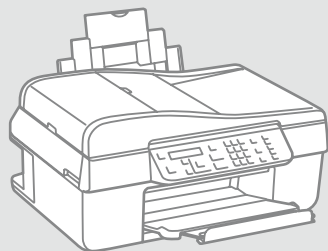


Epson Stylus® **Office BX310FN/Office TX510FN** Series / Epson ME™ **OFFICE 650FN**

EPSON
EXCEED YOUR VISION






Basic Operation Guide

- for use without a computer -



About This Guide

Follow these guidelines as you read your instructions:

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

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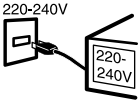











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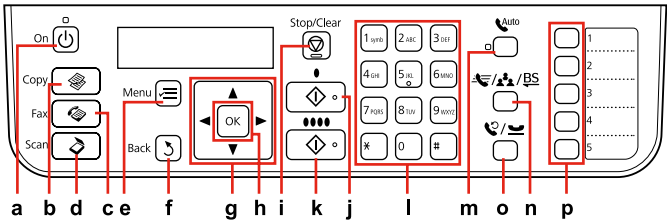
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Important Safety Instructions

					
<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.

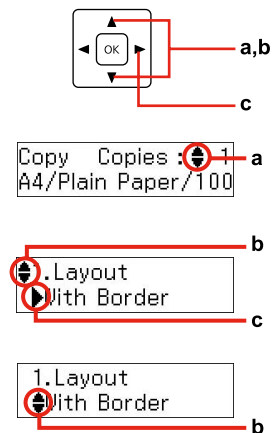


a	b	c	d	e	f	g
Turns on/off printer.	Enters Copy mode.	Enters Fax mode.	Enters Scan mode.	Displays detailed settings for each mode.	Returns to the previous menu.	Selects menu items.

h	i	j	k	l
Activates the settings you have selected.	Stops copying/faxing or resets settings.	Starts copying/faxing in black and white.	Starts copying/faxing in color.	Specifies or enters fax numbers, speed dial/group dial numbers, date/time, number of copies, and so on.

m	n	o	p
Turns Auto Answer on/off. Enters a space when entering/editing numbers/characters.	Displays speed dial/group dial lists in Fax mode. Enters a back space when entering/editing numbers/characters.	Displays last number dialed. Enters a pause when entering or editing numbers. You can also use " ".	Displays speed dial/group dial list in Copy/Fax/Scan mode. Assigns No. 1 to 5 to each button.

Using the LCD Screen



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



Restarting Automatically After a Power Failure

If power failure occurs while printer is in fax standby mode or printing, it restarts automatically and then beeps for about two seconds.



Do not put your hand inside the printer until the print head stops moving.



Restart stops if any control panel buttons are pressed before the LCD turns on.



Depending on circumstances before power failure, it may not restart. Restart by pressing **On**.

Handling Paper



Selecting Paper

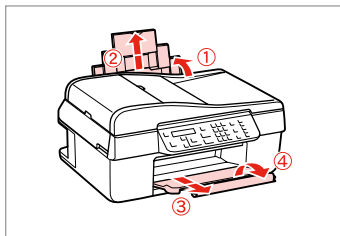
The availability of special paper varies by area.

	If you want to print on this paper...	Choose this Paper Type on the LCD screen	Loading capacity (sheets)
a	Plain paper	Plain Paper	[12 mm] * ¹
b	Epson Bright White Ink Jet Paper	Plain Paper	80
c	Epson Premium Ink Jet Plain Paper	Plain Paper	80
d	Epson Matte Paper Heavyweight	Matte	20
e	Epson Photo Quality Ink Jet Paper	Matte	80
f	Epson Premium Glossy Photo Paper	Prem. Glossy	20
g	Epson Premium Semigloss Photo Paper	Prem. Glossy	20
h	Epson Ultra Glossy Photo Paper	Ultra Glossy	20
i	Epson Glossy Photo Paper	Glossy	20
j	Epson Photo Paper	Photo Paper	20

*1 Paper with a weight of 64 to 90 g/m².

