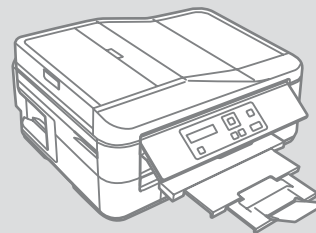


# K300

## Basic Operation Guide

- for use without a computer -








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## About This Guide

Follow these guidelines as you read your instructions:

				
<p><b>Warning:</b> Warnings must be followed carefully to avoid bodily injury.</p>	<p><b>Caution:</b> Cautions must be observed to avoid damage to your equipment.</p>	<p>Must be observed to avoid bodily injury and damage to your equipment.</p>	<p><b>Note:</b> Notes contain important information and hints for using the printer.</p>	<p>Indicates a page number where additional information can be found.</p>

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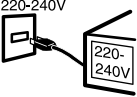











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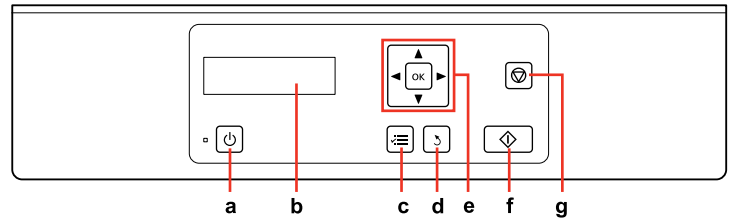
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## Important Safety Instructions

					
<p>Make sure the power cord meets all relevant local safety standards.</p>	<p>Place the printer near a wall outlet where the power cord can be easily unplugged.</p>	<p>Use only the power cord that comes with the printer. Use of another cord may cause fire or shock. Do not use the cord with any other equipment.</p>	<p>Use only the type of power source indicated on the label.</p>	<p>Do not let the power cord become damaged or frayed.</p>	<p>Do not open the scanner unit while copying, printing, or scanning.</p>
					
<p>Do not use aerosol products that contain flammable gases inside or around the printer. Doing so may cause fire.</p>	<p>Except as specifically explained in your documentation, do not attempt to service the printer yourself.</p>	<p>Keep ink cartridges out of the reach of children and do not drink the ink.</p>	<p>Do not shake ink cartridges after opening their packages; this can cause leakage.</p>	<p>If you remove an ink cartridge for later use, protect the ink supply area from dirt and dust and store it in the same environment as the printer. Do not touch the ink supply port or surrounding area.</p>	<p>If ink gets on your skin, wash it off with soap and water. If it gets in your eyes, flush them immediately with water. If you still have discomfort or vision problems, see a doctor immediately.</p>

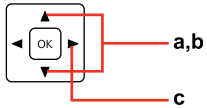
## Guide to Control Panel

Control panel design varies by area.



a	b	c	d
	-		
Turns on/off printer.	LCD screen shows the menu items.	Displays detailed settings.	Cancels/returns to the previous menu.
e		f	g
			
Selects menu items. ► moves the cursor, ◀ deletes a character (backspace) when entering/editing numbers or characters.		Starts the operation you selected in black and white.	Cancels an ongoing operation or resets settings.

## Using the LCD Screen




Copy Copies : 1 a  
A4/Plain Paper/100

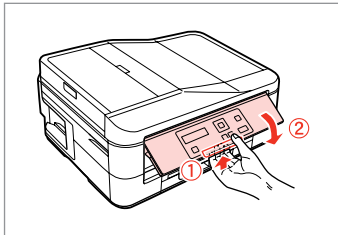
.Layout b  
With Border c

1.Layout  
With Border b

a	b	c
Use ▲ or ▼ to set the number of copies.	Press ▲ or ▼ to select the menu/setting item.	Press ► to enter the setting item list.

 After 13 minutes of inactivity, the menu and guidance text are not displayed on the screen to save energy. Press any button to return the screen to its previous state.

## Adjusting the Angle of the Panel



To lower or close the panel, pull the release lever on the rear of the control panel and then lower down. Simply lift the panel to raise it.

# Handling Paper and Originals



## Selecting Paper

	If you want to print on this paper...	Choose this Paper Type on the LCD screen	Loading capacity (sheets)
a	Plain paper *1 *2	<b>Plain Paper</b>	[27.5 mm] *3
b	Epson Bright White Ink Jet Paper *1	<b>Plain Paper</b>	200 *3
c	Epson Matte Paper - Heavyweight	<b>Matte</b>	20
d	Epson Photo Quality Ink Jet Paper	<b>Matte</b>	80

\*1 You can perform 2-sided printing with this paper.

\*2 Paper with a weight of 64 to 90 g/m<sup>2</sup>.

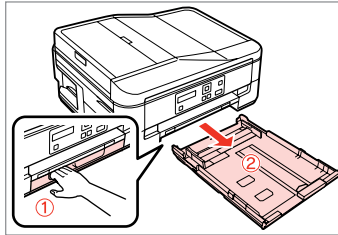
\*3 30 sheets for paper that already has printing on one side.

The availability of special paper varies by area.



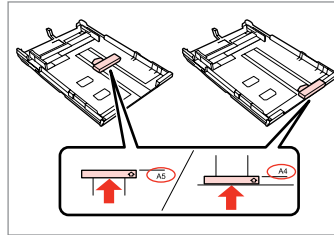
# Loading Paper

1



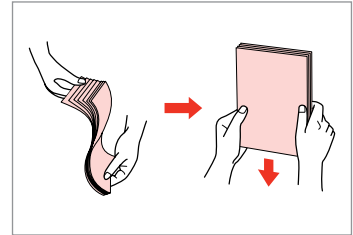
Pull out.

2



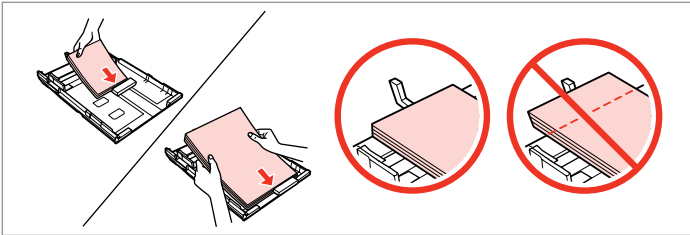
Slide the guide to adjust to the paper size you will use.

3




Fan the stack of paper and align the edges.

4



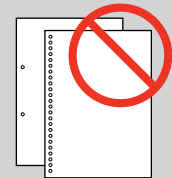
Load toward the guide, printable side face DOWN.



