EPSON
EXCEED YOUR VISION

ET-M3140 / M3140 Series

User's Guide

NPD6004-01 EN

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About This Manual

Introduction to the Manuals

The following manuals are supplied with your Epson printer. As well as the manuals, check the various types of help information available from the printer itself or from the Epson software applications.

❏ Important Safety Instructions (paper manual)

Provides you with instructions to ensure the safe use of this printer.

❏ Start Here (paper manual)

Provides you with information on setting up the printer, installing the software, using the printer, and so on.

❏ User's Guide (digital manual)

This manual. Provides overall information and instructions on using the printer, and on solving problems.

You can obtain the latest versions of the above manuals with the following methods.

❏ Paper manual

Visit the Epson Europe support website at http://www.epson.eu/Support, or the Epson worldwide support website at http://support.epson.net/.

❏ Digital manual

Start EPSON Software Updater on your computer. EPSON Software Updater checks for available updates of Epson software applications and the digital manuals, and allows you to download the latest ones.

Related Information

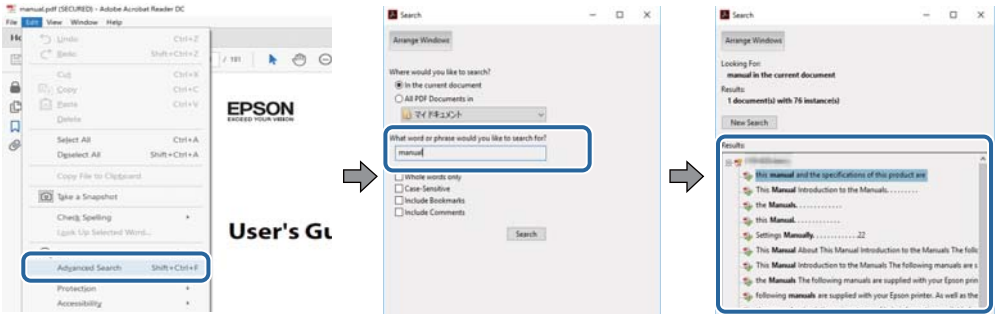
➡ "Software Update Tools (EPSON Software Updater)" on page 137

Using the Manual to Search for Information

The PDF manual allows you to search for information you are looking for by keyword, or jump directly to specific sections using the bookmarks. You can also print only the pages you need. This section explains how to use a PDF manual that has been opened in Adobe Reader X on your computer.

Searching by keyword

Click **Edit** > **Advanced Search**. Enter the keyword (text) for information you want to find in the search window, and then click **Search**. Hits are displayed as a list. Click one of the displayed hits to jump to that page.

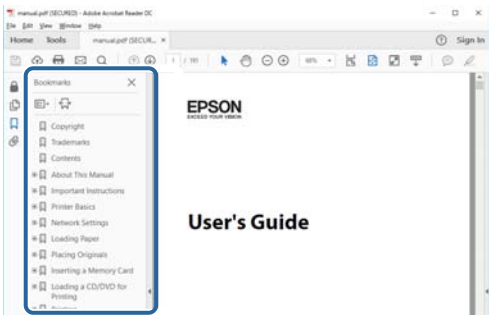


Jumping directly from bookmarks

Click a title to jump to that page. Click + or > to view the lower level titles in that section. To return to the previous page, perform the following operation on your keyboard.

❏ Windows: Hold down **Alt**, and then press ←.

❏ Mac OS: Hold down the command key, and then press ←.



Printing only the pages you need

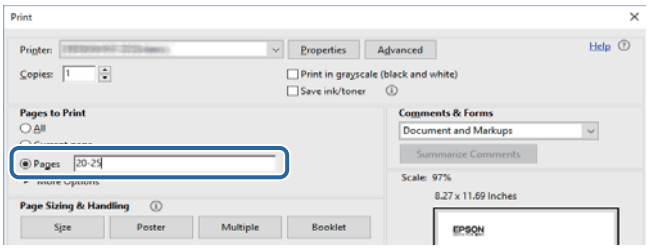
You can extract and print only the pages you need. Click **Print** in the **File** menu, and then specify the pages you want to print in **Pages** in **Pages to Print**.

❏ To specify a series of pages, enter a hyphen between the start page and the end page.

Example: 20-25

❏ To specify pages that are not in series, divide the pages with commas.

Example: 5, 10, 15



Marks and Symbols

> ***Caution:***
> *Instructions that must be followed carefully to avoid bodily injury.*

> ***Important:***
> *Instructions that must be observed to avoid damage to your equipment.*

Note:
Provides complementary and reference information.

Related Information

➡ Links to related sections.

Descriptions Used in this Manual

❏ Screenshots of the printer driver and the Epson Scan 2 (scanner driver) screens are from Windows 10 or macOS High Sierra. The content displayed on the screens varies depending on the model and situation.

❏ Illustrations used in this manual are examples only. Although there may be slight differences depending on the model, the method of operation is the same.

❏ Some of the menu items on the LCD screen vary depending on the model and settings.

Operating System References

Windows

In this manual, terms such as "Windows 10", "Windows 8.1", "Windows 8", "Windows 7", "Windows Vista", "Windows XP", "Windows Server 2016", "Windows Server 2012 R2", "Windows Server 2012", "Windows Server 2008 R2", "Windows Server 2008", "Windows Server 2003 R2", and "Windows Server 2003" refer to the following operating systems. Additionally, "Windows" is used to refer to all versions.

❏ Microsoft® Windows® 10 operating system

❏ Microsoft® Windows® 8.1 operating system

❏ Microsoft® Windows® 8 operating system

❏ Microsoft® Windows® 7 operating system

❏ Microsoft® Windows Vista® operating system

❏ Microsoft® Windows® XP operating system

❏ Microsoft® Windows® XP Professional x64 Edition operating system

❏ Microsoft® Windows Server® 2016 operating system

❏ Microsoft® Windows Server® 2012 R2 operating system

❏ Microsoft® Windows Server® 2012 operating system

❏ Microsoft® Windows Server® 2008 R2 operating system

❏ Microsoft® Windows Server® 2008 operating system

❏ Microsoft® Windows Server® 2003 R2 operating system

❏ Microsoft® Windows Server® 2003 operating system

Mac OS

In this manual, "Mac OS" is used to refer to macOS High Sierra, macOS Sierra, OS X El Capitan, OS X Yosemite, OS X Mavericks, OS X Mountain Lion, Mac OS X v10.7.x, and Mac OS X v10.6.8.

Important Instructions

Safety Instructions

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

- ❏ Some of the symbols used on your printer are to ensure safety and proper use of the printer. Visit the following Web site to learn the meaning of the symbols.

  http://support.epson.net/symbols

- ❏ Use only the power cord supplied with the printer and do not use the cord with any other equipment. Use of other cords with this printer 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 printer's manuals.
- ❏ Unplug the printer and refer servicing to qualified service personnel under the following conditions:

  The power cord or plug is damaged; liquid has entered the printer; the printer has been dropped or the casing damaged; the printer 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 printer near a wall outlet where the plug can be easily unplugged.
- ❏ Do not place or store the printer 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 printer and not to handle the printer with wet hands.
- ❏ 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.

Safety Instructions for Ink

- ❏ Be careful not to touch ink when you handle the ink tank, ink tank cap, and opened ink bottle or ink bottle cap.
  - ❏ 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, see a doctor right away.
- ❏ Do not disassemble the maintenance box; otherwise ink may get into your eyes or on your skin.
- ❏ Do not shake an ink bottle too vigorously or subject it to strong impacts as this can cause ink to leak.
- ❏ Keep ink bottle, the ink tank unit, and maintenance box out of the reach of children. Do not allow children to drink from or handle the ink bottle and ink bottle cap.

Printer Advisories and Warnings

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

Advisories and Warnings for Setting Up the Printer

- ❏ Do not block or cover the vents and openings in the printer.
- ❏ Use only the type of power source indicated on the printer'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 printer, 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 printer 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 printer.
- ❏ When connecting the printer 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 printer on a flat, stable surface that extends beyond the base of the printer in all directions. The printer will not operate properly if it is tilted at an angle.
- ❏ Allow space above the printer so that you can fully raise the document cover.
- ❏ Leave enough space in front of the printer for the paper to be fully ejected.
- ❏ Avoid places subject to rapid changes in temperature and humidity. Also, keep the printer away from direct sunlight, strong light, or heat sources.

Advisories and Warnings for Using the Printer

- ❏ Do not insert objects through the slots in the printer.
- ❏ Do not put your hand inside the printer during printing.
- ❏ Do not touch the white flat cable and ink tubes inside the printer.
- ❏ Do not use aerosol products that contain flammable gases inside or around the printer. Doing so may cause fire.
- ❏ Do not move the print head by hand; otherwise, you may damage the printer.
- ❏ Be careful not to trap your fingers when closing the scanner unit.
- ❏ Do not press too hard on the scanner glass when placing the originals.

❏ Always turn the printer off using the ⏻ button. Do not unplug the printer or turn off the power at the outlet until the ⏻ light stops flashing.

❏ If you are not going to use the printer for a long period, be sure to unplug the power cord from the electrical outlet.

Advisories and Warnings for Transporting or Storing the Printer

❏ When storing or transporting the printer, avoid tilting it, placing it vertically, or turning it upside down; otherwise ink may leak.

❏ Before transporting the printer, make sure that the print head is in the home (far right) position.

Advisories and Warnings for Using the Touchscreen

❏ 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 for cleaning. Do not use liquid or chemical cleaners.

❏ The exterior cover of the touchscreen 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.

❏ Press the touchscreen gently with your finger. Do not press force or operate with your nails.

❏ Do not use sharp objects such as ball point pens or sharp pencils to perform operations.

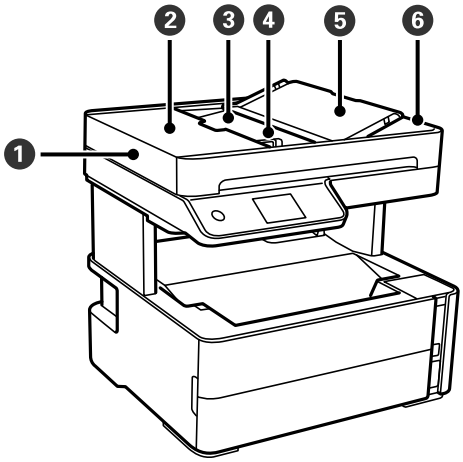
❏ Condensation inside the touchscreen due to abrupt changes in temperature or humidity may cause performance to deteriorate.

Protecting Your Personal Information

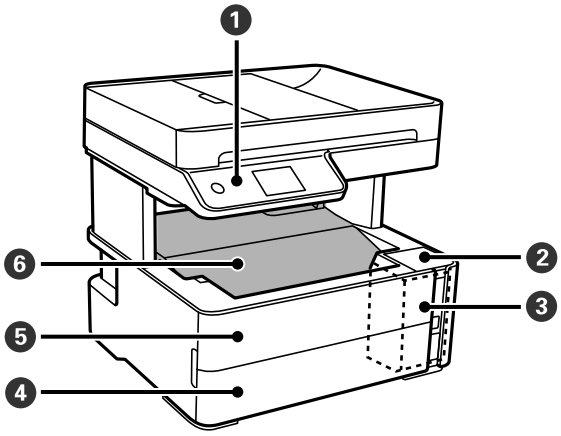
When you give the printer to someone else or dispose of it, erase all the personal information stored in the printer's memory by selecting **Settings** > **Restore Default Settings** > **Clear All Data and Settings** on the control panel.

Printer Basics

Part Names and Functions

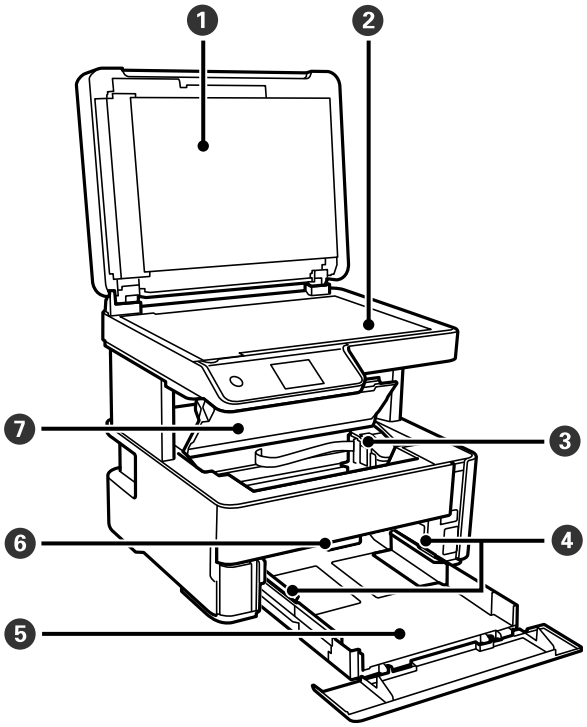


❶	ADF (Automatic Document Feeder)	Feeds originals automatically.
❷	ADF cover	Open when removing originals jammed in the ADF.
❸	ADF input tray	Supports loaded originals.
❹	ADF edge guide	Feeds originals straight into the printer. Slide to the edges of the originals.
❺	ADF document support	Supports originals.
❻	ADF output tray	Holds originals ejected from the ADF.

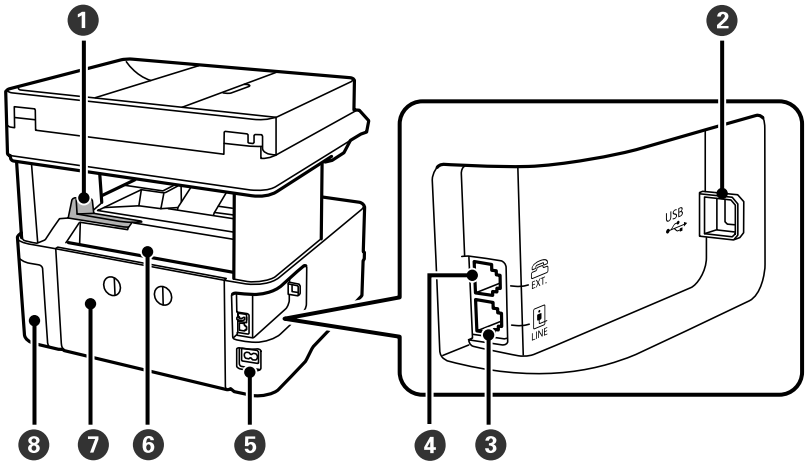


❶	Control panel	Indicates the printer's status and allows you to make print settings.
❷	Ink tank cover	Open to refill the ink tank.
❸	Ink tank	Contains the ink tank.

❹	Paper cassette cover	Open to load paper in the paper cassette.
❺	Front cover	Open when removing jammed paper.
❻	Output tray	Holds the ejected paper.



❶	Document cover	Blocks external light while scanning.
❷	Scanner glass	Place the originals.
❸	Print head	Ink is ejected from the print head nozzles underneath.
❹	Edge guide	Feeds the paper straight into the printer. Slide to the edges of the paper.
❺	Paper cassette	Loads paper.
❻	Output switch lever	Raise to output paper to the output tray. Lower to output paper facing up to the front of the printer.
❼	Printer cover	Open when removing jammed paper.

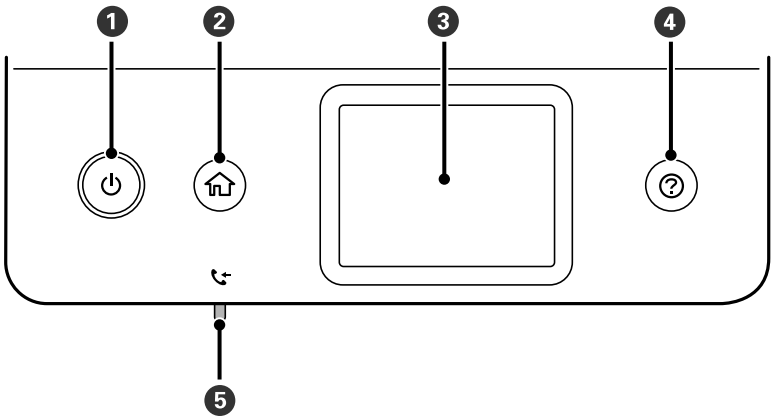


1	Stopper	Position the stopper to prevent print outs from falling from the output tray.
2	USB port	Connects a USB cable to connect with a computer.
3	LINE port	Connects a phone line.
4	EXT. port	Connects external phone devices.
5	AC inlet	Connects the power cord.
6	Rear paper feed slot	Loads paper.
7	Rear cover	Remove when removing jammed paper.
8	Maintenance box cover	Open when replacing the maintenance box.

Related Information

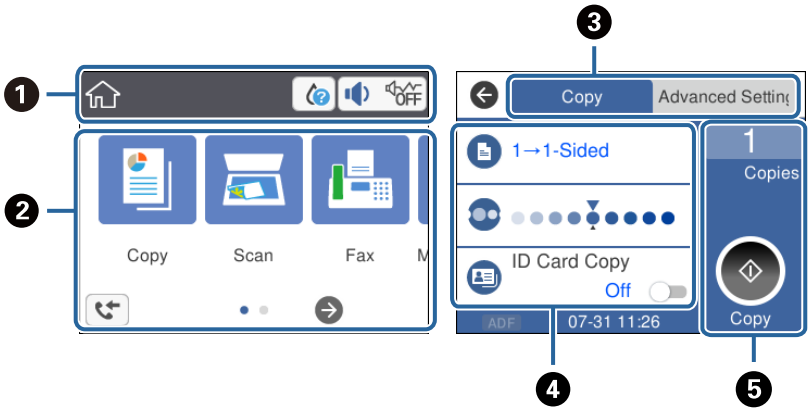
➡ “Control Panel” on page 14

Control Panel



❶	Turns the printer on or off. Unplug the power cord when the power light is off.
❷	Displays the home screen.
❸	Displays menus and messages.
❹	Displays the solutions when you are in trouble.
❺	Turns on when received documents that have not yet been read, printed, or saved, are stored in the printer's memory.

Basic Screen Configuration



❶	Indicates items that have been setup for the printer as icons. Tap the icon to check the current settings or access each setting menu. This action bar is displayed on the home screen only.
❷	Displays each menu.
❸	Switch tabs.
❹	Indicates the setting items. Tap each item to set or change the settings. The grayed out items are not available. Tap the item to check why they are unavailable.
❺	Execute the current settings. Available functions vary depending on each menu. This action bar is displayed on the basic settings tab only.

Icons displayed in the LCD Screen

The following icons are displayed on the LCD screen depending on the printer's status.

	Indicates the status of consumables. Select the icon to check the approximate service life of the maintenance box.

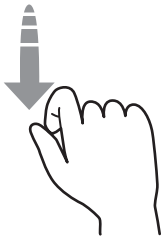
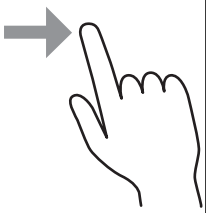
	Displays the **Device Sound Settings** screen. You can set **Mute** and **Quiet Mode**. You can also access the **Sound** menu from this screen. This is the shortcut for the following menu. **Settings** > **General Settings** > **Basic Settings** > **Sound**	
		Indicates whether or not **Quiet Mode** is set for the printer. When this feature is enabled, the noise made by printer operations is reduced, but print speed may slow down. However, noises may not be reduced depending on the selected paper type and print quality.
		Indicates that **Mute** is set for the printer.
	Displays the **Fax Data Information** screen.	
	Indicates that there is additional information. Select the icon to displays the message.	
	Indicates a problem with the items. Select the icon to check how to solve the problem.	
	Indicates that there is data that has not yet been read, printed, or saved. The number displayed indicates the number of data items.	

Related Information

➡ "Basic Settings" on page 34

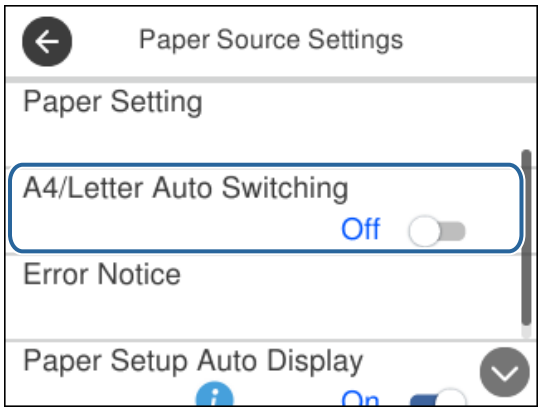
Touch Screen Operations

The touchscreen is compatible with the following operations.

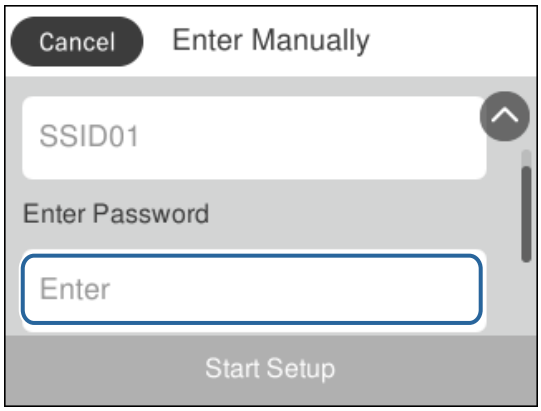
Tap		Press or select the items or the icons.
Flick		Scroll the screen swiftly.
Slide		Hold and move the items around.

Basic Operations

Tap anywhere on the setting item to switch it on and off.

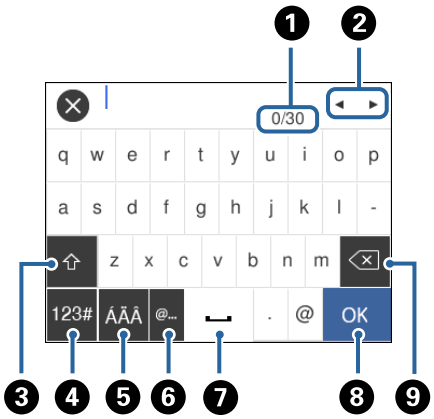


Tap the input field to enter the value, name and so on.



Entering Characters

You can enter characters and symbols by using on-screen keyboard when you register a contact and so on.



Note:
Available icons vary depending on the setting item.

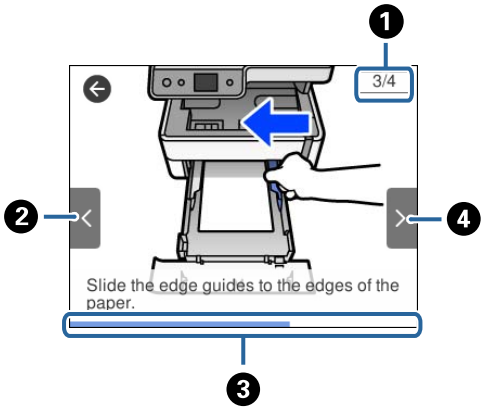
❶	Indicates the character count.
❷	Moves the cursor to the input position.
❸	Switches between upper case and lower case or numbers and symbols.
❹	Switches the character type. You can enter alphanumerics and symbols.
❺	Switches the character type. You can enter alphanumerics and special characters such as umlauts and accents.
❻	Enters frequently used email domain addresses or URLs by simply selecting the item.
❼	Enters a space.
❽	Enters character.
❾	Deletes a character to the left.

Viewing Animations

You can view animations of operating instructions such as loading paper or removing jammed paper on the LCD screen.

❏ Press ⓘ button: Displays the help screen. Tap **How To** and then select the items that you want to view.

❏ Tap **How To** at the bottom of the operation screen: Displays the context-sensitive animation.



❶	Indicates the total number of steps and the current step number. In the example above, it shows step 3 from 4 steps.
❷	Returns to the previous step.
❸	Indicates your progress through the current step. The animation repeats when the progress bar reaches the end.
❹	Moves to next step.

Preparing the Printer

Loading Papers

Available Paper and Capacities

Note:
The paper size displayed differs depending on the driver.

Genuine Epson Paper

Epson recommends using genuine Epson paper to ensure high-quality printouts.

Note:
- *The availability of paper varies by location. For the latest information on paper available in your area, contact Epson support.*
- *When printing on genuine Epson paper at a user defined size, only **Standard** or **Normal** print quality settings are available. Although some printer drivers allow you to select a better print quality, the printouts are printed using **Standard** or **Normal**.*

Paper suitable for printing documents

Media Name	Size	Loading Capacity (Sheets)		2-Sided Printing
		Paper Cassette	Rear Paper Feed Slot	
Epson Bright White Ink Jet Paper	A4	200	1	✓

Paper suitable for printing documents and photos

Media Name	Size	Loading Capacity (Sheets)		2-Sided Printing
		Paper Cassette	Rear Paper Feed Slot	
Epson Photo Quality Ink Jet Paper	A4	100	1	–
Epson Matte Paper-Heavyweight	A4	20	1	–
Epson Double-Sided Matte Paper	A4	1	1	–

Related Information

➡ "Part Names and Functions" on page 12

Commercially Available Paper

Plain papers

Media Name	Size	Loading Capacity (Sheets)		2-Sided Printing
		Paper Cassette	Rear Paper Feed Slot	
Plain paper Copy paper Letterhead*1 High quality plain paper	Letter, A4	250	1	✓
	B5, 16K (195×270 mm)	250	1	✓
	A5, A6, B6	250	1	-
	Legal, Indian-Legal, 8.5×13 in.	1	1	-
	User Defined (mm)*2 89×127 to 215.9x1200	1	1	-
	User Defined (mm)*2 54x86 to 215.9×1200	-	1	-
	User Defined (mm)*2 182x257 to 215.9×297	1	1	✓

*1 Paper on which information such as the sender's name or corporation name are pre-printed in the header. There must be a margin of 3 mm or more at the top of the paper. 2-sided printing is not available for letterhead paper.

*2 Only printing from computer is available.

Thick papers

Media Name	Size	Loading Capacity (Sheets)		2-Sided Printing
		Paper Cassette	Rear Paper Feed Slot	
Thick paper (91 to 256 g/m²)	Letter, A4, B5, A5, A6, Legal	-	1	-
	User Defined (mm)* 89×127 to 215.9×1200	-	1	-

* Only printing from computer is available.

Envelopes

Media Name	Size	Loading Capacity (Envelopes)		2-Sided Printing
		Paper Cassette	Rear Paper Feed Slot	
Envelope	Envelope #10, Envelope DL, Envelope C6	10	1	–

Related Information

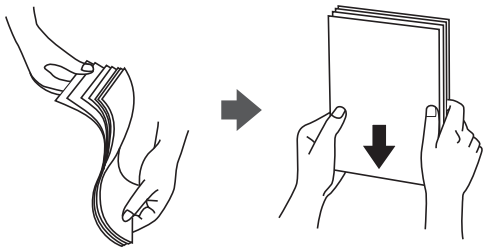
➡ "Part Names and Functions" on page 12

Paper Handling Precautions

❏ Read the instruction sheets supplied with the paper.

❏ To achieve high-quality printouts with genuine Epson paper, use the paper in the environment stated on the sheets supplied with the paper.

❏ Fan and align the edges of the paper before loading. Do not fan or curl photo paper. Doing so may damage the printable side.



❏ If the paper is curled, flatten it or curl it slightly in the opposite direction before loading. Printing on curled paper may cause paper jams and smears on the printout.

❏ Do not use paper that is wavy, torn, cut, folded, damp, too thick, too thin, or paper that has stickers stuck to it. Using these types of paper causes paper jams and smears on the printout.

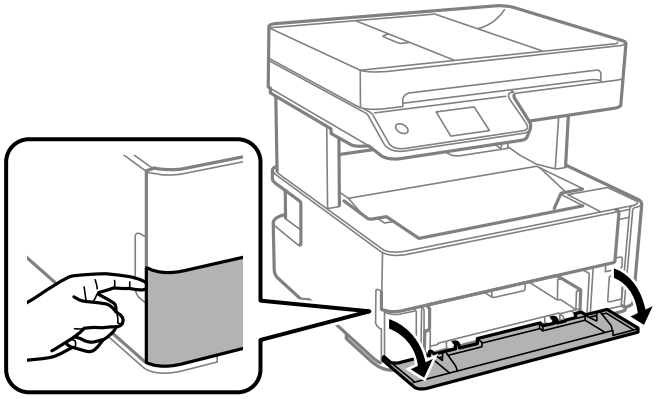
❏ Make sure you are using long-grain paper. If you are not sure what type of paper you are using, check the paper packaging or contact the manufacturer to confirm the paper specifications.

Related Information

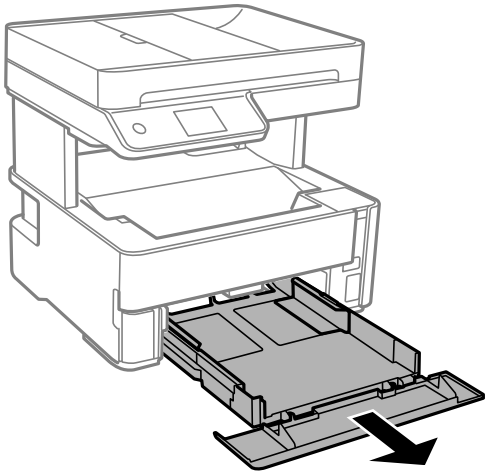
➡ "Printer Specifications" on page 174

Loading Paper in the Paper Cassette

1. Open the paper cassette cover until it clicks.

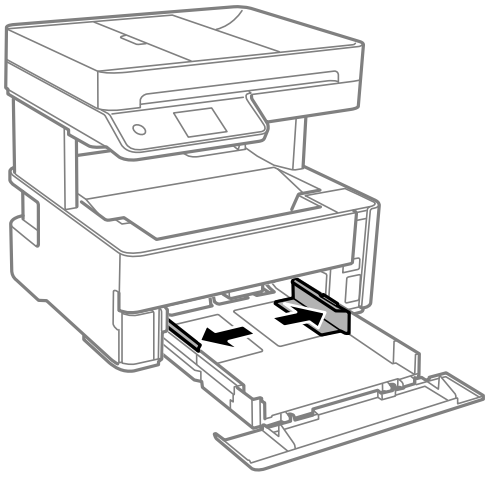


2. Check that the printer is not operating, and then slide out the paper cassette.

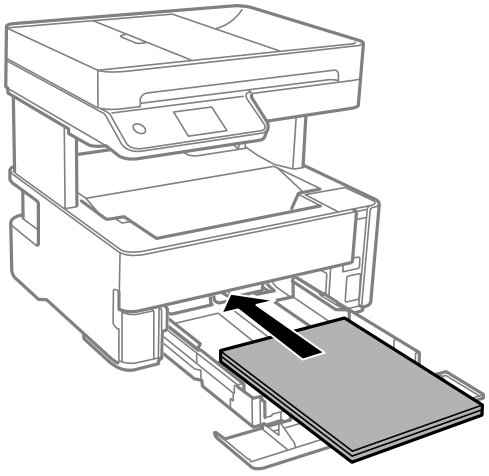


> ***Important:***
> *The paper cassette cannot be removed.*

3. Slide the edge guides to their maximum position.



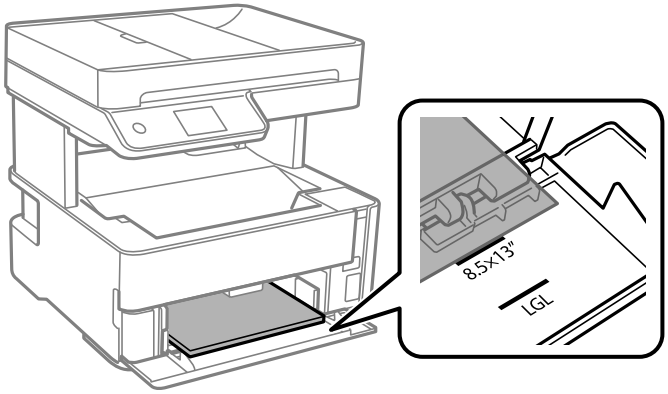
4. With the printable side facing down, load paper until it touches the back of the paper cassette.



> ***Important:***
> *Do not load more than the maximum number of sheets specified for the paper.*

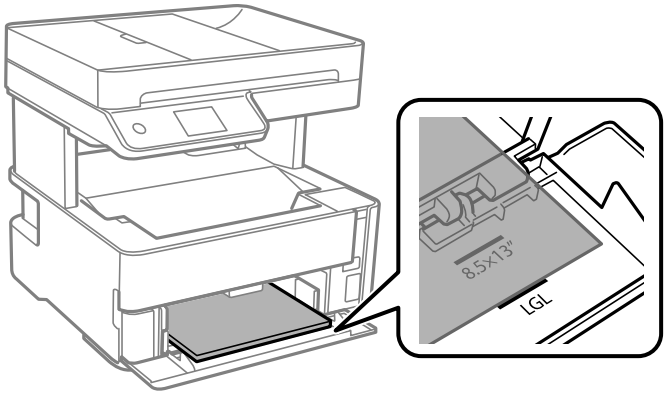
❏ 8.5 x 13 in.

Load paper using the line.

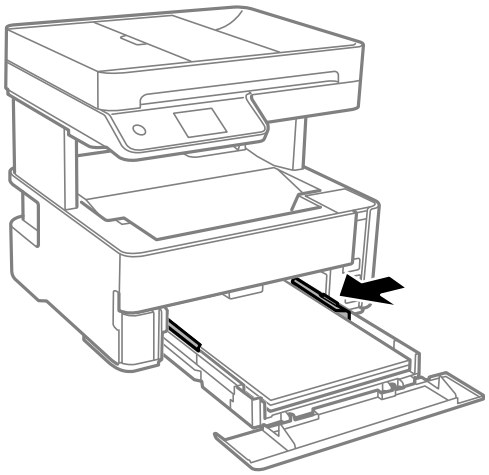


❏ Legal

Load paper using the line.



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



6. Insert the paper cassette gently.

7. Close the paper cassette cover when loading paper shorter than A4 size.

8. On the control panel, set the size and type of the paper you loaded in the paper cassette. If your paper size is not displayed, select **User-Defined**.

Note:

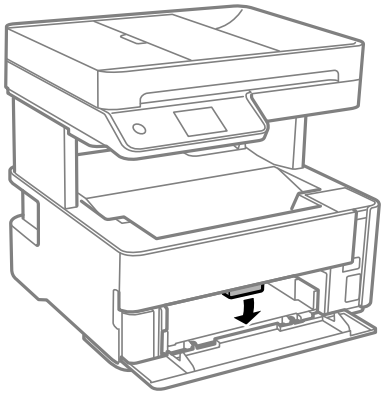
❏ *You can also display the paper size and paper type settings screen by selecting* ***Settings*** > ***General Settings*** > ***Printer Settings*** > ***Paper Source Settings*** > ***Paper Setting****.*

❏ *For letterhead paper, select* ***Letterhead*** *as the paper type.*

❏ *For letterhead paper, if you print on paper that is smaller than the setting in the printer driver, the printer may print beyond the edges of the paper which can lead to ink smears on your printouts and excess ink building up inside the printer. Make sure you select the correct paper size setting.*

❏ *2-sided printing is not available for letterhead paper. Also, the print speed may be slower.*

9. When you load business card size paper, lower the output switch lever to output the paper to the front of the printer.



Note:

❏ *We also recommend outputting envelopes to the front of the printer.*

Related Information

➡ "Paper Handling Precautions" on page 21

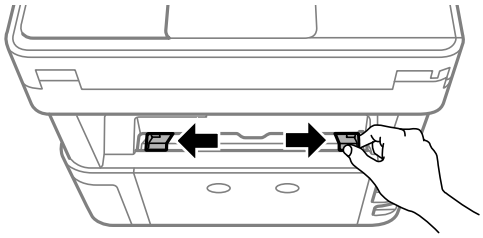
➡ "Available Paper and Capacities" on page 19

➡ "List of Paper Type" on page 28

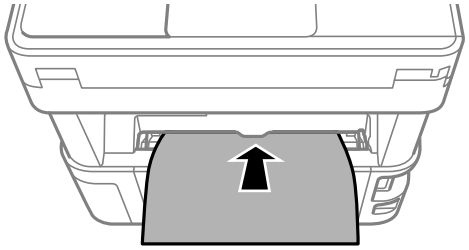
➡ "Loading Envelopes and Precautions" on page 27

Loading Paper in the Rear Paper Feed Slot

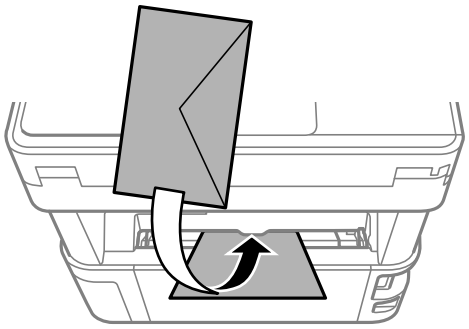
1. Slide out the edge guides.



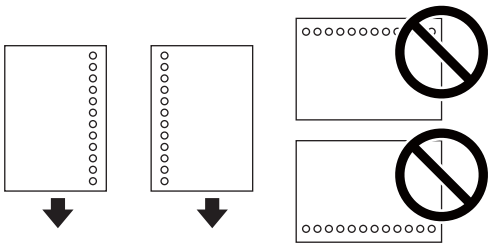
2. Load a single sheet of paper at the center of the rear paper feed slot with the printable side facing up.



❏ Envelopes



❏ Pre-punched paper

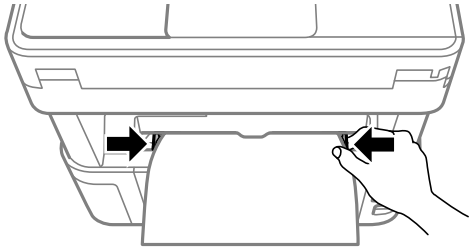


Note:

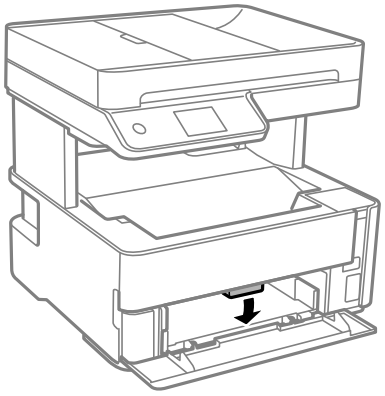
❏ *Load a single sheet of paper without binding holes at the top and bottom.*

❏ *Adjust the print position of your file to avoid printing over the holes.*

3. Slide the edge guides to the edges of the paper.



4. When you load thick paper or business card size paper, lower the output switch lever to output the paper to the front of the printer.



Note:
We also recommend outputting envelopes to the front of the printer.

Note:

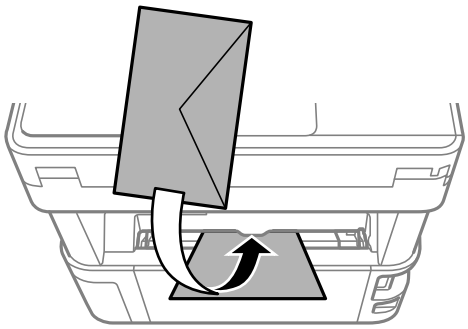
- *For letterhead paper, select **Letterhead** as the paper type.*
- *For letterhead paper, if you print on paper that is smaller than the setting in the printer driver, the printer may print beyond the edges of the paper which can lead to ink smears on your printouts and excess ink building up inside the printer. Make sure you select the correct paper size setting.*
- *2-sided printing is not available for letterhead paper. Also, the print speed may be slower.*

Related Information

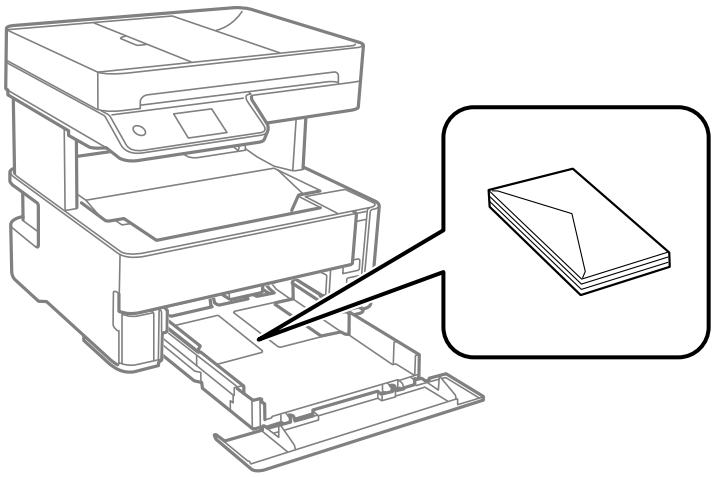
- "Paper Handling Precautions" on page 21
- "Available Paper and Capacities" on page 19
- "Loading Envelopes and Precautions" on page 27

Loading Envelopes and Precautions

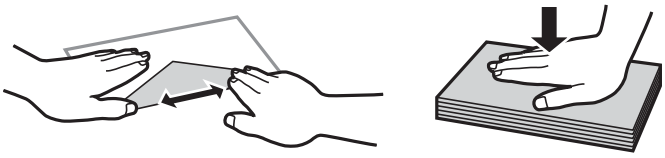
Load envelopes in the center of the rear paper feed slot short edge first with the flap facing down, and slide the edge guides to the edges of the envelopes.



