



User's Guide

NPD4670-00 EN

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Introduction

Where to Find Information

The latest version of the following manuals are available on the Epson support website.

<http://www.epson.eu/Support> (Europe)

<http://support.epson.net/> (outside Europe)

Start Here (paper):

Provides you with information on setting up the product and installing the software.

Basic Guide (paper):

Provides you with basic information when you are using the product without a computer. This manual may not be included depending on model and region.

User's Guide (PDF):

Provides you with detailed operating, safety, and troubleshooting instructions. See this guide when using this product with a computer, or when using advanced features such as 2 sided copying.

To view the PDF manual, you need Adobe Acrobat Reader 5.0 or later, or Adobe Reader.

Network Guide (HTML):

Provides network administrators with information on both the printer driver and network settings.

Help (on the product display):

Provides basic operating and troubleshooting instructions on the product's LCD screen. Select the **Help** menu on the control panel.

Caution, Important and Note

Caution, Important, and Note in this manual are indicated as below and have the following meaning.



Caution

must be followed carefully to avoid bodily injury.



Important

must be observed to avoid damage to your equipment.

Note

contain useful tips and restrictions on product operation.

Operating System Versions

In this manual, the following abbreviations are used.

- ❑ Windows 7 refers to Windows 7 Home Basic, Windows 7 Home Premium, Windows 7 Professional, and Windows 7 Ultimate.
- ❑ Windows Vista refers to Windows Vista Home Basic Edition, Windows Vista Home Premium Edition, Windows Vista Business Edition, Windows Vista Enterprise Edition, and Windows Vista Ultimate Edition.
- ❑ Windows XP refers to Windows XP Home Edition, Windows XP Professional x64 Edition, and Windows XP Professional.
- ❑ Mac OS X refers to Mac OS X 10.5.x, 10.6.x, 10.7.x.

Using Epson Connect Service

Using Epson Connect and other companies' services, you can easily print directly from your smartphone, tablet PC or laptop, anytime and practically anywhere even across the globe! For more information about the printing and other services, visit the following URL;

<https://www.epsonconnect.com/> (Epson Connect portal site)

<http://www.epsonconnect.eu> (Europe only)

You can view the Epson Connect guide by double-clicking the  shortcut icon on the desktop.



Important Instructions

Important Instructions

Safety Instructions

Read and follow these instructions to ensure safe use of this product. Make sure you keep this guide for future reference. Also, be sure to follow all warnings and instructions marked on the product.

- Use only the power cord supplied with the product and do not use the cord with any other equipment. Use of other cords with this product or the use of the supplied power cord with other equipment may result in fire or electric shock.
- Be sure your AC power cord meets the relevant local safety standard.
- Never disassemble, modify, or attempt to repair the power cord, plug, printer unit, scanner unit, or options by yourself, except as specifically explained in the product's guides.
- Unplug the product and refer servicing to qualified service personnel under the following conditions:
The power cord or plug is damaged; liquid has entered the product; the product has been dropped or the casing damaged; the product does not operate normally or exhibits a distinct change in performance. Do not adjust controls that are not covered by the operating instructions.
- Place the product near a wall outlet where the plug can be easily unplugged.
- Do not place or store the product outdoors, near excessive dirt or dust, water, heat sources, or in locations subject to shocks, vibrations, high temperature or humidity.
- Take care not to spill liquid on the product and not to handle the product with wet hands.
- Keep this product at least 22 cm away from cardiac pacemakers. Radio waves from this product may adversely affect the operation of cardiac pacemakers.
- If the LCD screen is damaged, contact your dealer. If the liquid crystal solution gets on your hands, wash them thoroughly with soap and water. If the liquid crystal solution gets into your eyes, flush them immediately with water. If discomfort or vision problems remain after a thorough flushing, see a doctor immediately.
- Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone to report a gas leak in the vicinity of the leak.

Note:

The following provides safety instructions for ink cartridges.

➔ ["Replacing Ink Cartridges" on page 105](#)

Product Advisories and Warnings

Read and follow these instructions to avoid damaging the product or your property. Make sure you keep this guide for future reference.

Important Instructions

Setting up/using the product

- ❑ Do not block or cover the vents and openings in the product.
- ❑ Use only the type of power source indicated on the product's label.
- ❑ Avoid using outlets on the same circuit as photocopiers or air control systems that regularly switch on and off.
- ❑ Avoid electrical outlets controlled by wall switches or automatic timers.
- ❑ Keep the entire computer system away from potential sources of electromagnetic interference, such as loudspeakers or the base units of cordless telephones.
- ❑ The power-supply cords should be placed to avoid abrasions, cuts, fraying, crimping, and kinking. Do not place objects on top of the power-supply cords and do not allow the power-supply cords to be stepped on or run over. Be particularly careful to keep all the power-supply cords straight at the ends and the points where they enter and leave the transformer.
- ❑ If you use an extension cord with the product, make sure that the total ampere rating of the devices plugged into the extension cord does not exceed the cord's ampere rating. Also, make sure that the total ampere rating of all devices plugged into the wall outlet does not exceed the wall outlet's ampere rating.
- ❑ If you plan to use the product in Germany, the building installation must be protected by a 10 or 16 amp circuit breaker to provide adequate short-circuit protection and over-current protection for the product.
- ❑ When connecting the product to a computer or other device with a cable, ensure the correct orientation of the connectors. Each connector has only one correct orientation. Inserting a connector in the wrong orientation may damage both devices connected by the cable.
- ❑ Place the product on a flat, stable surface that extends beyond the base of the product in all directions. If you place the product by the wall, leave more than 10 cm between the back of the product and the wall. The product will not operate properly if it is tilted at an angle.
- ❑ When storing or transporting the product, avoid tilting it, placing it vertically, or turning it upside down; otherwise ink may leak.
- ❑ Allow spaces behind the product for the cables, and space above the product so that you can fully raise the document cover.
- ❑ Leave enough space in front of the product for the paper to be fully ejected.
- ❑ Avoid places subject to rapid changes in temperature and humidity. Also, keep the product away from direct sunlight, strong light, or heat sources.
- ❑ Do not insert objects through the slots in the product.
- ❑ Do not put your hand inside the product or touch the ink cartridges during printing.
- ❑ Do not touch the white flat cable inside the product.
- ❑ Do not use aerosol products that contain flammable gases inside or around the product. Doing so may cause fire.
- ❑ Do not move the ink cartridge holder by hand; otherwise, you may damage the product.

Important Instructions

- ❑ Always turn the product off using the  button. Do not unplug the product or turn off the power at the outlet until the LCD screen has turned off completely.
- ❑ Before transporting the product, make sure that the print head is in the home (far right) position and the ink cartridges are in place.
- ❑ Be careful not to trap your fingers when closing the scanner unit.
- ❑ If you are not going to use the product for a long period, be sure to unplug the power cord from the electrical outlet.
- ❑ Do not press too hard on the scanner glass when placing the originals.
- ❑ During the life of your product it may be necessary to replace the waste ink pad when it has become full. Whether and how often this is required will vary according to the number of pages you print, the type of material that you print and the number of cleaning cycles that the product performs. Epson Status Monitor, your LCD, or lights on the control panel will advise you when this part needs replacing. The need for replacement of the pad does not mean that your product has ceased to operate in accordance with its specifications. The replacement of this part is a routine product servicing activity within the product's specification and is not a problem which requires repair. The Epson warranty does not therefore cover the cost of this replacement. If your product needs the pad replacing this can be performed for you by any authorised Epson service provider. It is not a user-serviceable part.

Using the product with a wireless connection

Note:

The availability of this feature varies by product.

- ❑ Do not use this product inside medical facilities or near medical equipment. Radio waves from this product may adversely affect the operation of electrical medical equipment.
- ❑ Do not use this product near automatically controlled devices such as automatic doors or fire alarms. Radio waves from this product may adversely affect these devices, and could lead to accidents due to malfunction.

Using memory cards

- ❑ Do not remove a memory card or turn off the product while the memory card light is flashing.
- ❑ The methods for using memory cards vary according to card type. Be sure to refer to the documentation packaged with your memory card for details.
- ❑ Use only memory cards compatible with the product.
 - ➔ [“Memory card” on page 173](#)

Using the LCD screen

- ❑ The LCD screen may contain a few small bright or dark spots, and because of its features it may have an uneven brightness. These are normal and do not indicate that it is damaged in any way.
- ❑ Only use a dry, soft cloth to clean the touch panel and touchpad. Do not use liquid or chemical cleaners.

Important Instructions

- ❑ The exterior cover of the LCD screen could break if it receives a heavy impact. Contact your dealer if the panel surface chips or cracks, and do not touch or attempt to remove the broken pieces.
- ❑ The touchpad is a capacitive touch panel, which responds only when touched directly with a finger. The panel may not respond when touched with wet hand, gloved hands, or touched through a protective sheet or sticker.
- ❑ Press the touch panel/touchpad gently with your finger. Do not press force or operate with your nails.
- ❑ Do not operate by a sharp edge thing such as a ball point pen, sharp pencil, stylus pen and so on.
- ❑ Condensation inside the panel due to abrupt changes in temperature or humidity may cause performance to deteriorate.

Handling ink cartridges

We will provide ink-related safety instructions and product advice/warnings in the linked section (before “Replacing Ink Cartridges” section).

➔ [“Replacing Ink Cartridges” on page 105](#)

Restrictions on Copying

Observe the following restrictions in order to ensure the responsible and legal use of the product.

Copying of the following items is prohibited by law:

- ❑ Bank bills, coins, government-issued marketable securities, government bond securities, and municipal securities
- ❑ Unused postage stamps, pre-stamped postcards, and other official postal items bearing valid postage
- ❑ Government-issued revenue stamps, and securities issued according to legal procedure

Exercise caution when copying the following items:

- ❑ Private marketable securities (stock certificates, negotiable notes, checks, etc.), monthly passes, concession tickets, etc.
- ❑ Passports, driver's licenses, warrants of fitness, road passes, food stamps, tickets, etc.

Note:

Copying these items may also be prohibited by law.

Responsible use of copyrighted materials:

- ❑ Products can be misused by improperly copying copyrighted materials. Unless acting on the advice of a knowledgeable attorney, be responsible and respectful by obtaining the permission of the copyright holder before copying published material.

Important Instructions

Protecting Your Personal Information

This product allows you to store names and telephone numbers in its memory even when the power is turned off.

Use the following menu to erase the memory if you give the product to someone else or dispose of it.

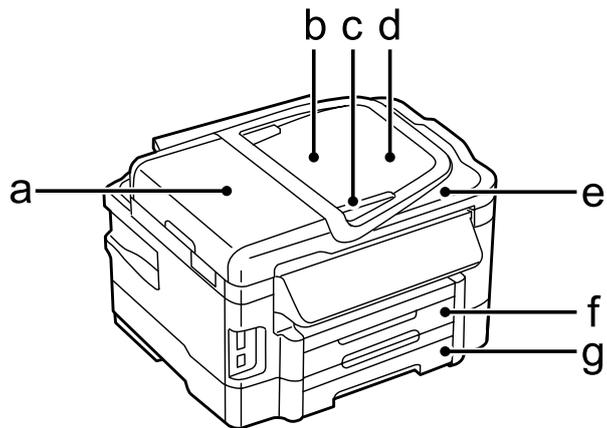
Setup > Restore Default Settings > All Settings

Getting to Know Your Product

Note:

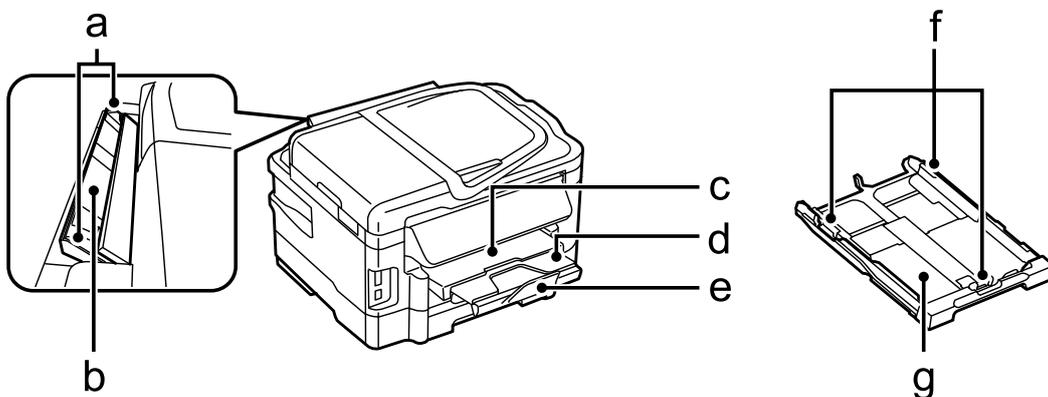
The illustrations in this manual are from a similar product model. Although they may differ from your actual product, the method of operation is the same.

Product Parts



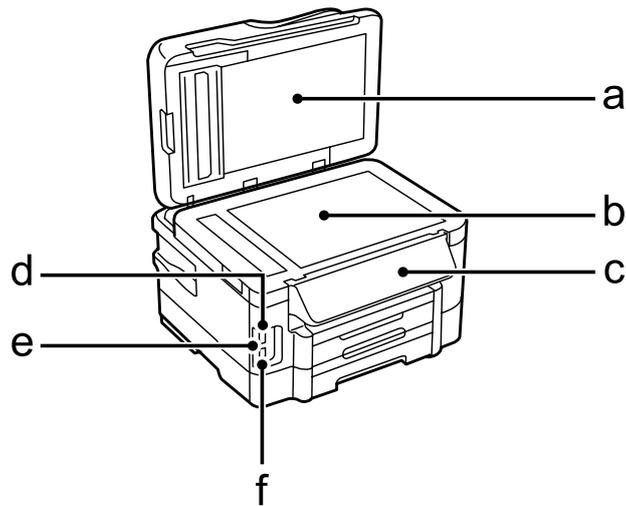
a.	ADF cover
b.	Automatic Document Feeder (ADF)
c.	Edge guide
d.	ADF input tray (place your originals here to be copied)
e.	ADF output tray (your originals are ejected here as they are copied)
f.	Paper cassette 1
g.	Paper cassette 2 *

* The availability of this part varies by product.

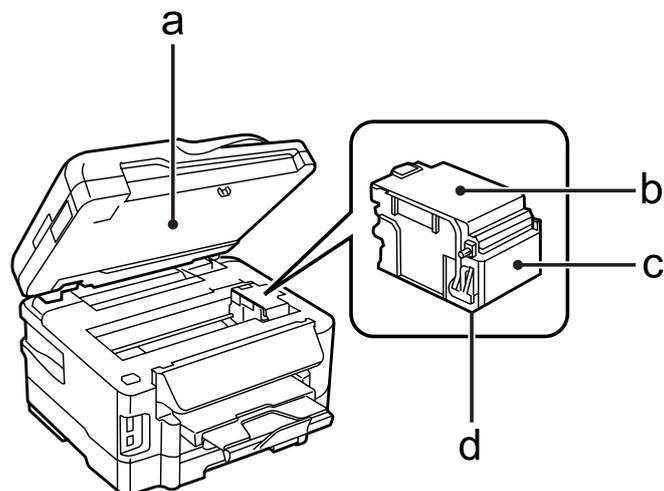


Getting to Know Your Product

a.	Edge guides
b.	Rear paper feed slot
c.	Output tray
d.	Output tray extension
e.	Stopper
f.	Edge guides
g.	Paper cassette

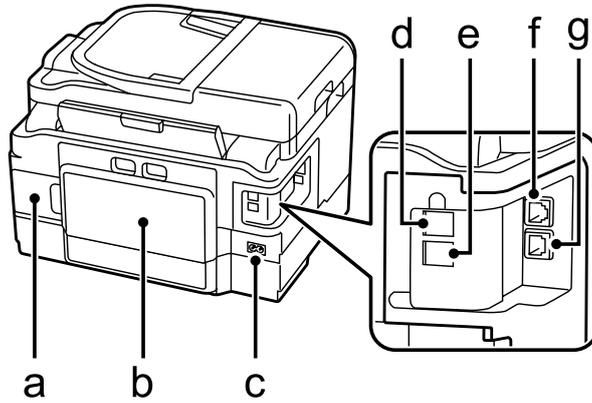


a.	Document cover
b.	Scanner glass
c.	Control panel
d.	Memory card slots
e.	Memory card light
f.	External interface USB port



Getting to Know Your Product

a.	Scanner unit
b.	Ink cartridge cover
c.	Ink cartridge holder
d.	Print head (under the ink cartridge holder)

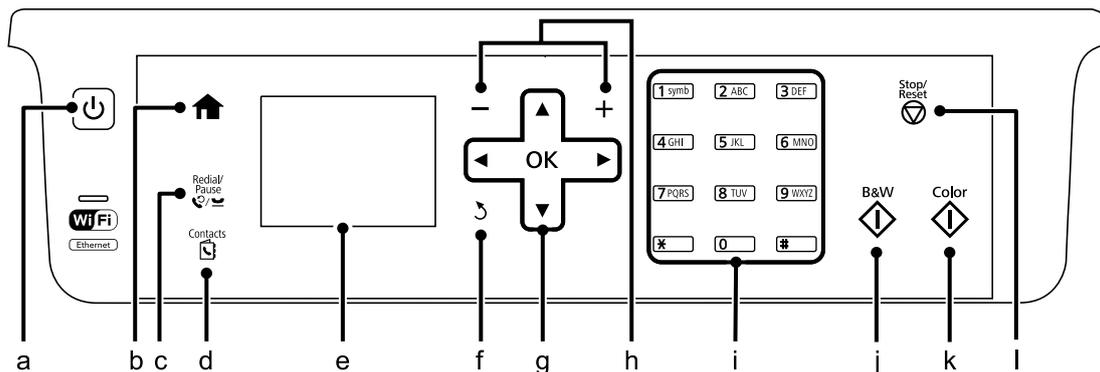


a.	Maintenance box
b.	Rear cover
c.	AC inlet
d.	LINE port
e.	EXT. port
f.	LAN port
g.	USB connector

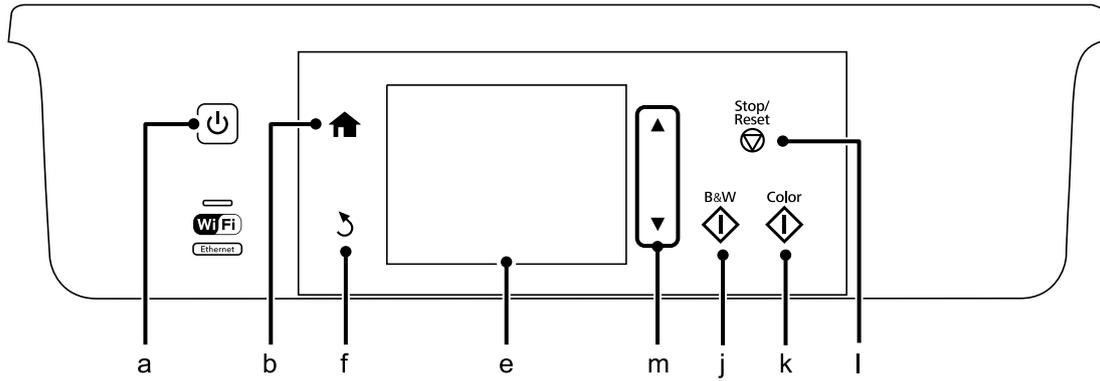
Guide to the Control Panel

Note:

- Control panel design varies depending on location.
- Although the control panel design and what displayed on the LCD screen such as menu names and option names may differ from your actual product, the method of operation is the same.



Getting to Know Your Product



Button and LCD

	Buttons	Function
a		Turns the product on or off.
b		Returns to the top menu. When on the top menu, switches between the modes.
c		Displays the last number dialed. When entering numbers in fax mode, this inserts a pause symbol (-) that acts as a brief pause during dialing.
d		Displays the Contacts list in fax mode.
e	-	LCD screen displays menus. If your product has a touch panel, you can scroll the screen by swiping the LCD screen. Try swiping a little harder if the touch panel is slow to respond.
f		Cancels/returns to the previous menu.
g		Press , , , to select menus. Press OK to confirm the setting you have selected and go to next screen. When typing a fax number, acts as a backspace key, and inserts a space.
h	+ , -	Sets the number of copies.
i	0 - 9 , * , #	Specifies the date/time or the number of copies, as well as fax numbers. Enters alphanumeric characters and switches between uppercase, lowercase, and numbers each time it is pressed. It may be easier to use the software keypad to enter text instead of using these buttons.
j		Starts printing/copying/scanning/faxing in black and white.
k		Starts printing/copying/scanning/faxing in color.
l		Stops the current operation or initializes the current settings.
m		Scrolls the screen.

Getting to Know Your Product

Lights

Lights	Function
	On when the product is on. Flashes when the product is receiving data, printing/copying/scanning/faxing, replacing an ink cartridge, charging ink, or cleaning the print head.
	Stays on while the printer is connected to a network. Flashes while network settings are being adjusted (green: Wi-Fi/orange: Ethernet). This light turns off in sleep mode.

Note:

For more information on the icons displayed on the LCD screen, see the **Help** on the control panel.

Paper and Media Handling

Introduction to Using, Loading, and Storing Media

You can achieve good results with most types of plain paper. However, coated papers provide superior prints because they absorb less ink.

Epson provides special papers that are formulated for the ink used in Epson ink jet products, and recommends these papers to ensure high-quality results.

When loading special paper distributed by Epson, read the instruction sheets packed with the paper first and keep the following points in mind.

Note:

- ❑ *Load the paper into the paper cassette printable side down. The printable side is usually whiter or glossier. See the instruction sheets packed with the paper for more information. Some types of paper have cut corners to help identify the correct loading direction.*
- ❑ *If the paper is curled, flatten it or curl it slightly in the opposite direction before loading. Printing on curled paper may cause ink to smear on your prints.*



Storing paper

Return unused paper to the original package as soon as you finish printing. When handling special media, Epson recommends storing your prints in a resealable plastic bag. Keep unused paper and prints away from high temperature, humidity, and direct sunlight.

Selecting Paper

The following table shows supported paper types. The loading capacity, paper source, and availability of borderless printing vary by paper as shown below.

Paper and Media Handling

Media Type	Size	Loading capacity (sheets)			Borderless printing
		paper cassette 1 or paper cassette	paper cassette 2*1	rear paper feed slot	
Plain paper *2	Letter*3	up to 27.5mm	up to 27.5mm	1	-
	A4*3	up to 27.5mm	up to 27.5mm	1	-
	B5*3	up to 27.5mm	up to 27.5mm	1	-
	A5*3	up to 27.5mm	-	1	-
	A6*3	up to 27.5mm	-	-	-
	Legal*4	30	30	1	-
	User defined	1	1*5	1*5	-
Thick paper	Letter	-	-	1	-
	A4	-	-	1	-
	B5	-	-	-	-
	A5	-	-	-	-
Envelope	#10	10	-	1	-
	DL	10	-	1	-
	C6	10	-	-	-
	C4	-	-	1	-
Epson Bright White Ink Jet Paper	A4*3	200	200	1	-
Epson Photo Quality Ink Jet Paper	A4	80	-	-	-
Epson Matte Paper - Heavyweight	A4	20	-	1	✓
Epson Photo Paper	A4	20	-	1	✓
	10 × 15 cm (4 × 6 in.)	20	-	-	✓
	13 × 18 cm (5 × 7 in.)	20	-	-	✓
Epson Premium Glossy Photo Paper	A4	20	-	1	✓
	10 × 15 cm (4 × 6 in.)	20	-	-	✓
	13 × 18 cm (5 × 7 in.)	20	-	-	✓
	16:9 wide size (102 × 181 mm)	20	-	-	✓

Paper and Media Handling

Media Type	Size	Loading capacity (sheets)			Borderless printing
		paper cassette 1 or paper cassette	paper cassette 2*1	rear paper feed slot	
Epson Premium Semigloss Photo Paper	A4	20	-	1	✓
	10 × 15 cm (4 × 6 in.)	20	-	-	✓
Epson Ultra Glossy Photo Paper	A4	20	-	1	✓
	10 × 15 cm (4 × 6 in.)	20	-	-	✓
	13 × 18 cm (5 × 7 in.)	20	-	-	✓
Epson Glossy Photo Paper	A4	20	-	1	✓
	10 × 15 cm (4 × 6 in.)	20	-	-	✓
	13 × 18 cm (5 × 7 in.)	20	-	-	✓

*1 This cassette may not be available depending on the product.

*2 Paper with a weight of 64 g/m² (17 lb) to 90 g/m² (24 lb).

*3 The loading capacity for manual 2-sided printing is 30 sheets.

*4 The loading capacity for manual 2-sided printing is 1 sheet.

*5 Availability varies depending on the paper size.

Note:

The availability of paper varies by location.

Paper type settings on the LCD screen

The product automatically adjusts itself for the type of paper you select in your print settings. That is why the paper type setting is so important. It tells your product what kind of paper you are using and adjusts the ink coverage accordingly. The table below lists the settings you should choose for your paper.

For this paper	LCD paper type
Plain paper*1	Plain Paper
Epson Bright White Ink Jet Paper*1	Plain Paper
Epson Ultra Glossy Photo Paper	Ultra Glossy
Epson Premium Glossy Photo Paper	Prem. Glossy
Epson Premium Semigloss Photo Paper	Prem. Glossy
Epson Glossy Photo Paper	Glossy
Epson Photo Paper	Photo Paper
Epson Matte Paper – Heavyweight	Matte

Paper and Media Handling

For this paper	LCD paper type
Epson Photo Quality Ink Jet Paper	Matte

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

Paper type settings from the printer driver

The product automatically adjusts itself for the type of paper you select in your print settings. That is why the paper type setting is so important. It tells your product what kind of paper you are using and adjusts the ink coverage accordingly. The table below lists the settings you should choose for your paper.

For this paper	Printer driver paper type
Plain paper*	plain papers
Epson Bright White Ink Jet Paper*	plain papers
Epson Ultra Glossy Photo Paper*	Epson Ultra Glossy
Epson Premium Glossy Photo Paper*	Epson Premium Glossy
Epson Premium Semigloss Photo Paper*	Epson Premium Semigloss
Epson Glossy Photo Paper*	Epson Glossy
Epson Photo Paper*	Epson Photo
Epson Matte Paper – Heavyweight*	Epson Matte
Thick paper*	Thick-Paper
Epson Photo Quality Ink Jet Paper*	Epson Matte
Envelopes	Envelope

* These paper types are compatible with Exif Print and PRINT Image Matching. For more information, refer to the documentation that came with the Exif Print or PRINT Image Matching compatible digital camera.

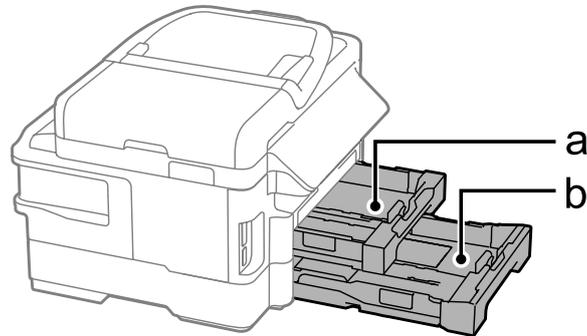
Note:

The availability of special media varies by location. For the latest information on media available in your area, contact Epson support.

➔ *“Technical Support Web Site” on page 179*

Loading Paper into the Paper Cassette

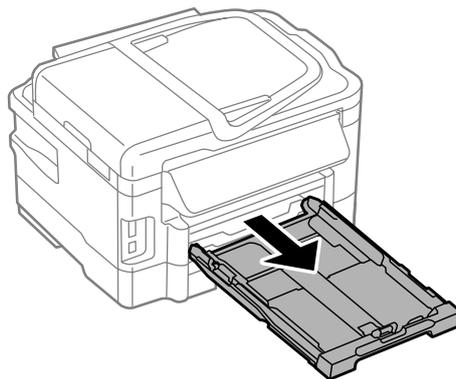
Follow these steps to load paper:



- a. Paper cassette 1
- b. Paper cassette 2*

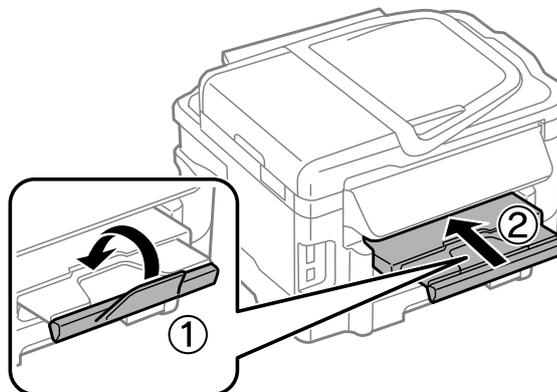
* The availability of this part varies by product.

- 1** Pull out the paper cassette.



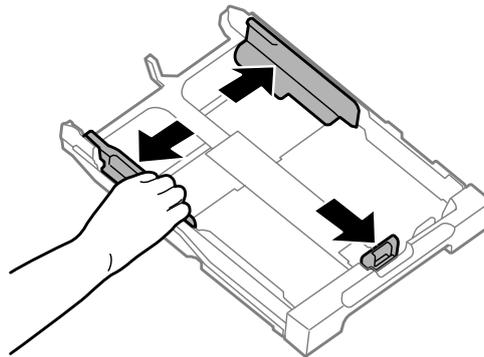
Note:

If the output tray has been ejected, close it before pulling out the paper cassette.



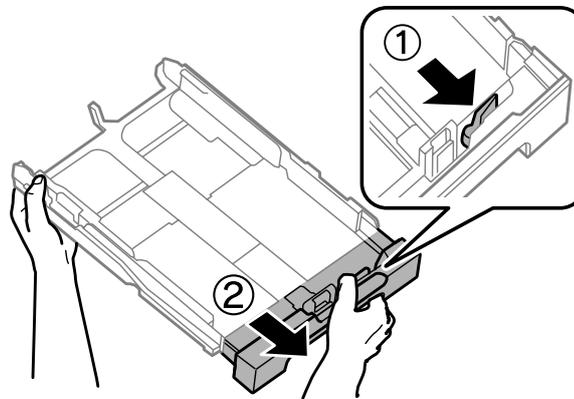
Paper and Media Handling

- 2** Pinch and slide the edge guides to the sides of the paper cassette.

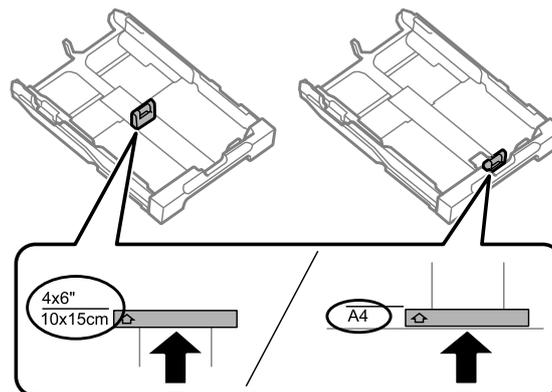


Note:

When using Legal size paper, extend the paper cassette as shown in the illustration.

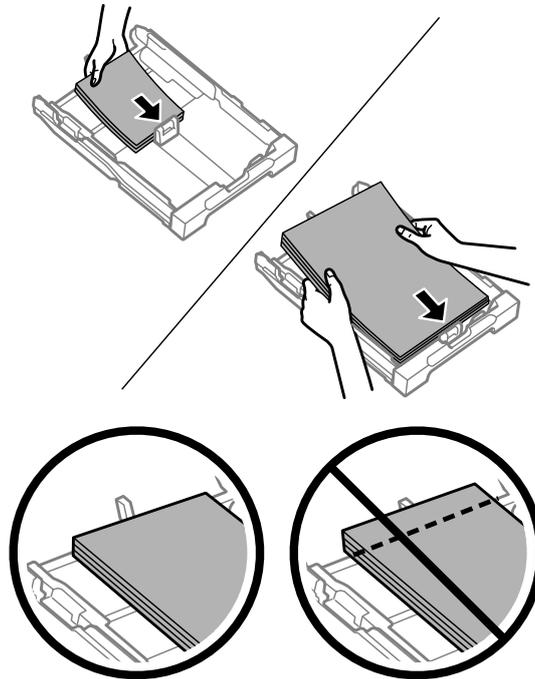


- 3** Slide the edge guide to adjust to the paper size you will use.



Paper and Media Handling

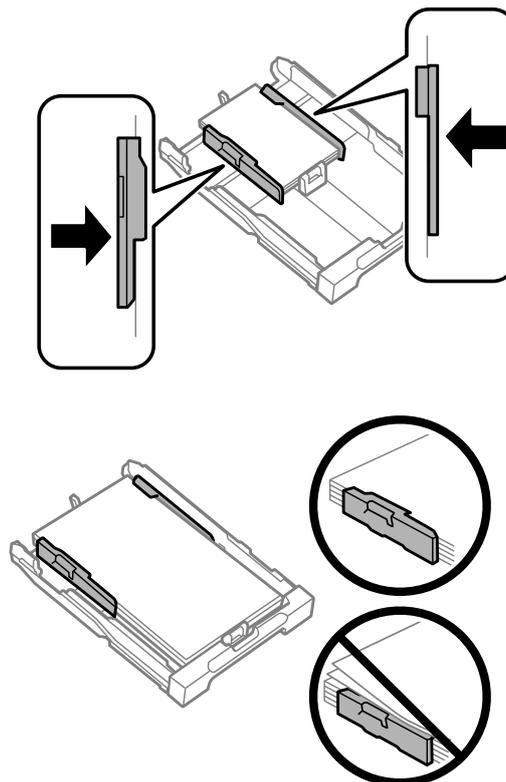
- 4** Load paper toward the edge guide with printable side face down, and check that the paper is not sticking out from the end of the cassette.



Note:

- Paper cassette 2 supports plain paper size B5 or larger only.
- Fan and align the edges of the paper before loading.

- 5** Slide the edge guides to the edges of the paper.



Paper and Media Handling

Note:

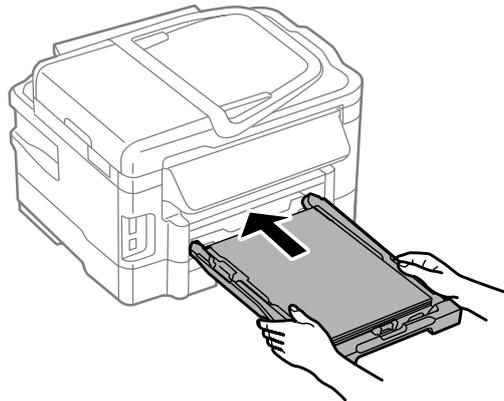
For plain paper, do not load paper above the ▼ arrow mark inside the edge guide.

For Epson special media, make sure the number of sheets is less than the limit specified for the media.

➔ [“Selecting Paper” on page 20](#)

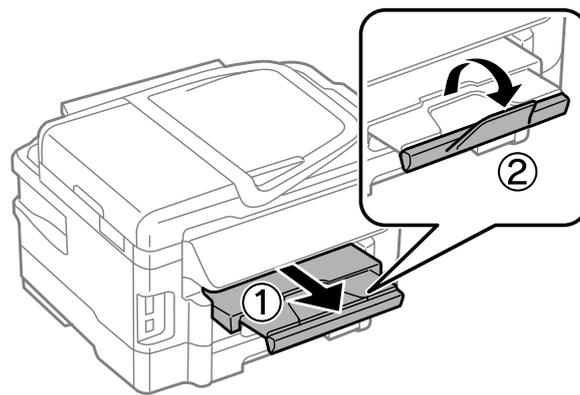
6

Keep the cassette flat and slowly and carefully reinsert it all the way into the product.



7

Slide out the output tray and raise the stopper.



Note:

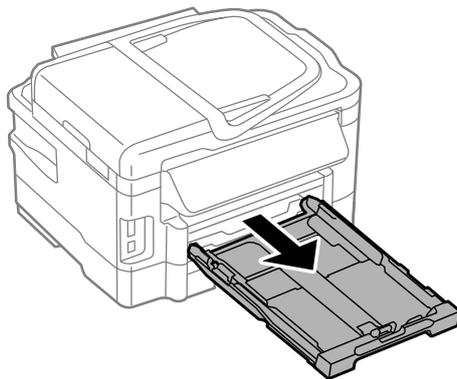
- ❑ If you want to print on commercially available pre-punched paper, see [“Loading Paper and Envelopes into the Rear Paper Feed Slot” on page 31](#).
- ❑ Leave enough space in front of the product for the paper to be fully ejected.
- ❑ Do not remove or insert the paper cassette while the product is operating.

