EPSON

EXCEED YOUR VISION

WF-7710 / WF-7720 Series

User's Guide

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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 and installing the software.

❏ User's Guide (digital manual)

This manual. Provides overall information and instructions on using the printer, on network settings when using the printer on a network, and on solving problems.

❏ Administrator's Guide (digital manual)

Provides network administrators with information on management and printer settings.

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 222

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.

About This Manual

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.
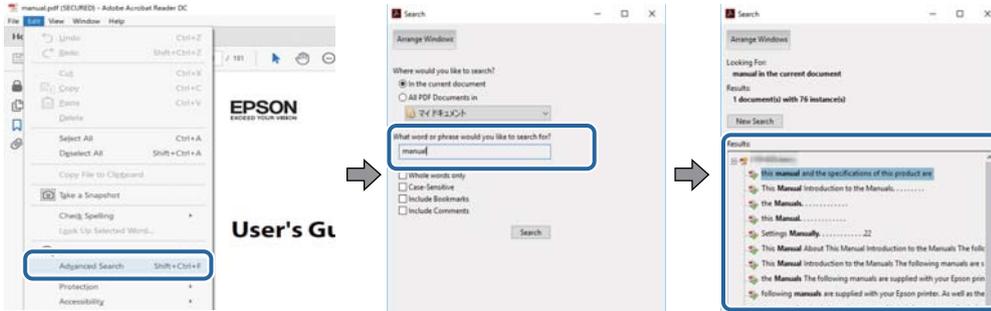
Jumping directly from bookmarks

Click a title to jump to that page. Click + 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 ←.
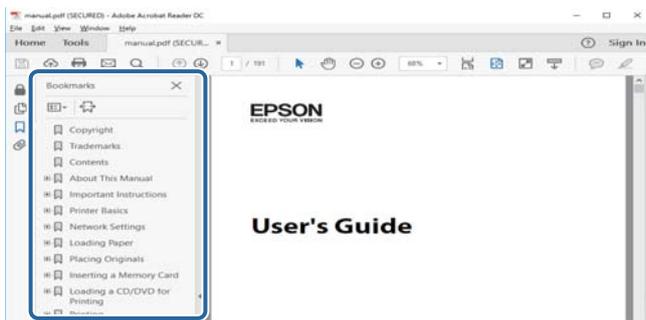
Printing only the pages you need

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
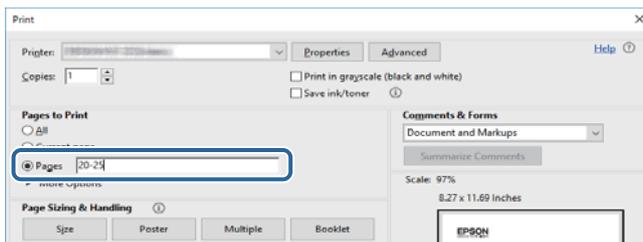
Marks and Symbols

> ⚠ *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 Sierra. The content displayed on the screens varies depending on the model and situation.

❏ Illustrations of the printer 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

About This Manual

❏ 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 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.

❏ Keep the printer at least 22 cm away from cardiac pacemakers. Radio waves from this printer may adversely affect the operation of cardiac pacemakers.

❏ If the LCD screen is damaged, contact your dealer. If the liquid crystal solution gets on your hands, wash them thoroughly with soap and water. If the liquid crystal solution gets into your eyes, flush them immediately with water. If discomfort or vision problems remain after a thorough flushing, see a doctor immediately.

❏ Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.

❏ Do not use a telephone to report a gas leak in the vicinity of the leak.

Important Instructions

❏ The printer is heavy and should not be lifted or carried by less than two people. When lifting the printer, two or more people should assume the correct positions as shown below.

Safety Instructions for Ink

❏ Be careful when you handle used ink cartridges, as there may be some ink around the ink supply port.

  ❏ If ink gets on your skin, wash the area thoroughly with soap and water.

  ❏ If ink gets into your eyes, flush them immediately with water. If discomfort or vision problems continue after a thorough flushing, see a doctor immediately.

  ❏ If ink gets into your mouth, see a doctor right away.