Load envelopes in the paper cassette with the flap facing up, and then slide the edge guides to the edges of the envelopes.



❏ Fan and align the edges of the envelopes before loading. When the stacked envelopes are puffed up with air, press them down to flatten them before loading.



❏ Do not use envelopes that are curled or folded. Using these envelopes causes paper jams and smears on the printout.

❏ Do not use envelopes with adhesive surfaces on the flaps or window envelopes.

❏ Avoid using envelopes that are too thin, as they may curl during printing.

Related Information

➡ "Available Paper and Capacities" on page 19

➡ "Loading Paper in the Paper Cassette" on page 22

List of Paper Type

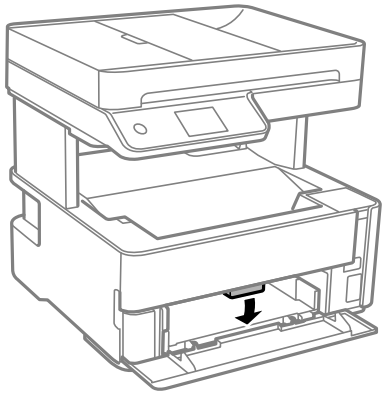
To obtain optimum printing results, select the paper type that suits the paper.

Media Name	Media Type	
	Control Panel	Printer Driver
Epson Bright White Ink Jet Paper	Plain paper	Plain paper
Epson Matte Paper-Heavyweight Epson Double-Sided Matte Paper	Matte	Epson Matte
Epson Photo Quality Ink Jet Paper	Photo Quality IJ	Epson Photo Quality Ink Jet

Outputting Paper

❏ Printed paper is ejected to the output tray with the printed side facing down. For A4 size plain paper (with a thickness of 80g/m²), up to 100 sheets can be ejected at a time. Outputting more than 100 sheets may cause paper to fall or a paper jam to occur. Remove any excess paper so that it does not exceed the maximum number of sheets that can be ejected.

❏ When you load thick paper or business card size paper, lower the output switch lever to output paper to the front of the printer. We also recommend outputting envelopes to the front of the printer.



Placing Originals

Place originals on the scanner glass or the ADF.

You can scan multiple originals at the same time with the ADF.

Available Originals for the ADF

Available Paper Sizes	A4, Letter, 8.5x13 in., Legal
Paper Type	Plain paper
Paper Thickness (Weight of Paper)	64 to 95 g/m^2
Loading Capacity	A4, Letter: 35 sheets or 3.85 mm 8.5x13 in., Legal: 10 sheets

Even when the original meets the specifications for media that can be placed in the ADF, it may not feed from the ADF or the scan quality may decline depending on the paper properties or quality.

Important:

Do not feed photographs or valuable original artwork into the ADF. Misfeeding may wrinkle or damage the original. Scan these documents on the scanner glass instead.

To prevent paper jams, avoid placing the following originals in the ADF. For these types, use the scanner glass.

❏ Originals that are torn, folded, wrinkled, deteriorated, or curled

❏ Originals with binder holes

❏ Originals held together with tape, staples, paper clips etc.

❏ Originals that have stickers or labels stuck to them

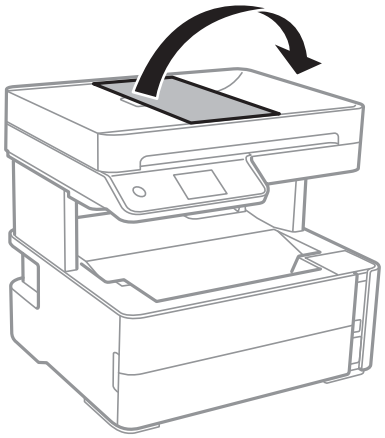
❏ Originals that are cut irregularly or not right angled

❏ Originals that are bound

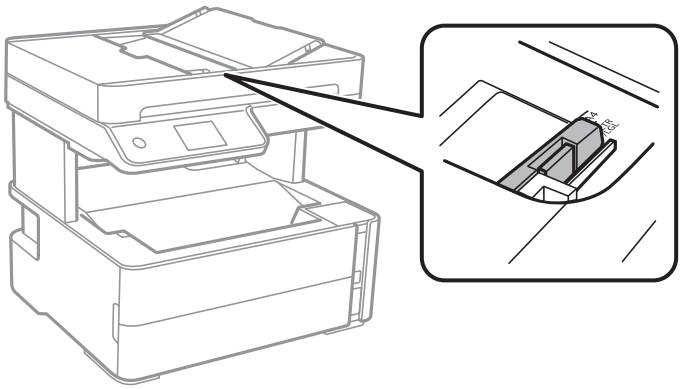
❏ OHPs, thermal transfer paper, or carbon backs

Placing Originals on the ADF

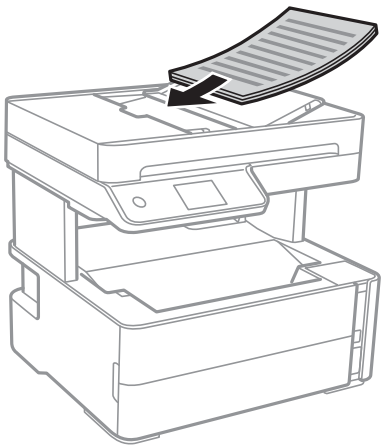
1. Align the edges of the originals.
2. Open the ADF input tray.



3. Pinch and slide out the ADF edge guide.

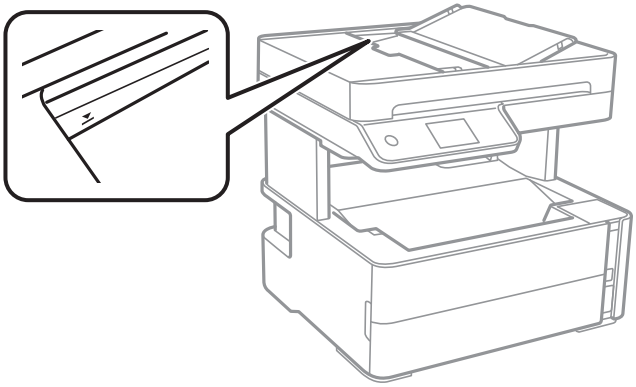


4. Place the originals face-up and short edge first in the ADF, and then slide the ADF edge guide to the edge of the originals.



Important:

❏ *Do not load originals above the line indicated by the triangle symbol on the ADF.*



❏ *Do not add originals while scanning.*

Related Information

➡ "Available Originals for the ADF" on page 29

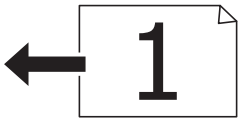
Placing Originals on the ADF for 2-up Copying

Place the originals in the direction shown in the illustration, and then select the orientation setting.

❏ Landscape originals: Select **Landscape** on the control panel as described below.

Copy > **Advanced Settings** > **Original Orientation** > **Landscape**

Place the originals on the ADF in the direction of the arrow.



❏ Portrait originals: Select **Portrait** on the control panel as described below.

Copy > **Advanced Settings** > **Original Orientation** > **Portrait**

Place the originals on the ADF in the direction of the arrow.

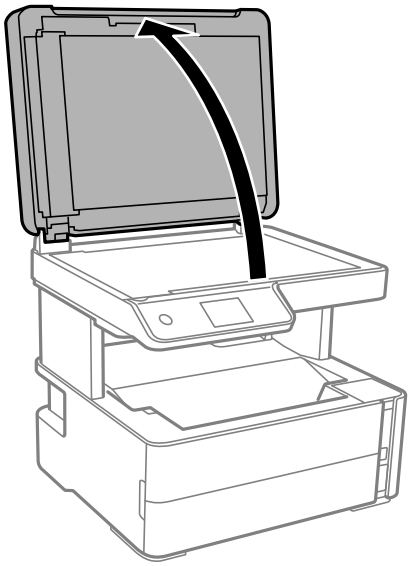
Placing Originals on the Scanner Glass

Caution:

Be careful not to trap your hand or fingers when opening or closing the document cover. Otherwise you may be injured.

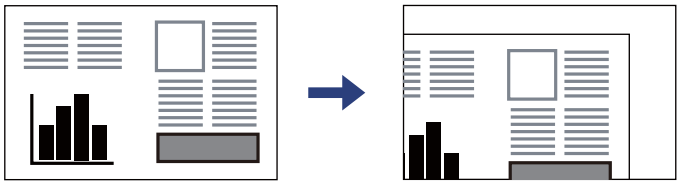
Important:
When placing bulky originals such as books, prevent exterior light from shining directly onto the scanner glass.

1. Open the document cover.

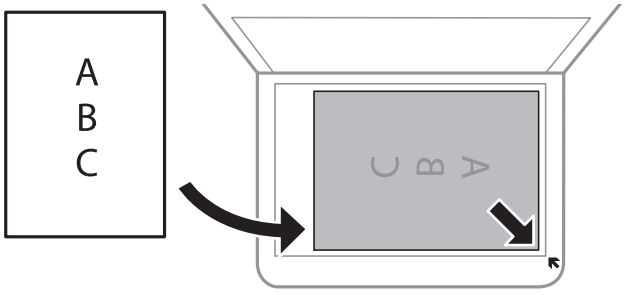


2. Remove any dust or stains on the surface of the scanner glass using a soft, dry, clean cloth.

   Note:
   If there is any trash or dirt on the scanner glass, the scanning range may expand to include it, so the image of the original may be displaced or reduced.



3. Place the original face-down and slide it to the corner mark.



   Note:
   ❏ *A range of 1.5 mm from the corner of the scanner glass is not scanned.*

   ❏ *When originals are placed in the ADF and on the scanner glass, priority is given to the originals in the ADF.*

4. Close the cover gently.

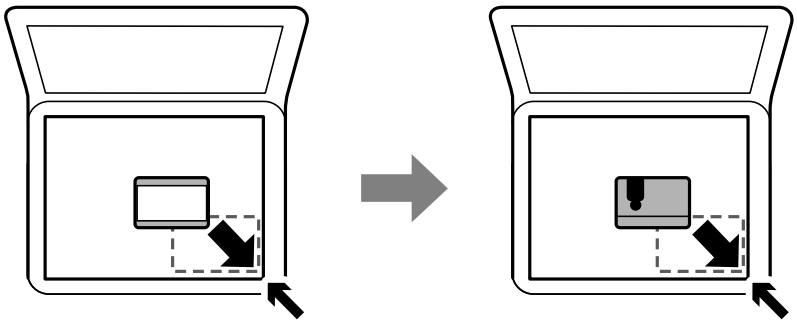
> ***Important:***
> *Do not apply too much force to the scanner glass or the document cover. Otherwise, they may be damaged.*

5. Remove the originals after scanning.

   Note:
   If you leave the originals on the scanner glass for a long time, they may stick to the surface of the glass.

Placing an ID Card for Copying

Place an ID card 5 mm away from the corner mark of the scanner glass.



Managing Contacts

Registering a contacts list allows you to easily enter destinations. You can register up to 100 entries, and you can use the contacts list when you enter a fax number.

Registering or Editing Contacts

1. Select **Fax** on the home screen.
2. Select **Contacts**.
3. Do one of the following.
   - ❏ To register a new contact, select **Add Entry**, and then select **Add Contact**.
   - ❏ To edit a contact, select › on the target contact, and then select **Edit**.
   - ❏ To delete a contact, select › on the target contact, and then select **Delete**, and then select **Yes**. You do not have to perform following procedures.
4. Make the necessary settings.

   Note:
   *When entering a fax number, enter an external access code at the beginning of the fax number if your phone system is PBX and you need the access code to get an outside line. If the access code has been set in the **Line Type** setting, enter a hash (#) instead of the actual access code. To add a pause (pause for three seconds) during dialing, enter a hyphen (-).*

5. Tap **OK**.

Related Information

➡ "Entering Characters" on page 17

Registering or Editing Grouped Contacts

Adding contacts to a group allows you to send a fax to multiple destinations at the same time.

1. Select **Fax** on the home screen.
2. Select **Contacts**.
3. Do one of the following.
   - ❏ To register a new grouped contacts, select **Add Entry** and then select **Add Group**.
   - ❏ To edit a grouped contacts, select › on the target grouped contacts, and then select **Edit**.
   - ❏ To delete a grouped contacts, select › on the target grouped contacts and then select **Delete**, and then select **Yes**. You do not have to perform following procedures.
4. Enter or edit the **Group Name** and the **Index Word**, and then select **Contact(s) Added to the Group (Required)**.
5. Select the contacts that you want to register in the group, and then tap **Close**.

   Note:
   - ❏ *You can register up to 99 contacts.*
   - ❏ *To deselect a contact, tap it again.*
6. Tap **OK**.

Related Information

➡ "Entering Characters" on page 17

Menu Options for Settings

Select **Settings** on the home screen of the printer to make various settings.

Menu Options for General Settings

Select the menus on the control panel as described below.

Settings > **General Settings**

Basic Settings

Select the menus on the control panel as described below.

Settings > **General Settings** > **Basic Settings**

LCD Brightness:

Adjust the brightness of the LCD screen.

Sound:

Adjust the volume.

Sleep Timer:

Adjust the time period to enter a sleep mode (energy saving mode) when the printer has not performed any operations. The LCD screen turns black when the setting time passes.

Power Off Timer:

Your product may have this feature or the **Power Off Settings** feature depending on the location of purchase.

Select this setting to turn the printer off automatically when it is not used for a specified period of time. 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.

Power Off Settings:

Your product may have this feature or the **Power Off Timer** feature depending on the location of purchase.

❏ Power Off If Inactive

Select this setting to turn the printer off automatically if it is not used for a specified period of time. Any increase will affect the product's energy efficiency. Please consider the environment before making any change.

❏ Power Off If Disconnected

Select this setting to turn the printer off after 30 minutes when all ports including the LINE port are disconnected. This feature may not be available depending on your region.

Date/Time Settings:

❏ Date/Time

Enter the current date and time.

❏ Daylight Saving Time

Select the summer time setting that applies to your area.

❏ Time Difference

Enter the time difference between your local time and UTC (Coordinated Universal Time).

Country/Region:

Select the country or region in which you are using your printer. If you change the country or region, your fax settings return to their defaults and you must select them again.

Language:

Select the language used on the LCD screen.

Operation Time Out:

Select **On** to return to the initial screen when no operations have been performed for the specified time.

Keyboard:

Change the layout of the keyboard on the LCD screen.

Related Information

➡ "Saving Power - Control Panel" on page 40

➡ "Entering Characters" on page 17

Printer Settings

Select the menus on the control panel as described below.

Settings > **General Settings** > **Printer Settings**

Paper Source Settings:

Paper Setting:

Select the paper size and paper type you loaded in the paper source. You can make **Favorite Paper Settings** in paper size and paper type.

A4/Letter Auto Switching:

Select **On** to feed paper from the paper source set as A4 size when there is no paper source set as Letter, or feed from the paper source set as Letter size when there is no paper source set as A4.

Error Notice:

Select **On** to display an error message when the selected paper size or type does not match the loaded paper.

Paper Setup Auto Display:

Select **On** to display the **Paper Setting** screen when loading paper in the paper cassette.

Universal Print Settings:

These print settings are applied when you print by an external device without using the printer driver.

Top Offset:

Adjust the top margin of the paper.

Left Offset:

Adjust the left margin of the paper.

Top Offset in Back:

Adjust the top margin for the back of the page when performing 2-sided printing.

Left Offset in Back:

Adjust the left margin for the back of the page when performing 2-sided printing.

Check Paper Width:

Select **On** to check the paper width before printing. This prevents printing beyond the edges of the paper when the paper size setting is incorrect, but this may lower the print speed.

Skip Blank Page:

Skips blank pages in the print data automatically.

Auto Error Solver:

Select an action to perform when a 2-sided printing error or a memory full error occurs.

❏ On

Displays a warning and prints in single-sided mode when a 2-sided printing error occurs, or prints only what the printer could process when a memory full error occurs.

❏ Off

Displays an error message and cancels printing.

Quiet Mode:

Select **On** to reduce noise during printing, however, this may lower the print speed. Depending on the paper type and print quality settings you selected, there may be no difference in the printer's noise level.

Ink Drying Time:

Select the ink drying time you want to use when performing 2-sided printing. The printer prints the other side after printing one side. If your printout is smeared, increase the time setting.

PC Connection via USB:

Select **Enable** to allow a computer to access the printer when connected by USB.

Fax Settings

Select the menu on the control panel as described below.

Settings > **General Settings** > **Fax Settings**

See Related Information below.

Related Information

➡ "Menu Options for Fax Settings" on page 51

Menu Options for Maintenance

Select the menus on the control panel as described below.

Settings > **Maintenance**

Print Head Nozzle Check:

Select this feature to check if the print head nozzles are clogged. The printer prints a nozzle check pattern.

Print Head Cleaning:

Select this feature to clean clogged nozzles in the print head.

Power Cleaning:

Select this feature to replace all of the ink inside the ink tube. More ink is consumed than in usual cleaning. See the "Related Information" below for details on using this feature.

Print Head Alignment:

Select this feature to adjust the print head to improve print quality.

❏ Vertical Alignment

Select this feature if your printouts look blurry or text and lines are misaligned.

❏ Horizontal Alignment

Select this feature if horizontal banding appears at regular intervals in your printouts.

Reset Ink Level:

Select this feature to reset the ink level to 100% when refilling the ink tank.

Remaining capacity of Maintenance box:

Displays the approximate service life of the maintenance box. When is displayed, the maintenance box is nearly full. When is displayed, the maintenance box is full.

Paper Guide Cleaning:

Select this feature if there are ink stains on the internal rollers. The printer feeds paper to clean the internal rollers.

Related Information

➡ “Cleaning the Print Head (Head Cleaning)” on page 122
➡ “Power Cleaning the Print Head (Power Cleaning)” on page 123
➡ “Aligning the Print Head” on page 125
➡ “Refilling the Ink Tank” on page 114
➡ “Cleaning the Paper Path for Ink Smears” on page 126

Menu Options for Print Status Sheet

Select the menus on the control panel as described below.

Settings > **Print Status Sheet**

Configuration Status Sheet:

Print information sheets showing the current printer status and settings.

Supply Status Sheet:

Print information sheets showing the status of consumables.

Usage History Sheet:

Print information sheets showing the usage history of the printer.

Menu Options for Print Counter

Select the menus on the control panel as described below.

Settings > **Print Counter**

Displays the total number of prints including items such as the status sheet from the time you purchased the printer.

Menu Options for Reports

Select the menus on the control panel as described below.

Settings > **Reports**

Checks the current fax connection and prints a report.

Menu Options for User Settings

Select the menus on the control panel as described below.

Settings > **User Settings**

You can change the default settings of the following menus.

❏ Copy

❏ Scan to Computer

❏ Fax

Menu Options for Restore Default Settings

Select the menus on the control panel as described below.

Settings > **Restore Default Settings**

Resets the following menus to their defaults.

❏ Copy Settings

❏ Scan Settings

❏ Fax Settings

❏ Clear All Data and Settings

Menu Options for Firmware Version

Select the menus on the control panel as described below.

Settings > **Firmware Version**

Displays the current firmware version of your printer.

Saving Power

The printer enters sleep mode or turns off automatically 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.

Depending on the location of purchase, the printer may have a feature that turns it off automatically if it is not connected for 30 minutes.

Saving Power - Control Panel

1. Select **Settings** on the home screen.
2. Select **General Settings** > **Basic Settings**.
3. Do one of the following.

   Note:
   *Your product may have the **Power Off Settings** or **Power Off Timer** feature depending on the location of purchase.*

   ❏ Select **Sleep Timer** or **Power Off Settings** > **Power Off If Inactive** or **Power Off If Disconnected**, and then make settings.

   ❏ Select **Sleep Timer** or **Power Off Timer**, and then make settings.

Fax Settings

Before Using Fax Features

Set up the following to use the fax features.

❏ Connect the printer correctly with the phone line and, if necessary, with a phone

❏ Complete the **Fax Setting Wizard**, which is required to make basic settings.

Set the following as necessary.

❏ **Contacts** registration

❏ **User Settings** that define default values for **Fax** menu items

❏ **Report Settings** to print reports when faxes are sent or received

Related Information

➡ “Connecting to a Phone Line” on page 41

➡ “Making the Printer Ready to Send and Receive Faxes (Using Fax Setting Wizard)” on page 44

➡ “Making Settings Individually for Printer's Fax Features” on page 46

➡ “Menu Options for Fax Settings” on page 51

➡ “Managing Contacts” on page 33

➡ “Menu Options for User Settings” on page 39

➡ “Report Settings Menu” on page 53

Connecting to a Phone Line

Compatible Telephone Lines

You can use the printer over standard analogue telephone lines (PSTN = Public Switched Telephone Network) and PBX (Private Branch Exchange) telephone systems.

You may not be able to use the printer with the following phone lines or systems.

❏ VoIP phone line such as DSL or fiber-optic digital service

❏ Digital phone line (ISDN)

❏ Some PBX telephone systems

❏ When adapters such as terminal adapters, VoIP adapters, splitters, or DSL router are connected between the telephone wall jack and the printer

Connecting the Printer to a Phone Line

Connect the printer to a telephone wall jack using an RJ-11 (6P2C) phone cable. When connecting a telephone to the printer, use a second RJ-11 (6P2C) phone cable.

Depending on the area, a phone cable may be included with the printer. If it is included, use that cable.

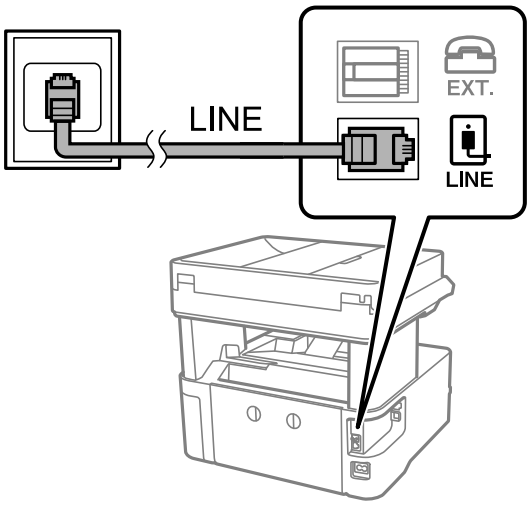
You may need to connect the phone cable to an adapter provided for your country or region.

Note:
Remove the cap from the EXT. port of the printer only when connecting your telephone to the printer. Do not remove the cap if you are not connecting your telephone.

In areas where lightning strikes occur frequently, we recommend that you use a surge protector.

Connecting to a Standard Phone Line (PSTN) or PBX

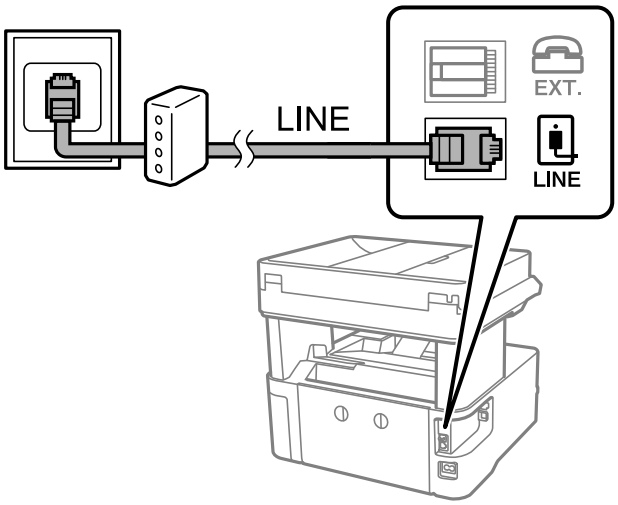
Connect a phone cable from the telephone wall jack or PBX port to the LINE port on the back of the printer.



Connecting to DSL or ISDN

Connect a phone cable from the DSL modem or the ISDN terminal adapter to the LINE port on the back of the printer. See the documentation provided with the modem or the adapter for more details.

Note:
If your DSL modem is not equipped with a built-in DSL filter, connect a separate DSL filter.



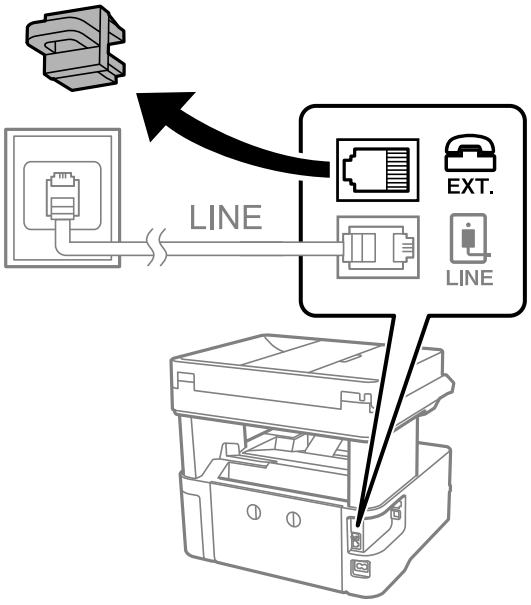
Connecting Your Phone Device to the Printer

When using the printer and your telephone on a single phone line, connect the telephone to the printer.

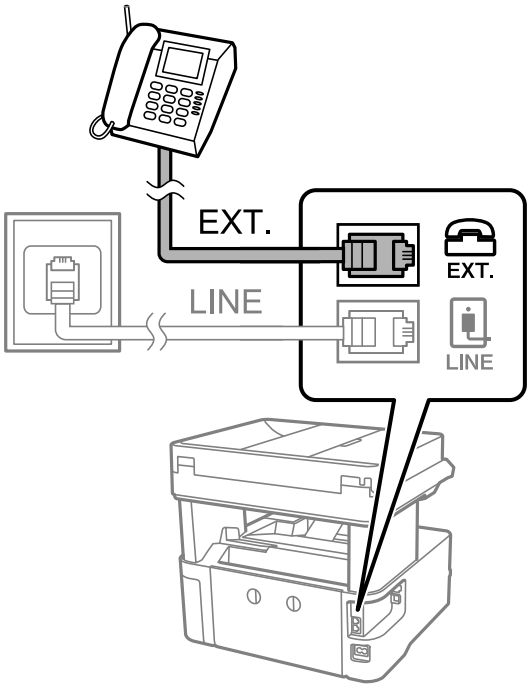
Note:

- ❏ *If your phone device has a fax function, disable the fax function before connecting. See the manuals that came with the phone device for details.*
- ❏ *If you connect an answering machine, make sure the printer's **Rings to Answer** setting is set higher than the number of rings your answering machine is set to answer a call.*

1. Remove the cap from the EXT. port on the back of the printer.



2. Connect the phone device and the EXT. port with a phone cable.



Note:
When sharing a single phone line, make sure you connect the phone device to the EXT. port of the printer. If you split the line to connect the phone device and the printer separately, the phone and the printer do not work correctly.

3. Select **Fax** on the home screen.

4. Pick up the handset.

   The connection is established when ◇(**Send**) is enabled as the following screen.

Related Information

➡ "Making the Printer Ready to Send and Receive Faxes (Using Fax Setting Wizard)" on page 44
➡ "Making Settings to Use an Answering Machine" on page 48
➡ "Making Settings to Receive Faxes Operating Only a Connected Phone (Remote Receive)" on page 48
➡ "Setting Receive Mode" on page 46

Making the Printer Ready to Send and Receive Faxes (Using Fax Setting Wizard)

Fax Setting Wizard configures the basic fax features to make the printer ready to send and receive faxes.

The Wizard is displayed automatically when the printer is turned on for the first time. You can also display the wizard manually from the printer's control panel. You need to run the wizard again in case the wizard is skipped when the printer is first turned on or when the connection environment has changed.

❏ The items below are what you can set through the wizard.

  ❏ **Header** (**Your Phone Number** and **Fax Header**)

  ❏ **Receive Mode** (**Auto** or **Manual**)

❏ The items below are set automatically according to the connection environment.

  ❏ **Dial Mode** (such as **Tone** or **Pulse**)

  ❏ **Line Type** (**PSTN** or **PBX**)

  ❏ **Dial Tone Detection**

  ❏ **Distinctive Ring Detection (DRD) Setting**

❏ Other items in **Basic Settings** remain as they are.

Fax Settings

Start **Fax Setting Wizard** to make **Basic Settings**, following the on-screen instructions.

1. Make sure the printer is connected to the phone line.

   Note:
   Because an automatic fax connection check runs at the end of the wizard, the printer must be connected to the phone line before starting the wizard.

2. Select **Settings** on the home screen on the printer's control panel.

3. Select **General Settings** > **Fax Settings** > **Fax Setting Wizard**.

4. Check the message on the screen displayed, and then select**Proceed**.

   The wizard begins.

5. On the fax header entry screen, enter the sender name such as your company name, and then select **OK**.

   Note:
   Your sender name and your fax number appear as the header for outgoing faxes.

6. On the phone number entry screen, enter your fax number, and then select **OK**.

7. On the **Distinctive Ring Detection (DRD) Setting** screen, make the following settings.

   ❏ If you have subscribed to a distinctive ring service from your telephone company: Select **Settings**, and then select the ring pattern to be used for incoming faxes.

   - If you select **All**, go to step 8.

   - If you select any other setting, **Receive Mode** is automatically set to **Auto**. Go to step 10.

   ❏ If you do not need to set this option: Select **Skip**, and then go to step 10.

   Note:
   ❏ *Distinctive ring services, offered by many telephone companies (the service name differs by company), allows you to have several phone numbers on one phone line. Each number is assigned a different ring pattern. You can use one number for voice calls and another for fax calls. Select the ring pattern assigned to fax calls in **DRD**.*

   ❏ *Depending on the region, **On** and **Off** are displayed as the **DRD** options. Select **On** to use the distinctive ring feature.*

8. On the **Receive Mode Setting** screen, select whether you are using your phone device connected to the printer.

   ❏ When connected: Select **Yes**, and then go to the next step.

   ❏ When not connected: Select **No**, and then go to step 10. **Receive Mode** is set to **Auto**.

9. On the **Receive Mode Setting** screen, select whether you want to receive faxes automatically.

   ❏ To receive automatically: Select **Yes**. **Receive Mode** is set to **Auto**.

   ❏ To receive manually: Select **No**. **Receive Mode** is set to **Manual**.

10. Check the settings you made on the screen displayed, and then select **Proceed**.

    To correct or change settings, select .

11. On the **Run Check Fax Connection** screen, select **Start Checking** to run the fax connection check, and when the screen prompts you to print the check result, select **Print**.

    A report of the check result that shows the connection status is printed.

Note:

❏ *If there are any errors reported, follow the instructions on the report to solve them.*

❏ *If the **Select Line Type** screen is displayed, select the line type.*

*- When you are connecting the printer to a PBX phone system or terminal adapter, select **PBX**.*

*- When you are connecting the printer to a standard phone line, select **PSTN**, and then select **Do Not Detect** on the **Confirmation** screen displayed. However, setting this to **Do Not Detect** may cause the printer to skip the first digit of a fax number when dialing and send the fax to the wrong number.*

Related Information

➡ "Connecting the Printer to a Phone Line" on page 41

➡ "Setting Receive Mode" on page 46

➡ "Making Settings to Use an Answering Machine" on page 48

➡ "Making Settings to Receive Faxes Operating Only a Connected Phone (Remote Receive)" on page 48

➡ "Basic Settings Menu" on page 53

Making Settings Individually for Printer's Fax Features

You can configure the printer's fax features individually using the printer's control panel. The settings made using **Fax Setting Wizard** can also be changed. For more details, see the descriptions of the **Fax Settings** Menu.

Related Information

➡ "Menu Options for Fax Settings" on page 51

Setting Receive Mode

There are two options in **Receive Mode** for receiving incoming faxes. You can make settings in the menu below.

Settings > **General Settings** > **Fax Settings** > **Basic Settings** > **Receive Mode**

Receive Mode	Use of Phone Line
Manual	Mainly for phoning, but also for faxing
Auto	Only for faxing (external phone device is not required)
	Mainly for faxing, and sometimes phoning

Related Information

➡ "Usage of Auto Mode" on page 47

➡ "Usage of Manual Mode" on page 47

➡ "Basic Settings Menu" on page 53

Usage of Manual Mode

Receiving Faxes

When the telephone rings, you can answer the ringing manually by picking up the handset.

❏ When you hear a fax signal (baud):

Select **Fax** on the printer's home screen, select **Send/Receive** > **Receive**, and then tap ⊙. Next, hang up the handset.

❏ If the ringing is for a voice call:

You can answer the phone as normal.

Receiving Faxes Using only a Connected Telephone

When **Remote Receive** is set, you can receive faxes by simply entering the **Start Code**.

When the telephone rings, pick up the handset. When you hear a fax tone (baud), dial the two digit **Start Code**, and then hang up the handset.

Related Information

➡ "Making Settings to Receive Faxes Operating Only a Connected Phone (Remote Receive)" on page 48

Usage of Auto Mode

Receiving Faxes Without an External Phone Device

The printer automatically switches to receive faxes when the number of rings you set in **Rings to Answer** is complete.

Note:
*We recommend setting **Rings to Answer** to as low a number as possible.*

Receiving Faxes With an External Phone Device

A printer with an external phone device works as follows.

❏ If your phone device is the answering machine and when it answers within the number of rings set in **Rings to Answer**:

- If the ringing is for a fax: The printer automatically switches to receive faxes.
- If the ringing is for a voice call: The answering machine can receive voice calls and record voice messages.

❏ When you pick up the handset within the number of rings set in **Rings to Answer**:

- If the ringing is for a fax: You can receive the fax using the same steps as **Manual**.
- If the ringing is for a voice call: You can answer the phone as normal.

❏ When the printer automatically switches to receive faxes:

- If the ringing is for a fax: The printer starts receiving faxes.
- If the ringing is for a voice call: You cannot answer the phone. Ask the person to call you back.

Note:
*Set the **Rings to Answer** settings of the printer to a higher number than the number of rings for the answering machine. Otherwise, the answering machine cannot receive voice calls to record voice messages. For details on setting up the answering machine, see the manual supplied with the answering machine.*

Related Information

➡ “Making Settings to Use an Answering Machine” on page 48
➡ “Usage of Manual Mode” on page 47

Making Settings When You Connect an External Phone Device

Making Settings to Use an Answering Machine

You need settings to use an answering machine.

1. Select **Settings** on the home screen on the printer's control panel..
2. Select **General Settings** > **Fax Settings** > **Basic Settings**.
3. Set **Receive Mode** to **Auto**.
4. Set the **Rings to Answer** setting of the printer to a higher number than the number of rings for the answering machine.

   If **Rings to Answer** is set lower than the number of rings for the answering machine, the answering machine cannot receive voice calls to record voice messages. See the manuals that came with the answering machine for its settings.

The printer's **Rings to Answer** setting may not be displayed, depending on the region.

Related Information

➡ “Usage of Auto Mode” on page 47
➡ “Basic Settings Menu” on page 53

Making Settings to Receive Faxes Operating Only a Connected Phone (Remote Receive)

You can start receiving incoming faxes by only picking up the handset and operating the phone, without operating the printer at all.

The **Remote Receive** feature is available for telephones that support tone dialing.

1. Select **Settings** on the home screen on the printer's control panel.
2. Select **General Settings** > **Fax Settings** > **Basic Settings** > **Remote Receive**.
3. Tap **Remote Receive** to set this to **On**.
4. Select **Start Code**, enter a two digit code (you can enter 0 to 9, *, and #), and then tap **OK**.
5. Select **OK** to apply the settings.

Related Information

➡ “Usage of Manual Mode” on page 47

➡ "Basic Settings Menu" on page 53

Making Settings for Blocking Junk Faxes

You can block junk faxes.

1. Select **Settings** on the home screen on the printer's control panel.
2. Select **General Settings** > **Fax Settings** > **Basic Settings** > **Rejection Fax**.
3. Set the condition to block junk faxes.

   Select **Rejection Fax**, and then enable the following options.

   ❏ Rejection Number List: Rejects faxes that are in the Rejection Number List.

   ❏ Fax Header Blank: Rejects faxes that have blank header information.

   ❏ Unregistered Contacts: Rejects faxes that have not been added to the contact list.
4. Tap to return to the **Rejection Fax** screen.
5. If you are using the **Rejection Number List**, select **Edit Blocked Number list**, and then edit the list.

Related Information

➡ "Basic Settings Menu" on page 53

Making Settings to Save Received Faxes

The printer is set to print received faxes by default. Besides printing, you can set the printer to save received faxes.

❏ Inbox in the Printer

You can save received faxes to the Inbox. You can view them on the printer's control panel so that you can print only the ones you want to print or delete unnecessary faxes.

❏ A computer (PC-FAX reception)

Outside of the Printer

The above features can be used at the same time. If you use them at the same time, received documents are saved to the inbox and on a computer. To receive faxes on a computer, make settings using FAX Utility.

1. Select **Settings** on the home screen.
2. Select **General Settings** > **Fax Settings** > **Receive Settings** > **Fax Output Settings**.
3. If a confirmation message is displayed, confirm it, and then tap **OK**.
4. Select **Save to Inbox**.
5. Tap **Save to Inbox** to set this to **On**
6. Select **Options when memory is full**, select the option to use when the inbox is full.

   ❏ **Receive and print faxes**: The printer prints all received documents that cannot be saved in the Inbox.

❏ **Reject incoming faxes**: The printer does not answer incoming fax calls.

7. You can set a password for the inbox. Select **Inbox Password Settings**, and then set the password.

   Note:
   *You cannot set a password when **Options when memory is full** is set to **Receive and print faxes**.*

Related Information

➡ "Fax Output Settings Menu" on page 51

Making Settings to Send and Receive Faxes on a Computer

To send and receive faxes on a computer, FAX Utility must be installed on the computer.

Making Save to Computer Setting to Receive Faxes

You can receive faxes on a computer by using the FAX Utility. Install FAX Utility on the computer and make the setting. For details, see Basic Operations in the FAX Utility help (displayed on the main window).

The setting item below on the printer's control panel is set to **Yes**, and the faxes received can be saved on the computer.

Settings > **General Settings** > **Fax Settings** > **Receive Settings** > **Fax Output Settings** > **Save to Computer**

Related Information

➡ "Fax Output Settings Menu" on page 51

Making Save to Computer Setting to Also Print on the Printer to Receive Faxes

You can make the setting to print received faxes on the printer as well as save them on a computer.

1. Select **Settings** on the home screen on the printer's control panel.
2. Select **General Settings** > **Fax Settings** > **Receive Settings**.
3. Select **Fax Output Settings** > **Save to Computer** > **Yes and Print**.

Related Information

➡ "Fax Output Settings Menu" on page 51

Making Save to Computer Setting not to Receive Faxes

To set the printer not to save received faxes on the computer, change the settings on the printer.

Note:
You can also change the settings using the FAX Utility. However, if there are any faxes that have been unsaved to the computer, the feature does not work.

1. Select **Settings** on the home screen on the printer's control panel.

2. Select **General Settings** > **Fax Settings** > **Receive Settings**.
3. Select **Fax Output Settings** > **Save to Computer** > **No**.

Related Information

➡ "Fax Output Settings Menu" on page 51

Menu Options for Fax Settings

Selecting **Settings** > **Fax Settings** from the printer's control panel displays this menu.

Check Fax Connection

You can find the menu on the printer's control panel below:

Settings > **General Settings** > **Fax Settings** > **Check Fax Connection**

Selecting **Check Fax Connection** checks that the printer is connected to the phone line and ready for fax transmission. You can print the check result on A4 size plain paper.

Fax Setting Wizard

You can find the menu on the printer's control panel below:

Settings > **General Settings** > **Fax Settings** > **Fax Setting Wizard**

Selecting **Fax Setting Wizard** makes basic fax settings. Follow the on-screen instructions.