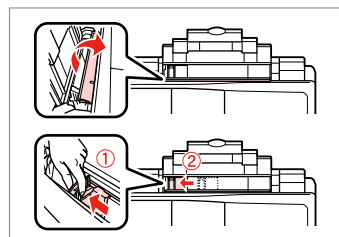
Loading Paper

1



Open and slide out.

2

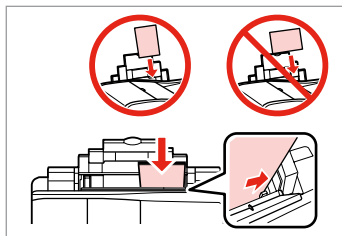


Pinch and slide.



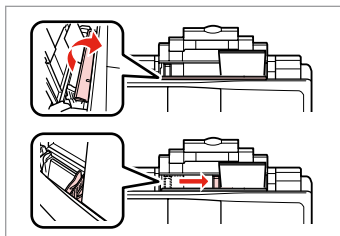
See the online User's Guide when using Legal size paper.

3



Load printable side up.

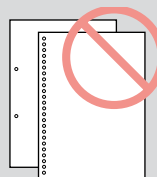
4



Fit.



Do not use paper with binder holes.



Align the edges of the paper before loading.

Placing Originals

Automatic Document Feeder (ADF)



You can load your original documents in the ADF to copy, scan, or fax multiple pages quickly.

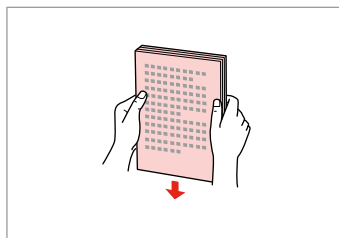
Usable originals

Size	A4/Letter/Legal
Type	Plain paper
Weight	75 g/m ² to 95 g/m ²
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 table.

- ☐ 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



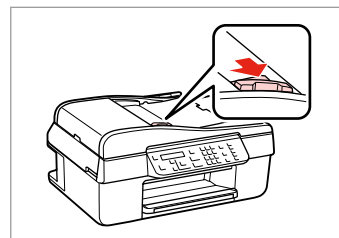
Tap to even the edges.

2



Open.

3



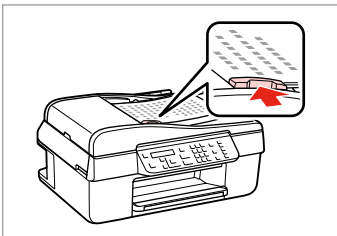
Slide.

4



Insert the originals face-up.

5



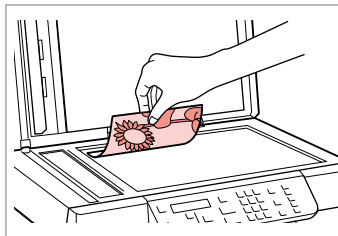
Fit.



When you use the copy function with the automatic document feeder, the print settings are fixed at zoom - 100%, Paper Type - Plain Paper, and Paper Size - A4. The print out is cropped if you copy an original larger than A4.

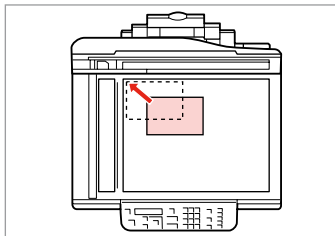
Document Table

1



Place face-down horizontally.

2



Slide to the corner.



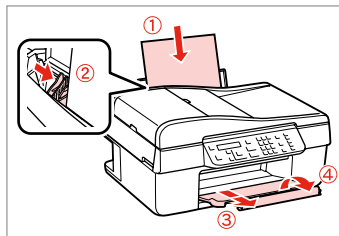
When there is a document in the automatic document feeder and on the document table, priority is given to the document in the automatic document feeder.