❏ Do not disassemble the ink cartridge and the maintenance box; otherwise ink may get into your eyes or on your skin.

❏ Do not shake ink cartridges too vigorously and do not drop them. Also, be careful not to squeeze them or tear their labels. Doing so may cause ink leakage.

❏ Keep ink cartridges and maintenance box out of the reach of children.

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/Using 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.

Important Instructions

❏ 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.

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

❏ 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.

❏ 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 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.

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

❏ 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 Using the Printer with a Wireless Connection

❏ Radio waves from this printer may negatively affect the operation of medical electronic equipment, causing them to malfunction. When using this printer inside medical facilities or near medical equipment, follow directions from the authorized personnel representing the medical facilities, and follow all posted warnings and directions on the medical equipment.

❏ Radio waves from this printer may negatively affect the operation of automatically controlled devices such as automatic doors or fire alarms, and could lead to accidents due to malfunction. When using this printer near automatically controlled devices, follow all posted warnings and directions on these devices.

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 the menus on the control panel as described below.

Settings > **General Settings** > **System Administration** > **Restore Default Settings** > **Clear All Data and Settings**

Printer Basics

Part Names and Functions
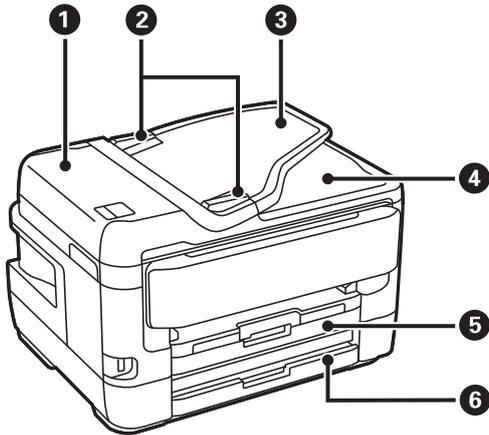
●	ADF (Automatic Document Feeder) cover	Open when removing jammed originals in the ADF.
●	ADF edge guide	Feeds originals straight into the printer. Slide to the edges of the originals.
●	ADF input tray	Feeds originals automatically.
●	ADF output tray	Holds originals ejected from the ADF.
●	Paper cassette 1 or Paper cassette	Loads paper.
●	Paper cassette 2	Available models only. Loads paper.
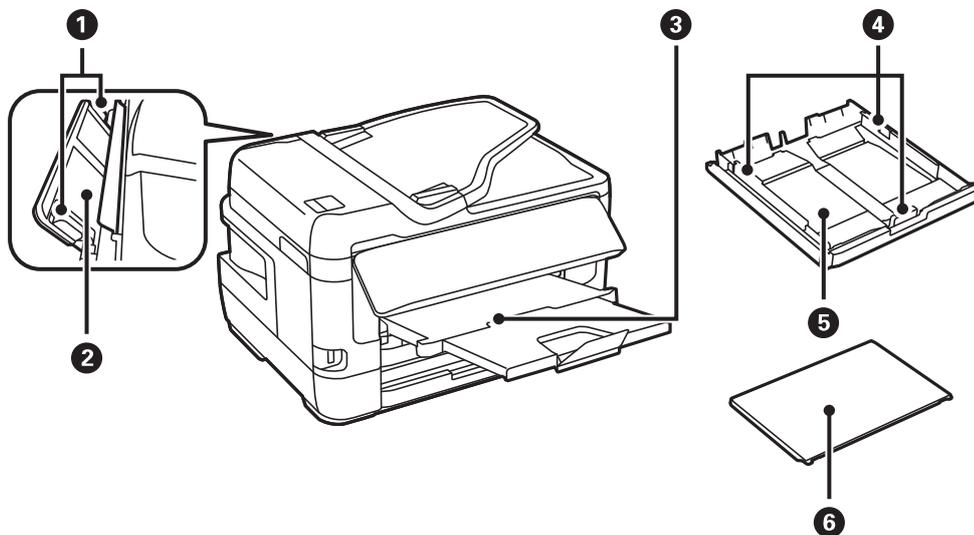
Printer Basics