Related Information

➡ "Making the Printer Ready to Send and Receive Faxes (Using Fax Setting Wizard)" on page 44

Receive Settings Menu

Related Information

➡ "Fax Output Settings Menu" on page 51
➡ "Print Settings Menu" on page 52

Fax Output Settings Menu

You can find the menu on the printer's control panel below:

Settings > **General Settings** > **Fax Settings** > **Receive Settings** > **Fax Output Settings**

Item	Description
Save to Inbox	Saves received faxes in the printer's inbox.

Item	Description
Save to Computer	Converts received documents into PDF format and saves them on a computer connected to the printer.

Print Settings Menu

You can find the menu on the printer's control panel below:

Settings > **General Settings** > **Fax Settings** > **Receive Settings** > **Print Settings**

Item	Description
Auto Reduction	Prints received faxes with large-size documents reduced to fit on the paper in the paper source. Reducing may not always be possible depending on the received data. If this is turned off, large documents are printed at their original size on multiple sheets, or a blank second page may be ejected.
Split Page Settings	Prints received faxes with the page split when the size of the received documents is larger than the size of the paper loaded in the printer.
Auto Rotation	Rotates faxes received as landscape-orientated, A5 size documents so that they are printed on A5 size paper. This setting is applied when A5 size is set in **Settings** > **General Settings** > **Printer Settings** > **Paper Source Settings** > **Paper Setting** > **Paper Size**. Selecting **Off**, faxes received as landscape-orientated A5 size, the same width as A4 portrait documents, are assumed and printed as A4 size faxes.
Add Reception Information	Prints reception information on the received fax, even if the sender does not set the header information. The reception information includes the received date and time, sender's ID, and page number (such as "P1"). When **Split Page Settings** is enabled, the split page number is also included.
2-Sided	Prints multiple pages of received faxes on both sides of the paper.
Print Start Timing	Select options to start printing the faxes to receive. ❏ All Pages Received: Printing starts after receiving all of the pages. To start printing from the first page or last page depends on the setting of **Collation Stack** feature. See the explanation for **Collation Stack**. ❏ First Page Received: Starts printing when the first page is received, and then prints in order as the pages are received. If the printer cannot start printing, such as when it is printing other jobs, the printer starts printing received pages as a batch when it is available.
Collation Stack	Since the first page is printed last (output to the top), the printed documents are stacked in the correct page order. When the printer is running low on memory, this feature may not be available.
Print Suspend Time	❏ Print Suspend Time: During the time period you specified from **Time to Stop** through **Time to Restart** you specified,, the printer saves documents received in the printer's memory without printing them. This feature can be used for noise prevention at night or to prevent confidential documents from being disclosed while you are away. Before using this feature, make sure there is enough free memory. When you set this to **Off**, you can print the received documents even before the restart time. ❏ Time to Stop: Stops printing documents. ❏ Time to Restart: Restarts printing documents automatically.
Quiet Mode	Reduces the noise the printer makes when printing faxes, however, print speed may be reduced.

Report Settings Menu

You can find the menu on the printer's control panel below:

Settings > **General Settings** > **Fax Settings** > **Report Settings**

Item	Description
Fax Log Auto Print	Prints the fax log automatically. Select **On(Every 30)** to print a log every time 30 fax jobs are completed. Select **On(Time)** to print the log at a specified time. However, if the number of fax jobs exceeds 30, the log is printed before the specified time.
Attach Fax image to report	Prints a **Transmission Report** with an image of the first page of the sent document. Select **On(Large Image)** to print the upper part of the page without reducing. Select **On(Small Image)** to print the entire page reducing it to fit onto the report.
Report Format	Selects a format for fax reports in **Fax** > **More** tab > **Fax Report** other than **Protocol Trace**. Select **Detail** to print with error codes.

Basic Settings Menu

You can find the menu on the printer's control panel below:

Settings > **General Settings** > **Fax Settings** > **Basic Settings**

Item	Description
Fax Speed	Select the fax transmission speed. We recommend selecting **Slow(9,600bps)** when a communication error occurs frequently, when sending/receiving a fax to/from abroad, or when you are using an IP (VoIP) phone service.
ECM	Automatically corrects errors in the fax transmission (Error Correction Mode), mostly caused by telephone line noise. If this is disabled, you cannot send documents in color.
Dial Tone Detection	Detects a dial tone before starting to dial. If the printer is connected to a PBX (Private Branch Exchange) or digital phone line, the printer may fail to start dialing. In this situation, change the **Line Type** setting to **PBX**. If this does not work, disable this feature. However, disabling this feature may drop the first digit of a fax number and send the fax to the wrong number.
Dial Mode	Select the type of phone system to which you have connected the printer. When set to **Pulse**, you can temporarily switch the dialing mode from pulse to tone by pressing ✳ ("T" is entered) while entering numbers on the fax top screen. This setting may not be displayed depending on your region or country.
Line Type	Select the line type to which you have connected the printer. When using the printer in an environment that uses extensions and requires an external access code, such as 0 and 9, to get an outside line, select **PBX** and register the access code. Once you have registered the access code, enter # (hash) instead of the access code when sending a fax to an outside fax number. For an environment that uses a DSL modem or terminal adapter, setting to **PBX** is also recommended. You cannot send faxes to recipients in **Contacts** in which an external access code such as 0 or 9 is set. If you have added recipients in **Contacts** using an external access code such as 0 or 9, set the **Access Code** to **Do Not Use**. Otherwise, you must change the code to # in **Contacts**.

Fax Settings

Item	Description
Header	Enter your sender name and fax number. These appear as a header on outgoing faxes. ❏ Your Phone Number: You can enter up to 20 characters using 0-9 + or space. ❏ Fax Header: You can register up to 21 sender names as necessary. You can enter up to 40 characters for each sender name.
Receive Mode	Select the receive mode. For details, see the related Information below.
DRD	If you have subscribed to a distinctive ring service from your telephone company, select the ring pattern to be used for incoming faxes. The distinctive ring service, offered by many telephone companies (the service name differs by company), allows you to have several phone numbers on one phone line. Each number is assigned different ring pattern. You can use one number for voice calls and another for fax calls. Depending on the region, this option may be **On** or **Off**.
Rings to Answer	Select the number of rings that must occur before the printer automatically receives a fax.
Remote Receive	❏ Remote Receive: When you answer an incoming fax call on a phone connected to the printer, you can start receiving the fax by entering the code using the phone. ❏ Start Code: Set the start code of **Remote Receive**. Enter two characters using 0-9, *, #.
Rejection Fax	❏ Rejection Fax: Select options to reject receiving junk faxes. ❏ Rejection Number List: If the other party's phone number is in the rejection number list, set whether to reject the incoming faxes. ❏ Fax Header Blank: If the other party's phone number is blocked, set whether to reject receiving the faxes. ❏ Unregistered Contacts: If the other party's phone number is not in the contacts, set whether to reject receiving the faxes. ❏ Edit Blocked Number list: You can register up to 30 fax numbers to reject the faxes and calls. Enter up to 20 characters using 0-9, *, #, or space.

Related Information

➡ “Making the Printer Ready to Send and Receive Faxes (Using Fax Setting Wizard)” on page 44
➡ “Setting Receive Mode” on page 46
➡ “Making Settings to Receive Faxes Operating Only a Connected Phone (Remote Receive)” on page 48
➡ “Making Settings for Blocking Junk Faxes” on page 49

Security Settings Menu

You can find the menu on the printer's control panel below:

Settings > **General Settings** > **Fax Settings** > **Security Settings**

Item	Description
Direct Dialing Restrictions	Selecting **On** disables manual entry of the recipient's fax numbers allowing the operator to select recipients only from the contacts list or sent history. Selecting **Enter Twice** requires the operator to enter the fax number again when the number was manually entered. Selecting **Off** enables manual entry of the recipient's fax numbers.

Fax Settings

Item	Description
Confirm Address List	Selecting **On** displays a recipient confirmation screen before starting the transmission.
Backup Data Auto Clear	Selecting **On** automatically erases the backups when sending or receiving a document completes successfully and the backups become unnecessary. Selecting **Off**, to prepare for an unexpected power off due to an electricity failure or an incorrect operation, temporarily stores backup copies of sent and received documents in its memory.
Clear Backup Data	Erases all backup copies temporarily stored in the printer's memory. Run this before you give the printer to someone else or dispose of it.

Printing

Printing from the Printer Driver on Windows

Accessing the Printer Driver

When accessing the printer driver from the computer's control panel, the settings are applied to all of the applications.

Accessing the printer driver from the control panel

❏ Windows 10/Windows Server 2016

Click on the start button, and then select **Windows System** > **Control Panel** > **View devices and printers** in **Hardware and Sound**. Right-click on your printer, or press and hold it and then select **Printing preferences**.

❏ Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012

Select **Desktop** > **Settings** > **Control Panel** > **View devices and printers** in **Hardware and Sound**. Right-click on your printer, or press and hold it and then select **Printing preferences**.

❏ Windows 7/Windows Server 2008 R2

Click the start button, and select **Control Panel** > **View devices and printers** in **Hardware and Sound**. Right-click on your printer and select **Printing preferences**.

❏ Windows Vista/Windows Server 2008

Click the start button, and select **Control Panel** > **Printers** in **Hardware and Sound**. Right-click on your printer and select **Printing preferences**.

❏ Windows XP/Windows Server 2003 R2/Windows Server 2003

Click the start button, and select **Control Panel** > **Printers and Other Hardware** > **Printers and Faxes**. Right-click on your printer and select **Printing preferences**.

Accessing the printer driver from the printer icon on the task bar

The printer icon on the desktop task bar is a shortcut icon allowing you to quickly access the printer driver.

If you click the printer icon and select **Printer Settings**, you can access the same printer settings window as the one displayed from the control panel. If you double-click this icon, you can check the status of the printer.

Note:
*If the printer icon is not displayed on the task bar, access the printer driver window, click **Monitoring Preferences** on the **Maintenance** tab, and then select **Register the shortcut icon to the taskbar**.*

Printing Basics

Note:
Operations may differ depending on the application. See the application's help for details.

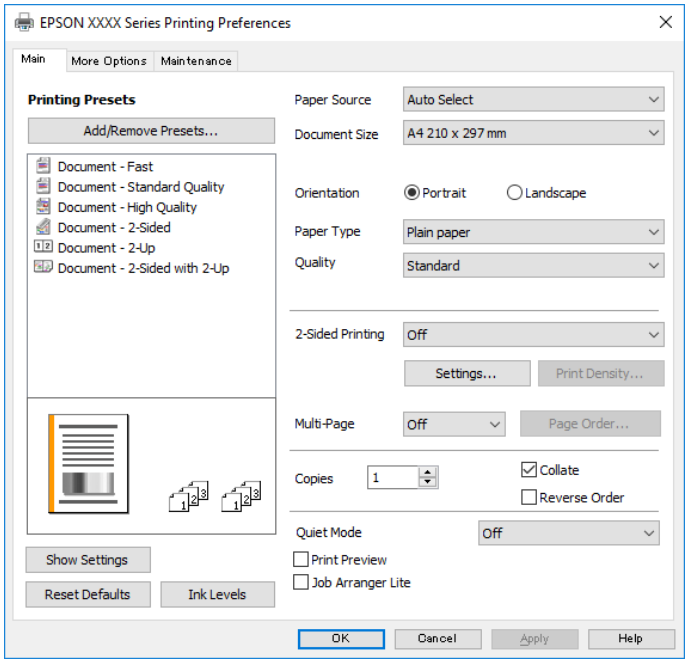
1. Open the file you want to print.

   Load paper in the printer if it has not already been loaded.

2. Select **Print** or **Page Setup** from the **File** menu.

3. Select your printer.

4. Select **Preferences** or **Properties** to access the printer driver window.



5. Change the settings as necessary.

   See the menu options for the printer driver for details.

   Note:
   ❏ *You can also see the online help for explanations of the setting items. Right-clicking an item displays **Help**.*

   ❏ *When you select **Print Preview**, you can see a preview of your document before printing.*

6. Click **OK** to close the printer driver window.

7. Click **Print**.

   Note:
   *When you select **Print Preview**, a preview window is displayed. To change the settings, click **Cancel**, and then repeat the procedure from step 2.*

Related Information

➡ “Available Paper and Capacities” on page 19

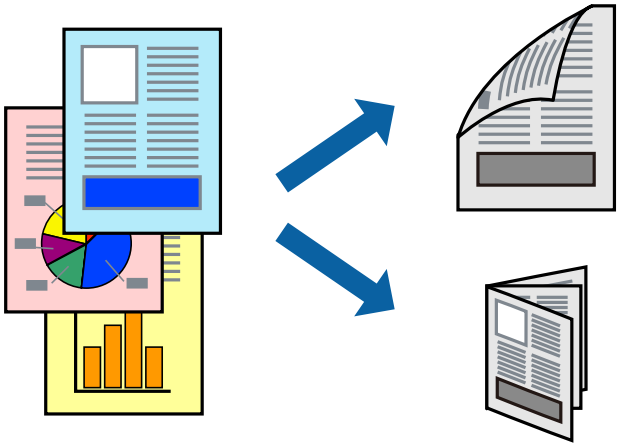
➡ “Loading Paper in the Paper Cassette” on page 22

➡ “List of Paper Type” on page 28

➡ “Main Tab” on page 71

Printing on 2-Sides

You can print on both sides of the paper. You can also print a booklet that can be created by re-ordering the pages and folding the printout.



Note:

❏ *If you do not use paper that is suitable for 2-sided printing, the print quality may decline and paper jams may occur.*

❏ *Depending on the paper and the data, ink may bleed through to the other side of the paper.*

Related Information

➡ "Available Paper and Capacities" on page 19

Print Settings

1. On the printer driver's **Main** tab, select an option from **2-Sided Printing**.
2. Click **Settings**, make the appropriate settings, and then click **OK**.

   Make settings for **Print Density** if necessary.

   Note:

   ❏ *To print a folded booklet, select **Booklet**.*

   ❏ *When setting **Print Density**, you can adjust print density according to the document type.*

   ❏ *Printing may be slow depending on the combination of options selected for **Select Document Type** in the Print Density Adjustment window and for **Quality** on the **Main** tab.*
3. Click **Print**.

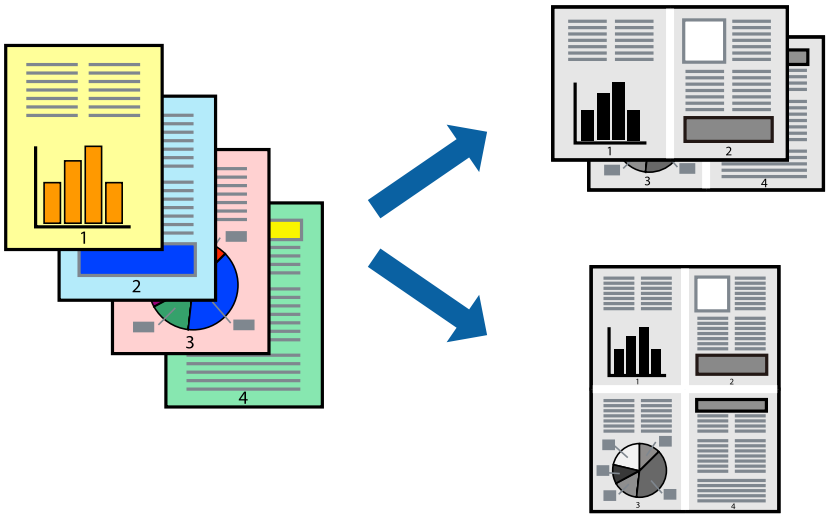
Related Information

➡ "Printing Basics" on page 56

➡ "Main Tab" on page 71

Printing Several Pages on One Sheet

You can print two or four pages of data on a single sheet of paper.



Print Settings

On the printer driver's **Main** tab, select **2-Up** or **4-Up** as the **Multi-Page** setting.

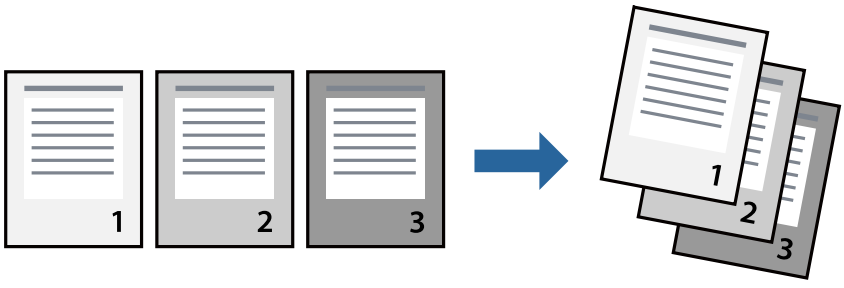
Related Information

➡ “Printing Basics” on page 56

➡ “Main Tab” on page 71

Printing and Stacking in Page Order (Reverse Order Printing)

You can print from the last page so that documents are stacked in page order for outputting paper to the front of the printer.



Print Settings

On the printer driver's **Main** tab, select **Reverse Order**.

Related Information

➡ “Printing Basics” on page 56

➡ “Main Tab” on page 71

Printing a Reduced or Enlarged Document

You can reduce or enlarge the size of a document by a specific percentage or to fit the paper size you loaded in the printer.

Print Settings

On the printer driver's **More Options** tab, select the document size from the **Document Size** setting. Select the paper size you want to print on from the **Output Paper** setting. Select **Reduce/Enlarge Document**, and then select **Fit to Page** or **Zoom to**. When you select **Zoom to**, enter a percentage.

Select **Center** to print the images in the center of the page.

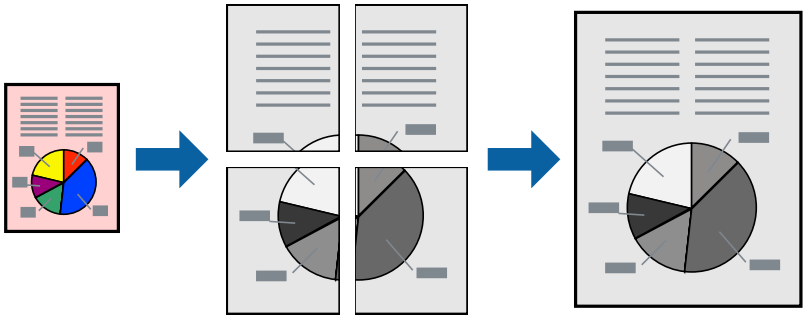
Related Information

➡ “Printing Basics” on page 56

➡ “More Options Tab” on page 71

Printing One Image on Multiple Sheets for Enlargement (Creating a Poster)

This feature allows you to print one image on multiple sheets of paper. You can create a larger poster by taping them together.



Print Settings

On the printer driver's **Main** tab, select **2x1 Poster**, **2x2 Poster**, **3x3 Poster**, or **4x4 Poster** as the **Multi-Page** setting. If you click **Settings**, you can select the panels that you do not want to print. You can also select the cutting guide options.

Related Information

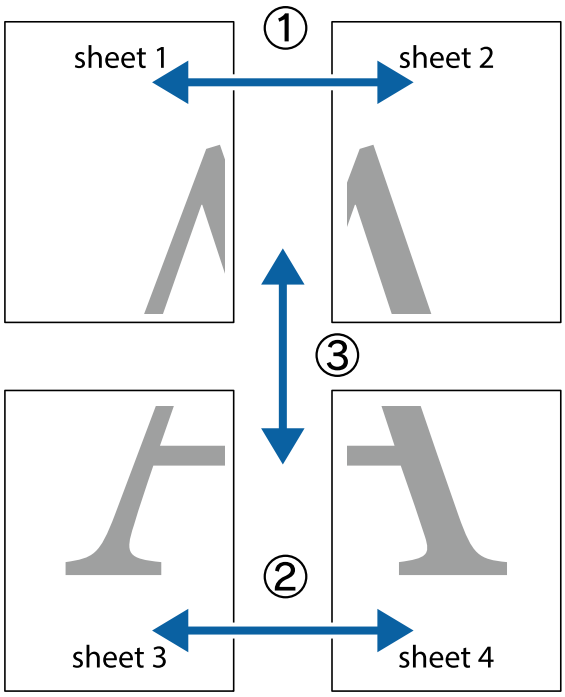
➡ "Printing Basics" on page 56

➡ "Main Tab" on page 71

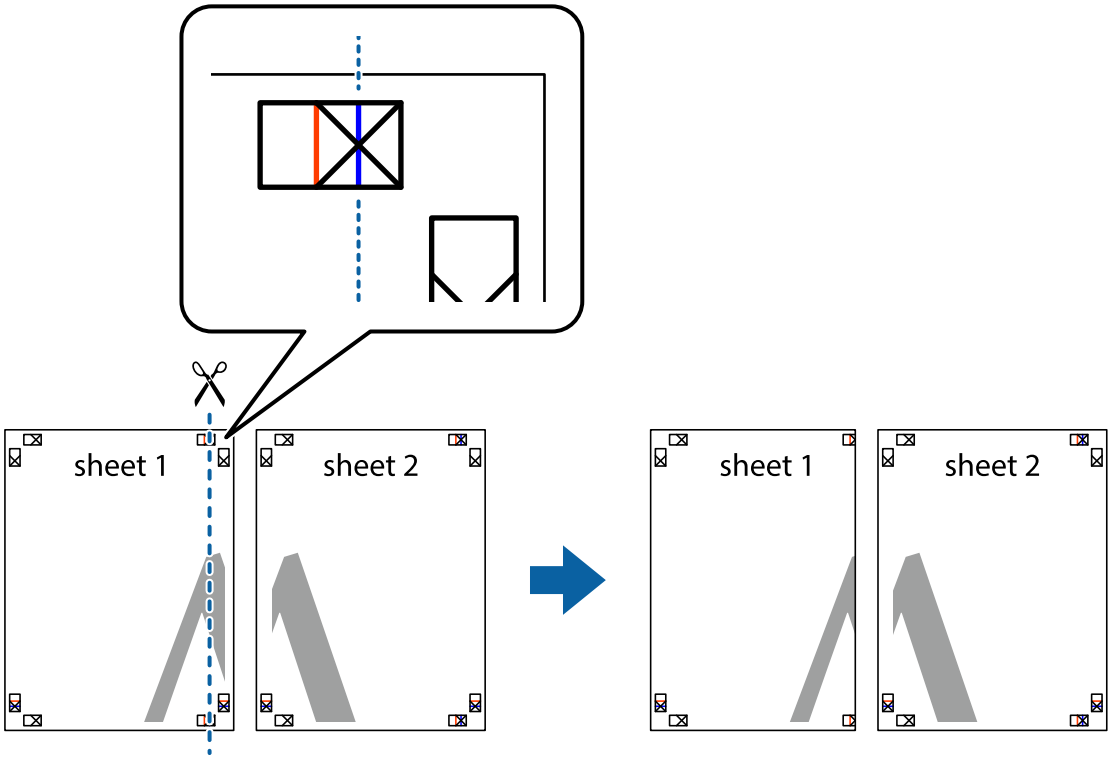
Making Posters Using Overlapping Alignment Marks

Here is an example of how to make a poster when **2x2 Poster** is selected, and **Overlapping Alignment Marks** is selected in **Print Cutting Guides**.

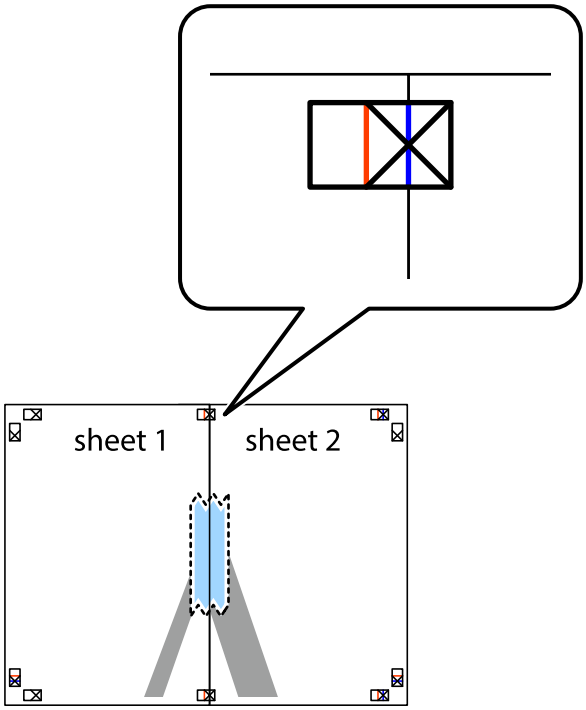
The actual guides are printed in monochrome, but for this explanation they are shown as blue and red lines.



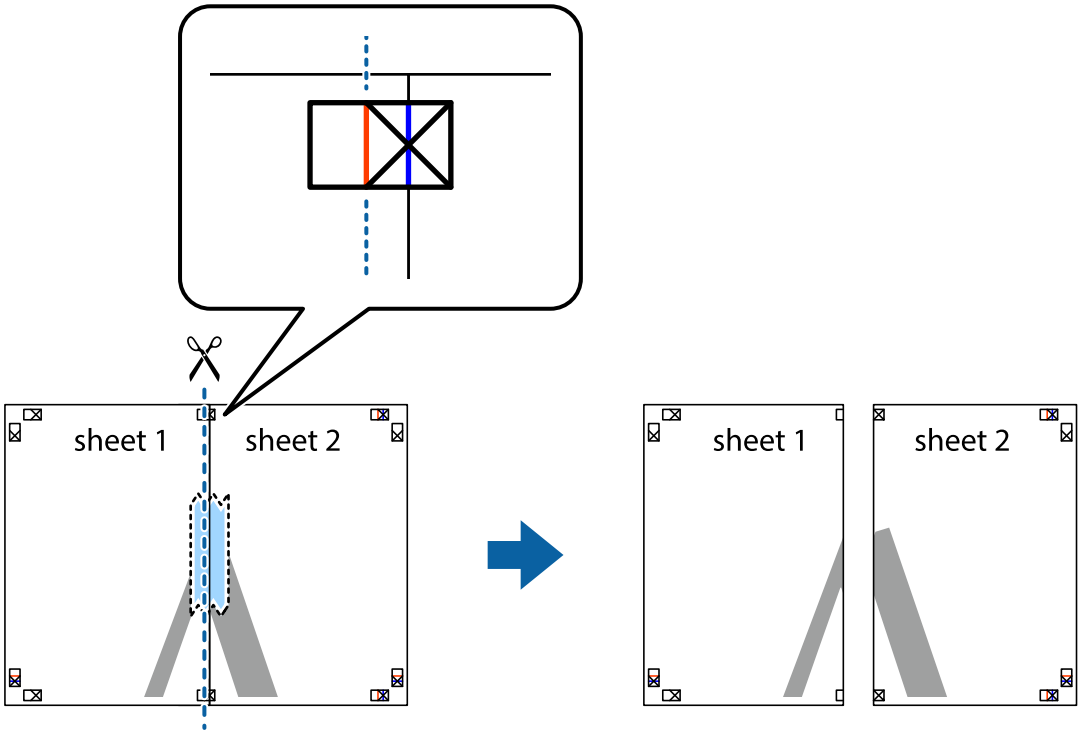
1. Prepare Sheet 1 and Sheet 2. Cut off the margins of Sheet 1 along the vertical blue line through the center of the top and bottom cross marks.



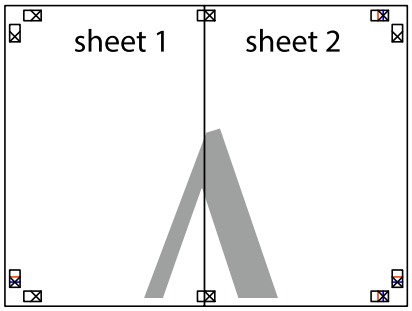
2. Place the edge of Sheet 1 on top of Sheet 2 and align the cross marks, then temporarily tape the two sheets together from the back.



3. Cut the taped sheets in two along the vertical red line through the alignment markers (this time, the line to the left of the cross marks).

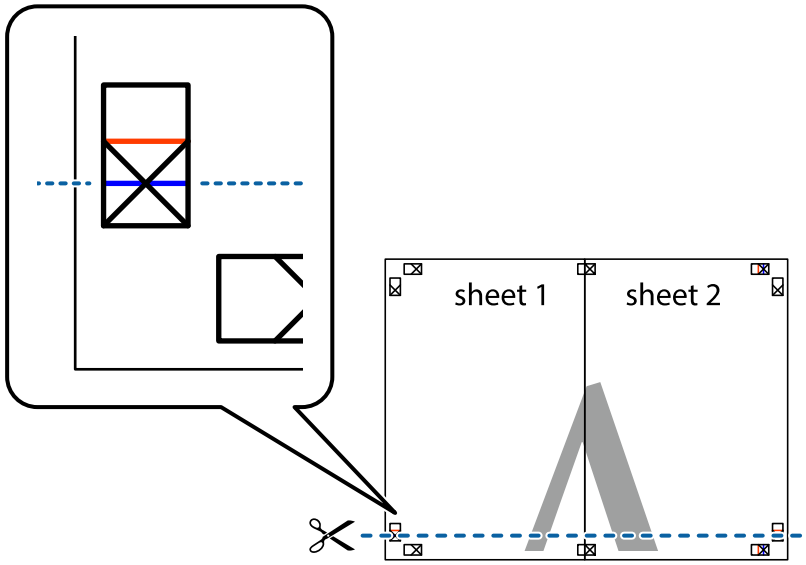


4. Tape the sheets together from the back.

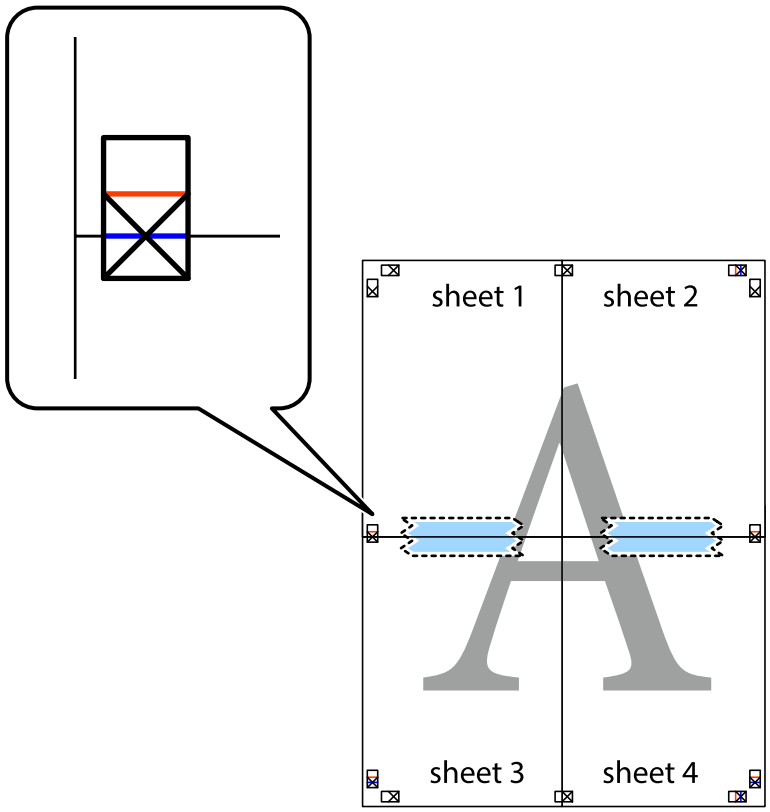


5. Repeat steps 1 to 4 to tape Sheet 3 and Sheet 4 together.

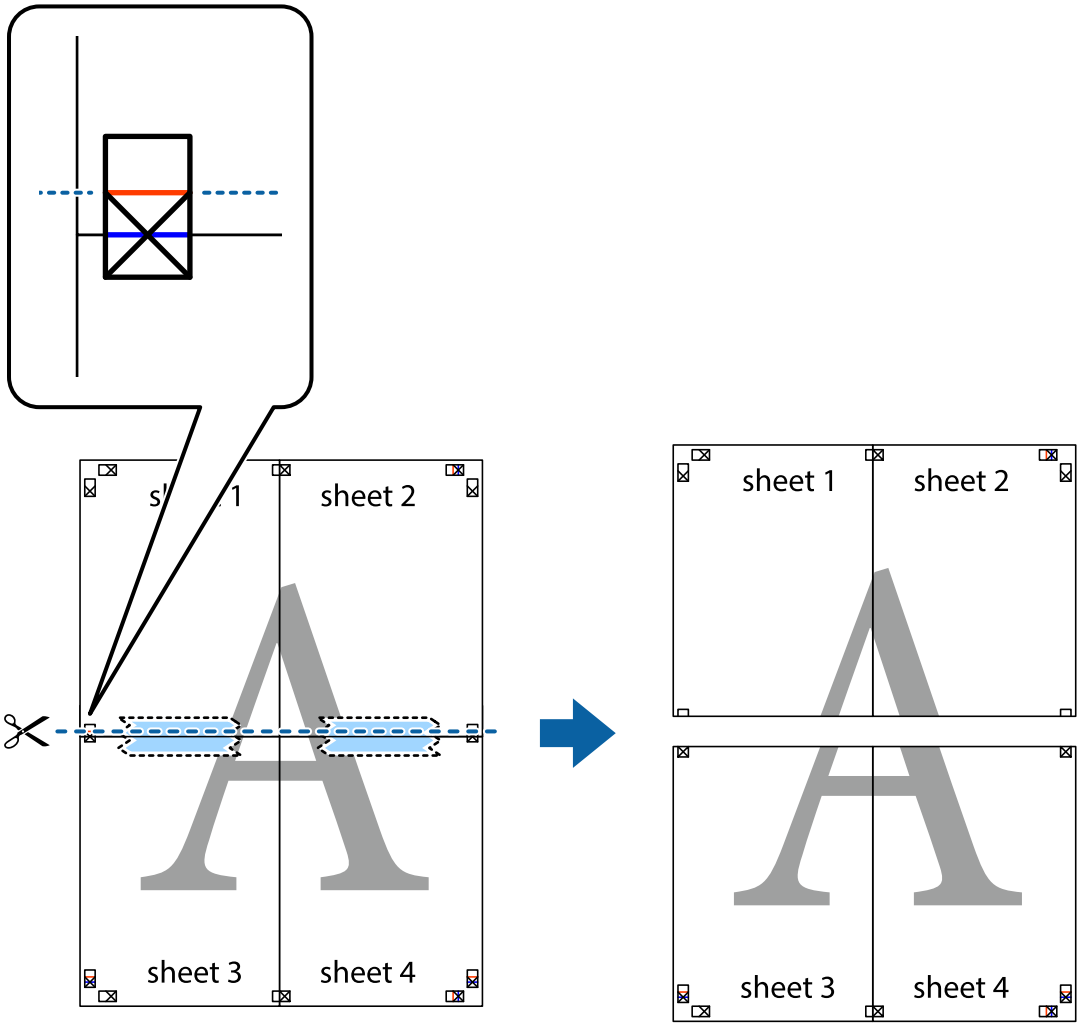
6. Cut off the margins of Sheet 1 and Sheet 2 along the horizontal blue line through the center of the left and right side cross marks.



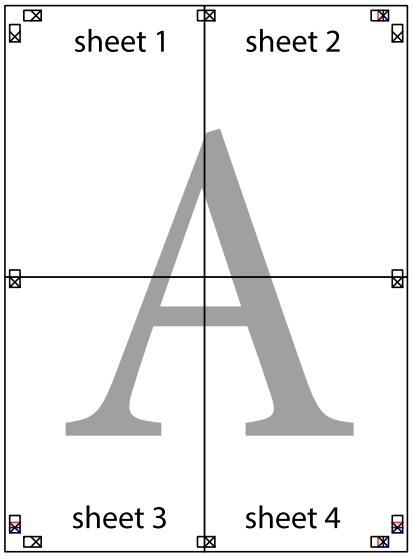
7. Place the edge of Sheet 1 and Sheet 2 on top of Sheet 3 and Sheet 4 and align the cross marks, and then temporarily tape them together from the back.



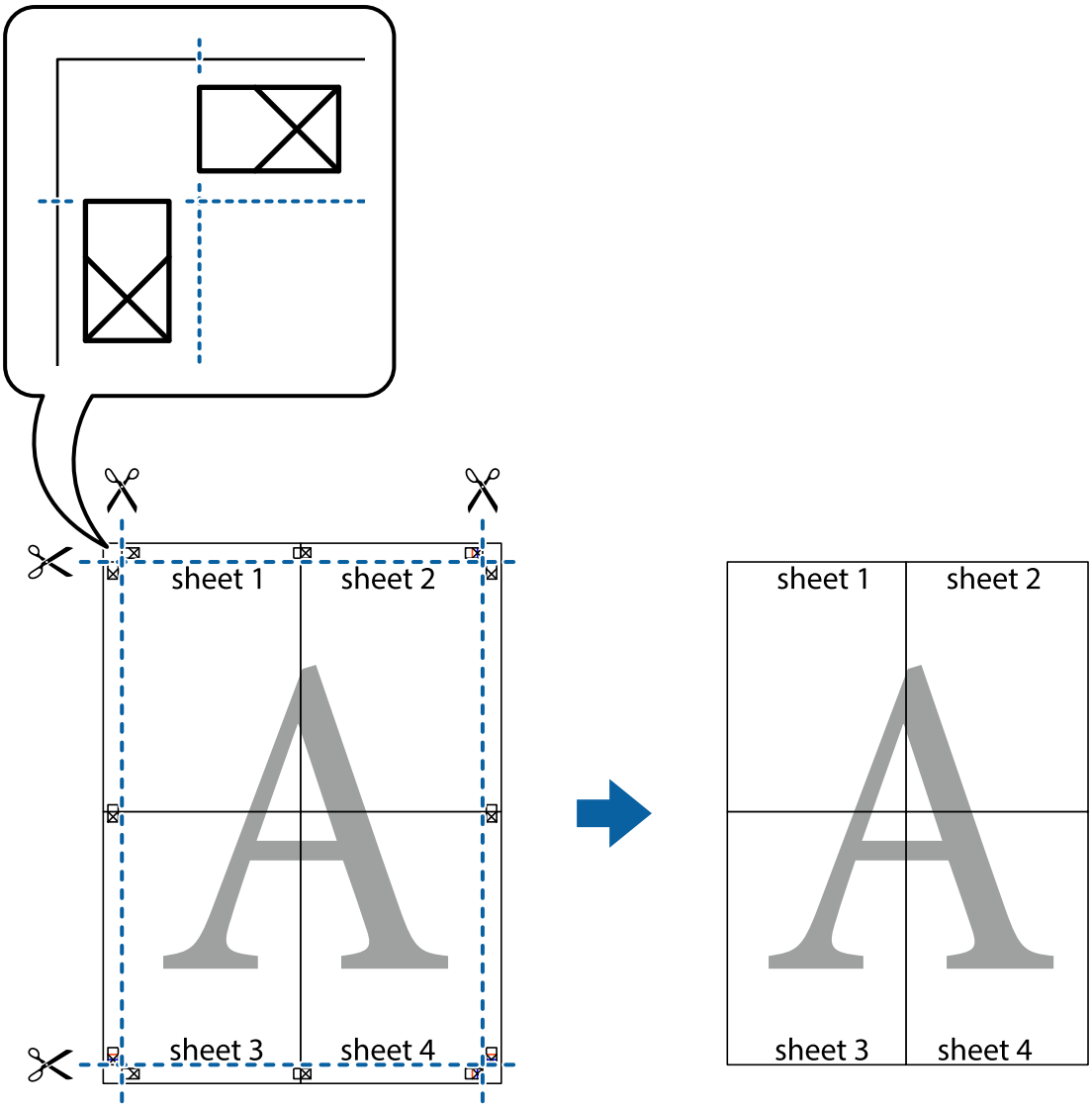
8. Cut the taped sheets in two along the horizontal red line through the alignment markers (this time, the line above the cross marks).



9. Tape the sheets together from the back.

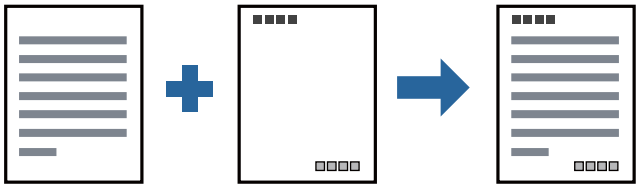


10. Cut off the remaining margins along the outer guide.



Printing with a Header and Footer

You can print information such as a user name and printing date in headers or footers.



