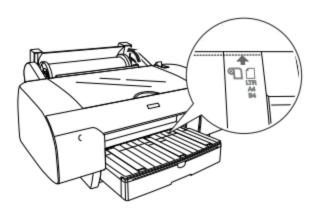
5. Hold both sides of the paper and feed it into the slot.



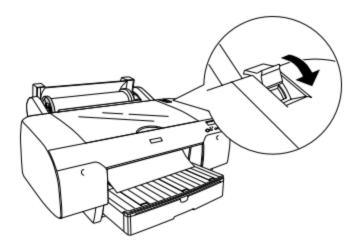
Feed the paper all the way through the printer to the end of the paper tray.



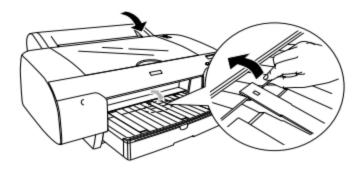
Using the ends of the spindle, roll the paper up until the edge is aligned with the roll paper mark next to the arrow.



Move the paper lever to the secured position. The printer automatically positions the paper for printing.



9. Raise the roll paper support. Make sure the paper is on top of the guides.



10. Close the roll paper cover.

To avoid indenting or creasing the paper, remove it from the paper path and roll it up when you are not printing.

### Removing Paper from the Spindle

If you need to remove the paper roll from the spindle, follow these steps:

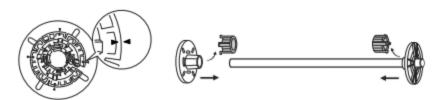
- 1. Open the roll paper cover.
- If the paper is loaded for printing, push the paper lever back to the released position, then roll up the paper before removing it.
- 3. Remove the roll paper and spindle from the printer.
- Set the spindle upright, with the gray end on the floor and the black end at the top.
- 5. Slide the black paper stop off the top of the spindle.
- 6. Remove the roll paper from the spindle.



#### Switching Between 2-Inch and 3-Inch Roll Paper

You can convert the spindle to accept roll paper with either a 2-inch or 3-inch core by using the spindle adapters. Follow these steps to attach the adapters for using 3-inch roll paper:

- 1. Remove the black paper stop from the end of the spindle.
- Align the arrow marks as shown below and press one of the adapters onto the gray paper stop until it locks in place. Press the other adapter onto the black paper stop.



To remove the adapters, press on the four tabs.



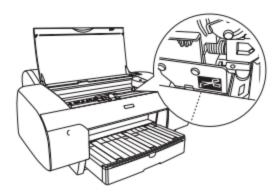
## 4800: Manually Cutting Paper

## Cutting Paper Manually with the Built-in Cutter

When you're not using the auto cut setting, you need to cut the paper manually by pressing the button after your print job is finished. You can use the button for most types of paper. However, if you're printing on fine art paper, canvas, or other heavy media, you should use a rotary paper cutter/trimmer or scissors rather than the built-in cutter. See page 48 for a list of media that cannot be used with the built-in cutter.

Follow these steps to cut manually with the built-in cutter:

- Before you print, press the < Paper Source button until you see the icon.
- 2. Run your print job.
- If the paper is not positioned correctly, press the v or hutton to
  match the cutting position on the paper with the cutting position on the
  left side of the print head.

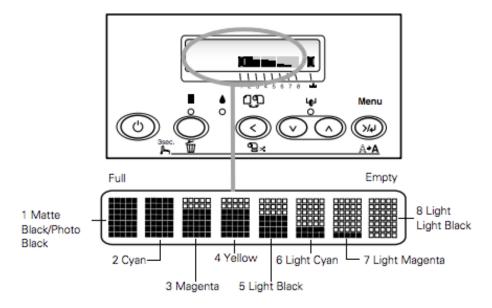


- Press the < button until you see the ¬¾ auto cut icon on the LCD.</li>
- 5. Press and hold the < button for 3 seconds. The paper is cut.