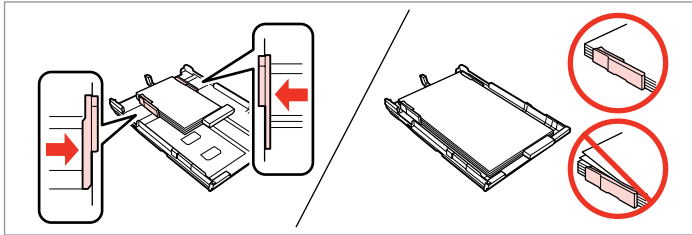
For plain paper, do not load paper above the  $\equiv$  arrow mark inside the edge guide. For Epson special media, make sure the number of sheets is less than the limit specified for the media.   $\rightarrow$  8



Do not use paper with binder holes.

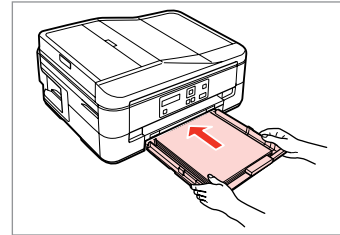


5



Slide to the edges of paper.

6

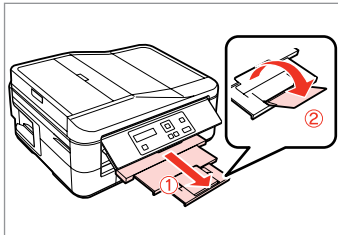


Insert the cassette gently.



Keep the cassette flat and insert it back into the printer carefully and slowly.

7



Slide out and raise.



Do not pull out or insert the paper cassette while the printer is operating.



See the online User's Guide when using Legal size paper.

## Placing Originals

### Automatic Document Feeder (ADF)



You can load your original documents in the Automatic Document Feeder (ADF) to copy or scan multiple pages quickly.

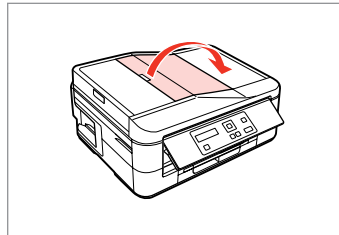
### Usable originals

Size	A4/Letter/Legal
Type	Plain paper
Weight	64 g/m <sup>2</sup> to 95 g/m <sup>2</sup>
Capacity	30 sheets or 3 mm or less (A4, Letter) /10 sheets (Legal)

**!** To prevent paper jams avoid the following documents. For these types, use the document glass.

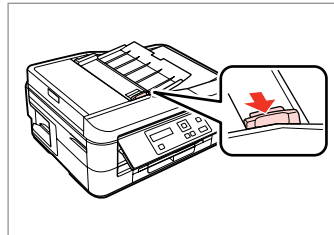
- Documents held together with paper clips, staples, and so on.
- Documents that have tape or paper stuck to them.
- Photos, OHPs, or thermal transfer paper.
- Paper that is torn, wrinkled, or has holes.

**1**



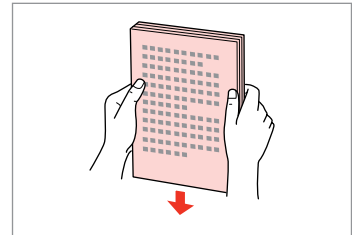
Open.

**2**



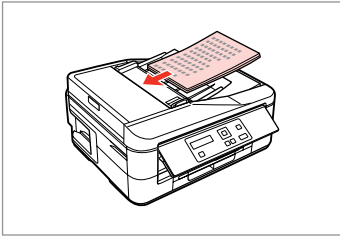
Slide.

**3**



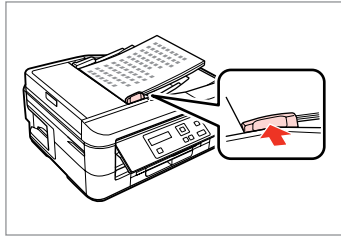
Tap to even edges.

4



Insert facing-up.

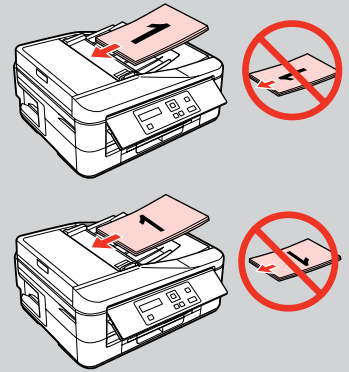
5



Fit.



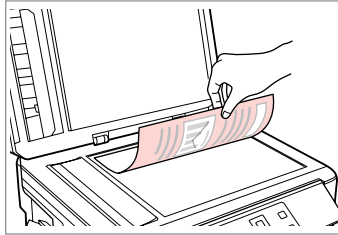
For **2-up Copy** layout, place the originals as shown on the right.



When you use the copy function with the Automatic Document Feeder (ADF), the print settings are fixed at Reduce/Enlarge - **Actual Size**, Paper Type - **Plain Paper**, and Paper Size - **A4**. The print out is cropped if you copy an original larger than A4.

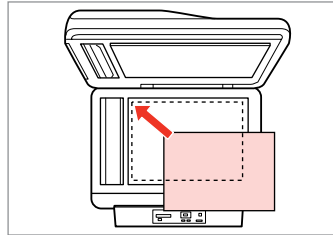
## Document Glass

1



Place face-down horizontally.

2



Slide to the corner.



When there is a document in the Automatic Document Feeder (ADF) and on the document glass, priority is given to the document in the Automatic Document Feeder (ADF).

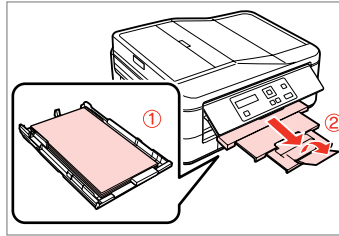


# Copying/Scanning



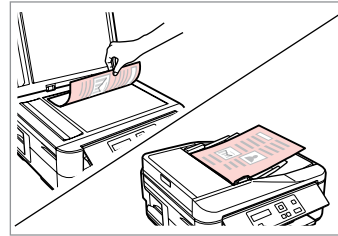
# Copying Documents

1  → 9



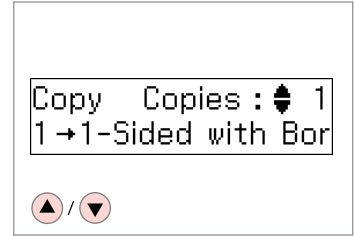
Load paper.

2  → 11



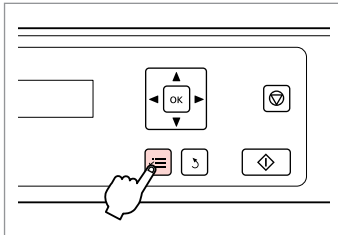
Place original horizontally.

3



Set the number of copies.

4



Enter the settings menu.

5  → 19

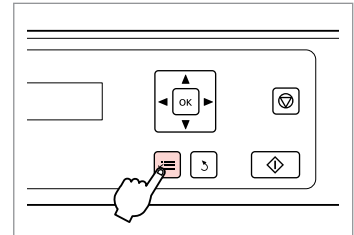


Select the appropriate copy settings.