Print Settings

On the printer driver's **More Options** tab, click **Watermark Features**, and then select **Header/Footer**. Click **Settings**, and then select the items you want to print.

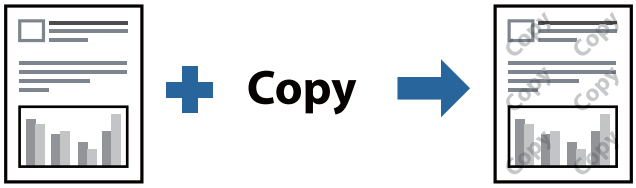
Related Information

➡ “Printing Basics” on page 56

➡ “More Options Tab” on page 71

Printing a Watermark

You can print a watermark such as "Confidential" or an anti-copy pattern on your printouts. If you print with an anti-copy pattern, the hidden letters appear when photocopied in order to distinguish the original from the copies.



Anti-Copy Pattern is available under the following conditions:

❏ Paper: Plain paper, Copy paper, Letterhead, or High quality plain paper

❏ Quality: Standard

❏ Automatic 2-sided printing: Not selected

❏ Tone Correction: Automatic

Note:
You can also add your own watermark or anti-copy pattern.

Print Settings

On the printer driver's **More Options** tab, click **Watermark Features**, and then select Anti-Copy Pattern or Watermark. Click **Settings** to change details such as the size, density, or position of the pattern or the mark.

Related Information

➡ “Printing Basics” on page 56

➡ “More Options Tab” on page 71

Printing Multiple Files Together

Job Arranger Lite allows you to combine several files created by different applications and print them as a single print job. You can specify the print settings for combined files, such as multi-page layout, and 2-sided printing.

Print Settings

On the printer driver's **Main** tab, select **Job Arranger Lite**. When you start printing, the Job Arranger Lite window is displayed. With the Job Arranger Lite window opened, open the file that you want to combine with the current file, and then repeat the above steps.

When you select a print job added to Print Project in the Job Arranger Lite window, you can edit the page layout.

Click **Print** from the **File** menu to start printing.

Note:
*If you close the Job Arranger Lite window before adding all the print data to the Print Project, the print job you are currently working on is canceled. Click **Save** from the **File** menu to save the current job. The extension of the saved files is "ecl".*

*To open a Print Project, click **Job Arranger Lite** on the printer driver's **Maintenance** tab to open the Job Arranger Lite window. Next, select **Open** from the **File** menu to select the file.*

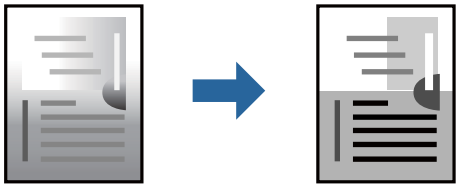
Related Information

➡ "Printing Basics" on page 56

➡ "Main Tab" on page 71

Adjusting the Print Tone

You can adjust the tone used in the print job. These adjustments are not applied to the original data.



Print Settings

On the printer driver's **More Options** tab, select **Custom** as the **Tone Correction** setting. Click **Advanced** to open the **Tone Correction** window, and then select the method of tone correction.

Note:

❏ ***Automatic** is selected as default on the **More Options** tab. This setting automatically adjusts the tone to match the paper type and print quality settings.*

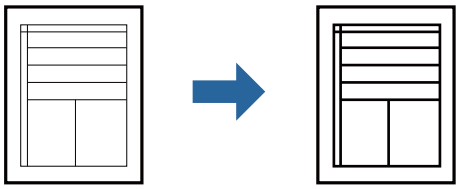
Related Information

➡ "Printing Basics" on page 56

➡ "More Options Tab" on page 71

Printing to Emphasize Thin Lines

You can thicken thin lines that are too thin to print.



Print Settings

On the printer driver's **More Options** tab, click **Image Options** in the **Tone Correction** setting. Select **Emphasize Thin Lines**.

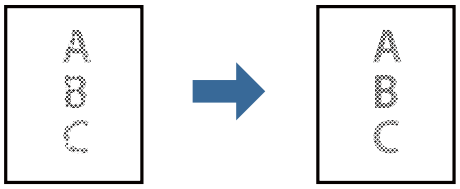
Related Information

➡ "Printing Basics" on page 56

➡ "More Options Tab" on page 71

Printing to Enhance Light Text and Lines

You can enhance light letters and lines to make them more visible, or to sharpen images.



Print Settings

On the printer driver's **More Options** tab, click **Image Options** in the **Tone Correction** setting. Select **Enhance Light Text and Lines**.

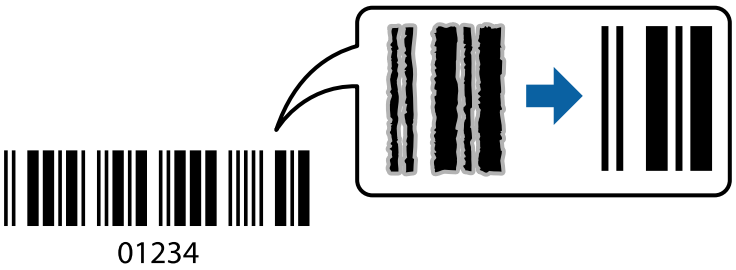
Related Information

➡ "Printing Basics" on page 56

➡ "More Options Tab" on page 71

Printing Clear Bar Codes

You can print a bar code clearly and make it easy to scan. Only enable this feature if the bar code you printed cannot be scanned.



You can use this feature under the following conditions.

❏ Paper: Plain paper, Copy paper, Letterhead, High quality plain paper, Thick paper, or Envelope

❏ Quality: **Standard**

Note:
Deblurring may not always be possible depending on the circumstances.

Print Settings

On the printer driver's **Maintenance** tab, click **Extended Settings**, and then select **Barcode mode**.

Related Information

➡ "Printing Basics" on page 56

➡ "Maintenance Tab" on page 72

Canceling Printing

You can cancel a print job from the computer. However, you cannot cancel a print job from the computer once it has been completely sent to the printer. In this case, cancel the print job by using the printer's control panel.

Canceling

On your computer, right-click on your printer in **Devices and Printers**, **Printer**, or in **Printers and Faxes**. Click **See what's printing**, right-click on the job you want to cancel, and then select **Cancel**.

Menu Options for the Printer Driver

Open the print window in an application, select the printer, and then access the printer driver window.

Note:
Menus vary depending on the option you selected.

Main Tab

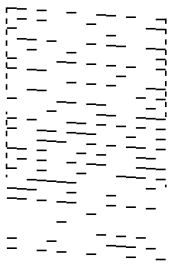
Printing Presets	Add/Remove Presets	You can add or remove your own presets for frequently used print settings. Select the preset you want to use from the list.
Show Settings	Displays a list of items currently set on the **Main** and **More Options** tabs.	
Reset Defaults	Return all settings to their factory default values. The settings on the **More Options** tab are also reset to their defaults.	
Ink Levels	Displays the approximate ink level.	
Paper Source	Select the paper source from which the paper is fed. Select **Auto Select** to feed paper from the rear paper feed slot when paper is loaded in the rear paper feed slot and the paper cassette.	
Document Size	Select the paper size on which you want to print. If you select **User-Defined**, enter the paper width and height.	
Orientation	Select the orientation you want to use to print.	
Paper Type	Select the type of paper on which you print.	
Quality	Select the pint quality you want to use for printing. Available settings depend on the paper type you select.	
2-Sided Printing	Allows you to perform 2-sided printing.	
	Settings	You can specify the binding edge and the binding margins. When printing multi-page documents, you can select to print starting from either the front or the back side of the page.
	Print Density	Select the document type to adjust the print density. If the appropriate print density is selected, you can prevent images from bleeding through to the reverse side. Select **User Defined** to adjust the print density manually.
Multi-Page	Allows you to print several pages on one sheet or perform poster printing. Click **Page Order** to specify the order in which pages are printed.	
Copies	Set the number of copies you want to print.	
	Collate	Prints multi-page documents collated in order and sorted into sets.
	Reverse Order	Allows you to print from the last page so that the pages are stacked in the correct order after printing.
Quiet Mode	Reduces the noise the printer makes. However, enabling this may reduce print speed.	
Print Preview	Displays a preview of your document before printing.	
Job Arranger Lite	Select to print using the Job Arranger Lite feature.	

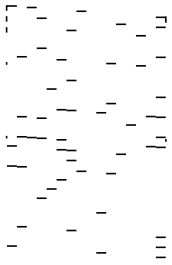
More Options Tab

Printing Presets	Add/Remove Presets	You can add or remove your own presets for frequently used print settings. Select the preset you want to use from the list.
Show Settings	Displays a list of items currently set on the **Main** and **More Options** tabs.	

Reset Defaults	Return all settings to their factory default values. The settings on the **Main** tab are also reset to their defaults.	
Document Size	Select the size of your document.	
Output Paper	Select the paper size on which you want to print. If the **Output Paper** differs from the **Document Size**, **Reduce/Enlarge Document** is selected automatically. You do not have to select it when printing without reducing or enlarging the size of a document.	
Reduce/Enlarge Document	Allows you to reduce or enlarge the size of a document.	
	Fit to Page	Automatically reduce or enlarge the document to fit to the paper size selected in **Output Paper**.
	Zoom to	Prints with a specific percentage.
	Center	Prints images in the center of the paper.
Tone Correction	Automatic	Adjusts the tone of images automatically.
	Custom	Allows you to perform manual tone correction. Click **Advanced** for further settings.
	Image Options	Enables print quality options such as Emphasize Text. You can also thicken thin lines to make them visible on the printouts.
Watermark Features	Allows you to make settings for anti-copy pattern or watermarks.	
Additional Settings	Rotate 180°	Rotates pages 180 degrees before printing. This feature is helpful when printing on paper such as envelopes that are loaded in fixed direction in the printer.
	High Speed	Prints when the print head moves in both directions. The print speed is faster, but the quality may decline.
	Mirror Image	Inverts an image to print as it would appear in a mirror.

Maintenance Tab

Nozzle Check	Prints a nozzle check pattern to check if the print head nozzles are clogged.
Head Cleaning	Cleans the clogged nozzles in the print head. Because this feature uses some ink, clean the print head only if some nozzles are clogged as shown in the illustration of the nozzle check pattern. 

Power Cleaning	Runs power cleaning to clean the clogged nozzles in the print head. Because this feature uses more ink than head cleaning, run power cleaning only if most nozzles are clogged as shown in the illustration of the nozzle check pattern. 
Job Arranger Lite	Opens the Job Arranger Lite window. Here you can open and edit previously saved data.
EPSON Status Monitor 3	Opens the EPSON Status Monitor 3 window. Here you can confirm the status of the printer and the consumables.
Monitoring Preferences	Allows you to make settings for items on the EPSON Status Monitor 3 window.
Extended Settings	Allows you to make a variety of settings. Right-click each item to view the Help for more details.
Print Queue	Displays the jobs waiting to be printed. You can check, pause, or resume print jobs.
Printer and Option Information	Displays the number of sheets of paper fed into the printer or the ADF.
Language	Changes the language used on the printer driver window. To apply the settings, close the printer driver, and then open it again.
Software Update	Starts EPSON Software Updater to check for the latest version of applications on the Internet.
Technical Support	Allows you to access the Epson technical support website.

Printing from the Printer Driver on Mac OS

Printing Basics

Note:
Operations differ depending on the application. See the application's help for details.

1. Open the file you want to print.

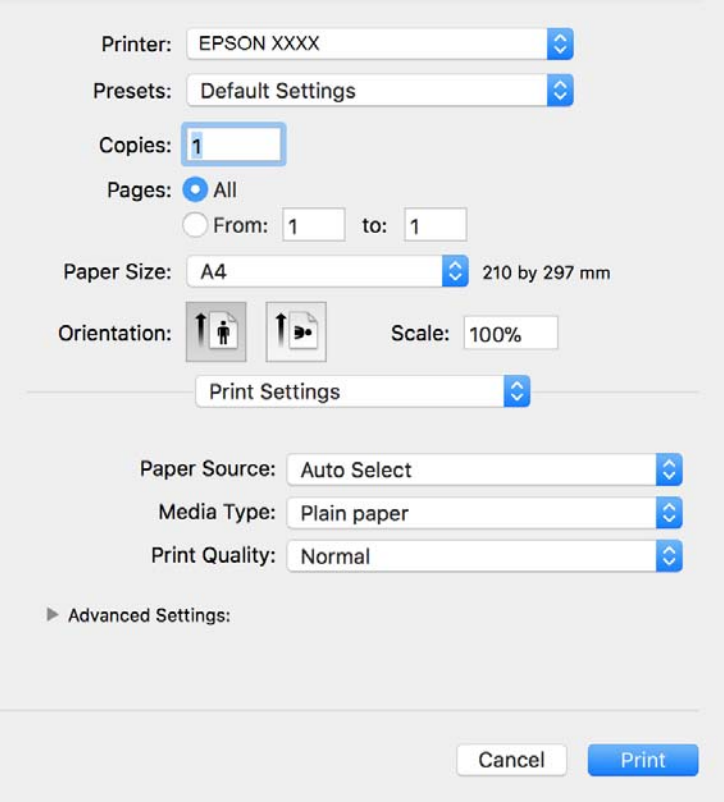
   Load paper in the printer if it has not already been loaded.

2. Select **Print** from the **File** menu or another command to access the print dialog.

   If necessary, click **Show Details** or▼ to expand the print window.

3. Select your printer.

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



Note:
On OS X Mountain Lion or later, if the ***Print Settings*** *menu is not displayed, the Epson printer driver has not been installed correctly.*

Select ***System Preferences*** *from the menu >* ***Printers & Scanners*** *(or* ***Print & Scan****,* ***Print & Fax****), remove the printer, and then add the printer again. See the following to add a printer.*

http://epson.sn

5. Change the settings as necessary.

   See the menu options for the printer driver for details.

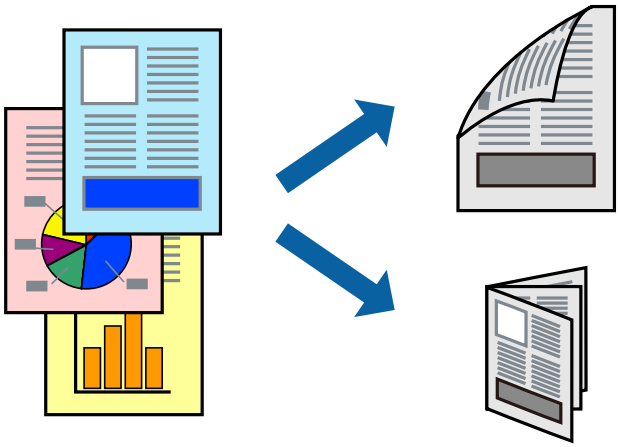
6. Click **Print**.

Related Information

➡ "Available Paper and Capacities" on page 19
➡ "Loading Paper in the Paper Cassette" on page 22
➡ "List of Paper Type" on page 28
➡ "Menu Options for Print Settings" on page 79

Printing on 2-Sides

You can print on both sides of the paper.



Note:

❏ *If you do not use paper that is suitable for 2-sided printing, the print quality may decline and paper jams may occur.*

❏ *Depending on the paper and the data, ink may bleed through to the other side of the paper.*

Related Information

➡ "Available Paper and Capacities" on page 19

Print Settings

Select **Two-sided Printing Settings** from the pop-up menu. Select the method of 2-sided printing, and then make the **Document Type** settings.

Note:

❏ *Printing speed may be reduced depending on the document type.*

❏ *When printing photos with dense data, select **Text & Graphics** or **Text & Photos** in the **Document Type** setting. If the printouts are smeared or ink bleeds through to the other side of the paper, adjust the **Print Density** and **Increased Ink Drying Time** in **Adjustments**.*

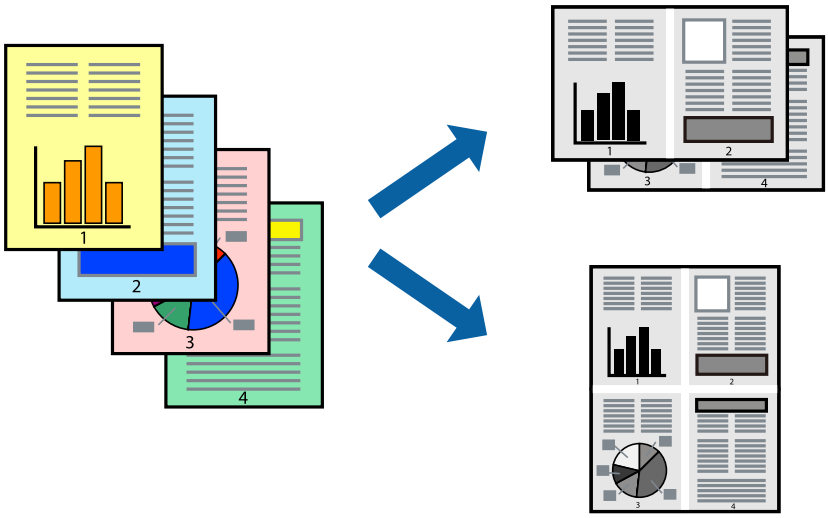
Related Information

➡ "Printing Basics" on page 73

➡ "Menu Options for Two-sided Printing Settings" on page 79

Printing Several Pages on One Sheet

You can print several pages of data on a single sheet of paper.



Print Settings

Select **Layout** from the pop-up menu. Set the number of pages in **Pages per Sheet**, the **Layout Direction** (page order), and **Border**.

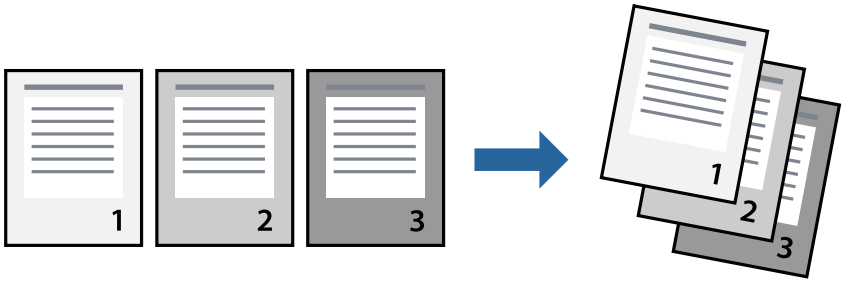
Related Information

➡ “Printing Basics” on page 73

➡ “Menu Options for Layout” on page 78

Printing and Stacking in Page Order (Reverse Order Printing)

You can print from the last page so that documents are stacked in page order for outputting paper to the front of the printer.



Print Settings

Select **Paper Handling** from the pop-up menu. Select **Reverse** as the **Page Order** setting.

Related Information

➡ “Printing Basics” on page 73

➡ “Menu Options for Paper Handling” on page 78

Printing a Reduced or Enlarged Document

You can reduce or enlarge the size of a document by a specific percentage or to fit the paper size you loaded in the printer.

Print Settings

When printing to fit to the paper size, select **Paper Handling** from the pop-up menu, and then select **Scale to fit paper size**. Select the paper size you loaded in the printer in **Destination Paper Size**. When reducing the size of the document, select **Scale down only**.

When printing at a specific percentage, do one of the following.

❏ Select **Print** from the **File** menu of the application. Select **Printer**, enter a percentage in **Scale**, and then click **Print**.

❏ Select **Page Setup** from the **File** menu of the application. Select your printer in **Format For**, enter a percentage in **Scale**, and then click **OK**.

Note:
*Select the paper size you set in the application as the **Paper Size** setting.*

Related Information

➡ “Printing Basics” on page 73

➡ “Menu Options for Paper Handling” on page 78

Canceling Printing

You can cancel a print job from the computer. However, you cannot cancel a print job from the computer once it has been completely sent to the printer. In this case, cancel the print job by using the printer's control panel.

Canceling

Click the printer icon in the **Dock**. Select the job you want to cancel, and then do one of the following.

❏ OS X Mountain Lion or later

Click ⊗ next to the progress meter.

❏ Mac OS X v10.6.8 to v10.7.x

Click **Delete**.

Menu Options for the Printer Driver

Open the print window in an application, select the printer, and then access the printer driver window.

Note:
Menus vary depending on the option you selected.

Menu Options for Layout

Pages per Sheet	Select the number of pages to be printed on one sheet.
Layout Direction	Specify the order in which the pages will be printed.
Border	Prints a border around the pages.
Reverse page orientation	Rotates pages 180 degrees before printing. Select this item when printing on paper such as envelopes that are loaded in fixed direction in the printer.
Flip horizontally	Inverts an image to print as it would appear in a mirror.

Menu Options for Color Matching

ColorSync	Select the method for color adjustment. These options adjusts colors between the printer and the computer display to minimize the difference in color.
EPSON Color Controls	

Menu Options for Paper Handling

Collate pages	Prints multi-page documents collated in order and sorted into sets.	
Pages to Print	Select to print only odd pages or even pages.	
Page Order	Select to print from the top or the last page.	
Scale to fit paper size	Prints to fit to the paper size you loaded.	
	Destination Paper Size	Select the paper size to print on.
	Scale down only	Select when reducing the size of the document.

Menu Options for Cover Page

Print Cover Page	Select whether or not to print a cover page. When you want to add a back cover, select **After document**.
Cover Page Type	Select the contents of the cover page.

Menu Options for Print Settings

Paper Source	Select the paper source from which the paper is fed. If the printer has only one paper source, this item is not displayed. Selecting **Auto Select** selects the paper source that matches the paper setting on the printer automatically.
Media Type	Select the type of paper on which you print.
Print Quality	Select the pint quality you want to use for printing. The options vary depending on the paper type.
Advanced Settings	Adjusts the brightness and the contrast of images.

Menu Options for Two-sided Printing Settings

Two-sided Printing	Prints on both sides of the paper.

Making Operation Settings for the Mac OS Printer Driver

Accessing the Operation Settings Window of the Mac OS Printer Driver

Select **System Preferences** from the menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then select the printer. Click **Options & Supplies** > **Options** (or **Driver**).

Operation Settings for Mac OS Printer Driver

- ❏ Skip Blank Page: Avoids printing blank pages.
- ❏ Quiet Mode: Reduces the noise the printer makes, however, may reduce print speed.
- ❏ High Speed Printing: Prints when the print head moves in both directions. The print speed is faster, but the quality may decline.
- ❏ Warning Notifications: Allows the printer driver to display warning notifications.
- ❏ Establish bidirectional communication: Usually, this should be set to **On**. Select **Off** when acquiring the printer information is impossible because the printer is shared with Windows computers on a network or for any other reason.

Canceling the Ongoing Job

Tap ⓥ on the printer's control panel to cancel the print job in progress.

Copying

Copying Basics

This section explains the steps for basic copying.

1. Place the originals.

   If you want to copy multiple originals, place all of the originals on the ADF.

2. Select **Copy** on the home screen.

3. Check the settings on the **Copy** tab.

   Select the setting item to change it as necessary.

   Note:
   - ❏ *If you select **Advanced Settings** tab, you can make settings such as **Original Type** or **Finishing**.*
   - ❏ *If the combination of settings you require is not available, is displayed. Select the icon to check the details, and then change the settings.*

4. Enter the number of copies.

5. Tap ◇.

Related Information

- ➡ "Placing Originals" on page 29
- ➡ "Basic Menu Options for Copying" on page 82
- ➡ "Advanced Menu Options for Copying" on page 82

Copying on 2-Sides

You can copy multiple originals on both sides of the paper.

1. Select **Copy** on the home screen.

2. Select **Copy** tab > , and then select **1→2-Sided**.

   You can also specify the orientation of the original and the binding position of the copy result.

3. Tap ◇.

Related Information

- ➡ "Copying Basics" on page 81

Copying Multiple Originals onto One Sheet

You can copy two originals onto a single sheet of paper.

1. Select **Copy** on the home screen.
2. Select **Advanced Settings** tab > **Multi-Page**, and select **2-up**.

   You can also specify the layout order and orientation of the original.
3. Select **Copy** tab, and then tap ⓘ.

Related Information

➡ "Copying Basics" on page 81

Basic Menu Options for Copying

Note:
The items may not be available depending on other settings you made.

(2-Sided) :

Select 2-sided layout.

- ❏ 1→1-Sided

  Copies one side of an original onto a single side of paper.
- ❏ 1→2-Sided

  Copies two single-sided originals onto both sides of a single sheet of paper. Select the orientation of your original and the binding position of the paper.

(Density) :

Increase the level of density when the copying results are faint. Decrease the level of density when ink smears.

ID Card Copy:

Scans both sides of an ID card and copies onto one side of A4 size paper.

Advanced Menu Options for Copying

Note:
The items may not be available depending on other settings you made.

Paper Setting:

Select paper size and paper type.

Reduce/Enlarge:

Configures the magnification ratio of the enlargement or reduction. If you want to reduce or enlarge the original by a specific percentage, select the value, and then enter a percentage within a range of 25 to 400%.

❏ Actual Size

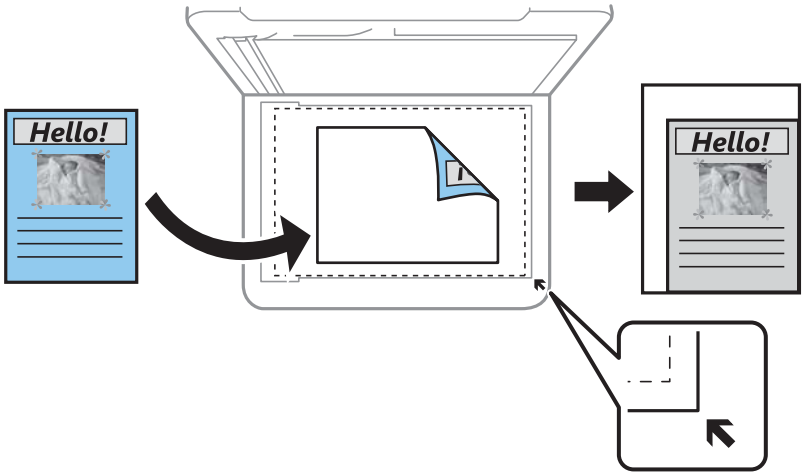
Copies at 100 % magnification.

❏ A4→A5 and others

Automatically enlarges or reduces the original to fit to a specific paper size.

❏ Auto Fit Page

Detects the scan area and automatically enlarges or reduces the original to fit to the paper size you selected. When there are white margins around the original, the white margins from the corner mark of the scanner glass are detected as the scan area, but the margins at the opposite side may be cropped.



Original Size:

Select the size of your original. When copying non-standard size originals, select the size closest to your original.

Multi-Page:

❏ Single Page

Copies a single-sided original onto a single sheet.

❏ 2-up

Copies two single-sided originals onto a single sheet in 2-up layout. Select the layout order and the orientation of your original.

Original Type:

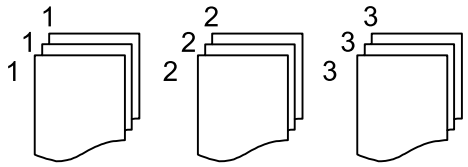
Select the type of your original. Copies in optimal quality to match the type of original.

Finishing:

Select how to eject the paper for multiple copies of multiple originals.

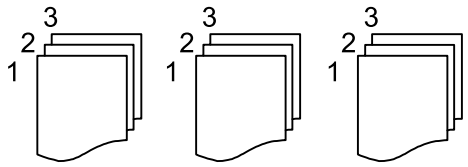
❏ Group (Same Pages)

Copies the originals by page as a group.



❏ Collate (Page Order)

Copies the originals collated in order and sorted into sets.



Original Orientation:

Select the orientation of your original.

Remove Shadow:

Removes shadows that appear around copies when copying thick paper or that appear in the center of copies when copying a booklet.

Remove Punch Holes:

Removes the binding holes when copying.

Clear All Settings:

Resets the copy settings to their defaults.

Scanning

Scanning Using the Control Panel

Scanning to a Computer (Event Manager)

Note:
Before scanning, install Epson Scan 2 and Epson Event Manager on your computer.

1. Place the originals.
2. Select **Scan** on the home screen.
3. Select **Computer**.
4. Check the information displayed on the control panel and make sure that the computer is connected correctly.
5. Select to select how to save the scanned image to a computer.
   - ❏ Save as JPEG: Saves the scanned image in JPEG format.
   - ❏ Save as PDF: Saves the scanned image in PDF format.
   - ❏ Attach to e-mail: Starts the email client on your computer, and then automatically attaches it to an email.
   - ❏ Follow custom setting: Saves the scanned image using the settings on the Epson Event Manager. You can change the scan settings such as the scanning size, folder to save to, or save format.
6. Tap ⓘ.

Related Information

➡ "Placing Originals" on page 29

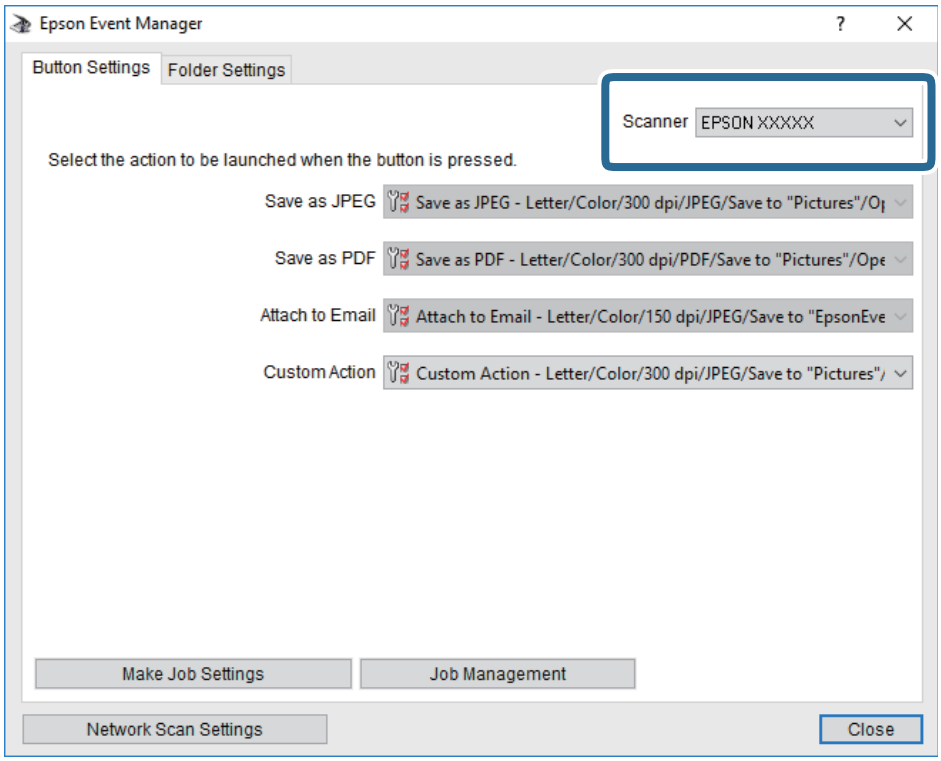
Making Custom Settings in Epson Event Manager

You can set the scan settings for **Follow custom setting** in Epson Event Manager.

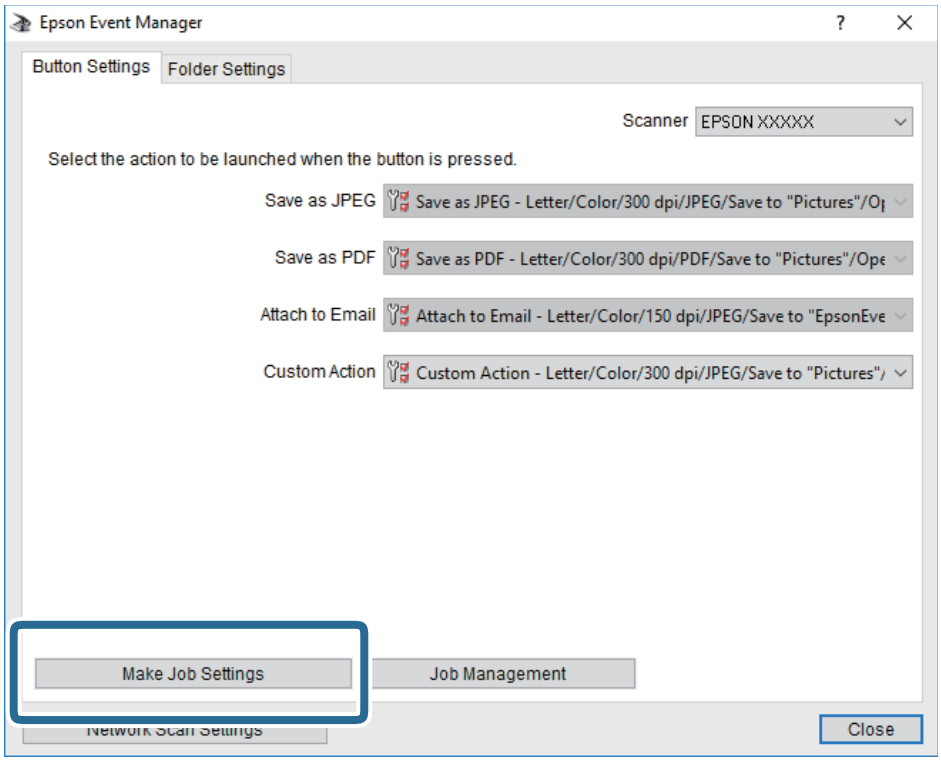
See the Epson Event Manager help for details.

1. Start Epson Event Manager.

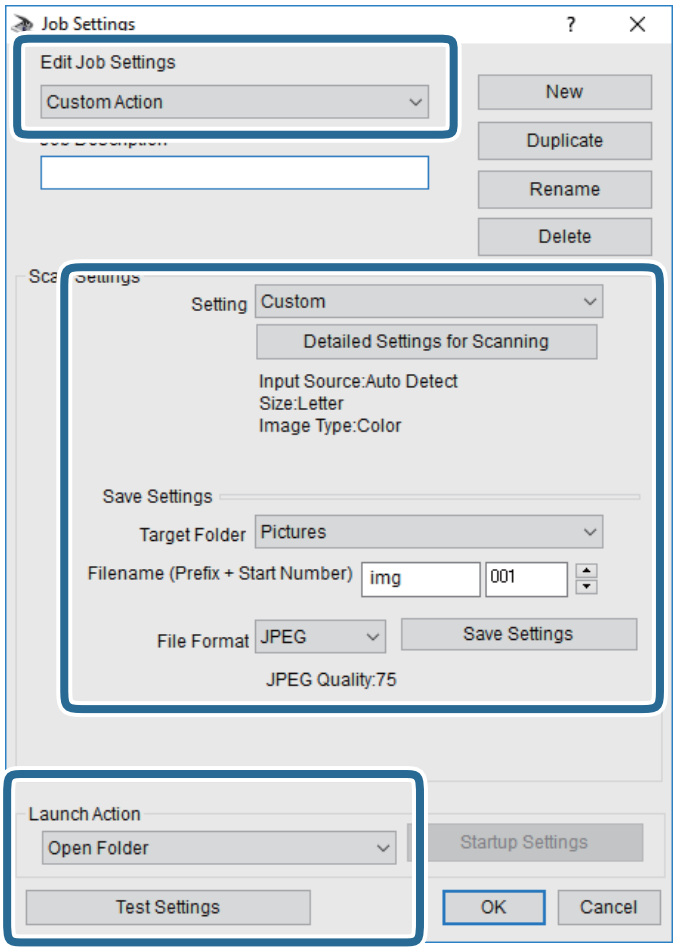
2. Make sure that your scanner is selected as the **Scanner** on the **Button Settings** tab on the main screen.



3. Click **Make Job Settings**.



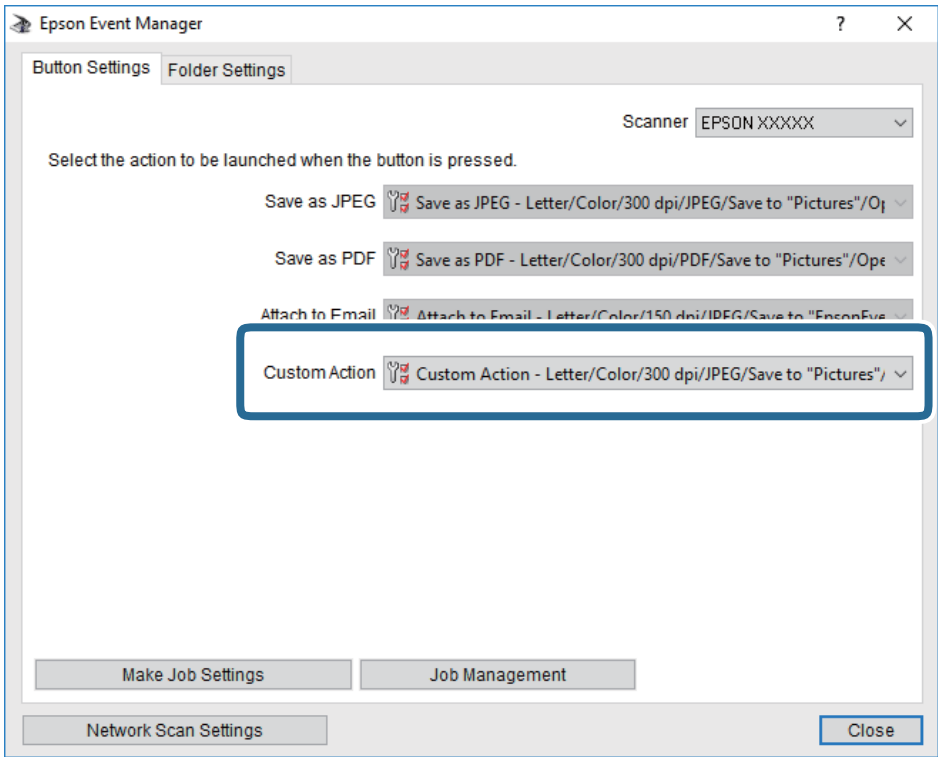
4. Make scan settings on the **Job Settings** screen.



- ❏ Edit Job Settings: Select **Custom Action**.
- ❏ Setting: Scan using the best settings for the selected type of original. Click **Detailed Settings for Scanning** to set the items such as the resolution or the color for saving the scanned image.
- ❏ Target Folder: Select the save folder for the scanned image.
- ❏ Filename (Prefix + Start Number): Change the settings for the file name you want to save.
- ❏ File Format: Select the save format.
- ❏ Launch Action: Select the action when scanning.
- ❏ Test Settings: Starts test scanning using current settings.

5. Click **OK** to return to the main screen.

6. Make sure that the **Custom Action** is selected on the **Custom Action** list.



7. Click **Close** to close Epson Event Manager.

Scanning from a Computer

Scanning Using Epson Scan 2

You can scan using the scanner driver "Epson Scan 2". You can scan originals using detailed settings that are suitable for text documents.

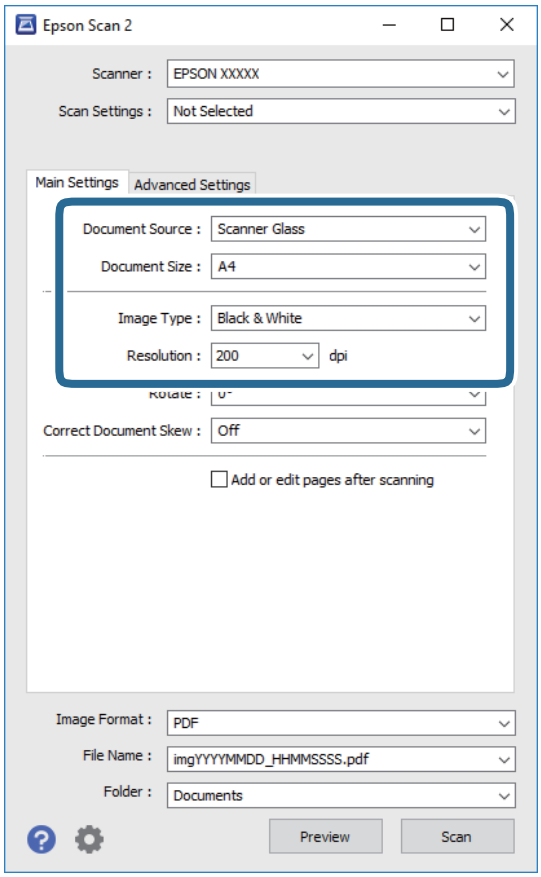
See the Epson Scan 2 help for an explanation of each setting item.