## Replacing Ink Cartridges

Before you begin a large print job, you should check your ink levels. If one of your cartridges is low, you can replace it before you start. Or you can wait until the ink runs out, replace the cartridge, and then continue the job without any loss of print quality. However, it is best to replace a low ink cartridge before starting a large print job.

The easiest way to check ink levels is from the control panel:



When the red • ink light is flashing (and INK LOW is displayed on the LCD panel), the indicated cartridge is almost out of ink. Make sure you have a replacement cartridge. When the light stays on and INK OUT is displayed, the cartridge is empty. You must replace the cartridge before you can continue printing.

You can install any combination of 110 ml and 220 ml cartridges. It's a good idea to keep a set of empty 110 ml cartridges on hand at all times in case you need to ship the printer.

Use the following UltraChromeK3 Epson ink cartridges:

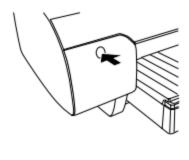
Cartridge	110 ml	220 ml*	
Matte Black	T543800	T544800	
Photo Black	T564100	T565100	
Cyan	T564200	T565200	
Magenta	T564300	T565300	
Yellow	T564400	T565400	
Light Cyan	T564500	T565500	
Light Magenta	T564600	T565600	
Light Black	T564700	T565700	
Light Light Black	T564900	T565900	

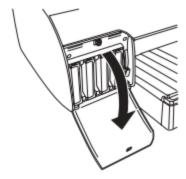
<sup>\*</sup> When using these cartridges, you must leave the ink compartment door open.

You can purchase genuine Epson ink and paper from an authorized Epson reseller. To find the nearest reseller, call 800-GO-EPSON (800-463-7766). In the U.S., you can also purchase online at www.epsonstore.com. In Canada, you can also purchase at www.epson.ca or 800-807-7766.

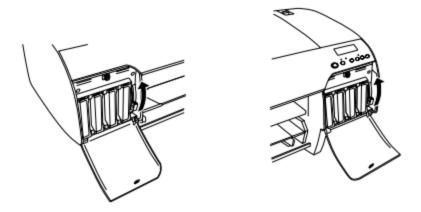
Before you start, make sure the printer is powered on. Then follow these steps to replace an ink cartridge:

- Note the color of the cartridge whose light is on or flashing. This is the cartridge you need to replace.
- Press the ink compartment cover to open it.

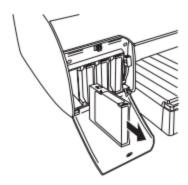




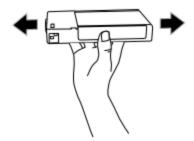
3. Raise the ink levers to the unlocked position.



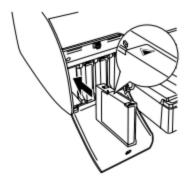
 Remove the empty ink cartridge from the printer. Make sure you save your first set of empty 110 ml cartridges, so you can use them for transporting the printer if necessary.



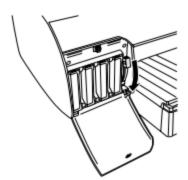
Make sure the replacement cartridge is the correct color, and remove it from its package. 6. Gently shake the cartridge before installing it.



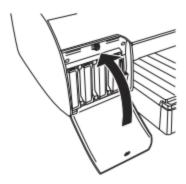
Hold the cartridge with the arrow pointing toward the printer. Then insert the cartridge into the slot. Don't force it in.



8. Lower the ink lever to its locked position.



If you're using 110 ml cartridges, close the ink compartment cover. If you're using 220 ml cartridges, you'll have to leave the cover open.



Once the cartridges are installed, the printer returns to its READY state.

## 4800: Performing a Basic Cleaning Cycle

Press the Menu button for three seconds to initiate a basic cleaning.

