PRINTING PROTOCOL

IN THE DARKROOM

<u>write</u>   your **name, your class** and the **date** on the back of each print
before you process it in the photo chemicals

<u>write</u>   the **exposure; ƒ/stop, time** and **filter number** on the back of the print
write small, along the edge,
to avoid compromising the archival quality of the print
use a Permanent Marker, e.g. Sharpie (or Pencil on Fiber paper)
never use an ink pen that will contaminate the chemistry

<u>develop</u>   as time prescribed by the paper manufacturer, with agitation
read the data sheet that comes with the paper for exact times,
every paper is slightly different

<u>stop</u>   for 10 seconds, with agitation

<u>fix</u>   for 1 minute, with agitation

<u>wash</u>   for a short time at the end of the processing in the Darkroom

<u>transport</u>   all prints to the Finishing Sinks using a **print viewing tray**

IN THE FINISHING AREA

<u>rinse</u>   all prints from the printing session for 3 minutes
in the **print viewing tray** with running water

<u>fixer-remover</u> for another 3 minutes

<u>rinse</u>   all prints in water again for 3 minutes to remove all **fixer-remover**
do not place prints directly into print washer if they still have fixer-remover on them

<u>final wash</u>   in the **vertical archival washer** for at least 30 minutes
never add prints to a washing session already in progress
the wash time will have to start all over again

do not save your test strips,   *do not save* your test prints

place only **fully archival prints** on the screens to dry or-
take damp prints home in a blotter book
dry them on a clothes line, pinned back to back at all 4 corners

AFTER PRINTING

<u>pick up</u>   all prints as soon as they are dry
if working late, first thing in the morning
any print left longer than 1 day will be discarded
there is not enough room on the screens
this is not a storage facility

<u>flatten</u>   prints under a stack of books, or-
in a dry mount press, at low temperature
between 2 sheets of archival drawing paper

PAPER PROCESSING TIMES

	DEV	STOP	FIX	WASH
ORIENTAL Seagull VC-FBII Warm Tone	90-120 sec	15-30 sec	1-2 min	90 min
ILFORD Multigrade FB Warmtone	1–3 min	10 sec	1 min	60 min
FOMA Fomatone MG	2–3 min	20–30 sec	1.5 min	30 min