Loading Envelopes into the Paper Cassette

Follow these steps to load envelopes:

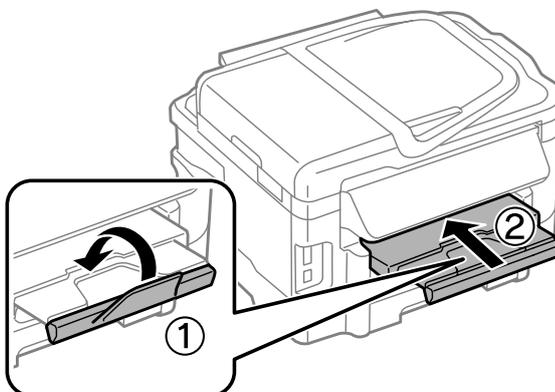
Paper and Media Handling

- 1 Pull out the paper cassette 1.

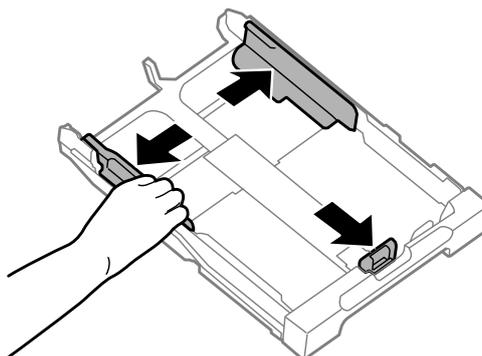


Note:

If the output tray has been ejected, close it before pulling out the paper cassette.

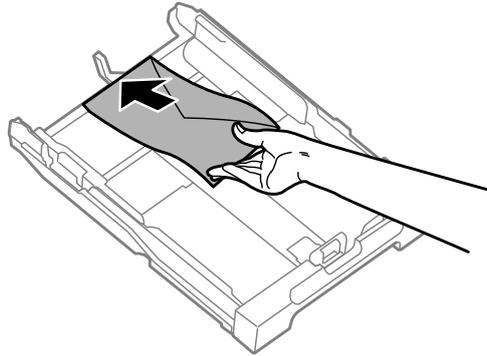


- 2 Pinch and slide the edge guides to the sides of the paper cassette.



Paper and Media Handling

- 3** Load envelopes lengthwise with the flap facing up and to the right.

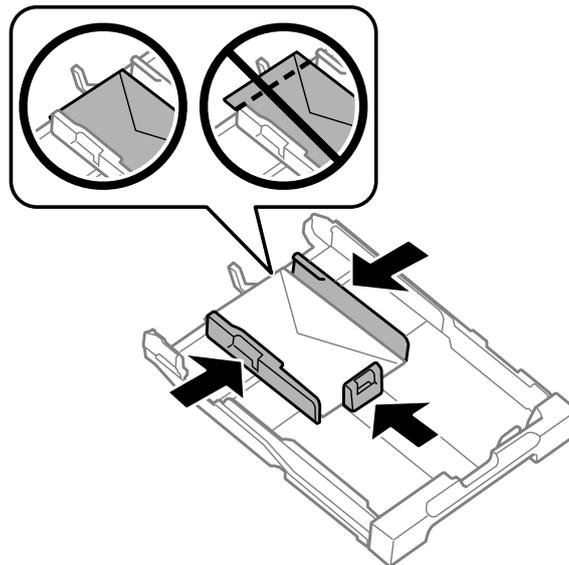


Note:

Make sure the number of envelopes does not exceed the limit.

➔ [“Selecting Paper” on page 20](#)

- 4** Slide the edge guides to the edges of the envelopes and check that the envelopes are not sticking out from the end of the cassette.

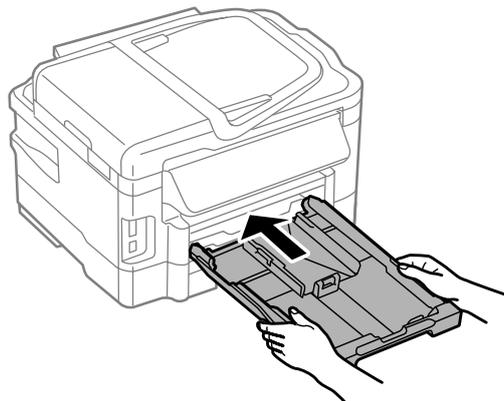


Note:

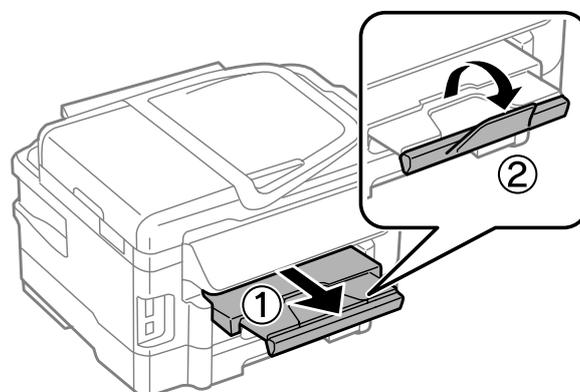
Even if you do not feel a click, slide the edge guides to the edges of the envelopes.

Paper and Media Handling

- 5** Keep the cassette flat and slowly and carefully reinsert it all the way into the product.

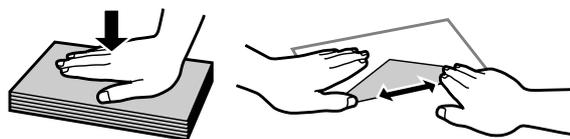


- 6** Slide out the output tray and raise the stopper.



Note:

- The thickness of envelopes and their ability to fold vary widely. If the total thickness of the stack of envelopes exceeds 10mm, press down on the envelopes to flatten them before loading. If print quality declines when a stack of envelopes is loaded, load one envelope at a time.
- Do not use envelopes that are curled or folded.
- Flatten the envelope and the flaps before loading.



- Flatten the leading edge of the envelope before loading.
- Avoid using envelopes that are too thin, as they may curl during printing.
- Align the edges of the envelopes before loading.

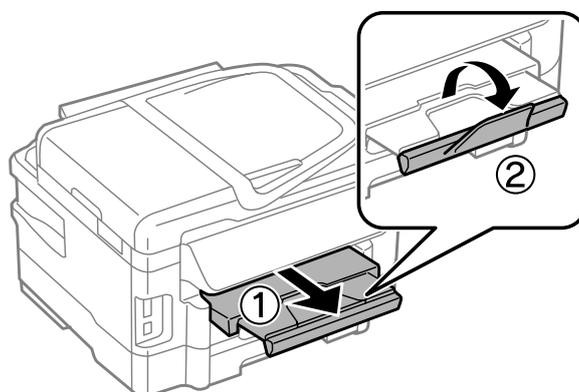
Loading Paper and Envelopes into the Rear Paper Feed Slot

Note:

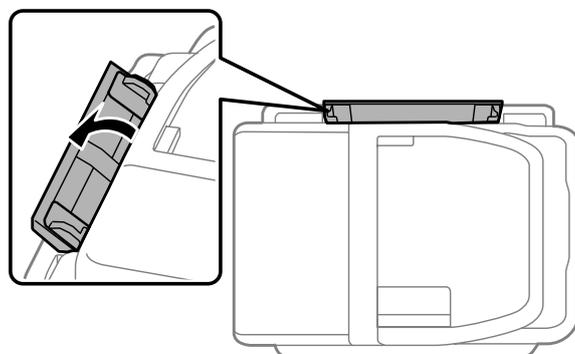
Printing using the rear paper feed slot is only available when printing from a computer. To copy and print without a computer, load paper in the paper cassette.

Follow the steps below to load paper and envelopes into the rear paper feed slot:

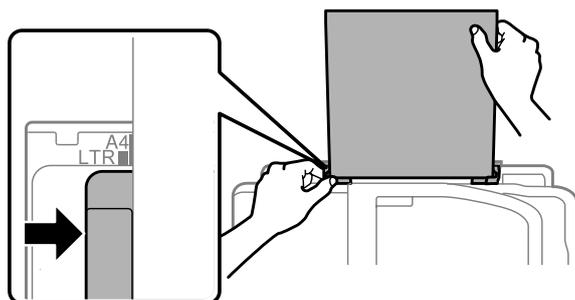
- 1 Slide out the output tray, and raise the stopper.



- 2 Open the rear paper feed slot.



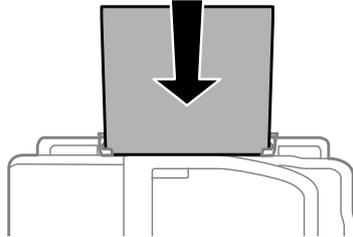
- 3 While holding only one sheet of paper with the printable side face-up at the center of the rear paper feed slot, slide the edge guides until they are flush with the edges of the paper.



Paper and Media Handling

Note:
The printable side is often whiter or brighter than the other side.

4 Insert the paper into the rear paper feed slot. The paper is automatically fed.



Note:

- You can use the following sizes of paper with binding holes: A4, A5, Legal, Letter. Automatic 2-sided printing is not available.
- When loading envelopes, load the short edge first with the flap facing down.

- Do not use envelopes that are curled or folded.
- Flatten the envelope and the flaps before loading.

- Flatten the leading edge of the envelope before loading.
- Avoid using envelopes that are too thin, as they may curl during printing.

Placing Originals

Automatic Document Feeder (ADF)

You can load your original documents in the Automatic Document Feeder (ADF) to copy, scan, or fax multiple pages quickly. The ADF can scan both sides of your documents. To do so, select the option in the copy setting menu. You can use the following originals in the ADF.

Size	A4/Letter/Legal
Type	Plain paper

Paper and Media Handling

Weight	64 g/m ² to 95 g/m ²
Capacity	30 sheets or 3 mm or less (A4, Letter)/10 sheets (Legal)

When you scan a 2-sided document using the ADF, legal size paper is not available.

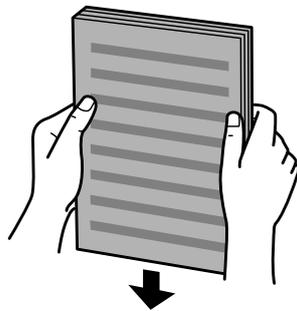
**Important:**

To prevent paper jams, avoid the following documents. For these types, use the scanner glass.

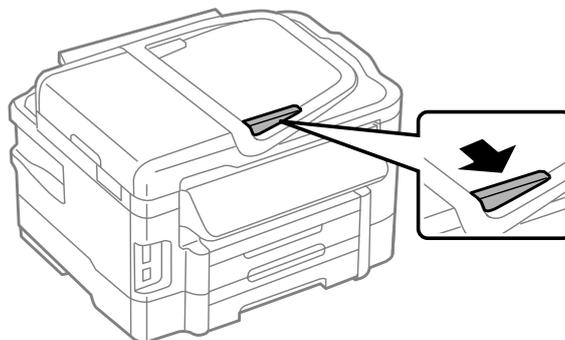
- Documents held together with paper clips, staples, etc.
- Documents that have tape or paper stuck to them.
- Photos, OHPs, or thermal transfer paper.
- Paper that is torn, wrinkled, or has holes.

1

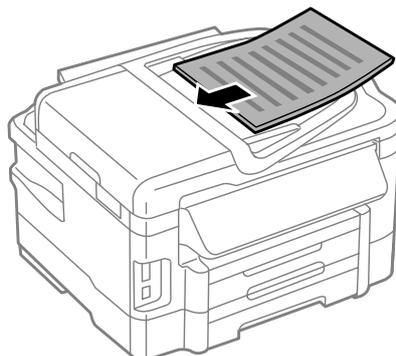
Tap the originals on a flat surface to even the edges.

**2**

Slide the edge guide on the Automatic Document Feeder.

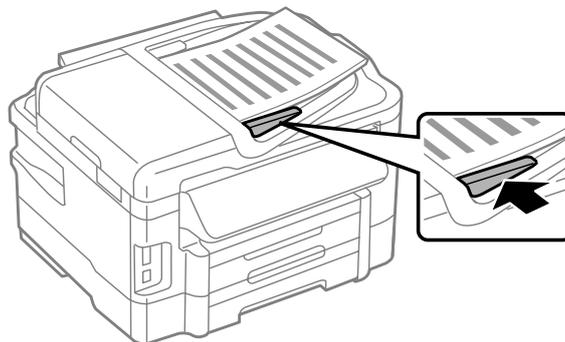
**3**

Insert the originals face-up and short edge first into the Automatic Document Feeder.



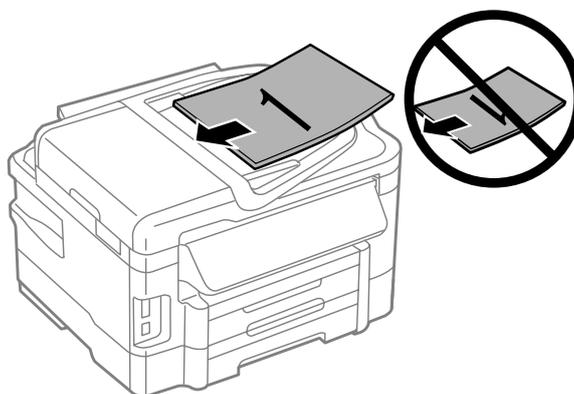
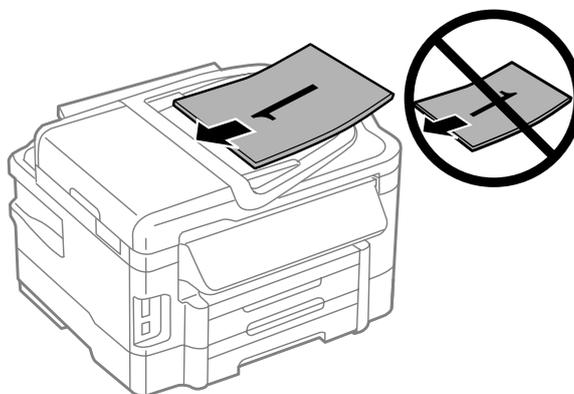
Paper and Media Handling

- 4** Slide the edge guide until it is flush with the originals.



Note:

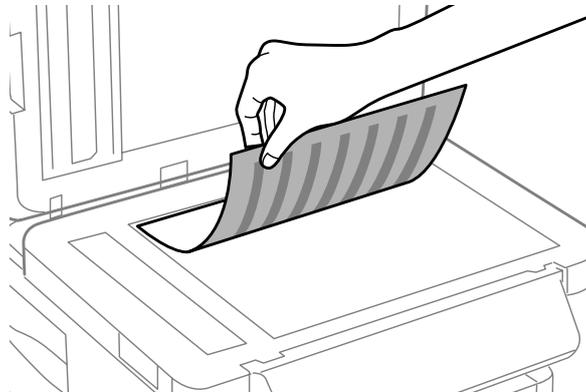
- ❑ For 2-up Copy layout, place the original as shown. Make sure the orientation of the original matches the Document Orientation settings.



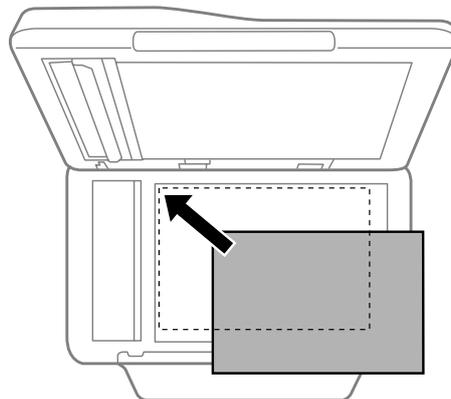
- ❑ When you use the copy function with the Automatic Document Feeder (ADF), the print settings are fixed at Reduce/Enlarge - **Actual Size**, Paper Type - **Plain Paper**, and Paper Size - **A4/Legal**. The print is cropped if you copy an original larger than A4.

Scanner glass

- 1 Open the document cover and place your original face-down on the scanner glass.



- 2 Slide the original to the corner.

**Note:**

See the following sections if any problems occur with the scanning area or the scanning direction when using EPSON Scan.

- ➔ “The edges of your original are not scanned” on page 164
- ➔ “Multiple documents are scanned into a single file” on page 165

- 3 Close the cover gently.

Note:

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

Inserting a Memory Card

You can print photos that are stored on a memory card, or save scanned data on a memory card. The following memory cards are supported.

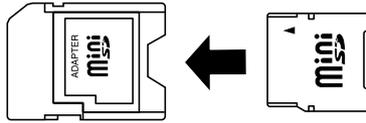
Paper and Media Handling

SD, miniSD, microSD, SDHC, miniSDHC, microSDHC, SDXC, microSDXC, MultiMediaCard, MMCplus, MMCmobile, MMCmicro, Memory Stick Duo, Memory Stick PRO Duo, Memory Stick PRO-HG Duo, Memory Stick Micro, MagicGate Memory Stick Duo

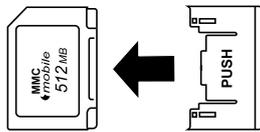
! **Important:**

The following memory cards require an adapter. Attach it before inserting the card into the slot, otherwise the card may get stuck.

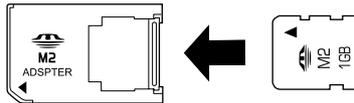
- ❑ miniSD, microSD, miniSDHC, microSDHC, microSDXC, MMCmicro



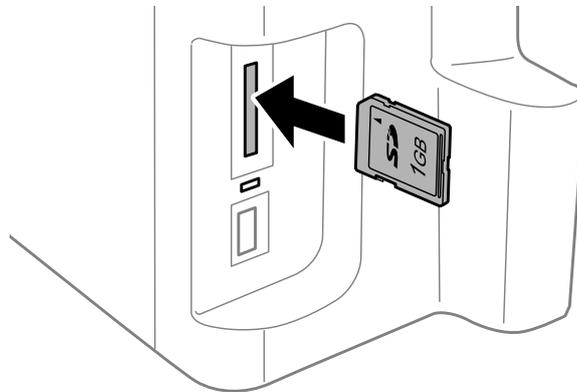
- ❑ MMCmobile



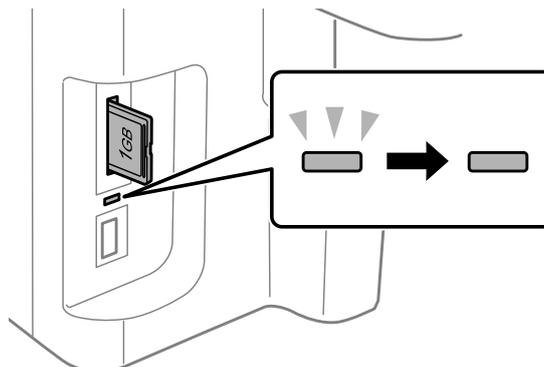
- ❑ Memory Stick Micro



1 Insert one card at a time.



2 Check the light stays on.



Paper and Media Handling

 = on,  = flashing

 **Important:**

- Do not try to force the card all the way into the slot. It should not be fully inserted.
- Do not remove the memory card while the light is flashing. The data in the memory card may be lost.

Note:

- If you have more than 999 images on your memory card, images are automatically divided into groups and the group selection screen is displayed. Select the group that contains the image you want to print. Images are sorted by the date they were taken.
- To select another group for WF-3520/WF-3530 series, remove and reinsert the memory card, and then select the group.
- To select another group for WF-3540 series, select **More Functions > Print Photos > Select Location > Select Folder or Select Group**.

Copying

Copying Documents

Basic copying

Follow the steps below to copy documents. For products with two paper cassettes, if you want to copy a large quantity of documents in a single batch, load A4/Legal plain paper in both cassettes and set the **Paper Source** to **Cassette 1>Cassette 2** in step 7.

- 1 Load paper in the paper cassette.
➔ [“Loading Paper into the Paper Cassette” on page 24](#)
- 2 Place original.
➔ [“Placing Originals” on page 32](#)
- 3 Enter **Copy** mode from the Home menu.
- 4 Press + and - to set the number of copies.
- 5 Set the density.
- 6 Press ▼ to enter the Copy menu.
- 7 Select the appropriate copy settings such as paper size, paper type, and paper quality.

Note:

- Depending on the model, you can make copy settings in **Paper and Copy Settings**.
- You can preview the copy results before you start copying.
- You can make various layout copies such as 2-sided copy, 2-up copy, and so on. Change the 2-sided or layout settings as necessary.

- 8 Press one of the ◇ buttons to set the color mode, and then start copying.

2-Sided copying

With duplex copying, you can create double-sided or single-sided copies from double-sided or single-sided originals. Follow the instructions below to perform duplex copying.

- 1 Load paper in the cassette.
➔ [“Loading Paper into the Paper Cassette” on page 24](#)

Copying

- 2 Place original.
➔ [“Placing Originals” on page 32](#)
- 3 Enter **Copy** mode from the Home menu.
- 4 Press + and - to set the number of copies.
- 5 Set the density.
- 6 Press ▼ to enter the Copy menu.

Note:
Depending on the model, you can make copy settings in **Paper and Copy Settings**.

- 7 Select **2-Sided Copying**.
- 8 Select the type of 2-sided copying.

Setting	Description
1>1-Sided	Normal copying.
2>2-Sided	Each side of a double-sided original is printed onto each side of a single sheet of paper.
1>2-Sided	Two single-sided originals are printed onto each side of a single sheet of paper.
2>1-Sided	Each side of a double-sided original is printed onto one side of a single sheet of paper.

- 9 Make the appropriate settings for **Document Orientation**, **Binding Direction**, or **Binding Margin**.

Setting	Description
Document Orientation	Specifies the orientation of your originals.
Binding Direction	Specifies the binding direction of your originals.
Binding Margin	Specifies the binding direction of your prints.

Note:
Depending on the settings for 2-Sided Copying and Layout, these menus may not be available.

- 10 Press one of the ◇ buttons to set the color mode, and then start copying.

Collate copying

With the collate copying function, multiple copies of multiple pages in a document are printed in order and collated by copy set. Follow the instructions below to perform collated copying.

Copying

- 1 Load paper in the cassette.
➔ [“Loading Paper into the Paper Cassette” on page 24](#)
 - 2 Place original.
➔ [“Placing Originals” on page 32](#)
 - 3 Enter **Copy** mode.
 - 4 Press + and - to set the number of copies.
 - 5 Set the density.
 - 6 Press ▼ to enter the Copy menu.
- Note:*
Depending on the model, you can make copy settings in *Paper and Copy Settings*.
- 7 Select **Collate Copy**.
 - 8 Select **On**.
 - 9 Press one of the ◇ buttons to set the color mode, and then start copying.

Layout copying

With the layout function, you can copy two single-sided originals onto a single page.

- 1 Load paper in the cassette.
➔ [“Loading Paper into the Paper Cassette” on page 24](#)
 - 2 Place original.
➔ [“Placing Originals” on page 32](#)
 - 3 Enter **Copy** mode from the Home menu.
 - 4 Press ▼ to enter the Copy menu.
- Note:*
Depending on the model, you can make copy settings in *Paper and Copy Settings*.
- 5 Select **Layout**.

Copying

- 6 Select **A4, 2-up Copy**.
- 7 Press one of the  buttons to set the color mode, and then start copying.

Copy Mode Menu List

Refer to the section below for the Copy mode menu list.

➔ [“Copy Mode” on page 97](#)

Printing

Printer Driver and Status Monitor

The printer driver lets you choose from a wide variety of settings to get the best printing results. The status monitor and the printer utilities help you check the product and keep it in top operating condition.

Note for Windows users:

- ❑ Your printer driver automatically finds and installs the latest version of the printer driver from Epson's Web site. Click the **Software Update** button in your printer driver's **Maintenance** window, and then follow the on-screen instructions. If the button does not appear in the **Maintenance** window, point at **All Programs** or **Programs** in the Windows Start menu, and check in the **EPSON** folder.
- ❑ If you want to change the language of the driver, select the language you want to use from the **Language** setting in your printer driver's **Maintenance** window. Depending on the location, this function may not be available.

Accessing the printer driver for Windows

You can access the printer driver from most Windows applications, the Windows Start menu, or the taskbar.

To make settings that apply only to the application you are using, access the printer driver from that application.

To make settings that apply to all of your Windows applications, access the printer driver from the Start menu or the taskbar.

Refer to the following sections to access the printer driver.

Note:

Screen shots of the printer driver windows in this User's Guide are from Windows 7.

From Windows applications

- 1 Click **Print** or **Print Setup** on the File menu.
- 2 In the window that appears, click **Printer**, **Setup**, **Options**, **Preferences**, or **Properties**. (Depending on your application, you may need to click one or a combination of these buttons.)

From the Start menu

- ❑ **Windows 7:**
Click the start button, select **Devices and Printers**. Then right-click the product and select **Printing preferences**.
- ❑ **Windows Vista:**
Click the start button, select **Control Panel**, and then select **Printer** from the **Hardware and Sound** category. Then select the product and then click **Select printing preferences**.

Printing

❑ Windows XP:

Click **Start, Control Panel, (Printers and Other Hardware,)** then **Printers and Faxes**. Select the product, then click **Printing Preferences** on the File menu.

From the shortcut icon on the taskbar

Right-click the product icon on the taskbar, then select **Printer Settings**.

To add a shortcut icon to the Windows taskbar, first access the printer driver from the Start menu as described above. Next, click the **Maintenance** tab, and then the **Monitoring Preferences** button. In the Monitoring Preferences window, select the **Shortcut Icon** check box.

Getting information through online help

In the printer driver window, try one of the following procedures.

- ❑ Right-click the item, then click **Help**.
- ❑ Click the  button at the top right of the window, then click the item (for Windows XP only).

Accessing the printer driver for Mac OS X

The table below describes how to access the printer driver dialog.

Dialog Box	How to Access It
Page Setup	Click Page Setup on the File menu of your application. <i>Note:</i> <i>Depending on your application, the Page Setup menu may not appear in the File menu.</i>
Print	Click Print on the File menu of your application.
Epson Printer Utility 4	For Mac OS X 10.7, click System Preferences on the Apple menu and then click Print & Scan . Select your product from the Printers list box, click Options & Supplies, Utility , and then click Open Printer Utility . For Mac OS X 10.6, click System Preferences on the Apple menu and then click Print & Fax . Select your product from the Printers list box, click Options & Supplies, Utility , and then click Open Printer Utility . For Mac OS X 10.5, click System Preferences on the Apple menu and then click Print & Fax . Select your product from the Printers list box, click Open Print Queue and then click Utility button.

Getting information through online help

Click the  **Help** button in the Print dialog box.

Basic Operations

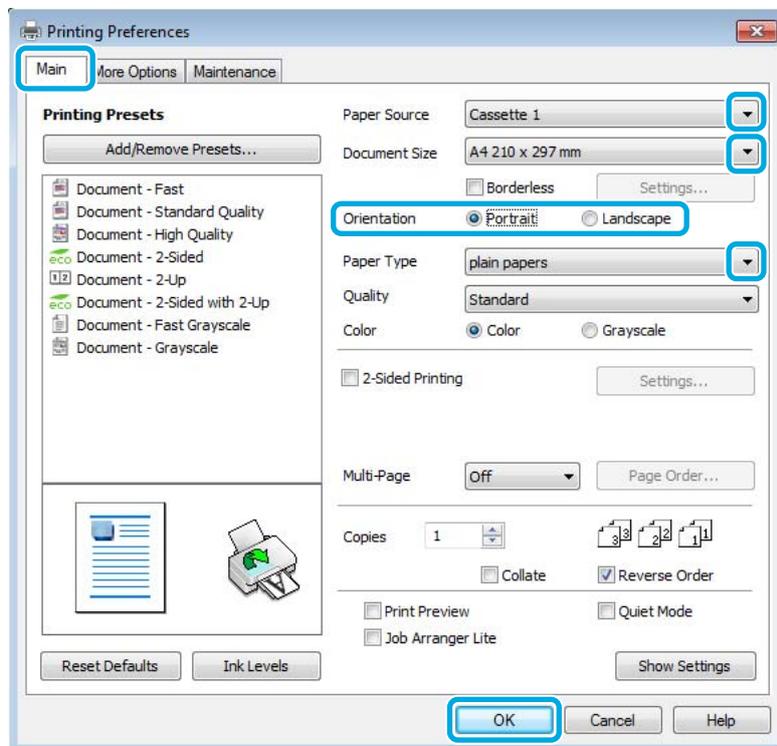
Basic printing

Note:

- ❑ The screen shots in this section may vary depending on the model.
- ❑ Before you print, load paper properly.
 - ➔ “Loading Paper into the Paper Cassette” on page 24
 - ➔ “Loading Envelopes into the Paper Cassette” on page 27
 - ➔ “Loading Paper and Envelopes into the Rear Paper Feed Slot” on page 31
- ❑ Refer to the section below for the printable area.
 - ➔ “Printable area” on page 170
- ❑ After completing the settings, print one test copy and examine the results before printing an entire job.

Basic product settings for Windows

- 1 Open the file you want to print.
- 2 Access the printer settings.
 - ➔ “Accessing the printer driver for Windows” on page 42



- 3 Click the **Main** tab.
- 4 Select the appropriate Paper Source setting.

Printing

5 Select the appropriate Document Size setting. You can also define a custom paper size. For details, see the online help.

6 Check **Borderless** to print borderless photos.
➔ [“Selecting Paper” on page 20](#)

If you want to control the amount of the image that extends beyond the edges of the paper, click the **Settings** button, select **Auto Expand** as the Method of Enlargement, and then adjust the **Amount of Enlargement** slider.

7 Select **Portrait** (tall) or **Landscape** (wide) to change the orientation of your print.

Note:
Select **Landscape** when printing on envelopes.

8 Select the appropriate Paper Type setting.
➔ [“Paper type settings from the printer driver” on page 23](#)

Note:
Print quality is automatically adjusted for the selected Paper Type.

9 Click **OK** to close the printer settings window.

Note:
To make changes to advanced settings, refer to the relevant section.

10 Print your file.

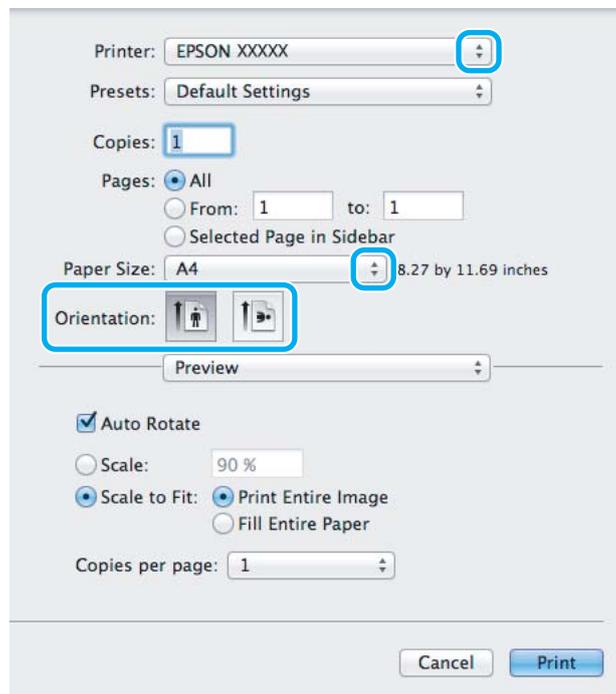
Basic product settings for Mac OS X

- Note:*
- Screen shots of the printer driver windows in this section are from Mac OS X 10.7.
 - When printing envelopes, use the application to rotate the data 180 degrees.

1 Open the file you want to print.

Printing

- 2 Access the Print dialog box.
 ➔ “Accessing the printer driver for Mac OS X” on page 43



Note:

If the simplified status monitor is displayed, click the **Show Details** button (for Mac OS X 10.7) or the ▼ button (for Mac OS X 10.6 or 10.5) to extend this dialog box.

- 3 Select the product you are using as the Printer setting.

Note:

Depending on your application, you may not be able to select some of the items in this dialog box. If so, click **Page Setup** on the File menu of your application, and then make suitable settings.

- 4 Select the appropriate Paper Size setting.

Note:

Select **XXX (Borderless)** as the Paper Size if you want to print borderless photos.
 ➔ “Selecting Paper” on page 20

- 5 Select the appropriate Orientation setting.

Note:

Select landscape orientation when printing envelopes.

Printing

- 6** Select **Print Settings** from the pop-up menu.

Printer: EPSON XXXXX

Presets: Default Settings

Copies: 1

Pages: All
 From: 1 to: 1
 Selected Page in Sidebar

Paper Size: A4 210 by 297 mm

Orientation:

Print Settings

Paper Source: Cassette 1

Media Type: plain papers

Print Quality: Normal

Borderless
Expansion: Max

Grayscale
 Mirror Image

Cancel Print

- 7** Select the appropriate **Paper Source** setting.

- 8** Select the appropriate Media Type setting.
➔ [“Paper type settings from the printer driver” on page 23](#)

- 9** Select the appropriate Expansion setting during borderless printing to control the amount of the image that extends beyond the edges of the paper.

- 10** Click **Print** to start printing.

Canceling printing

If you need to cancel printing, follow the instructions in the appropriate section below.

Using the product button

Press to cancel a print job in progress.

For Windows

Note:

You cannot cancel a print job that has been completely sent to the product. In this case, cancel the print job by using the product.

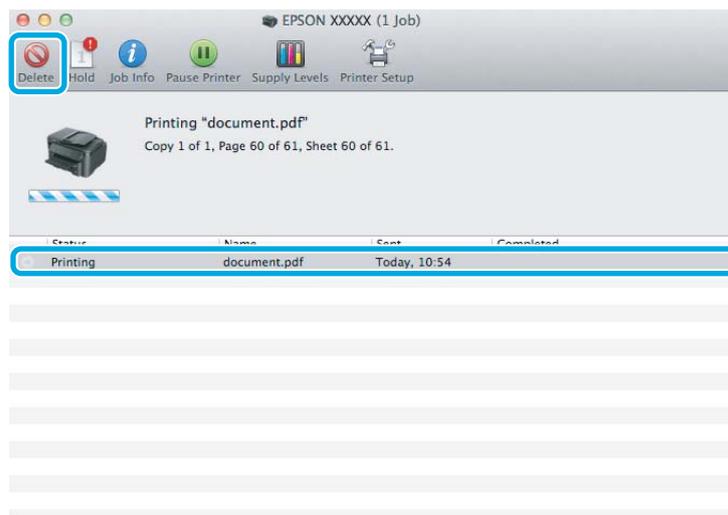
Printing

- 1 Access the EPSON Status Monitor 3.
➔ [“For Windows” on page 137](#)
- 2 Click the **Print Queue** button. The Windows Spooler appears.
- 3 Right-click on the job you want to cancel and then select **Cancel**.

For Mac OS X

Follow the steps below to cancel a print job.

- 1 Click your product icon in the Dock.
- 2 In the Document Name list, select the document which is printing.
- 3 Click the **Delete** button to cancel the print job.



Other Options

Printing photos the easy way



Epson Easy Photo Print lets you lay out and print digital images on various types of paper. The step-by-step instructions in the window let you preview the printed images and get the effects you want without having to make any difficult settings.

Printing

Using the Quick Print function, you can perform one-click printing with the settings you make.

Starting Epson Easy Photo Print

For Windows

- ❑ Double-click the **Epson Easy Photo Print** icon on the desktop.
- ❑ **For Windows 7 and Vista:**
Click the start button, point to **All Programs**, click **Epson Software**, and then click **Easy Photo Print**.

For Windows XP:

Click **Start**, point to **All Programs**, point to **Epson Software**, then click **Easy Photo Print**.

For Mac OS X

Double-click the **Applications** folder on your Mac OS X hard drive, then double-click in turn on the **Epson Software** and **Easy Photo Print** folders and finally double-click the **Easy Photo Print** icon.

Product presets (For Windows Only)

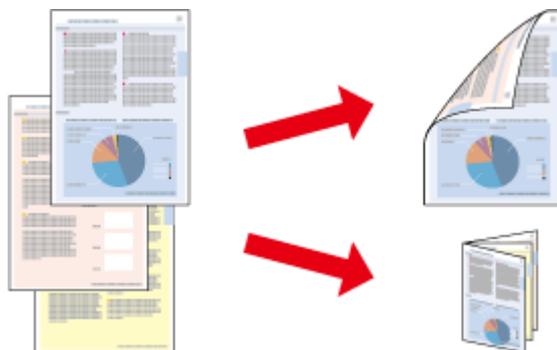
Printer driver presets make printing a snap. You can also create presets of your own.

Product settings for Windows

- 1 Access the printer settings.
➔ [“Accessing the printer driver for Windows” on page 42](#)
- 2 Select a Printing Presets in the Main tab. Product settings are automatically set to the values displayed in the pop-up window.

2-sided printing

Use the printer driver to print on both sides of the paper.



For Windows users:

Four types of 2-sided printing are available: automatic standard, automatic folded booklet, manual standard and manual folded booklet.

Printing

For Mac OS X users:

Mac OS X supports automatic standard 2-sided printing only.

2-sided printing is only available for the following papers and sizes.

Paper	Size
Plain paper	Legal*, Letter, A4, B5, A5*, A6*
Epson Bright White Ink Jet Paper	A4

* Manual 2-sided printing only.