Copying/Scanning



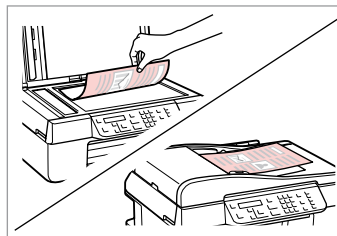
Copying Photos or Documents

1  ➔ 11



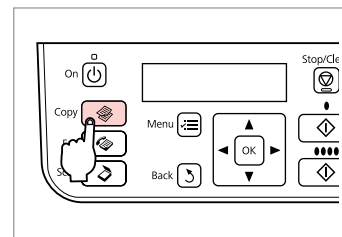
Load paper.

2  ➔ 12



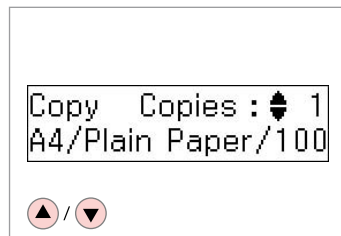
Place original horizontally.

3



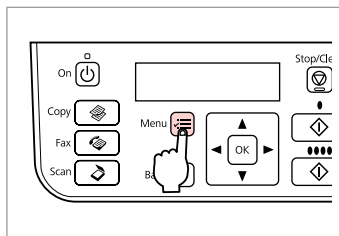
Select the Copy mode.

4



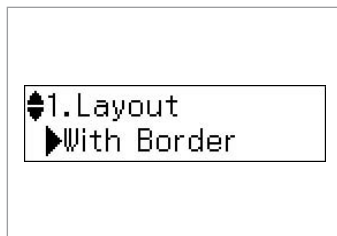
Set the number of copies.

5



Enter the copy setting menu.

6  ➔ 19

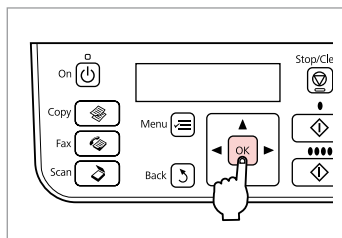


Select the appropriate copy settings.



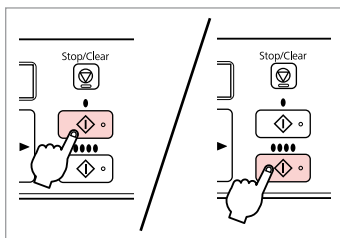
Make sure you set the **Paper Size** and **Paper Type**.

7



Finish the settings.

8



Start copying.

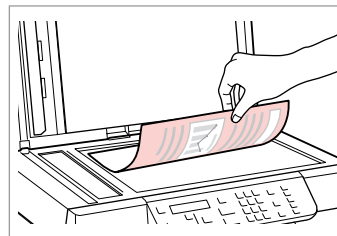


Scanning to a Computer



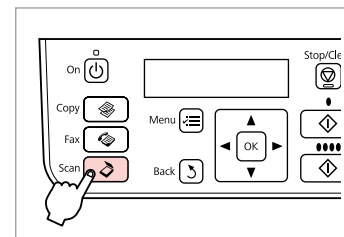
Make sure you have installed software for this printer on your computer and connected following the instructions on the Start Here poster.

1



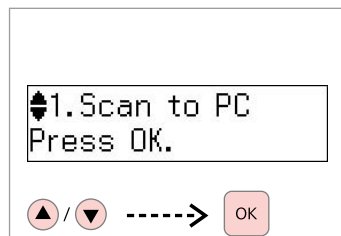
Place face down horizontally.

2



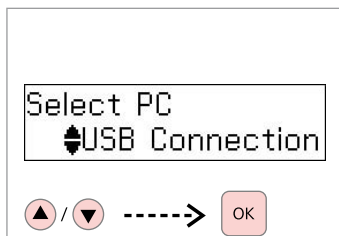
Select **Scan**.