Make sure you set the **Paper Size** and **Paper Type**.

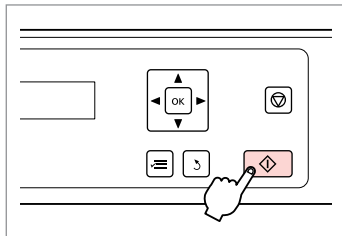
6



Finish the settings.



7



Start copying.

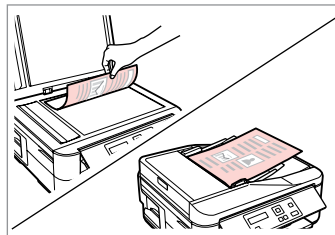


## Scanning to a Computer



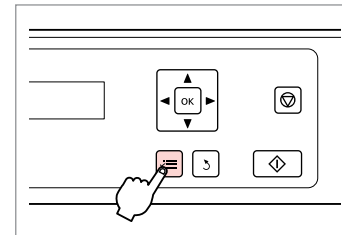
Make sure you have installed software for this printer on your computer and connected following the instructions on the Start Here sheet.

1



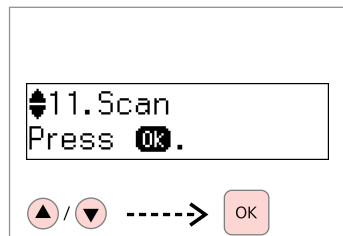
Place original horizontally.

2



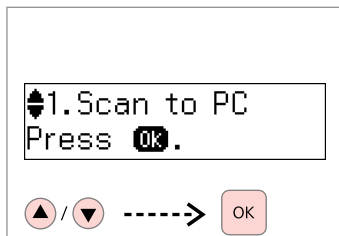
Enter the menu settings.

3



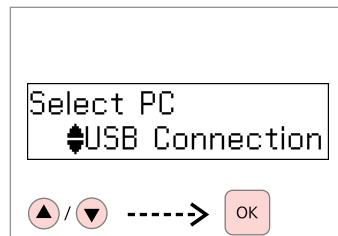
Select **Scan**.

4



Select an item.

5




Select your PC.



You can change the computer name on the control panel using Epson Event Manager. For more details, see the software information in the online User's Guide.



# Copy/Scan Menu List

Press  again to finish setting.

## Copying

Copies	1 to 99
--------	---------

## Copy/Scan settings menu

2-Sided Copying	1>1-Sided, 1>2-Sided, 2>1-Sided, 2>2-Sided
Layout	With Border, 2-up Copy
Reduce/Enlarge	Actual Size, Auto Fit Page, A5 -> A4, A4 -> A5, Custom
Paper Size	A4, A5
Paper Type	Plain Paper, Matte
Quality	Standard Quality, Best, Draft
Copy Density	-4 to +4
Dry Time	Standard, Long, Longer
Restore Default Settings	Reset Network Settings, Reset All except Network Settings, Reset All Settings
Network Settings	See your online Network Guide for details.
Scan	Scan to PC, Scan to PC (PDF), Scan to PC (Email), 2-Sided Scanning *
Maintenance	  28

\* This setting is enabled if you select [Scan to PC], [Scan to PC (PDF)], or [Scan to PC (Email)].

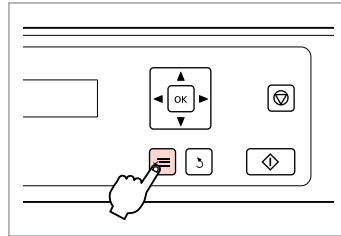


# Maintenance Menu



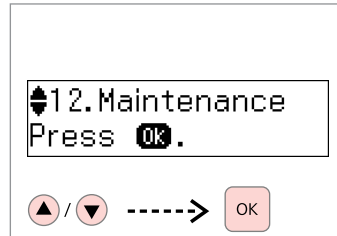
## Checking the Ink Cartridge Status

1



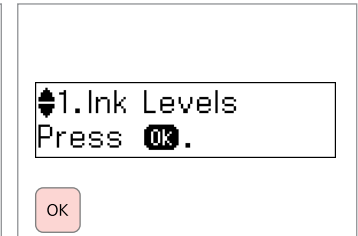
Enter the settings menu.

2



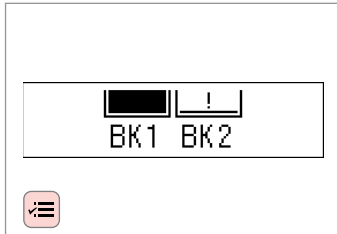
Select **Maintenance**.

3



Select **Ink Levels**.

4




Check and return.

BK1	BK2	!
Black		Ink is low.



Please note that two black ink cartridges are required for the printer to function. You cannot continue printing at normal speed if one black cartridge has expended or has been removed, even if the other black cartridge still contains ink. If a new cartridge is not currently available, you can temporarily print at slow speeds using the remaining cartridge when **Plain Paper** is selected for Paper Type. Select **Plain Paper** to continue printing at a slower speed.



You can replace ink cartridges even if they are not expended. Press , select **Maintenance**, and press **OK**. Select **Ink Cartridge Replacement**, and press **OK**.



Epson cannot guarantee the quality or reliability of non-genuine ink. If non-genuine ink cartridges are installed, the ink cartridge status may not be displayed.



If an ink cartridge is running low, prepare a new ink cartridge.

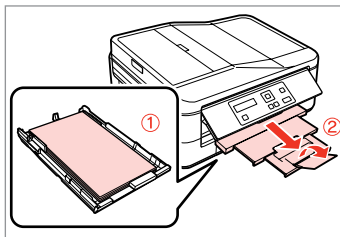


## Checking/Cleaning the Print Head



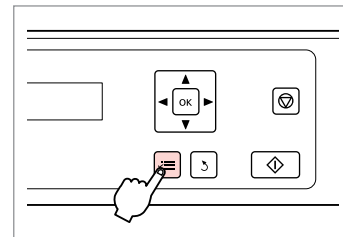
Print head cleaning uses some ink from all cartridges, so clean the print head only if quality declines.

1 → 9



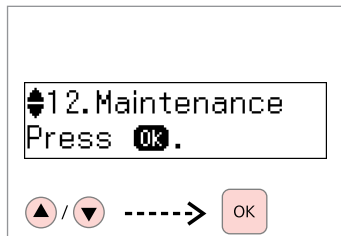
Load A4-size paper.

2



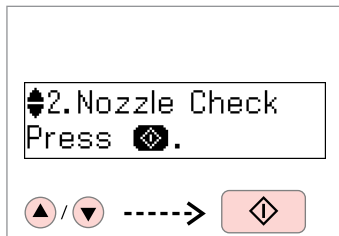
Enter the settings menu.

