

Riso Printing Policy

Purpose

This policy outlines the process, responsibilities, and cost structure for students using the risograph printer to create zines.

Process

Student-Led Design

Students are responsible for designing their zines on their own laptops.

Video tutorials, applications for colour separating and the printer driver will be provided for guidance.

Technician Support

Technician assistance is available by appointment for the first layer of printing.

After the initial layer, students may print additional layers independently.

Materials

Students may bring their own paper or use matte flyer paper provided by the facility.

The max paper size is $12 \frac{7}{32} \times 17$ inches

The max printing area is $11 \frac{15}{32} \times 16 \frac{23}{32}$ inches

Masters/Stencils

Risograph masters are thin, thermal-sensitive rice paper stencils used in Riso digital duplicators to transfer ink onto paper, acting similarly to a screen in screen printing. The machine burns the artwork directly onto this master sheet, which is then wrapped around an ink drum to produce thousands of high-quality, eco-friendly, soy-based prints.

Cost Structure

Setup Fee: \$5 per student (one-time)

Includes:

- Machine driver, editing application and video tutorials
- Technician assistance for first-layer printing

Material Costs:

\$1 per master

\$0.05 per ink pass

\$0.30 per 8.5x11" matte flyer sheet or students can provide their own paper (no seed, or glossy paper).

Example, a 3-colour print will need 3 masters to be created and 3 ink passes per print. There is a **minimum** order of 25 prints.

Responsibilities

Students:

- Prepare designs in advance.
- Schedule appointments for technician support.
- Follow all safety and operational guidelines.

Technician:

- Provides initial setup assistance.
- Ensure proper machine operation during first-layer printing.

Safety & Usage Guidelines

- Only trained staff/faculty and students who have paid the setup fee may operate the printer.
- Students must adhere to scheduled appointment times.
- Misuse of equipment may result in suspension of printing privileges.

Helpful resources for Riso printing

<https://risottostudio.com/pages/what-is-risograph-printing>

<https://risottostudio.com/pages/basic-print-setup> <https://spectrolite.app/>