

Using your eColor Poster Printer

Printer:

- Always keep the printer plugged in and powered on. The printer automatically runs its own maintenance cycles by flushing the inks to prevent them from getting dried out. If the inks were to dry out, it can cause damage within the printer.
- It is also important to cover the printer when it is not being used. Many of our repairs are pulling items out of printers that were not covered. Dust can also collect within the printer, which can damage the print head. You can use a tablecloth from the dollar store as a cover.

To change paper rolls:

- On the right side there is a gray lever. Make sure that is pushed back away from you before you take the paper out.
- Open the top cover.
- Unwind the paper out of the printer.
- Pull the roll of paper towards you, and out of the printer. Put a rubber band around the roll so it does not unravel while you are removing it from the spool.
- Remove the left end cap by pushing back the blue tab first and then slide it off the spool.
- Pull the roll of paper off.
- Slide the new paper roll onto the spool so that when it is in the printer, the paper is going over the roll and into the printer.
- Slide the end cap back onto the spool and make sure it is nice and tight up against the roll of paper. Slide the blue tab back into the locked position.
- Carefully slide both sides of the spool into the printer at the same time.
- Before feeding the paper, pull the gray lever towards you.

- Now with both hands, roll the paper into the printer. Keep rolling it in until it stops.

Continue to keep both hands on the paper and hold it there until the printer starts to pull the rest of it through.

(This is important. If you do not wait until the printer pulls it, it will not load correctly, and you may have to start over.) Then, you can let go.

- The printer will beep and prompt you to choose the paper type. Use the dialog box to choose:

- Matte Paper – Matte Coated 170gsm
- Glossy Paper – Photo Glossy 200gsm
- Charlie Adhesive – Canon Water Res Matte Adh
- Banner Vinyl - Was Res Mat Ban V

Ink:

- You do not have to change the ink until there is a red “X” over the ink color on the printer dialog box.

- When there is an “X” above an ink color, you will open either of the black covers at the front of the printer by pulling it towards you. Pull up the blue tab that corresponds with the empty ink tank and pull it out from the section. Make note of how the old ink tank was placed in the printer and place the new one in the same way. (shorter side facing you).

- Close the blue tab by pressing down. Give the printer some time to extract ink from the tank.

- Printing keeps the ink flowing through the printer so the more you use the printer the better.

Maintenance Cartridge:

- The maintenance cartridge is located at the lower front of the printer.

- The printer will continue to work until the maintenance cartridge is completely full.

- The printer will notify you when it needs to be changed (in about 3yrs).

- Call us at 800-244-6381 when it is running low to order a new one.
- To remove it, pull down on the cover, and then pull the cartridge out like a drawer.
- Carefully place it in the garbage, it is filled with excess ink that was cleaned out of the printer over time.
- Slide in the new cartridge and close the cover and the printer will adjust accordingly.

USB Printing:(only certain printer models)

- Plug a usb on the side of your printer, near the dialog box.
- The list of files on your usb will come up on the screen.
- Use the touch screen to scroll and select your file.
- To preview, choose the paper and magnifying glass icon on the screen.
- If you need to rotate your file, go to settings scroll down to rotate, choose Rotate, and then choose 90 degrees, then choose Apply, then Start Print.

Laptop & Scanner:

- Keep the case with the Poster Artist Disk in a safe place. The license number is also in this case. If anything should happen to your laptop, you will need to use the license number to install Poster Artist on a new laptop.

Poster Artist Quick Copy:

- Open Poster Artist Quick Copy scanner software. It is the icon on your desktop with the green circle and diamond icon on it.
- Place your paper in the scanner face down with the top of the page closest to the opening of the scanner.
- Click Preview.
- Adjust crop lines.

- Choose the correct paper type in the Media Type drop down menu on the right-hand side.
- Check off whether you want “short side fit to roll width” (large poster) or “long side fit to roll width” (small poster).
- Click the Copy button to send it to the printer. It will start to print shortly after.

- You can also select the “Edit with Poster Artist” option. The button is located right under the preview of your scan. This will open the scanned image in Poster Artist.

Poster Artist:

- Open Poster Artist Software.
- Step 1: Select Template
 - All templates are completely customizable.
- Step 2: Paper Options
 - Full size: 24x36 Half Size: 18x24
 - Use the Page Size drop down menu to select what size poster you would like.
 - Or use the Set Custom Size button. Make sure there is NOT a check mark next to Maintain Aspect Ratio.
 - If you are printing on 24 in paper, make sure one side of your poster is 24 in.
 - If you are printing on 36 in paper, make sure one side of your poster is 36 in.
 - In this section, you will also adjust some settings.
- For Printer, the correct printer is usually the only option.
- Media Source will always be Roll Paper.
- Roll Paper width will either be 24 in. or 36 in. depending on what size paper you have loaded in your printer.
- You can check off Borderless Printing if you are using Matte or Glossy and want edge to edge printing.
- Step 3: Edit
 - Here you can move, resize, and edit photos, clipart, text, and backgrounds.

- Step 4: Print

- Review settings chosen in Step 2.
- Click the print button, wait for it to load and then click the print button on the print preview window and your poster will print shortly.

Saving as a Poster Artist File and Adding to Templates:

- To save your poster as a Poster Artist file, go to File > Save just like any other software.
- To save your poster as a jpg Go to File > Save as Jpg.
- If you would like to save your completed poster as a new template, go to File > Add to Templates and then choose which category that you would like to save it to and then click OK. Now your poster will be listed in the templates menu every time you open Poster Artist.

Direct Print and Share

- Used when printing PDFs.

Free Layout Plus

- Used when printing a large image in separate panels.

For design questions:

email dana@presentationsys.com or call: 800-244-6381

For tech questions:

email jesse@presentationsys.com or call: 800-244-6381