3



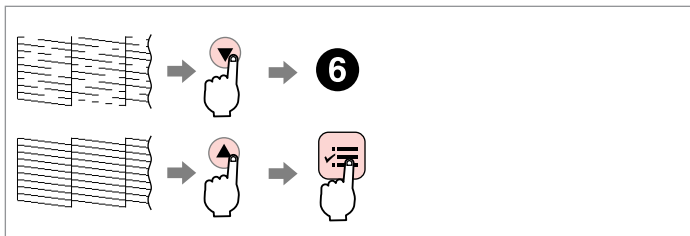
Select **Maintenance**.

4



Select **Nozzle Check** and then start.

5



Check the pattern and proceed.

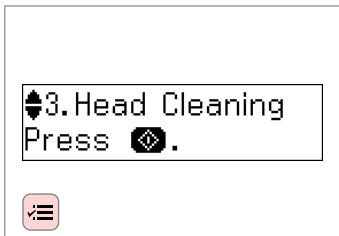


6



Finish head cleaning.

7



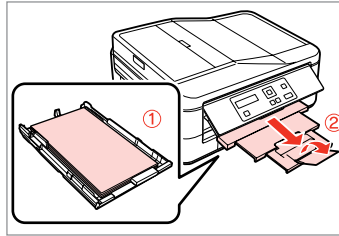
Return to Copy mode.



If quality does not improve after cleaning four times, turn the printer off and wait for at least six hours. Then try cleaning the print head again. If quality still does not improve, contact Epson support.

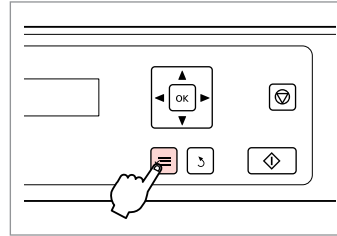
# Aligning the Print Head

1 → 9



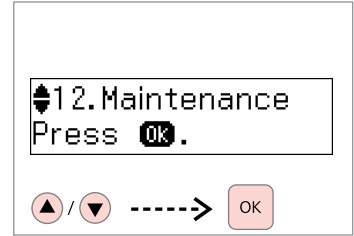
Load A4-size paper.

2



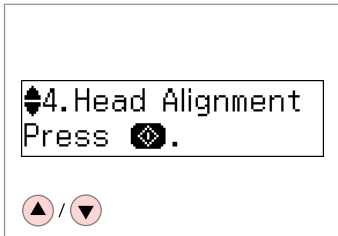
Enter the settings menu.

3



Select **Maintenance**.

4



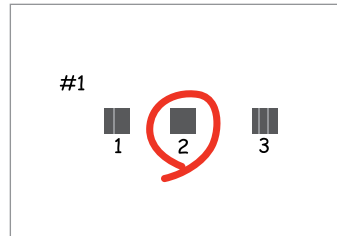
Select **Head Alignment**.

5



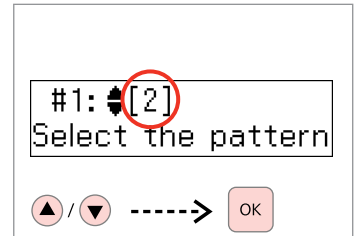
Print patterns.

6



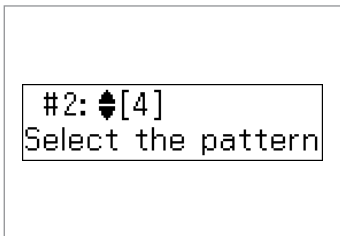
Select the most solid pattern.

7



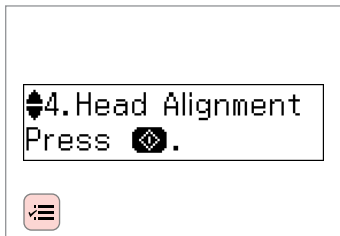
Select the pattern number for #1.

8



Repeat step 7 for other patterns.




9




Return to Copy mode.



## Maintenance Menu List

Press  to enter the settings menu. Then press  or  to select **Maintenance**.

Press  to finish setting.






### Maintenance menu settings

Ink Levels	
Nozzle Check	
Head Cleaning	
Head Alignment	
Ink Cartridge Replacement	
LCD Contrast	+1 to +16
Scroll Speed	Standard, Slow, Fast
Language	

# Solving Problems



## Error Messages

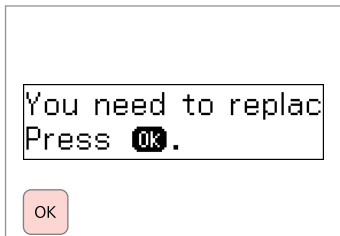
Error Messages	Solution
You need to replace the following ink cartridge(s): XXX	Replace the expended ink cartridges.  ➔ 31
Remove the jammed paper. See your documentation.	 ➔ 34
Paper jam. Open scanner unit and remove paper. Turn power off. See documentation.	 ➔ 38
ADF error. Remove any objects or documents inside ADF. Turn power off. See documentation.	 ➔ 39
Paper feed error or jam. Remove paper and reload it correctly. Turn power off. See documentation.	 ➔ 40
Printer error See your documentation.	Turn the printer off and then back on. Make sure that no paper is still in the printer. If the error message still appears, contact Epson support.
Scanner error See your documentation.	Turn the printer off and then back on. If the error message still appears, contact Epson support.
The printer's ink pads are nearing the end of their service life. Please contact Epson Support.	Contact Epson support to replace ink pads before the end of their service life. When the ink pads are saturated, the printer stops and Epson support is required to continue printing.
The printer's ink pads are at the end of their service life. Please contact Epson Support.	Contact Epson support to replace ink pads.

## Replacing Ink Cartridges

- ⚠ Ink Cartridge Handling Precautions
  - ❑ Never move the print head by hand.
  - ❑ Some ink is consumed from all cartridges during the following operations: print head cleaning and ink charging when an ink cartridge is installed.
  - ❑ For maximum ink efficiency, only remove an ink cartridge when you are ready to replace it. Ink cartridges with low ink status may not be used when reinserted.
  - ❑ Epson recommends the use of genuine Epson ink cartridges. Epson cannot guarantee the quality or reliability of non-genuine ink. The use of non-genuine ink may cause damage that is not covered by Epson's warranties, and under certain circumstances, may cause erratic printer behavior. Information about non-genuine ink levels may not be displayed, and use of non-genuine ink is recorded for possible use in service support.
  - ❑ Make sure you have a new ink cartridge before you begin replacement. Once you start replacing a cartridge, you must complete all the steps in one session.
  - ❑ Leave the expended cartridge installed until you have obtained a replacement. Otherwise the ink remaining in the print head nozzles may dry out.
  - ❑ Do not open the ink cartridge package until you are ready to install it in the printer. The cartridge is vacuum packed to maintain its reliability.
  - ❑ Other products not manufactured by Epson may cause damage that is not covered by Epson's warranties, and under certain circumstances, may cause erratic printer behavior.
  - ❑ Do not turn off the printer during ink charging as this will waste ink.