1. Place the original.

   Note:
   If you want to scan multiple originals, place them in the ADF.

2. Start Epson Scan 2.

3. Make the following settings on the **Main Settings** tab.



❏ Document Source: Select the source where the original is placed.

❏ Document Size: Select the size of the original you placed.

❏ / (Original orientation) buttons: Select the set orientation of the original you placed. Depending on the size of the original, this item may be set automatically and cannot be changed.

❏ Image Type: Select the color for saving the scanned image.

❏ Resolution: Select the resolution.

4. Make other scan settings if necessary.

❏ You can preview the scanned image by clicking the **Preview** button. The preview window opens, and the previewed image is displayed.

When you preview using the ADF, the original is ejected from the ADF. Place the ejected original again.

❏ On the **Advanced Settings** tab, you can make detailed image adjustment settings that are suitable for text documents, such as the following.

❏ Remove Background: Remove the background of the originals.

❏ Text Enhancement: You can make blurred letters in the original clear and sharp.

❏ Auto Area Segmentation: You can make letters clear and images smooth when performing black and white scanning for a document that contains images.

❏ Color Enhance: You can enhance the color specified for the scanned image, and then save it in grayscale or black and white.

❏ Threshold: You can adjust the border for monochrome binary (black and white).

❏ Unsharp Mask: You can enhance and sharpen the outlines of the image.

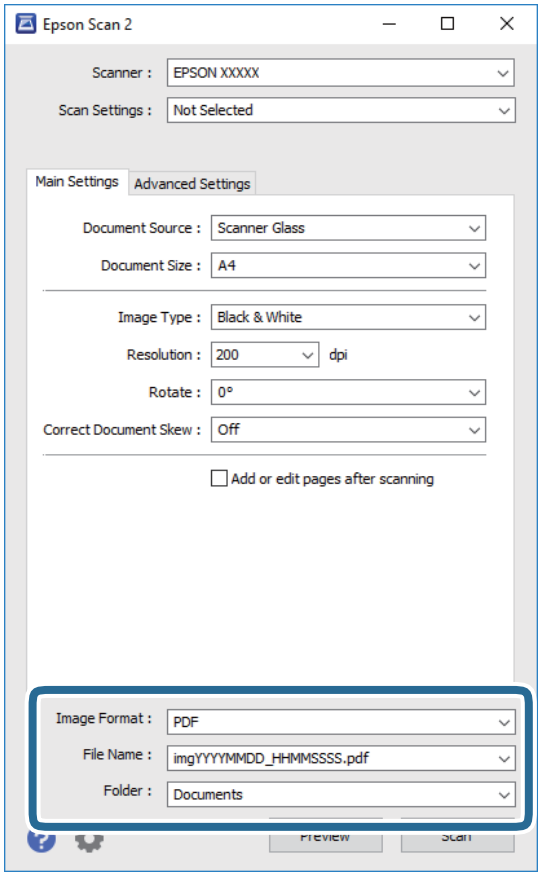
❏ Descreening: You can remove moiré patterns (web-like shadows) that appear when scanning printed papers such as a magazine.

❏ Edge Fill: You can remove the shadow created around the scanned image.

❏ Dual Image Output (Windows Only): You can scan once and save two images with different output settings at the same time.

Note:
The items may not be available depending on other settings you made.

5. Set the file saving settings.



❏ Image Format: Select the save format from the list.

You can make detailed settings for each save format except BITMAP and PNG. Select **Options** from the list after selecting the save format.

❏ File Name: Confirm the save file name displayed.

You can change settings for the file name by selecting **Settings** from the list.

❏ Folder: Select the save folder for the scanned image from the list.

You can select another folder or create a new folder by selecting **Select** from the list.

6. Click **Scan**.

Related Information

➡ "Placing Originals" on page 29

➡ "Application for Scanning Documents and Images (Epson Scan 2)" on page 135

Faxing

Before Using Fax Features

Check the following before you start using the fax features.

❏ The printer and the phone line, and (if necessary) the phone machine are connected correctly

❏ Fax basic settings (Fax Setting Wizard) is complete

❏ Other necessary Fax Settings are complete

See "Related Information" below to make settings.

Related Information

➡ “Fax Settings” on page 41

Sending Faxes Using the Printer

Sending Faxes Using the Control Panel

Related Information

➡ “Sending Faxes Automatically Using the Control Panel” on page 92

Sending Faxes Automatically Using the Control Panel

You can send faxes by entering fax numbers for recipients on the control panel.

Note:
When sending a fax in monochrome, you can preview the scanned image on the LCD screen before sending.

1. Place the originals.

   You can send up to 100 pages in one transmission; however depending on the remaining amount of memory, you may not be able to send faxes even with less than 100 pages.

2. Select **Fax** on the home screen.

3. Specify the recipient.

   You can send the same monochrome fax to up to 100 recipients. However, a color fax can only be sent to one recipient at a time.

❏ To enter manually: Select **Keypad**, enter a fax number on the screen displayed, and then tap **OK**.

- To add a pause (pause for three seconds during dialing), enter a hyphen(-).

- If you have set an external access code in **Line Type**, enter "#" (hash) instead of the actual external access code at the beginning of the fax number.

Note:

If you cannot manually enter a fax number, **Direct Dialing Restrictions** in **Security Settings** is set to **On**. Select fax recipients from the contacts list or the sent fax history.

❏ To select from the contacts list: Select **Contacts** and select recipients you want to send. If the recipient you want to send to has not been registered in **Contacts** yet, select **Add Entry** to register it.

❏ To select from the sent fax history: Select **Recent**, and then select a recipient.

Note:
*To delete recipients you entered, display the list of recipients by tapping on the field of a fax number or the number of recipients on the LCD screen, select the recipient from the list, and then select **Remove**.*

4. Select the **Fax Settings** tab, and then make settings such as the resolution and the sending method as necessary.

5. Send the fax.

❏ To send without checking the scanned document image: Tap ◇.

❏ To scan, check the scanned document image, and then send (when sending a fax in monochrome only): Select **Preview** on the fax top screen.

To send the fax as is, select **Start Sending**. Otherwise, select **Cancel**, and then go to step 3.

- : Moves the screen in the direction of the arrows.

- : Reduces or enlarges.

- : Moves to the previous or the next page.

Note:
❏ *You cannot send the fax in color after previewing.*

❏ *When **Direct Send** is enabled, you cannot preview.*

❏ *When the preview screen is left untouched for 20 seconds, the fax is sent automatically.*

❏ *The image quality of a sent fax may be different from what you previewed depending on the capability of the recipient machine.*

6. When sending is complete, remove the originals.

Note:
❏ *If the fax number is busy or there is some problem, the printer automatically redials after one minute.*

❏ *To cancel sending, tap ⊘.*

❏ *It takes longer to send a fax in color because the printer performs scanning and sending simultaneously. While the printer is sending a fax in color, you cannot use the other features.*

Related Information

➡ "Managing Contacts" on page 33

➡ "Placing Originals" on page 29

➡ "Menu Options for Faxing" on page 101

Sending Faxes Dialing from the External Phone Device

You can send a fax by dialing using the connected telephone when you want to talk over the phone before sending a fax, or when the recipient's fax machine does not switch to the fax automatically.

1. Place the originals.

   You can send up to 100 pages in one transmission.

2. Pick up the handset of the connected telephone, and then dial the recipient's fax number using the phone.

   Note:
   When the recipient answers the phone, you can talk with the recipient.

3. Select **Fax** on the home screen.

4. Select the **Fax Settings** tab, and then make settings such as the resolution and the sending method as necessary.

5. When you hear a fax tone, tap ◇, and then hang up the handset.

   Note:
   When a number is dialed using the connected telephone, it takes longer to send a fax because the printer performs scanning and sending simultaneously. While sending the fax, you cannot use the other features.

6. When sending is complete, remove the originals.

Related Information

➡ "Placing Originals" on page 29
➡ "Fax Settings" on page 101

Various Ways of Sending Faxes

Related Information

➡ "Sending Many Pages of a Monochrome Document (Direct Send)" on page 94
➡ "Sending Faxes at a Specified Time (Send Fax Later)" on page 95
➡ "Sending Different Size Documents Using ADF (ADF Continuous Scan)" on page 95

Sending Many Pages of a Monochrome Document (Direct Send)

When sending a fax in monochrome, the scanned document is temporarily stored in the printer's memory. Therefore, sending a lot of pages may cause the printer to run out of memory and stop sending the fax. You can avoid this by enabling the **Direct Send** feature, however, it takes longer to send the fax because the printer performs scanning and sending simultaneously. You can use this feature when there is only one recipient.

1. Place the originals.

2. Select **Fax** on the home screen.

3. Specify the recipient.

4. Select the **Fax Settings** tab, and then tap **Direct Send** to set this to **On**.

   You can also make settings such as the resolution and the sending method as necessary.

5. Send the fax.

Related Information

➡ "Placing Originals" on page 29
➡ "Sending Faxes Automatically Using the Control Panel" on page 92
➡ "Fax Settings" on page 101

Sending Faxes at a Specified Time (Send Fax Later)

You can set to send a fax at a specified time. Only monochrome faxes can be sent when the time to send is specified.

1. Select **Fax** on the home screen.
2. Specify the recipient.
3. Select the **Fax Settings** tab, and then select **Send Fax Later**.
4. Tap the **Send Fax Later** field to set this to **On**.
5. Select the **Time** field, enter the time you want to send the fax, and then select **OK**.
6. Select **OK** to apply the settings.

   You can also make settings such as the resolution and the sending method as necessary.

7. Send the fax.

   Note:
   *You cannot send another fax until the fax has been sent at the specified time. If you want to send another one, you need to cancel the scheduled fax by selecting **Fax** on the home screen, and then deleting it.*

Related Information

➡ "Placing Originals" on page 29
➡ "Sending Faxes Automatically Using the Control Panel" on page 92
➡ "Fax Settings" on page 101

Sending Different Size Documents Using ADF (ADF Continuous Scan)

Sending faxes by placing originals one by one, or by placing originals by size, you can send them as one document at their original sizes.

If you place different sized originals in the ADF, all of the originals are sent at the largest size among them. To send originals at their original sizes, do not place originals with mixed sizes.

1. Place the first batch of originals at the same size.
2. Select **Fax** on the home screen.

3. Specify the recipient.

4. Select the **Fax Settings** tab, and then tap **ADF Continuous Scan** to set this to **On**.

   You can also make settings such as the resolution and the sending method as necessary.

5. Tap ◇ (**Send**).

6. When scanning the first set of originals is complete and a message is displayed on the control panel asking you to scan the next set of originals, select **Yes**, set the next originals, and then select **Start Scanning**.

   Note:
   If you leave the printer untouched for 20 seconds after prompted to set the next originals, the printer stops storing and starts sending the document.

Related Information

➡ "Placing Originals" on page 29

➡ "Sending Faxes Automatically Using the Control Panel" on page 92

➡ "Fax Settings" on page 101

Receiving Faxes on the Printer

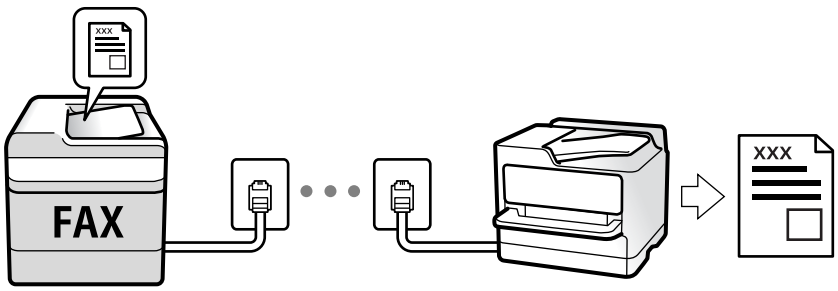
If the printer is connected to the phone line and basic settings have been completed using the Fax Setting Wizard, you can receive faxes.

There are two ways of receiving faxes.

❏ Receiving an incoming fax

❏ Receiving a fax by making a call (Polling Receive)

Received faxes are printed in the printer's initial settings.



You can save received faxes and check them on the printer screen.

To check the status of the fax settings, you can print a **Fax Settings List** by selecting **Fax** > Menu (More) > **Fax Report** > **Fax Settings List**.

See "Related Information" below to make settings.

Related Information

➡ "Making Settings Individually for Printer's Fax Features" on page 46

Receiving Incoming Faxes

There are two options in **Receive Mode**.

Related Information

➡ "Usage of Auto Mode" on page 97
➡ "Usage of Manual Mode" on page 97

Usage of Auto Mode

This mode allows you to use the line for the following uses.

❏ Using the line for faxing only (external telephone is not necessary)

❏ Using the line for faxing mainly, and sometimes phoning

Receiving Faxes Without an External Phone Device

The printer automatically switches to receive faxes when the number of rings you set in **Rings to Answer** is complete.

Receiving Faxes With an External Phone Device

A printer with an external phone device works as follows.

❏ When the answering machine answers within the number of rings set in **Rings to Answer**:

- If the ringing is for a fax: The printer automatically switches to receive faxes.
- If the ringing is for a voice call; The answering machine can receive voice calls and record voice messages.

❏ When you pick up the handset within the number of rings set in **Rings to Answer**:

- If the ringing is for a fax: You can receive the fax using the same steps as for **Manual**. Select **Fax** on the home screen, and then select **Send/Receive** > **Receive**. Next, select ⬖, and then hang up the handset.
- If the ringing is for a voice call: You can answer the phone as normal.

❏ When the ringing stops and the printer automatically switches to receive faxes:

- If the ringing is for a fax: The printer starts receiving faxes.
- If the ringing is for a voice call: You cannot answer the phone. Ask the person to call you back.

Note:
*Set the number of rings to answer for the answering machine to a lower number than the number set in **Rings to Answer**. Otherwise, the answering machine cannot receive voice calls to record voice messages. For details on setting up the answering machine, see the manual supplied with the answering machine.*

Related Information

➡ "Usage of Manual Mode" on page 97

Usage of Manual Mode

This mode is mainly for making phone calls, but is also for faxing.

Receiving Faxes

When the telephone rings, you can answer the ringing manually by picking up the handset.

❏ When you hear a fax signal (baud):

Select **Fax** on the printer's home screen, select **Send/Receive** > **Receive**, and then tap ⓕ. Next, hang up the handset.

❏ If the ringing is for a voice call:

You can answer the phone as normal.

Receiving Faxes Using only the Connected Telephone

When **Remote Receive** is set, you can receive faxes by simply entering the **Start Code**.

When the telephone rings, pick up the handset. When you hear a fax tone (baud), dial the two digit **Start Code**, and then hang up the handset.

Receiving Faxes by Making a Phone Call

You can receive a fax stored on another fax machine by dialing the fax number.

Related Information

➡ "Receiving Faxes by Polling (Polling Receive)" on page 98

Receiving Faxes by Polling (Polling Receive)

You can receive a fax stored on another fax machine by dialing the fax number. Use this feature to receive a document from a fax information service. However, if the fax information service has an audio guidance feature that you need to follow to receive a document, you cannot use this feature.

Note:
To receive a document from a fax information service that uses audio guidance, just dial the fax number using the connected telephone, and operate the phone and the printer following the audio guidance.

1. Select **Fax** on the home screen.
2. Tap Menu.
3. Tap **Polling Receive** to set this to **On**, and then tap **Close**.
4. Enter the fax number.

   Note:
   *When **Security Settings** > **Direct Dialing Restrictions** is set to **On**, you can only select fax recipients from the contact list or the sent fax history. You cannot manually enter a fax number.*

5. Tap ⓕ.

Related Information

➡ "Sending Faxes Dialing from the External Phone Device" on page 94

➡ "More" on page 102

Saving of Received Faxes

The printer provides the following features to save received faxes.

❏ Saving in the printer's inbox

❏ Saving on a computer

Note:

❏ *The above features can be used at the same time. If you do use them all at the same time, received documents are saved to the inbox and on a computer.*

❏ *When there are received documents that have not been read or saved yet, the number of the unprocessed jobs is displayed on the* *on the home screen.*

Related Information

➡ "Saving Received Faxes in the Inbox" on page 99

➡ "Receiving Faxes on a Computer" on page 107

Saving Received Faxes in the Inbox

You can set to save received faxes in the printer's inbox. Up to 100 documents can be saved. If you use this feature, received documents are not automatically printed. You can view them on the printer's LCD screen and print only when needed.

Note:

Saving 100 documents may not be possible depending on the usage conditions such as the file size of saved documents, and using of multiple fax saving features at a time.

Related Information

➡ "Making Settings to Save Received Faxes" on page 49

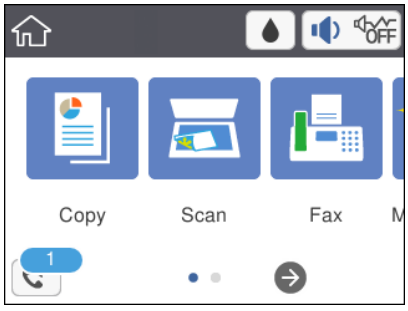
➡ "Checking the Received Faxes on the LCD Screen" on page 99

Checking the Received Faxes on the LCD Screen

1. Tap on the on the home screen.

   Note:

   When there are received faxes that have not been read, the number of unread documents is displayed on the *on the home screen.*



2. Tap **Open Inbox (XX Unread)**.
3. If the inbox has been password protected, enter the inbox password.
4. Select the fax you want to view from the list.

   The contents of the fax are displayed.

   - ❏ : Moves the screen in the direction of the arrows.
   - ❏ : Reduces or enlarges.
   - ❏ : Rotates the image to the right by 90 degrees.
   - ❏ : Moves to the previous or the next page.
   - ❏ To hide the operation icons, tap anywhere on the preview screen except for the icons. Tap again to display the icons.
5. Select whether to print or delete the document you have viewed, and then follow the on-screen instructions.

> ***Important:***
> *If the printer runs out of memory, receiving and sending faxes is disabled. Delete documents that you have already read or printed.*

Related Information

➡ "Menu Options for Fax Settings" on page 51

Using Other Faxing Features

Printing Fax Report Manually

1. Select **Fax** on the home screen.
2. Tap (More).
3. Select **Fax Report**.
4. Select the report you want to print, and then follow the on-screen instructions.

   Note:
   *You can change the report format. From the home screen, select **Settings** > **General Settings** > **Fax Settings** > **Report Settings**, and then change the **Attach Fax image to report** or **Report Format** settings.*

Related Information

➡ "More" on page 102
➡ "Report Settings Menu" on page 53
➡ "More" on page 102
➡ "Report Settings Menu" on page 53

Menu Options for Faxing

Recipient

Select the menus on the control panel as described below:

Fax > **Recipient**

Keypad	Manually enter a fax number.
Contacts	Select a recipient from the contacts list. You can also add or edit a contact.
Recent	Select a recipient from the sent fax history. You can also add the recipient to the contacts list.

Fax Settings

Select the menus on the control panel as described below:

Fax > **Fax Settings**

Scan Settings

Original Size (Glass)	Select the size and orientation of the original you placed on the scanner glass.
Color Mode	Select whether to scan in color or in monochrome.
Resolution	Select the resolution of the outgoing fax. If you select a higher resolution, the data size becomes larger and it takes time to send the fax.
Density	Sets the density of the outgoing fax. + makes the density darker, and - makes it lighter.
Remove Background	Detects the paper color (background color) of the original document, and removes or lightens the color. Depending on the darkness and vividness of the color, it may not be removed or lightened.
Sharpness	Enhances or defocuses the outline of the image. + enhances the sharpness, and - defocuses the sharpness.
ADF Continuous Scan	Sending faxes by placing originals one by one, or by placing originals by size, you can send them as one document at their original sizes. See the related information below on this topic.

Fax Send Settings

Direct Send	Sends a monochrome fax while scanning the originals. Since scanned originals are not stored temporarily in the printer's memory even when sending a large volume of pages, you can avoid printer errors due to a lack of memory. Note that sending using this feature takes longer than not using this feature. See the related information below on this topic. You cannot use this feature when you send a fax to multiple recipients.
Send Fax Later	Sends a fax at a time you specified. Only a monochrome fax is available when using this option. See the related information below on this topic.

Add Sender Information	❏ Add Sender Information Select the position where you want to include the header information (sender name and fax number) in the outgoing fax, or not to include the information. - **Off**: Sends a fax with no header information. - **Outside of Image**: Sends a fax with header information in the top white margin of the fax. This keeps the header from overlapping with the scanned image, however, the fax received by the recipient may be printed across two sheets depending on the size of the originals. - **Inside of Image**: Sends a fax with header information approximately 7 mm lower than the top of the scanned image. The header may overlap with the image, however, the fax received by the recipient will not be split into two documents. ❏ Fax Header Select the header for the recipient. To use this feature, you should register multiple headers in advance. ❏ Additional Information Select the information you want to add. You can select one from **Your Phone Number** and **Destination List**.
Transmission Report	Prints a transmission report after you send the fax. **Print on Error** prints a report only when an error occurs.

Related Information

➡ "Sending Many Pages of a Monochrome Document (Direct Send)" on page 94
➡ "Sending Faxes at a Specified Time (Send Fax Later)" on page 95
➡ "Sending Different Size Documents Using ADF (ADF Continuous Scan)" on page 95

More

Selecting in **Fax** on the home screen displays the **More** menu.

Transmission Log	You can check the history of sent or received fax jobs.
Fax Report	❏ Last Transmission Prints a report for the previous fax that was sent or received through polling. ❏ Fax Log Prints a transmission report. You can set to print this report automatically using the following menu. **Settings** > **General Settings** > **Fax Settings** > **Report Settings** > **Fax Log Auto Print** ❏ Fax Settings List Prints the current fax settings. ❏ Protocol Trace Prints a detailed report for the previous fax that was sent or received.
Polling Receive	When this is set to **On** and you call the sender's fax number, you can receive documents from the sender's fax machine. See the related information below for details on how to receive faxes using **Polling Receive**. When you leave the Fax menu, the setting returns to **Off** (default).

Inbox	Opens the inbox where the received faxes are stored.
Reprint Faxes	You can reprint the received fax.
Fax Settings	Accesses **Settings** > **Fax Settings**.

Related Information

➡ "Receiving Faxes by Polling (Polling Receive)" on page 98

Menu Options for User Settings

Select the menus on the control panel as described below.

Settings > **User Settings** > **Fax**

The settings made in this menu become your default settings for sending faxes. For explanations on the setting items, see the **Fax Settings** in the **Fax** menu.

Related Information

➡ "Fax Settings" on page 101

Menu Options for Inbox

:

You can access the Inbox where the received faxes are stored by tapping this icon. When there are received faxes that have not been read, the number of unread documents is displayed on the .

Sending a Fax from a Computer

You can send faxes from the computer by using the FAX Utility and PC-FAX driver.

Note:
To install the FAX Utility, use the EPSON Software Updater. See Related Information below for details. For Windows users, you can install using the software disc supplied with the printer.

Related Information

➡ "Software Update Tools (EPSON Software Updater)" on page 137

➡ "Installing Applications" on page 138

Sending Documents Created Using an Application (Windows)

By selecting a printer fax from the **Print** menu of an application like Microsoft Word or Excel, you can directly transmit data such as documents, drawings, and tables you have created, with a cover sheet.

Faxing

Note:
The following explanation uses Microsoft Word as an example. The actual operation may differ depending on the application you use. For details, see the application's help.

1. Using an application, create a document to transmit by fax.
2. Click **Print** from the **File** menu.

   The application's **Print** window appears.
3. Select **XXXXX (FAX)** (where XXXXX is your printer name) in **Printer**, and then check the settings for fax sending.

   ❏ Specify **1** in **Number of copies**. Fax may not be transmitted correctly if you specify **2** or more.

   ❏ You cannot use functions such as **Print to File** that change the output port.

   ❏ You may transmit up to 100 pages including cover sheet in one fax transmission.
4. Click **Printer Properties** or **Properties** if you want to specify **Paper Size**, **Orientation**, **Color**, **Image Quality**, or **Character Density**.

   For details, see the PC-FAX driver help.
5. Click **Print**.

   Note:
   *When Using FAX Utility for the first time, a window for registering your information is displayed. Enter the necessary information, and then click **OK**. FAX Utility uses **Nickname** to manage fax jobs internally. Other information is automatically added to the cover sheet.*

   Recipient Settings screen of FAX Utility is displayed.
6. Specify a recipient and click **Next**.

   ❏ Selecting a recipient (name, fax number and so on) from **PC-FAX Phone Book**:

   If the recipient is saved in the phone book, do the steps below.

   ❶ Click the **PC-FAX Phone Book** tab.

   ❷ Select the recipient from the list and click **Add**.

   ❏ Selecting a recipient (name, fax number and so on) from the contacts on the printer:

   If the recipient is saved in the contacts on the printer, do the steps below.

   ❶ Click the **Contacts on Printer** tab.

   ❷ Select contacts from the list and click **Add** to proceed to **Add to Recipient** window.

   ❸ Select the contacts from the list displayed, and then click **Edit**.

   ❹ Add the personal data such as **Company/Corp.** and **Title** as necessary, and then click **OK** to return to the **Add to Recipient** window.

   ❺ As necessary, select the checkbox of **Register in the PC-FAX Phone Book** to save the contacts to **PC-FAX Phone Book**.

   ❻ Click **OK**.

❏ Specifying a recipient (name, fax number and so on) directly:

Do the steps below.

❶ Click the **Manual Dial** tab.

❷ Enter the necessary information.

❸ Click **Add**.

Furthermore, by clicking **Save to Phone Book**, you can save the recipient in the list under the **PC-FAX Phone Book** tab.

Note:

❏ *If your printer's Line Type is set to **PBX** and the access code has been set to use # (hash) instead of entering the exact prefix code, enter # (hash). For details, see Line Type in Basic Settings from related information link below.*

❏ *If you have selected **Enter fax number twice** in the **Optional Settings** on the FAX Utility main screen, you need to enter the same number again when you click **Add** or **Next**.*

The recipient is added to the **Recipient List** displayed in the upper part of the window.

7. Specify the content of the cover sheet.

❶ To attach a cover sheet, select one of the samples from **Cover Sheet**. Enter the **Subject** and **Message**. Note that there is no function to create an original cover sheet or to add an original cover sheet to the list.

If you do not want to attach a cover sheet, select **No cover sheet** from **Cover Sheet**.

❷ Click **Cover Sheet Formatting** if you want to change the order of the items on the cover sheet. You can select the cover sheet size in **Paper Size**. You can also select a cover sheet at a different size to the document being transmitted.

❸Click **Font** if you want to change the font or font size used for the text on the cover sheet.

❹ Click **Sender Settings** if you want to change the sender information.

❺ Click **Detailed Preview** if you want to check the cover sheet with the subject and the message you entered.

❻ Click **Next**.

8. Check the transmission content and click **Send**.

Make sure the name and fax number of the recipient are correct before transmitting. Click **Preview** to preview the cover sheet and document to transmit.

Once transmission starts, a window displaying the transmission status appears.

Note:

❏ *To stop transmitting, select the data, and click **Cancel** . You can also cancel using the printer's control panel.*

❏ *If an error occurs during transmission, the **Communication error** window appears. Check the error information and retransmit.*

❏ *The Fax Status Monitor screen (the screen mentioned above where you can check the transmission status) is not displayed if Display Fax Status Monitor During Transmission is not selected in the **Optional Settings** screen of the FAX Utility main screen.*

Related Information

➡ "Basic Settings Menu" on page 53

Sending Documents Created Using an Application (Mac OS)

By selecting a fax-capable printer from the **Print** menu of a commercially available application, you can send data such as documents, drawings, and tables, you have created.

Note:
The following explanation uses Text Edit, a standard Mac OS application as an example.

1. Create the document you want to send by fax in an application.

2. Click **Print** from the **File** menu.

   The application's **Print** window is displayed.

3. Select your printer (fax name) in **Name**, click ▼ to display the detailed settings, check the print settings, and then click **OK**.

4. Make settings for each item.

   ❏ Specify **1** in **Number of copies**. Even if you specify **2** or more, only 1 copy is sent.

   ❏ You can send up to 100 pages in one fax transmission.

   Note:
   The page size of documents you can send is the same as the paper size you can fax from the printer.

5. Select Fax Settings from the popup menu, and then make settings for each item.

   See the PC-FAX driver's help for explanations on each setting item.

   Click at the bottom left of the window to open the PC-FAX driver's help.

6. Select the Recipient Settings menu, and then specify the recipient.

   ❏ Specifying a recipient (name, fax number, and so on) directly:

   Click the **Add** item, enter the necessary information, and then click . The recipient is added to the Recipient List displayed in the upper part of the window.

   If you have selected "Enter fax number twice" in the PC-FAX driver settings, you need to enter the same number again when you click .

   If your fax connection line requires a prefix code, enter External Access Prefix.

   Note:
   *If your printer's Line Type is set to **PBX** and the access code has been set to use # (hash) instead of entering the exact prefix code, enter # (hash). For details, see Line Type in Basic Settings from Related Information link below.*

   ❏ Selecting a recipient (name, fax number, and so on) from the phone book:

   If the recipient is saved in the phone book, click . Select the recipient from the list, and then click **Add** > **OK**.

   If your fax connection line requires a prefix code, enter External Access Prefix.

   Note:
   *If your printer's Line Type is set to **PBX** and the access code has been set to use # (hash) instead of entering the exact prefix code, enter # (hash). For details, see Line Type in Basic Settings from Related Information link below.*

7. Check the recipient settings, and then click **Fax**.

   Sending starts.

   Make sure the name and fax number of the recipient are correct before transmitting.

   Note:
   - ❏ *If you click the printer icon in Dock, the transmission status check screen is displayed. To stop sending, click the data, and then click **Delete**.*
   - ❏ *If an error occurs during transmission, the **Sending failed** message is displayed. Check the transmission records on the **Fax Transmission Record** screen.*
   - ❏ *Mixed paper size documents may not be sent correctly.*

Related Information

➡ "Basic Settings Menu" on page 53

Receiving Faxes on a Computer

You can receive faxes and save them as PDF files to the computer connected to the printer. The FAX Utility comes with features including how to specify a folder to save the faxes. Install the FAX Utility before using this feature.

Note:
You can use one of the following methods to install the FAX Utility.

- ❏ *Using the EPSON Software Updater (application for updating software)*
- ❏ *Using the disc supplied with your printer. (Windows users Only)*

Important:
- ❏ *To receive faxes on a computer, the **Receive Mode** on the printer's control panel must be set to **Auto**. If your organization has a printer administrator, contact your administrator for information on the printer setting status. See "Related Information" below to make settings.*
- ❏ *The computer set to receive faxes should always be on. Received documents are saved in the printer's memory temporarily before the documents are saved on the computer. If you turn off the computer, the printer's memory might become full as it cannot send the documents to the computer.*
- ❏ *The number of documents that have been temporarily saved to the printer's memory are displayed on the* *on the home screen.*
- ❏ *To read the received faxes, you need to install a PDF viewer such as Adobe Reader in the computer.*

Related Information

➡ "Setting Receive Mode" on page 46

➡ "Software Update Tools (EPSON Software Updater)" on page 137

➡ "Installing Applications" on page 138

Saving Incoming Faxes on a Computer

You can make settings to save incoming faxes on a computer by using the FAX Utility. Install the FAX Utility on the computer in advance.

For details, see Basic Operations in the FAX Utility help (displayed on the main window). If the password entry screen is displayed on the computer screen while you are making settings, enter the password.

Note:
You can receive faxes on a computer and print from the printer at the same time. See "Related Information" below to make settings.

Related Information

➡ "Making Save to Computer Setting to Also Print on the Printer to Receive Faxes" on page 50

➡ "Application for Configuring Fax Operations and Sending Faxes (FAX Utility)" on page 136

Canceling the Feature that Saves Incoming Faxes to the Computer

You can cancel saving faxes to the computer by using the FAX Utility.

For details, see Basic Operations in the FAX Utility help (displayed on the main window).

Note:
❏ *If there are any faxes that have not been saved to the computer, you cannot cancel the feature that saves faxes on the computer.*

❏ *You can also change the settings on the printer. See "Related Information" below to change settings.*

Related Information

➡ "Making Save to Computer Setting not to Receive Faxes" on page 50

➡ "Application for Configuring Fax Operations and Sending Faxes (FAX Utility)" on page 136

Checking for New Faxes (Windows)

By setting up a computer to save faxes received by the printer, you can check the processing status of received faxes, and whether or not there are any new faxes using the fax icon on the Windows task bar. By setting up the computer to display a notification when new faxes are received, a notification screen pops up near the Windows system tray, and you can check the new faxes.

Note:
❏ *Received fax data saved to the computer is removed from the printer's memory.*

❏ *You need Adobe Reader to view the received faxes because they are saved as PDF files.*

Using the Fax Icon on the Task Bar (Windows)

You can check for new faxes and the operation status by using the fax icon displayed on the Windows taskbar.

1. Check the icon.

   ❏ : Standing by.

   ❏ : Checking for new faxes.

   ❏ : Importing new faxes is complete.

2. Right-click the icon, and then click **Open the received fax folder**.

   The received fax folder is displayed. Check the date and the sender in the file name, and then open the PDF file.

   While the fax icon indicates that it is standing by, you can check for new faxes instantly by selecting **Check new faxes now**.

   Note:
   Received faxes are automatically renamed using the following naming format.

   YYYYMMDDHHMMSS_xxxxxxxxxx_nnnnn (Year/Month/Day/Hour/Minute/Second_sender's number)

Using the Notification Window (Windows)

When you set to notify you the new faxes exist, a notification window is displayed near the task bar for each the fax.

1. Check the notification screen displayed on your computer screen.

   Note:
   The notification screen disappears if no operation is performed for a given length of time. You can change the notification settings such as the display time.

2. Click anywhere in the notification screen, except for the button.

   The folder you specified to save new faxes opens. Check the date and the sender in the file name, and then open the PDF file.

   Note:
   Received faxes are automatically renamed using the following naming format.

   YYYYMMDDHHMMSS_xxxxxxxxxx_nnnnn (Year/Month/Day/Hour/Minute/Second_sender's number)

Checking for New Faxes (Mac OS)

You can check for new faxes using one of the following methods. This is available only on computers set to **"Save" (save faxes on this computer)**.

❏ Open the received fax folder (specified in **Received Fax Output Settings.**)

❏ Open the Fax Receive Monitor and click **Check new faxes now**.

❏ Notification that new faxes have been received

Select the **Notify me of new faxes via a dock icon** in the **Fax Receive Monitor** > **Preferences** in the FAX Utility, the fax receive monitor icon on the Dock jumps to notify you that new faxes have arrived.

Open the Received Fax Folder from Received Fax Monitor (Mac OS)

You can open the save folder from the computer specified to receive faxes when selecting **"Save" (save faxes on this computer)**.

1. Click the received fax monitor icon on the Dock to open **Fax Receive Monitor**.

2. Select the printer and click **Open folder**, or double click the printer name.

3. Check the date and the sender in the file name, and then open the PDF file.

   Note:
   Received faxes are automatically renamed using the following naming format.

   YYYYMMDDHHMMSS_xxxxxxxxxx_nnnnn (Year/Month/Day/Hour/Minute/Second_sender's number)

   Information sent from the sender is displayed as the sender's number. This number may not be displayed depending on the sender.

Refilling Ink and Replacing Maintenance Boxes

Checking the Status of the Remaining Ink and the Maintenance Box

To confirm the actual ink remaining, visually check the ink level in the printer's tank.

You can check the approximate ink levels from the computer.

You can check the approximate service life of the maintenance box from the control panel or the computer.

Checking the Status of the Maintenance Box - Control Panel

1. Select **Maintenance** on the home screen.
2. Select **Remaining capacity of Maintenance box**.

Checking the Status of the Remaining Ink and the Maintenance Box - Windows

1. Access the printer driver window.
2. Click **EPSON Status Monitor 3** on the **Maintenance** tab.

   Note:
   *If **EPSON Status Monitor 3** is disabled, click **Extended Settings** on the **Maintenance** tab, and then select **Enable EPSON Status Monitor 3**.*

Related Information

➡ "Accessing the Printer Driver" on page 56

Checking the Status of the Remaining Ink and the Maintenance Box - Mac OS

1. Select **System Preferences** from the menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then select the printer.
2. Click **Options & Supplies** > **Utility** > **Open Printer Utility**.
3. Click **EPSON Status Monitor**.

Ink Bottle Codes

Epson recommends the use of genuine Epson ink bottles.

The following are the codes for genuine Epson ink bottles.

Important:

- *Epson warranty does not cover damage caused by inks other than those specified, including any genuine Epson ink not designed for this printer or any third party ink.*
- *Other products not manufactured by Epson may cause damage that is not covered by Epson's warranties, and under certain circumstances, may cause erratic printer behavior.*

Note:

- *Ink bottle codes may vary by location. For the correct codes in your area, contact Epson support.*
- *Although the ink bottles may contain recycled materials, this does not affect printer function or performance.*
- *Specifications and appearance of the ink bottle are subject to change without prior notice for improvement.*

For Europe

Product	BK: Black
ET-M3140	111
M3140	110*1 110S*2

*1 High capacity

*2 Standard capacity

Note:

For users in Europe, visit the following website for information on Epson's ink bottle yields.

http://www.epson.eu/pageyield

For Asian countries except for China

BK: Black
005*1
005S*2

*1 High capacity

*2 Standard capacity

Related Information

➡ "Technical Support Web Site" on page 184

Ink Bottle Handling Precautions

Read the following instructions before refilling ink.

Storing precautions for ink

- ❏ Keep the ink bottles out of direct sunlight.
- ❏ Do not store the ink bottles in high or freezing temperatures.
- ❏ After bringing an ink bottle inside from a cold storage site, allow it to warm up at room temperature for at least three hours before using it.
- ❏ Once you open an ink bottle, we recommend using it as soon as possible.
- ❏ Epson recommends using the ink bottle before the date printed on the package.
- ❏ Do not open the ink bottle package until you are ready to fill the ink tank. The ink bottle is vacuum packed to maintain its reliability. If you leave an ink bottle unpacked for a long time before using it, normal printing may not be possible.
- ❏ When storing or transporting an ink bottle, do not tilt the bottle and do not subject it to impacts or temperature changes. Otherwise, ink may leak even if the cap on the ink bottle is tightened securely. Be sure to keep the ink bottle upright when tightening the cap, and take precautions to prevent ink from leaking when transporting the bottle, for example, putting the bottle in a bag.

Handling precautions for refilling ink

- ❏ The ink for this printer must be handled carefully. Ink may splatter when the ink tank is filled or refilled with ink. If ink gets on your clothes or belongings, it may not come off.
- ❏ Use ink bottles with the correct part code for this printer.
- ❏ Do not shake too vigorously or squeeze the ink bottles.
- ❏ For optimum print results do not maintain low ink levels for extended periods of time.
- ❏ To obtain optimum printing results, refill the ink tank to the upper line at least once every year.
- ❏ To ensure you receive premium print quality and to help protect your print head, a variable ink safety reserve remains in the ink tank when your printer indicates to refill ink. The yields quoted for you do not include this reserve.

Ink consumption

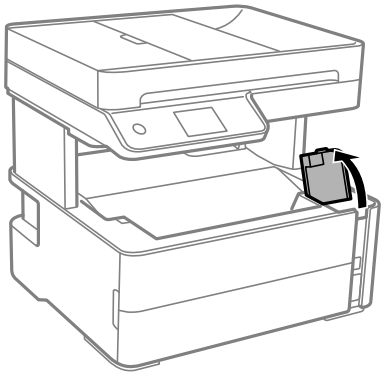
- ❏ To maintain optimum print head performance, some ink is consumed from the ink tank during maintenance operations such as print head cleaning. Ink may also be consumed when you turn the printer on.
- ❏ The ink in the ink bottle supplied with your printer is partly used during initial setup. In order to produce high quality printouts, the print head in your printer will be fully charged with ink. This one-off process consumes a quantity of ink and therefore this bottle may print fewer pages compared to subsequent ink bottles.
- ❏ 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.

Refilling the Ink Tank

Important:

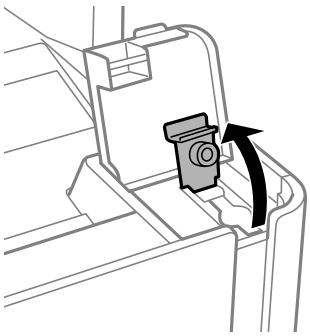
Epson recommends the use of genuine Epson ink bottles.

