Setting up your new

e c o l o r +

Poster Printer

by

PSI | Presentation Systems Inc.

Feel free to contact us at 800-244-6381 for any questions while setting up your poster printer!

Follow these steps to set up your printer for the first time <u>before the online training.</u>

* We recommend that you have your tech present during the training as well as anyone else that will be using the printer on a regular basis.

Components

- Printer
- Poster Artist Lite
- Stand
- Stand Hardware
- Roll Holder w/ 1 stationary end cap
- Removable end cap
- End cap attachments
- Print Head
- Inks
- Power cord
- Paper Roll(s)
- Scanner/cord
- Case with Poster Artist Disks **(Label inside with license key)**

Silver/Gold Packages Only:

- Items listed above
- Laptop/charger
- USB extender

Components of the eColor Poster Printer System

Printer/Stand & Hardware

Print Head

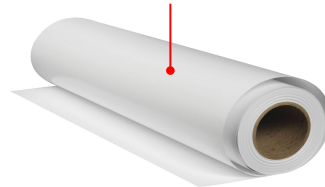End Cap Attachments

Removable End Cap

Power Cord

Inks

USB Cord

Poster Artist Disks
(Label inside case with license #)

Scanner
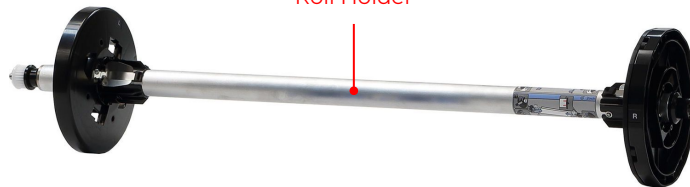
Poster Artist Lite Disks
*Can be thrown out because you have full Version Disks. Unless you would like to install it on a second laptop.

Paper Roll

Roll Holder

Unbox these labels and place them on your printer.

STOP Before opening top cover, Please call Presentation Systems. 1-800-244-6381 **STOP**

ecolor+ NEON

DO NOT TURN OFF
The power button must remain illuminated

SCAN FOR HELP LOADING INK / PAPER
Select the corresponding paper setting when loading a new roll:

Paper Type:	Adapters:	Settings:
Coated Matte Paper	N	Matte Coated 170
Glossy Photo Paper	N	Glossy Photo 170
Charlie Adhesive	Y	Sign > Vinillas Adh MatPF
Banner Vinyl	Y	Sign > Synthetic (estimated layout 1)

For questions call 973-304-1866

SUPPLIES - SUPPORT
1-800-244-6381

PSI Presentation Systems Inc.

ATTENTION:
KEEP PRINTER PLUGGED IN & POWERED ON AT ALL TIMES!

Wrap red label around the end of the power cord.

Components of the eColor Poster Printer System

Silver & Gold Packages Only

PC Laptop
**with Poster Artist
software installed**

USB Extender

Setting Up the Printer Stand

(Reference the Canon ImagePrograf Set Up Instructions found inside the stand box.)

Assembling the Stand

1. Check that locks on a total of 4 casters on both stand leg L and stand leg R are engaged.

2. Place stand leg L and stand leg R so that the rods (A) are facing up and towards you.

3. Leave a gap of about 0.2 inches (5 mm) on both the left and right hand sides of the stand stay as shown. If there is no gap, turn the top and bottom hex nuts in the direction of the arrows.

4. Stand up stand leg L and stand leg R and insert the stand stay with the side labeled L in the groove on stand leg L and the side labeled R in the groove on stand leg R as far as it will go.

5. Secure the stand stay to the stand legs by tightening the 4 hex nuts (A) using the M10 end of the wrench.

Attaching the Accessory Pocket

1. Attach the accessory pocket with 1 M4 hex screw using the allen wrench.

Attaching the Basket

1.Spread out the basket cloth.