3



Select an item.

4



Select your PC.




After step 4, your computer's scanning software automatically starts scanning. For details on the following steps, see the online User's Guide.

Menu List

Copy mode

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

Copy settings menu

Layout	With Border, Borderless * ¹
Reduce/Enlarge	Actual, Auto Fit Page, Custom (25 to 400%)
Paper Size	A4, 10 × 15 cm, 13 × 18 cm
Paper Type	Plain Paper, Matte, Prem. Glossy, Ultra Glossy, Glossy, Photo Paper
Quality	Draft, Standard Quality, Best
Copy Density	-4 to +4
Expansion * ²	Standard, Medium, Minimum
Restore Default Settings	Reset Fax Send/Receive Settings, Reset Fax Data Settings, Reset Network Settings, Reset All except Network & Fax Settings, Reset All Settings
Confirm Network Settings	
Print Network Status Sheet	
Maintenance	 ➔ 28


*¹ Your image is slightly enlarged and cropped to fill the sheet of paper. Print quality may decline in the top and bottom areas of the printout, or the area may be smeared when printing.

*² Select the amount the image is expanded when printing Borderless photos.

Scan mode

Scan to PC
Scan to PDF
Scan to Email

Scan settings menu

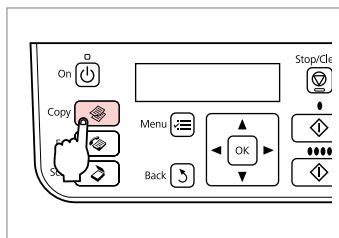
Restore Default Settings	Reset Fax Send/Receive Settings, Reset Fax Data Settings, Reset Network Settings, Reset All except Network & Fax Settings, Reset All Settings
Confirm Network Settings	
Print Network Status Sheet	
Maintenance	 ➔ 28

Maintenance Menu



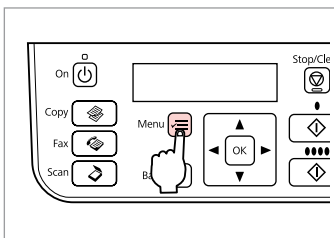
Checking the Ink Cartridge Status

1



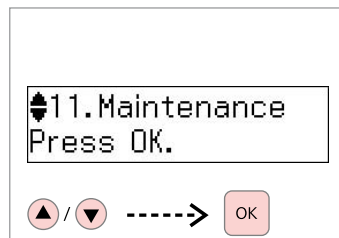
Select the Copy mode.

2



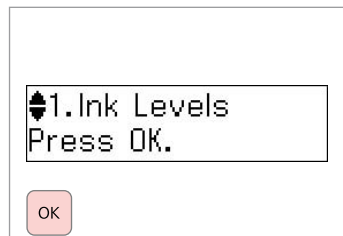
Enter the copy settings menu.

3



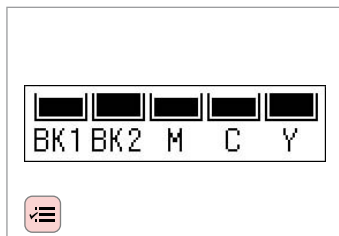
Select **Maintenance**.

4



Select **Ink Levels**.


5



Check and return.

BK1	BK2	M	C	Y
Black	Black	Magenta	Cyan	Yellow



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

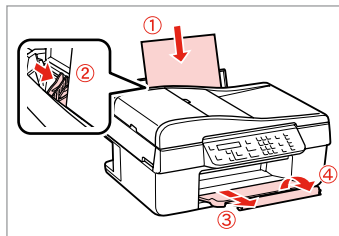


Epson cannot guarantee the quality or reliability of non-genuine ink. If non-genuine ink cartridges are installed, the ink cartridge status may not be displayed.