❶	Edge guide	Feeds the paper straight into the printer. Slide to the edges of the paper.
❷	Rear paper feed slot	Load one sheet of paper at a time by hand.
❸	Output tray	Holds the ejected paper.
❹	Edge guide	Feeds the paper straight into the printer. Slide to the edges of the paper.
❺	Paper cassette	Loads paper.
❻	Paper cassette cover	Prevents foreign substance from entering the paper cassette.
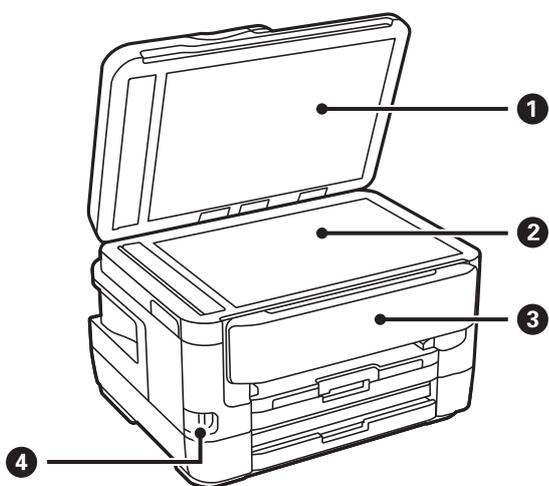
❶	Document cover	Blocks external light while scanning.
❷	Scanner glass	Place the originals.
❸	Control panel	Operates the printer. You can change the angle of the control panel.
❹	External interface USB port	Connects memory devices.
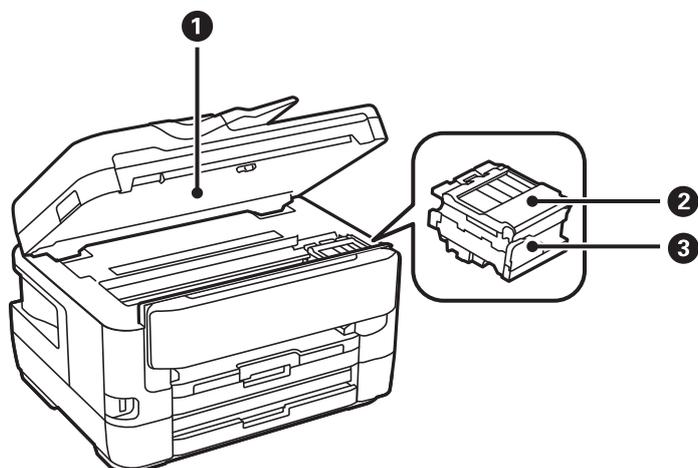
❶	Scanner unit	Scans placed originals. Open when replacing ink cartridges or removing jammed paper inside the printer.
❷	Ink cartridge cover	Open when replacing ink cartridges.
❸	Ink cartridge holder	Install the ink cartridges. Ink is ejected from the print head nozzles underneath.
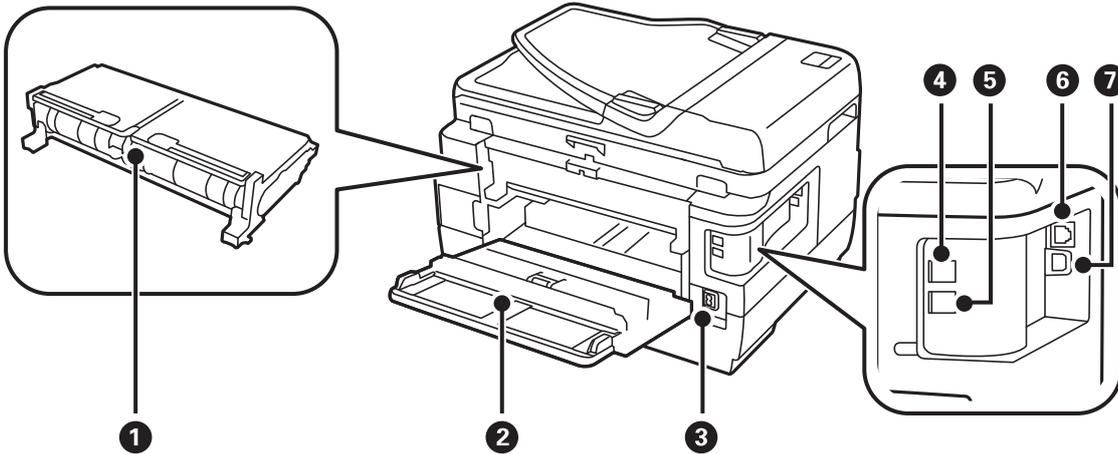
❶	Rear cover 2	Remove when removing jammed paper.
❷	Rear cover 1	Open when replacing the maintenance box or removing jammed paper.
❸	AC inlet	Connects the power cord.
❹	LINE port	Connects a phone line.
❺	EXT. port	Connects external phone devices.
❻	LAN port	Connects a LAN cable.
❼	USB port	Connects a USB cable.