2. Hang the basket cloth on top of the stand stay and affix using the velcro.

3. Insert the cap of the rod attached to the basket cloth into the rod of the stand.
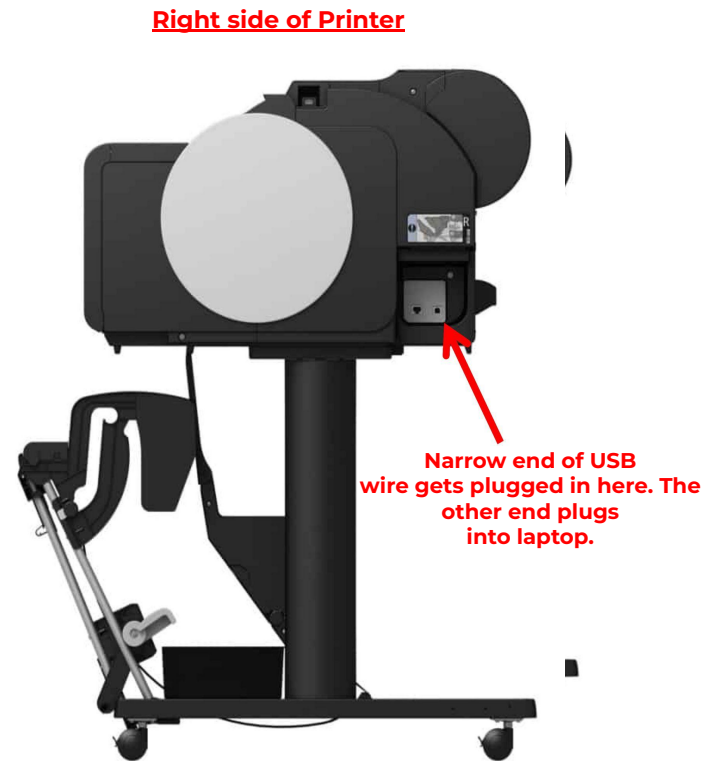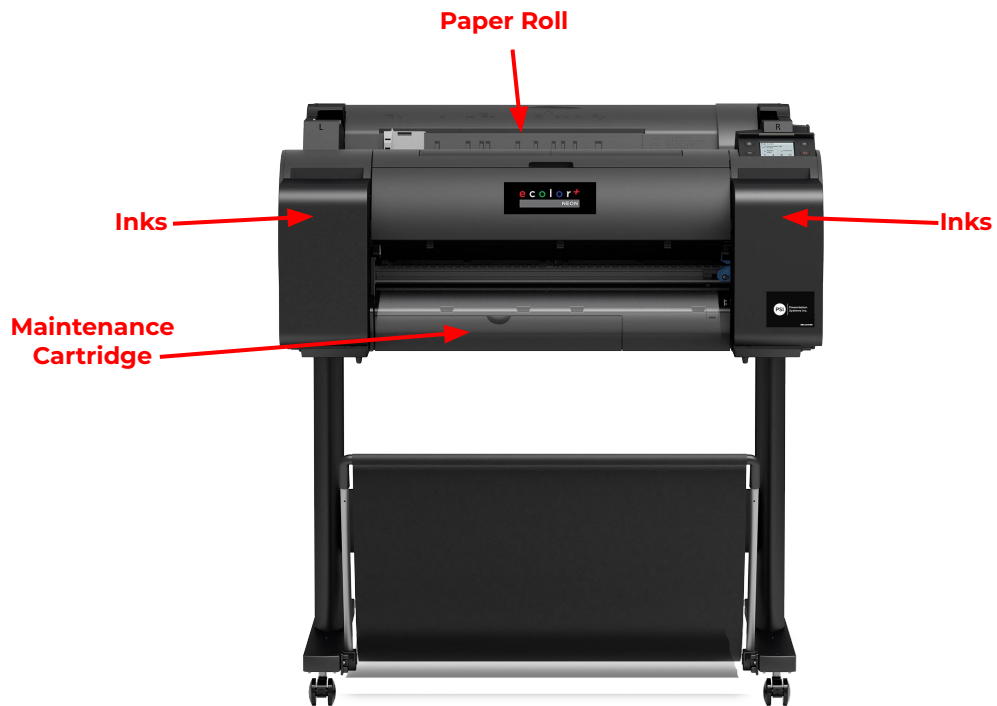
Preparing to Install the Printer

1. Move the stand to a location that will make it easy to install the printer. When moving the stand, switch the locks on all 4 casters to of

2. After moving the stand, return all 4 of the caster locks to on.

3. Lift the printer onto the stand with 3 or more people.

4. Place the printer on the stand such that the rear panel bottom corners of the printer are aligned with the corners of the stand.