1. Select **Maintenance** on the home screen.
2. Select **Reset Ink Level**.
3. Open the ink tank cover.

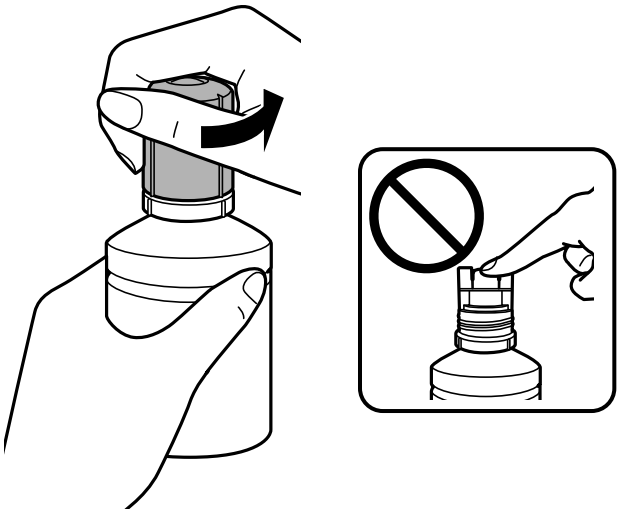


A message is displayed on the printer's control panel prompting you to refill the ink tank to the upper line.

4. Open the ink tank cap.

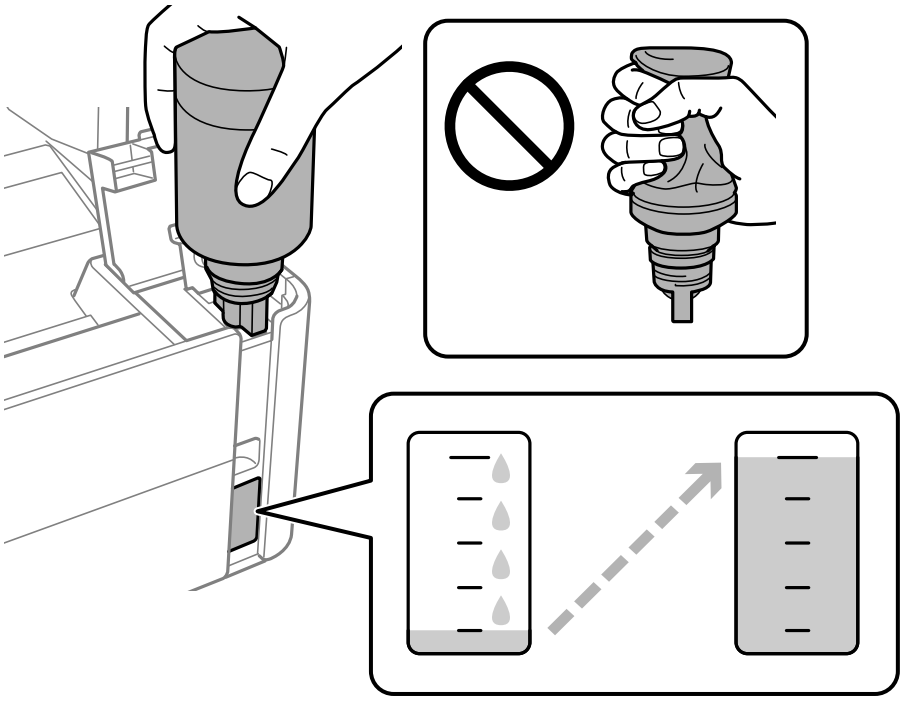


5. While holding the ink bottle upright, turn the cap slowly to remove it.



> **Important:**
> - ❏ *Be careful not to spill any ink.*
> - ❏ *Do not touch the top of the ink bottle after removing the cap; otherwise you may be smeared with ink.*

6. Align the tip of the bottle with the filling port, and then stand the bottle slowly to insert it into the filling port.

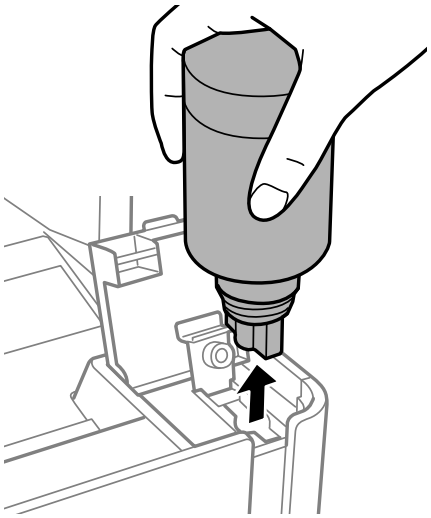


> **Important:**
> *Do not allow the top of the ink bottle to hit against any objects after removing its cap; otherwise ink may spill.*

Note:
If the ink does not start flowing into the tank, remove the ink bottle and try reinserting it.

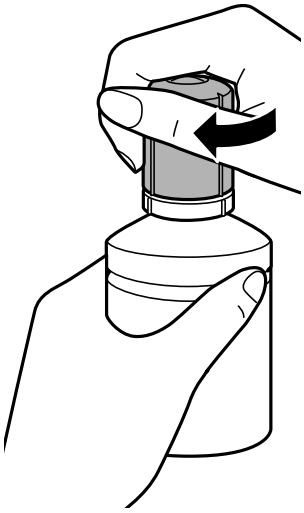
7. When the ink reaches the upper line, pull out the bottle.

   Ink pours into the tank just by holding the bottle normally without squeezing. The ink flow stops automatically when the ink is filled to the upper line.



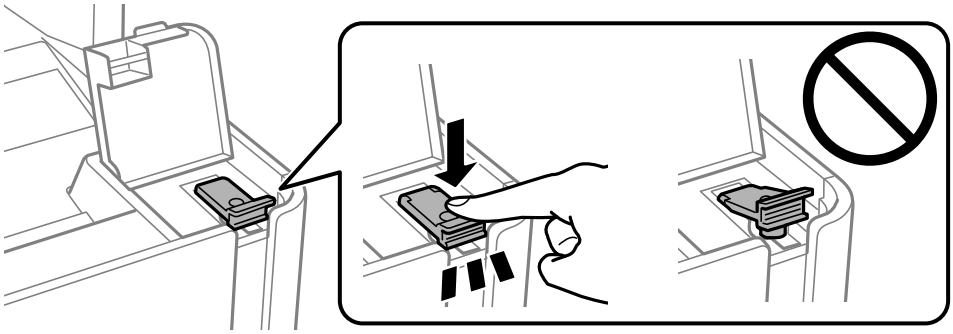
Important:
Do not leave the ink bottle inserted; otherwise the bottle may be damaged or ink may leak.

8. Tighten the cap of the ink bottle.

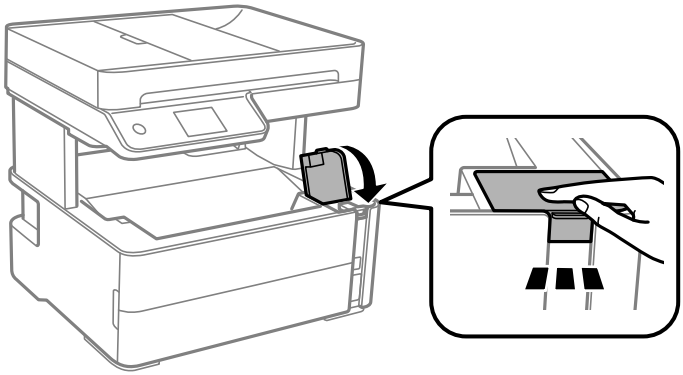


Note:
If any ink remains in the ink bottle, tighten the cap and store the bottle upright for later use.

9. Close the ink tank cap securely.



10. Close the ink tank cover firmly.



11. Select **Reset**.

12. Confirm the message, and then select **OK**.

> ***Important:***
>
> *If you reset the ink level before refilling ink up to the upper line, ink level estimates may become incorrect.*
>
> *To keep your printer operating at its best, fill ink tank up to the upper line and reset the ink level immediately.*

Related Information

➡ "Ink Bottle Codes" on page 112
➡ "Ink Bottle Handling Precautions" on page 113
➡ "Ink Spilled" on page 173

Maintenance Box Code

The maintenance box can be purchased and replaced by the user.

Epson recommends the use of a genuine Epson maintenance box.

The following is the code for the genuine Epson maintenance box.

T04D1

Important:
Once a maintenance box has been installed in a printer it cannot be used with other printers.

Maintenance Box Handling Precautions

Read the following instructions before replacing the maintenance box.

- ❏ Do not touch the green chip on the side of the maintenance box. Doing so may prevent normal operation and printing.
- ❏ Do not drop the maintenance box or subject it to strong shocks.
- ❏ Do not replace the maintenance box during printing; otherwise, ink may leak.
- ❏ Do not remove the maintenance box and its cover except when replacing the maintenance box; otherwise ink may leak.
- ❏ When the cover cannot be reattached, the maintenance box may not be installed correctly. Remove the maintenance box, and re-install it.
- ❏ Do not tilt the used maintenance box until after it is sealed in the plastic bag; otherwise ink may leak.
- ❏ Do not touch the openings in the maintenance box as you may get smeared with ink.
- ❏ Do not reuse a maintenance box which has been removed and left detached for a long period. Ink inside the box will have solidified and no more ink can be absorbed.
- ❏ Keep the maintenance box out of direct sunlight.
- ❏ Do not store the maintenance box in high or freezing temperatures.

Replacing a Maintenance Box

In some print cycles a very small amount of surplus ink may be collected in the maintenance box. To prevent ink leakage from the maintenance box, the printer is designed to stop printing when the absorbing capacity of the maintenance box has reached its limit. 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 printer performs.

When a message is displayed prompting you to replace the maintenance box, refer to the animations displayed on the control panel. The need for replacement of the box does not mean that your printer has ceased to operate in accordance with its specifications. The Epson warranty does not cover the cost of this replacement. It is a user-serviceable part.

Note:
When the maintenance box is full, you cannot print and clean the print head until it is replaced to avoid ink leakage. However, you can perform operations that do not use ink such as scanning.

Related Information

➡ “Maintenance Box Code” on page 117

➡ “Maintenance Box Handling Precautions” on page 118

Maintaining the Printer

Preventing the Print Head from Drying

Always use the power button when turning the printer on and off.

Check that the power light is off before you disconnect the power cord.

The ink itself can dry out if it is not covered. Just like placing a cap on a fountain pen or an oil pen to prevent it from drying, make sure the print head is capped properly to prevent the ink from drying.

When the power cord is unplugged or a power outage occurs while the printer is in operation, the print head may not be capped properly. If the print head is left as it is, it will dry out causing nozzles (ink outlets) to clog.

In these cases, turn the printer on and off again as soon as possible to cap the print head.

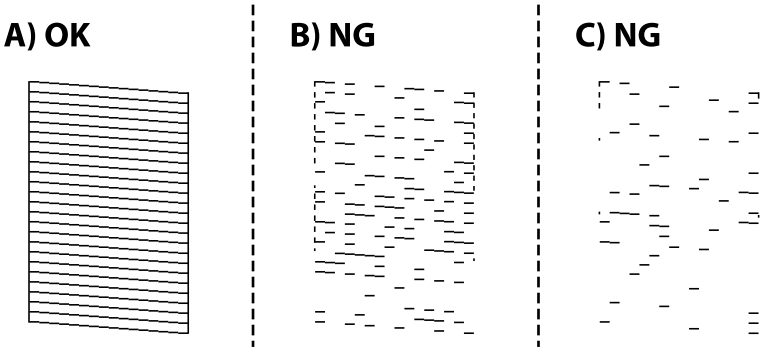
Check if Nozzles are Clogged (Nozzle Check)

If the nozzles are clogged, the printouts become faint or visible banding appears.

When print quality has declined, first use the nozzle check feature to check if the nozzles are clogged.

Check if Nozzles are Clogged (Nozzle Check) - Control Panel

1. Load A4-size plain paper in the paper cassette.
2. Select **Maintenance** on the home screen.
3. Select **Print Head Nozzle Check**.
4. Follow the on-screen instructions to print the nozzle check pattern.
5. Examine the printed pattern, and then perform one of the following options depending on the print results.



❏ A:

All lines are printed. Select . No further steps are needed.

❏ B or close to B: Clean the print head.

When some nozzles are clogged, select , and then perform head cleaning.

You can still perform head cleaning even if you select . For details, see the related information below.

❏ C or close to C: Power Clean the print head.

When most lines are broken or most segments are missing, select , and then perform power cleaning. For details, see the related information below.

Related Information

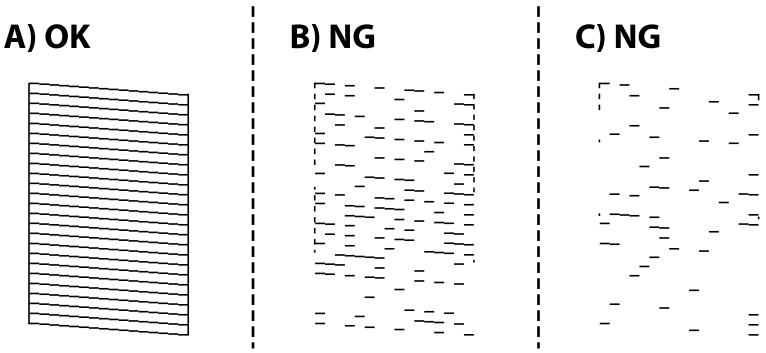
➡ “Loading Paper in the Paper Cassette” on page 22

➡ “Cleaning the Print Head (Head Cleaning)” on page 122

➡ “Power Cleaning the Print Head (Power Cleaning)” on page 123

Check if Nozzles are Clogged (Nozzle Check) - Windows

1. Load A4-size plain paper in the paper cassette.
2. Access the printer driver window.
3. Click **Nozzle Check** on the **Maintenance** tab.
4. Follow the on-screen instructions to print the nozzle check pattern.
5. Examine the printed pattern, and then perform one of the following options depending on the print results.



❏ A:

All lines are printed. No further steps are needed.

❏ B or close to B: Clean the print head.

When some nozzles are clogged, perform head cleaning. For details, see the related information below.

❏ C or close to C: Power Clean the print head.

When most lines are broken or most segments are missing, perform power cleaning. For details, see the related information below.

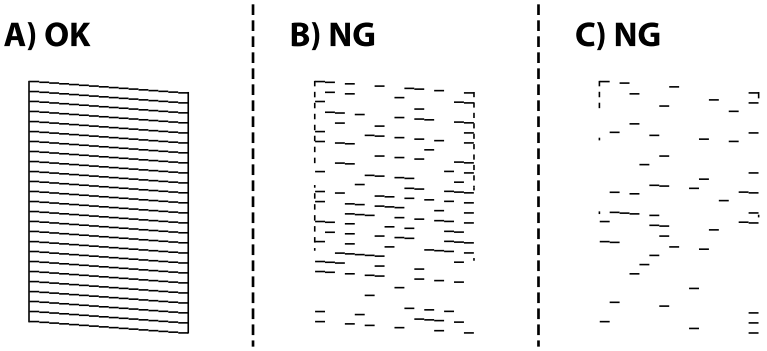
Related Information

➡ “Accessing the Printer Driver” on page 56

➡ “Loading Paper in the Paper Cassette” on page 22
➡ “Cleaning the Print Head (Head Cleaning)” on page 122
➡ “Power Cleaning the Print Head (Power Cleaning)” on page 123

Check if Nozzles are Clogged (Nozzle Check) - Mac OS

1. Load A4-size plain paper in the paper cassette.
2. Select **System Preferences** from the menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then select the printer.
3. Click **Options & Supplies** > **Utility** > **Open Printer Utility**.
4. Click **Nozzle Check**.
5. Follow the on-screen instructions to print the nozzle check pattern.
6. Examine the printed pattern, and then perform one of the following options depending on the print results.



❏ A:

All lines are printed. No further steps are needed.

❏ B or close to B: Clean the print head.

When some nozzles are clogged, perform head cleaning. For details, see the related information below.

❏ C or close to C: Power Clean the print head.

When most lines are broken or most segments are missing, perform power cleaning. For details, see the related information below.

Related Information

➡ “Loading Paper in the Paper Cassette” on page 22
➡ “Cleaning the Print Head (Head Cleaning)” on page 122
➡ “Power Cleaning the Print Head (Power Cleaning)” on page 123

Cleaning the Print Head (Head Cleaning)

If the nozzles are clogged, the printouts become faint, there is visible banding, or unexpected colors appear. When print quality has declined, use the nozzle check feature and check if the nozzles are clogged. If the nozzles are clogged, clean the print head.

Important:

- ❏ *Do not open the printer cover or turn off the printer during head cleaning. If the head cleaning is incomplete, you may not be able to print.*
- ❏ *Because print head cleaning uses some ink, clean the print head only if quality declines.*
- ❏ *When ink is low, you may not be able to clean the print head.*
- ❏ *If print quality has not improved after repeating nozzle check and head cleaning three times, wait for at least six hours without printing, and then run the nozzle check again and repeat the head cleaning if necessary. We recommend to turn off the printer. If print quality has still not improved, run Power Cleaning. If it has still not improved, contact Epson support.*
- ❏ *To prevent the print head from drying out, do not unplug the printer while the power is on.*

Cleaning the Print Head - Control Panel

1. Select **Maintenance** on the home screen.
2. Select **Print Head Cleaning**.
3. Follow the on-screen instructions.

After the print head cleaning is finished, run **Nozzle Check** and then check if the print head nozzles have been unclogged. For details on how to run the nozzle check, see the related information below.

Repeat the steps up to three times until all lines are printed correctly.

Related Information

➡ "**Check if Nozzles are Clogged (Nozzle Check)**" on page 119

Cleaning the Print Head - Windows

1. Access the printer driver window.
2. Click **Head Cleaning** on the **Maintenance** tab.
3. Follow the on-screen instructions.

After the print head cleaning is finished, run **Nozzle Check** and then check if the print head nozzles have been unclogged. For details on how to run the nozzle check, see the related information below.

Repeat the steps up to three times until all lines are printed correctly.

Related Information

➡ "Accessing the Printer Driver" on page 56

➡ "Check if Nozzles are Clogged (Nozzle Check)" on page 119

Cleaning the Print Head - Mac OS

1. Select **System Preferences** from the menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then select the printer.
2. Click **Options & Supplies** > **Utility** > **Open Printer Utility**.
3. Click **Head Cleaning**.
4. Follow the on-screen instructions.

After the print head cleaning is finished, run **Nozzle Check** and then check if the print head nozzles have been unclogged. For details on how to run the nozzle check, see the related information below.

Repeat the steps up to three times until all lines are printed correctly.

Related Information

➡ "Check if Nozzles are Clogged (Nozzle Check)" on page 119

Power Cleaning the Print Head (Power Cleaning)

The power cleaning feature may improve print quality in the following cases.

- ❏ The most nozzles are clogged.
- ❏ You performed the nozzle check and head cleaning three times and then waited for at least six hours without printing, but print quality still did not improve.

Before running this feature, use the nozzle check feature to check if the nozzles are clogged, read the following instructions, and then power clean the print head.

Important:

Make sure that there is enough ink in the ink tank.

Visually check the ink tank is at least a third full. Low ink levels during Power Cleaning could damage the product.

Important:

An interval of 12 hours is required between each Power Cleaning.

Normally, a single Power Cleaning should resolve the print quality issue within 12 hours. Therefore, to avoid unnecessary ink usage, you must wait 12 hours before you try it again.

Important:

Maintenance box replacement may be required.

Ink will be deposited to the maintenance box. If it becomes full, you must prepare and install a replacement maintenance box to continue printing.

Note:
When the ink levels or the free space in the maintenance box are insufficient for Power Cleaning, you cannot run this feature. Even in this case, the levels and the free space for printing may remain.

Running Power Cleaning - Control Panel

Read the instructions for Power Cleaning before running this feature.

1. Turn off the printer.
2. While holding down the ⑦ button, press the ⏻ button to display the confirmation screen until the power light flashes.
3. Follow the on-screen instructions to run the Power Cleaning feature.

   Note:
   If you cannot run this feature, solve the problems that are displayed on the screen. Next, follow this procedure from step 1 to run this feature again.
4. After running this feature, run the nozzle check to make sure the nozzles are not clogged.

   For details on how to run the nozzle check, see the related information below.

Related Information

➡ "Power Cleaning the Print Head (Power Cleaning)" on page 123

Running Power Cleaning - Windows

1. Access the printer driver window.
2. Click **Power Cleaning** on the **Maintenance** tab.
3. Follow the on-screen instructions.

   Note:
   If you cannot run this feature, solve the problems that are displayed on the printer's control panel. Next, follow this procedure from step 1 to run this feature again.

Related Information

➡ "Power Cleaning the Print Head (Power Cleaning)" on page 123
➡ "Accessing the Printer Driver" on page 56
➡ "**Check if Nozzles are Clogged (Nozzle Check)**" on page 119

Running Power Cleaning - Mac OS

1. Select **System Preferences** from the menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then select the printer.
2. Click **Options & Supplies** > **Utility** > **Open Printer Utility**.

3. Click **Power Cleaning**.
4. Follow the on-screen instructions.

   Note:
   If you cannot run this feature, solve the problems that are displayed on the printer's control panel. Next, follow this procedure from step 1 to run this feature again.

Related Information

➡ "Power Cleaning the Print Head (Power Cleaning)" on page 123

➡ "**Check if Nozzles are Clogged (Nozzle Check)**" on page 119

Aligning the Print Head

If print results contain the following problems, align the print head to improve the printouts.

❏ Vertical lines look misaligned or the printouts look blurry

❏ Horizontal banding occurs at regular intervals

Aligning the Print Head - Control Panel

1. Select **Maintenance** on the home screen.
2. Select **Print Head Alignment**.
3. Select the adjustment menu you want to adjust to improve the printouts according to the status of the print results.

   ❏ Vertical lines look misaligned or the printouts look blurry : Select **Vertical Alignment**.

   ❏ Horizontal banding occurs at regular intervals: Select **Horizontal Alignment**.
4. Follow the on-screen instructions.

Related Information

➡ "Loading Paper in the Paper Cassette" on page 22

Cleaning the Paper Path

When the printouts are smeared or paper does not feed correctly, clean the roller inside.

Important:
Do not use tissue paper to clean the inside of the printer. The print head nozzles may be clogged with lint.

Cleaning the Paper Path for Ink Smears

When the printouts are smeared or scuffed, clean the roller inside.

> ***Important:***
> *Do not use tissue paper to clean the inside of the printer. The print head nozzles may be clogged with lint.*

1. Load A4-size plain paper in the rear paper feed slot.
2. Select **Maintenance** on the home screen.
3. Select **Paper Guide Cleaning**.
4. Follow the on-screen instructions to clean the paper path.
   Repeat this procedure until the paper is not smeared with ink.

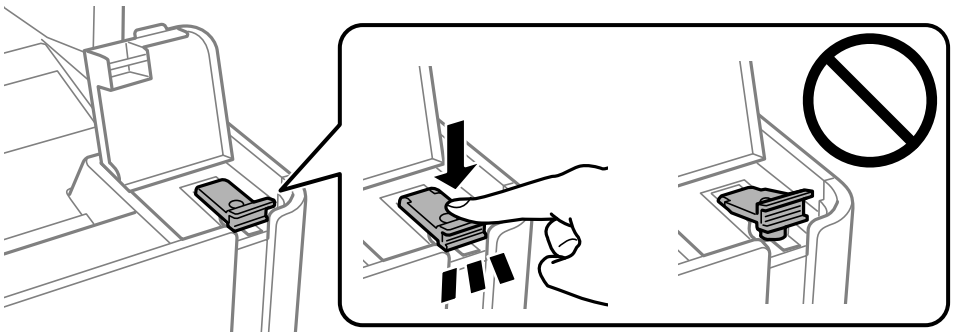
Related Information

➡ "Loading Paper in the Paper Cassette" on page 22

Cleaning the Paper Path for Paper Feeding Problems

When paper is not fed from paper cassette correctly, clean the roller inside.

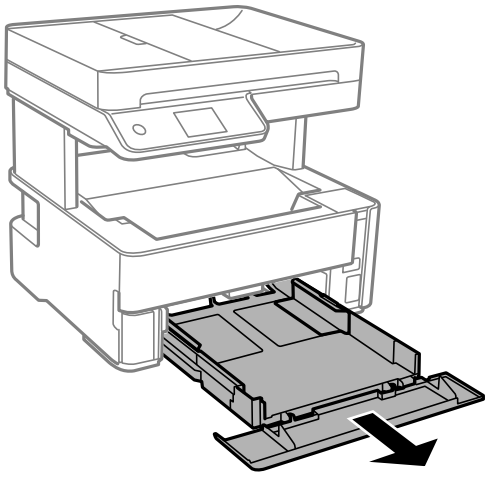
1. Turn off the printer by pressing the ⏻ button.
2. Unplug the power cord, and then disconnect the power cord.
3. Make sure that the ink tank cap is securely closed.



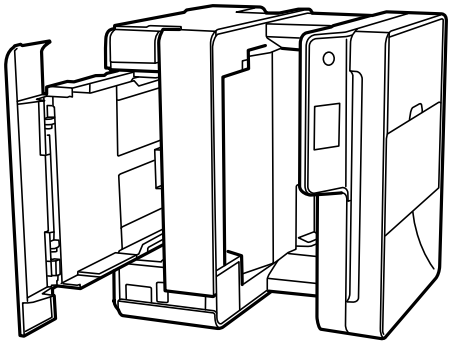
> ***Important:***
> *If the ink tank cap is not securely closed, ink may leak.*

4. Close the document cover, the ADF cover, and the printer cover.

5. Slide out the paper cassette, and then remove the paper.



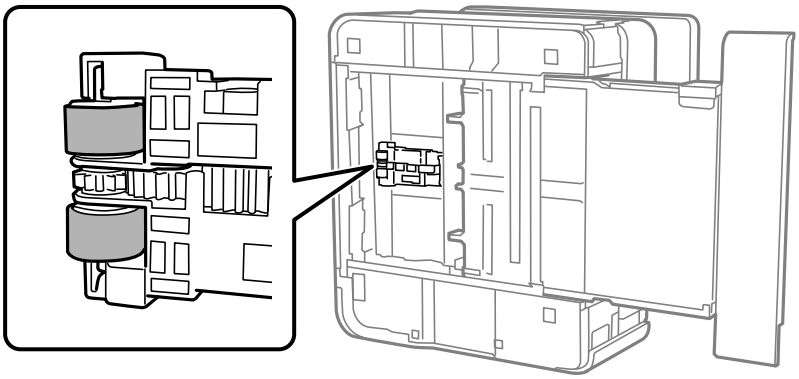
6. Stand the printer on its side with the printer's ink tank at the bottom.



> ***Caution:***
> *Be careful not to trap your hand or fingers when standing the printer. Otherwise you may be injured.*

> ***Important:***
> *Do not leave the printer standing for a long time.*

7. Dampen a soft cloth with water, wring it out thoroughly, and then wipe the roller while rotating it with the cloth.



8. Return the printer to its normal position, and then insert the paper cassette.

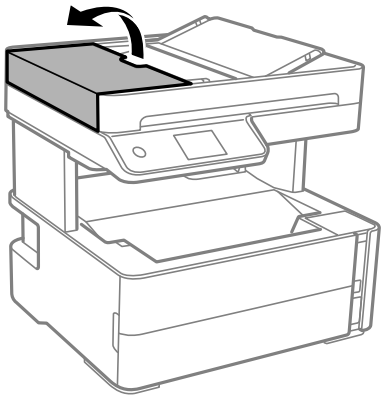
9. Connect the power cord.

Cleaning the ADF

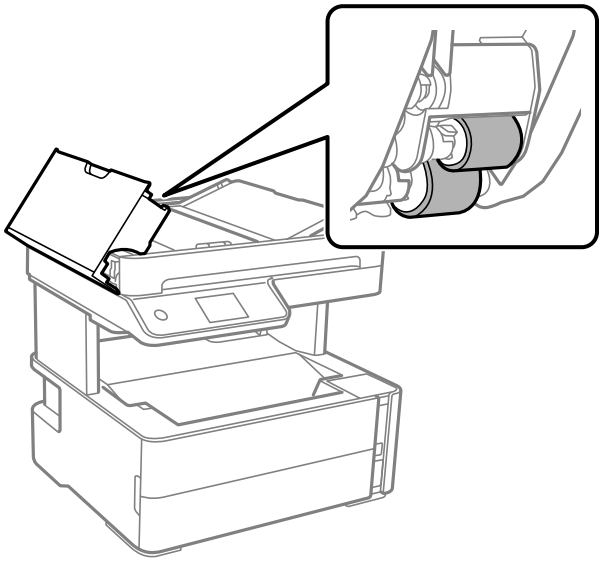
When the copied or scanned images from the ADF are smeared or the originals do not feed in the ADF correctly, clean the ADF.

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

1. Open the ADF cover.

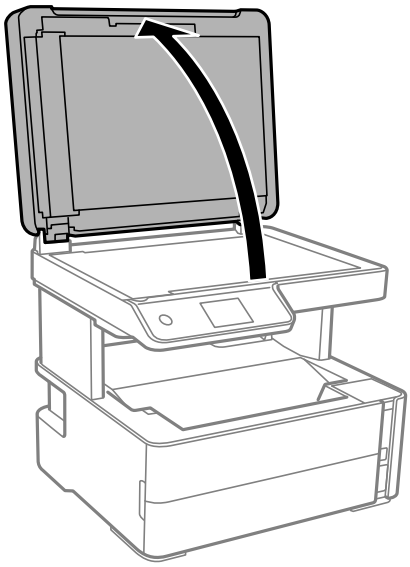


2. Use a soft, moist cloth to clean the roller and the interior of the ADF.

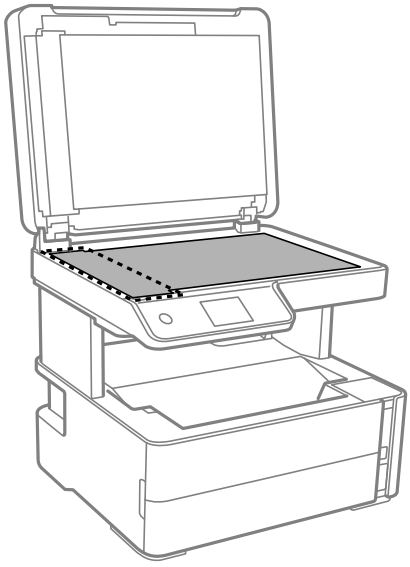


> ***Important:***
> *Using a dry cloth may damage the surface of the roller. Use the ADF after the roller has dried.*

3. Close the ADF cover, and then open the document cover.



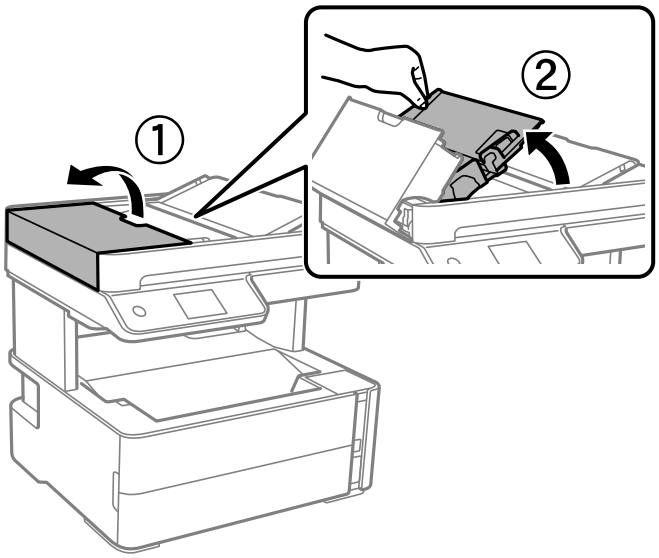
4. Clean the part that is shown in the illustration.



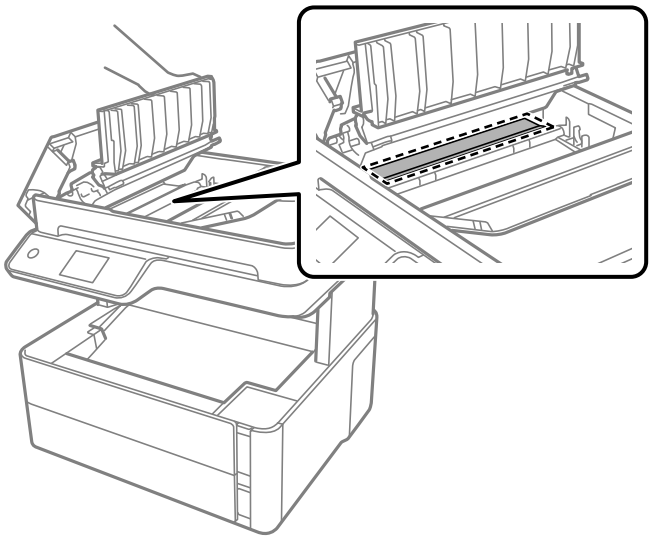
Important:

- ❏ *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.*
- ❏ *Do not press the glass surface too hard.*
- ❏ *Be careful not to scratch or damage the surface of the glass. A damaged glass surface can decrease the scan quality.*

5. If the problem cannot be cleared, turn off the printer by pressing the ⏻ button, open the ADF cover, and then raise the ADF input tray.



6. Clean the part that is shown in the illustration.



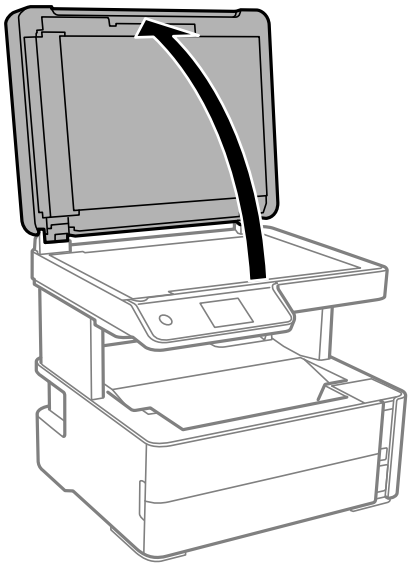
Cleaning the Scanner Glass

When the copies or scanned images are smeared, clean the scanner glass.

> ⚠ ***Caution:***
>
> *Be careful not to trap your hand or fingers when opening or closing the document cover. Otherwise you may be injured.*

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

1. Open the document cover.



2. Use a soft, dry, clean cloth to clean the surface of the scanner glass.

> ***Important:***
>
> ❏ *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.*
>
> ❏ *Do not press the glass surface too hard.*
>
> ❏ *Be careful not to scratch or damage the surface of the glass. A damaged glass surface can decrease the scan quality.*

Cleaning the Translucent Film

When the printout is not improved after aligning the print head or cleaning the paper path, the translucent film inside the printer may be smeared.

Items required:

❏ Cotton swabs (several)

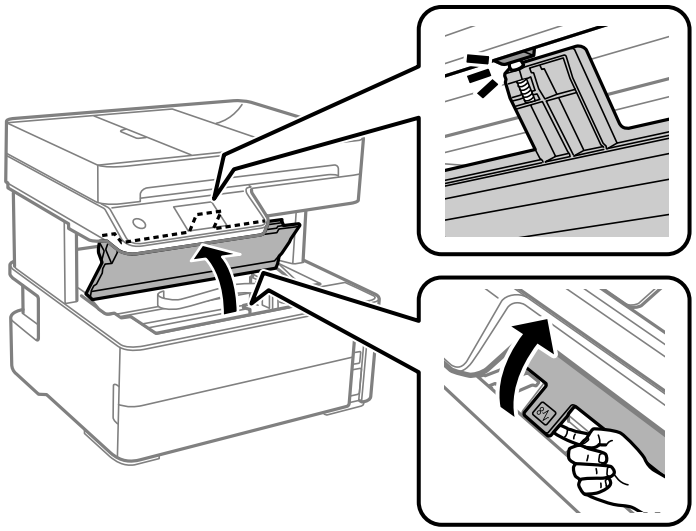
❏ Water with a few drops of detergent (2 to 3 drops of detergent in 1/4 cup of tap water)

❏ Light for checking smears

> ***Important:***
>
> *Do not use cleaning liquid other than water with a few drops of detergent.*

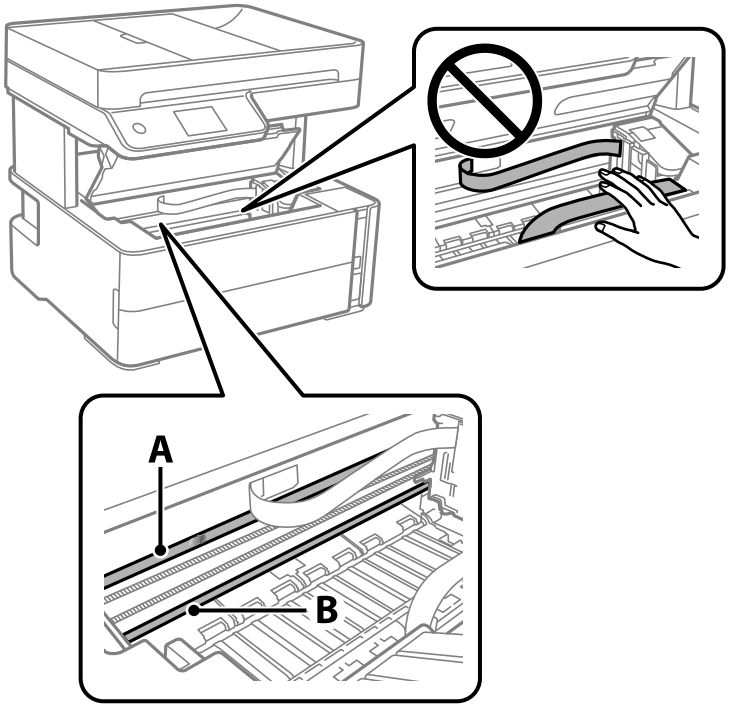
1. Turn off the printer by pressing the ⏻ button.

2. Open the printer cover.



3. Check if the translucent film is smeared. Smears are easier to see if you use a light.

   If there are smears (such as finger marks or grease) on the translucent film (A), go to the next step.

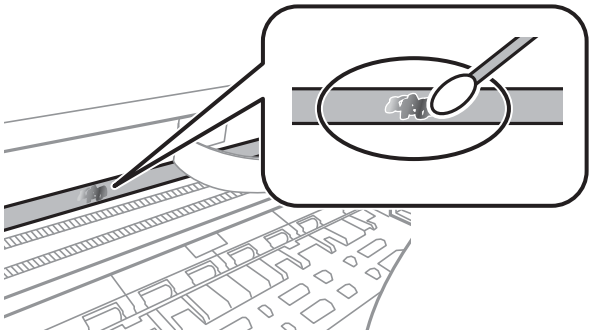


A: Translucent film

B: Rail

> ***Important:***
>
> *Be careful not to touch the rail (B). Otherwise, you may not be able to print. Do not wipe off the grease on the rail, because this is necessary for operations.*

4. Moisten a cotton swab with the water with a few drops of detergent so that it is not dripping water, and then wipe the smeared part.



> **Important:**
> *Wipe off the smear gently. If you press the cotton swab too hard to the film, the springs of the film may be dislocated and the printer may be damaged.*

5. Use a new dry cotton swab to wipe the film.

> **Important:**
> *Do not leave any fibers on the film.*

Note:
To prevent the smear from spreading, frequently replace the cotton swab with a new one.

6. Repeat steps 4 and 5 until the film is not smeared.

7. Visually check that the film is not smeared.

Checking the Total Number of Pages Fed Through the Printer

You can check the total number of pages fed through the printer.

Checking the Total Number of Pages Fed Through the Printer - Control Panel

The information is printed together with the nozzle check pattern.

1. Load A4-size plain paper in the printer.

2. Select **Maintenance** on the home screen.

3. Select **Print Head Nozzle Check**.

4. Follow the on-screen instructions to print the nozzle check pattern.

Related Information

➡ “Loading Paper in the Paper Cassette” on page 22

Checking the Total Number of Pages Fed Through the Printer - Windows

1. Access the printer driver window.
2. Click **Printer and Option Information** on the **Maintenance** tab.

Related Information

➡ “Accessing the Printer Driver” on page 56

Checking the Total Number of Pages Fed Through the Printer - Mac OS

1. Select **System Preferences** from the menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then select the printer.
2. Click **Options & Supplies** > **Utility** > **Open Printer Utility**.
3. Click **Printer and Option Information**.