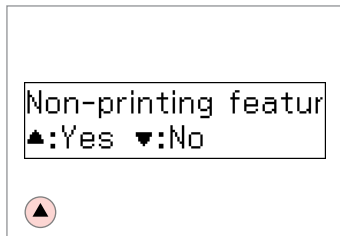


1



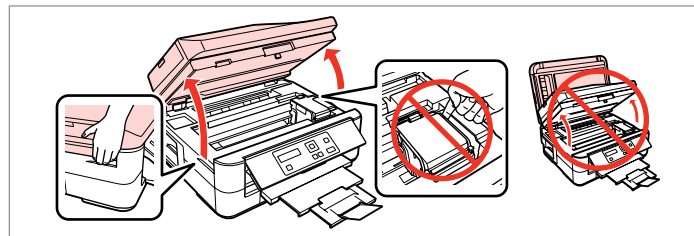
Check the color to replace.

2



Proceed.

3

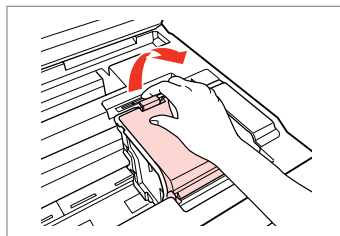


Open.



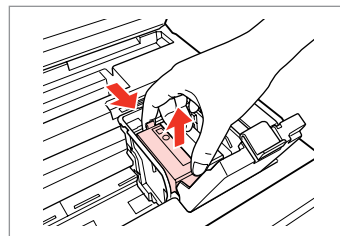
Never open the cartridge cover while the print head is moving.

4



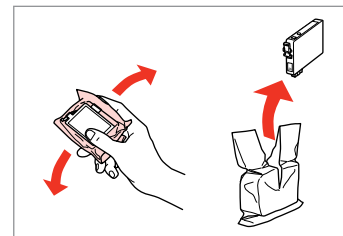
Open.

5



Pinch and remove.

6



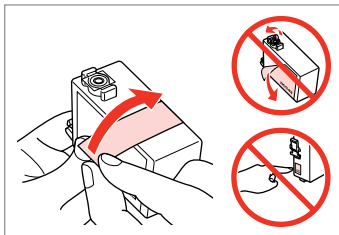
Shake new cartridge.





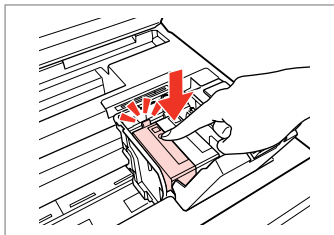
Be careful not to break the hooks on the side of the ink cartridge.

7



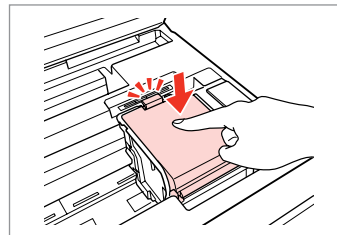
Remove the yellow tape.

8



Insert and push.

9

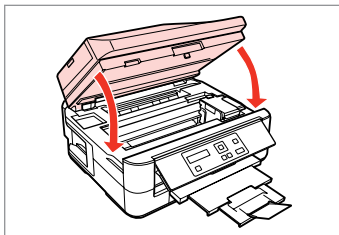


Close.



If you find it difficult to close the cover, press down on each cartridge until it clicks into place.

10



Close. Ink charging starts.



If you had to replace an ink cartridge during copying, to ensure copy quality after ink charging is finished, cancel the job that is copying and start again from placing the originals.

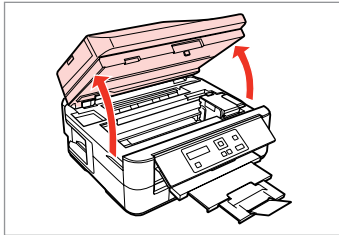
# Paper Jam

## Paper Jam - jammed inside 1



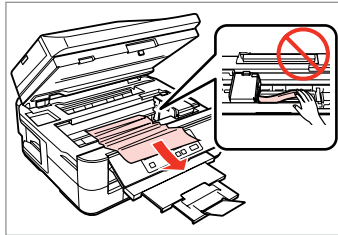
Never touch the buttons on the control panel while your hand is inside the printer.

1



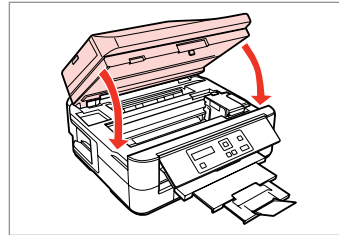
Open.

2



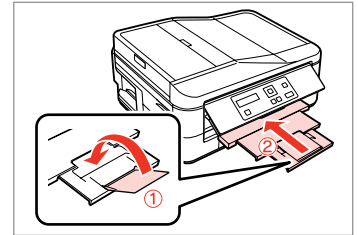
Remove.

3



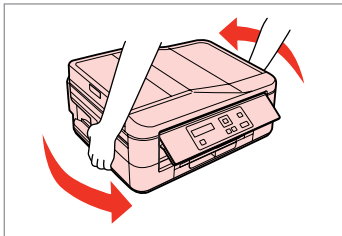
Close.

4



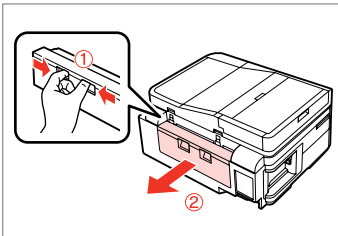
Close.

5



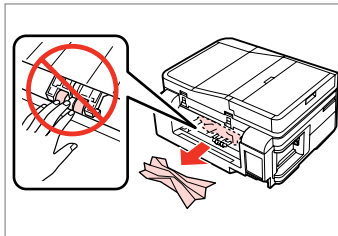
Turn around.

6



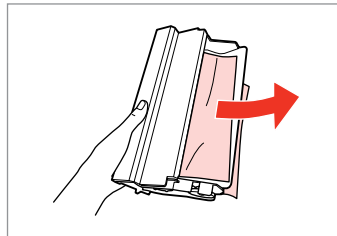
Pull out.

7



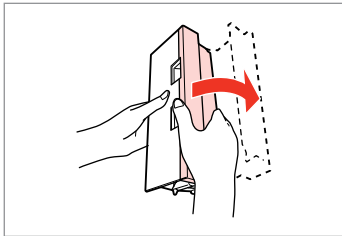
Remove.