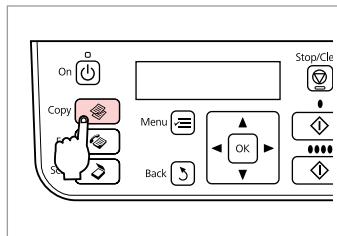
Checking/Cleaning the Print Head

1  → 11



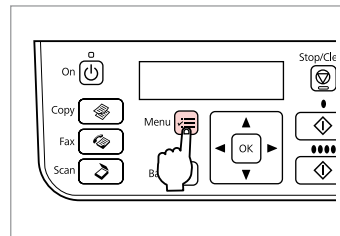
Load A4-size paper.

2



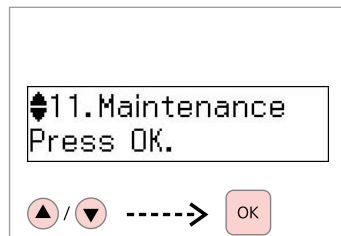
Select the Copy mode.

3



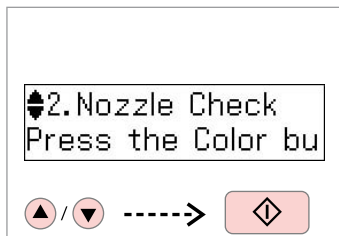
Enter the copy settings menu.

4



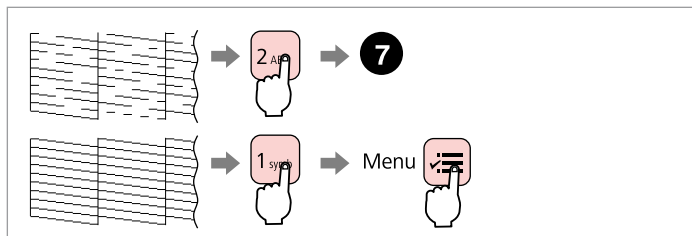
Select **Maintenance**.

5



Select **Nozzle Check** and then start.

6



Check the pattern and proceed.

7

Complete
1.Finish 2.Head Cle

1 symb

Finish head cleaning.

8

3.Head Cleaning
Press the Color bu



Return to Copy mode.



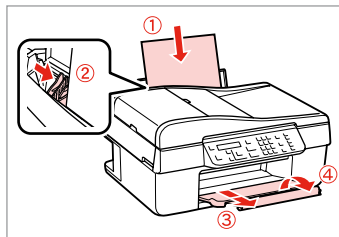
Print head cleaning uses ink from all cartridges, so clean the print head only if quality declines.



If it does not improve after cleaning four times, leave the printer for at least six hours. Then try cleaning the print head again. If quality does not improve, one of the ink cartridges may need to be replaced. If quality still does not improve, contact Epson Support.

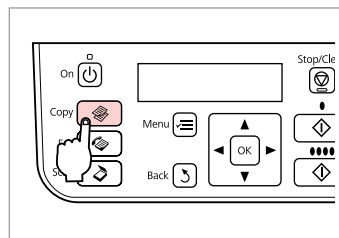
Aligning the Print Head

1  → 11



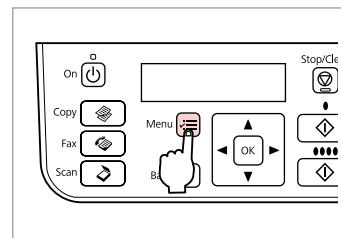
Load A4-size paper.

2



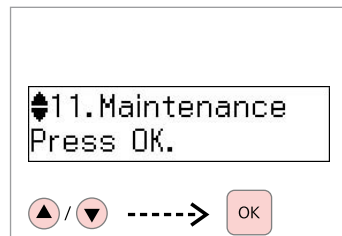
Select the Copy mode.

3



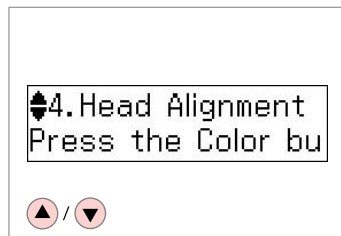
Enter the copy settings menu.