5. Affix the printer to the stand. Use an Allen wrench to secure the printer with M4 hex screws from two locations at the left and right in the underside of the supporting plate.

Printer Setup

(Reference the Canon ImagePrograf Set Up Instructions found inside the box.)

*Use these steps and follow along with the *Printer Setup Process* that will be displayed on your printer screen.*

Paper Roll

Inks

Inks

Maintenance Cartridge

Narrow end of USB wire gets plugged in here. The other end plugs into laptop.

1. **Remove all tape. (Including the tape holding in the paper roll from the back of the printer).**

2. **Plug in the power cord and turn on your eColor Poster printer as soon as possible.**

3. **Choose English and Time Zone.**

4. Unwrap the ink cartridges and put them into the designated slots (place the cartridge in the slot and when you close the blue lever it will push the ink into place).

5. Hit okay when it tells you that the inks are being loaded.

6. Printer will say "open top cover".

7. Open cover, you will see the print head carriage on the left hand side of the printer. This part is very delicate. Carefully open one lever towards you and the other one away from you.

8. Carefully Place the print head in the carriage. Hold it by the sides and remove the orange covers. Do not touch the sides that were covered by the orange covers. Place it in with the words facing you and gently place it all the way into the carriage.

9. Close the lever that is away from you first and then the one that opened towards you.
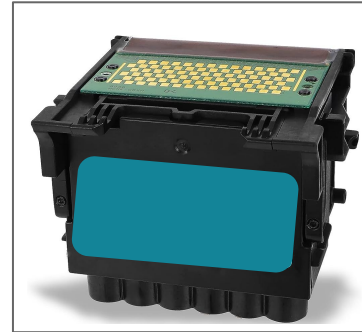
10. Install the paper. Place the roll of paper on the metal bar so that when it is loaded it goes over the roll and into the printer and is flush with the right side end cap. Make sure the end cap is securely fastened on to the left end of the roll and lock the blue tab.

SCAN HERE FOR HELP LOADING INK & PAPER!

11. Place the roller into the printer and **cut off a piece of the paper so that there is no tape or adhesive left on it. Do not put the paper with adhesive on it through the printer. This will cause damage to the printer.**

12. It will ask the type of paper so choose **Canon Matte Coated Paper 170gsm under the Coated Category on the list.**

13. Make sure you select ROLL PAPER when it asks.

14. Now it will run a bunch of tests with the ink and print head (It will do a test print of all the colors) This will take about 10 minutes

The Maintenance Cartridge is already in the printer.

15. Download the Printer Driver on the designated laptop. (When downloading the Printer Driver, you will choose the <u>TM200 TM205 TM300 TM305 GP200 GP300</u> option and <u>USB</u> connection. (the printer should be plugged into the laptop to complete the driver installation).

Download the printer driver here

https://www.usa.canon.com/support/p/imageprograf-gp-300

- **At the link, click the down arrow on Software and Drivers**
- **Click Load More**
- **Click the Download button next to the option that says** "GP-200 / GP-300 Printer Driver Ver.5.70a"

16. Use the disks to download Poster Artist (Poster Designing Software) on the computer that you will be using with the printer.

(Poster Artist Lite comes in the printer box, don't download that version Unless you would like to install it on a second computer).

17. The Poster Artist Templates will be shared as a Google Drive File. You can download these after you download Poster Artist and have everything else set up. Let us know when you have set everything up and we will send you the templates to install.

18. Unbox the scanner and plug into the laptop. (Make sure it is unlocked by checking the switch on the bottom of the scanner).

Download the scanner driver here

https://www.usa.canon.com/support/p/canoscan-lide-400

19. Make sure you have Zoom installed on the device you will be using for the training. zoom.us

Your setup is complete!
You are now ready for your Online Training!

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