8



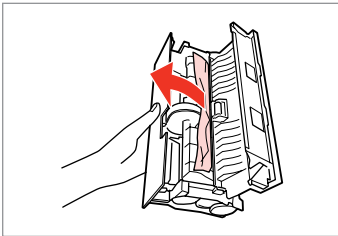
Remove.

9



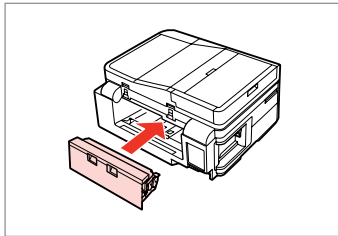
Open.

10



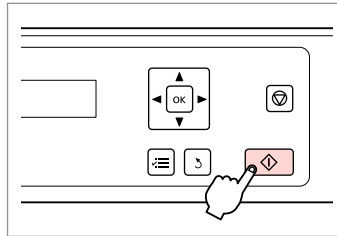
Carefully remove.

11



Reattach.

12

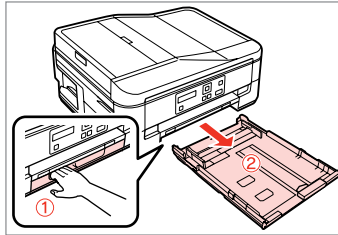


Restart.



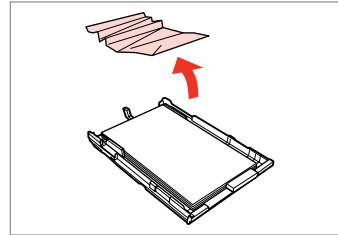
If an error message cannot be cleared, try the following steps.

13



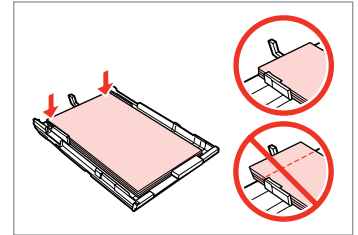
Pull out.

14



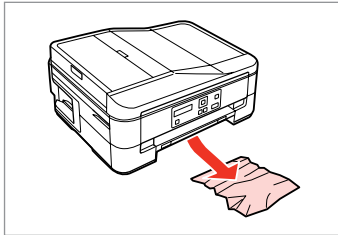
Remove.

15



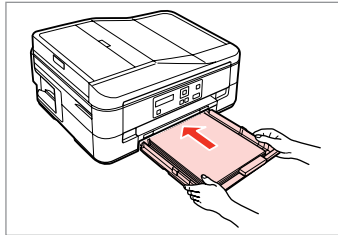
Align the edges.

16



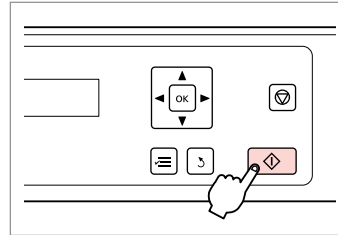
Carefully remove.

17



Insert the cassette gently.

18

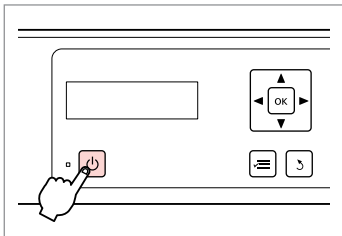


Restart.



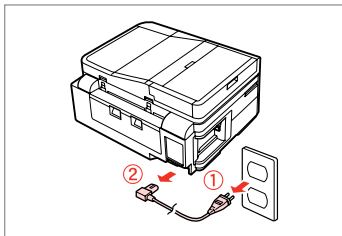
If an error message cannot be cleared, try the following steps.

19



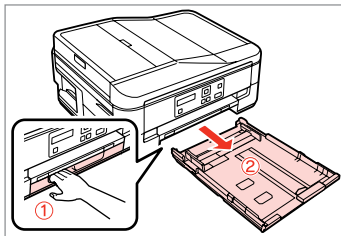
Turn off.

20



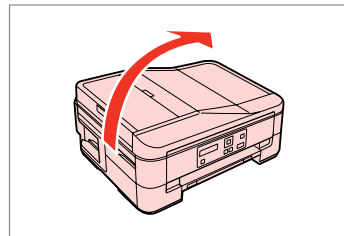
Unplug.

21



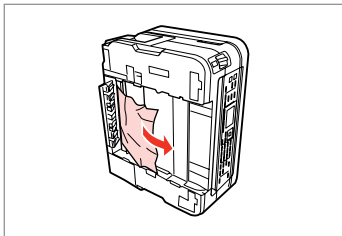
Pull out.

22



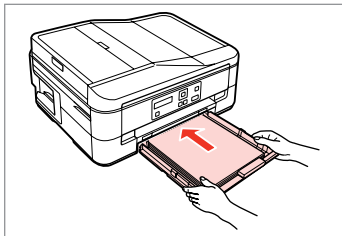
Carefully stand the printer on its side.

23



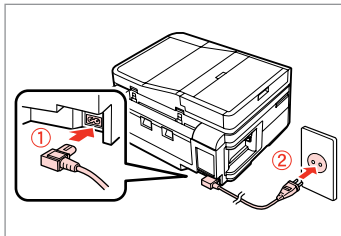
Remove.

24



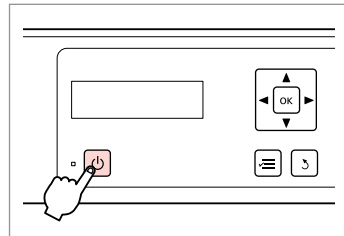
Insert the cassette gently.

25



Connect and plug in.

26



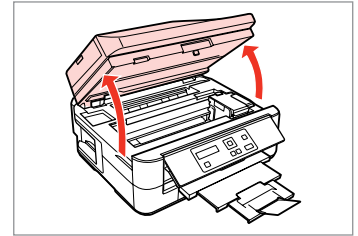
Turn on.

## Paper Jam - jammed inside 2



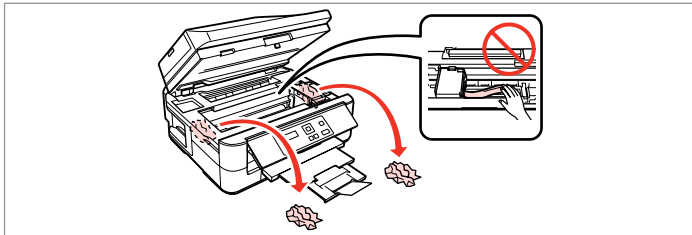
Never touch the buttons on the control panel while your hand is inside the printer.

1



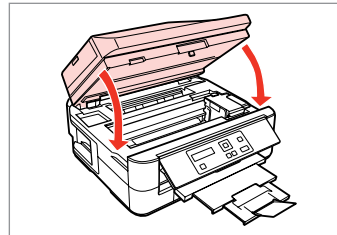
Open.