## 4800: Performing a Power Cleaning Cycle

#### Running a Power Cleaning Cycle

You can run a power cleaning cycle from the control panel if the normal cleaning process is not sufficient to clear the nozzles. However, the power cycle uses a large quantity of ink, so it is recommended only as a last resort.

The cartridges need to be at least 50% full to use power cleaning. You may need to replace a low cartridge to run the cleaning cycle. After cleaning, you can reinsert the old cartridge.

- Print a nozzle check to make sure the print head needs cleaning, as described on page 102.
- Make sure the printer is ready and the red 

   ink light on the printer's LCD panel is not on or flashing.
- Press the Menu >/→ button.
- Press the ∨ button until you see MAINTENANCE, then press Menu >/√.
- Press the ∨ button until you see PWR CLEANING, then press Menu ¾. Press Menu ¼ again to start the power cleaning.
- Follow the instructions on the LCD panel to raise or lower the ink levers.
- When cleaning is finished and the Pause light stops flashing, print the nozzle check again to confirm that the head is clean.

For effective cleaning, always run a nozzle check between cycles.

If the pattern is still missing segments after a few power cleaning cycles, turn the printer off and leave it overnight, then clean the print head again the following morning with regular cleaning cycles. If you still see no improvement, contact Epson for assistance.

## 4800: Aligning the Print Heads

## Aligning the Print Head

Aligning the print head is the most important thing you can do to ensure the best print quality. If banding appears on your prints, if they look grainy or blurry, or you see misregistration or "ghosting," you need to align the print head.

Although you can align the print head using the printer utility software, it's best to align from the control panel. This will do the most thorough job in the shortest time, and it's all automatic.

If you haven't already done so, it's a good idea to run a nozzle check before aligning the print head (page 104). This ensures that the print head alignment patterns print correctly.

Follow these steps to align the print head using the control panel:

- Make sure the printer is turned on. Then load Epson Enhanced Matte paper or the paper that came with the printer.
- Press the ∧ button so you see HEAD ALIGNMENT, then press Menu ¾. You see PAPER THKNS.
- Press the Menu >/→ button again so that \*STD appears on the display.
   This is the correct thickness setting for most Epson papers, including Enhanced Matte paper.
- Press the Menu → button to register the value, then press the < button to display PAPER THKNS again.
- Press the ∨ button to display ALIGNMENT.

- Press the Menu >/→ button to display AUTO, then press the Menu >/→ button again. You see UNI-D (uni-directional). This is the type of alignment to start with.
- 8. Press the Menu >/ button again to start the alignment process.
  - It takes about 7 minutes to run the automatic uni-directional head alignment. The printer's white beam sensor reads the alignment pattern and adjusts the printer automatically. Make sure you don't open the top cover or turn off the printer during this process.
- When the uni-directional alignment is finished, press the ^ button until
  you see BI-D 2-COLOR. Then press the Menu > button again to start
  the bi-directional black alignment process, which is also completely
  automatic and takes about 7 minutes.
- 10. When the bi-directional black alignment is finished, press the ^ button until you see BI-D ALL. Then press the Menu > button again to start the alignment process. Again, this process is completely automatic and takes about 7 minutes.
- When done, press the Pause button to exit the head alignment mode.

If you want to verify or fine-tune the automatic alignment process, you can perform a manual head alignment. See your electronic *Reference Guide* for instructions.

# Epson 9800

# 9800: Changing Paper

The most common task that you will have with the Epson 9800's is changing paper. Below is information from the Epson Manual on changing paper.

9800: Handling Media (from Epson manual)

#### **Guidelines for Using Epson Media**

Follow these guidelines, as well as those included in your paper package, when printing on Epson paper and other media:

- Avoid touching the printable surface with your bare hands. Fingerprints may affect print quality. Handle media by the edges or use cotton gloves.
- Always choose the correct Media Type setting in your printer driver software before you send your job. See page 84 (Mac OS X) or page 101 (Windows) for instructions.
- Always select the correct paper source (roll or sheet) in both the printer driver software and on the printer's control panel. See page 81 (Mac OS X) or page 107 (Windows) for instructions on selecting the paper source in your printer software.
- Keep unused media in its original packaging and store it in a cool, dry
  place to maintain quality. Avoid storing your printouts where they will
  be exposed to high temperature, humidity, or direct sunlight.
- Store sheet media on a flat surface.