Note:

- This feature may not be available at some settings.
- Manual 2-sided printing may not be available when the product is accessed over a network or is used as a shared printer.
- If the ink runs low during automatic 2-sided printing, the product stops printing and the ink needs to be replaced. When ink replacement is complete, the product starts printing again, but there may be some missing parts in your print. If this happens, print again the page that has missing parts.
- The loading capacity differs during 2-sided printing.
➔ "Selecting Paper" on page 20
- Only use papers that are suitable for 2-sided printing. Otherwise, the printout quality may deteriorate.
- Depending on the paper and the amount of ink used to print text and images, ink may bleed through to the other side of the paper.
- The surface of the paper may be smeared during 2-sided printing.

Note for Windows:

- Manual 2-sided printing is available only when EPSON Status Monitor 3 is enabled. To enable the status monitor, access the printer driver and click the **Maintenance** tab followed by the **Extended Settings** button. In the Extended Settings window, check the **Enable EPSON Status Monitor 3** check box.
- When automatic 2-sided printing is performed, printing may be slow depending on the combination of options selected for Select Document Type in the Print Density Adjustment window and for Quality in the Main window.

Note for Mac OS X:

When automatic 2-sided printing is performed, printing may be slow depending on the setting the Document Type setting in Two-sided Printing Settings.

Product settings for Windows

- 1** Access the printer settings.
➔ "Accessing the printer driver for Windows" on page 42
- 2** Select **2-Sided Printing** check box.

Note:

When using automatic printing, make sure the **Auto** check box is checked.

Printing

- 3 Click **Settings**, and make the appropriate settings.

Note:
If you want to print a folded booklet, select **Booklet**.

- 4 Check the other settings and print.

Note:

- When printing automatically, and if you are printing high-density data such as photos or graphs, we recommend making the settings in the Print Density Adjustment window.
- The actual binding margin may be different from the specified settings depending on your application. Experiment with a few sheets to examine actual results before printing the entire job.
- Manual 2-sided printing allows you to print the even-numbered pages first. When you print odd-numbered pages, a blank sheet of paper is output at the end of the print job.
- When you are printing manually, make sure that the ink is completely dry before reloading the paper.

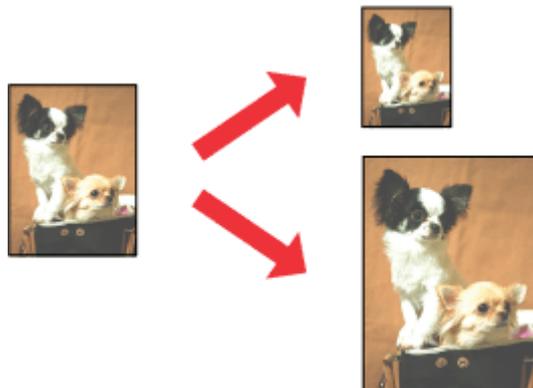
Product settings for Mac OS X

- 1 Access the Print dialog box.
➔ [“Accessing the printer driver for Mac OS X” on page 43](#)
- 2 Make the appropriate settings in the Two-sided Printing Settings pane.
- 3 Check the other settings and print.

Note:
If you are printing high-density data such as photos or graphs, we recommend adjusting Print Density and Increased Ink Drying Time settings manually.

Fit to page printing

Lets you automatically enlarge or reduce the size of your document to fit the paper size selected in the printer driver.



Printing

Note:

This feature may not be available at some settings.

Product settings for Windows

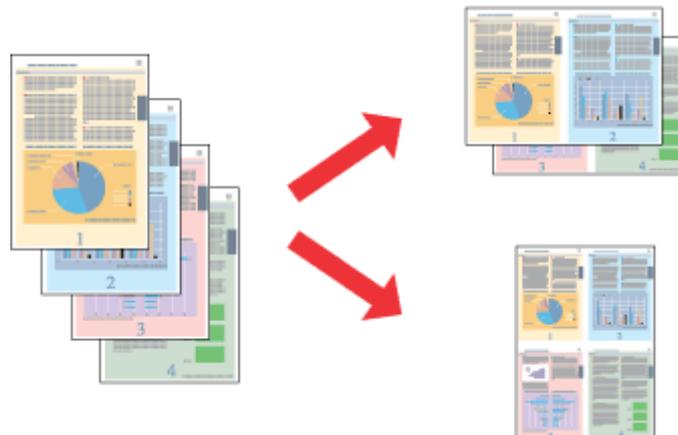
- 1 Access the printer settings.
➔ [“Accessing the printer driver for Windows” on page 42](#)
- 2 Select **Reduce/Enlarge Document** and **Fit to Page** in the More Options tab, and then select the size of the paper you are using from Output Paper.
- 3 Check the other settings and print.

Product settings for Mac OS X

- 1 Access the Print dialog box.
➔ [“Accessing the printer driver for Mac OS X” on page 43](#)
- 2 Choose **Scale to fit paper size** for Destination Paper Size in the Paper Handling pane and select the desired paper size from the pop-up menu.
- 3 Check the other settings and print.

Pages per Sheet printing

Lets you use the printer driver to print two or four pages on a single sheet of paper.

**Note:**

This feature may not be available at some settings.

Product settings for Windows

- 1 Access the printer settings.
➔ [“Accessing the printer driver for Windows” on page 42](#)
- 2 Select **2-Up** or **4-Up** as Multi-Page in the Main tab.
- 3 Click **Page Order**, and make the appropriate settings.
- 4 Check the other settings and print.

Product settings for Mac OS X

- 1 Access the Print dialog box.
➔ [“Accessing the printer driver for Mac OS X” on page 43](#)
- 2 Select the desired number of Pages per Sheet and the Layout Direction (page order) in the Layout pane.
- 3 Check the other settings and print.

Sharing the Product for Printing

Setup for Windows

These instructions tell you how to set up your product so other users on the network can share it.

First you will set up the product as a shared printer on the computer directly connected to it. Then you will add the product to each network computer that will access it.

Note:

- These instructions are for small networks only. To share the product on a large network, consult your network administrator.*
- The screen shots in the following section are from Windows 7.*

Setting up the product as a shared printer

Note:

- To set up the product as a shared printer in Windows 7 or Vista, you will need an account with administrator privileges and the password if you log on as a standard user.*
- To set up the product as a shared printer in Windows XP, you must log on to a Computer Administrator account.*

Follow the steps below on the computer that is connected directly to the product:

1

Windows 7:

Click the start button, select **Devices and Printers**.

Windows Vista:

Click the start button, select **Control Panel**, and then select **Printer** from the **Hardware and Sound** category.

Windows XP:

Click **Start** and select **Control Panel**, and then select **Printers and Faxes**, from the **Printers and Other Hardware** category.

2

Windows 7:

Right-click the icon for your product, click **Printer properties**, and then click **Sharing**. Then click the **Change Sharing Options** button.

Windows Vista:

Right-click the icon for your product, and then click **Sharing**. Click the **Change sharing options** button and then click **Continue**.

Windows XP:

Right-click the icon for your product, then click **Sharing**.

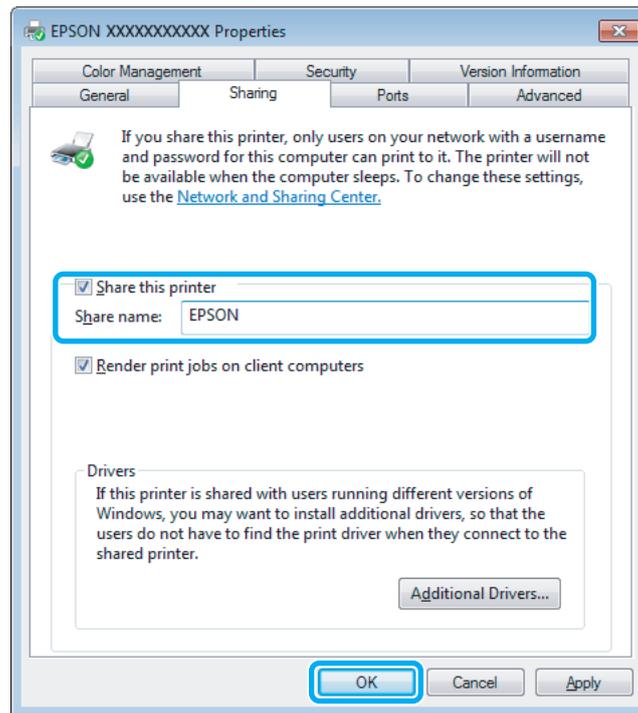
3

Select **Share this printer**, then type a Share name.

Note:

Do not use spaces or hyphens in the share name.

Printing



If you want to automatically download printer drivers for computers that are running different versions of Windows, click **Additional Drivers** and select the environment and the operating systems of the other computers. Click **OK**, then insert the product software disk.

4

Click **OK** or **Close** (if you installed additional drivers).

Adding the product to the other network computers

Follow these steps to add the product to each network computer that will access it.

Note:

Your product must be set up as a shared printer on the computer to which it is connected before you can access it from another computer.

➔ “Setting up the product as a shared printer” on page 54.

1

Windows 7:

Click the start button, select **Devices and Printers**.

Windows Vista:

Click the start button, select **Control Panel**, and then select **Printer** from the **Hardware and Sound** category.

Windows XP:

Click **Start** and select **Control Panel**, and then select **Printers and Faxes**, from the **Printers and Other Hardware** category.

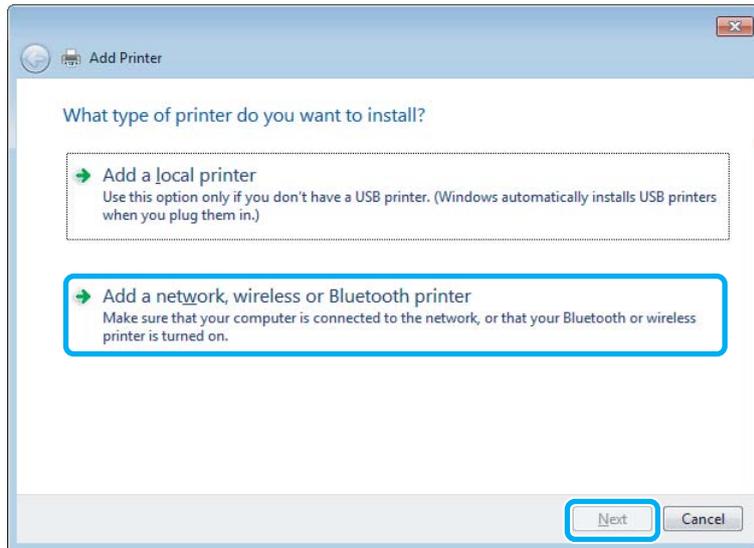
Printing

2 **Windows 7 and Vista:**
Click the **Add a printer** button.

Windows XP:
Click the **Add a printer** button. The Add Printer Wizard appears. Click the **Next** button.

3 **Windows 7 and Vista:**
Click **Add a network, wireless or Bluetooth printer**, and then click **Next**.

Windows XP:
Select **A network printer, or a printer attached to another computer**, then click **Next**.



4 Follow the on-screen instructions to select the product you want to use.

Note:

Depending on the operating system and the configuration of the computer to which the product is connected, the Add Printer Wizard may prompt you to install the printer driver from the product software disk. Click the **Have Disk** button and follow the on-screen instructions.

Setup for Mac OS X

To set up your product on a Mac OS X network, use the Printer Sharing setting. See your Macintosh documentation for details.

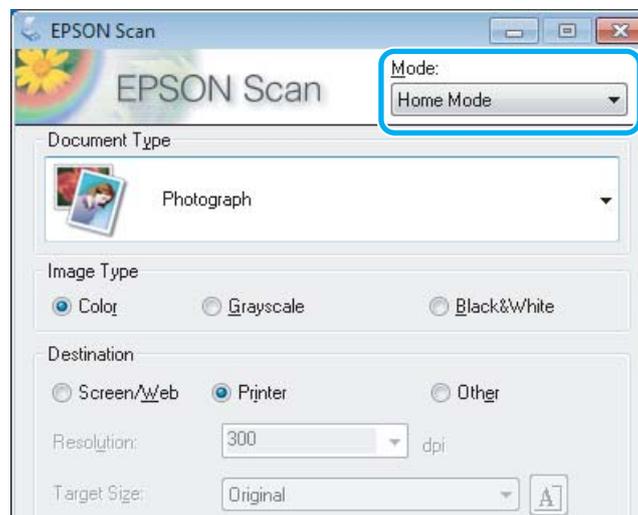
Scanning

Let's Try Scanning

Starting a Scan

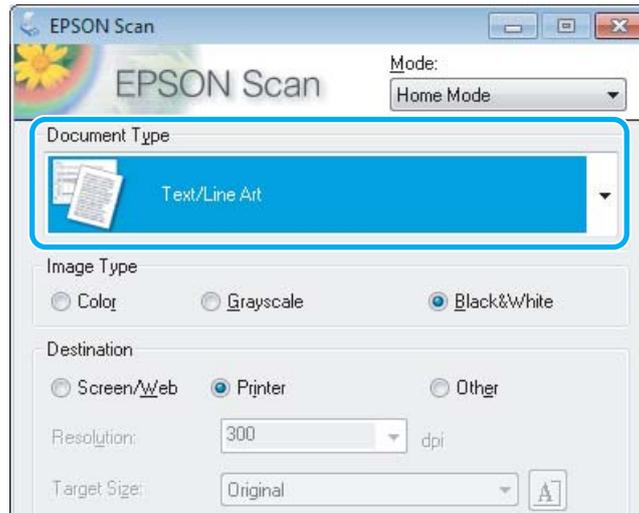
Let's scan a document to get used to the process.

- 1 Place your document.
➔ [“Placing Originals” on page 32](#)
- 2 Start Epson Scan.
 - Windows:
Double-click the **Epson Scan** icon on the desktop.
 - Mac OS X:
Select **Applications > Epson Software > EPSON Scan**.
- 3 Select **Home Mode**.

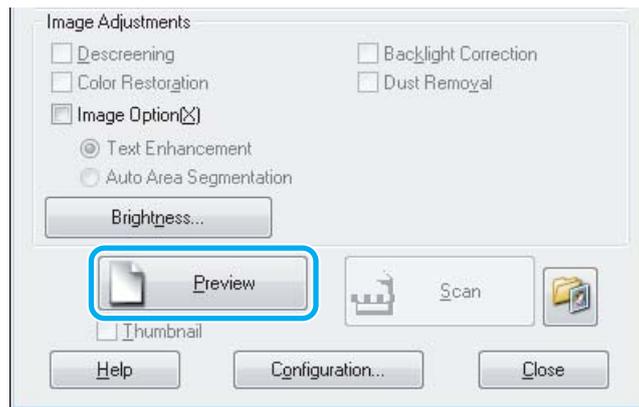


Scanning

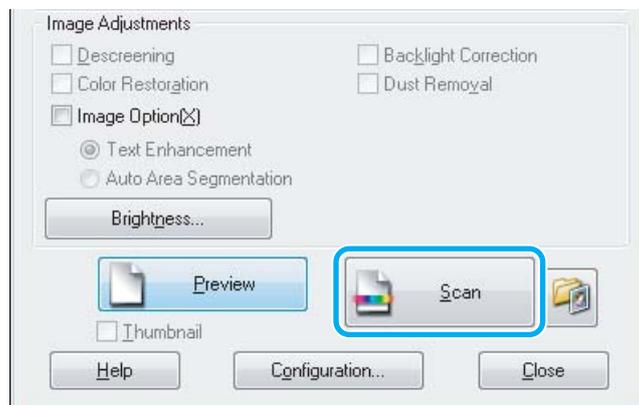
- 4 Select **Text/Line Art** as the **Document Type** setting.



- 5 Click **Preview**.

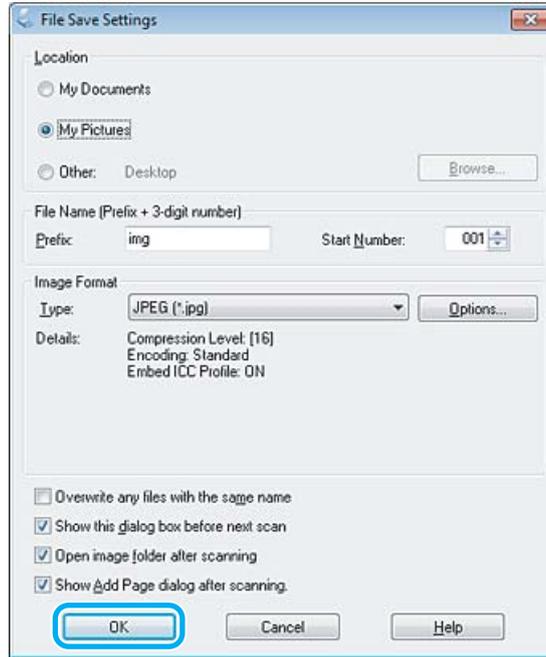


- 6 Click **Scan**.



Scanning

7 Click **OK**.

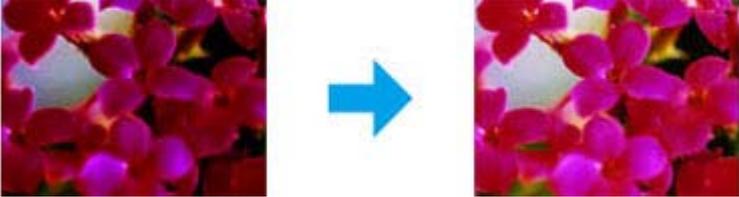
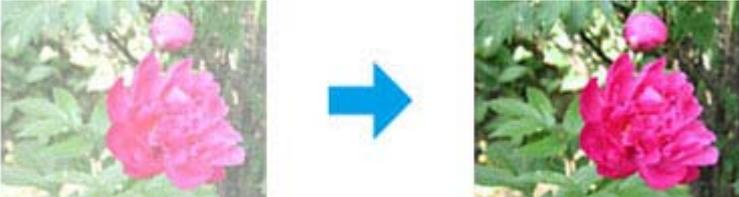


Your scanned image is saved.

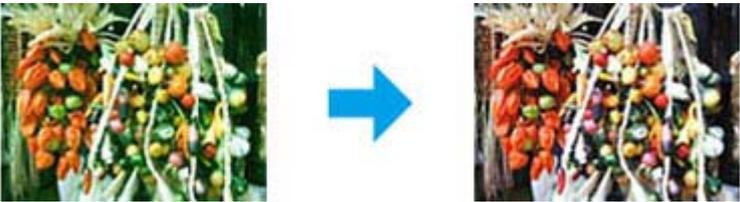
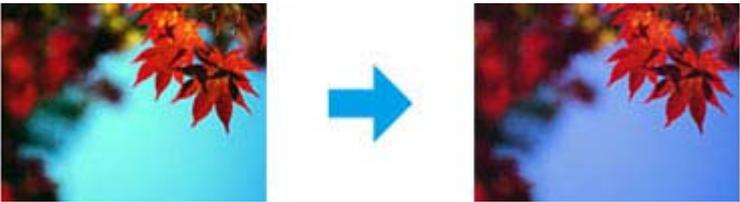
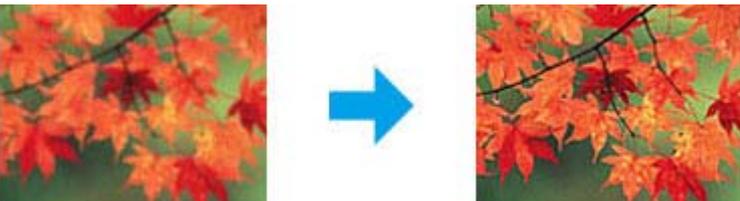
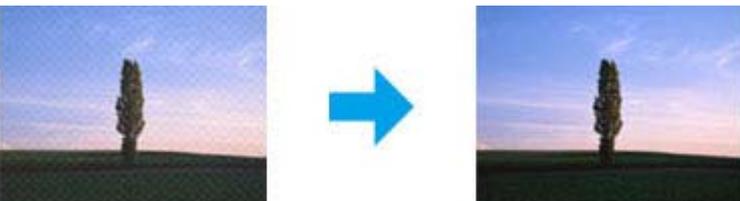
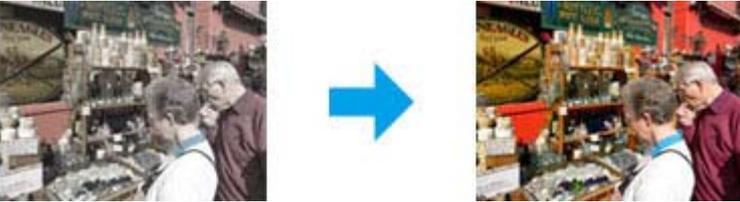
Image Adjustment Features

Epson Scan offers a variety of settings for improving color, sharpness, contrast, and other aspects affecting image quality.

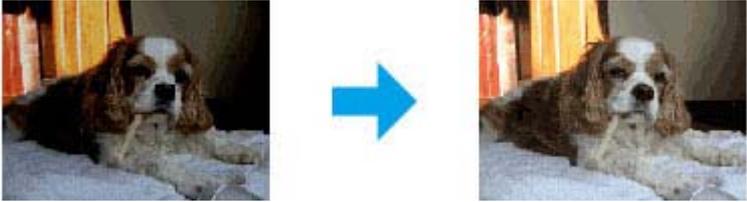
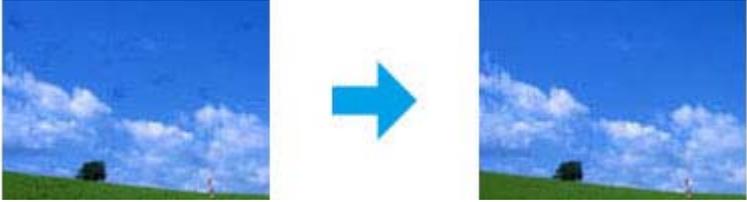
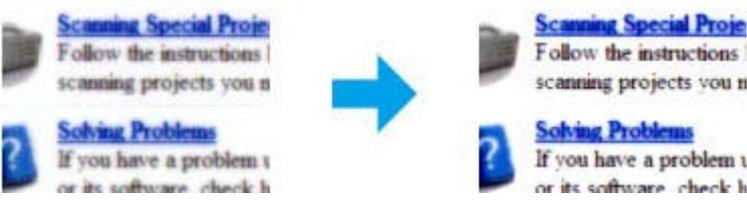
See the Help for more details on Epson Scan.

<p>Histogram</p>	<p>Provides a graphical interface for adjusting highlight, shadow, and gamma levels individually.</p> 
<p>Tone Correction</p>	<p>Provides a graphical interface for adjusting tone levels individually.</p> 

Scanning

<p>Image Adjustment</p>	<p>Adjusts brightness and contrast and the balance of red, green, and blue colors in the overall image.</p>  <p>The image shows a basket of various vegetables, including carrots and leafy greens. A blue arrow points from the original image on the left to the adjusted image on the right, which has higher contrast and more vibrant colors.</p>
<p>Color Palette</p>	<p>Provides a graphical interface for adjusting mid-tone levels, such as skin tones, without affecting the highlight and shadow areas of the image.</p>  <p>The image shows a close-up of autumn leaves in shades of red and orange against a blue sky. A blue arrow points from the original image on the left to the adjusted image on the right, where the mid-tone colors are more balanced and natural.</p>
<p>Unsharp Mask</p>	<p>Sharpens the edges of image areas for an overall clearer image.</p>  <p>The image shows autumn leaves. A blue arrow points from the original image on the left to the adjusted image on the right, which has sharper edges and more defined details.</p>
<p>Descreening</p>	<p>Removes rippled patterns (known as moiré) that can appear in subtly shaded image areas such as skin tones.</p>  <p>The image shows a silhouette of a tall, thin tree against a sunset sky. A blue arrow points from the original image on the left, which has a visible grid-like moiré pattern, to the adjusted image on the right, where the pattern is removed.</p>
<p>Color Restoration</p>	<p>Restores the colors in faded photos automatically.</p>  <p>The image shows a market stall with various goods. A blue arrow points from the original faded image on the left to the restored image on the right, where the colors are vibrant and clear.</p>

Scanning

<p>Backlight Correction</p>	<p>Removes shadows from photos that have too much background light.</p> 
<p>Dust Removal</p>	<p>Removes dust marks from your originals automatically.</p> 
<p>Text Enhancement</p>	<p>Enhances text recognition when scanning text documents.</p> 
<p>Auto Area Segmentation</p>	<p>Makes Black&White images clearer and text recognition more accurate by separating the text from the graphics.</p> 
<p>Color Enhance</p>	<p>Enhance a certain color. You can select from red, blue, or green.</p> 

Basic Scanning from the Control Panel

You can scan documents and send the scanned image from the product to a connected computer.

Scanning

Note:

For information on **Scan to Cloud**, see the *Epson Connect guide*, which can be accessed using the shortcut icon  on the desktop.

- 1 Place your original(s).
➔ [“Placing Originals” on page 32](#)
- 2 Select **Scan** from the Home menu.
- 3 Select a scan menu items.
➔ [“Scan Mode” on page 99](#)
- 4 If you select Scan to PC, select a computer.
If you select Scan to Memory Card, make settings such as the scan format and 2-sided settings.
- 5 Press the  buttons to start scanning.

Your scanned image is saved.

Scan mode menu list

Refer to the section below for the Scan mode menu list.

➔ [“Scan Mode” on page 99](#)

Basic Scanning from Your Computer

Scanning in Home Mode

Home Mode lets you customize some scanning settings and check the changes you have made in a preview image. This mode is useful for basic scanning of photos and graphics.

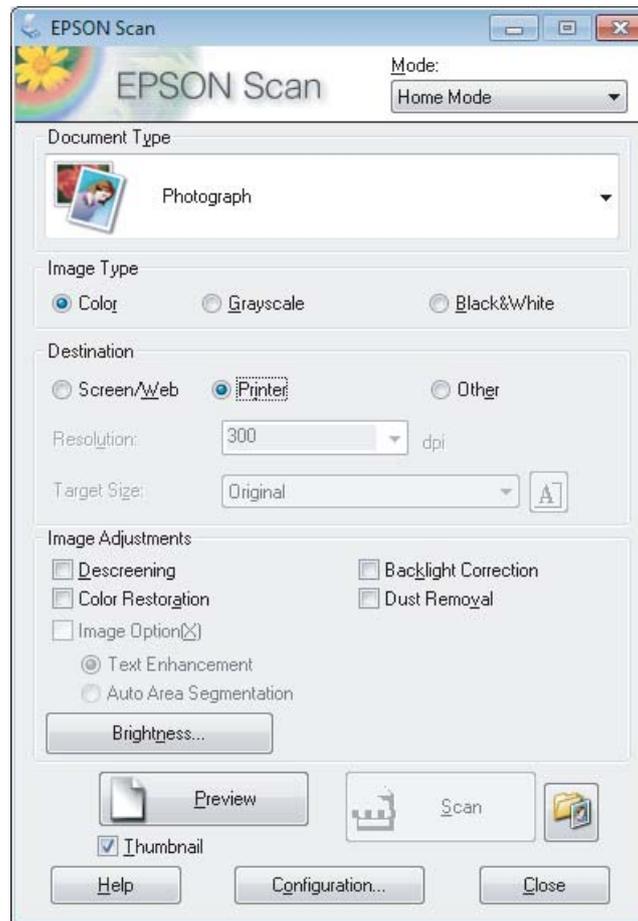
Note:

- In Home Mode, you can only scan from the scanner glass.
- See the *Help* for more details on *Epson Scan*.

- 1 Place your original(s).
➔ [“Scanner glass” on page 35](#)
- 2 Start Epson Scan.
➔ [“Starting Epson Scan Driver” on page 76](#)

Scanning

- 3 Select **Home Mode** from the Mode list.



- 4 Select the Document Type setting.
- 5 Select the Image Type setting.
- 6 Click **Preview**.
 ➔ [“Previewing and Adjusting the Scan Area” on page 67](#)
- 7 Adjust the exposure, brightness, and other image quality settings.
- 8 Click **Scan**.
- 9 In the File Save Settings window, select the Type setting and then click **OK**.

Note:

If the **Show this dialog box before next scan** check box is cleared, Epson Scan starts scanning immediately without displaying the File Save Settings window.

Your scanned image is saved.

Scanning in Office Mode

Office Mode lets you quickly scan text documents without previewing your image.

Note:

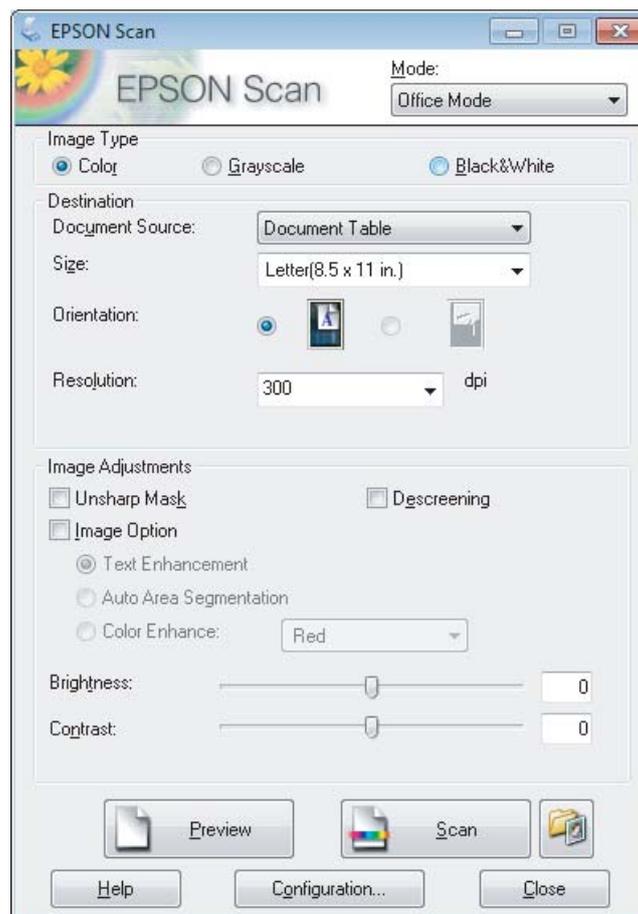
See the *Help* for more details on *Epson Scan*.

- 1 Place your original(s).
➔ [“Placing Originals” on page 32](#)

Note for the Automatic Document Feeder (ADF):

Do not load paper above the line just under the ▼ arrow mark on the ADF.

- 2 Start Epson Scan.
➔ [“Starting Epson Scan Driver” on page 76](#)
- 3 Select **Office Mode** from the Mode list.



- 4 Select the Image Type setting.
- 5 Select the Document Source setting.

Scanning

- 6 Select the size of your original as the Size setting.
- 7 Select an appropriate resolution for your original(s) as the Resolution setting.
- 8 Click **Scan**.
- 9 In the File Save Settings window, select the Type setting and then click **OK**.

Note:

*If the **Show this dialog box before next scan** check box is cleared, Epson Scan starts scanning immediately without displaying the File Save Settings window.*

Your scanned image is saved.

Scanning in Professional Mode

Professional Mode gives you total control of your scanning settings and lets you check the changes you have made in a preview image. This mode is recommended for advanced users.

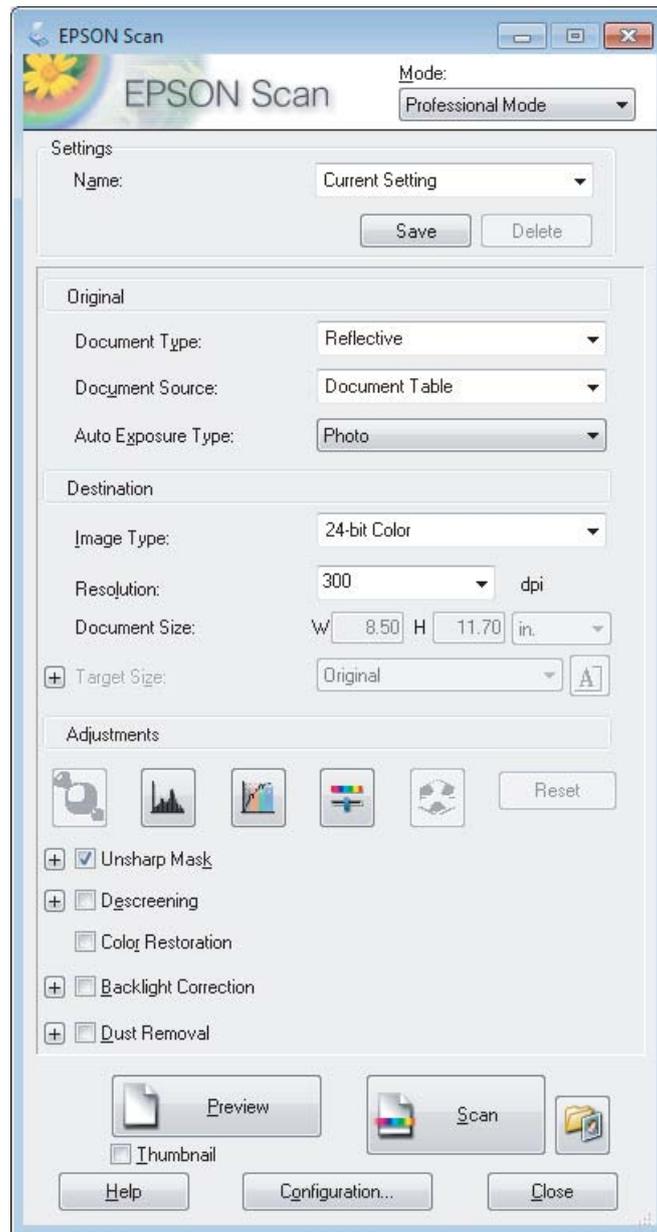
Note:

See the Help for more details on Epson Scan.

- 1 Place your original(s).
➔ [“Placing Originals” on page 32](#)
- 2 Start Epson Scan.
➔ [“Starting Epson Scan Driver” on page 76](#)

Scanning

- 3 Select **Professional Mode** from the Mode list.



- 4 Select the type of original(s) you are scanning as the Document Type setting.
- 5 Select the Document Source setting.
- 6 If you select **Reflective** as the Document Type setting, select **Photo** or **Document** as the Auto Exposure Type setting.
- 7 Select the Image Type setting.
- 8 Select an appropriate resolution for your original(s) as the Resolution setting.

Scanning

- 9** Click **Preview** to preview your image(s). The Preview window opens and displays your image(s).
 ➔ “[Previewing and Adjusting the Scan Area](#)” on page 67

Note for the Automatic Document Feeder (ADF):

- The ADF loads your first document page, and then Epson Scan prescans it and displays it in the Preview window. The ADF then ejects your first page.
Place your first document page on top of the rest of the pages, and then load the entire document into the ADF.
- Do not load paper above the line just under the ▼ arrow mark on the ADF.

- 10** Select the size of the scanned image(s) as the Target Size setting if necessary. You can scan your images at their original size, or you can reduce or enlarge their size by selecting Target Size.

- 11** Adjust the image quality if necessary.
 ➔ “[Image Adjustment Features](#)” on page 59

Note:

You can save the settings you make as a group of custom settings with a **Name**, and later apply these custom settings when scanning. Your custom settings are also available in Epson Event Manager.

See the Help for more details on Epson Event Manager.

- 12** Click **Scan**.

- 13** In the File Save Settings window, select the Type setting and then click **OK**.

Note:

If the **Show this dialog box before next scan** check box is cleared, Epson Scan starts scanning immediately without displaying the File Save Settings window.

Your scanned image is saved.

Previewing and Adjusting the Scan Area

Selecting a preview mode

Once you have selected your basic settings and resolution, you can preview your image and select or adjust the image area in a Preview window. There are two types of preview.

- Normal preview displays your previewed image(s) in their entirety. You can select the scan area and make any image quality adjustments manually.
- Thumbnail preview displays your previewed image(s) as thumbnail(s). Epson Scan automatically locates the edges of your scan area, applies automatic exposure settings to the image(s), and rotates the image(s) if necessary.

Scanning

Note:

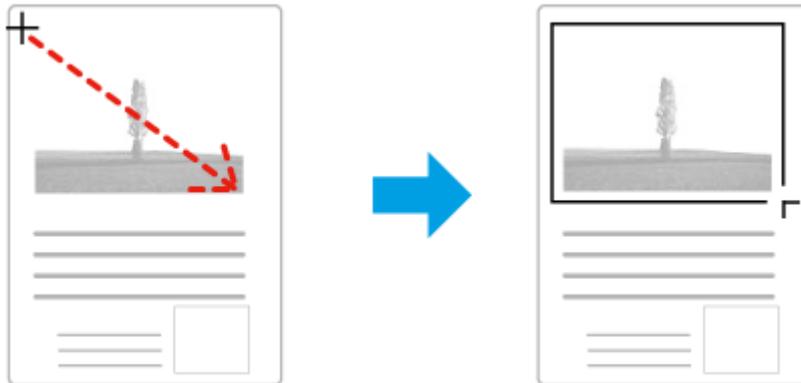
- Some of the settings that you change after previewing an image are reset if you change the preview mode.
- Depending on your document type and the Epson Scan mode you are using, you may not be able to change the preview type.
- If you preview image(s) without the Preview dialog displayed, image(s) are displayed in the default preview mode. If you preview with the Preview dialog displayed, image(s) are displayed in the preview mode that was displayed just before previewing.
- To resize the Preview window, click and drag the corner of the Preview window.
- See the Help for more details on Epson Scan.