Software Information

This section introduces software products available for your printer from the supplied CD.

Application for Scanning Documents and Images (Epson Scan 2)

Epson Scan 2 is an application for controlling scanning. You can adjust the size, resolution, brightness, contrast, and quality of the scanned image. You can also start Epson Scan 2 from a TWAIN-compliant scanning application. See the application's help for details.

Starting on Windows

Note:
*For Windows Server operating systems, make sure the **Desktop Experience** feature is installed.*

❏ Windows 10/Windows Server 2016

Click the start button, and then select **EPSON** > **Epson Scan 2**.

❏ Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012

Enter the application name in the search charm, and then select the displayed icon.

❏ Windows 7/Windows Vista/Windows XP/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003 R2/Windows Server 2003

Click the start button, and then select **All Programs** or **Programs** > **EPSON** > **Epson Scan 2**> **Epson Scan 2**.

Starting on Mac OS

Note:
Epson Scan 2 does not support the Mac OS fast user switching feature. Turn off fast user switching.

Select **Go** > **Applications** > **Epson Software** > **Epson Scan 2**.

Related Information

➡ "Scanning Using Epson Scan 2" on page 88

➡ "Installing Applications" on page 138

Application for Configuring Scanning Operations from the Control Panel (Epson Event Manager)

Epson Event Manager is an application that allows you to manage scanning from the control panel and save images to a computer. You can add your own settings as presets, such as the document type, the save folder location, and the image format. See the application's help for details.

Note:
Windows Server operating systems are not supported.

Starting on Windows

❏ Windows 10

Click the start button, and then select **Epson Software** > **Event Manager**.

❏ Windows 8.1/Windows 8

Enter the application name in the search charm, and then select the displayed icon.

❏ Windows 7/Windows Vista/Windows XP

Click the start button, and then select **All Programs** or **Programs** > **Epson Software** > **Event Manager**.

Starting on Mac OS

Go > **Applications** > **Epson Software** > **Event Manager**.

Related Information

➡ "Installing Applications" on page 138

Application for Configuring Fax Operations and Sending Faxes (FAX Utility)

FAX Utility is an application that allows you to configure various settings for sending faxes from a computer. You can create or edit the contacts list to be used when sending a fax, configure to save received faxes in PDF format on the computer, and so on. See the application's help for details.

Note:

❏ *Windows Server operating systems are not supported.*

❏ *Make sure you have installed the printer driver before installing FAX Utility.*

Starting on Windows

❏ Windows 10

Click the start button, and select **Epson Software** > **FAX Utility**.

❏ Windows 8.1/Windows 8

Enter the application name in the search charm, and then select the displayed icon.

❏ Windows 7/Windows Vista/Windows XP

Click the start button, and select **All Programs** (or **Programs**) > **Epson Software** > **FAX Utility**.

Starting on Mac OS

Select **System Preferences** from the menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then select the printer (FAX). Click **Options & Supplies** > **Utility** > **Open Printer Utility**.

Related Information

➡ "Receiving Faxes on a Computer" on page 107

➡ "Installing Applications" on page 138

Application for Sending Faxes (PC-FAX Driver)

PC-FAX driver is an application that allows you to send a document created on a separate application as a fax directly from the computer. PC-FAX driver is installed when you install FAX Utility. See the application's help for details.

Note:

❏ *Windows Server operating systems are not supported.*

❏ *The operation differs depending on the application you used to create the document. See the application's help for details.*

Accessing from Windows

In the application, select **Print** or **Print Setup** from the **File** menu. Select your printer (FAX), and then click **Preferences** or **Properties**.

Accessing from Mac OS

In the application, select **Print** from the **File** menu. Select your printer (FAX) as the **Printer** setting, and then select **Fax Settings** or **Recipient Settings** from the pop-up menu.

Related Information

➡ "Sending a Fax from a Computer" on page 103

➡ "Application for Configuring Fax Operations and Sending Faxes (FAX Utility)" on page 136

Application for Printing Web Pages (E-Web Print)

E-Web Print is an application that allows you to easily print web pages with various layouts. See the application's help for details. You can access the help from the **E-Web Print** menu on the **E-Web Print** tool bar.

Note:

❏ *Windows Server operating systems are not supported.*

❏ *Mac OS is not supported.*

❏ *Check for supported browsers and the latest version from the download site.*

Starting

When you install E-Web Print, it is displayed in your browser. Click **Print** or **Clip**.

Related Information

➡ "Installing Applications" on page 138

Software Update Tools (EPSON Software Updater)

EPSON Software Updater is an application that checks for new or updated software on the internet and installs it. You can also update the printer's firmware and manual.

Note:

Windows Server operating systems are not supported.

Installing Method

Download EPSON Software Updater from the Epson website.

If you are using a Windows computer and cannot to download it from the website, you can install it from the supplied software disc.

http://www.epson.com

Starting on Windows

❏ Windows 10

Click the start button, and then select **Epson Software** > **EPSON Software Updater**.

❏ Windows 8.1/Windows 8

Enter the application name in the search charm, and then select the displayed icon.

❏ Windows 7/Windows Vista/Windows XP

Click the start button, and then select **All Programs** or **Programs** > **Epson Software** > **EPSON Software Updater**.

Note:
You can also start EPSON Software Updater by clicking the printer icon on the task bar on the desktop, and then selecting ***Software Update****.*

Starting on Mac OS

Select **Go** > **Applications** > **Epson Software** > **EPSON Software Updater**.

Installing Applications

Connect your computer to the network and install the latest version of applications from the website.

Note:
❏ *Log on to your computer as an administrator. Enter the administrator password if the computer prompts you.*

❏ *When reinstalling an application, you need to uninstall it first.*

1. Quit all running applications.
2. When installing the printer driver or Epson Scan 2, disconnect the printer and the computer temporarily.

   Note:
   Do not connect the printer and the computer until you are instructed to do so.
3. Access to the following website, and then enter the product name.

   http://epson.sn
4. Select **Setup**, and then click **Download**.
5. Click or double-click the downloaded file, and then follow the on-screen instructions.

Note:
If you are using a Windows computer and you cannot download applications from the website, install them from the software disc that came with the printer.

Related Information

➡ "Software Update Tools (EPSON Software Updater)" on page 137

➡ "Uninstalling Applications" on page 139

Updating Applications and Firmware

You may be able to clear certain problems and improve or add functions by updating the applications and the firmware. Make sure you use the latest version of the applications and firmware.

1. Make sure that the printer and the computer are connected, and the computer is connected to the internet.
2. Start EPSON Software Updater, and update the applications or the firmware.

> ***Important:***
> *Do not turn off the computer or the printer until the update is complete; otherwise, the printer may malfunction.*

Note:
If you cannot find the application you want to update in the list, you cannot update using the EPSON Software Updater. Check for the latest versions of the applications from your local Epson website.

http://www.epson.com

Uninstalling Applications

Log in to your computer as an administrator. Enter the administrator password if the computer prompts you.

Uninstalling Applications - Windows

1. Press the ⏻ button to turn off the printer.
2. Quit all running applications.
3. Open **Control Panel**:
   - ❏ Windows 10/Windows Server 2016
     Click on the start button, and then select **Windows System** > **Control Panel**.
   - ❏ Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012
     Select **Desktop** > **Settings** > **Control Panel**.
   - ❏ Windows 7/Windows Vista/Windows XP/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003 R2/Windows Server 2003
     Click the start button and select **Control Panel**.

4. Open **Uninstall a program** (or **Add or Remove Programs**):

   ❏ Windows 10/Windows 8.1/Windows 8/Windows 7/Windows Vista/Windows Server 2016/Windows Server 2012 R2/Windows Server 2012/Windows Server 2008 R2/Windows Server 2008

   Select **Uninstall a program** in **Programs**.

   ❏ Windows XP/Windows Server 2003 R2/Windows Server 2003

   Click **Add or Remove Programs**.

5. Select the application you want to uninstall.

   You cannot uninstall the printer driver if there is any print jobs. Delete or wait to be printed the jobs before uninstalling.

6. Uninstall the applications:

   ❏ Windows 10/Windows 8.1/Windows 8/Windows 7/Windows Vista/Windows Server 2016/Windows Server 2012 R2/Windows Server 2012/Windows Server 2008 R2/Windows Server 2008

   Click **Uninstall/Change** or **Uninstall**.

   ❏ Windows XP/Windows Server 2003 R2/Windows Server 2003

   Click **Change/Remove** or **Remove**.

   Note:
   *If the **User Account Control** window is displayed, click **Continue**.*

7. Follow the on-screen instructions.

Uninstalling Applications - Mac OS

1. Download the Uninstaller using EPSON Software Updater.

   Once you have downloaded the Uninstaller, you do not need to download it again each time you uninstall the application.

2. Press the ⏻ button to turn off the printer.

3. To uninstall the printer driver or PC-FAX driver, select **System Preferences** from the menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then remove the printer from the enabled printers list.

4. Quit all running applications.

5. Select **Go** > **Applications** > **Epson Software** > **Uninstaller**.

6. Select the application you want to uninstall, and then click **Uninstall**.

   Important:
   The Uninstaller removes all drivers for Epson inkjet printers on the computer. If you use multiple Epson inkjet printers and you only want to delete some drivers, delete all of them first, and then install the necessary printer driver again.

Note:
If you cannot find the application you want to uninstall in the application list, you cannot uninstall using the Uninstaller. In this situation, select ***Go*** *>* ***Applications*** *>* ***Epson Software****, select the application you want to uninstall, and then drag it to the trash icon.*

Related Information

➡ "Software Update Tools (EPSON Software Updater)" on page 137

Solving Problems

Checking the Printer Status

Checking Messages on the LCD Screen

If an error message is displayed on the LCD screen, follow the on-screen instructions or the solutions below to solve the problem.

Error Messages	Solutions
Printer Error Turn on the printer again. See your documentation for more details.	Remove any paper or protective material in the printer. If the error message is still displayed, contact Epson support.
Paper out in XX.	Load paper, and then insert the paper cassette all the way.
Paper Setup Auto Display is set to Off. Some features may not be available. For details, see your documentation.	If **Paper Setup Auto Display** is disabled, the **Paper Setting** screen is not displayed when you load paper in the paper cassette.
No dial tone is detected.	This problem might be resolved by selecting **Settings** > **General Settings** > **Fax Settings** > **Basic Settings** > **Line Type** and then selecting **PBX**. If your phone system requires an external access code to get an outside line, set the access code after selecting **PBX**. Use # (hash) instead of the actual access code when entering an outside fax number. This makes connection more secure. If the error message is still displayed, set the **Dial Tone Detection** settings to disabled. However, disabling this feature may drop the first digit of a fax number and send the fax to the wrong number.
Check that the printer driver is installed on the computer and that the USB port settings for the printer are correct.	Make sure the printer port is selected correctly in **Property** > **Port** from the **Printer** menu as follows. Select "**USBXXX**" for a USB connection.
Recovery Mode	The printer has started in recovery mode because the firmware update failed. Follow the steps below to try to update the firmware again. 1. Connect the computer and the printer with a USB cable. 2. Visit your local Epson website for further instructions.

Related Information

➡ “Contacting Epson Support” on page 184
➡ “Installing Applications” on page 138
➡ “Updating Applications and Firmware” on page 139

Checking the Printer Status - Windows

1. Access the printer driver window.

2. Click **EPSON Status Monitor 3** on the **Maintenance** tab.

   Note:
   - ❏ *You can also check the printer status by double-clicking the printer icon on the taskbar. If the printer icon is not added to the taskbar, click **Monitoring Preferences** on the **Maintenance** tab, and then select **Register the shortcut icon to the taskbar**.*
   - ❏ *If **EPSON Status Monitor 3** is disabled, click **Extended Settings** on the **Maintenance** tab, and then select **Enable EPSON Status Monitor 3**.*

Related Information

➡ "Accessing the Printer Driver" on page 56

Checking the Printer Status - Mac OS

1. Select **System Preferences** from the menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then select the printer.
2. Click **Options & Supplies** > **Utility** > **Open Printer Utility**.
3. Click **EPSON Status Monitor**.

   You can check the printer status, ink levels, and error status.

Checking the Software Status

You may be able to clear the problem by updating the software to the latest version. To check the software status, use the software update tool.

Related Information

➡ "Software Update Tools (EPSON Software Updater)" on page 137
➡ "Installing Applications" on page 138

Removing Jammed Paper

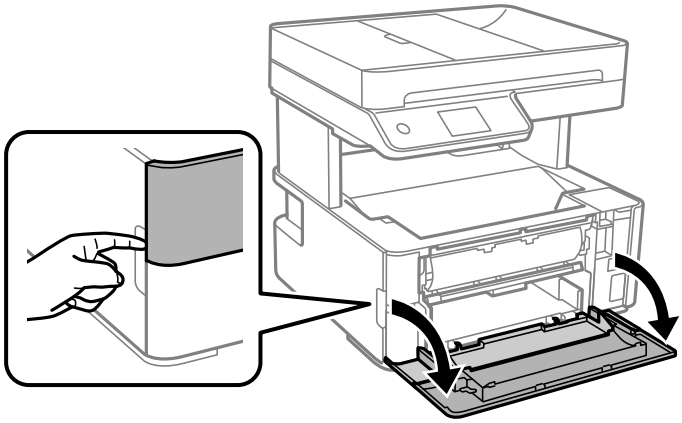
Check the error displayed on the control panel and follow the instructions to remove the jammed paper including any torn pieces. Next, clear the error.

Important:
- ❏ *Remove the jammed paper carefully. Removing the paper vigorously may cause damage to the printer.*
- ❏ *When removing jammed paper, avoid tilting the printer, placing it vertically, or turning it upside down; otherwise ink may leak.*

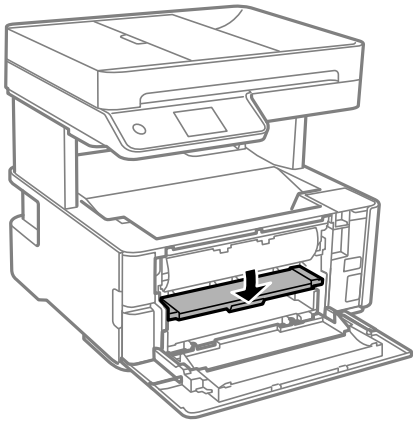
Removing Jammed Paper from the Front Cover

> ⚠ ***Caution:***
>
> *Never touch the buttons on the control panel while your hand is inside the printer. If the printer starts operating, it could cause an injury. Be careful not to touch the protruding parts to avoid injury.*

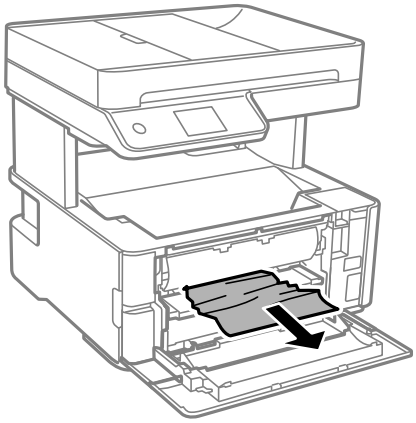
1. Open the front cover.



2. Lower the output switch lever.



3. Remove the jammed paper.

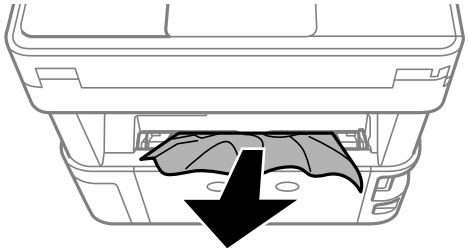


> **Important:**
> *Do not touch the parts inside the printer. Doing so may cause a malfunction.*

4. Raise the output switch lever.
5. Close the front cover.

Removing Jammed Paper from the Rear Paper Feed Slot

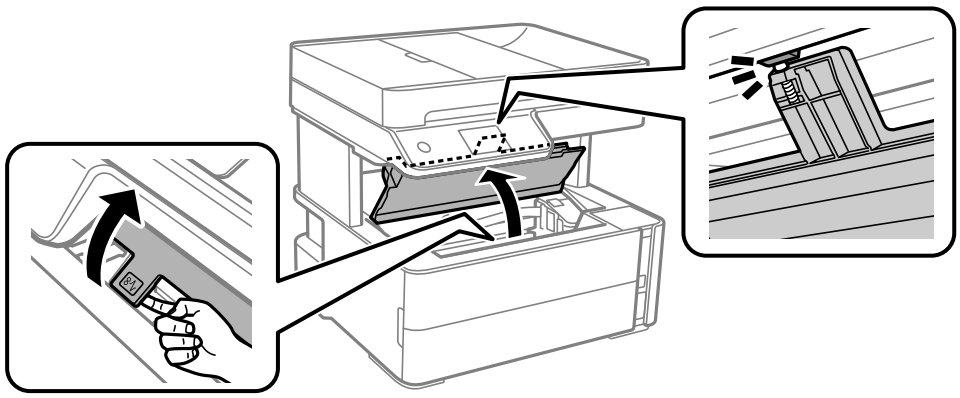
Remove the jammed paper.



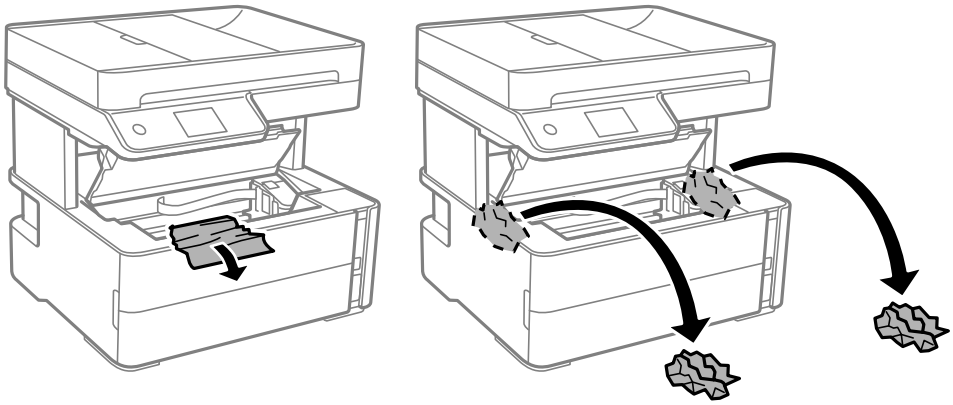
Removing Jammed Paper from Inside the Printer

> **Caution:**
> *Never touch the buttons on the control panel while your hand is inside the printer. If the printer starts operating, it could cause an injury. Be careful not to touch the protruding parts to avoid injury.*

1. Open the printer cover, and then use the knob to fasten it to the top.

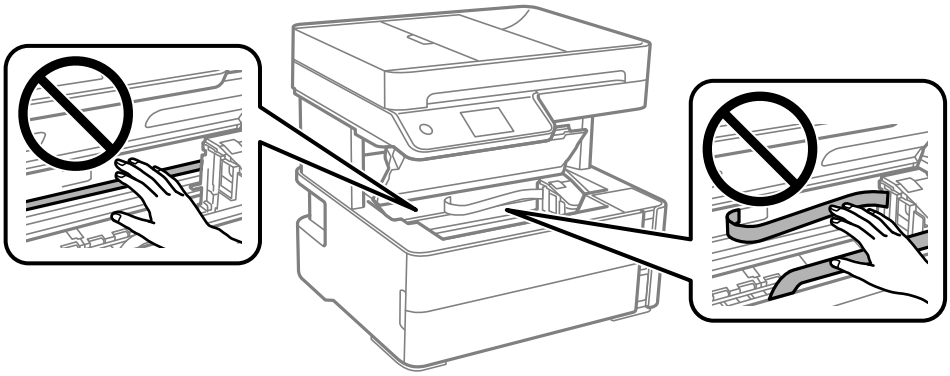


2. Remove the jammed paper.

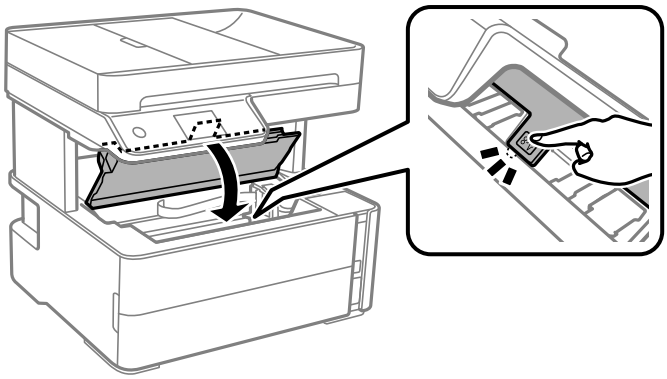


Important:

Do not touch the white flat cable, translucent film, and ink tubes inside the printer. Doing so may cause a malfunction. If you touch the translucent film, make sure you clean it.

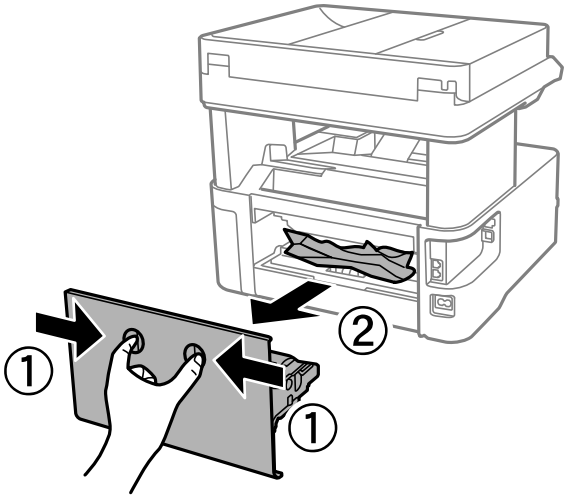


3. Close the printer cover until it clicks.

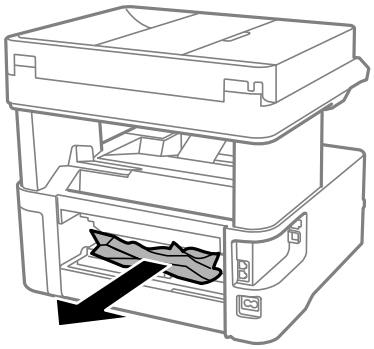


Removing Jammed Paper from Rear Cover

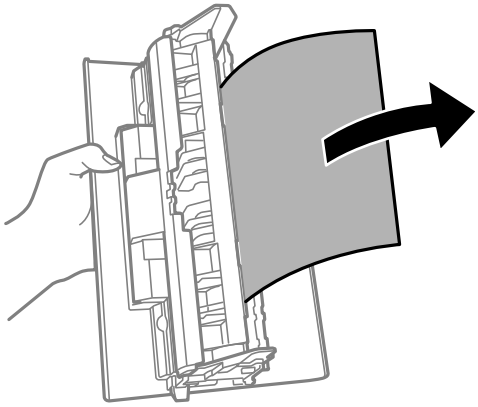
1. Remove the rear cover.



2. Remove the jammed paper.



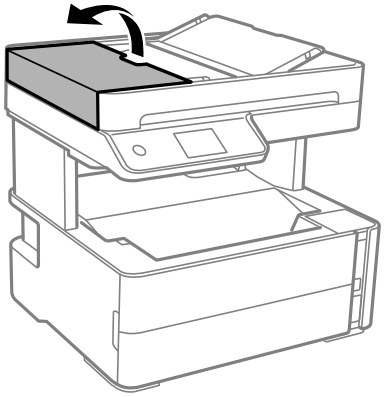
3. Remove jammed paper from the rear cover.



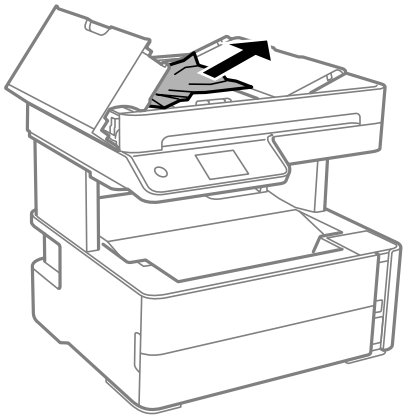
4. Insert the rear cover in the printer.

Removing Jammed Paper from the ADF

1. Open the ADF cover.

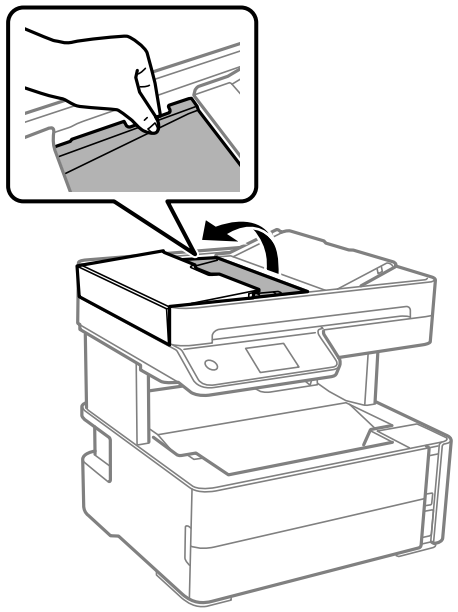


2. Remove the jammed paper.

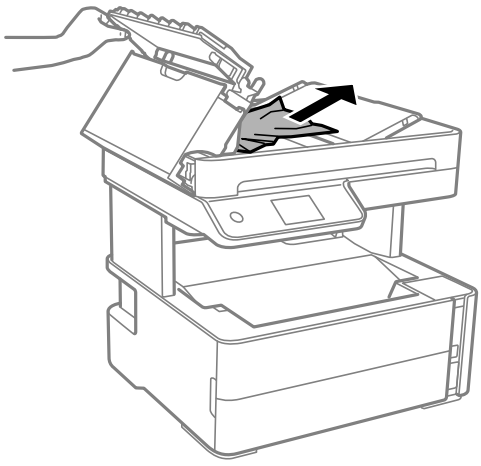


3. Raise the ADF input tray.

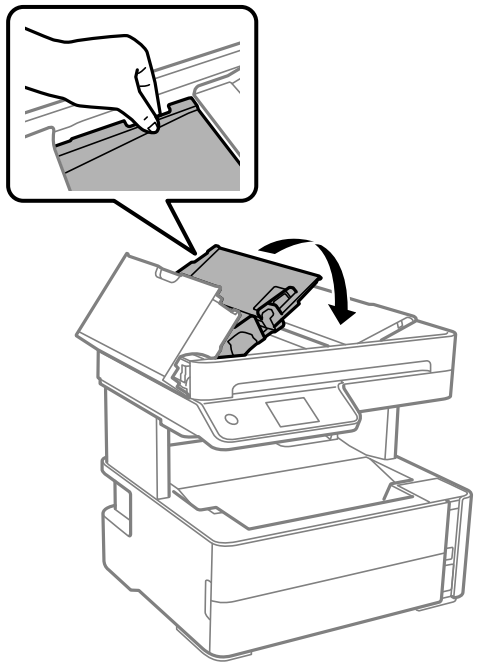
> ***Important:***
>
> *Make sure that you open the ADF cover before raising the ADF input tray. Otherwise, the ADF may be damaged.*



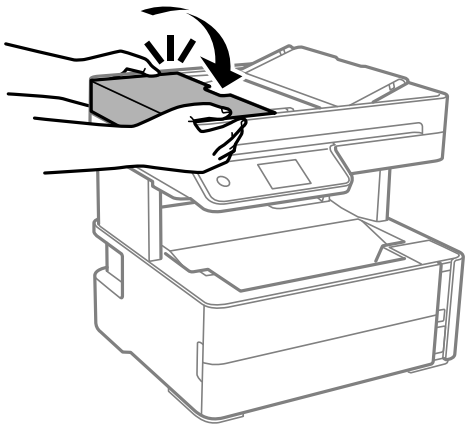
4. Remove the jammed paper.



5. Lower the ADF input tray.



6. Close the ADF cover until it clicks.



Paper Does Not Feed Correctly

Check the following points, and then take the appropriate actions to solve the problem.

- ❏ Place the printer on a flat surface and operate in the recommended environmental conditions.
- ❏ Use paper supported by this printer.
- ❏ Follow the paper handling precautions.
- ❏ Do not load more than the maximum number of sheets specified for the paper.
- ❏ Make sure the paper size and paper type settings match the actual paper size and paper type loaded in the printer.
- ❏ Clean the roller inside the printer.

Related Information

➡ “Environmental Specifications” on page 177
➡ “Paper Handling Precautions” on page 21
➡ “Available Paper and Capacities” on page 19
➡ “List of Paper Type” on page 28

Paper Jams

Load paper in the correct direction, and slide the edge guides against the edges of the paper.

Related Information

➡ “Removing Jammed Paper” on page 143
➡ “Loading Paper in the Paper Cassette” on page 22

Paper Feeds at a Slant

Load paper in the correct direction, and slide the edge guides against the edges of the paper.

Related Information

➡ “Loading Paper in the Paper Cassette” on page 22

Ejected Paper Falls from the Output Tray

If ejected paper falls from the output tray, slide out the stopper to prevent the paper from falling.

Paper is Ejected During Printing

When you load letterhead paper (paper on which information such as the sender's name or corporation name are pre-printed in the header), select **Letterhead** as the paper type setting.

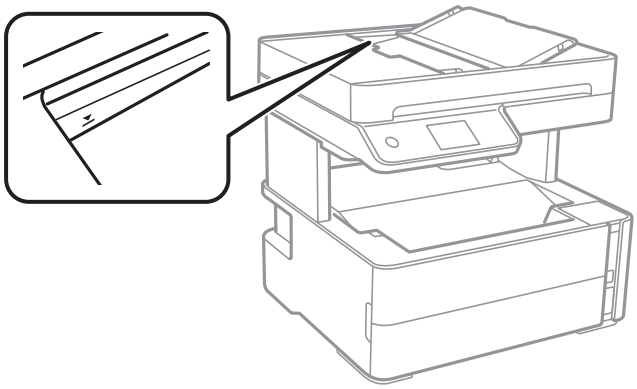
Original Does Not Feed in the ADF

❏ Use originals supported by the ADF.

❏ Load originals in the correct direction, and slide the ADF edge guides against the edges of the originals.

❏ Clean the inside of the ADF.

❏ Do not load originals above the line indicated by the triangle symbol on the ADF.



❏ Check that the ADF icon is on at the bottom of the screen. If it is off, place the originals again.

❏ Make sure that an original has not been placed on the scanner glass.

Related Information

➡ "Available Originals for the ADF" on page 29

➡ "Placing Originals on the ADF" on page 30

➡ "Cleaning the ADF" on page 128

Power and Control Panel Problems

Power Does Not Turn On

❏ Make sure the power cord is securely plugged in.

❏ Hold down the ⏻ button for a little longer.

Power Does Not Turn Off

Hold down the ⏻ button for a little longer. If you still cannot turn off the printer, unplug the power cord. To prevent the print head from drying out, turn the printer back on and turn it off by pressing the ⏻ button.

Power Turns Off Automatically

❏ Select **Settings** > **General Settings** > **Basic Settings** > **Power Off Settings**, and then disable the **Power Off If Inactive** and **Power Off If Disconnected** settings.

❏ Select **Settings** > **General Settings** > **Basic Settings**, and then disable the **Power Off Timer** setting.

Note:
*Your product may have the **Power Off Settings** or **Power Off Timer** feature depending on the location of purchase.*

LCD Screen Gets Dark

The printer is in sleep mode. Tap anywhere on the LCD screen to return it to its former state.

Cannot Print from a Computer

Checking the Connection (USB)

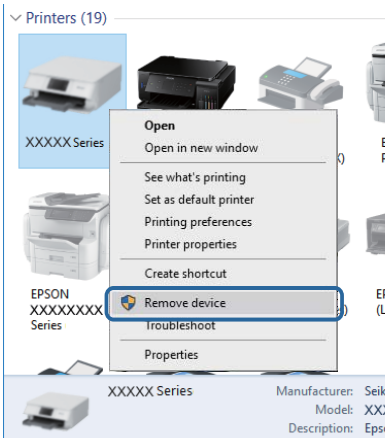
❏ Connect the USB cable securely to the printer and the computer.

❏ If you are using a USB hub, try to connect the printer directly to the computer.

❏ If the USB cable cannot be recognized, change the port, or change the USB cable.

❏ If the printer cannot print using a USB connection, try the following.

Disconnect the USB cable from the computer. Right-click on the printer icon displayed on the computer, and then select **Remove Device**. Next, connect the USB cable to the computer and try a test print.



Checking the Software and Data

❏ Make sure that a genuine Epson printer driver is installed. If a genuine Epson printer driver is not installed, the available functions are limited. We recommend using a genuine Epson printer driver. See the related information link below for details.

❏ If you are printing a large data size image, the computer may run out of memory. Print the image at a lower resolution or a smaller size.

Related Information

➡ “Checking for Genuine Epson Printer Drivers” on page 153

➡ “Installing Applications” on page 138

Checking for Genuine Epson Printer Drivers

You can check if a genuine Epson printer driver is installed on your computer by using one of the following methods.

Windows

Select **Control Panel** > **View devices and printers** (**Printers**, **Printers and Faxes**), and then do the following to open the print server properties window.

❏ Windows 10/Windows 8.1/Windows 8/Windows 7/Windows Server 2016/Windows Server 2012 R2/Windows Server 2012/Windows Server 2008 R2

Click the printer icon, and then click **Print server properties** at the top of the window.

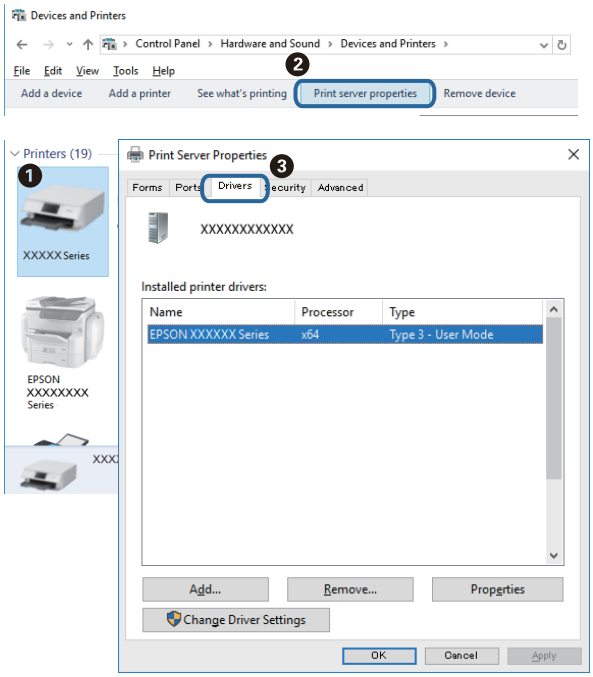
❏ Windows Vista/Windows Server 2008

Right-click on the **Printers** folder, and then click **Run as administrator** > **Server Properties**.

❏ Windows XP/Windows Server 2003 R2/Windows Server 2003

From the **File** menu, select **Server Properties**.

Click the **Driver** tab. If your printer name is displayed in the list, a genuine Epson printer driver is installed on your computer.



Mac OS

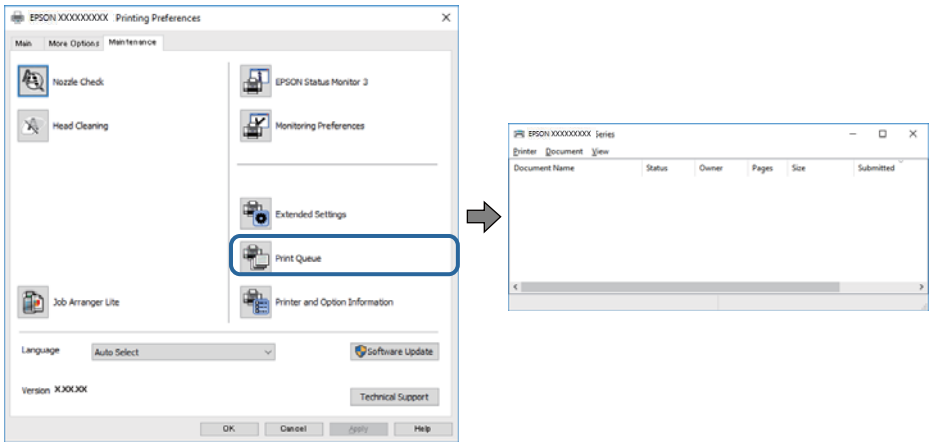
Select **System Preferences** from the menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then select the printer. Click **Options & Supplies**, and if the **Options** tab and **Utility** tab are displayed on the window, a genuine Epson printer driver is installed on your computer.

Related Information

➡ "Installing Applications" on page 138

Checking the Printer Status from the Computer (Windows)

Click **Print Queue** on the printer driver's **Maintenance** tab, and then check the following.

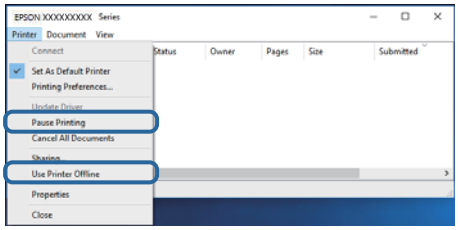


❑ Check if there are any paused print jobs.

If unnecessary data remains, select **Cancel all documents** from the **Printer** menu.

❏ Make sure the printer is not offline or pending.

If the printer is offline or pending, clear the offline or pending setting from the **Printer** menu.



❏ Make sure the printer is selected as the default printer from the **Printer** menu (there should be a check mark on the menu item).

If the printer is not selected as the default printer, set it as the default printer. If there are multiple icons in **Control Panel** > **View devices and printers** (**Printers**, **Printers and Faxes**), see the following to select the icon.

Example)

USB connection: EPSON XXXX Series

If you install the printer driver multiple times, copies of printer driver may be created. If copies such as "EPSON XXXX Series (copy 1)" are created, right-click the copied driver icon, and then click **Remove Device**.

❏ Make sure the printer port is selected correctly in **Property** > **Port** from the **Printer** menu as follows.

Select "**USBXXX**" for a USB connection.

Checking the Printer Status from the Computer (Mac OS)

Make sure the printer status is not **Pause**.

Select **System Preferences** from the menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then double-click the printer. If the printer is paused, click **Resume** (or **Resume Printer**).

Printout Problems

Printout is Scuffed or Color is Missing

❏ If you have not used the printer for a long time, the print head nozzles may be clogged and ink drops may not be discharged. Perform a nozzle check, and then clean the print head if any of the print head nozzles are clogged.

❏ If you printed when the ink level was too low to be seen in the ink tank window, refill the ink tank to the upper line and then use the **Power Cleaning** utility to replace the ink inside the ink tubes. After you use the utility, perform a nozzle check to see if print quality has improved.

Related Information

➡ **"Check if Nozzles are Clogged (Nozzle Check)"** on page 119

➡ "Refilling the Ink Tank" on page 114

➡ "Power Cleaning the Print Head (Power Cleaning)" on page 123

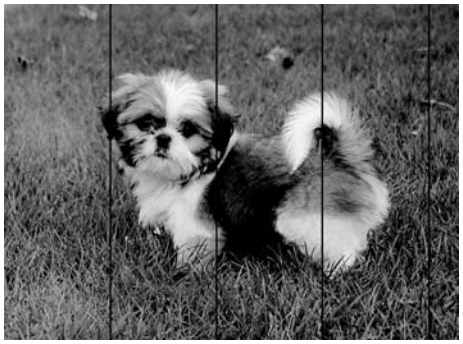
Banding or Unexpected Colors Appear

The print head nozzles may be clogged. Perform a nozzle check to check if the print head nozzles are clogged. Clean the print head if any of the print head nozzles are clogged.

Related Information

➡ "**Check if Nozzles are Clogged (Nozzle Check)**" on page 119

Colored Banding Appears at Intervals of Approximately 3.3 cm



❏ Select the appropriate paper type setting for the type of paper loaded in the printer.

❏ Align the print head using the **Horizontal Alignment** feature.

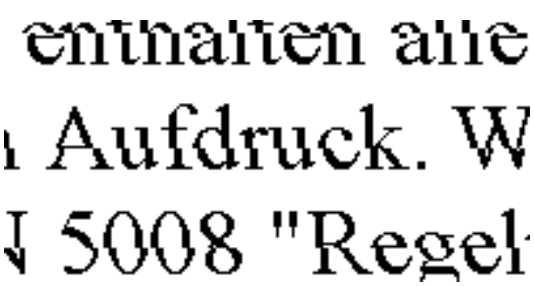
❏ When printing on plain paper, print using a higher quality setting.