2



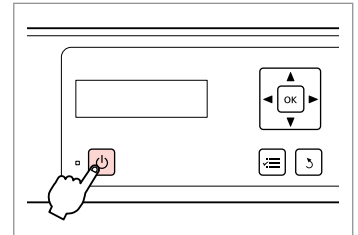
Remove.

3



Close.

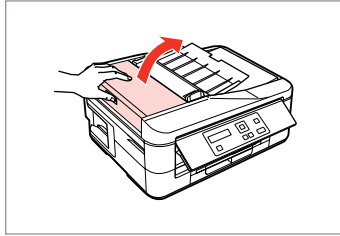
4



Turn off, and then back on.

# Paper Jam - Automatic Document Feeder (ADF)

1

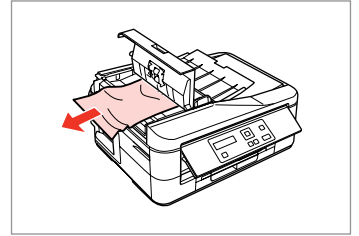


Open.



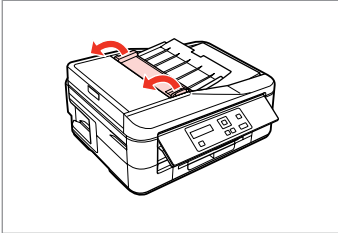
If you do not open the ADF cover, the printer may be damaged.

2



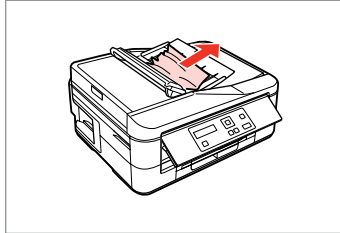
Remove.

3



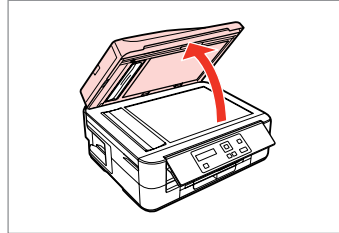
Open.

4



Remove.

5



Open.

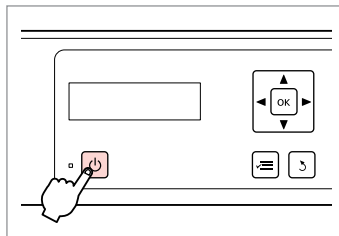
6



Remove.

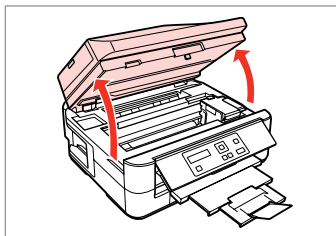
Paper Jam - jammed  
inside 3

1



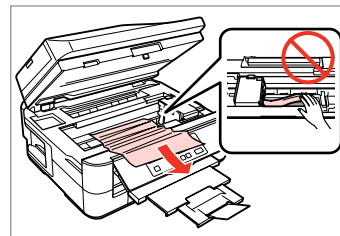
Turn off.

2



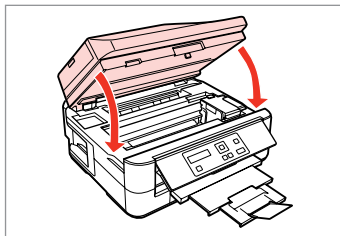
Open.

3



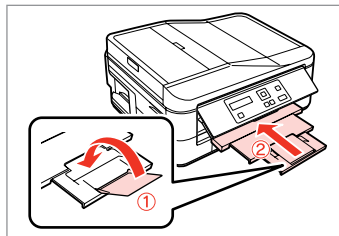
Remove.

4



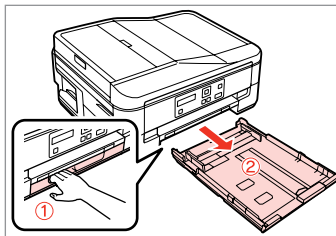
Close.

5



Close.

6



Pull out.

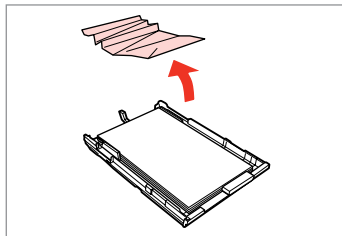


If you cannot pull out the paper  
cassette, go to the next section.

☞ ➔ 43

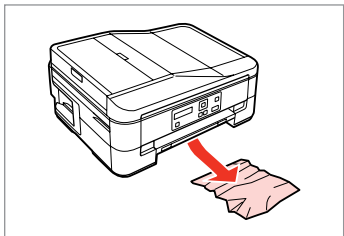


7



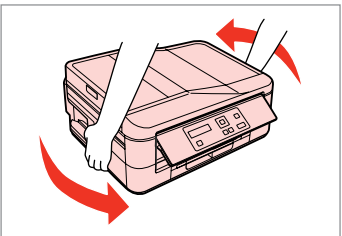
Remove.

8



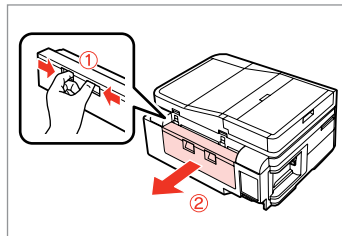
Carefully remove.

9



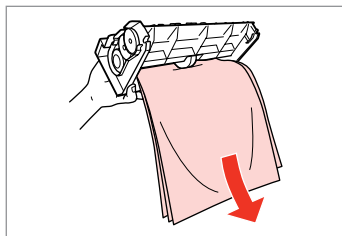
Turn around.

10



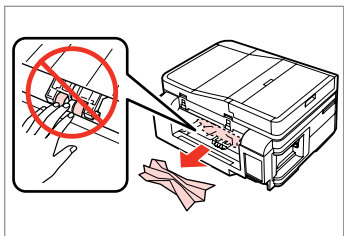
Pull out.

11



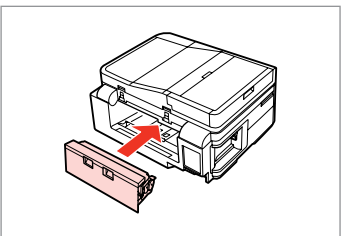
Remove.

12



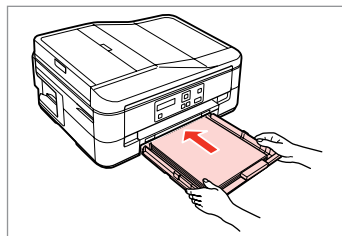
Remove.

13




Reattach.