Creating a marquee

A marquee is a moving dotted line that appears on the edges of your preview image to indicate the scan area.

Do one of the following to draw a marquee.

- To draw the marquee manually, position the pointer in the area where you want to place the corner of your marquee and click. Drag the cross-hairs over the image to the opposite corner of the desired scan area.



- To draw the marquee automatically, click the  auto locate icon. You can only use this icon when you are viewing a normal preview and you only have one document on the scanner glass.
- To draw the marquee at a specified size, type in a new width and height in the Document Size setting.
- For best results and image exposure, make sure all sides of the marquee are located inside the preview image. Do not include any areas around the preview image in the marquee.

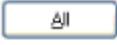
Adjusting a marquee

You can move the marquee and adjust its size. If you are viewing a normal preview, you can create multiple marquees (up to 50) on each image to scan different image areas as separate scan files.



To move the marquee, position your cursor inside the marquee. The pointer becomes a hand. Click and drag the marquee to the desired location.

Scanning

	<p>To resize the marquee, position your cursor over the edge or corner of the marquee. The pointer becomes a straight or angled double-arrow. Click and drag the edge or corner to the desired size.</p>
	<p>To create additional marquees of the same size, click this icon.</p>
	<p>To delete a marquee, click inside the marquee and click this icon.</p>
	<p>To activate all marquees, click this icon.</p>

Note:

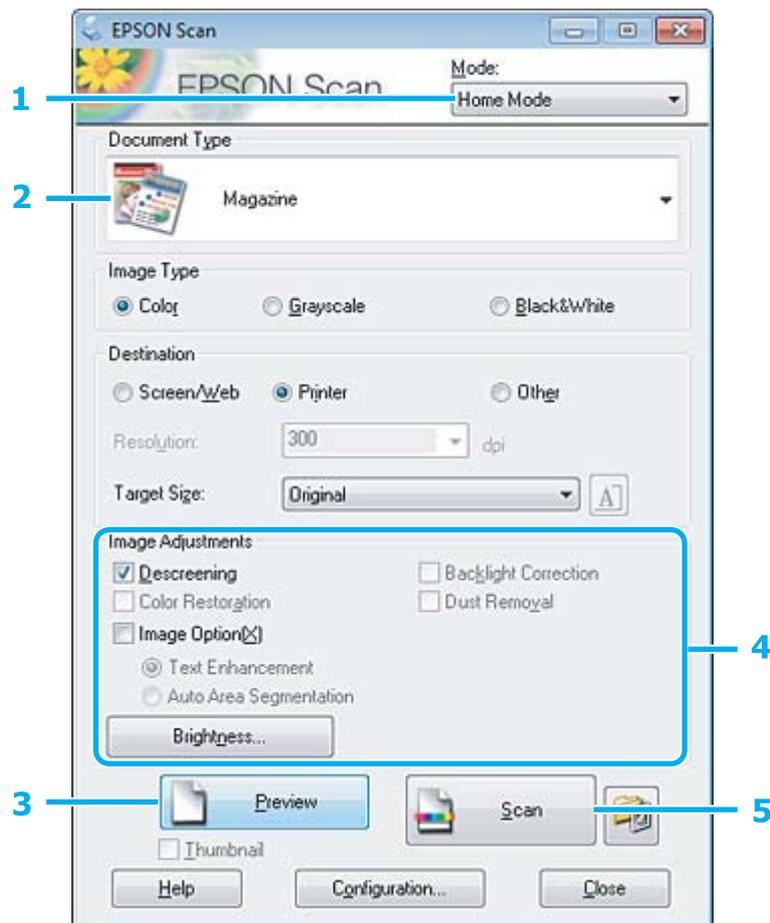
- To restrict the movement of the marquee to vertical or horizontal only, hold down the **Shift** key as you move the marquee.
- To restrict the size of the marquee to the current proportions, hold down the **Shift** key as you resize the marquee.
- If you draw multiple marquees, make sure you click **All** in the Preview window before you scan. Otherwise, only the area inside the last marquee you drew will be scanned.

Various Types of Scanning

Scanning a Magazine

First of all, place your magazine and start Epson Scan.

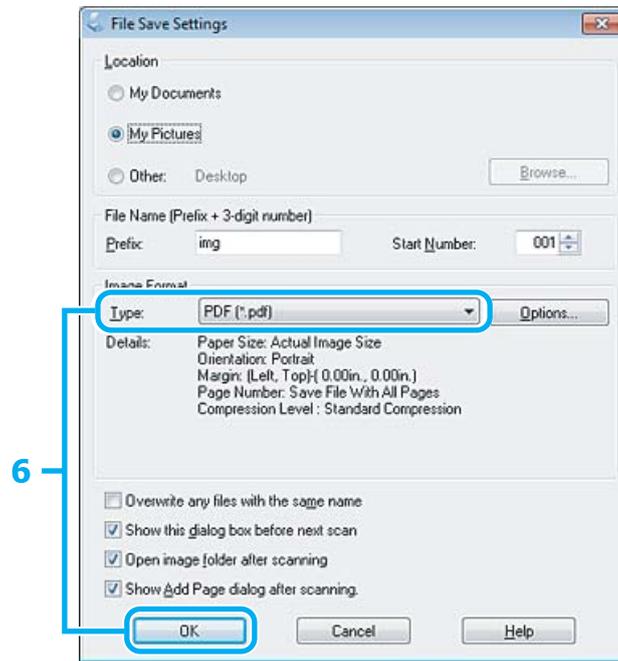
➔ “Starting a Scan” on page 57



- 1 Select **Home Mode** from the Mode list.
- 2 Select **Magazine** as the Document Type setting.
- 3 Click **Preview**.
- 4 Adjust the exposure, brightness, and other image quality settings.
See the Help for more details on Epson Scan.

Scanning

5 Click **Scan**.



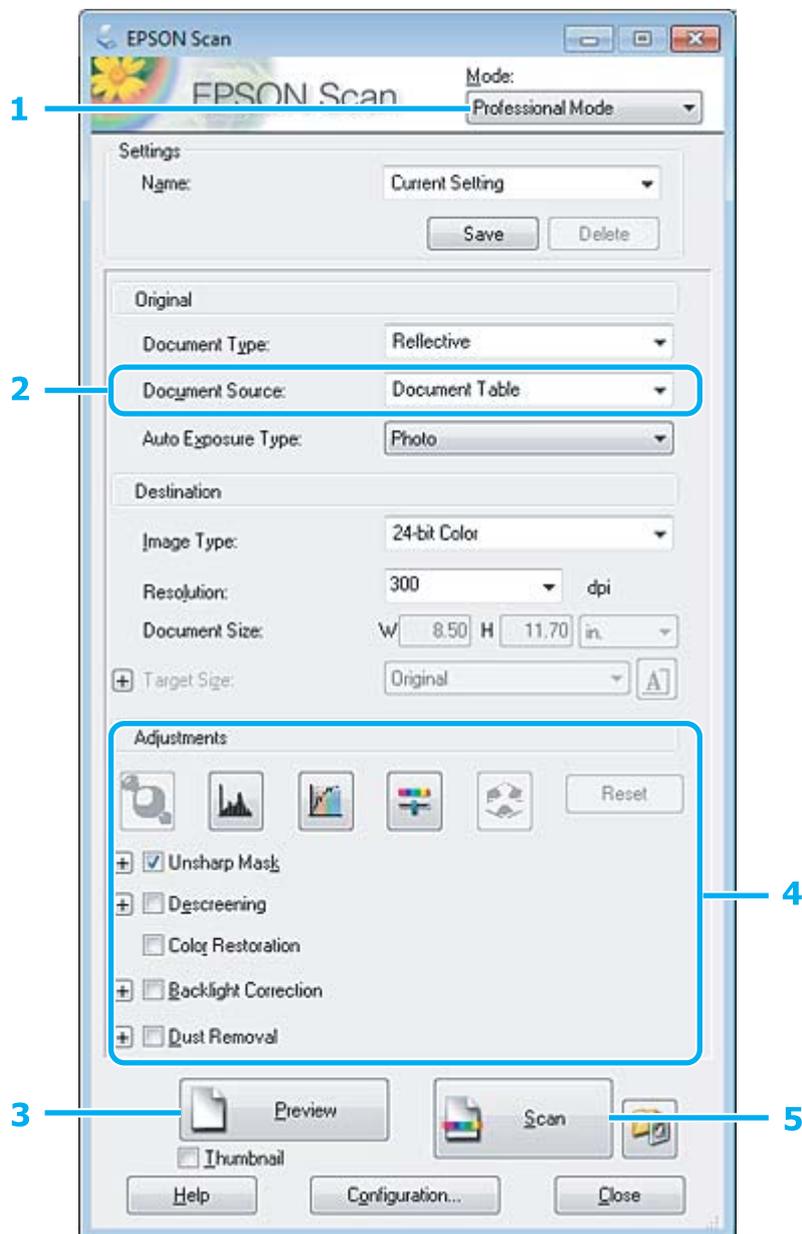
6 Select **PDF** as the Type setting, and then click **OK**.

Your scanned image is saved.

Scanning Multiple Documents to a PDF File

First of all, place your document and start Epson Scan.

➔ “Starting a Scan” on page 57



1 Select **Professional Mode** from the Mode list.

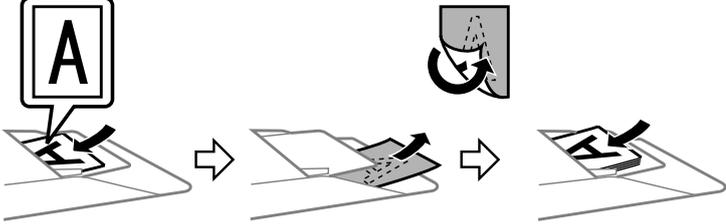
2 Select the Document Source setting.

Scanning

3 Click **Preview**.

Note for the Automatic Document Feeder (ADF):

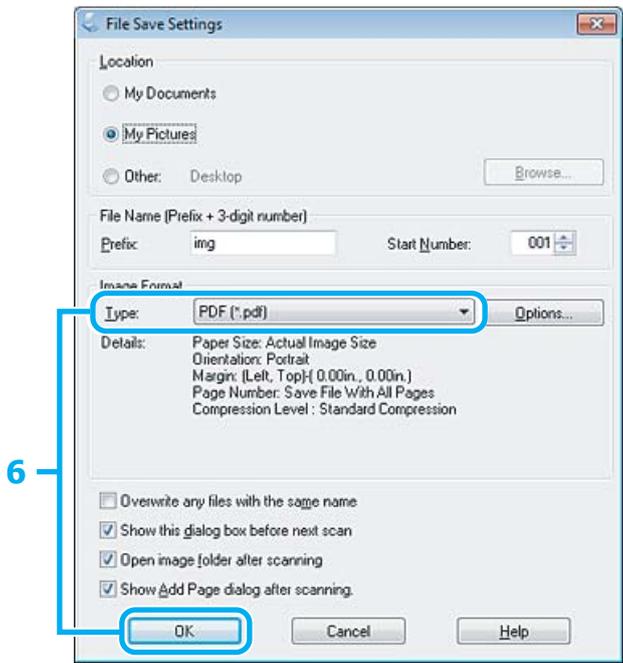
- The document page ejected by the ADF has not been scanned yet. Reload the entire document into the ADF.



- Do not load paper above the line just under the ▼ arrow mark on the ADF.

4 Adjust the exposure, brightness, and other image quality settings.
See the Help for more details on Epson Scan.

5 Click **Scan**.

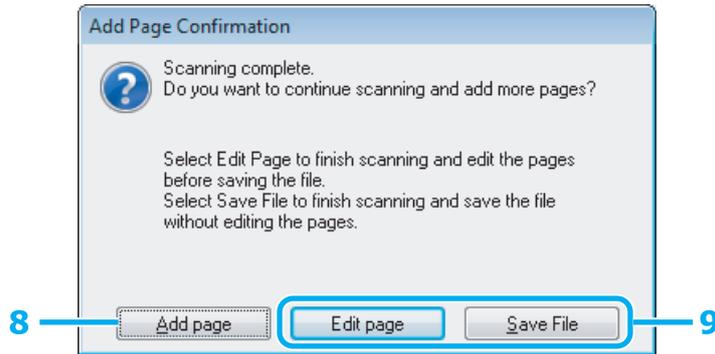


6 Select **PDF** as the Type setting, and then click **OK**.

Note:
If the **Show Add Page dialog after scanning** check box is cleared, Epson Scan automatically saves your document without displaying the Add Page Confirmation window.

Scanning

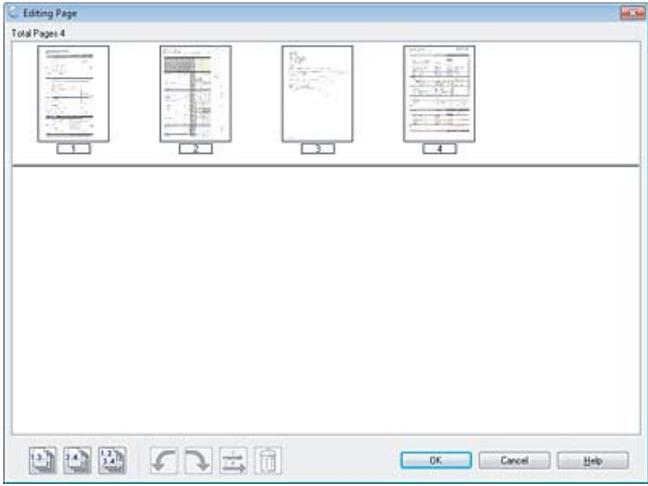
7 Epson Scan starts scanning your document.



8 If you want to scan more pages, click **Add page**.
Load the document and scan again, repeating as necessary for each page.

If you have finished scanning, go to step 9.

9 Click **Edit page** or **Save File**.

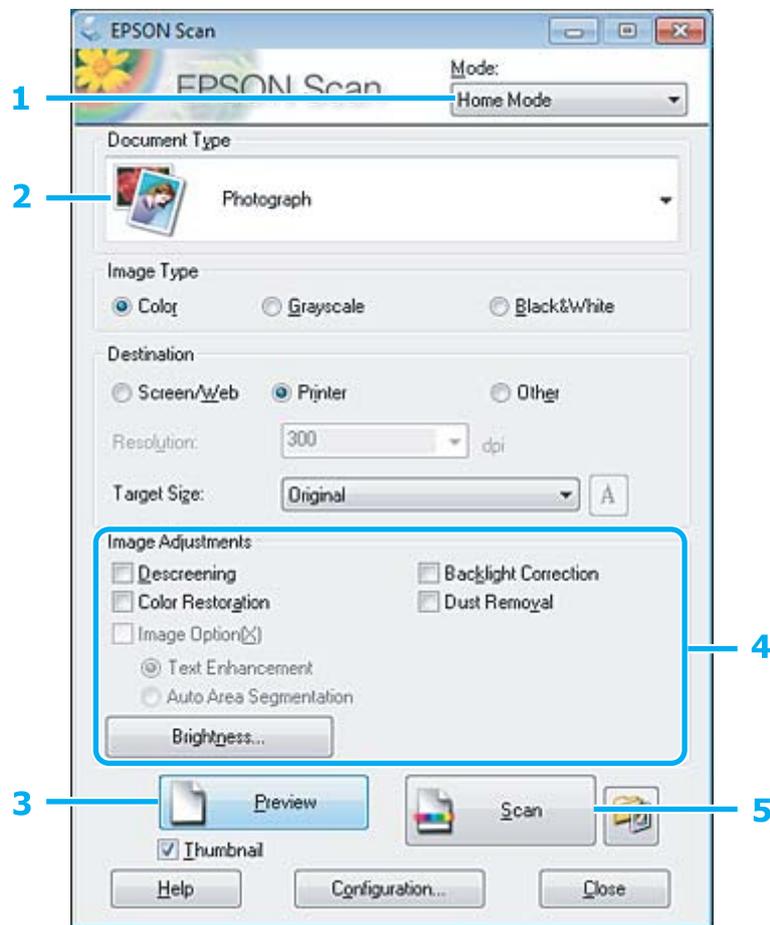
<p>Edit page</p>	<p>Select this button if you want to delete or reorder any of the pages. Then use the icons on the bottom of the Editing Page window to select, rotate, reorder, and delete pages. See the Help for more details on Epson Scan.</p>  <p>Click OK when you are finished editing your pages.</p>
<p>Save File</p>	<p>Select this button when you are finished.</p>

The pages are saved in one PDF file.

Scanning a Photo

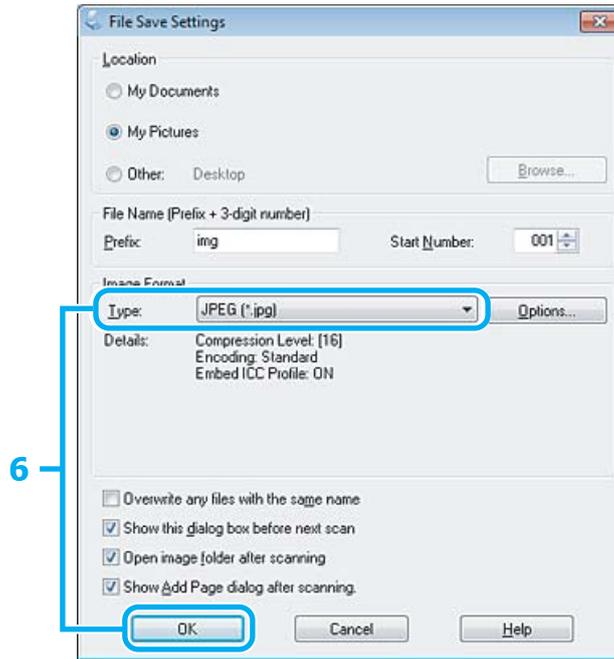
First of all, place your photo on the scanner glass and start Epson Scan.

➔ “Starting a Scan” on page 57



- 1 Select **Home Mode** from the Mode list.
- 2 Select **Photograph** as the Document Type setting.
- 3 Click **Preview**.
- 4 Adjust the exposure, brightness, and other image quality settings.
See the Help for more details on Epson Scan.

Scanning

5 Click **Scan**.6 Select **JPEG** as the Type setting, and then click **OK**.

Your scanned image is saved.

Software Information

Starting Epson Scan Driver

This software lets you control all aspects of scanning. You can use this as a standalone scanning program or use it with another TWAIN-compliant scanning program.

How to start

- ❑ Windows:
Double-click the **EPSON Scan** icon on the desktop.
Or, select the start button icon or **Start > All Programs** or **Programs > EPSON > EPSON Scan > EPSON Scan**.
- ❑ Mac OS X:
Select **Applications > Epson Software > EPSON Scan**.

How to access the help

Click the **Help** button on the Epson Scan driver.

Starting Other Scanning Software

Note:

Some scanning software may not be included in some countries.

Epson Event Manager

This lets you assign any of the product buttons to open a scanning program. You can also save frequently used scanning settings, which can really speed up your scanning projects.

How to start

- Windows:
Select the start button or **Start > All Programs** or **Programs > Epson Software > Event Manager**.
- Mac OS X:
Select **Applications > Epson Software**, and then double-click the **Launch Event Manager** icon.

How to access the help

- Windows:
Click the  icon in the upper right corner of the screen.
- Mac OS X:
Click **menu > Help > Epson Event Manager Help**.

ABBYY FineReader

This software lets you scan a document and convert the text into data that you can edit with a word processing program.

OCR software cannot recognize, or has difficulty recognizing, the following types of documents or text.

- Handwritten characters
- Items that have been copied from other copies
- Faxes
- Text with tightly spaced characters or line pitch
- Text that is in tables or underlined
- Cursive or italic fonts, and font sizes less than 8 points
- Folded or wrinkled documents

See the ABBYY FineReader help for more details.

How to start

- Windows:
Select the start button or **Start > All Programs** or **Programs > ABBYY FineReader folder > ABBYY FineReader**.

Scanning

- ❑ Mac OS X:
Select **Applications**, and then double-click **ABBYY FineReader**.

Presto! PageManager

This software lets you scan, manage, and share your photos or documents.

How to start

- ❑ Windows:
Select the start button or **Start > All Programs** or **Programs > Presto! PageManager** folder > **Presto! PageManager**.
- ❑ Mac OS X:
Select **Application > Presto! PageManager**, and then double-click the **Presto! PageManager** icon.

Faxing

Introducing FAX Utility

FAX Utility is a software capable of transmitting data such as documents, drawings, and tables created using a word processing or spreadsheet application directly by fax, without printing. In addition, this utility has a function to save a received fax as a PDF file on a computer. This enables you to check the data without printing it and print only the data that you want to print. Use the following procedure to run the utility.

Windows

Click the start button (Windows 7 and Vista) or click **Start** (Windows XP), point to **All Programs**, select **Epson Software**, and then click **FAX Utility**.

Mac OS X

Click **System Preference**, click **Print & Fax** or **Print & Scan**, and then select **FAX** (your printer) from **Printer**. Then click as follows;

Mac OS X 10.6.x, 10.7.x: **Option & Supplies - Utility - Open Printer Utility**

Mac OS X 10.5.x: **Open Print Queue - Utility**

Note:

For more details, see the online help for FAX Utility.

Connecting to a Phone Line

About a phone cable

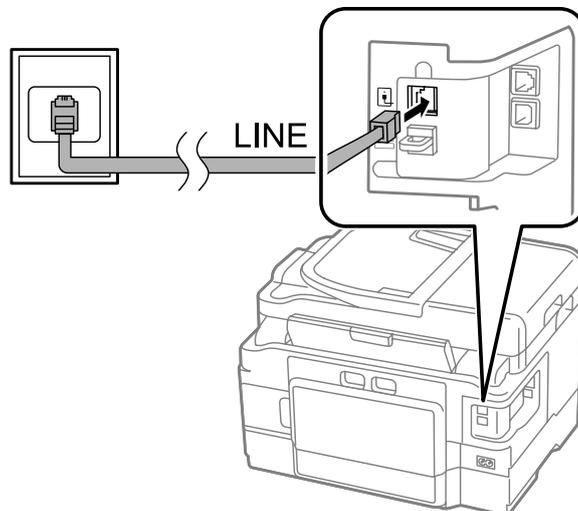
Use a phone cable with the following interface specification.

- RJ-11 Phone Line
- RJ-11 Telephone set connection

Depending on the area, a phone cable may be included with the product. If so, use that cable.

Using the phone line for fax only

- 1 Connect a phone cable leading from a telephone wall jack to the LINE port.

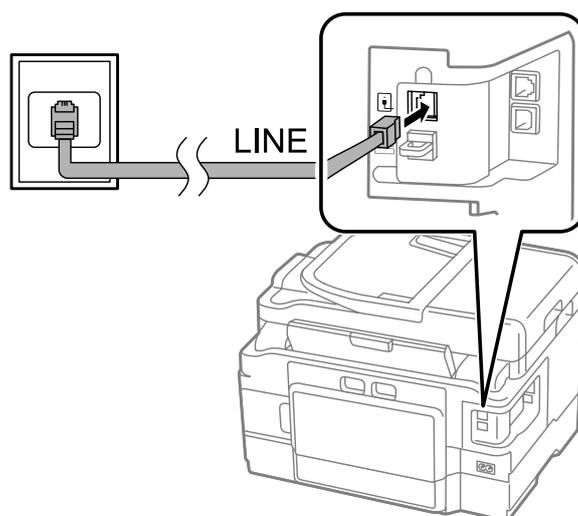


- 2 Make sure **Auto Answer** is set to **On**.
➔ [“Setting up to receive faxes automatically” on page 91](#)

! **Important:**
If you do not connect an external telephone to the product, make sure you turn on auto answer. Otherwise, you cannot receive faxes.

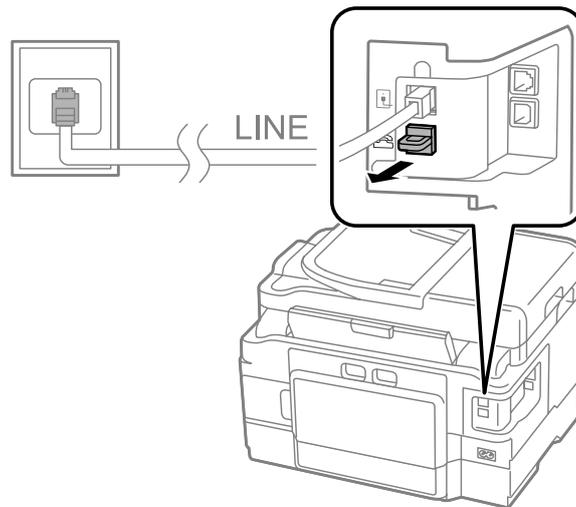
Sharing line with phone device

- 1 Connect a phone cable leading from a telephone wall jack to the LINE port.

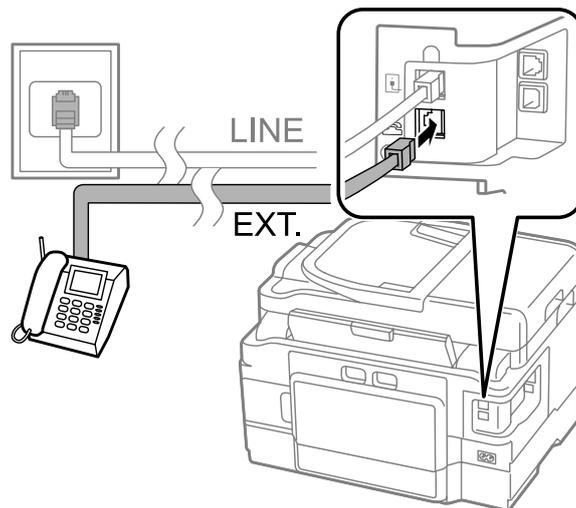


Faxing

- 2** Remove the cap.



- 3** Connect a phone or answering machine to the EXT. port.

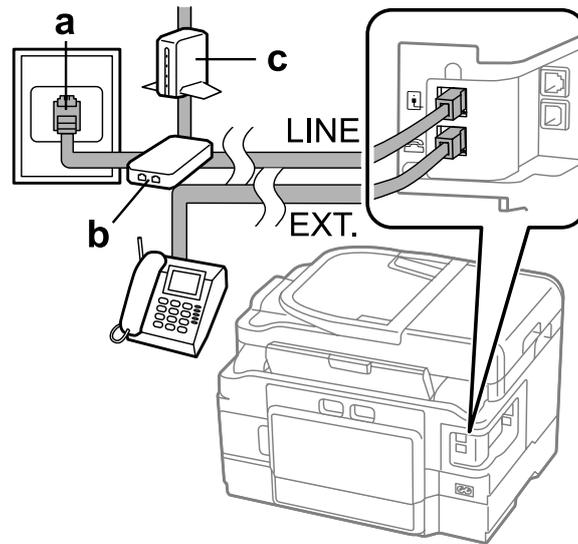


Note:

- ❑ See the following for other connection methods.
- ❑ For details, see the documentation that came with your devices.

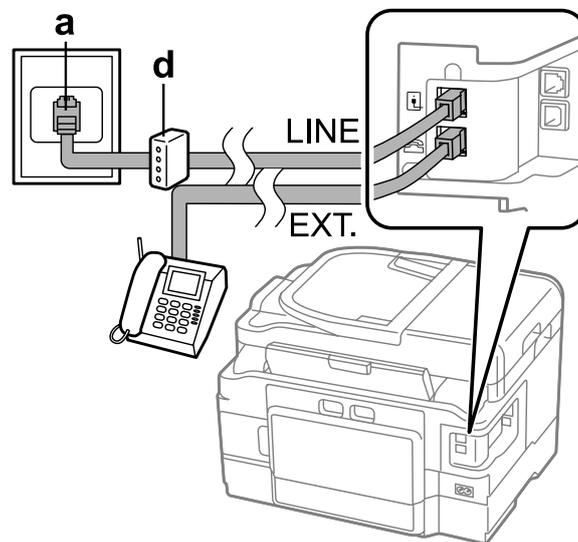
Faxing

Connecting to DSL



a	Telephone wall jack
b	Splitter
c	DSL modem

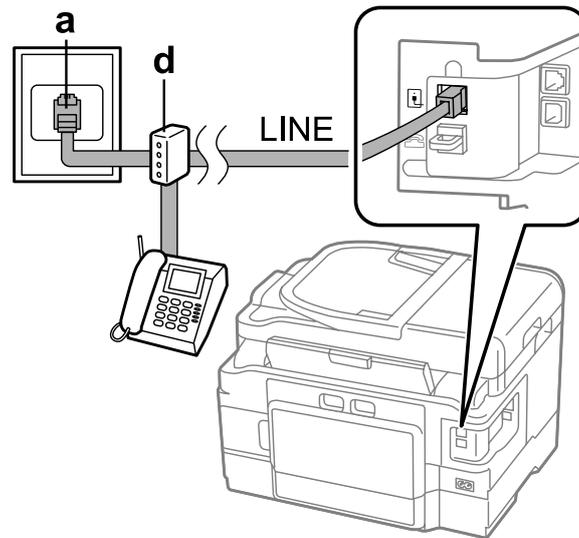
Connecting to ISDN (one phone number)



a	ISDN wall jack
d	Terminal adapter or ISDN router

Faxing

Connecting to ISDN (two phone numbers)



a	ISDN wall jack
d	Terminal adapter or ISDN router

Checking the fax connection

You can check whether the product is ready to send or receive faxes.

- 1 Load plain paper in the cassette.
 ➔ [“Loading Paper into the Paper Cassette” on page 24](#)

Note:

*If your product is equipped with two cassettes, load paper in cassette 1. If you have changed the Paper Source setting (**Setup** > **Fax Settings** > **Receive Settings** > **Paper Source**), load paper in the cassette you specified.*

- 2 Enter **Setup** mode from the Home menu.
- 3 Select **Fax Settings**.
- 4 Select **Check Fax Connection**.
- 5 Press one of the \diamond buttons to print the report.

Note:

If an errors are reported, try the solutions in the report.

Notices when the power is turned off

When the power is left off for an extended period of time, the clock may be reset. Check the clock when you turn the power back on.

If the product is turned off due to a power failure, it automatically restarts and beeps when the power is restored. If you have set to receive faxes automatically (**Auto Answer - On**), the setting is also restored. Depending on the circumstances before the power failure, it may not restart.

Setting Up Fax Features

Setting up speed dial entries

You can create a speed dial list allowing you to select fax recipient numbers quickly when faxing. Up to 100 combined speed dial and group dial entries can be registered.

- 1 Enter **Fax** mode from the Home menu.
- 2 Press  or select **Contacts**.
- 3 Select **Edit Contacts**.
- 4 Select **Speed Dial Setup**. You see the available speed dial entry numbers.
- 5 Select the speed dial entry number that you want to register. You can register up to 100 entries.
- 6 Use the numeric keypad to enter a phone number. You can enter up to 64 digits.

Note:

A hyphen ("-") causes a slight pause when dialing. Only include it in phone numbers when a pause is necessary. Spaces entered between numbers are ignored when dialing.

- 7 Enter a name to identify the speed dial entry. You can enter up to 30 characters.
- 8 Select **Done** to register the name.

Setting up group dial entries

You can add speed dial entries to a group, allowing you to send a fax to multiple recipients at the same time. Up to 99 combined speed dial and group dial entries can be entered.

- 1 Enter **Fax** mode from the Home menu.

Faxing

- 2 Press  or select **Contacts**.
- 3 Select **Edit Contacts**.
- 4 Select **Group Dial Setup**. You see the available group dial entry numbers.
- 5 Select the group dial entry number that you want to register.
- 6 Enter a name to identify the group dial entry. You can enter up to 30 characters.
- 7 Select **Done** to register the name.
- 8 Select a speed dial entry that you want to register in the group dial list.
- 9 Repeat step 8 to add other speed dial entries to the group dial list. You can register up to 99 speed dial entries in a group dial.
- 10 Press **OK** to finish creating a group dial list.

Creating header information

You can create a fax header by adding information such as your phone number or name.

Note:

Make sure you have set the time correctly.

➔ ["Setting/Changing Time and Region" on page 122](#)

- 1 Enter **Setup** mode from the Home menu.
- 2 Select **Fax Settings**.
- 3 Select **Communication**.
- 4 Select **Header**.
- 5 Select **Fax Header**.
- 6 Enter the header information. You can enter up to 40 characters.

Faxing

- 7 Select **Done**.
- 8 Select **Your Phone Number**.
- 9 Use the numeric keypad with other buttons on the control panel to enter your phone number. You can enter up to 20 digits.

Note:

Press the # button to enter a plus sign (+) which represents the international call prefix. Note that the asterisk (*) is unavailable.

- 10 Press **OK** or select **Done** to register the header information.

Changing Fax Output setting to print

You can select whether to save the received fax as a data file or to print it. Follow the instructions below to change the fax output setting to print.

Note:

- Use FAX Utility to change the setting to save the received fax as a data file. You cannot change the setting to save from the control panel.
- When you change the setting from save to print, the received fax data stored in the product's memory will be printed automatically.

- 1 Enter **Setup** mode from the Home menu.
- 2 Select **Fax Settings**.
- 3 Select **Receive Settings**.
- 4 Select **Fax Output**.
- 5 Select **Print**.

Sending Faxes

Sending faxes by entering a number

- 1 Place your original in the Automatic Document Feeder or on the scanner glass.
➔ [“Placing Originals” on page 32](#)

Faxing

2 Enter **Fax** mode from the Home menu.

3 Use the keys on the numeric keypad to enter the fax number. You can enter up to 64 digits.

Note:

- To display the last fax number you used, press  or **Redial**.
- Press **▼** and make the send settings. To scan and fax both sides of your original, select **2-Sided Faxing, On**, and then load the original in the Automatic Document Feeder. Depending on the model, you can also make the settings by selecting **Send Settings**.
- Make sure you have entered the header information. Some fax machines automatically reject incoming faxes that do not include header information.

4 Press  (color) or  (B&W) to start sending a color or monochrome fax.

Note:

If the fax number is busy or there is some problem, this product redials after one minute. Press **Redial** to redial immediately.

Sending faxes using speed dial/group dial

Follow the instructions below to send faxes using speed dial/group dial. When using group dial, you can only send B&W faxes.

1 Place your original in the Automatic Document Feeder or on the scanner glass.
 ➔ [“Placing Originals” on page 32](#)

2 Enter **Fax** mode from the Home menu.

3 Press  or select **Contacts**.

4 Select the entry number to send.

Note:

Press **▼** and make the send settings. Depending on the model, you can also make the settings by selecting **Send Settings**.

5 Press  (color) or  (B&W) to start sending a color or monochrome fax.

Sending faxes by broadcasting

Broadcast allows you to easily send the same fax to multiple numbers (up to 100) using speed dial/group dial, or by entering the fax numbers. Follow the instructions below to send faxes by broadcasting.

Faxing

Note:

You can only send B&W faxes.

For WF-3540 series

- 1 Place your original in the Automatic Document Feeder or on the scanner glass.
➔ [“Placing Originals” on page 32](#)
- 2 Enter **Fax** mode from the Home menu.
- 3 Select **Advanced Options**.
- 4 Select **Broadcast Fax**.
- 5 Select **Add New**.
- 6 Select **Enter Fax Number**.
- 7 Enter a fax number and select **Done**.

Note:

- To add another number, repeat steps 5 through 7.
- If you do not need to add recipients from the speed dial/group dial lists, go to step 12.

- 8 Select **Add New**.
- 9 Select **Select from Contacts**.
- 10 Select the entry number of the speed dial and the group dial.
- 11 Select **Done**.
- 12 Select **Done**.
- 13 Press \diamond (B&W) to start sending.

For WF-3520 series and WF-3530 series

- 1 Place your original in the Automatic Document Feeder or on the scanner glass.
➔ [“Placing Originals” on page 32](#)

Faxing

2 Enter **Fax** mode from the Home menu.

3 Press ▼ to enter Settings.

4 Select **Broadcast Fax**.

5 Enter a fax number.

6 Press ▼ then add a fax number.

Note:

- To add another number, repeat step 5 and 6.
- If you do not need to add recipients from the speed dial/group dial lists, go to step 9.

7 Press .

8 Select the entry number of the speed dial and the group dial.

9 Press **OK**.

10 Press ◇(B&W) to start sending.

Sending a fax at a specified time

Follow the instructions below to send a fax at a specified time.

Note:

- Make sure you have set the time correctly.
➔ [“Setting/Changing Time and Region” on page 122](#)
- You can only send B&W faxes.