9800: Using Sheet Paper

## 9800: Using Roll Paper

#### **Roll Paper Guidelines**

When printing on roll paper, be sure to follow the media handling guidelines on page 56, as well as these special guidelines for roll paper:

- When storing roll paper, keep it in its original packaging—including the bag, end caps, and box.
- Choose \(\Pi\)\(\text{\text{if you want the paper to be cut automatically after each page is printed.
- Do not leave roll paper loaded in the printer when it is not in use.
- Choose 

  if you want to print a series of pages and keep them together for cutting later on.
- Choose if you're printing on canvas or other heavy media. Media
  that is too thick may damage the cutter. Use of Epson's optional Manual
  Media Cutting System is recommended. See page 10 for more
  information.

The following media (and other similar materials) may not work with the built-in cutter:

- Fine art paper (including Epson Textured and UltraSmooth™ Fine Art Paper)
- PremierArt™ Water Resistant Canvas for Epson
- Vinyl
- Matte board
- Backlight film
- Heavyweight polyester banner media
- DuPont™ Semigloss Proofing Paper
- If you're loading heavy paper, you may need to increase the paper suction by pressing the ▲ Paper Feed button.
- For lightweight paper, decrease the suction by pressing the ▼ Paper Feed button.

## Loading the Paper onto the Spindle

Follow these steps to attach the roll to the spindle:

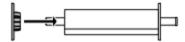
1. Slide the black paper stop (flange) off the left end of the spindle.



Position the roll so the paper unwinds as shown, then slide it onto the spindle. Make sure it is firmly fixed onto the gray paper stop at the right end of the spindle.



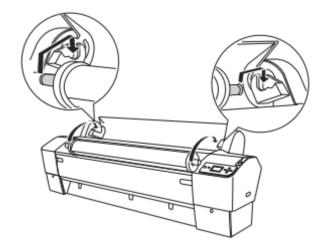
Slide the black paper stop back onto the spindle and insert it into the end of the roll. Make sure it is firmly fixed into the left end of the paper roll.



## Placing the Paper in the Printer

Follow these steps to place the paper in the printer:

- 1. Open the roll paper cover.
- 2. Place the roll paper in the printer as shown. (The gray end of the spindle goes on the right.)

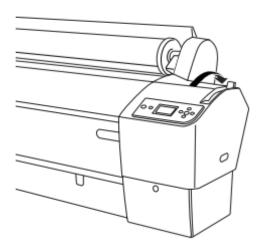


- Make sure the printer is turned on, then press the 

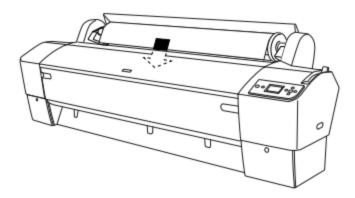
  Paper Source
  button until the 

  or

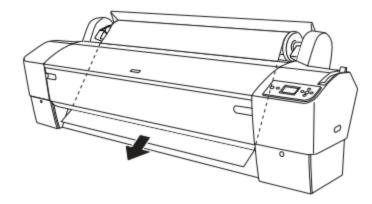
  k icon appears on the LCD display.
- 4. Make sure the O Power light is not flashing, then release the paper lever.