4



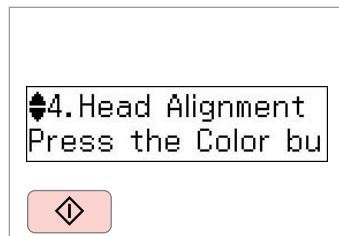
Select **Maintenance**.

5



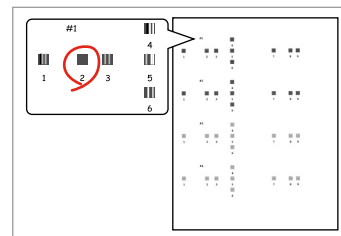
Select **Head Alignment**.

6



Print.

7



Select the most solid pattern.

8

#1: [4]
Select the pattern

▲ / ▼ -----> OK

Select the pattern number for #1.

9

#2: [4]
Select the pattern

Repeat step 8 for other patterns.

10





4.Head Alignment
Press the Color bu

☑

Return to Copy mode.



Menu List

Press  **Copy** to select Copy mode, and then press  to enter the copy settings menu. Then press  or  to select **Maintenance**.

Maintenance menu settings




Ink Levels	
Nozzle Check	
Head Cleaning	
Head Alignment	
Ink Cartridge Replacement	
Sound	On, Off
LCD Contrast	+1 to +16
Scroll Speed	Standard, Slow, Fast
Date/Time	mm.dd.yyyy, dd.mm.yyyy, yyyy.mm.dd / 12h, 24h
Daylight Saving Time	Off, On
Country/Region	
Language	

The Maintenance menu for Fax/Scan mode is the same as for Copy mode.

Solving Problems



Error Messages

Error Messages	Solution
You need to replace the following ink cartridge(s): XXX Press OK to replace the ink cartridges.	Replace the expended ink cartridges.  ➡ 31 Even if ink cartridges are expended, you can continue to use all functions except for print.
Paper jam Press OK. If the error does not clear, remove the paper by hand.	 ➡ 35
Printer error Paper is jammed in the printer. Turn off the printer, open the scanner unit, and remove the paper. See your documentation.	 ➡ 36
Communication error. Make sure the cable is connected, then try again. Press OK.	Make sure the cable is connected correctly. If the error message still appears, make sure that scanning software is installed on your computer and that the software settings are correct.
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

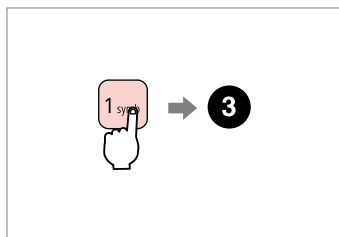
Ink Cartridge Handling Precautions

- ☐ 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.
- ☐ When an ink cartridge is expended, you cannot continue printing even if the other cartridges still contain ink.



1

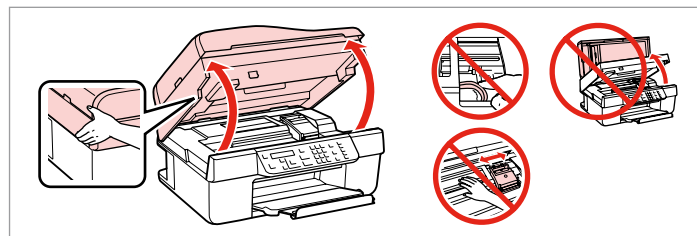
Check the color to replace.

2

Proceed.



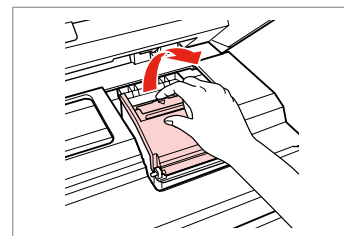
Press the **2** key to continue using all functions except for print, even if ink cartridges are expended.