1 Place your original in the Automatic Document Feeder or on the scanner glass.
➔ [“Placing Originals” on page 32](#)

2 Enter **Fax** mode from the Home menu.

3 Enter a fax number. You can also use redial, speed dial, or group dial lists to select fax number.

4 If Advanced Options is displayed on the LCD screen, select **Advanced Options**.
If it is not displayed, press ▼.

Faxing

- 5 Select **Send Fax Later**.
- 6 Select **On**.
- 7 Set the time that you want to send the fax.
- 8 Press the \diamond (B&W) button to start scanning. The scanned image is sent at the specified time.

Note:

If you need to cancel faxing at the time you specified, press \odot .

Sending a fax from a connected phone

If the recipient has the same number for both phone and fax, you can send a fax after talking over the phone without hanging up.

- 1 Place your original in the Automatic Document Feeder or on the scanner glass.
➔ [“Placing Originals” on page 32](#)
- 2 Dial a number from the phone connected to the product.



- 3 Select **Send** on the control panel of the product.
- 4 Press \diamond (color) or \diamond (B&W) to start sending a color or monochrome fax.
- 5 Hang up the phone.



Receiving Faxes

Setting up to receive faxes automatically

Follow the instructions to make settings to receive faxes automatically.

Note:

- Depending on the **Fax Output** settings, the received fax is saved as a data or printed.
 - ➔ [“Changing Fax Output setting to print” on page 86](#)
- If **Fax Output** is set to **Save**, the received fax data is automatically saved as data, and you can skip step 1.

- 1** Load plain paper in the cassette.
 - ➔ [“Loading Paper into the Paper Cassette” on page 24](#)

Note:

If your product is equipped with two cassettes, make **Paper Source** settings.

Setup > Fax Settings > Receive Settings > Paper Source

If you want to print a large quantity of faxes in a single batch, load plain paper in both cassettes and set Paper Source to **Cassette 1>Cassette 2**.

- 2** Make sure **Auto Answer** is set to **On**.
 - Setup > Fax Settings > Receive Settings > Auto Answer > On**

Note:

- When an answering machine is connected directly to this product, make sure you set **Rings to Answer** correctly using the following procedure.
- Depending on the region, **Rings to Answer** may be unavailable.

- 3** Enter **Setup** mode from the Home menu.

- 4** Select **Fax Settings**.

- 5** Select **Communication**.

- 6** Select **Rings to Answer**.

- 7** Select the number of rings.



Important:

Select more rings than needed for the answering machine to pick up. If it is set to pick up on the fourth ring, set the product to pick up on the fifth ring or later. Otherwise the answering machine cannot receive voice calls.

Faxing

Note:

When you receive a call and the other party is a fax, the product receives the fax automatically even if the answering machine picks up the call. If you pick up the phone, wait until the LCD screen displays a message saying that a connection has been made before you hang up. If the other party is a caller, the phone can be used as normal or a message can be left on the answering machine.

Receiving faxes manually

If your phone is connected to the product, and Auto Answer mode has been set to Off, you can receive fax data after the connection is made.

Note:

- ❑ Depending on the **Fax Output** settings, the received fax is saved as data or printed.
 - ➔ [“Changing Fax Output setting to print” on page 86](#)
- ❑ If **Fax Output** is set to **Save**, the received fax data is automatically saved as data, and you can skip step 1.

- 1 Load plain paper in the cassette.
 - ➔ [“Loading Paper into the Paper Cassette” on page 24](#)

Note:

If your product is equipped with two cassettes, make **Paper Source** settings.

Setup > Fax Settings > Receive Settings > Paper Source

If you want to print a large quantity of faxes in a single batch, load plain paper in both cassettes and set Paper Source to Cassette 1>Cassette 2.

- 2 When the telephone rings, lift the phone connected to the product.



- 3 When you hear a fax tone, select **Receive** on the control panel of the product.

- 4 Press one of the ◊ buttons to start receiving the fax, and then put the phone back on the hook.

Note:

If **Fax Output** is set to **Save**, the received fax data is automatically saved as data, and you do not have to proceed to step 5.

- 5 Press one of the ◊ buttons to print your faxes.

Receive a fax by polling

This allows you to receive a fax from the fax information service you have called.

Note:

- Depending on the **Fax Output** settings, the received fax is saved as a data or printed.
 - ➔ [“Changing Fax Output setting to print” on page 86](#)
- If **Fax Output** is set to **Save**, the received fax data is automatically saved as data, and you can skip step 1.

Follow the instructions below to receive a fax by polling.

- 1** Load plain paper in the cassette.
 - ➔ [“Loading Paper into the Paper Cassette” on page 24](#)

Note:

If your product is equipped with two cassettes, load paper in cassette 1. If you have changed the Paper Source setting (**Setup** > **Fax Settings** > **Receive Settings** > **Paper Source**), load paper in the cassette you specified.

- 2** Enter **Fax** mode from the Home menu.
- 3** If **Advanced Options** is displayed on the LCD screen, select **Advanced Options**.
If it is not displayed, press ▼.
- 4** Select **Polling**.
- 5** Select **On**.
- 6** Enter the fax number.
- 7** Press one of the ◊ buttons to receive the fax.

Note:

- If **Fax Output** is set to **Save**, the received fax data is automatically saved as data, and you do not have to proceed to step 8.
- If **Auto Answer mode** is turned on, the received fax data is automatically printed, and you do not have to proceed to step 8.

- 8** Press one of the ◊ buttons to print the received fax.

Printing Reports

Follow the instructions below to print a fax report.

Faxing

- 1 Load plain paper in the cassette.
➔ [“Loading Paper into the Paper Cassette” on page 24](#)

Note:

If your product is equipped with two cassettes, make **Paper Source** settings.
Setup > Fax Settings > Receive Settings > Paper Source

- 2 Enter **Fax** mode from the Home menu.
- 3 If **Advanced Options** is displayed on the LCD screen, select **Advanced Options**.
If it is not displayed, press ▼.
- 4 Select **Fax Report**.
- 5 Select the item you want to print.

Note:

Only **Fax Log** can be viewed on the screen.

- 6 Press one of the ◊ buttons to print the report you selected.

Fax Mode Menu List

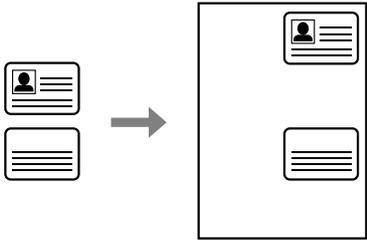
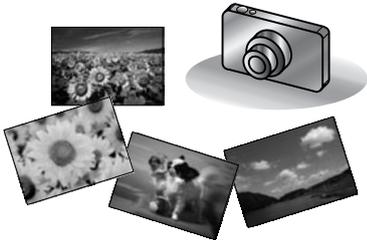
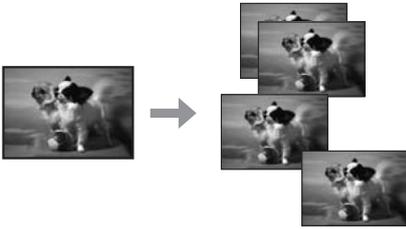
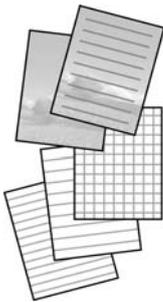
Refer to the section below for the Fax mode menu list.

➔ [“Fax Mode” on page 98](#)

More Functions

More Functions

More Functions provides you with many special menus that make printing easy and fun! For more details, select More Functions, select each menu, and then follow the instructions on the LCD screen.

Menu		Functions
<p>ID Card Copy</p>		<p>You can copy both sides of an ID card at the same time.</p>
<p>Print Photos</p>		<p>You can print photos stored on a memory card or an external USB device without using a computer. You can also reduce and enlarge your photos, and adjust the photo quality.</p>
<p>Copy/Restore Photos</p>		<p>You can make faithful copies of your originals. If your original photo is faded, you can restore color to bring it back to life.</p>
<p>Photo Layout Sheet</p>		<p>You can print your photos on a memory card in various layouts.</p>
<p>Print Ruled Papers</p>		<p>You can print ruled paper or graph paper with or without a photo set as the background.</p>

More Functions

You can also print from your digital camera. Remove the memory card, select **Setup > External Device Setup > Print Settings**, and then make the appropriate settings. Connect and turn on the camera. For details, see your camera's guide to print.

Note:

- PictBridge is compatible, and the supported file format is JPEG. For the supported image size, see ["Memory card" on page 173](#).*
- Depending on the settings on this printer and the digital camera, some combinations of paper type, size, and layout may not be supported.*
- Some of the settings on your digital camera may not be reflected in the output.*

Menu List of Control Panel

You can use this product as a printer, copier, scanner, and fax. When using one of these functions, except the printer function, select your desired function by pressing the corresponding Mode button on the control panel. Each mode's main screen appears as you select the mode.

Note:

Although what displayed on the LCD screen such as menu names and option names may differ from your actual product, the method of operation is the same.

Copy Mode

Note:

Depending on the model, some functions may not be available.

Paper and Copy Settings

Menu	Setting and Options
2-Sided Copying	1>1-Sided, 2>2-Sided, 1>2-Sided, 2>1-Sided
Collate Copy	Off, On
Layout	With Border, Borderless*, A4, 2-up Copy
Reduce/Enlarge	Custom Size, Actual Size, Auto Fit Page, 10x15cm->A4, A4->10x15cm, 13x18->10x15, 10x15->13x18, A5->A4, A4->A5
Paper Size	A4, A5, 10x15cm(4x6in), 13x18cm(5x7in), Legal
Paper Type	Plain Paper, Matte, Prem. Glossy, Ultra Glossy, Glossy, Photo Paper
Paper Source	Cassette 1, Cassette 2, Cassette 1>Cassette 2
Quality	Draft, Standard Quality, Best
Document Orientation	Portrait, Landscape
Binding Direction	Left, Top
Binding Margin	Left, Top
Expansion	Standard, Medium, Minimum
Dry Time	Standard, Long, Longer

*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.

Menu List of Control Panel

Fax Mode

Note:

Depending on the model, some functions may not be available.

Menu	Setting item	Description
Send Settings	Resolution	Select this option to change the resolution for fax data you are sending.
	Contrast	Select this option to change the contrast for fax data you are sending.
	2-Sided Faxing	Turn on when sending 2-sided originals in the ADF.
Send Fax Later	-	➔ See "Sending a fax at a specified time" on page 89
Broadcast Fax	-	➔ See "Sending faxes by broadcasting" on page 87
Polling	-	➔ See "Receive a fax by polling" on page 93
Fax Report	Fax Log	Prints or displays the communication log.
	Last Transmission	Prints a communication-in log for the previous transmission or the previous polling results received.
	Contact List	Prints the Contacts list.
	Speed Dial List	Prints the speed dial list.
	Group Dial List	Prints the group dial list.
	Reprint Faxes	Reprints from the latest fax received. When the memory is full, the oldest faxes are erased first.
	Protocol Trace	Prints the protocol for the latest communication.

Menu List of Control Panel

Scan Mode

Menu	Setting and Options	
Scan to Memory Card	Format	JPEG, PDF
	2-Sided Scanning	Off, On
	Scan Area	A4, Auto Cropping, Max Area, Legal
	Document	Text, Photograph
	Resolution	200dpi, 300dpi, 600dpi
	Contrast	-4 to +4
	Document Orientation	Portrait, Landscape
	Binding Direction	Left, Top
Scan to Cloud *1		
Scan to PC	2-Sided Scanning	Off, On
Scan to PC (PDF)		
Scan to PC (Email)		
Scan to PC (WSD)*2		

*1 For instructions on using Scan to Cloud, see the Epson Connect guide.;

➔ ["Using Epson Connect Service" on page 9](#)

*2 Available for computers running English versions of Windows 7 or Vista.

More Functions Mode Menu List

Note:

Depending on the model, some functions may not be available.

Menu	Setting and Options	
ID Card Copy	Paper Size	A4
	Paper Source	Cassette 1, Cassette 2, Cassette 1>Cassette 2

Menu List of Control Panel

Menu	Setting and Options	
Print Photos*	Select Photos	Select All Photos, Select by Date, Cancel Photo Selection
	Select Location	Select Folder, Select Group
	Display Mode	1-up, 1-up without Information, 9-up
	Print Settings	Paper Size, Paper Type, Borderless, Quality, Expansion, Date, Fit Frame, Bidirectional, Paper Source
	Photo Adjustments	Enhance, Scene Detection, Fix Red-Eye, Filter, Brightness, Contrast, Sharpness, Saturation
	Crop/Zoom	
Copy/Restore Photos	Color Restoration	Off, On
	Display Mode	1-up, 1-up without Information, 9-up
	Paper and Copy Settings	Paper Size, Paper Type, Paper Source, Borderless, Expansion
	Photo Adjustments	Enhance, Filter
	Crop/Zoom	
Photo Layout Sheet*	2-up, 4-up, 8-up, 20-up, Upper 1/2, Lower 1/2, Photo ID	
	Paper Size	10x15cm(4x6in), 13x18cm(5x7in), A4
	Paper Type	Prem. Glossy, Ultra Glossy, Glossy, Photo Paper, Plain Paper, Matte
	Layout Method	Automatic layout, Place photos manually
	Menu	Select Photos, Display Mode, Print Settings, Photo Adjustments, Crop/Zoom
Print Ruled Papers	Wide Rule Only, Thin Rule Only, Graph Paper Only, Watermark without Rule, Watermark Horizontal Rule, Watermark Vertical Rule	

* The menu hierarchy varies depending on the product.

Eco Mode Menu List

Menu	Setting and Options
Sleep Timer	3minutes, 5minutes, 10minutes
2-Sided Printing	Off, On
Preview	-

Menu List of Control Panel

Wi-Fi Setup Mode Menu List

Note:

Depending on the model, some functions may not be available.

Menu	Setting and Options
Wi-Fi Auto Connect	For details on the setting items, see the online Network Guide.
Wi-Fi Setup Wizard	
Push Button Setup (WPS)	
PIN Code Setup (WPS)	
Wi-Fi Direct Connection Setup	
Wi-Fi/Network Status	
Disable Wi-Fi	

Setup Mode

Note:

Depending on the model, some functions may not be available.

Menu	Setting Item	Description
Ink Levels	-	Checks the status of ink cartridges and maintenance box.
Maintenance	Nozzle Check	Prints a nozzle check pattern to check the condition of the print head.
	Head Cleaning	Cleans the print head to improve the condition of the print head.
	Print Head Alignment	Adjusts the alignment of the print head.
	Ink Cartridge Replacement	Replaces the ink cartridges.

Menu List of Control Panel

Menu	Setting Item	Description
Printer Setup	Sound	Button Press, Error Notification, Completion Notice, Volume
	Screen Saver	Off, Memory Card Data
	Date/Time	➔ See "Setting/Changing Time and Region" on page 122
	Daylight Saving Time	-
	Country/Region	➔ See "Setting/Changing Time and Region" on page 122
	Language	-
Wi-Fi/Network Settings	Wi-Fi Setup	See the online Network Guide. You can access the Wi-Fi Setup menus directly by selecting Wi-Fi Setup from the Home menu.
	Manual Wi-Fi/Network Setup	
	Wi-Fi/Network Connection Check	You can check the network connection status, and print the report. If there is any problem with the connection, the report helps you find the solution.
	Wi-Fi/Network Status	You can see the current network settings and print a network status sheet.
Epson Connect Services	For instructions on use, see the Epson Connect guide. ➔ "Using Epson Connect Service" on page 9	
Google Cloud Print Services		
File Sharing Setup	For details on the setting items, see the online Network Guide.	
Fax Settings	Send Settings	<p>Resolution: Select this option to change the resolution for fax data you are sending.</p> <p>Contrast: Select this option to change the contrast for fax data you are sending.</p> <p>2-Sided Faxing: Turn on when sending 2-sided originals in the ADF.</p> <p>Last Transmission Report: Indicates whether or when the product prints a report for outgoing faxes. Select Off to turn off report printing, select On Error to print reports only when an error occurs, or select On Send to print reports for every fax you send.</p>
	Receive Settings	<p>Auto Answer: ➔ See "Setting up to receive faxes automatically" on page 91</p> <p>Paper Size: You can select the paper size you want to use for printing.</p> <p>Paper Source: You can select from which cassettes(s) to feed paper.</p> <p>Auto Reduction: Indicates whether large received faxes are reduced in size to fit on A4-size, or printed at their original size on multiple sheets.</p> <p>Fax Output: ➔ See "Changing Fax Output setting to print" on page 86</p>

Menu List of Control Panel

Menu	Setting Item	Description
	Communication	<p>DRD: Indicates the type of answer ring pattern you want to use to receive faxes. To select an option other than All (or Off), you must set up your phone system to use different ring patterns. This option may be On or Off depending on the region.</p> <p>ECM: Indicates whether or not to use Error Correction Mode to automatically correct fax data sent/received with errors due to the line or any other problems. Color faxes cannot be sent/received when ECM is off.</p> <p>Fax Speed: Indicates the speed at which you transmit and receive faxes.</p> <p>Rings to Answer: Indicates the number of rings that must occur before the product automatically receives a fax. Depending on the region, this setting may not be displayed.</p> <p>Dial Tone Detection: When this is set to On, the product starts dialing after it detects a dial tone. It may not be able to detect a dial tone when a PBX (Private Branch Exchange) or a TA (Terminal Adapter) is connected. In that case, set to Off. However, doing so may drop the first digit of a fax number and send the fax to the wrong number.</p> <p>Dial Mode: Indicates the type of phone system to which you have connected the product. Depending on the region, this setting may not be displayed.</p> <p>Header: ➔ See “Creating header information” on page 85</p>
	Security Settings	<p>Backup Data Auto Erase: Select On if you do not want to store sent or printed faxes in the product's memory. Select Off to store sent or printed faxes until the memory is full.</p> <p>Erase Backup Data: Erases sent or printed fax data from the product's memory.</p>
	Check Fax Connection	Checks the status of your fax connection.
External Device Setup	Print Settings	For details on the setting items, refer to the Print Photos menu list in the More Functions mode.
	Photo Adjustments	
Print Status Sheet	-	-
Restore Default Settings	Fax Send/Receive Settings	Initializes Fax Send/Receive settings to the factory default settings.
	Fax Data Settings	Initializes Fax Data settings to the factory default settings.
	Wi-Fi/Network Settings	Initializes Wi-Fi/Network settings to the factory default settings.
	All except Wi-Fi/Network & Fax Settings	Initializes all settings except for Wi-Fi/Network & Fax settings to the factory default settings.
	All Settings	Initializes all settings to the factory default settings.

Menu List of Control Panel

Help Menu List

Menu	Options
How to...	Navigate Using the Touch Screen
	Load Paper in the Rear Paper Feed Slot
	Load Paper in the Paper Cassette
	Load an Envelope in the Rear Paper Feed Slot
	Load Envelopes in the Paper Cassette
	Place a Document in the ADF
	Place a Document on the Scanner Glass
	Insert/Remove a Memory Card/USB Flash Drive
Ink Cartridges	Check Ink Cartridge Status
	Replace Ink Cartridges
Troubleshooting	Cannot Connect to a Wi-Fi
	Paper Feeding Incorrectly
	Poor Print Quality
	Cannot Send or Receive Fax
	Cannot Scan to PC
Icon List	-

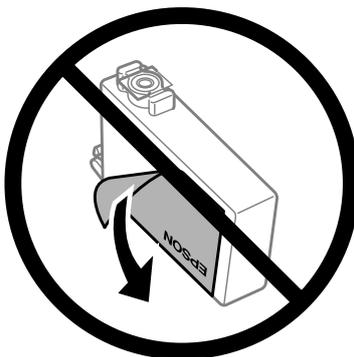
Replacing Ink Cartridges

Ink Cartridge Safety Instructions, Precautions, and Specifications

Safety instructions

Observe the following when handling the ink cartridges:

- Keep ink cartridges out of the reach of children.
- Be careful when you handle used ink cartridges, as there may be some ink around the ink supply port. If ink gets on your skin, wash the area thoroughly with soap and water. If ink gets into your eyes, flush them immediately with water. If discomfort or vision problems continue after a thorough flushing, see a doctor immediately. If ink gets into your mouth, spit it out immediately and see a doctor right away.
- Do not remove or tear the label on the cartridge; this can cause leakage.



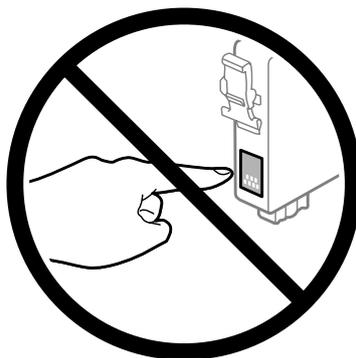
- Do not remove the transparent seal from the bottom of the cartridge; otherwise, the cartridge may become unusable.



- Do not disassemble or remodel the ink cartridge, otherwise you may not be able to print normally.

Replacing Ink Cartridges

- ❑ Do not touch the green IC chip on the side of the cartridge. Doing so may prevent normal operation and printing.



- ❑ Do not leave the product with the ink cartridges removed or do not turn off the product during cartridge replacement. Otherwise, ink remaining in the print head nozzles will dry out and you may not be able to print.

Precautions on ink cartridge replacement

Read all of the instructions in this section before replacing the ink cartridges.

- ❑ 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 product behavior. Information about non-genuine ink levels may not be displayed.
- ❑ Gently shake all ink cartridges four or five times before opening the package.
- ❑ Do not shake ink cartridges too vigorously; otherwise ink may leak from the cartridge.
- ❑ This product uses ink cartridges equipped with an IC chip that monitors information such as the amount of remaining ink for each cartridge. This means that even if the cartridge is removed from the product before it is expended, you can still use the cartridge after reinserting it back into the product. However, when reinserting a cartridge, some ink may be consumed to guarantee product performance.
- ❑ To maintain optimum print head performance, some ink is consumed from some cartridges not only during printing but also during maintenance operations such as ink cartridge replacement and print head cleaning.
- ❑ If you need to remove an ink cartridge temporarily, be sure to protect the ink supply area from dirt and dust. Store the ink cartridge in the same environment as the product. When storing the cartridge, be sure that its label identifying the color of the ink cartridge is facing upward. Do not store ink cartridges upside down.
- ❑ The ink supply port is equipped with a valve designed to contain the release of excess ink; there is no need to supply your own covers or plugs. However, careful handling is recommended. Do not touch the supply port of the ink cartridge or its surrounding area.
- ❑ 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.
- ❑ Do not open the ink cartridge package until you are ready to install it in the product. The cartridge is vacuum packed to maintain its reliability. If you leave a cartridge unpacked for a long time before using it, normal printing may not be possible.
- ❑ Install all ink cartridges; otherwise, you cannot print.

Replacing Ink Cartridges

- ❑ When color ink is expended and black ink still remains, you can continue printing temporarily with black ink only. For more information refer to [“Temporarily Printing with Black Ink When Color Ink Cartridges are Expended”](#) on page 110.
- ❑ If an ink cartridge is running low, prepare a new ink cartridge.
- ❑ Be careful not to break the hooks on the side of the ink cartridge when you remove it from the package.
- ❑ You must remove the yellow tape from the cartridge before installing it; otherwise, print quality may decline or you may not be able to print.
- ❑ After bringing an ink cartridge inside from a cold storage site, allow it to warm up at room temperature for at least three hours before using it.
- ❑ Store ink cartridges in a cool, dark place.
- ❑ Store ink cartridges with their labels facing upward. Do not store cartridges upside down.

Ink Cartridge Specifications

- ❑ Epson recommends using the ink cartridge before the date printed on the package.
- ❑ The ink cartridges packaged with your product are partly used during initial setup. In order to produce high quality printouts, the print head in your product will be fully charged with ink. This one-off process consumes a quantity of ink and therefore these cartridges may print fewer pages compared to subsequent ink cartridges.
- ❑ Quoted yields may vary depending on the images that you are printing, the paper type that you are using, the frequency of your prints and environmental conditions such as temperature.
- ❑ To ensure you receive premium print quality and to help protect your print head, a variable ink safety reserve remains in the cartridge when your product indicates to replace the cartridge. The yields quoted for you do not include this reserve.
- ❑ Although the ink cartridges may contain recycled materials, this does not affect product function or performance.
- ❑ When printing in monochrome or grayscale, color inks instead of black ink may be used depending on the paper type or print quality settings. This is because a mixture of color inks is used to create black.

Checking the Ink Cartridge Status

For Windows

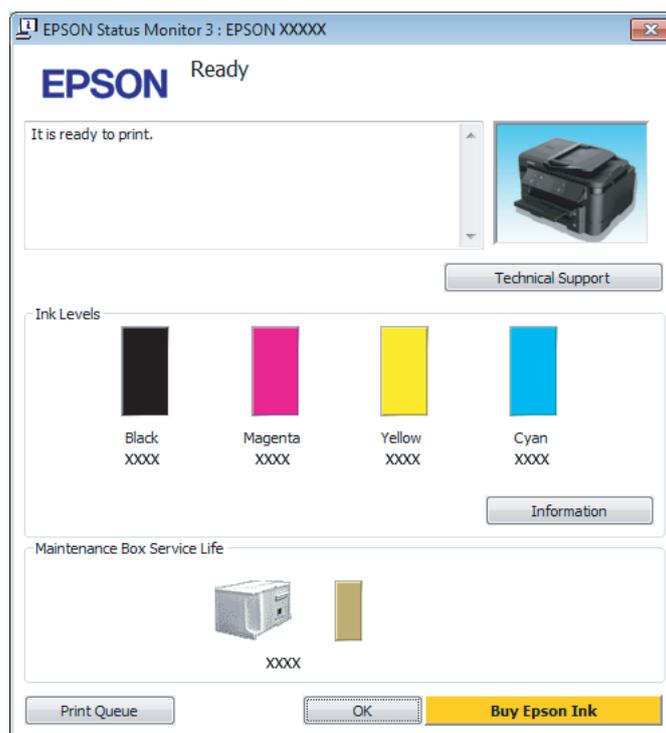
Note:

When an ink cartridge is running low, the Low Ink Reminder screen automatically appears. You can also check the ink cartridge status from this screen. If you do not want to display this screen, first access the printer driver and then click the **Maintenance** tab, and then **Monitoring Preferences**. On the Monitoring Preferences screen, clear the **See Low Ink Reminder alerts** check box.

To check the ink cartridge status, do one of the following:

Replacing Ink Cartridges

- ❑ Open the printer driver, click the **Main** tab, and then click the **Ink Levels** button.
- ❑ Double-click the product shortcut icon on your Windows taskbar. To add a shortcut icon to the taskbar, see the following section:
 - ➔ [“From the shortcut icon on the taskbar” on page 43](#)
- ❑ Open the printer driver, click the **Maintenance** tab, then click the **EPSON Status Monitor 3** button. A graphic displays the ink cartridge status.



Note:

- ❑ *If EPSON Status Monitor 3 does not appear, access the printer driver and click the **Maintenance** tab and then the **Extended Settings** button. In the Extended Settings window, check the **Enable EPSON Status Monitor 3** check box.*
- ❑ *Depending on current settings, the simplified status monitor may be displayed. Click the **Details** button to display the window above.*
- ❑ *The ink levels displayed are an approximate indication.*

For Mac OS X

You can check the ink cartridge status using EPSON Status Monitor. Follow the steps below.

- 1 Access the Epson Printer Utility 4.
 - ➔ [“Accessing the printer driver for Mac OS X” on page 43](#)

Replacing Ink Cartridges

2

Click the **EPSON Status Monitor** icon. The EPSON Status Monitor appears.

**Note:**

- The graphic displays the ink cartridge status when EPSON Status Monitor was first opened. To update the ink cartridge status, click **Update**.
- The ink levels displayed are an approximate indication.

Using the control panel

1

Enter **Setup** mode from the Home menu.

2

Select **Ink Levels**.

Note:

The ink levels displayed are an approximate indication.

Temporarily Printing with Black Ink When Color Ink Cartridges are Expended

When color ink is expended and black ink still remains, you can continue printing for a short time using only black ink. However, you should replace the expended ink cartridge(s) as soon as possible. See the following section to continue printing temporarily with black ink.

Note:

The actual amount of time will vary depending on the usage conditions, images printed, print settings, and frequency of use.

For Windows

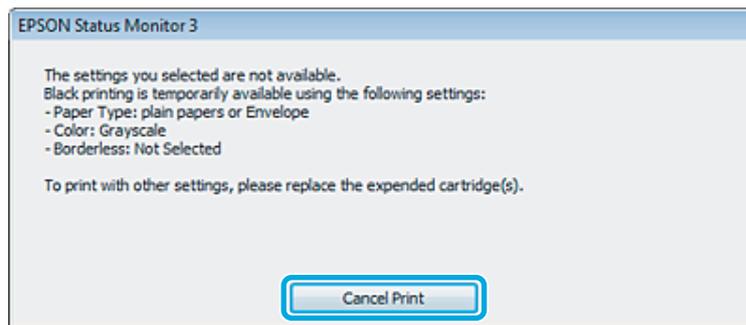
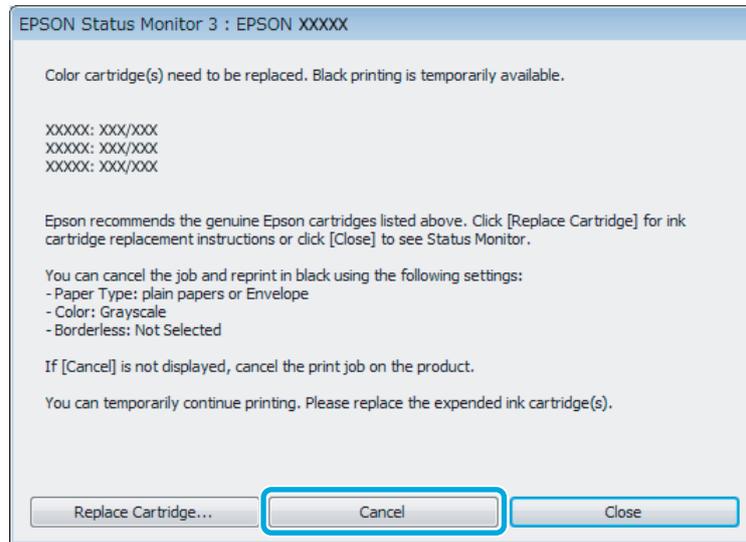
Note for Windows:

*This function is available only when EPSON Status Monitor 3 is enabled. To enable the status monitor, access the printer driver and click the **Maintenance** tab followed by the **Extended Settings** button. In the Extended Settings window, check the **Enable EPSON Status Monitor 3** check box.*

Follow the steps below to continue printing temporarily with black ink.

Replacing Ink Cartridges

- 1 When EPSON Status Monitor 3 tells you to cancel your print job, click **Cancel** or **Cancel Print** to cancel your print job.



Note:

If the error stating that a color ink cartridge is expended originates with another computer on the network, you may need to cancel the print job at the product.

- 2 Load plain paper or envelope.
- 3 Access the printer settings.
➔ [“Accessing the printer driver for Windows” on page 42](#)
- 4 Click the Main tab, and make suitable settings.
- 5 Select **plain papers** or **Envelope** as the Paper Type setting.
- 6 Select the **Grayscale** as the Color setting.
- 7 Click **OK** to close the printer settings window.

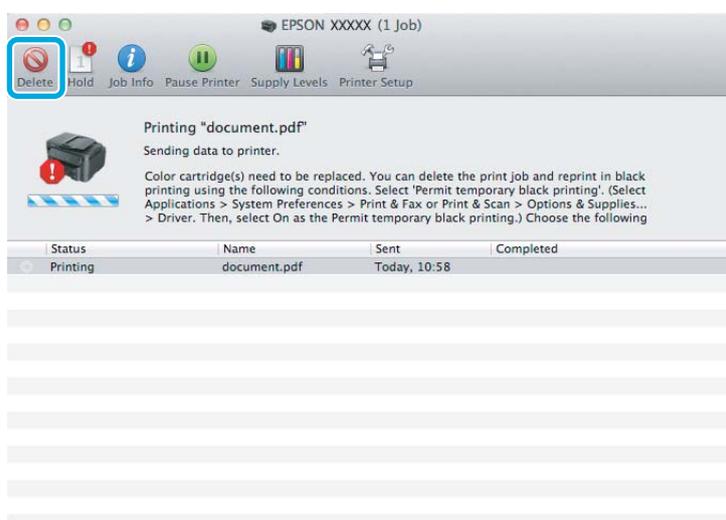
Replacing Ink Cartridges

- 8 Print your file.
- 9 EPSON Status Monitor 3 is displayed on your computer screen again. Click **Print in Black** to print with black ink.

For Mac OS X

Follow the steps below to continue printing temporarily with black ink.

- 1 If printing can not be resumed, click the product icon in the Dock. If an error message is displayed prompting you to cancel the print job, click **Delete** and follow the steps below to reprint the document with black ink.



Note:

If the error stating that a color ink cartridge is expended originates with another computer on the network, you may need to cancel the print job at the product.

- 2 Open **System Preferences**, click **Print & Scan** (Mac OS X 10.7) or **Print & Fax** (Mac OS X 10.6 or 10.5), and select the product from the Printers list. Next, click **Options & Supplies** and then **Driver**.
- 3 Select **On** for Permit temporary black printing.
- 4 Load plain paper or envelope.
- 5 Access the Print dialog box.
➔ [“Accessing the printer driver for Mac OS X” on page 43](#)
- 6 Click the **Show Details** button (for Mac OS X 10.7) or the ▼ button (for Mac OS X 10.6 or 10.5) to extend this dialog box.
- 7 Select the product you are using as the Printer setting, and then make suitable settings.

Replacing Ink Cartridges

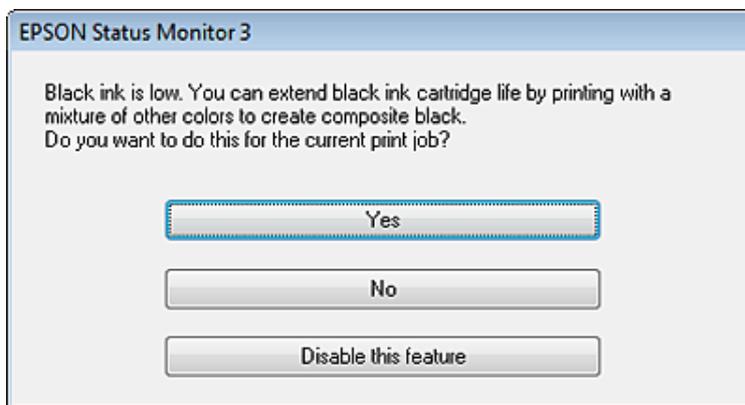
- 8 Select **Print Settings** from the pop-up menu.
- 9 Select **plain papers** or **Envelope** as the Media Type setting.
- 10 Select the **Grayscale** check box.
- 11 Click **Print** to close the Print dialog box.

Conserving Black Ink When the Cartridge Is Low (For Windows Only)

Note for Windows:

*This function is available only when EPSON Status Monitor 3 is enabled. To enable the status monitor, access the printer driver and click the **Maintenance** tab followed by the **Extended Settings** button. In the Extended Settings window, check the **Enable EPSON Status Monitor 3** check box.*

The window below appears when black ink runs low and there is more color ink than black ink. It appears only when **plain papers** is selected as the paper type, and **Standard** is selected as the Quality.



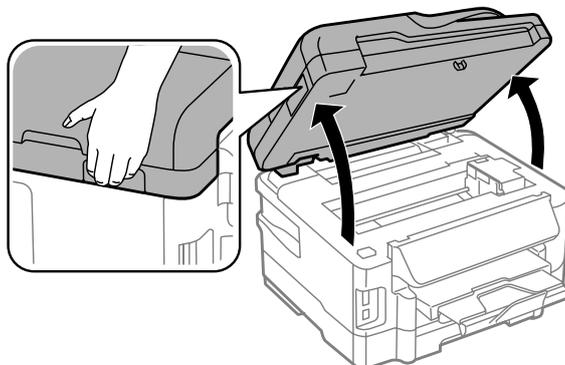
The window gives you the option to either continue using black ink normally or conserve black ink by using a mixture of color inks to create black.

- Click the **Yes** button to use a mixture of color inks to create black. You will see the same window the next time you print a similar job.
- Click the **No** button to continue using the remaining black ink for the job you are printing. You will see the same window the next time you print a similar job, and again have the option to conserve black ink.
- Click **Disable this feature** to continue using the remaining black ink.

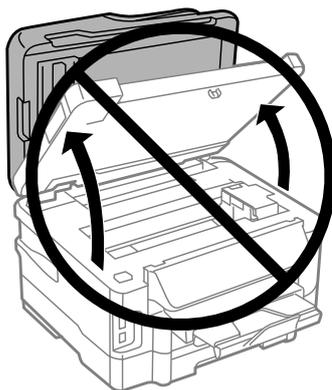
Replacing Ink Cartridges

Replacing an ink cartridge

- 1 Open the scanner unit. The ink cartridge holder moves to the ink cartridge replacement position.