### 5. Feed the paper into the slot.

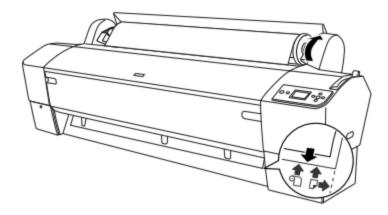


### 6. Pull the paper down so it extends all the way through the slot.

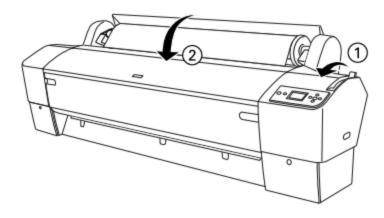


If the paper doesn't come out, you may need to adjust the suction. If you are loading heavy paper, press the ▲ Paper Feed button to increase the suction. If you are loading lightweight paper, press the ▼ Paper Feed button to decrease it. If the paper still doesn't come out, open the front cover and pull it out manually.

Holding the bottom edge of the paper, turn the roll back to remove any slack. Then align the bottom edge with the horizontal line and the right edge with the vertical line.



Move the paper lever to the locked position, then close the roll paper cover.



 Press the Pause button (or wait for 5 seconds). The paper feeds into printing postion automatically, and READY appears on the control panel.

To avoid indenting or creasing the paper, remove it from the paper path and roll it up when you are not printing.

### Removing Paper from the Spindle

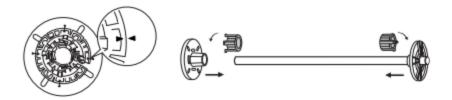
If you need to remove the paper roll from the spindle, follow these steps:

- 1. Open the roll paper cover.
- If the paper is loaded for printing, push the paper lever back to the released position, then roll up the paper before removing it.
- 3. Remove the roll paper and spindle from the printer.
- Set the spindle upright, with the gray end on the floor and the black end at the top.
- 5. Slide the black paper stop off the top of the spindle.
- 6. Remove the roll paper from the spindle.



You can convert the spindle to accept roll paper with either a 2-inch or 3-inch core by using the spindle adapters. Follow these steps to attach the adapters for using 3-inch roll paper:

- 1. Remove the black paper stop from the end of the spindle.
- Align the arrow marks as shown below and press one of the adapters onto the gray paper stop until it locks in place. Press the other adapter onto the black paper stop.



To remove the adapters, press on the four tabs.





## 9800: Manually Cutting Paper

(From the Epson Manual)

### Cutting Paper Manually with the Built-in Cutter

When you're not using the auto cut setting, you may need to cut the paper manually by pressing the button after your print job is finished. You can use the 

button to cut most types of paper. However, if you're printing on fine art paper, canvas, or other heavy media, you should use the Epson Manual Media Cutting System or scissors rather than the built-in cutter.

See page 57 for a list of media that should not be used with the built-in cutter.

Follow these steps to cut manually with the built-in cutter:

- Before you print, press the 

  Paper Source button until you see the

  icon on the LCD display.
- Run your print job.
- Press the 

  → button. The printer automatically feeds the paper to the cutter guide.
- If necessary, adjust the cutting position by pressing the ▲ or ▼ Paper Feed buttons.
- Press the 

  Paper Source button until you see the 

  K icon on the LCD.
- Press and hold the → button for 3 seconds. The paper is cut.

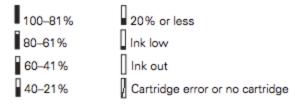
# 9800: Changing Ink

This is most likely the thing that you will need to do most often other than changing paper and calibrating monitors. Below is information on changing ink from the Epson manuals.

## Replacing Ink Cartridges

Before you begin a large print job, you should check your ink levels. If one of your cartridges is low, you can replace it before you start. Or you can wait until the ink runs out, replace the cartridge, and then continue the job without any loss of print quality. However, it is best to replace a low ink cartridge before starting a large print job.

The easiest way to check ink levels is from the control panel LCD display. The numbers below the ink icons on the LCD display correspond to the 8 ink cartridge slots on the printer. The icons show the percentage of ink remaining as follows:



When the red • ink light is flashing (and INK LOW appears on the LCD display), the indicated cartridge is almost out of ink. Make sure you have a replacement cartridge. When the light stays on and INK OUT is displayed, the cartridge is empty. You must replace the cartridge before you can continue printing.