3

Open.

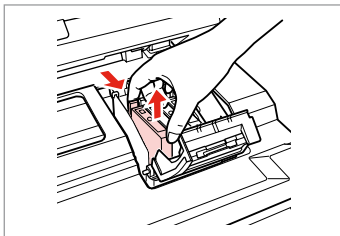


Never open the cartridge cover while the print head is moving.

4

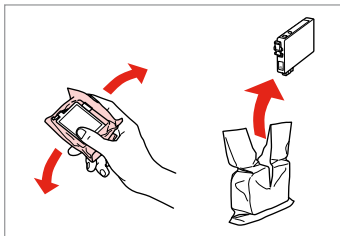
Open.

5



Remove.

6

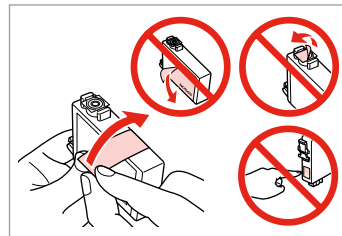


Shake new cartridge.



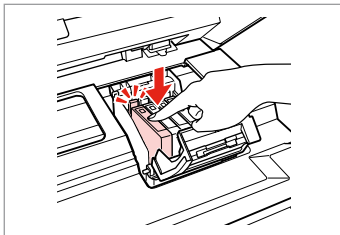
Be careful not to break the hooks on the side of the ink cartridge.

7



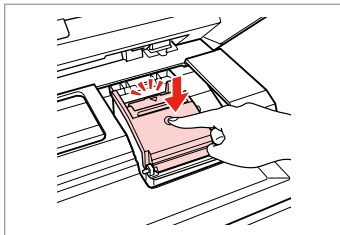
Remove the yellow tape.

8



Insert and push.

9

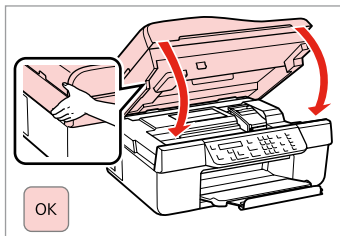


Close.



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

10



Close and start charging ink.



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

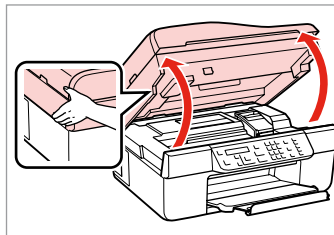
1

Paper jam
Press OK. If the er

OK

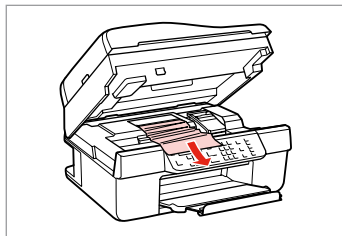
Proceed.

2



Open.

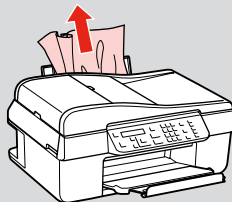
3



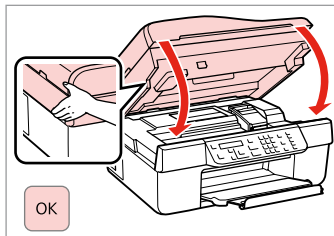
Remove.



If paper still remains near the sheet
feeder, gently pull it out.



4



OK

Close.

Paper Jam - jammed
inside 2

1

Printer error
Paper is jammed in



Turn off.

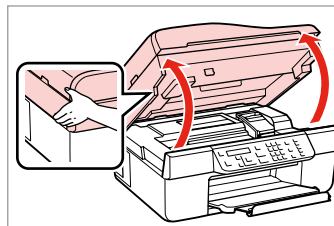
2

Saved fax data/rec
1:Yes 2:No



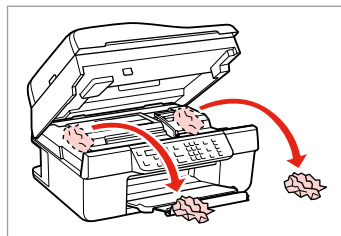
Proceed.