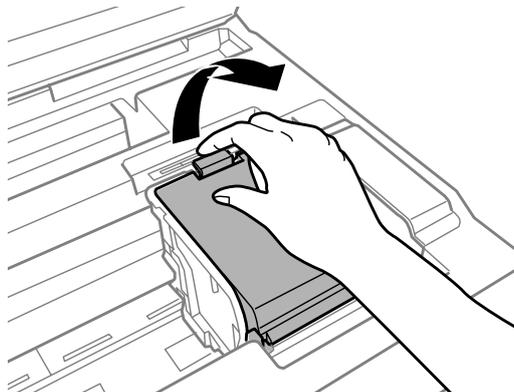
**!** **Important:**

- ❑ Do not move the ink cartridge holder by hand; otherwise, you may damage the product.
- ❑ Do not lift up the scanner unit when the document cover is open.

**Note:**

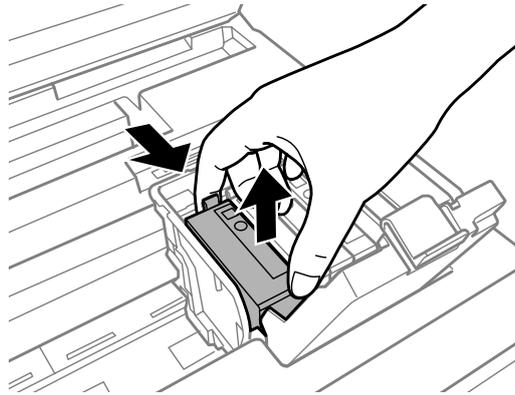
If the ink cartridge holder does not move to the ink cartridge replacement position, follow the instruction below.
Home > Setup > Maintenance > Ink Cartridge Replacement

- 2 Open the ink cartridge cover.



Replacing Ink Cartridges

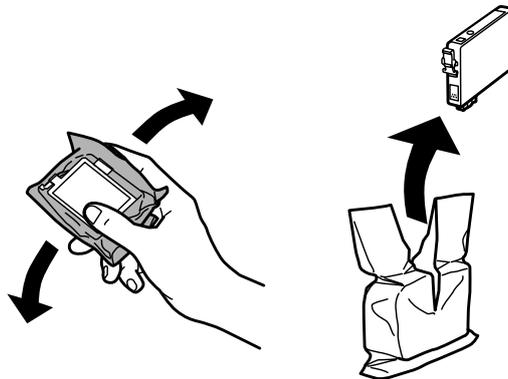
3 Pinch and remove the ink cartridge.



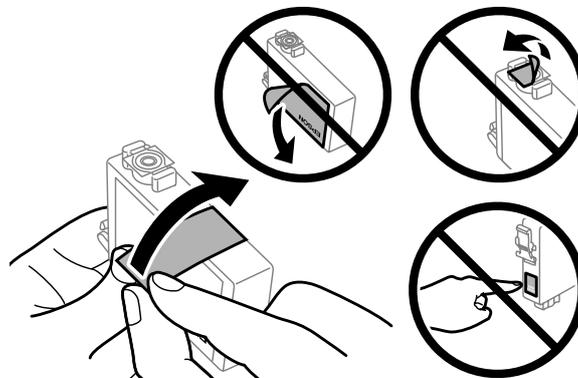
Note:

- ❑ The illustration shows replacement of the black ink cartridge. Replace the cartridge appropriate to your situation.
- ❑ Removed ink cartridges may have ink around the ink supply port, so be careful not to get any ink on the surrounding area when removing the cartridges.

4 Gently shake new replacement cartridges four or five times and remove the replacement ink cartridge from its package.



5 Remove only the yellow tape.

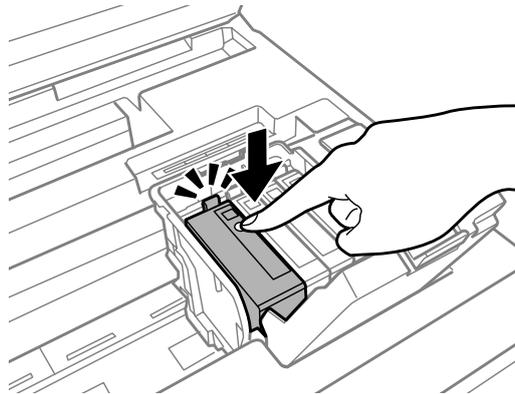


Replacing Ink Cartridges

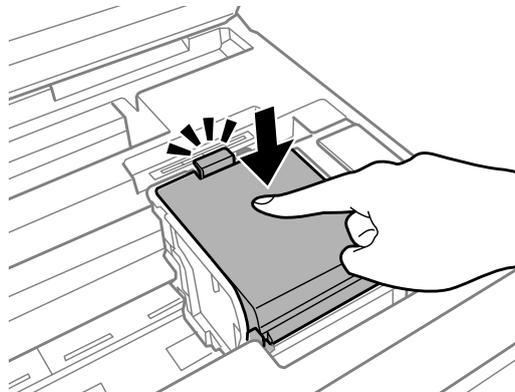
! Important:

- ❑ You must remove the yellow tape from the cartridge before installing it; otherwise, print quality may decline or you may not be able to print.
- ❑ If you have installed an ink cartridge without removing the yellow tape, take the cartridge out of the product, remove the yellow tape, and then reinstall it.
- ❑ Do not remove the transparent seal from the bottom of the cartridge; otherwise, the cartridge may become unusable.
- ❑ Do not remove or tear the label on the cartridge; otherwise, ink will leak.

- 6** Insert the cartridge and press it until it clicks.



- 7** Close the ink cartridge cover.



- 8** Close the scanner unit slowly. Ink charging starts.

Note:

- ❑ The power light continues to flash while the product is charging ink. Do not turn off the product during ink charging. If the ink charging is incomplete, you may not be able to print.
- ❑ 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.

Ink cartridge replacement is complete. The product will return to its previous status.

Maintaining Your Product and Software

Checking the Print Head Nozzles

If you find that the printout is unexpectedly faint or that dots are missing, you may be able to identify the problem by checking the print head nozzles.

You can check the print head nozzles from your computer by using the Nozzle Check utility or from the product by using the buttons.

Using the Nozzle Check utility for Windows

Follow the steps below to use the Nozzle Check utility.

1 Make sure that no warnings or errors are indicated in the control panel.

2 Make sure that A4-size paper is loaded in the paper cassette.

Note:

If the product is equipped with two cassettes, load paper in cassette 1.

3 Right-click the product icon on the taskbar, then select **Nozzle Check**.

If the product icon does not appear, refer to the following section to add the icon.

➔ [“From the shortcut icon on the taskbar” on page 43](#)

4 Follow the on-screen instructions.

Using the Nozzle Check utility for Mac OS X

Follow the steps below to use the Nozzle Check utility.

1 Make sure that no warnings or errors are indicated in the control panel.

2 Make sure that A4-size paper is loaded in the paper cassette.

Note:

If the product is equipped with two cassettes, load paper in cassette 1.

3 Access the Epson Printer Utility 4.

➔ [“Accessing the printer driver for Mac OS X” on page 43](#)

Maintaining Your Product and Software

- 4 Click the **Nozzle Check** icon.
- 5 Follow the on-screen instructions.

Using the control panel

Follow the steps below to check the print head nozzles using the product control panel.

- 1 Make sure that no warnings or errors are indicated in the control panel.
- 2 Make sure that A4-size paper is loaded in the paper cassette.

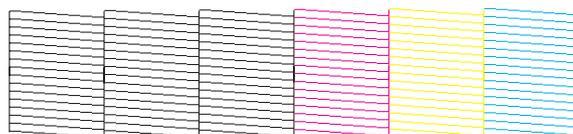
Note:

If the product is equipped with two cassettes, load paper in cassette 1.

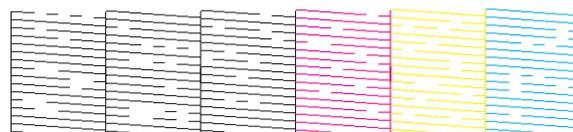
- 3 Enter **Setup** mode from the Home menu.
- 4 Select **Maintenance**.
- 5 Select **Nozzle Check**.
- 6 Press one of the \diamond buttons to print the nozzle check pattern.

Below are two sample nozzle check patterns.

Compare the quality of the printed check page with the sample shown below. If there are no print quality problems, such as gaps or missing segments in the test lines, the print head is fine.



If any segment of the printed lines is missing, as shown below, this could mean a clogged ink nozzle or a misaligned print head.



- ➔ [“Cleaning the Print Head” on page 119](#)
- ➔ [“Aligning the Print Head” on page 120](#)

Cleaning the Print Head

If you find that the printout is unexpectedly faint or that dots are missing, you may be able to solve these problems by cleaning the print head, which ensures that the nozzles are delivering ink properly.

You can clean the print head from your computer using the Head Cleaning utility in the printer driver or from the product by using the buttons.

**Important:**

Do not turn off the product during head cleaning. If the head cleaning is incomplete, you may not be able to print.

Note:

- Do not open the scanner unit during head cleaning.
- Perform the nozzle check first to identify any defective color(s); this will allow you to select the appropriate color(s) for the head cleaning function.
➔ [“Checking the Print Head Nozzles” on page 117](#)
- Black ink may be used when printing color images.
- Because print head cleaning uses some ink from some cartridges, clean the print head only if quality declines; for example, if the printout is blurry or the color is incorrect or missing.
- When ink is low you may not be able to clean the print head. When ink is expended you cannot clean the print head. Replace the appropriate ink cartridge first.
- If print quality does not improve, make sure you selected the appropriate color according to the nozzle check result.
- If print quality has not improved after repeating this procedure about four times, leave the product on and wait for at least six hours. Then run the nozzle check again and repeat the head cleaning if necessary. If print quality has still not improved, contact Epson support.
- To maintain print quality, we recommend printing a few pages on a regular basis.

Using the Head Cleaning utility for Windows

Follow the steps below to clean the print head using the Head Cleaning utility.

1

Make sure that no warnings or errors are indicated in the control panel.

2

Right-click the product icon on the taskbar, then select **Head Cleaning**.

If the product icon does not appear, refer to the following section to add the icon.

➔ [“From the shortcut icon on the taskbar” on page 43](#)

3

Follow the on-screen instructions.

Using the Head Cleaning utility for Mac OS X

Follow the steps below to clean the print head using the Head Cleaning utility.

Maintaining Your Product and Software

- 1 Make sure that no warnings or errors are indicated in the control panel.
- 2 Access the Epson Printer Utility 4.
➔ [“Accessing the printer driver for Mac OS X” on page 43](#)
- 3 Click the **Head Cleaning** icon.
- 4 Follow the on-screen instructions.

Using the control panel

Follow the steps below to clean the print head using the product control panel.

- 1 Make sure that no warnings or errors are indicated in the control panel.
- 2 Enter **Setup** mode from the Home menu.
- 3 Select **Maintenance**.
- 4 Select **Head Cleaning**.
- 5 Follow the instructions on the LCD screen to continue.
- 6 Select the color you want to clean, and follow the instructions on the LCD screen to start cleaning.

Note:

Select the color that shows a defect in the nozzle check result.

Aligning the Print Head

If you notice a misalignment of vertical lines or horizontal banding, you may be able to solve this problem by using the Print Head Alignment utility in your printer driver or by using the product buttons.

Refer to the appropriate section below.

Note:

Do not press  to cancel printing while printing a test pattern with the Print Head Alignment utility.

Using the Print Head Alignment utility for Windows

Follow the steps below to align the print head using the Print Head Alignment utility.

Maintaining Your Product and Software

1 Make sure that no warnings or errors are indicated in the control panel.

2 Make sure A4-size paper is loaded in the paper cassette.

Note:

If the product is equipped with two cassettes, load paper in cassette 1.

3 Right-click the product icon on the taskbar, then select **Print Head Alignment**.

If the product icon does not appear, refer to the following section to add the icon.

➔ [“From the shortcut icon on the taskbar” on page 43](#)

4 Follow the on-screen instructions to align the print head.

Using the Print Head Alignment utility for Mac OS X

Follow the steps below to align the print head using the Print Head Alignment utility.

1 Make sure that no warnings or errors are indicated in the control panel.

2 Make sure A4-size paper is loaded in the paper cassette.

Note:

If the product is equipped with two cassettes, load paper in cassette 1.

3 Access the Epson Printer Utility 4.

➔ [“Accessing the printer driver for Mac OS X” on page 43](#)

4 Click the **Print Head Alignment** icon.

5 Follow the on-screen instructions to align the print head.

Using the control panel

Follow the steps below to align the print head using the product control panel.

1 Make sure that no warnings or errors are indicated in the control panel.

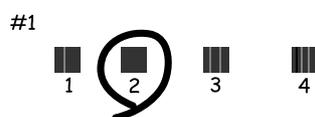
2 Make sure that A4-size paper is loaded in the paper cassette.

Note:

If the product is equipped with two cassettes, load paper in cassette 1.

Maintaining Your Product and Software

- 3 Enter **Setup** mode from the Home menu.
- 4 Select **Maintenance**.
- 5 Select **Print Head Alignment**.
- 6 Press one of the \diamond buttons to print the patterns.
- 7 Find the most solid pattern in each of #1 to #5 groups.



- 8 Enter the pattern number for the most solid pattern in #1 group.
- 9 Repeat step 8 for the other groups (#2 to #5).
- 10 Finish aligning the print head.

Setting/Changing Time and Region

Follow the steps below to set the time and region using the product control panel.

- 1 Enter **Setup** mode from the Home menu.
- 2 Select **Printer Setup**.
- 3 Select **Date/Time**.
- 4 Select the date format.
- 5 Set the date.
- 6 Select the time format.

Maintaining Your Product and Software

- 7 Set the time.

Note:
To select daylight saving time, set **Daylight Saving Time** to **On**.

- 8 Select **Country/Region**.

- 9 Select the region.

- 10 Select **Yes**.

Note:
When the power is left off for an extended period of time, the clock may be reset. Check the clock when you turn the power back on.

Saving Power

The LCD screen turns black if no operations are performed for a set period.

You can adjust the time before power management is applied. Any increase will affect the product's energy efficiency. Please consider the environment before making any change.

Follow the steps below to adjust the time.

For Windows

- 1 Access the printer settings.
➔ [“Accessing the printer driver for Windows” on page 42](#)
- 2 Click the **Maintenance** tab, and then click the **Printer and Option Information** button.
- 3 Select **3 minutes**, **5 minutes**, or **10 minutes** as the Sleep Timer setting.
- 4 Click the **OK** button.

For Mac OS X

- 1 Access the Epson Printer Utility 4.
➔ [“Accessing the printer driver for Mac OS X” on page 43](#)
- 2 Click the **Printer Settings** button. The Printer Settings screen appears.

Maintaining Your Product and Software

- 3 Select **3 minutes**, **5 minutes**, or **10 minutes** as the Sleep Timer setting.
- 4 Click the **Apply** button.

Using the control panel

- 1 Enter **Eco Mode** mode from the Home menu.
- 2 Select **Sleep Timer**.
- 3 Select **3minutes**, **5minutes**, or **10minutes**.

Cleaning the Product

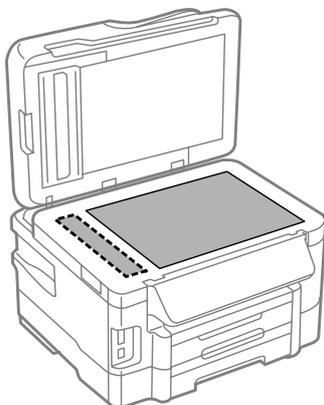
Cleaning the exterior of the product

To keep your product operating at its best, clean it thoroughly several times a year by using the following instructions.

! **Important:**
Never use alcohol or thinner to clean the product. These chemicals can damage the product.

Note:
Close the rear paper feed slot after you use the product to protect the product from dust.

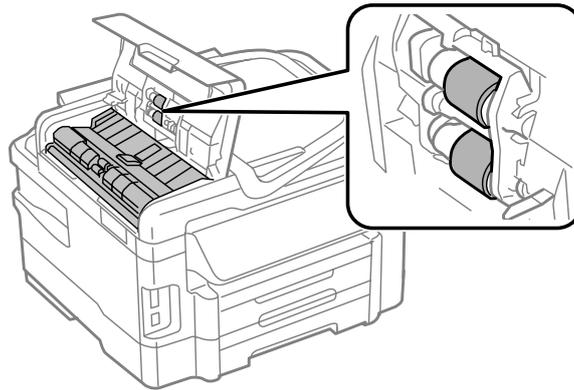
- Use a soft, dry, clean cloth to clean the touch panel/touchpad. Do not use liquid or chemical cleaners.
- Use a soft, dry, clean cloth to clean the surface of the scanner glass.
If straight lines appear in the printout or the scanned data, clean the small scanner glass on the left carefully.



- If the glass surface is stained with grease or some other hard-to-remove material, use a small amount of glass cleaner and a soft cloth to remove it. Wipe off all remaining liquid.

Maintaining Your Product and Software

- ❑ Open the ADF cover and use a soft, dry, clean cloth to clean the roller and the interior of the ADF.



- ❑ Do not press the surface of the scanner glass with any force.
- ❑ Be careful not to scratch or damage the surface of the scanner glass, and do not use a hard or abrasive brush to clean it. A damaged glass surface can decrease the scan quality.

Cleaning the interior of the product

To keep your print results at their best, clean the roller inside by using the following procedure.

⚠ Caution:
Be careful not to touch the parts inside the product.

- ⚠ Important:**
- ❑ Be careful to keep water away from the electronic components.
 - ❑ Do not spray the inside of the product with lubricants.
 - ❑ Unsuitable oils can damage the mechanism. Contact your dealer or a qualified service person if lubrication is needed.

1 Make sure that no warnings or errors are indicated in the control panel.

2 Load several sheets of A4-size plain paper in the paper cassette.

Note:
If the product is equipped with two cassettes, load paper in cassette 1.

3 Enter **Copy** mode from the Home menu.

4 Press one of the \diamond buttons to make a copy without placing a document on the scanner glass.

5 Repeat step 4 until the paper is not smeared with ink.

Replacing Maintenance Box

Checking the maintenance box status

The maintenance box status is shown in the same screen of the ink cartridge status. You can check the status from the printer software or the control panel.

➔ [“Checking the Ink Cartridge Status” on page 107](#)

Handling precautions

Read all of the instructions in this section before replacing the maintenance box.

- Epson recommends the use of a genuine Epson maintenance box. The use of a non-genuine maintenance box may cause damage that is not covered by Epson's warranties, and under certain circumstances, may cause erratic printer behavior. Epson cannot guarantee the quality or reliability of a non-genuine maintenance box.
 - Do not dismantle the maintenance box.
 - Do not touch the green IC chip on the side of the maintenance box.
 - Keep out of reach of children, and do not drink the ink.
 - Do not tilt the used maintenance box until it is placed in the plastic bag provided.
 - Do not reuse a maintenance box which has been removed and left detached for a long period.
 - Keep the maintenance box away from direct sunlight.
-

Replacing a maintenance box

To replace the maintenance box, follow the steps below.

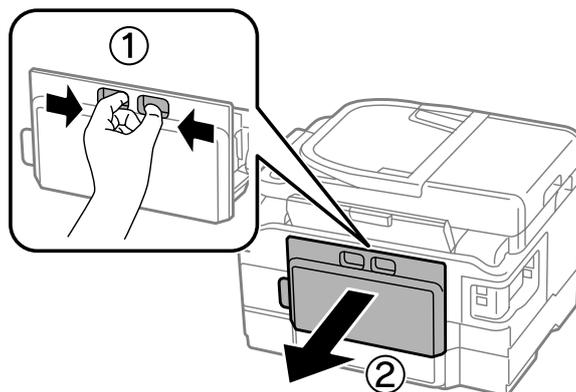
- 1** Press the  button to turn off the product.
- 2** Confirm that the product is not draining the ink.
- 3** Remove the replacement maintenance box from the package.

Note:

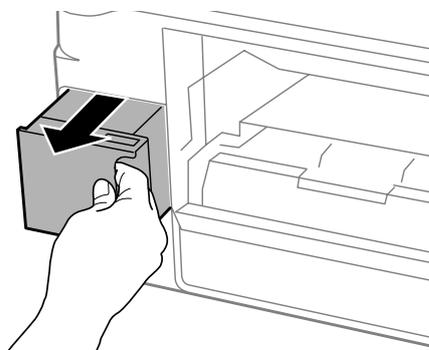
Do not touch the green chip on the side of the box. Doing so may prevent normal operation.

Maintaining Your Product and Software

- 4 Pull out the rear cover.



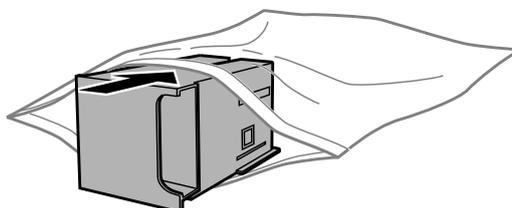
- 5 Put your hand on the handle of the maintenance box, and then pull the box outward.



Note:
If ink gets on your hands, wash them thoroughly with soap and water. If ink gets into your eyes, flush them immediately with water.

- 6 Put the used maintenance box in the plastic bag provided with the replacement box, and dispose of it properly.

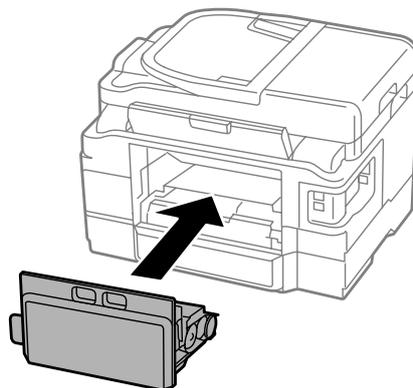
Note:
Do not tilt the used maintenance box until after it is sealed in the plastic bag.



- 7 Insert the maintenance box into place as far as it will go.

Maintaining Your Product and Software

- 8** Reattach the rear cover.



- 9** Press the  button to turn the product back on.

Maintenance box replacement is complete.

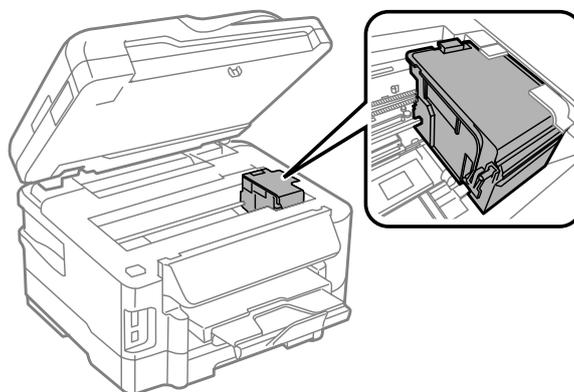
Transporting the Product

If you move the product some distance, you need to prepare it for transportation in its original box or one of a similar size.

! **Important:**

- When storing or transporting the product, avoid tilting it, placing it vertically, or turning it upside down; otherwise ink may leak.
- Leave the ink cartridges installed. Removing the cartridges can dry out the print head and may prevent the product from printing.

- 1** Plug in the product and turn it on. Wait until the ink cartridge holder returns to the home position, then close the scanner unit slowly.



- 2** Turn off the product and unplug its power cord.

- 3** Disconnect all other cables from the product.

Maintaining Your Product and Software

- 4 Remove all paper from the rear paper feed slot.
- 5 Close the rear paper feed slot and the output tray.
- 6 Remove all paper from the paper cassette and re-insert the cassette into the product.
- 7 Repack the product in its box, using the protective materials that came with it.

Note:

Keep the product level during transport.

Checking and Installing Your Software

Checking the software installed on your computer

To use the functions described in this User's Guide, you need to install the following software.

- Epson Driver and Utilities
- Epson Easy Photo Print
- Epson Event Manager

Follow the steps below to check that the software is installed on your computer.

For Windows

- 1 **Windows 7 and Vista:** Click the start button and select **Control Panel**.
Windows XP: Click **Start** and select **Control Panel**.
- 2 **Windows 7 and Vista:** Click **Uninstall a program** from the Programs category.
Windows XP: Double-click the **Add or Remove Programs** icon.
- 3 Check the list of currently installed programs.

For Mac OS X

- 1 Double-click **Macintosh HD**.
- 2 Double-click the **Epson Software** folder in the Applications folder and check the contents.

Maintaining Your Product and Software

Note:

- ❑ *The Applications folder contains software provided by third parties.*
- ❑ *To check that the printer driver is installed, click **System Preferences** on the Apple menu and then click **Print & Scan** (for Mac OS X 10.7) or **Print & Fax** (for Mac OS X 10.6 or 10.5). Then locate your product in the Printers list box.*

Installing the software

Insert the product software disk that came with your product and select the software you want to install on the Software Select screen.

Uninstalling Your Software

You may need to uninstall and then reinstall your software to solve certain problems or if you upgrade your operating system.

See the following section for information on determining what applications are installed.

➔ [“Checking the software installed on your computer” on page 129](#)

For Windows

Note:

- ❑ *For Windows 7 and Vista, you need an administrator account and password if you log on as a standard user.*
- ❑ *For Windows XP, you must log on to a Computer Administrator account.*

- 1** Turn off the product.
- 2** Disconnect the product's interface cable from your computer.
- 3** Do one of the following.
 - Windows 7 and Vista:** Click the start button and select **Control Panel**.
 - Windows XP:** Click **Start** and select **Control Panel**.
- 4** Do one of the following.
 - Windows 7 and Vista:** Click **Uninstall a program** from the Programs category.
 - Windows XP:** Double-click the **Add or Remove Programs** icon.
- 5** Select the software you want to uninstall such as your product's driver and the application from the list displayed.

Maintaining Your Product and Software

6 Do one of the following.

Windows 7: Click **Uninstall/Change** or **Uninstall**.

Windows Vista: Click **Uninstall/Change** or **Uninstall**, and then click **Continue** in the User Account Control window.

Windows XP: Click **Change/Remove** or **Remove**.

Note:

*If you chose to uninstall your product's printer driver in step 5, select the icon for your product and then click **OK**.*

7 When the confirmation window appears, click **Yes** or **Next**.

8 Follow the on-screen instructions.

In some cases, a message may appear to prompt you to restart your computer. If so, make sure **I want to restart my computer now** is selected and click **Finish**.

For Mac OS X

Note:

- To uninstall your software you need to download the Uninstaller.
Access the site at:
<http://www.epson.com>
Next, select the support section of your local Epson Web site.*
- To uninstall applications, you must log on to a Computer Administrator account.
You cannot uninstall programs if you log on as a limited account user.*
- Depending on the application, the Installer may be separated from the Uninstaller.*

1 Quit all running applications.

2 Double-click the **Uninstaller** icon in your Mac OS X hard drive.

3 Select the check boxes for the software you want to uninstall, such as the printer driver and the application, from the list displayed.

4 Click **Uninstall**.

5 Follow the on-screen instructions.

If you cannot find the software you want to uninstall in the Uninstaller window, double-click the **Applications** folder in your Mac OS X hard drive, select the application you want to uninstall, and then drag it to the **Trash** icon.

Maintaining Your Product and Software

Note:

*If you uninstall the printer driver and the name of your product remains in the Print & Scan (for Mac OS X 10.7) or Print & Fax (for Mac OS X 10.6 or 10.5) window, select the name of your product and click the - **remove** button.*

Transferring Data Using an External Storage Device

You can use the product's memory card slots or external USB port to copy files to a computer connected to the product. You can also use it to copy files on your computer to the storage device.

Precautions on Storage Devices

Keep the following in mind when copying files between your storage device and computer:

- Check the documentation that came with your storage device and any adapter you may be using for any handling guidelines.
- Do not copy files to a storage device while you are printing from your storage device.
- The product display does not update information about your storage device after you copy files to it or delete files from it. To update the information displayed, eject and reload the storage device.
- Do not eject your memory card or turn off the printer while the memory card light is flashing or you may lose data.

Copying Files Between a Storage Device and Your Computer

Copying files to your computer

1 Make sure the product is turned on and a storage device is inserted or connected.

2 **Windows 7 and Vista:**
Click the start button and select **Computer**.

Windows XP:
Click **Start** and select **My Computer**.

Mac OS X:
The removable disk icon () appears on your desktop automatically.

3 Double-click the removable disk icon, then select the folder in which your files are saved.

Note:

If you have set a volume label, it is displayed as the drive name. If you have not set the volume label, "removable disk" is displayed as the drive name on Windows XP.

Transferring Data Using an External Storage Device

- 4 Select the files you want to copy and drag them to a folder on your computer's hard drive.

**Important:**

For Mac OS X users

When you remove the storage device, always drag the removable disk icon on your desktop into the trash before you remove the storage device or you may lose data on the device.

Saving files to a storage device

Before inserting your memory card, make sure the write-protect switch is set to allow writing to the memory card.

Note:

After copying a file to a memory card from a Macintosh computer, an older digital camera may not be able to read the memory card.

- 1 Make sure the product is turned on and a storage device is inserted or connected.

2**Windows 7 and Vista:**

Click the start button and select **Computer**.

Windows XP:

Click **Start** and select **My Computer**.

Mac OS X:

The removable disk icon () appears on your desktop automatically.

3

Double-click the removable disk icon, then select the folder in which you want to save your files.

Note:

If you have set a volume label, it is displayed as the drive name. If you have not set the volume label, "removable disk" is displayed as the drive name on Windows XP.

4

Select the folder on your computer's hard drive that contains the files you want to copy. Then select the files and drag them to the folder on your storage device.

**Important:**

For Mac OS X users

When you remove the storage device, always drag the removable disk icon on your desktop into the trash before you remove the storage device or you may lose data on it.

Error Indicators

Error Messages on the Control Panel

This section describes the meaning of messages displayed on the LCD screen.

Error Messages	Solutions
Paper out or Paper jam	➔ See "Paper Jams" on page 139
Printer error. Turn the power off and on again. For details, see your documentation.	Turn the product off and then back on. Make sure that no paper is still in the product. If the error message still appears, contact Epson support.
Communication error. Check if a computer is connected.	Make sure the computer is connected correctly. If the error messages still appears, make sure that scanning software is installed on your computer and that the software settings are correct.
The maintenance box is nearing the end of its service life.	Replace maintenance box before the end its service life. ➔ See "Replacing Maintenance Box" on page 126 When the maintenance box is full, the product stops and you need to replace the maintenance box to continue printing.
The maintenance box is at the end of its service life. You need to replace it.	Replace the maintenance box.
A printer's ink pad is nearing the end of its service life. Please contact Epson Support.	Press  button to resume printing. The message will be displayed until the ink pad is replaced. Contact Epson support to replace ink pads before the end of their service life. When the ink pads are saturated, the product stops and Epson support is required to continue printing.
A printer's ink pad is at the end of its service life. Please contact Epson Support.	Contact Epson support to replace ink pads.
No dial tone detected. Run Check Fax Connection under Fax Settings in Setup menu.	Make sure the phone cable is connected correctly and the phone line works. ➔ See "Connecting to a Phone Line" on page 79 If you connected the product to a PBX (Private Branch Exchange) phone line or Terminal Adapter, turn off the Dial Tone Detection . Select Fax Settings > Communication > Dial Tone Detection > Off .
Combination of the IP address and the subnet mask is invalid. See your documentation.	Refer the online Network Guide.
Recovery Mode	The firmware update has failed. You will need to re-attempt the firmware update. Ready a USB cable and visit your local Epson website for further instructions.

Troubleshooting for Printing/Copying

Diagnosing the Problem

Troubleshooting product problems is best handled in two steps: first diagnose the problem, then apply likely solutions until the problem is fixed.

The information that you need to diagnose and solve most common problems is provided by online problem solving, the control panel, or the status monitor. Refer to the appropriate section below.

If you have a specific problem relating to print quality, a printing problem not related to print quality, or a paper feeding problem, or if the product does not print at all, refer to the appropriate section.

To solve a problem, you may need to cancel printing.

➔ [“Canceling printing” on page 47](#)

Troubleshooting for Printing/Copying

Checking product status

If a problem occurs while printing, an error message will appear in the status monitor window.

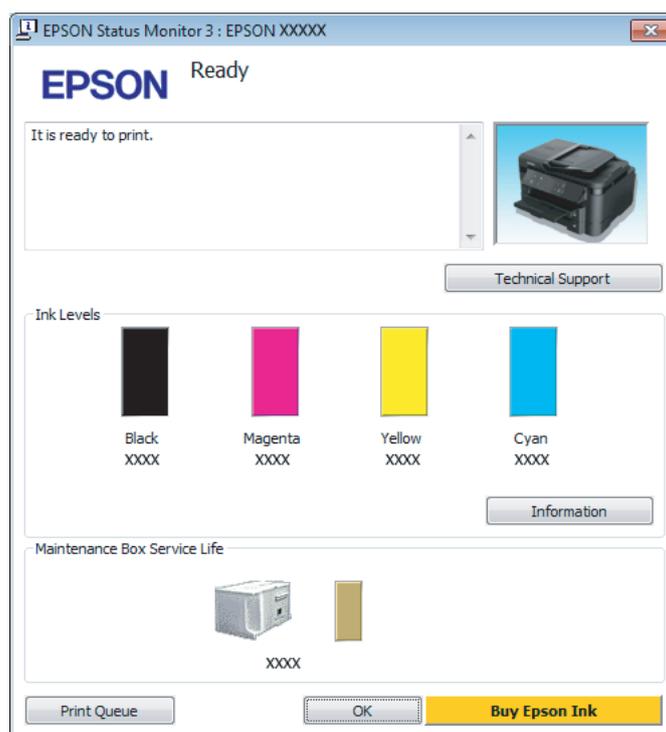
When you need to replace an ink cartridge or a maintenance box, click the **How To** button on the window, and the status monitor will lead you step-by-step through the cartridge or the maintenance box replacement procedure.

For Windows

There are two ways to access EPSON Status Monitor 3:

- Double-click the product shortcut icon on your Windows taskbar. To add a shortcut icon to the taskbar, see the following section:
 - ➔ [“From the shortcut icon on the taskbar” on page 43](#)
- Open the printer driver, click the **Maintenance** tab, then click the **EPSON Status Monitor 3** button.

When you access EPSON Status Monitor 3, the following window appears:



Note:

- If EPSON Status Monitor 3 does not appear, access the printer driver and click the **Maintenance** tab and then the **Extended Settings** button. In the Extended Settings window, check the **Enable EPSON Status Monitor 3** check box.
- Depending on current settings, the simplified status monitor may be displayed. Click the **Details** button to display the window above.

EPSON Status Monitor 3 provides the following information:

Troubleshooting for Printing/Copying

- ❑ **Current Status:**
If the ink is low/expended or the maintenance box is nearly full/full, the **How to** button appears in the EPSON Status Monitor 3 window. Clicking **How to** displays ink cartridge or maintenance box replacement instructions.
- ❑ **Ink Levels:**
EPSON Status Monitor 3 provides a graphic display of the ink cartridge status.
- ❑ **Information:**
You can view information about the installed ink cartridges by clicking **Information**.
- ❑ **Maintenance Box Service Life:**
EPSON Status Monitor 3 provides a graphic display of the maintenance box status.
- ❑ **Technical Support:**
Click **Technical Support** to access the Epson technical support website.
- ❑ **Print Queue:**
You can view Windows Spooler by clicking **Print Queue**.

For Mac OS X

Follow these steps to access EPSON Status Monitor.

- 1 Access the Epson Printer Utility 4.
➔ [“Accessing the printer driver for Mac OS X” on page 43](#)
- 2 Click the **EPSON Status Monitor** icon. The EPSON Status Monitor appears.



Troubleshooting for Printing/Copying

You can also use this utility to check the ink cartridge status before printing. EPSON Status Monitor displays the ink cartridge status at the time it was opened. To update the ink cartridge status, click **Update**.

When ink is low/expended or the maintenance box is nearly full/full, a **How to** button appears. Click **How to**, and EPSON Status Monitor will lead you step by step through the ink cartridge or maintenance box replacement procedure.



Paper Jams



Caution:

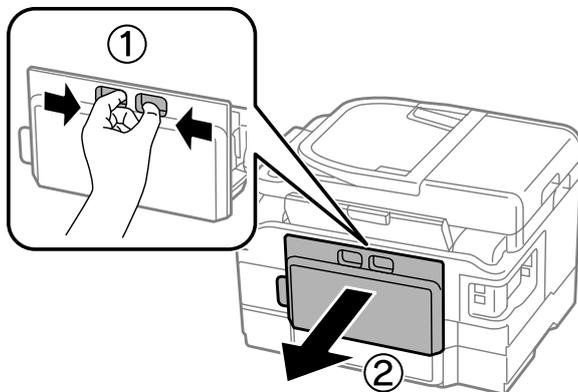
Never touch the buttons on the control panel while your hand is inside the product.