You can install any combination of 110 ml and 220 ml cartridges.

Use the following UltraChrome K3 Epson ink cartridges:

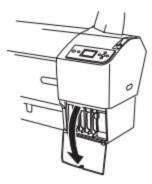
Slot no.	Cartridge	110 ml	220 ml
1	Light Light Black	T562900	T563900
2	Light Magenta	T562600	T563600
3	Light Cyan	T562500	T563500
4	Light Black	T562700	T563700
5	Photo Black	T562100	T563100
	Matte Black	T566800	T567800
6	Cyan	T562200	T563200
7	Magenta	T562300	T563300
8	Yellow	T562400	T563400

You can purchase genuine Epson ink and paper from an authorized Epson reseller. To find the nearest reseller, call 800-GO-EPSON (800-463-7766). In the U.S., you can also purchase online at www.epsonstore.com. In Canada, you can also purchase at www.epson.ca or 800-807-7766.

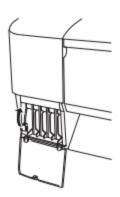
Before you start, make sure the printer is powered on. Then follow these steps to replace an ink cartridge:

 Note the color of the cartridge that is low or empty. This is the cartridge you need to replace. 2. Press the ink compartment covers to open them.



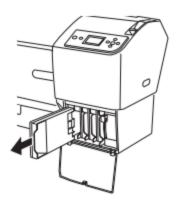


3. Raise the ink levers to the unlocked position.

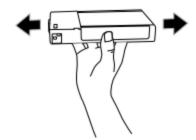




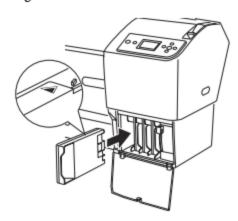
 Remove the empty ink cartridge from the printer. It's a good idea to save your first set of empty cartridges so you can use them for transporting the printer, if necessary.



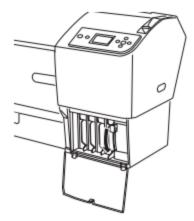
- Make sure the replacement cartridge is the correct color and remove it from its package.
- 6. Gently shake the cartridge before installing it.



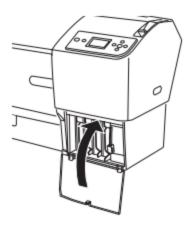
Hold the cartridge with the arrow pointing toward the printer. Then insert the cartridge into the slot. Don't force it in.



8. Lower the ink levers to their locked position.



9. Close the ink compartment covers.



Once the cartridge is installed, the printer returns to its READY state.

# 9800: Performing a Basic Cleaning Cycle

(from the Epson manual)

## Using the Control Panel Menu

Follow these steps to have the printer check the print head nozzles and clean them if necessary.

- 1. Press the Menu button.
- Press the ▼ button until TEST PRINT is highlighted, then press Menu. NOZZLE CHECK is selected.
- 3. Press Menu, then press ← to start printing the nozzle check pattern.

The nozzle check pattern is printed and automatically read. If the printer finds clogged nozzles, it runs a cleaning cycle.

# 9800: Manually Checking and Cleaning the Print Head

(From the Epson Manual)

### Manually Checking and Cleaning the Print Head

If you turn off Auto Cleaning, you can print a nozzle check and manually examine it to determine whether any nozzles are clogged or deflected. Then you can run a cleaning cycle by pressing and holding the Menu button.

- Press the Menu button. PRINTER SETUP is highlighted. Press Menu again.
- Press the ▼ button until AUTO CLEANING is highlighted, then press Menu.
- 3. Press the ▼ to select OFF, then press ← to save the setting.
- Press the ◀ button twice.
- Press ▼ to highlight TEST PRINT, then press Menu. NOZZLE CHECK is selected.
- 7. After the pattern is printed, use at least a 10× eye loupe to examine it.
  - If the pattern looks good as shown below, the print head is clean.



