

# Wide-Format Archival Print Service

## AMS Service Guide

[www.nyu.edu/its/ams](http://www.nyu.edu/its/ams)  
[its.artprintservice@nyu.edu](mailto:its.artprintservice@nyu.edu)

The Advanced Media Studio provides high quality large format digital printmaking for students, faculty and visiting artists working in photography, design, fine art, installation, and other genres.

The Studio uses two Epson 9880s at 2880 x 1440 dpi, employing the 8 color Ultrachrome K3™ with Vivid Magenta pigment ink system. One printer is setup set up for fine art or matte papers, and the other for photo grade papers. In addition, a third Epson 9800 is used for certain media not compatible with the Epson 9880s.

### Payment Terms

Method of payment must be confirmed on the Print Service Job Order Form at the time of job submission. Completed jobs will not be released to the client until the job order is paid in full. Grant approval for printing, where applicable, must be obtained prior to job submission. Please refer to the Advanced Media Studio Price Guide for complete payment terms and pricing. Price quotes are normally issued at the time of job submission but can be given ahead for planning purposes. Prints may take up to one week to turn around from the point of test approval.

### Tier 1 Papers:

Epson Enhanced Matte 192 gsm • Epson Premium Luster 250 gsm • Epson Premium Semimatte 250 gsm • Epson Premium Glossy 260 gsm

### Tier 2 Papers:

Epson UltraSmooth Fine Art 250 gsm • Somerset Velvet Fine Art 255 gsm • Hahnemuhle Photo Rag 308 gsm

### Tier 3 Papers:

PremierArt Water Resistant Canvas 350 gsm • Crane Museo Silver Rag 300 gsm • Hahnemuhle FineArt Pearl 285 gsm • Innova FibaPrint White Semi-Matte 300 gsm • Ilford Galerie Gold Fibre Silk 310 gsm • Harmon Gloss FB A1 320 gsm

### Print Service Hours

The Print Service operation is restricted to the Print Service hours. These hours are updated every semester, made available to each department account manager, are posted at the Advanced Media Studio, and are available on the AMS website [www.nyu.edu/its/ams](http://www.nyu.edu/its/ams).

### Configuration of Files

Files should be saved as flattened TIFF's, in RGB or Grayscale color mode. Please make sure there are no layers or alpha channels saved with your image.

Additionally we recommend that files are tagged with Adobe RGB 1998 color space, or one of the Photoshop grayscale working color spaces if in grayscale mode.

File size should be between 150 - 300 megabytes, although this varies depending on output size. There is no need to scale or resample the image for output size. Also, if a border is required around the image it must be included in the file as white space around the image. If you have any questions regarding file configuration see the AMS Staff.

### Complete Print Order Form

When ordering prints the following information is required to fill out a print order form:

Name of Image File  
 File Format  
 Image Color Mode  
 Image Profile  
 Bit Depth  
 Size of Image (in megabytes)  
 Final Output Size (maximum of 42in x 72in)  
 Desired Paper Stock (portfolio available)

### Color Proofing

Color tests are required before the final print is run. Color tests consist of a portion of the image at final print size as well as a six inch print of the full image. Any color adjustments or corrections required must be made by the client. Once the color test has been approved by the client, the final print will be run. Unlimited color proofs are included in the cost of the print.

### Color Management Points

Client files should be checked on the Advanced Media Studio's color reference monitors before submitting a job order. These monitors are calibrated weekly for accuracy and are part of the Advanced Media Studio's color management suite. All client RGB files should be tagged with Adobe RGB (1998) color profile.

### Picking Up Final Prints

Prints will be rolled in archival paper to protect the printed surface. Special flat files for packaging prints must be provided by the client. Protective packaging for transport is solely the responsibility of the client.