Control Panel
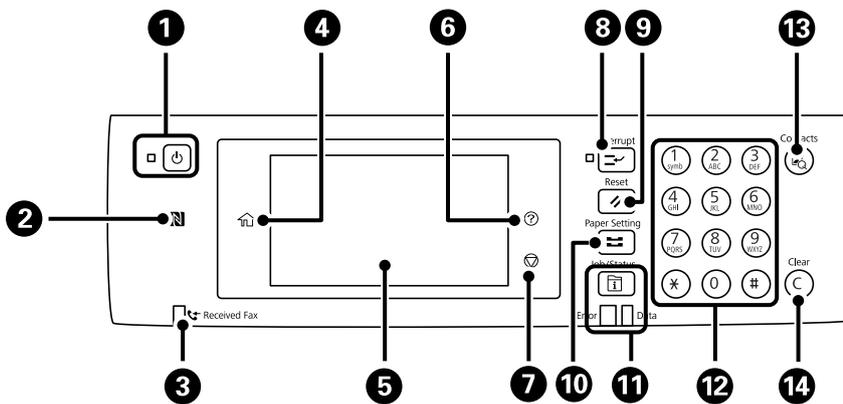
❶	Turns the printer on or off.
	Unplug the power cord when the power light is off.
❷	Pass a smart device over this mark to print or scan from the smart device directly.
❸	Turns on when received documents that have not yet been read, printed, or saved, are stored in the printer's memory.
❹	Displays the home screen.
❺	Displays menus and messages.
❻	Displays the **Help** screen.
	You can check solutions to problems from here.
❼	Stops the current operation.
❽	Pauses the current job and allows you to interrupt another job. Press this button again to restart a paused job.
❾	Resets the current settings to user default settings. If user default settings have not been made, resets to the factory default.
❿	Displays the **Paper Setting** screen. You can select the paper size and paper type settings for each paper source.
⓫	Displays the **Job/Status** menu. You can check the printer's status and job history.
	The error light on the left flashes or turns on when an error occurs.
	The data light on the right flashes when the printer is processing data. It turns on when there are queued jobs.
⓬	Enters numbers, characters, and symbols.
⓭	Displays the **Contacts** list. You can register, edit or delete the contacts.
⓮	Clears number settings such as the number of copies.

Basic Screen Configuration
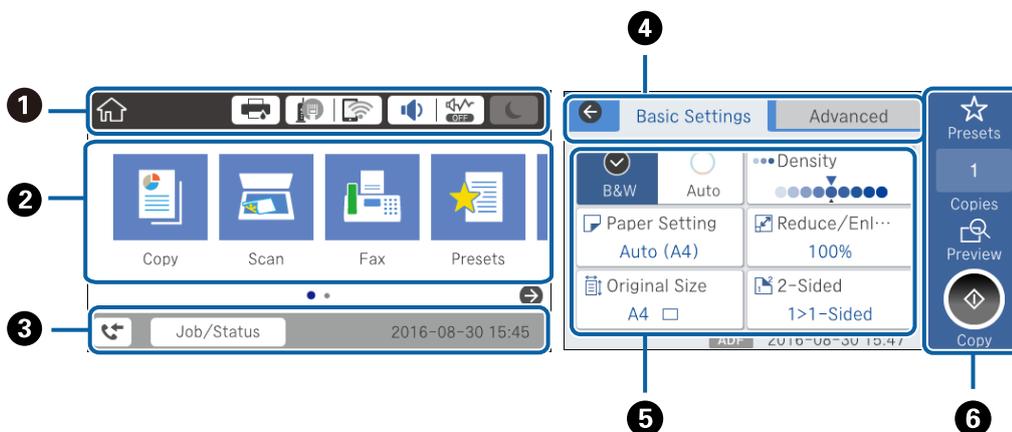
❶	Indicates items that have been setup for the printer as icons. Select each icon to check the current settings or access each setting menu.
❷	Displays each menu. You can add or change the sequence.