14

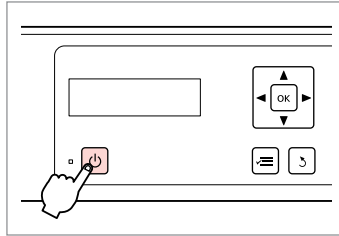


Insert the cassette gently.



For plain paper, do not load paper above the  arrow mark inside the edge guide.

15



Turn on.



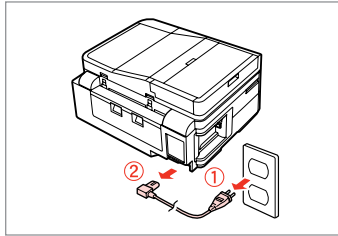
If the same message appears, check the procedure for loading paper.

 → 9

If the error continues to occur, contact Epson support.

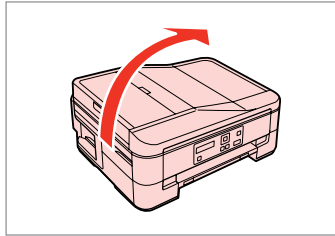
Cannot pull out the  
paper cassette

1



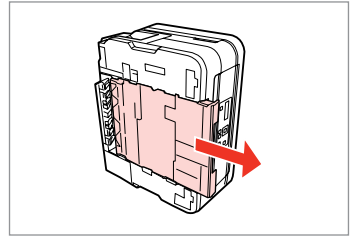
Unplug.

2



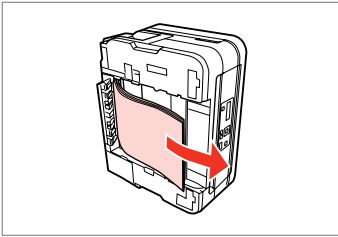
Carefully stand the printer on its side.

3



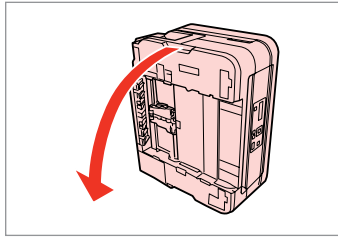
Carefully pull out.

4



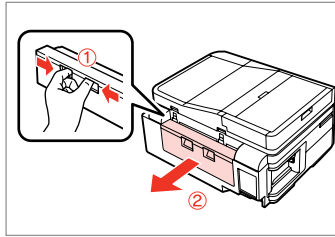
Remove.

5



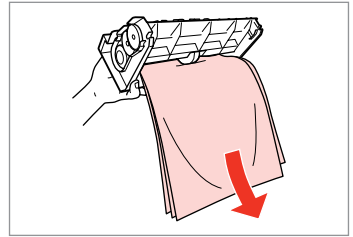
Replace.

6



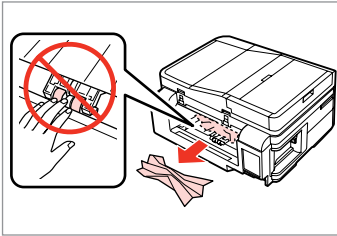
Pull out.

7



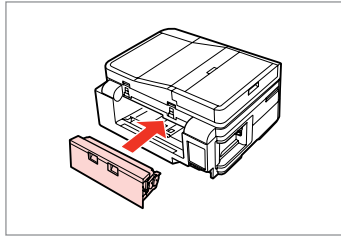
Remove.

8



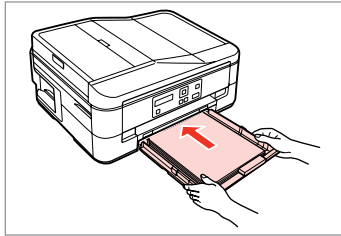
Remove.

9




Reattach.

10

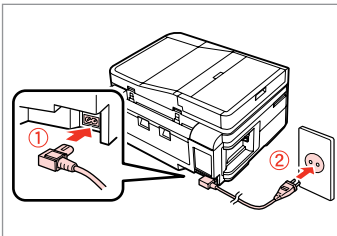


Insert the cassette gently.



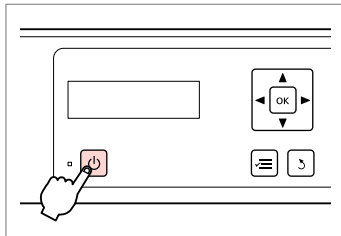
For plain paper, do not load paper above the  arrow mark inside the edge guide.

11




Connect and plug in.

12










Turn on.



If the same message appears, check the procedure for loading paper.  
 → 9  
 If the error continues to occur, contact Epson support.

## Print Quality/Layout Problems

Try the following solutions in order from the Top. For further information, see your online User's Guide.

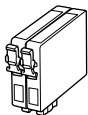
Problems	Solution No.
You see banding (light lines) in your printouts or copies.	<b>1 2 3 4 6 8</b>
Your printout is blurry or smeared.	<b>1 2 3 4 5 7</b>
Your printout is faint or has gaps.	<b>1 2 3 6</b>
Your printout is grainy.	<b>4</b>
You see incorrect or missing colors.	<b>3 6</b>
The image size or position is incorrect.	<b>9 10 11 12</b>
Solutions	
<b>1</b>	Make sure you select the correct paper type.  <b>8</b>
<b>2</b>	Make sure the printable side (the whiter or glossier side) of the paper is facing in the right direction.  <b>9</b>
<b>3</b>	Clean the print head.  <b>24</b>
<b>4</b>	Align the print head.  <b>26</b> If quality is not improved, try aligning using the printer driver utility. See your online <b>User's Guide</b> to align the print head.
<b>5</b>	To clean the inside of the printer, make a copy without placing a document on the document glass/ADF. For further information, see your online <b>User's Guide</b> .
<b>6</b>	For best results, use up ink cartridge within six months of opening the package.  <b>31</b>
<b>7</b>	Try to use genuine Epson ink cartridges and paper recommended by Epson.
<b>8</b>	If a moiré (cross-hatch) pattern appears on your copy, change the <b>Reduce/Enlarge</b> setting or shift the position of your original.
<b>9</b>	Make sure you selected the correct <b>Paper Size, Layout, and Reduce/Enlarge</b> setting for the loaded paper.  <b>19</b>
<b>10</b>	Make sure you loaded paper and placed the original correctly.  <b>9, 11</b>
<b>11</b>	If the edges of the copy or photo are cropped off, move the original slightly away from the corner.
<b>12</b>	Clean the document glass. See your online <b>User's Guide</b> .



## Contacting Epson Support

If you cannot solve the problem using the troubleshooting information, contact Epson support services for assistance. You can get the contact information for Epson support for your area in your online User's Guide or warranty card. If it is not listed there, contact the dealer where you purchased your product.





Available ink cartridge sizes vary by area.

	BK1	BK2
K300	137(T1371)	137(T1371)

Getting more information.

