Scope of Work and Customer Acceptance Checklist
Rip Installation & Training

Introduction to the inkjet printer

- ❑ **Install ink cartridges**. Turn on the printer and install the ink cartridges. Demonstrate how each print cartridge is individually keyed to prevent inserting ink cartridges into the wrong slot. Do not turn off the printer for the several minutes it takes to charge the ink heads with ink. Install proper ink sticker on printer.

- ❑ **Paper Handling.** Have the client install paper on the paper spindle. Demonstrate loading paper into the printer. Have the client unload the paper and insert a sheet of paper. Set the printer to sheet paper on the control panel. Have the client unload the sheet paper and load the roll paper. Don't forget to have them switch to roll paper and auto cut on the control panel.

- ❑ **Maintenance.** Have the client use the printer utilities on the RIP to run a nozzle check (this requires that the proper printer driver has been loaded on the RIP). Explain what a good and bad nozzle check printout looks like. Explain that a head cleaning needs to be performed if the nozzle-check printout is bad. This is the first course of action when troubleshooting poor printing results. Have the client use the printer utilities on the RIP to run a head cleaning. Explain that a nozzle check should be performed after a head cleaning to insure that the heads are printing properly. Have the client use the printer utilities on the RIP to perform a head alignment. Using the loupe, have the client choose the appropriate patterns when entering the numbers in the dialog box in the utility. This is performed once when the printer is installed and not done again unless a head cleaning with an acceptable nozzle check does not solve the poor printing problem. Explain that these functions can be activated from the printer control panel, but the printer driver utility is an easier way to perform these tasks.

RIP Basics

- [ ] **What is in the user manual?** Show the manual to the client. Highlight key areas in the manual, such as the supported file formats, software licensing, technical support, and how the chapters are organized. Encourage the client to read the manual. It does have much important information about the operation of the RIP.

- [ ] **Menus Overview.** Navigate through each menu and submenu explaining the purpose of each item and how it should be properly set. Move the hot folders to the appropriate hard drive.

- [ ] **Icon Bar Overview.** Navigate through each icon, explaining their function.

Datasets and Queues

- [ ] **Queues Window Overview.** Walk through the queues window icons explaining the purpose of each. Pay particular attention to the context menus using the right mouse button. Explain the purpose of the hold queue and that the client can create custom queues.

- [ ] **Create a Dataset.** Explain that a dataset is a way of storing unique color management settings that can be easily used in any queue. Create a new dataset using one of the defaults for the client's printer. Explain what you are doing each step of the way. Have the client create a dataset and delete the dataset you just created. Explain how to create a new dataset from an existing dataset when only a couple of parameters need to be changed.

- [ ] **Create a Custom Queue.** Create a custom queue explaining what you are doing each step of the way. Pay particular attention to naming conventions when creating queues. Use the dataset that was created above. Explain that custom queues can be set up for different papers, different simulations, different resolutions, auto nesting, virtual printers, hot folders, etc. Have the client create a hot folder queue and a virtual printer queue. Have them delete the hot folder queue.

Tools

- [ ] **Print Preview.** Explain the print preview. If the monitor is calibrated on the RIP, you can display a color accurate preview of any job. Have the client perform a print preview of a job.

- [ ] **Nesting or ScatterProof.** Show the client how to use the nesting or scatterproof features. Have the client perform a nest or scatterproof.

Processing a print job

- [ ] **Printing Jobs.** Install the ppd on a Macintosh computer and set up a printer using one of the virtual printers created earlier. If the client will be printing from Windows computers, set up a Windows printer on a PC using the correct ppd. Have the client print several jobs to a queue. Calculate and print a job. Go over canceling a printing job from the print manager.

- [ ] **Using Queues.** Demonstrate job management in a queue. Set up a queue to automatically process and print jobs.

Profiles and Linearizations

❑ **Paper and Reference Profiles.** Explain that reference profiles are the simulation profiles the RIP will use to simulate a printing or proofing process. Show the client where they are stored and what comes with the RIP. Explain that paper profiles are profiles of the inkjet printer using a given paper and resolution. They are tied to a base linearization. Show the client where the paper profiles and linearizations are stored. Also show them where they are used in a dataset. Have the client create a dataset from another dataset and change the reference profile.

❑ **Base Linearizations and Paper Profile Creation.** Explain that a base linearization sets the ink limits and the ink characteristic curve for a given paper and resolution. Perform a base linearization and explain the steps to the process. Create a paper profile when the linearization is complete.

❑ **Printer Linearizations.** Explain that a printer linearization is used to maintain a printer's consistency over time with a given paper and resolution. It compensates for any deviation in the printer since creating a base linearization. Perform a printer linearization and explain the steps to the process. Have the client perform a printer linearization.

❑ **Final Working Dataset.** Have the client create the final working dataset using the paper profile that was just created and a reference profile of choice. Have the client create a queue and use that dataset in the queue. Print a test and compare it to a reference file. Is the test satisfactory to the client? If not, edit the profile and print another test. Backup and Restore

❑ **Backup.** Once the RIP is set up and functioning properly, walk the client through the process of backing up the settings.

Training Review

1. On what areas of this software do you need additional help?

   _____

   _____

2. Is the workflow from data to proof clear? If not, list unclear items:

   _____

3. Do you feel competent to operate the RIP properly now?

   _____

4. Any other training sessions you might have Color Management provide?

_____

5. What can Color Management do to improve this training?

_____

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Customer Acceptance and Sign off:

Company Name: _____

Installation Date: _____

City/State: _____/_____

Client Name/Title: _____/_____

Client Signature: _____

Date: _____

Installer: _____

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