If any dots or segments are missing or deflected as shown below, run
a cleaning cycle by pressing and holding the Menu button for at
least 3 seconds. Then print another nozzle check pattern to make
sure the nozzles are clean.



Additional information can be found here on a deeper head cleaning:

• <a href="http://www.epson.com/cgi-bin/Store/support/supDetail.jsp?infoType=FAQ&oid=60322&foid=76588">http://www.epson.com/cgi-bin/Store/support/supDetail.jsp?infoType=FAQ&oid=60322&foid=76588</a>

# 9800: Performing a Power Cleaning Cycle

### Running a Power Cleaning Cycle

You can run a power cleaning cycle from the control panel if the normal cleaning process is not sufficient to clear the nozzles. However, the power cycle uses a large quantity of ink, so it is recommended only as a last resort

The cartridges need to be at least 50% full to use power cleaning. You may need to replace a low cartridge to run the cleaning cycle. After cleaning, yo can reinsert the old cartridge.

- Print a nozzle check to make sure the print head needs cleaning, as described on page 124.
- Make sure the printer is ready and the red 

   ink light on the printer's
   LCD display is not on or flashing.
- Press the Menu button.
- Press the ▼ button until MAINTENANCE is highlighted, then press Menu.
- Press the ▼ button until PWR CLEANING is highlighted, then press Menu. Press Menu again, then press ← to start the power cleaning.
- Follow the instructions on the LCD display to raise or lower the ink levers.
- When cleaning is finished and the Pause light stops flashing, print the nozzle check again to confirm that the head is clean.

For effective cleaning, always run a nozzle check between cycles.

If the pattern is still missing segments or has deflections after a power cleaning cycle, turn the printer off and leave it overnight, then clean the print head again the following morning with regular cleaning cycles. If you still see no improvement, contact Epson for assistance.

## 9800: Aligning the Print Heads

(from the Epson Manual)

#### Aligning the Print Head

Aligning the print head is the most important thing you can do to ensure the best print quality. If banding appears on your prints, if they look grainy or blurry, or if you see misregistration or "ghosting," you need to align the print head.

Although you can align the print head using the printer utility software, it's also easy to align from the printer's control panel. This will do the most thorough job in the shortest time, and it's all automatic.

If you haven't already done so, it's a good idea to run a nozzle check before aligning the print head (page 124). This ensures that the print head alignment patterns print correctly.

Follow these steps to align the print head using the control panel:

- Make sure the printer is turned on. Then load Epson Enhanced Matte paper or the paper that came with the printer.
- 2. Press the Menu button.
- Press the ▼ button until HEAD ALIGNMENT is highlighted, then press Menu. PAPER THICKNESS is highlighted.
- Press Menu. The STANDARD setting is selected by default. This is the correct thickness setting for most Epson papers.
- Press ← to save the setting.
- 6. Press ◀, then press ▼ to highlight ALIGNMENT.
- Press the Menu button to highlight AUTO, then press Menu again. UNI-D (uni-directional) is highlighted. This is the type of alignment to start with.
- - Each head alignment takes about 7 minutes. The printer's white beam sensor reads the alignment pattern and adjusts the printer automatically. Make sure you don't open the front cover or turn off the printer during this process.
- When the uni-directional alignment is finished, press the ▼ button until BI-D 2-COLOR is highlighted. Then press the → button to start the bi-directional black alignment process.
- When the bi-directional black alignment is finished, press the ▼ button until BI-D ALL is highlighted. Then press the ← button to start the alignment process.
- 11. When done, press the Pause button to exit head alignment mode.

If you want to fine-tune the automatic alignment process, you can perform a manual head alignment, as described in the electronic *Reference Guide*.