Related Information

➡ "List of Paper Type" on page 28

➡ "Aligning the Print Head" on page 125

Vertical Banding or Misalignment



❏ Align the print head using the **Vertical Alignment** feature.

❏ If print quality does not improve even after aligning the print head, print using a higher quality setting.

Related Information

➡ "Aligning the Print Head" on page 125

Print Quality is Poor

Check the following if the print quality is poor due to blurry prints, banding, missing colors, faded colors, and misalignment in the prints.

Checking the printer

❏ Make sure the initial ink charging is complete.

❏ Refill the ink tank if the ink level is below the lower line.

❏ Perform a nozzle check, and then clean the print head if any of the print head nozzles are clogged.

❏ Align the print head.

Checking the paper

❏ Use paper supported by this printer.

❏ Do not print on paper that is damp, damaged, or too old.

❏ If the paper is curled or the envelope is puffed up, flatten it.

❏ Do not stack the paper immediately after printing.

❏ Dry the printouts completely before filing or displaying them. When drying the printouts, avoid direct sun light, do not use a dryer, and do not touch the printed side of paper.

❏ When printing images or photos, Epson recommends using genuine Epson paper rather than plain paper. Print on the printable side of the genuine Epson paper.

Checking the print settings

❏ Select the appropriate paper type setting for the type of paper loaded in the printer.

❏ Print using a higher quality setting.

❏ During bidirectional (or high speed) printing, the print head prints while moving in both directions, and vertical lines may be misaligned. If print quality does not improve, disable the bidirectional (or high speed) setting. Disabling this setting may slow down printing speed.

❏ Windows

Clear **High Speed** on the printer driver's **More Options** tab.

❏ Mac OS

Select **System Preferences** from the menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then select the printer. Click **Options & Supplies** > **Options** (or **Driver**). Select **Off** as the **High Speed Printing** setting.

Checking the ink bottle

❏ Use ink bottles with the correct part code for this printer.

❏ Epson recommends using the ink bottle before the date printed on the package.

❏ Try to use genuine Epson ink bottles. This product is designed to adjust colors based on the use of genuine Epson ink bottles. The use of non-genuine ink bottles may cause print quality to decline.

Related Information

➡ **"Check if Nozzles are Clogged (Nozzle Check)"** on page 119

➡ "Aligning the Print Head" on page 125

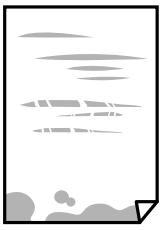
➡ "Available Paper and Capacities" on page 19

➡ "List of Paper Type" on page 28

➡ "Paper Handling Precautions" on page 21

Paper Is Smeared or Scuffed

❏ When horizontal banding appears or the top or bottom of the paper is smeared, load paper in the correct direction and slide the edge guides to the edges of the paper.



❏ When vertical banding appears or the paper is smeared, clean the paper path.

❏ Place the paper on a flat surface to check if it is curled. If it is, flatten it.

❏ When printing on thick paper, the print head is close to the printing surface and the paper may be scuffed. In this case, enable the reduce scuff setting. If you enable this setting, print quality may decline or printing may slow down.

Windows

Click **Extended Settings** on the printer driver's **Maintenance** tab, and then select **Short Grain Paper**.

Related Information

➡ "Loading Paper in the Paper Cassette" on page 22

➡ "Cleaning the Paper Path for Ink Smears" on page 126

Paper is Smeared During Automatic 2-Sided Printing

When using the automatic 2-sided printing feature and printing high density data such as images and graphs, set the print density to lower and the drying time to longer.

Related Information

➡ "Printer Settings" on page 36

Printed Photos are Sticky

You may be printing on the wrong side of the photo paper. Make sure you are printing on the printable side.

When printing on the wrong side of the photo paper, you need to clean the paper path.

Related Information

➡ "Cleaning the Paper Path for Ink Smears" on page 126

The Position, Size, or Margins of the Printout Are Incorrect

❏ Load paper in the correct direction, and slide the edge guides against the edges of the paper.

❏ When placing the originals on the scanner glass, align the corner of the original with the corner indicated by a symbol on the frame of the scanner glass. If the edges of the copy are cropped off, move the original slightly away from the corner.

❏ When placing the originals on the scanner glass, clean the scanner glass and the document cover. If there is dust or stains on the glass, the copy area may extend to include the dust or stains, resulting in the wrong copying position or small images.

❏ Select the appropriate **Original Size** in the copy settings.

❏ Select the appropriate paper size setting.

❏ Adjust the margin setting in the application so that it falls within the printable area.

Related Information

➡ "Loading Paper in the Paper Cassette" on page 22

➡ "Placing Originals on the Scanner Glass" on page 31

➡ “Cleaning the Scanner Glass” on page 130
➡ “Printable Area” on page 174

Printed Characters Are Incorrect or Garbled

❏ Connect the USB cable securely to the printer and the computer.

❏ Cancel any paused print jobs.

❏ Do not put the computer manually into the **Hibernate** mode or the **Sleep** mode while printing. Pages of garbled text may be printed next time you start the computer.

❏ If you use the printer driver you had previously used, printed characters may be garbled. Make sure that the printer driver you are using is for this printer. Check the printer name on the top of the printer driver window.

The Printed Image Is Inverted

Clear any mirror image settings in the printer driver or the application.

❏ Windows

Clear **Mirror Image** on the printer driver's **More Options** tab.

❏ Mac OS

Clear **Mirror Image** from the print dialog's **Print Settings** menu.

Mosaic-Like Patterns in the Prints

When printing images or photos, print using high-resolution data. Images on websites are often low resolution although they look good enough on the display, and so print quality may decline.

Uneven Colors, Smears, Dots, or Straight Lines Appear in the Copied Image

❏ Clean the paper path.

❏ Clean the scanner glass.

❏ Clean the ADF.

❏ Do not press too hard on the original or the document cover when you are placing the originals on the scanner glass.

❏ When the paper is smeared, lower the copy density setting.

Related Information

➡ “Cleaning the Paper Path for Ink Smears” on page 126
➡ “Cleaning the Scanner Glass” on page 130
➡ “Cleaning the ADF” on page 128
➡ “Basic Menu Options for Copying” on page 82

Moiré (Cross-Hatch) Patterns Appear in the Copied Image

Change the reduce and enlarge setting or place the original at a slightly different angle.

Related Information

➡ "Basic Menu Options for Copying" on page 82

An Image of the Reverse Side of the Original Appears in the Copied Image

❏ For a thin original, place the original on the scanner glass and then place a piece of black paper over it.

❏ Lower the copy density setting on the control panel.

Related Information

➡ "Basic Menu Options for Copying" on page 82

The Printout Problem Could Not be Cleared

If you have tried all of the solutions and have not solved the problem, try uninstalling and then reinstalling the printer driver.

Related Information

➡ "Uninstalling Applications" on page 139

➡ "Installing Applications" on page 138

Other Printing Problems

Printing Is Too Slow

❏ Close any unnecessary applications.

❏ Lower the quality setting. High quality printing slows down the printing speed.

❏ Enable the bidirectional (or high speed) setting. When this setting is enabled, the print head prints while moving in both directions, and the printing speed increases.

  ❏ Windows

  Select **High Speed** on the printer driver's **More Options** tab.

  ❏ Mac OS

  Select **System Preferences** from the menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then select the printer. Click **Options & Supplies** > **Options** (or **Driver**). Select **On** as the **High Speed Printing** setting.

❏ Disable quiet mode. This feature slows down the printing speed.

❏ Control Panel

Select on the home screen, and then disable **Quiet Mode**.

❏ Windows

Select **Off** as the **Quiet Mode** setting on the printer driver's **Main** tab.

❏ Mac OS

Select **System Preferences** from the menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then select the printer. Click **Options & Supplies** > **Options** (or **Driver**). Select **Off** as the **Quiet Mode** setting.

Printing or Copying Slows Down Dramatically During Continuous Operation

Printing or Copying slows down to prevent the printer mechanism from overheating and being damaged. However, you can continue operation. To return to normal speed, leave the printer idle for at least 30 minutes. The speed does not return to normal if the power is off.

Cannot Start Scanning

❏ If you are scanning with the ADF, check that the document cover and ADF cover are closed.

❏ Connect the USB cable securely to the printer and the computer. If you are using a USB hub, try to connect the printer directly to the computer.

❏ Make sure that the correct printer (scanner) is selected on Epson Scan 2.

Check whether or not the printer is recognized when using Windows

In Windows, make sure the printer (scanner) is displayed in **Scanner and Camera**. The printer (scanner) should be displayed as "EPSON XXXXX (printer name)". If the printer (scanner) is not displayed, uninstall and then re-install Epson Scan 2. See the following to access **Scanner and Camera**.

❏ Windows 10

Click on the start button, and then select **Windows System** > **Control Panel**, enter "Scanner and Camera" in the search charm, click **View scanners and cameras**, and then check if the printer is displayed.

❏ Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012

Select **Desktop** > **Settings** > **Control Panel**, enter "Scanner and Camera" in the search charm, click **Show Scanner and Camera**, and then check if the printer is displayed.

❏ Windows 7/Windows Server 2008 R2

Click the start button and select **Control Panel**, enter "Scanner and Camera" in the search charm, click **View scanners and cameras**, and then check if the printer is displayed.

❏ Windows Vista/Windows Server 2008

Click the start button, select **Control Panel** > **Hardware and Sound** > **Scanners and Cameras**, and then check if the printer is displayed.

❏ Windows XP/Windows Server 2003 R2/Windows Server 2003

Click the start button, select **Control Panel** > **Printers and Other Hardware** > **Scanner and Cameras**, and then check if the printer is displayed.

Related Information

➡ "Uninstalling Applications" on page 139

➡ "Installing Applications" on page 138

Scanned Image Problems

Uneven Colors, Dirt, Spots, and so on Appear when Scanning from the Scanner Glass

❏ Clean the scanner glass.

❏ Remove any trash or dirt that adheres to the original.

❏ Do not press with too much force on the original or the document cover. If you press with too much force, blurring, smudges, and spots may occur.

Related Information

➡ "Cleaning the Scanner Glass" on page 130

Straight Lines Appear when Scanning from ADF

❏ Clean the ADF.

Straight lines may appear in the image when trash or dirt gets into the ADF.

❏ Remove any trash or dirt that adheres to the original.

Related Information

➡ "Cleaning the ADF" on page 128

The Image Quality Is Rough

❏ In Epson Scan 2, adjust the image using items on the **Advanced Settings** tab, and then scan.

❏ If the resolution is low, try increasing the resolution and then scanning.

Related Information

➡ "Scanning Using Epson Scan 2" on page 88

Offset Appears in the Background of Images

Images on the back of the original may appear in the scanned image.

❏ In Epson Scan 2, select the **Advanced Settings** tab, and then adjust the **Brightness**.

This feature may not be available depending on the settings on the **Main Settings** tab > **Image Type** or other settings on the **Advanced Settings** tab.

❏ In Epson Scan 2, select the **Advanced Settings** tab, and then **Image Option** > **Text Enhancement**.

❏ When scanning from the scanner glass, place black paper or a desk pad over the original.

Related Information

➡ "Scanning Using Epson Scan 2" on page 88

➡ "Placing Originals" on page 29

Text is Blurred

❏ In Epson Scan 2, select the **Advanced Settings** tab, and then **Image Option** > **Text Enhancement**.

❏ In Epson Scan 2, when **Image Type** on the **Main Settings** tab is set to **Black & White**, adjust the **Threshold** on the **Advanced Settings** tab. When you increase the **Threshold**, black becomes stronger.

❏ If the resolution is low, try increasing the resolution and then scanning.

Related Information

➡ "Scanning Using Epson Scan 2" on page 88

Moiré Patterns (Web-Like Shadows) Appear

If the original is a printed document, moiré patterns (web-like shadows) may appear in the scanned image.

❏ On the **Advanced Settings** tab in Epson Scan 2, set **Descreening**.

❏ Change the resolution, and then scan again.

Related Information

➡ "Scanning Using Epson Scan 2" on page 88

Cannot Scan the Correct Area on the Scanner Glass

❏ Make sure the original is placed correctly against the alignment marks.

❏ If the edge of the scanned image is missing, move the original slightly away from the edge of the scanner glass.

❏ When scanning from the control panel and selecting the auto scan area cropping function, remove any trash or dirt from the scanner glass and document cover. If there is any trash or dirt around the original, the scanning range expands to include it.

Related Information

➡ "Placing Originals" on page 29

➡ "Cleaning the Scanner Glass" on page 130

Text is Not Recognized Correctly when Saving as a Searchable PDF

❏ On the **Image Format Options** window in Epson Scan 2, check that **Text Language** is set correctly on the **Text** tab.

❏ Check that the original is placed straight.

❏ Use an original with clear text. Text recognition may decline for the following types of originals.

- ❏ Originals that have been copied a number of times
- ❏ Originals received by fax (at low resolutions)
- ❏ Originals on which the letter spacing or line spacing is too small
- ❏ Originals with ruled lines or underlining over the text
- ❏ Originals with hand-written text
- ❏ Originals with creases or wrinkles

❏ In Epson Scan 2, when **Image Type** on the **Main Settings** tab is set to **Black & White**, adjust the **Threshold** on the **Advanced Settings** tab. When you increase the **Threshold**, the black color area becomes larger.

❏ In Epson Scan 2, select the **Advanced Settings** tab, and then **Image Option** > **Text Enhancement**.

Related Information

➡ "Scanning Using Epson Scan 2" on page 88

Cannot Solve Problems in the Scanned Image

If you have tried all of the solutions and have not solved the problem, initialize the Epson Scan 2 settings using Epson Scan 2 Utility.

Note:
Epson Scan 2 Utility is an application that comes with Epson Scan 2.

1. Start Epson Scan 2 Utility.

   ❏ Windows 10/Windows Server 2016

   Click the start button, and then select **EPSON** > **Epson Scan 2 Utility**.

   ❏ Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012

   Enter the application name in the search charm, and then select the displayed icon.

❏ Windows 7/Windows Vista/Windows XP/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003 R2/Windows Server 2003

Click the start button, and then select **All Programs** or **Programs** > **EPSON** > **Epson Scan 2** > **Epson Scan 2 Utility**.

❏ Mac OS

Select **Go** > **Applications** > **Epson Software** > **Epson Scan 2 Utility**.

2. Select the **Other** tab.

3. Click **Reset**.

Note:
If initialization does not solve the problem, uninstall and re-install Epson Scan 2.

Related Information

➡ "Uninstalling Applications" on page 139

➡ "Installing Applications" on page 138

Other Scanning Problems

Scanning Is Too Slow

Lower the resolution.

Scanning Stops when Scanning to PDF/Multi-TIFF

❏ When scanning using Epson Scan 2, you can continuously scan up to 999 pages in PDF format and up to 200 pages in Multi-TIFF format.

❏ When scanning large volumes, we recommend scanning in grayscale.

❏ Increase the free space on the computer's hard disk. Scanning may stop if there is not enough free space.

❏ Try scanning at a lower resolution. Scanning stops if the total data size reaches the limit.

Related Information

➡ "Scanning Using Epson Scan 2" on page 88

Sending and Receiving Fax Problems

Cannot Send or Receive Faxes

❏ Use **Check Fax Connection** on the control panel to run the automatic fax connection check. Try the solutions printed on the report.

- ❏ Check the **Line Type** setting. Setting to **PBX** may solve the problem. If your phone system requires an external access code to get an outside line, register the access code to the printer, and enter # (hash) at the beginning of a fax number when sending.
- ❏ If a communication error occurs, change the **Fax Speed** setting to **Slow(9,600bps)** on the control panel.
- ❏ Check that the telephone wall jack works by connecting a phone to it and testing it. If you cannot make or receive calls, contact your telecommunication company.
- ❏ To connect to a DSL phone line, you need to use a DSL modem equipped with a built-in DSL filter, or install a separate DSL filter to the line. Contact your DSL provider.
- ❏ If you are connecting to a DSL phone line, connect the printer directly to a telephone wall jack to see if the printer can send a fax. If it works, the problem may be caused by the DSL filter. Contact your DSL provider.
- ❏ Enable the **ECM** setting on the control panel. Color faxes cannot be sent when **ECM** is off.
- ❏ To send or receive faxes using the computer, make sure that the printer is connected using a USB cable, and that the PC-FAX Driver have been installed on the computer. The PC-FAX Driver is installed together with FAX Utility.
- ❏ In Windows, make sure the printer (fax) is displayed in **Devices and Printers**, **Printer**, or **Printers and Other Hardware**. The printer (fax) is displayed as "EPSON XXXXX (FAX)". If the printer (fax) is not displayed, uninstall and then re-install the FAX Utility. See the following to access **Devices and Printers**, **Printer**, or **Printers and Other Hardware**.
  - ❏ Windows 10/Windows Server 2016

    Click on the start button, and then select **Windows System** > **Control Panel** > **View devices and printers** in **Hardware and Sound**.
  - ❏ Windows 8.1/Windows 8

    Select **Desktop** > **Settings** > **Control Panel** > **View devices and printers** in **Hardware and Sound** or **Hardware**.
  - ❏ Windows 7

    Click the start button, and select **Control Panel** > **View devices and printers** in **Hardware and Sound** or **Hardware**.
  - ❏ Windows Vista

    Click the start button, and select **Control Panel** > **Printers** in **Hardware and Sound**.
  - ❏ Windows XP

    Click the start button, and select **Settings** > **Control Panel** > **Printers and Other Hardware** > **Printers and Faxes**.
- ❏ In Mac OS, check the following.
  - ❏ Select **System Preferences** from the menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then make sure the printer (fax) is displayed. The printer (fax) is displayed as "FAX XXXX (USB)" or "FAX XXXX (IP)". If the printer (fax) is not displayed, click [+] and then register the printer (fax).
  - ❏ Select **System Preferences** from the menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then double-click the printer (fax). If the printer is paused, click **Resume** (or **Resume Printer**).

Related Information

➡ "Check Fax Connection" on page 51

➡ "Basic Settings Menu" on page 53

➡ "Connecting the Printer to a Phone Line" on page 41

➡ “Uninstalling Applications” on page 139
➡ “Installing Applications” on page 138

Cannot Send Faxes

❏ Set up the header information for outgoing faxes on the control panel. Some fax machines automatically reject incoming faxes that do not include header information.

❏ If you have blocked your caller ID, unblock it. Some phones or fax machines automatically reject anonymous calls.

❏ Ask the recipient if the fax number is correct and the recipient's fax machine is ready to receive a fax.

Related Information

➡ “Basic Settings Menu” on page 53
➡ “Cannot Send or Receive Faxes” on page 167

Cannot Send Faxes to a Specific Recipient

Check the following if you cannot send faxes to a specific recipient due to an error.

❏ If the recipient machine does not pick up your call within 50 seconds after the printer has finished dialing, the call ends with an error. Dial using a connected telephone to check how long it takes before you hear a fax tone. If it takes more than 50 seconds, add pauses after the fax number to send the fax. The − is used to enter pauses. A hyphen is entered as the pause mark. One pause is about three seconds. Add multiple pauses as needed.

❏ If you have selected the recipient from the contacts list, verify that the registered information is correct. If the information is correct, select the recipient from the contacts list, tap › > **Edit**, and then change **Fax Communication Mode** to **Slow(9,600bps)**.

Related Information

➡ “Sending Faxes Dialing from the External Phone Device” on page 94
➡ “Managing Contacts” on page 33
➡ “Cannot Send or Receive Faxes” on page 167

Cannot Send Faxes at a Specified Time

Set the date and the time correctly on the control panel.

Related Information

➡ “Sending Faxes at a Specified Time (Send Fax Later)” on page 95
➡ “Basic Settings Menu” on page 53

Cannot Receive Faxes

- ❏ If you have subscribed to a call forwarding service, the printer may not be able to receive faxes. Contact the service provider.
- ❏ If you have not connected a telephone to the printer, set the **Receive Mode** setting to **Auto** on the control panel.
- ❏ Under the following conditions, the printer runs out of memory and cannot receive faxes. See the troubleshooting for information on handling a memory full error.
  - ❏ The number of received documents has reached the maximum of 100 documents.
  - ❏ The printer's memory is full (100%).
- ❏ Check if the sender's fax number has been registered to the **Rejection Number List**. Faxes sent from numbers that have been added to this list are blocked when **Rejection Number List** in **Rejection Fax** is enabled.
- ❏ Ask the sender if header information is set up on their fax machine. Faxes that do not include header information are blocked when **Fax Header Blank** in **Rejection Fax** is enabled.
- ❏ Check if the sender's fax number is registered in the contacts list. Faxes sent from numbers that have not been registered to this list are blocked when **Unregistered Contacts** in **Rejection Fax** is enabled.

Related Information

➡ “Basic Settings Menu” on page 53

➡ “Cannot Send or Receive Faxes” on page 167

➡ “Memory Full Error Occurs” on page 170

Memory Full Error Occurs

- ❏ If the printer has been set to save received faxes in the inbox, delete faxes you have already read from the inbox.
- ❏ If the printer has been set to save received faxes on a computer, turn on the computer that is set to save the faxes. Once the faxes are saved in the computer, they are deleted from the printer's memory.
- ❏ Even though the memory is full, you can send a monochrome fax by using the **Direct Send** feature. Or you can also send a fax by dialing from the external phone device.
- ❏ If the printer cannot print a received fax due to a printer error, such as a paper jam, the memory full error may occur. Clear the printer problem, and then contact the sender and ask them to send the fax again.

Related Information

➡ “Saving Received Faxes in the Inbox” on page 99

➡ “Sending Many Pages of a Monochrome Document (Direct Send)” on page 94

➡ “Sending Faxes Dialing from the External Phone Device” on page 94

➡ “Removing Jammed Paper” on page 143

Sent Fax Quality Is Poor

- ❏ Clean the scanner glass.
- ❏ Clean the ADF.
- ❏ Change the **Density** setting on the control panel.

- ❏ If you are not sure about the capabilities of the recipient fax machine, enable the **Direct Send** feature or select **Fine** as the **Resolution** setting.
- ❏ Enable the **ECM** setting on the control panel.

Related Information

- ➡ "Fax Settings" on page 101
- ➡ "Basic Settings Menu" on page 53
- ➡ "Cleaning the Scanner Glass" on page 130
- ➡ "Cleaning the ADF" on page 128

Faxes Are Sent at the Wrong Size

- ❏ When sending a fax using the scanner glass, place the original correctly aligning its corner with the origin mark. Select your original size on the control panel.
- ❏ Clean the scanner glass and the document cover. If there is dust or stains on the glass, the scanning area may extend to include the dust or stains, resulting in the wrong scanning position or small images.

Related Information

- ➡ "Fax Settings" on page 101
- ➡ "Placing Originals" on page 29
- ➡ "Cleaning the Scanner Glass" on page 130

Received Fax Quality Is Poor

- ❏ Enable the **ECM** setting on the control panel.
- ❏ Contact the sender and ask them to send using a higher quality mode.
- ❏ Reprint the received fax. Select **Fax** > > **Reprint Faxes** to reprint the fax.

Related Information

- ➡ "Basic Settings Menu" on page 53

Received Faxes Are Not Printed

- ❏ If an error has occurred on the printer, such as a paper jam, the printer cannot print received faxes. Check the printer.
- ❏ If the printer has been set to save received faxes in the inbox, the received faxes are not automatically printed. Check the **Receive Settings**.

Related Information

- ➡ "Checking the Printer Status" on page 142
- ➡ "Removing Jammed Paper" on page 143
- ➡ "Saving Received Faxes in the Inbox" on page 99

Pages are Blank or only a Small Amount of Text is Printed on the Second Page in Received Faxes

You can print on one page by using the **Delete Print Data After Split** feature in **Split Page Settings**.

Select **Delete Top** or **Delete Bottom** in **Delete Print Data After Split**, and then adjust **Threshold**. Increasing the threshold increases the amount deleted; a higher threshold gives you a higher possibility of printing on one page.

Related Information

➡ "Print Settings Menu" on page 52

Other Faxing Problems

Cannot Make Calls on the Connected Telephone

Connect the telephone to the EXT. port on the printer, and pick up the receiver. If you cannot hear a dial tone through the receiver, connect the phone cable correctly.

Related Information

➡ "Connecting Your Phone Device to the Printer" on page 43

Answering Machine Cannot Answer Voice Calls

On the control panel, set the printer's **Rings to Answer** setting to a number higher than the number of rings for your answering machine.

Related Information

➡ "Basic Settings Menu" on page 53

➡ "Making Settings to Use an Answering Machine" on page 48

Sender's Fax Number Not Displayed on Received Faxes or the Number Is Wrong

The sender may not have set the fax header information or may have set it incorrectly. Contact the sender.

Other Problems

Operation Sounds Are Loud

If operations sounds are too loud, enable **Quiet Mode**. Enabling this feature may reduce printing speed.

❏ Control panel

Select OFF on the home screen, and then enable **Quiet Mode**.

❏ Windows printer driver

Enable **Quiet Mode** on the **Main** tab.

❏ Mac OS printer driver

Select **System Preferences** from the menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then select the printer. Click **Options & Supplies** > **Options** (or **Driver**). Select **On** as the **Quiet Mode** setting.

❏ Epson Scan 2

Click the button to open the **Configuration** window. Next, set the **Quiet Mode** on the **Scan** tab.

The Date and Time Are Incorrect

Set the date and the time correctly on the control panel. After a power failure caused by a lightning strike or if the power is left off for a long time, the clock may show the wrong time.

Related Information

➡ "Basic Settings Menu" on page 53

Application Is Blocked by a Firewall (for Windows Only)

Add the application to the Windows Firewall allowed program in security settings on the **Control Panel**.

A Message Prompting You to Reset the Ink Level is Displayed

Refill the ink tank, and then reset the ink level.

Depending on the usage conditions, the message may be displayed when there is still ink in the tank.

If the message is displayed even when more than half of the ink remains in the ink tank, the printer may be malfunctioning. Contact Epson support.

Related Information

➡ "Refilling the Ink Tank" on page 114

Ink Spilled

❏ If ink adheres to the area around the tank, wipe it off using a napless, clean cloth or cotton swab.

❏ If ink spills on the desk or floor, wipe it off immediately. When ink is dried, it will be difficult to remove the smear. To prevent the smear from spreading, blot the ink with a dry cloth, and then wipe it with a moist cloth.

❏ If ink gets on your hands, wash them with water and soap.

Appendix

Technical Specifications

Printer Specifications

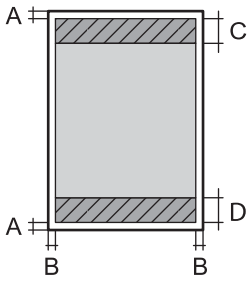
Print Head Nozzle Placement		Black ink nozzles: 400×2 rows
Weight of Paper*	Plain Paper	64 to 90 g/m²(17 to 24lb)
	Envelopes	Envelope #10, DL, C6: 75 to 90 g/m² (20 to 24 lb)

* Even when the paper thickness is within this range, the paper may not feed in the printer or the print quality may decline depending on the paper properties or quality.

Printable Area

Printable Area for Single Sheets

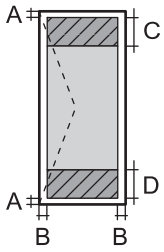
Print quality may decline in the shaded areas due to the printer's mechanism.



A	3.0 mm (0.12 in.)
B	3.0 mm (0.12 in.)
C	46.0 mm (1.81 in.)
D	44.0 mm (1.73 in.)

Printable Area for Envelopes

Print quality may decline in the shaded areas due to the printer's mechanism.



A	3.0 mm (0.12 in.)
B	5.0 mm (0.20 in.)
C	24.0 mm (0.95 in.)
D	46.0 mm (1.81 in.)

Scanner Specifications

Scanner Type	Flatbed
Photoelectric Device	CIS
Effective Pixels	10200×14040 pixels (1200 dpi)
Maximum Document Size	216×297 mm (8.5×11.7 in.) A4, Letter
Scanning Resolution	1200 dpi (main scan) 2400 dpi (sub scan)
Output Resolution	50 to 9600 dpi in 1 dpi increments
Color Depth	Color ❏ 48 bits per pixel internal (16 bits per pixel per color internal) ❏ 24 bits per pixel external (8 bits per pixel per color external) Grayscale ❏ 16 bits per pixel internal ❏ 8 bits per pixel external Black and white ❏ 16 bits per pixel internal ❏ 1 bits per pixel external
Light Source	LED

Interface Specifications

For Computer	Hi-Speed USB

Fax Specifications

Fax Type	Walk-up black and white and color fax capability (ITU-T Super Group 3)*1
Supported Lines	Standard analogue telephone lines, PBX (Private Branch Exchange) telephone systems
Speed	Up to 33.6 kbps

Resolution	Monochrome ❏ Standard: 8 pel/mm×3.85 line/mm (203 pel/in.×98 line/in.) ❏ Fine: 8 pel/mm×7.7 line/mm (203 pel/in.×196 line/in.) ❏ Super Fine: 8 pel/mm×15.4 line/mm (203 pel/in.×392 line/in.) ❏ Ultra Fine: 16 pel/mm×15.4 line/mm (406 pel/in.×392 line/in.) ❏ Photo: 8 pel/mm×7.7 line/mm (203 pel/in.×196 line/in.) Color 200×200 dpi
Page Memory	Up to 180 pages (when received ITU-T No.1 chart in monochrome draft mode)
Redial*2	2 times (with 1 minute intervals)
Interface	RJ-11 Phone Line, RJ-11 Telephone set connection

*1 Black-and-White only for receiving faxes.

*2 The specifications may differ by country or region.

Dimensions

Dimensions	Storage ❏ Width: 375 mm (14.8 in.) ❏ Depth: 347 mm (13.7 in.) ❏ Height: 346 mm (13.6 in.) Printing ❏ Width: 375 mm (14.8 in.) ❏ Depth: 347 mm (13.7 in.) ❏ Height: 346 mm (13.6 in.)
Weight*	Approx. 7.2 kg (15.9 lb)

* Without the ink and the power cord.

Electrical Specifications

Model	100 to 240 V Model	220 to 240 V Model
Rated Frequency Range	50 to 60 Hz	50 to 60 Hz
Rated Current	0.5 to 0.2 A	0.3 A

Power Consumption (with USB Connection)	Standalone copying: Approx. 12.0 W (ISO/IEC24712) Ready mode: Approx. 5.5 W Sleep mode: Approx. 0.9 W Power off: Approx. 0.2 W	Standalone copying: Approx. 12.0 W (ISO/IEC24712) Ready mode: Approx. 5.5 W Sleep mode: Approx. 0.9 W Power off: Approx. 0.2 W

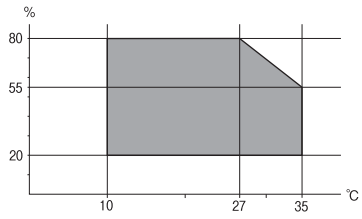
Note:

❏ *Check the label on the printer for its voltage.*

❏ *For European users, see the following Website for details on power consumption.*

http://www.epson.eu/energy-consumption

Environmental Specifications

Operation	Use the printer within the range shown in the following graph.  Temperature: 10 to 35°C (50 to 95°F) Humidity: 20 to 80% RH (without condensation)
Storage	Temperature: -20 to 40°C (-4 to 104°F)* Humidity: 5 to 85% RH (without condensation)

* You can store for one month at 40°C (104°F).

Environmental Specifications for Ink Bottles

Storage Temperature	-20 to 40 °C (-4 to 104 °F)*
Freezing Temperature	-15 °C (5 °F) Ink thaws and is usable after approximately 2 hours at 25 °C (77 °F).

* You can store for one month at 40 °C (104 °F).

System Requirements

❏ Windows 10 (32-bit, 64-bit)/Windows 8.1 (32-bit, 64-bit)/Windows 8 (32-bit, 64-bit)/Windows 7 (32-bit, 64-bit)/Windows Vista (32-bit, 64-bit)/Windows XP SP3 or later (32-bit)/Windows XP Professional x64 Edition SP2 or later/Windows Server 2016/Windows Server 2012 R2/Windows Server 2012/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003 R2/Windows Server 2003 SP2 or later

❏ macOS High Sierra/macOS Sierra/OS X El Capitan/OS X Yosemite/OS X Mavericks/OS X Mountain Lion/Mac OS X v10.7.x/Mac OS X v10.6.8

Note:
❏ *Mac OS may not support some applications and features.*

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

Regulatory Information

Standards and Approvals for European Model

The following model is CE marked and in compliance with all the applicable EU Directives. For further details, visit the following website to access the full declaration of conformities containing reference to the Directives and harmonized standards used to declare conformity.

http://www.epson.eu/conformity

C662A

Restrictions on Copying

Observe the following restrictions to ensure the responsible and legal use of the printer.

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:

Printers 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.

Transporting and Storing the Printer

When you need to store the printer or transport it when moving or for repairs, follow the steps below to pack the printer.

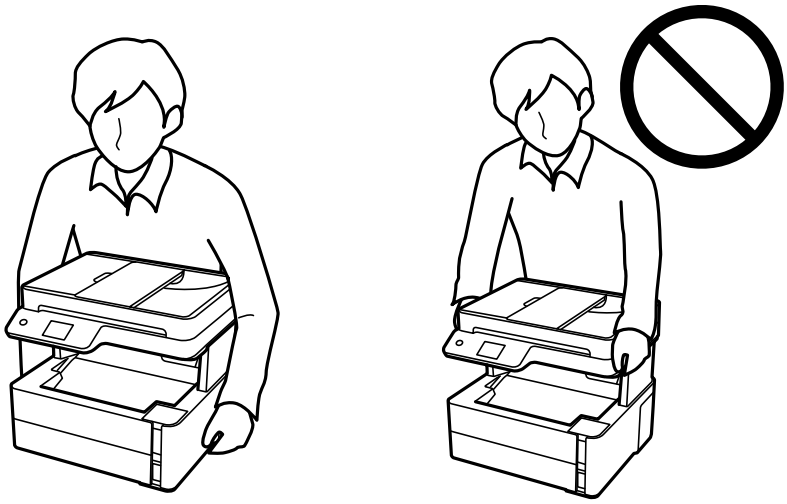
Appendix

> ***Caution:***
>
> *Be careful not to trap your hand or fingers when opening or closing the document cover. Otherwise you may be injured.*

Important:

❏ *When storing or transporting the printer, place the printer in the plastic bag and fold it closed. Avoid tilting the printer, placing it vertically, or turning it upside down; otherwise ink may leak.*

❏ *When lifting the printer, place your hands in the positions shown below.*



❏ *When storing or transporting an ink bottle, do not tilt the bottle and do not subject it to impacts or temperature changes. Otherwise, ink may leak even if the cap on the ink bottle is tightened securely. Be sure to keep the ink bottle upright when tightening the cap, and take precautions to prevent ink from leaking when transporting the bottle, for example, putting the bottle in a bag.*

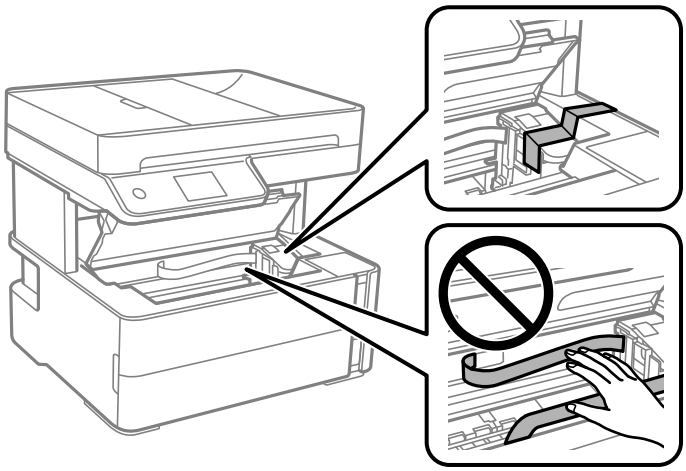
❏ *Do not put opened ink bottles in the box with printer.*

1. Turn off the printer by pressing the ⏻ button.

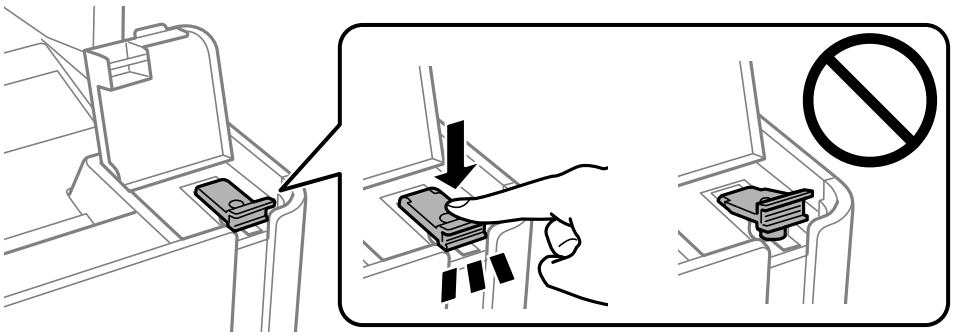
2. Make sure the power light turns off, and then unplug the power cord.

> ***Important:***
> *Unplug the power cord when the power light is off. Otherwise, the print head does not return to the home position causing the ink to dry, and printing may become impossible.*

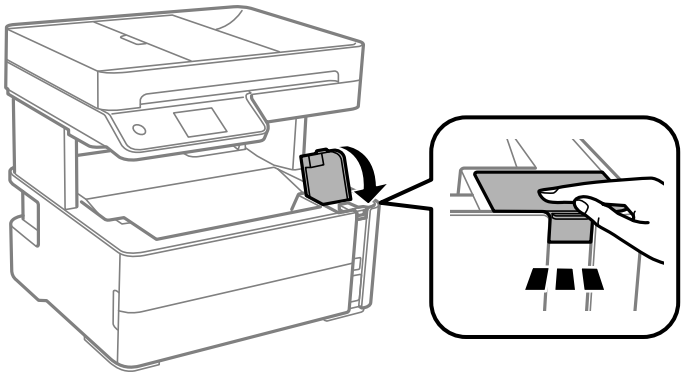
3. Disconnect all cables such as the power cord and USB cable.
4. Remove all of the paper from the printer.
5. Make sure there are no originals on the printer.
6. Open the printer cover. Secure the print head to the case with tape.



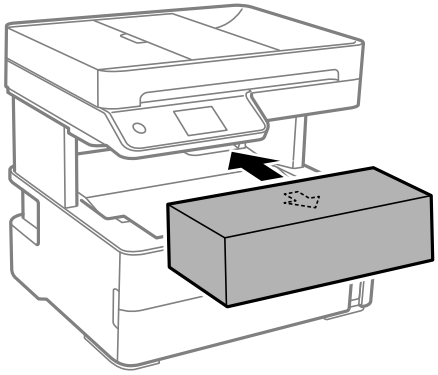
7. Make sure to close the ink tank cap securely.



8. Close the ink tank cover securely.



9. Insert the accessory box that came with the printer with the opening flap facing forward as shown below.



10. Place the printer in the plastic bag and fold it closed.

11. Pack the printer in its box using the protective materials.

> ***Important:***
> *Make sure you keep the printer horizontal when transporting or storing the printer by packing it in its box; otherwise ink may leak.*

When you use the printer again, make sure you remove the tape securing the print head. If print quality has declined the next time you print, clean and align the print head.

Related Information

➡ "Part Names and Functions" on page 12

➡ "**Check if Nozzles are Clogged (Nozzle Check)**" on page 119

➡ "Aligning the Print Head" on page 125

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Where to Get Help

Technical Support Web Site

If you need further help, visit the Epson support website shown below. Select your country or region and go to the support section of your local Epson website. The latest drivers, FAQs, manuals, or other downloadables are also available from the site.

http://support.epson.net/

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

If your Epson product is not operating properly and you cannot solve the problem, contact Epson support services for assistance.

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

Help for Users in Europe

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

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.

Helpline

❏ Service, product information, and ordering consumables (BSNL Lines)
Toll-free number: 18004250011
Accessible 9am to 6pm, Monday through Saturday (Except public holidays)

❏ Service (CDMA & Mobile Users)
Toll-free number: 186030001600
Accessible 9am to 6pm, Monday through Saturday (Except public holidays)