3



Open.

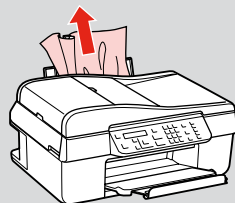
4



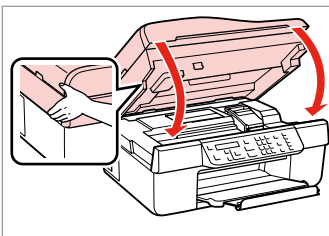
Remove.



If paper still remains near the sheet
feeder, gently pull it out.

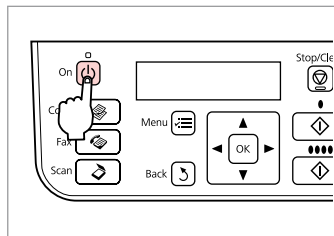


5



Close.

6



Turn on.

Paper Jam - Automatic Document Feeder

1

Paper jam in the ADF
Press OK.

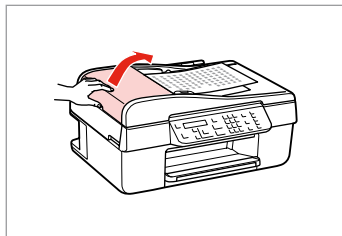
OK

Proceed.



Make sure you open the ADF cover before removing jammed paper. If you do not open the cover, the printer may be damaged.

2



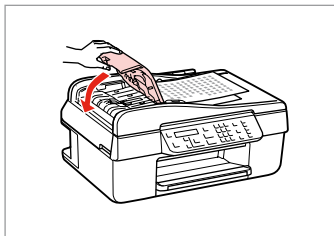
Open.

3



Remove.

4



Close.

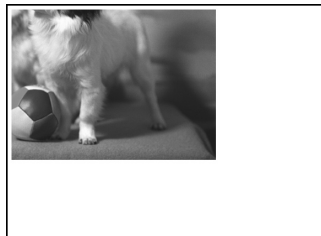
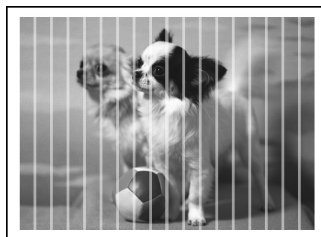
5

Remove the paper
1:Yes 2:No








1 sym

Proceed.

Print Quality/Layout Problems

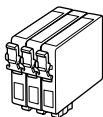


Try the following solutions in order from the Top. For further information, see your online User's Guide.




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

Contacting Customer Support

If you cannot solve the problem using the troubleshooting information, contact customer support services for assistance. You can get the contact information for customer 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.



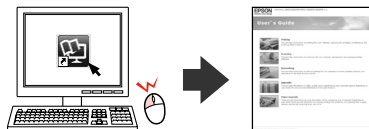
Available ink cartridge sizes vary by area.

		Black	Cyan	Magenta	Yellow
Epson Stylus Office BX310FN Series * ¹		T0711H	-	-	-
		-	T1002	T1003	T1004
		T0711	T0712	T0713	T0714
Epson Stylus Office TX510FN Series * ²		73HN (T0731HN)	103 (T1032)	103 (T1033)	103 (T1034)
		73N (T0731N)	73N (T0732N)	73N (T0733N)	73N (T0734N)
Epson ME Office 650FN		119	-	-	-
		109	109	109	109

*¹ For the BX310FN Series, Epson recommends the T0711H/T100 ink cartridges for high print usage.

*² For the TX510FN Series, the ink cartridge numbers between the parenthesis may be displayed depending on the area.

Getting more information.



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