Note:

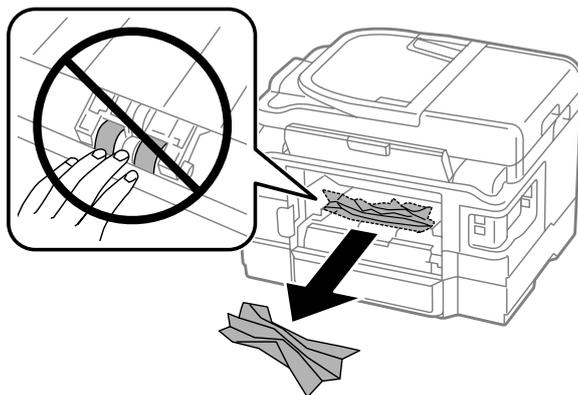
- Cancel the print job if prompted by a message from the LCD screen or the printer driver.*
- After you have removed the jammed paper, press the button indicated in the LCD screen.*

Removing jammed paper from the rear cover

- 1 Pull out the rear cover.

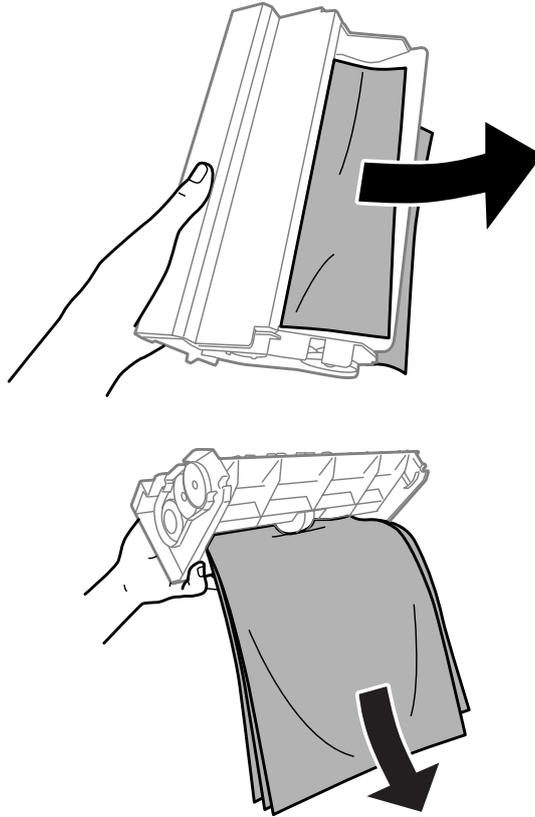


- 2 Carefully remove the jammed paper.

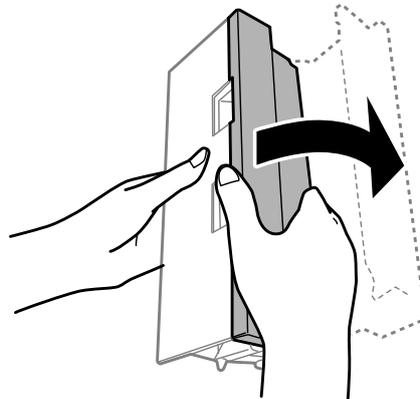


Troubleshooting for Printing/Copying

- 3** Carefully remove the jammed paper.

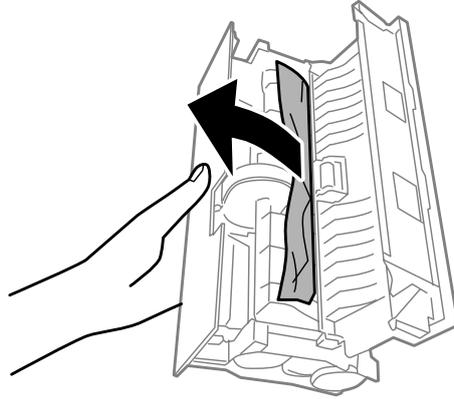


- 4** Open the rear cover.

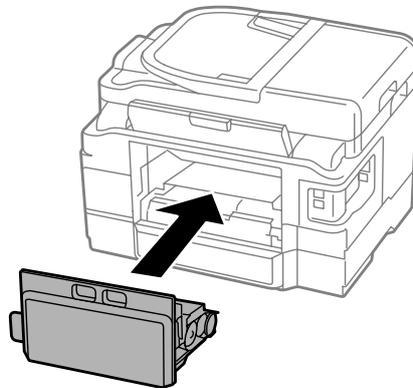


Troubleshooting for Printing/Copying

- 5 Carefully remove the jammed paper.

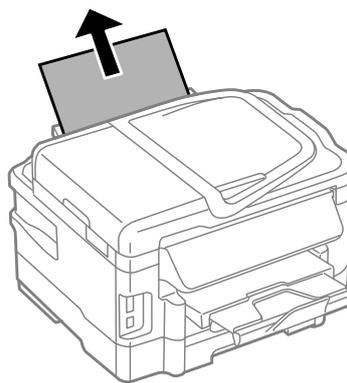


- 6 Reattach the rear cover.



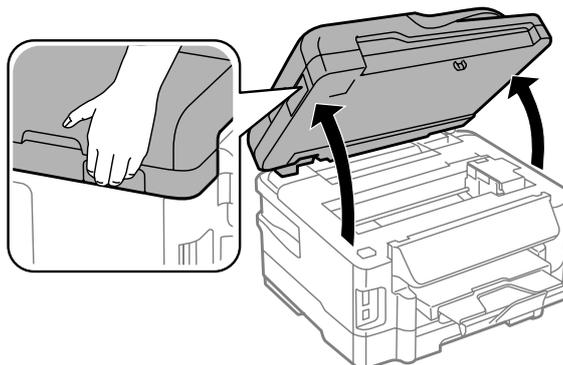
Removing jammed paper from inside the product

- 1 Carefully remove the jammed paper.

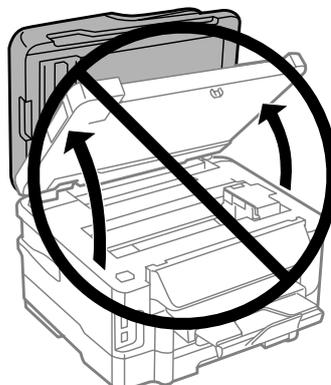


Troubleshooting for Printing/Copying

- 2 Open the scanner unit.

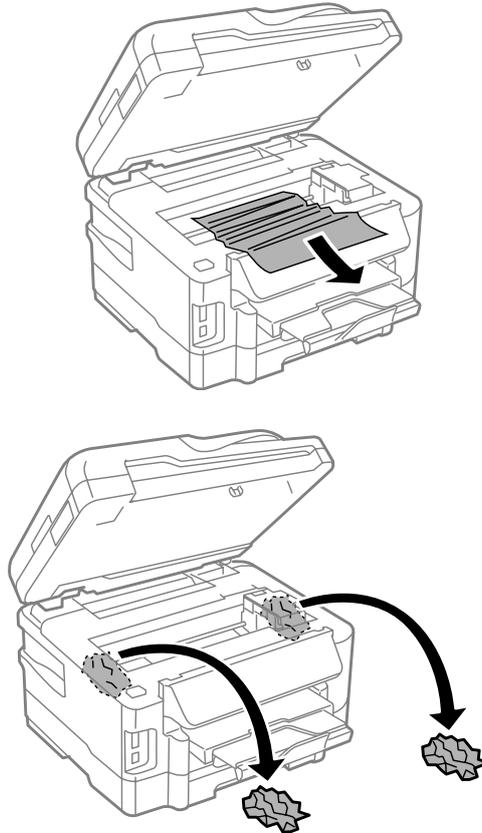


! **Important:**
Do not lift up the scanner unit when the document cover is open.



Troubleshooting for Printing/Copying

- 3 Remove all of the paper inside, including any torn pieces.

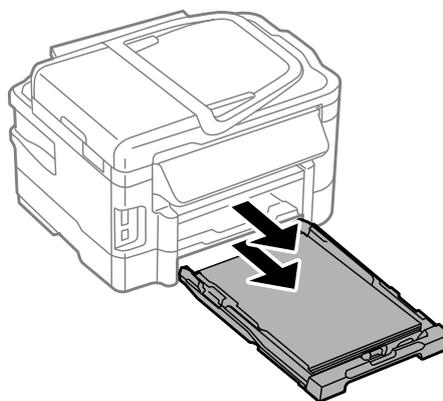


! **Important:**
Do not touch the flat white cable connected to the cartridge holder.

- 4 Close the scanner unit slowly.

Removing jammed paper from the paper cassette

- 1 Pull out the paper cassette.

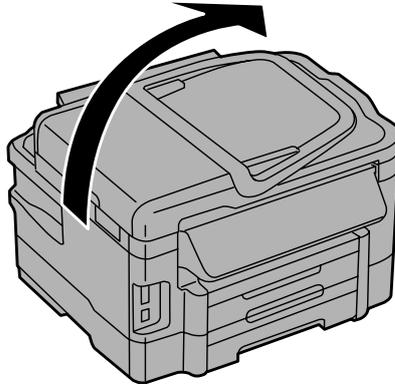


Troubleshooting for Printing/Copying

Note:

If you cannot pull out the cassette, unplug the power cord from the product and the electrical outlet. Unplug all other cables from the product.

Carefully stand the product on its side as shown below and carefully pull out the cassette.

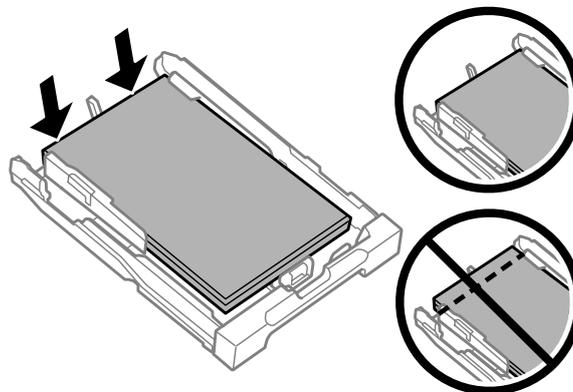


2 Remove the jammed paper from the cassette.

3 Carefully remove any paper jammed inside the product.



4 Align the edges of the paper.

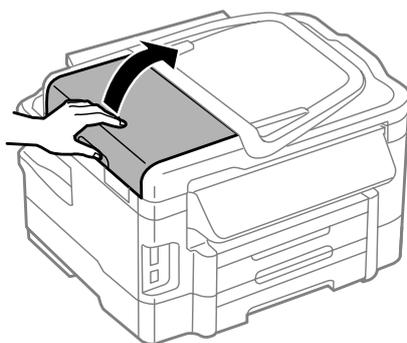


5 Keep the cassette flat and slowly and carefully reinsert it all the way into the product.

Removing jammed paper from the Automatic Document Feeder (ADF)

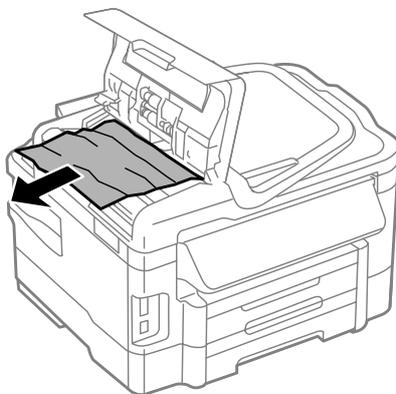
1 Remove the stack of paper from the ADF input tray.

2 Open the ADF cover.



! **Important:**
Make sure you open the ADF cover before removing jammed paper. If you do not open the cover, the product may be damaged.

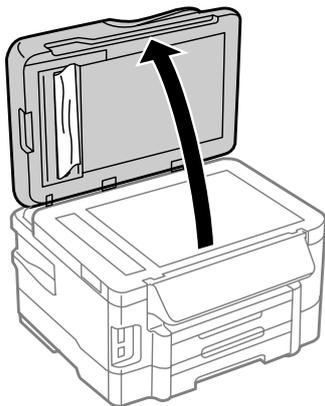
3 Carefully remove the jammed paper.



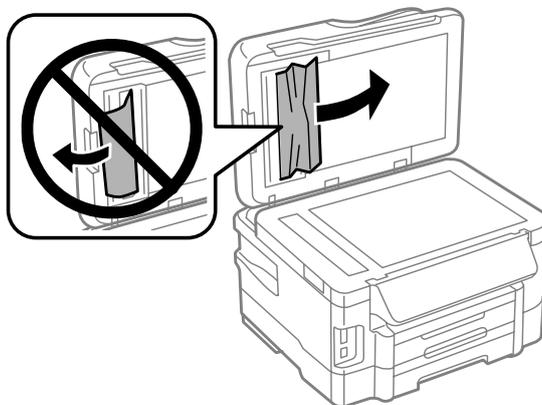
4 Close the ADF cover.

Troubleshooting for Printing/Copying

- 5 Open the document cover.

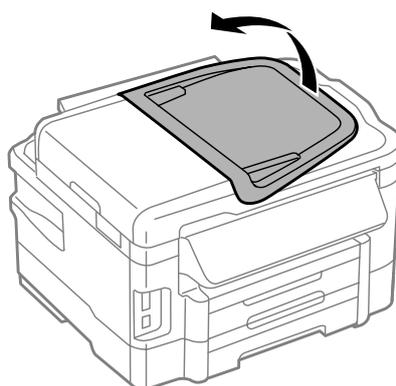


- 6 Carefully remove the jammed paper.



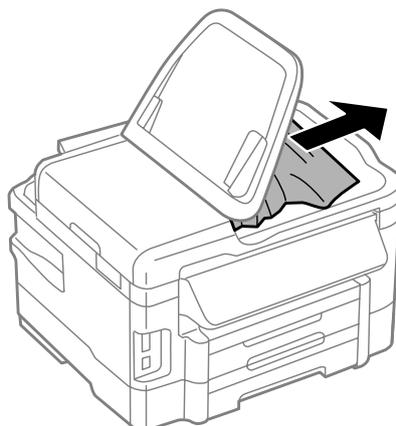
- 7 Close the document cover.

- 8 Raise the ADF input tray.



Troubleshooting for Printing/Copying

- 9** Carefully remove the jammed paper.



- 10** Return the ADF input tray to its original position.

Preventing paper jams

If your paper jams frequently, check the following.

- The paper is smooth, not curled or wrinkled.
- You are using high-quality paper.
- The printable side of the paper is face down in the paper cassette.
- The printable side of the paper is face up in the rear paper feed slot.
- The paper stack was fanned before loading.
- For plain paper, do not load paper above the line just under the ▼ 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.
➔ [“Selecting Paper” on page 20](#)
- The edge guides are snug against the edges of the paper.
- The product is on a flat, stable surface that extends beyond the base in all directions. The product will not operate properly if it is tilted.

Reprinting after a paper jam (for Windows only)

After you cancel the print job because of a paper jam, you can reprint it without reprinting pages that have already been printed.

- 1** Solve the paper jam.
➔ [“Paper Jams” on page 139](#)
- 2** Access the printer settings.
➔ [“Accessing the printer driver for Windows” on page 42](#)

Troubleshooting for Printing/Copying

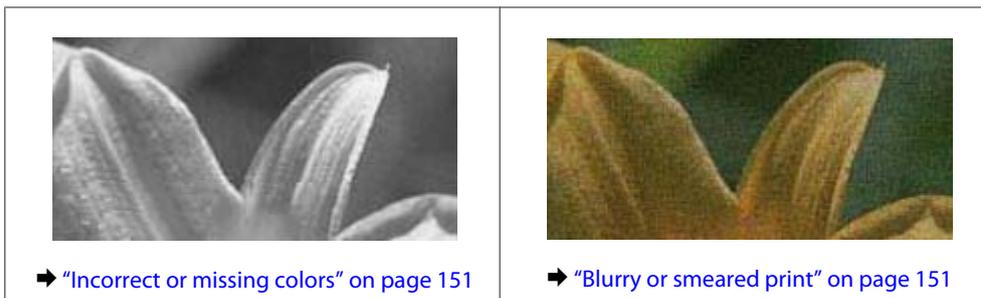
- 3 Select the **Print Preview** check box in the Main window of your printer driver.
- 4 Make the settings that you want to use to print.
- 5 Click **OK** to close the printer settings window, and then print your file. Print Preview window opens.
- 6 Select a page that has already been printed in the page list box on the left side, and then select **Remove Page** from the Print Options menu. Repeat this step for all the pages that have already been printed.
- 7 Click **Print** on the Print Preview window.

Print Quality Help

If you are having print quality problems, then compare it with the illustrations below. Click the caption under the illustration that best resembles your prints.

<p>enthalten alle Aufdruck. W 5008 "Regel</p> <p>Good sample</p>	 <p>Good sample</p>
<p>enthalten alle Aufdruck. W 5008 "Regel</p> <p>→ "Horizontal banding" on page 150</p>	<p>enthalten alle Aufdruck. W 5008 "Regel</p> <p>→ "Vertical banding or misalignment" on page 150</p>
 <p>→ "Horizontal banding" on page 150</p>	 <p>→ "Vertical banding or misalignment" on page 150</p>

Troubleshooting for Printing/Copying



Horizontal banding

- ❑ Make sure the printable side (the whiter or glossier side) of the paper is face up in the rear paper feed slot.
- ❑ Make sure the printable side (the whiter or glossier side) of the paper is face down in the paper cassette.
- ❑ Run the Nozzle Check utility and then clean any print heads which produced a defective nozzle check result.
 - ➔ ["Checking the Print Head Nozzles" on page 117](#)
- ❑ For best results, use up ink cartridge within six months of opening the package.
- ❑ Try to use genuine Epson ink cartridges.
- ❑ Make sure the paper type selected in the LCD menu or printer driver is appropriate for the type of paper loaded in the product.
 - ➔ ["Selecting Paper" on page 20](#)
- ❑ If banding appears at intervals of 2.5 cm, run the Print Head Alignment utility.
 - ➔ ["Aligning the Print Head" on page 120](#)
- ❑ If a moire (cross-hatch) pattern appears on your copy, change the **Reduce/Enlarge** setting in the LCD menu or shift the position of your original.
- ❑ If there is problem with copy quality, clean the exterior of the product.
 - ➔ ["Cleaning the exterior of the product" on page 124](#)

Vertical banding or misalignment

- ❑ Make sure the printable side (the whiter or glossier side) of the paper is face up in the rear paper feed slot.
- ❑ Make sure the printable side (the whiter or glossier side) of the paper is face down in the paper cassette.
- ❑ Run the Nozzle Check utility and then clean any print heads which produced a defective nozzle check result.
 - ➔ ["Checking the Print Head Nozzles" on page 117](#)
- ❑ Run the Print Head Alignment utility.
 - ➔ ["Aligning the Print Head" on page 120](#)

Troubleshooting for Printing/Copying

- ❑ For Windows, clear the **High Speed** check box from the More Options window in your printer driver. See the online help for details.
For Mac OS X, select **Off** from the High Speed Printing. To display the High Speed Printing, click through the following menus: **System Preferences, Print & Scan** (for Mac OS X 10.7) or **Print & Fax** (for Mac OS X 10.6 or 10.5), your product (in the Printers list box), **Options & Supplies**, and then **Driver**.
- ❑ Make sure the paper type selected in the LCD menu or printer driver is appropriate for the type of paper loaded in the product.
➔ [“Selecting Paper” on page 20](#)
- ❑ If there is problem with copy quality, clean the exterior of the product.
➔ [“Cleaning the exterior of the product” on page 124](#)

Incorrect or missing colors

- ❑ For Windows, clear the **Grayscale** setting in the Main window in your printer driver.
For Mac OS X, clear the **Grayscale** setting in Print Settings in the Print dialog box in your printer driver.
See the online help for details.
- ❑ Adjust the color settings in your application or in your printer driver settings.
For Windows, check the More Options window.
For Mac OS X, check the Color Options dialog box from the Print dialog box.
See the online help for details.
- ❑ Run the Nozzle Check utility and then clean any print heads which produced a defective nozzle check result.
➔ [“Checking the Print Head Nozzles” on page 117](#)
- ❑ If you have just replaced an ink cartridge, make sure the date on the box. If you have not used the product for a long time, Epson recommends replacing the ink cartridges.
➔ [“Replacing an ink cartridge” on page 114](#)
- ❑ Try to use genuine Epson ink cartridges and paper recommended by Epson.

Blurry or smeared print

- ❑ Try to use genuine Epson ink cartridges and paper recommended by Epson.
- ❑ Make sure the product is on a flat, stable surface that extends beyond the base in all directions. The product will not operate properly if it is tilted.
- ❑ Make sure your paper is not damaged, dirty, or too old.
- ❑ Make sure your paper is dry and the printable side (the whiter or glossier side) is face up in the rear paper feed slot.
- ❑ Make sure your paper is dry and the printable side (the whiter or glossier side) is face down in the paper cassette.
- ❑ If the paper is curled toward the printable side, flatten it or curl it slightly in the opposite direction.
- ❑ Make sure the paper type selected in the LCD menu or printer driver is appropriate for the type of paper loaded in the product.
➔ [“Selecting Paper” on page 20](#)

Troubleshooting for Printing/Copying

- ❑ Remove each sheet from the output tray as it is printed.
- ❑ Do not touch or allow anything to come into contact with the printed side of paper with a shiny finish. To handle your prints, follow the instructions of the paper.
- ❑ Run the Nozzle Check utility and then clean any print heads which produced a defective nozzle check result.
➔ [“Checking the Print Head Nozzles” on page 117](#)
- ❑ Run the Print Head Alignment utility.
➔ [“Aligning the Print Head” on page 120](#)
- ❑ If you are printing high-density data on plain paper using automatic 2-sided printing, lower the **Print Density** and choose a longer **Increased Ink Drying Time** in the Print Density Adjustment window (for Windows) or in the Two-sided Printing Settings (for Mac OS X) of your printer driver.
- ❑ If the paper is smeared with ink after printing, clean the interior of the product.
➔ [“Cleaning the interior of the product” on page 125](#)
- ❑ If there is problem with copy quality, clean the exterior of the product.
➔ [“Cleaning the exterior of the product” on page 124](#)

Miscellaneous Printout Problems

Incorrect or garbled characters

- ❑ Clear any stalled print jobs.
➔ [“Canceling printing” on page 47](#)
- ❑ Turn off the product and computer. Make sure the product's interface cable is securely plugged in.
- ❑ Uninstall the printer driver, then reinstall it.
➔ [“Uninstalling Your Software” on page 130](#)

Incorrect margins

- ❑ Make sure that the paper is loaded into the rear paper feed slot or the paper cassette correctly.
➔ [“Loading Paper into the Paper Cassette” on page 24](#)
➔ [“Loading Envelopes into the Paper Cassette” on page 27](#)
➔ [“Loading Paper and Envelopes into the Rear Paper Feed Slot” on page 31](#)
- ❑ Check the margin settings in your application. Make sure that the margins are within the printable area of the page.
➔ [“Printable area” on page 170](#)
- ❑ Make sure the printer driver settings are appropriate for the paper size you are using.
For Windows, check the Main window.
For Mac OS X, check the Page Setup dialog box or Print dialog box.

Troubleshooting for Printing/Copying

- ❑ If margins still appear even when printing using the borderless setting, try one of the following.
For Windows, click **Extended Settings** button on the printer driver's Maintenance window, and then select **Remove white borders**.
For Mac OS X, select **On** from the Remove white borders. To display the Remove white borders, click through the following menus: **System Preferences, Print & Scan** (for Mac OS X 10.7) or **Print & Fax** (for Mac OS X 10.6 or 10.5), your printer (in the Printers list box), **Options & Supplies**, and then **Driver**.
 - ❑ Uninstall the printer driver, then reinstall it.
➔ [“Uninstalling Your Software” on page 130](#)
-

Printout has a slight slant

- ❑ Make sure that the paper is loaded into the rear paper feed slot or the paper cassette correctly.
 - ➔ [“Loading Paper into the Paper Cassette” on page 24](#)
 - ➔ [“Loading Envelopes into the Paper Cassette” on page 27](#)
 - ➔ [“Loading Paper and Envelopes into the Rear Paper Feed Slot” on page 31](#)
 - ❑ If **Draft** is selected in Quality in the Main window in your printer driver (for Windows), or **Fast Economy** is selected in Print Quality in Print Settings (for Mac OS X), select another setting.
-

Size or position of copied image is incorrect

- ❑ Make sure the paper size, layout, or reduce/enlarge setting selected in the control panel matches the paper used.
 - ❑ If the edges of the copy are cropped off, move the original slightly away from the corner.
 - ❑ Clean the scanner glass.
 - ➔ [“Cleaning the exterior of the product” on page 124](#)
-

Inverted image

- ❑ For Windows, clear the **Mirror Image** check box from the More Options window of your printer driver, or turn off the Mirror Image setting in your application.
For Mac OS X, clear the **Mirror Image** check box in **Print Settings** in the Print dialog box of your printer driver, or turn off the Mirror Image setting in your application.
For instructions, see the online help for your printer driver or for your application.
 - ❑ Uninstall the printer driver, then reinstall it.
 - ➔ [“Uninstalling Your Software” on page 130](#)
-

Blank pages print

- ❑ Make sure the printer driver settings are appropriate for the paper size you are using.
For Windows, check the Main window.
For Mac OS X, check the Page Setup dialog box or Print dialog box.

Troubleshooting for Printing/Copying

- ❑ For Windows, check the **Skip Blank Page** setting by clicking the **Extended Settings** button on the Maintenance window of the printer driver.
For Mac OS X, select **On** from the Skip Blank Page. To display the Skip Blank Page, click through the following menus: **System Preferences, Print & Scan** (for Mac OS X 10.7) or **Print & Fax** (for Mac OS X 10.6 or 10.5), your product (in the Printers list box), **Options & Supplies**, and then **Driver**.
- ❑ Uninstall the printer driver, then reinstall it.
➔ [“Uninstalling Your Software” on page 130](#)

Printed side is smeared or scuffed

- ❑ If the paper is curled toward the printable side, flatten it or curl it slightly in the opposite direction.
- ❑ Make several copies without placing a document on the scanner glass.
➔ [“Cleaning the interior of the product” on page 125](#)
- ❑ Uninstall the printer driver, then reinstall it.
➔ [“Uninstalling Your Software” on page 130](#)

Printing is too slow

- ❑ Make sure the paper type selected in the LCD menu or printer driver is appropriate for the type of paper loaded in the product.
➔ [“Selecting Paper” on page 20](#)
- ❑ For Windows, choose a **Quality** in the printer driver Main window.
For Mac OS X, choose a lower Print Quality in the Print Settings dialog box from your printer driver's Print dialog box.
➔ [“Accessing the printer driver for Windows” on page 42](#)
➔ [“Accessing the printer driver for Mac OS X” on page 43](#)
- ❑ Close any unnecessary applications.
- ❑ If you print continuously for an extended period, the printing may be extremely slow. This is to slow down the printing speed and prevent the product mechanism from overheating and being damaged. If this happens, you can continue to print, but we recommend stopping and leaving the product idle for at least 45 minutes with the power on. (The product does not recover with the power off.) After you restart, the product will print at normal speed.
- ❑ Uninstall the printer driver, then reinstall it.
➔ [“Uninstalling Your Software” on page 130](#)

If you try all of the methods above and cannot solve the problem, see the following:

- ➔ [“Increasing the Print Speed \(For Windows Only\)” on page 158](#)

Paper Does Not Feed Correctly

Paper does not feed

Remove the stack of paper and make sure of the following:

- You have inserted the paper cassette all the way into the product.
- The paper is not curled or creased.
- The paper is not too old. See the instructions that came with the paper for more information.
- For plain paper, do not load paper above the line just under the ▼ 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.
➔ [“Selecting Paper” on page 20](#)
- Paper is not jammed inside the product. If it is, remove the jammed paper.
➔ [“Paper Jams” on page 139](#)
- The ink cartridges are not expended. If a cartridge is expended, replace it.
➔ [“Replacing an ink cartridge” on page 114](#)
- You have followed any special loading instructions that came with your paper.

Multiple pages feed

- For plain paper, do not load paper above the line just under the ▼ 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.
➔ [“Selecting Paper” on page 20](#)
- Make sure the edge guides are snug against the edges of the paper.
- Make sure the paper is not curled or folded. If so, flatten it or curl it slightly toward the opposite side before loading.
- Remove the stack of paper and make sure that the paper is not too thin.
➔ [“Paper” on page 169](#)
- Fan the edges of the stack to separate the sheets, then reload the paper.
- If too many copies of a file are being printed, check the Copies setting in your printer driver as follows, and also check in your application.
For Windows, check the Copies setting on the Main window.
Mac OS X, check the Copies setting in the Print dialog.

Paper is improperly loaded

If you have loaded the paper too far into the product, the product cannot feed the paper correctly. Turn the product off and gently remove the paper. Then turn the product on and reload the paper correctly.

Paper is not ejected fully or is wrinkled

- If the paper does not eject fully, press one of the  buttons to eject the paper. If the paper is jammed inside the product, remove it by referring to the following section.
 - ➔ [“Paper Jams” on page 139](#)
- If the paper is wrinkled when it comes out, it may be damp or too thin. Load a new stack of paper.

Note:

Store any unused paper in its original packaging in a dry area.

The Product Does Not Print

All lights are off

- Press the  button to make sure the product is on.
- Make sure that the power cord is securely plugged in.
- Make sure that your outlet works and is not controlled by a wall switch or timer.

Lights came on and then went out

The product's voltage may not match the outlet rating. Turn off the product and unplug it immediately. Then check the label on the back of the product.

**Caution:**

If the voltage does not match, **DO NOT PLUG YOUR PRODUCT BACK IN.** Contact your dealer.

Only the power light is on

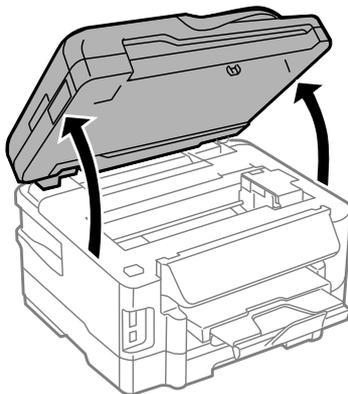
- Turn off the product and computer. Make sure the product's interface cable is securely plugged in.
- If you are using the USB interface, make sure your cable meets the USB or Hi-Speed USB standards.
- If you are connecting the product to your computer via a USB hub, connect the product to the first-tier hub from your computer. If the printer driver is still not recognized on your computer, try to directly connect the product to your computer without the USB hub.
- If you are connecting the product to your computer via a USB hub, make sure the USB hub device is recognized by your computer.
- If you are trying to print a large image, your computer may not have enough memory. Try reducing the resolution of your image or printing the image at a smaller size. You may need to install more memory in your computer.
- Users of Windows can clear any stalled print jobs from the Windows Spooler.
 - ➔ [“Canceling printing” on page 47](#)

Troubleshooting for Printing/Copying

- ❑ Uninstall the printer driver, then reinstall it.
 - ➔ “Uninstalling Your Software” on page 130

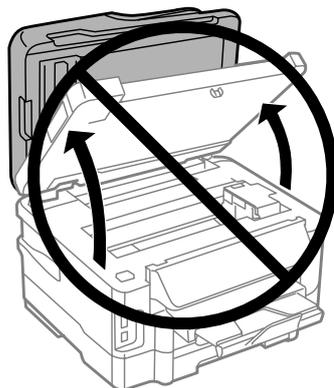
An ink error is indicated after you replace the cartridge

- 1 Open the scanner unit.



Important:

Do not lift up the scanner unit when the document cover is open.



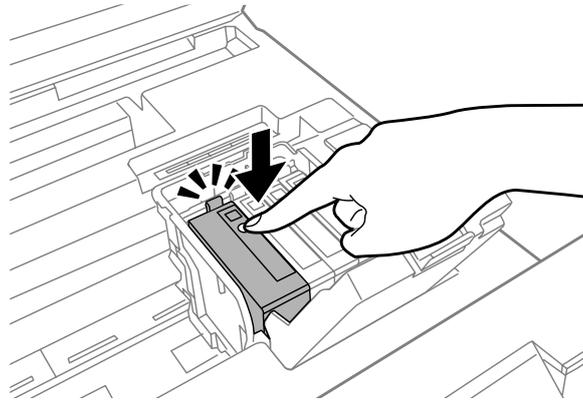
- 2 Make sure the ink cartridge holder is at the ink cartridge replacement position.

Note:

*If the ink cartridge holder is at the far right position, enter **Setup** mode from the Home menu, select **Maintenance**, and then select **Ink Cartridge Replacement**.*

Troubleshooting for Printing/Copying

- 3 Open the ink cartridge cover. Remove and reinsert the ink cartridge and then continue with the ink cartridge installation.

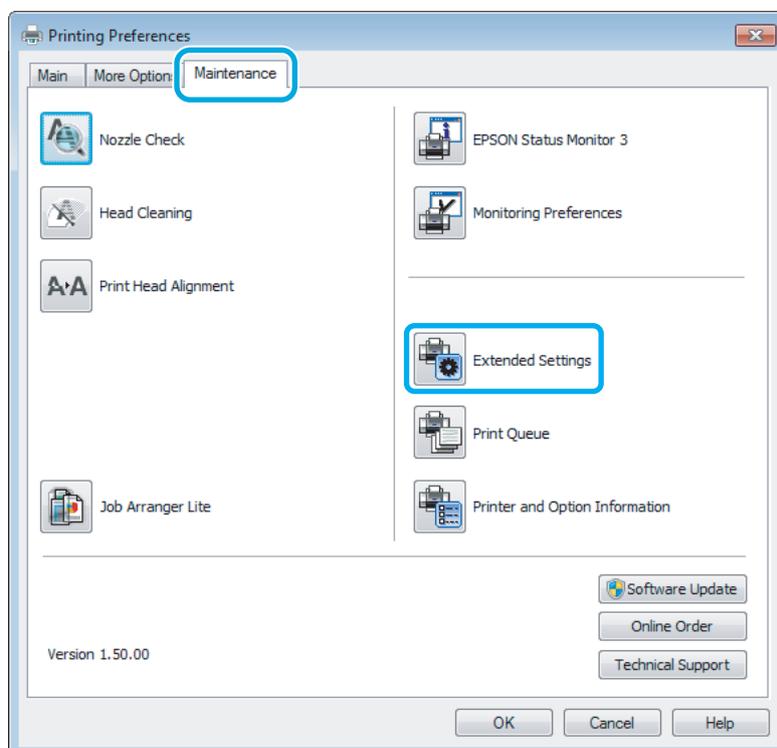


- 4 Close the ink cartridge cover firmly.

- 5 Close the scanner unit slowly.

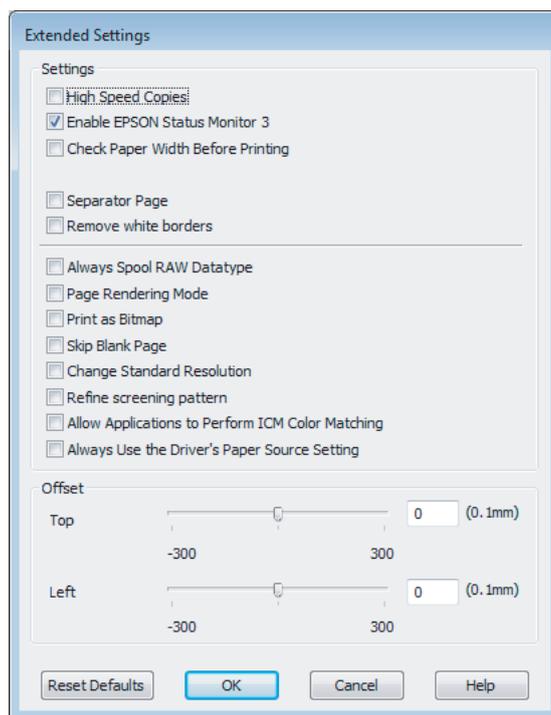
Increasing the Print Speed (For Windows Only)

Print speed may be increased by selecting certain settings in the Extended Settings window when the printing speed is slow. Click the **Extended Settings** button on your printer driver's Maintenance window.



Troubleshooting for Printing/Copying

The following dialog box appears.



Select the following check boxes and print speed may be increased.

- High Speed Copies
- Always spool RAW datatype
- Page Rendering Mode
- Print as Bitmap

For more details on each item, see the online help.

Other Problem

Printing plain papers quietly

When plain paper is selected for the paper type and Standard (Windows) or Normal (Mac OS X) is selected as for quality in the printer driver, the product prints at high speed. Try choosing Quiet Mode for quieter operation which will reduce the print speed.

For Windows, select the Quiet Mode check box in the Main window of your printer driver.

For Mac OS X, select **On** from the Quiet Mode. To display the Quiet Mode, click through the following menus: **System Preferences, Print & Scan** (for Mac OS X 10.7) or **Print & Fax** (for Mac OS X 10.6 or 10.5), your product (in the Printers list box), **Options & Supplies**, and then **Driver**.

Troubleshooting for Scanning

Problems Indicated by Messages on the LCD Screen or Status Light

- Make sure the product is connected to your computer properly.
- Turn off the product and turn it on again. If the problem is not solved, the product may be malfunctioning, or the light source in the scanner unit may need to be replaced. Contact your dealer.
- Make sure the scanning software is fully installed.
See the paper manual for instructions on installing the scanning software.

Problems When Starting a Scan

- Check the status light and make sure the product is ready to scan.
- Make sure your cables are securely connected to the product and a working electrical outlet.
If necessary, test your product's AC adapter by plugging in another electrical device and turning it on.
- Turn off the product and computer, and then check the interface cable connection between them to make sure it is secure.
- Make sure you select the correct product if a scanner list appears when starting to scan.

Windows:

When you start Epson Scan using the EPSON Scan icon, and the Select Scanner list is displayed, make sure you select the model of your product.

Mac OS X:

When you start Epson Scan from the Applications folder and the Select Scanner list is displayed, make sure you select the model of your product.

- Connect the product directly to the computer's external USB port or through one USB hub only. The product may not work properly when connected to the computer through more than one USB hub. If the problem persists, try connecting the product directly to the computer.
- If more than one product is connected to your computer, it may not work. Connect only the product you want to use, and then try scanning again.
- If the scanning software does not work properly, uninstall the software first and then reinstall it as described in the paper manual.
➔ ["Uninstalling Your Software" on page 130](#)

Using the Automatic Document Feeder (ADF)

- If the document cover or ADF cover is open, close it and try scanning again.

Troubleshooting for Scanning

- Make sure you have selected either **Office Mode** or **Professional Mode** in Epson Scan.
- Make sure your cables are securely connected to the product and a working electrical outlet.

Using the button

Note:

Depending on the product, the scanning function may not be available when using the button.

- Check if you have assigned a program to the button.
 - ➔ [“Epson Event Manager” on page 77](#)
- Make sure Epson Scan and Epson Event Manager are installed correctly.
- If you have clicked the **Keep Blocking** button in the Windows Security Alert window during or after installation of the Epson Software, unblock Epson Event Manager.
 - ➔ [“How to unblock Epson Event Manager” on page 161](#)
- Mac OS X:
Make sure you are logged on as the user who installed the scanning software. Other users must first start Epson Scanner Monitor in the Applications folder and then press a button to scan.

How to unblock Epson Event Manager

1

Click **Start** or the start button, and then point to **Control Panel**.

2

Do one of the following.

- Windows 7:
Select **System and Security**.
- Windows Vista:
Select **Security**.
- Windows XP:
Select **Security Center**.

3

Do one of the following.

- Windows 7 and Windows Vista:
Select **Allow a program through Windows Firewall**.
- Windows XP:
Select **Windows Firewall**.

4

Do one of the following.

- Windows 7:
Confirm that the check box for **EEventManager Application** is selected in the Allowed programs and features list.

Troubleshooting for Scanning

- Windows Vista:
Click the **Exceptions** tab, and then confirm that the check box for **EEventManager Application** is selected in the Program or port list.
- Windows XP:
Click the **Exceptions** tab, and then confirm that the check box for **EEventManager Application** is selected in the Programs and Services list.

5

Click OK.

Using scanning software other than Epson Scan driver

- If you are using any TWAIN-compliant programs, such as Adobe Photoshop Elements, make sure that the correct product is selected as the Scanner or Source setting.
- If you cannot scan using any TWAIN-compliant scanning programs, such as Adobe Photoshop Elements, uninstall the TWAIN-compliant scanning program and then reinstall it.
➔ [“Uninstalling Your Software” on page 130](#)

Problems When Feeding Paper

The paper gets dirty

You may need to clean the product.

➔ [“Cleaning the Product” on page 124](#)

Multiple sheets of paper are fed

- If you load unsupported paper, the product may feed more than one sheet of paper at a time.
➔ [“Automatic Document Feeder \(ADF\) specifications” on page 172](#)
- You may need to clean the product.
➔ [“Cleaning the Product” on page 124](#)

The paper jams in the Automatic Document Feeder (ADF)

Remove the jammed paper inside the ADF.

➔ [“Removing jammed paper from the Automatic Document Feeder \(ADF\)” on page 146](#)

Problems With Scanning Time

- Computers with Hi-Speed external USB ports can scan faster than those with external USB ports. If you are using a Hi-Speed external USB port with your product, make sure it meets the system requirements.
➔ [“System Requirements” on page 169](#)

- Scanning at a high resolution takes a long time.

Problems With Scanned Images

Scan quality is unsatisfactory

Scan quality can be improved by changing the current settings or adjusting the scanned image.

➔ [“Image Adjustment Features” on page 59](#)

An image on the back of your original appears in your scanned image

If your original is printed on thin paper, images on the back may be visible to the product and appear in your scanned image. Try scanning the original with a piece of black paper placed on the back of it. Also make sure the Document Type and Image Type settings are correct for your original.

Characters are distorted or blurred

- In Office Mode or Home Mode, select the **Text Enhancement** check box.

- Adjust the Threshold setting.

Home Mode:

Select **Black&White** as the Image Type setting, click the **Brightness** button, and then try adjusting the Threshold setting.

Office Mode:

Select **Black&White** as the Image Type setting, and then try adjusting the Threshold setting.

Professional Mode:

Select **Black & White** as the Image Type setting and click the + (Windows) or ► (Mac OS X) button next to **Image Type**. Make the appropriate Image Option setting and then try adjusting the Threshold setting.

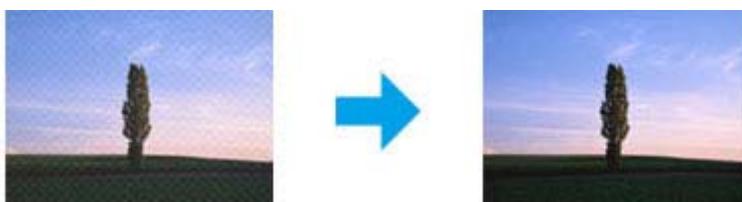
- Increase the resolution setting.

Characters are not recognized correctly when converted into editable text (OCR)

Place the document so that it is straight on the scanner glass. If the document is skewed, it may not be recognized correctly.

Ripple patterns appear in your scanned image

A ripple or cross-hatch pattern (known as moiré) may appear in a scanned image of a printed document.



Troubleshooting for Scanning

- Rotate your original document.
- Rotate the scanned image using the application software after scanning.
- Select the **Descreening** check box.
- In Professional Mode, change a resolution setting and scan again.

Uneven color, smears, dots, or straight lines appear in your image

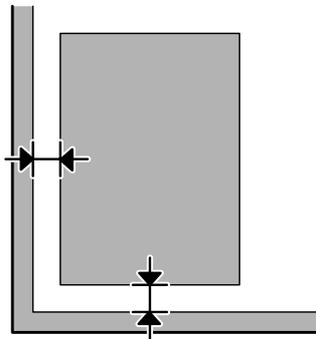
You may need to clean the interior of the product.

➔ [“Cleaning the Product” on page 124](#)

The scanning area or direction is unsatisfactory

The edges of your original are not scanned

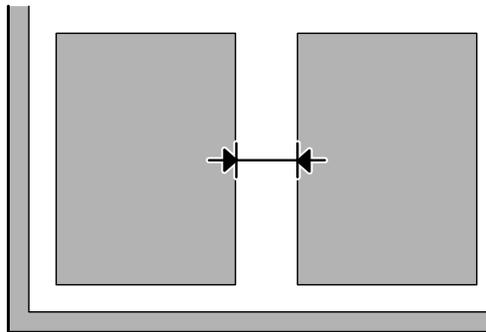
- If you are scanning using thumbnail preview in Home Mode or Professional Mode, move the document or photo 6 mm (0.2 inch) away from the horizontal and vertical edges of the scanner glass to avoid cropping.
- If you are scanning using the button or using normal preview in Office Mode, Home Mode, or Professional Mode, move the document or photo about 3 mm (0.12 inch) away from the horizontal and vertical edges of the scanner glass to avoid cropping.



Troubleshooting for Scanning

Multiple documents are scanned into a single file

Position documents at least 20 mm (0.8 inch) apart from each other on the scanner glass.



Cannot scan the area you want

Depending on the documents, you may not be able to scan the area you want. Use normal preview in Office Mode, Home Mode, or Professional Mode and create marquees on the area you want to scan.

Cannot scan in the direction you want

Click **Configuration**, select the **Preview** tab, and then clear the **Auto Photo Orientation** check box. Then, place your documents correctly.

Problems Remain After Trying All Solutions

If you have tried all the solutions and have not solved the problem, initialize the Epson Scan settings.

Click **Configuration**, select the **Other** tab, and then click **Reset All**.

Troubleshooting for Faxing

Cannot send and receive fax

- ❑ Make sure the phone cable is connected correctly and check that the phone line works. You can check the line status by using the **Check Fax Connection** function.
 - ➔ [“Connecting to a Phone Line” on page 79](#)
- ❑ If the fax did not send, make sure that the recipient's fax machine is turned on and working.
- ❑ If this product is not connected to a phone and you want to receive faxes automatically, make sure you turn on auto answer.
 - ➔ [“Receiving Faxes” on page 91](#)
- ❑ If you connected the product to a DSL phone line, you must install a DSL filter on the line otherwise you cannot fax. Contact your DSL provider for the necessary filter.
- ❑ If you connected this product to a PBX (Private Branch Exchange) phone line or Terminal Adapter, turn off **Dial Tone Detection**.
 - ➔ [“Setup Mode” on page 101](#)
- ❑ Transmission speed may be the cause of the problem. Lower the Fax Speed setting.
 - ➔ [“Setup Mode” on page 101](#)
- ❑ Make sure that **ECM** is turned on. Color faxes cannot be sent and received when **ECM** is off.
 - ➔ [“Setup Mode” on page 101](#)

Quality problems (sending)

- ❑ Clean the scanner glass and Automatic Document Feeder (ADF).
 - ➔ [“Cleaning the exterior of the product” on page 124](#)
- ❑ If the fax you sent was faint or not clear, change the **Resolution** (or **Quality** depending on your model) or **Contrast** in the fax settings menu.
 - ➔ [“Fax Mode” on page 98](#)
- ❑ Make sure that **ECM** is turned on.
 - ➔ [“Setup Mode” on page 101](#)

Quality problems (receiving)

- ❑ Make sure that **ECM** is turned on.
 - ➔ [“Setup Mode” on page 101](#)

Answering machine cannot answer voice calls

- ❑ When auto answer is turned on and an answering machine is connected to the same phone line as this product, set the number of rings to answer for receiving faxes to a higher number than the number of rings for the answering machine.
 - ➔ [“Receiving Faxes” on page 91](#)

Incorrect time

- ❑ The clock may run fast/slow or may be reset after a power failure, or the power is left off for a long time. Set the correct time.
 - ➔ [“Setting/Changing Time and Region” on page 122](#)

Product Information

Ink and Maintenance Box

Ink cartridges

You can use the following ink cartridges with this product:

Ink cartridge	Part numbers		
	WF-3520 WF-3530 WF-3540	For Australia/New Zealand WF-3520 WF-3530 WF-3540	WF-3521 WF-3531 WF-3541
Black	T1301 T1291	140 138	143 141
Cyan	T1302 T1292	140 138	143 141
Magenta	T1303 T1293	140 138	143 141
Yellow	T1304 T1294	140 138	143 141

Note:

Not all cartridges are available in all regions.

Color	Black, Cyan, Magenta, Yellow
Cartridge life	For best results, use up ink cartridge within six months of opening the package.
Temperature	Storage: -20 to 40 °C (-4 to 104 °F) 1 month at 40 °C (104 °F) Freezing:* -12 °C (10.4 °F)

* Ink thaws and is usable after approximately 3 hours at 25 °C (77 °F).

Maintenance box

You can use the following maintenance box with this product.

	Part number
Maintenance Box	T6710

System Requirements

For Windows

System	PC Interface
Windows 7 (32-bit, 64-bit), Vista (32-bit, 64-bit), XP SP1 or higher(32-bit), or XP Professional x64 Edition	Hi-Speed USB

For Mac OS X

System	PC Interface
Mac OS X 10.5.8, 10.6.x, 10.7.x	Hi-Speed USB

Note:

The UNIX File System (UFS) for Mac OS X is not supported.

Technical Specifications

Note:

Specifications are subject to change without notice.

Printer specifications

Paper path	Paper cassette 1 and 2 *, front entry Rear paper feed slot, top entry
Capacity	27.5 mm for paper cassette 1 and 2 * 0.3 mm for rear paper feed slot

* This cassette may not be available depending on the product.

Paper

Note:

- Since the quality of any particular brand or type of paper may be changed by the manufacturer at any time, Epson cannot attest to the quality of any non-Epson brand or type of paper. Always test samples of paper stock before purchasing large quantities or printing large jobs.*
- Poor quality paper may reduce print quality and cause paper jams or other problems. If you encounter problems, switch to a higher grade of paper.*

Single sheets:

Product Information

Size	A4 210 × 297 mm 10 × 15 cm (4 × 6 in.) 13 × 18 cm (5 × 7 in.) A6 105 × 148 mm A5 148 × 210 mm B5 182 × 257 mm 9 × 13 cm (3.5 × 5 in.) 13 × 20 cm (5 × 8 in.) 20 × 25 cm (8 × 10 in.) 16:9 wide size (102 × 181 mm) 100 × 148 mm Letter 8 1/2 × 11 in. Legal 8 1/2 × 14 in.
Paper types	Plain paper or special paper distributed by Epson
Thickness (for plain paper)	0.08 to 0.11 mm (0.003 to 0.004 in.)
Weight (for plain paper)	64 g/m ² (17 lb) to 90 g/m ² (24 lb)

Envelopes:

Size	Envelope #10 4 1/8 × 9 1/2 in. Envelope DL 110 × 220 mm Envelope C4 229 × 324 mm Envelope C6 114 × 162 mm
Paper types	Plain paper
Weight	75 g/m ² (20 lb) to 90 g/m ² (24 lb) for Envelope #10, DL, and C6 80 g/m ² (21 lb) to 100 g/m ² (26 lb) for Envelope C4

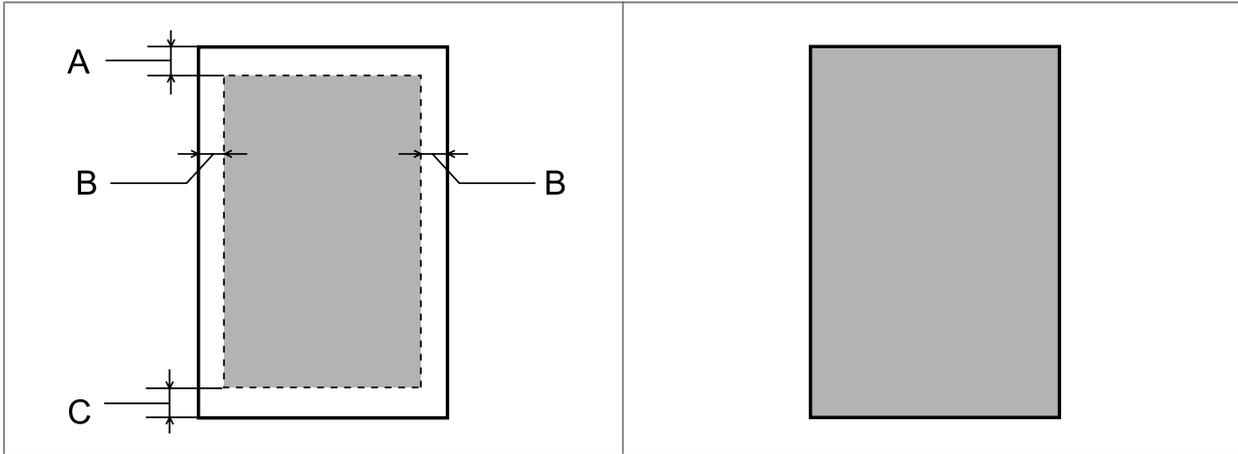
Printable area

Highlighted portions show printable area.

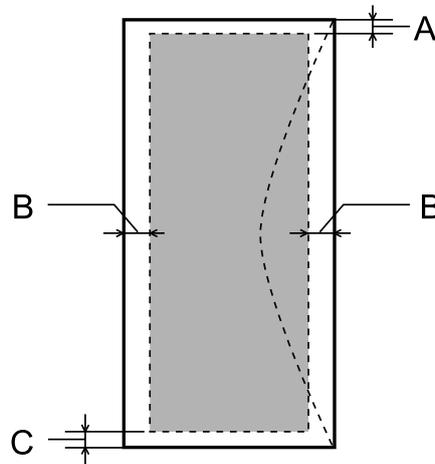
Single sheets:

Normal	Borderless
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Product Information



Envelopes:



Media type	Minimum margin		
	Single sheets	Envelopes (#10/DL/C6)	Envelop (C4)
A	3.0 mm (0.12 in.)	3.0 mm (0.12 in.)* ¹	3.0 mm (0.12 in.)* ¹
B	3.0 mm (0.12 in.)	5.0 mm (0.20 in.)	10.0 mm (0.40 in.)
C	3.0 mm (0.12 in.)	3.0 mm (0.12 in.)* ²	3.0 mm (0.12 in.)* ²

*1 The recommended margin is 17 mm.

*2 The recommended margin is 42 mm.

Note:

Depending on the type of paper, print quality may decline in the top and bottom areas of the print, or the area may be smeared.

Scanner specifications

Scanner type	Flatbed color
Photoelectric device	CIS

Product Information

Effective pixels	10200 × 14040 pixels at 1200 dpi Scanning area may be restricted if resolution setting is large.
Document size	216 × 297 mm (8.5 × 11.7 inches) A4 or US letter size
Scanning resolution	1200 dpi (main scan) 2400 dpi (sub scan)
Output resolution	50 to 4800, 7200, and 9600 dpi (50 to 4800 dpi in 1 dpi increments)
Image data	16 bits per pixel per color internal 8 bits per pixel per color external (maximum)
Light source	LED

Automatic Document Feeder (ADF) specifications

Paper input	Face-up/center loading
Paper output	Face-down ejection
Paper size	A4, Letter, Legal*
Paper types	Plain paper
Paper weight	64 to 95 g/m ²
Paper capacity	Total thickness of 3 mm, up to about 30 sheets (Letter, A4) 10 sheets (Legal)

* When you scan a 2-sided document using the ADF, the legal size paper is not available.

Fax specifications

Fax type	Walk-up black and white and color fax capability
Support line	Household phone line
Speed	Up to 33.6 kbps
Resolution	Monochrome Standard: 203 × 98 dpi Fine: 203 × 196 dpi Photo: 203 × 196 dpi Color Fine: 200 × 200 dpi Photo: 200 × 200 dpi
Error correction mode	CCITU/ITU Group 3 fax with error correction mode
Speed dial numbers	Up to 100
Page memory	Up to 180 pages (ITU-T No.1 chart)

Product Information

Redial	2 times (with 1 minute interval)
Interface	RJ-11 Phone Line RJ-11 Telephone set connection

Network interface specification

Wi-Fi	Standard:	IEEE 802.11b/g/n ^{*1}
	Security:	WEP (64/128bit) WPA-PSK (TKIP/AES) ^{*2}
	Frequency Band:	2.4 GHz
	Communication Mode:	Infrastructure mode Ad hoc mode Wi-Fi Direct ^{*3}
Ethernet	Standard:	IEEE802.3i/u, IEEE802.3az ^{*4}
	Communication Mode:	Ethernet 100BASE-TX/10BASE-T

*1 Complies with either IEEE 802.11b/g/n or IEEE 802.11b/g depending on location of purchase.

*2 Complies with WPA2 with support for WPA/WPA2 Personal.

*3 Only WP-3540 series is supported.

*4 The connected device should comply with IEEE802.3az.

Memory card

Compatible memory cards	Memory Stick Duo Memory Stick PRO Duo Memory Stick PRO-HG Duo Memory Stick Micro* MagicGate Memory Stick Duo SDXC SDHC SD MultiMediaCard MMCplus MMCmobile* MMCmicro* miniSDHC* miniSD* microSDXC* microSDHC* microSD*
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Product Information

Media format DCF	DCF (Design rule for Camera File system) version 1.0 or 2.0 compliant. All card types standard version compliant.
Voltage Requirements	3.3 v

* Adapter required.

Photo data specifications

File format	JPEG with the Exif Version 2.3 standard
Image size	80 × 80 pixels to 9200 × 9200 pixels
Number of files	Up to 9990

Mechanical

WF-3520 series

Dimensions	Storage Width: 449 mm (17.7 inches) Depth: 417 mm (16.4 inches) Height: 243 mm (9.6 inches)
	Printing* Width: 449 mm (17.7 inches) Depth: 560 mm (22.0 inches) Height: 243 mm (9.6 inches)
Weight	Approx. 9.0 kg (19.8 lb) without the ink cartridges and the power cord.

* With the output tray extension extended.

WF-3530 series

Dimensions	Storage Width: 449 mm (17.7 inches) Depth: 427 mm (16.8 inches) Height: 308 mm (12.1 inches)
	Printing* Width: 449 mm (17.7 inches) Depth: 563 mm (22.2 inches) Height: 308 mm (12.1 inches)
Weight	Approx. 10.9 kg (24.0 lb) without the ink cartridges and the power cord.

* With the output tray extension extended.

WF-3540 series

Product Information

Dimensions	Storage Width: 449 mm (17.7 inches) Depth: 427 mm (16.8 inches) Height: 308 mm (12.1 inches)
	Printing* Width: 449 mm (17.7 inches) Depth: 563 mm (22.2 inches) Height: 308 mm (12.1 inches)
Weight	Approx. 10.9 kg (24.0 lb) without the ink cartridges and the power cord.

* With the output tray extension extended.

Electrical

WF-3520 series

		100-120 V Model	220-240 V Model
Input voltage range		90 to 132 V	198 to 264 V
Rated frequency range		50 to 60 Hz	50 to 60 Hz
Input frequency range		49.5 to 60.5 Hz	49.5 to 60.5 Hz
Rated current		0.7 A	0.35 A
Power consumption	Standalone copying	Approx. 17 W (ISO/ IEC24712)	Approx. 17 W (ISO/ IEC24712)
	Ready mode	Approx. 6.2 W	Approx. 6.2 W
	Sleep mode	Approx. 2 W	Approx. 2 W
	Power off	Approx. 0.2 W	Approx. 0.3 W

WF-3530 series

		100-120 V Model	220-240 V Model
Input voltage range		90 to 132 V	198 to 264 V
Rated frequency range		50 to 60 Hz	50 to 60 Hz
Input frequency range		49.5 to 60.5 Hz	49.5 to 60.5 Hz
Rated current		0.7 A	0.35 A
Power consumption	Standalone copying	Approx. 17 W (ISO/ IEC24712)	Approx. 17 W (ISO/ IEC24712)
	Ready mode	Approx. 6.2 W	Approx. 6.2 W
	Sleep mode	Approx. 2 W	Approx. 2 W
	Power off	Approx. 0.2 W	Approx. 0.3 W

Product Information

WF-3540 series

		100-120 V Model	220-240 V Model
Input voltage range		90 to 132 V	198 to 264 V
Rated frequency range		50 to 60 Hz	50 to 60 Hz
Input frequency range		49.5 to 60.5 Hz	49.5 to 60.5 Hz
Rated current		0.7 A	0.35 A
Power consumption	Standalone copying	Approx. 17 W (ISO/ IEC24712)	Approx. 17 W (ISO/ IEC24712)
	Ready mode	Approx. 6.2 W	Approx. 6.2 W
	Sleep mode	Approx. 2 W	Approx. 2 W
	Power off	Approx. 0.2 W	Approx. 0.3 W

Note:

Check the label on the back of the product for its voltage.

Environmental

Temperature	Operation: 10 to 35 °C (50 to 95 °F) Storage: -20 to 40 °C (-4 to 104 °F) 1 month at 40 °C (104 °F)
Humidity	Operation:* 20 to 80% RH Storage:* 5 to 85% RH

* Without condensation

Standards and approvals

U.S. model:

Safety	UL60950-1 CAN/CSA-C22.2 No.60950-1
EMC	FCC Part 15 Subpart B Class B CAN/CSA-CEI/IEC CISPR 22 Class B

This equipment contains the following wireless module.

Manufacture: Askey Computer Corporation

Type: WLU6117-D69 (RoHS)

Product Information

This product conforms to Part 15 of the FCC Rules and RSS-210 of the IC Rules. Epson cannot accept responsibility for any failure to satisfy the protection requirements resulting from a non-recommended modification of the product. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation of the device.

To prevent radio interference to the licensed service, this device is intended to be operated indoors and away from windows to provide maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.

European model:

Low voltage directive 2006/95/EC	EN60950-1
EMC directive 2004/108/EC	EN55022 Class B EN61000-3-2 EN61000-3-3 EN55024
R&TTE directive 1999/5/EC	EN300 328 EN301 489-1 EN301 489-17 TBR21 EN60950-1

For European users:

We, Seiko Epson Corporation, hereby declare that the equipment Models, C481A, C481B and C481C, are in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.

For use only in Ireland, UK, Austria, Germany, Liechtenstein, Switzerland, France, Belgium, Luxemburg, Netherlands, Italy, Portugal, Spain, Denmark, Finland, Norway, Sweden, Iceland, Cyprus, Greece, Slovenia, Malta, Bulgaria, Czech, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, and Slovakia.

Only indoor operation is permitted in France.

If used outside of own premises, general authorization is required in Italy.

Epson can not accept responsibility for any failure to satisfy the protection requirements resulting a non-recommended modification of the products.



Australian model:

EMC	AS/NZS CISPR22 Class B
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Epson hereby declares that the equipment Models, C481A, C481B and C481C, are in compliance with the essential requirements and other relevant provisions of AS/NZS4268. Epson cannot accept responsibility for any failure to satisfy the protection requirements resulting from a non-recommended modification of the product.

Interface

Hi-Speed USB (Device Class for computers)

Product Information

Hi-Speed USB (for PictBridge compliant devices/Mass storage class for external storage)*
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* Epson cannot guarantee the operation of externally connected devices.

External USB device

Devices	The maximum capacities
CD-R drive*, DVD-R drive*, Blu-ray drive*	CD-ROM/CD-R: 700MB DVD-ROM/DVD-R: 4.7GB (CD-RW, DVD-RW, DVD+R, DVD+RW and Blu-ray Disc™ are not supported.)
MO drive*	1.3 GB
Hard disk drive* USB Flash drive	2 TB Formatted in FAT, FAT32, or exFAT.

* External storage devices that are powered via USB are not recommended. Use only external storage devices with independent AC power sources.

Photo data file format	DCF (Design rule for Camera File system) version 1.0 or 2.0* compliant. * Photo data stored in digital cameras with built-in memory are not supported. JPEG with the Exif Version 2.3 standard.
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Where To Get Help

Technical Support Web Site

Epson's Technical Support Web Site provides help with problems that cannot be solved using the troubleshooting information in your product documentation. If you have a Web browser and can connect to the Internet, access the site at:

<http://support.epson.net/>
<http://www.epson.eu/Support> (Europe)

If you need the latest drivers, FAQs, manuals, or other downloadables, access the site at:

<http://www.epson.com>
<http://www.epson.eu/Support> (Europe)

Then, select the support section of your local Epson Web site.

Contacting Epson Support

Before Contacting Epson

If your Epson product is not operating properly and you cannot solve the problem using the troubleshooting information in your product documentation, contact Epson support services for assistance. If Epson support for your area is not listed below, contact the dealer where you purchased your product.

Epson support will be able to help you much more quickly if you give them the following information:

- Product serial number
(The serial number label is usually on the back of the product.)
- Product model
- Product software version
(Click **About**, **Version Info**, or similar button in the product software.)
- Brand and model of your computer
- Your computer operating system name and version
- Names and versions of the software applications you normally use with your product

Note:

Depending on the product, the dial list data for fax and/or network settings may be stored in the product's memory. Due to breakdown or repair of a product, data and/or settings may be lost. Epson shall not be responsible for the loss of any data, for backing up or recovering data and/or settings even during a warranty period. We recommend that you make your own backup data or take notes.

Where To Get Help

Help for Users in Europe

Check your **Pan-European Warranty Document** for information on how to contact Epson support.

Help for Users in Taiwan

Contacts for information, support, and services are:

World Wide Web (<http://www.epson.com.tw>)

Information on product specifications, drivers for download, and products enquiry are available.

Epson HelpDesk (Phone: +0280242008)

Our HelpDesk team can help you with the following over the phone:

- Sales enquiries and product information
- Product usage questions or problems
- Enquiries on repair service and warranty

Repair service center:

Telephone number	Fax number	Address
02-23416969	02-23417070	No.20, Beiping E. Rd., Zhongzheng Dist., Taipei City 100, Taiwan
02-27491234	02-27495955	1F., No.16, Sec. 5, Nanjing E. Rd., Songshan Dist., Taipei City 105, Taiwan
02-32340688	02-32345299	No.1, Ln. 359, Sec. 2, Zhongshan Rd., Zhonghe City, Taipei County 235, Taiwan
039-605007	039-600969	No.342-1, Guangrong Rd., Luodong Township, Yilan County 265, Taiwan
038-312966	038-312977	No.87, Guolian 2nd Rd., Hualien City, Hualien County 970, Taiwan
03-2810606	03-2810707	No.413, Huannan Rd., Pingzhen City, Taoyuan County 324, Taiwan
03-5325077	03-5320092	1F., No.9, Ln. 379, Sec. 1, Jingguo Rd., North Dist., Hsinchu City 300, Taiwan
04-23291388	04-23291338	3F., No.510, Yingcai Rd., West Dist., Taichung City 403, Taiwan
04-23805000	04-23806000	No.530, Sec. 4, Henan Rd., Nantun Dist., Taichung City 408, Taiwan
05-2784222	05-2784555	No.463, Zhongxiao Rd., East Dist., Chiayi City 600, Taiwan
06-2221666	06-2112555	No.141, Gongyuan N. Rd., North Dist., Tainan City 704, Taiwan

Where To Get Help

Telephone number	Fax number	Address
07-5520918	07-5540926	1F., No.337, Minghua Rd., Gushan Dist., Kaohsiung City 804, Taiwan
07-3222445	07-3218085	No.51, Shandong St., Sanmin Dist., Kaohsiung City 807, Taiwan
08-7344771	08-7344802	1F., No.113, Shengli Rd., Pingtung City, Pingtung County 900, Taiwan

Help for Users in Australia

Epson Australia wishes to provide you with a high level of customer service. In addition to your product documentation, we provide the following sources for obtaining information:

Your Dealer

Don't forget that your dealer can often help identify and resolve problems. The dealer should always be the first call for advise on problems; they can often solve problems quickly and easily as well as give advise on the next step to take.

Internet URL <http://www.epson.com.au>

Access the Epson Australia World Wide Web pages. Worth taking your modem here for the occasional surf! The site provides a download area for drivers, Epson contact points, new product information and technical support (e-mail).

Epson Helpdesk

Epson Helpdesk is provided as a final backup to make sure our clients have access to advice. Operators on the Helpdesk can aid you in installing, configuring and operating your Epson product. Our Pre-sales Helpdesk staff can provide literature on new Epson products and advise where the nearest dealer or service agent is located. Many types of queries are answered here.

The Helpdesk numbers are:

Phone: 1300 361 054

Fax: (02) 8899 3789

We encourage you to have all the relevant information on hand when you ring. The more information you prepare, the faster we can help solve the problem. This information includes your Epson product documentation, type of computer, operating system, application programs, and any information you feel is required.

Help for Users in Singapore

Sources of information, support, and services available from Epson Singapore are:

World Wide Web (<http://www.epson.com.sg>)

Information on product specifications, drivers for download, Frequently Asked Questions (FAQ), Sales Enquiries, and Technical Support via e-mail are available.

Where To Get Help

Epson HelpDesk (Phone: (65) 6586 3111)

Our HelpDesk team can help you with the following over the phone:

- Sales enquiries and product information
- Product usage questions or problems
- Enquiries on repair service and warranty

Help for Users in Thailand

Contacts for information, support, and services are:

World Wide Web (<http://www.epson.co.th>)

Information on product specifications, drivers for download, Frequently Asked Questions (FAQ), and e-mail are available.

Epson Hotline (Phone: (66)2685-9899)

Our Hotline team can help you with the following over the phone:

- Sales enquiries and product information
- Product usage questions or problems
- Enquiries on repair service and warranty

Help for Users in Vietnam

Contacts for information, support, and services are:

Epson Hotline (Phone): 84-8-823-9239

Service Center: 80 Truong Dinh Street, District 1, Hochiminh City
Vietnam

Help for Users in Indonesia

Contacts for information, support, and services are:

World Wide Web (<http://www.epson.co.id>)

- Information on product specifications, drivers for download
- Frequently Asked Questions (FAQ), Sales Enquiries, questions through e-mail

Where To Get Help**Epson Hotline**

Sales enquiries and product information

Technical support

Phone (62) 21-572 4350

Fax (62) 21-572 4357

Epson Service Center

Jakarta Mangga Dua Mall 3rd floor No 3A/B
Jl. Arteri Mangga Dua,
Jakarta

Phone/Fax: (62) 21-62301104

Bandung Lippo Center 8th floor
Jl. Gatot Subroto No.2
Bandung

Phone/Fax: (62) 22-7303766

Surabaya Hitech Mall Lt IIB No. 12
Jl. Kusuma Bangsa 116 – 118
Surabaya

Phone: (62) 31-5355035

Fax: (62)31-5477837

Yogyakarta Hotel Natour Garuda
Jl. Malioboro No. 60
Yogyakarta

Phone: (62) 274-565478

Medan Wisma HSBC 4th floor
Jl. Diponegoro No. 11
Medan

Phone/Fax: (62) 61-4516173

Makassar MTC Karebosi Lt. III Kav. P7-8
Jl. Ahmad Yani No.49
Makassar

Phone: (62)411-350147/411-350148

Help for Users in Hong Kong

To obtain technical support as well as other after-sales services, users are welcome to contact Epson Hong Kong Limited.

Internet Home Page

Epson Hong Kong has established a local home page in both Chinese and English on the Internet to provide users with the following information:

- Product information
- Answers to Frequently Asked Questions (FAQs)
- Latest versions of Epson product drivers

Users can access our World Wide Web home page at:

<http://www.epson.com.hk>

Technical Support Hotline

You can also contact our technical staff at the following telephone and fax numbers:

Phone: (852) 2827-8911

Fax: (852) 2827-4383

Help for Users in Malaysia

Contacts for information, support, and services are:

World Wide Web (<http://www.epson.com.my>)

- Information on product specifications, drivers for download
- Frequently Asked Questions (FAQ), Sales Enquiries, questions through e-mail

Epson Trading (M) Sdn. Bhd.

Head Office.

Phone: 603-56288288

Fax: 603-56288388/399

Where To Get Help

Epson Helpdesk

- Sales enquiries and product information (Infoline)

Phone: 603-56288222

- Enquiries on repair services & warranty, product usage and technical support (Techline)

Phone: 603-56288333

Help for Users in India

Contacts for information, support, and services are:

World Wide Web (<http://www.epson.co.in>)

Information on product specifications, drivers for download, and products enquiry are available.

Where To Get Help

Epson India Head Office - Bangalore

Phone: 080-30515000

Fax: 30515005

Epson India Regional Offices:

Location	Telephone number	Fax number
Mumbai	022-28261515 /16/17	022-28257287
Delhi	011-30615000	011-30615005
Chennai	044-30277500	044-30277575
Kolkata	033-22831589 / 90	033-22831591
Hyderabad	040-66331738/ 39	040-66328633
Cochin	0484-2357950	0484-2357950
Coimbatore	0422-2380002	NA
Pune	020-30286000 /30286001/30286002	020-30286000
Ahmedabad	079-26407176 / 77	079-26407347

Helpline

For Service, Product info or to order a cartridge - 18004250011 (9AM - 9PM) - This is a Toll-free number.

For Service (CDMA & Mobile Users) - 3900 1600 (9AM - 6PM) Prefix local STD code

Help for Users in the Philippines

To obtain technical support as well as other after sales services, users are welcome to contact the Epson Philippines Corporation at the telephone and fax numbers and e-mail address below:

Trunk Line: (63-2) 706 2609

Fax: (63-2) 706 2665

Helpdesk Direct Line: (63-2) 706 2625

E-mail: epchelpdesk@epc.epson.com.ph

World Wide Web (<http://www.epson.com.ph>)

Information on product specifications, drivers for download, Frequently Asked Questions (FAQ), and E-mail Enquiries are available.

Toll-Free No. 1800-1069-EPSON(37766)

Where To Get Help

Our Hotline team can help you with the following over the phone:

- Sales enquiries and product information
- Product usage questions or problems
- Enquiries on repair service and warranty

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