Printer Basics

❸	Indicates an ongoing job and the printer's status. Select message to display the **Job/Status** menu.
	Displays the date and time when the printer is not working or there are no errors.
❹	Switch tabs.
❺	Indicates the setting items. Select each item to set or change the settings.
	The grayed out items are not available. Select the item to check why they are unavailable.
❻	Execute the current settings. Available functions vary depending on each menu.

Icons displayed in the LCD Screen

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

🖨	Displays the **Printer Status** screen.	
	You can check the approximate ink levels and the approximate service life of the maintenance box.	
📡 | 📶	Indicates the network connection status.	
	Select the icon to check and change the current settings. This is the shortcut for the following menu.	
	Settings > **General Settings** > **Network Settings** > **Wi-Fi Setup**	
		The printer is not connected to a wired (Ethernet) network or unset it.
		The printer is connected to a wired (Ethernet) network.
		The printer is not connected to a wireless (Wi-Fi) network.
		The printer is searching for SSID, unset IP address, or having a problem with a wireless (Wi-Fi) network.
		The printer is connected to a wireless (Wi-Fi) network.
		The number of bars indicates the signal strength of the connection. The more bars there are, the stronger the connection.
		The printer is not connected to a wireless (Wi-Fi) network in Wi-Fi Direct (Simple AP) mode.
		The printer is connected to a wireless (Wi-Fi) network in Wi-Fi Direct (Simple AP) mode.
🔊 | 🔇	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.
🌙	Select the icon to enter sleep mode. When the icon is grayed out, the printer cannot enter sleep mode.	

Printer Basics

	Indicates that the user restriction feature is enabled. Select this icon to log in to the printer. You need to select a user name and then enter a password. Contact your printer administrator for login information.
	Indicates that a user with access permission has logged in. Select the icon to logout.
	Displays the **Fax Data Information** screen.
	Indicates that the settings have been changed from the user default or the factory default.
	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

➡

➡

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.
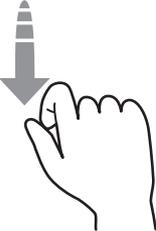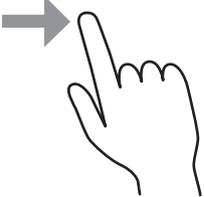
Entering Characters

You can enter characters and symbols by using on-screen keyboard when you register a contact, make network settings, and so on.
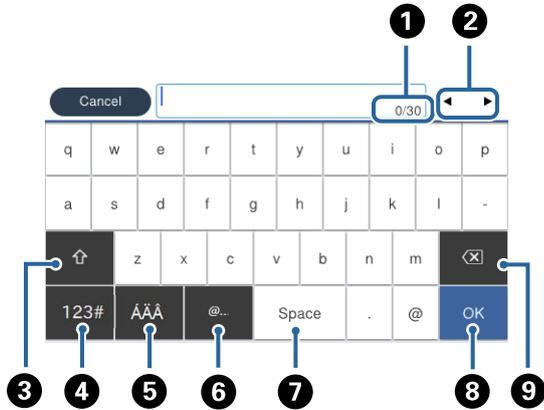
Note:
Available icons vary depending on the setting item.

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.

Job/Status Screen Configuration

Press the ⓘ button to display the Job/Status menu. You can check the status of the printer or the jobs.
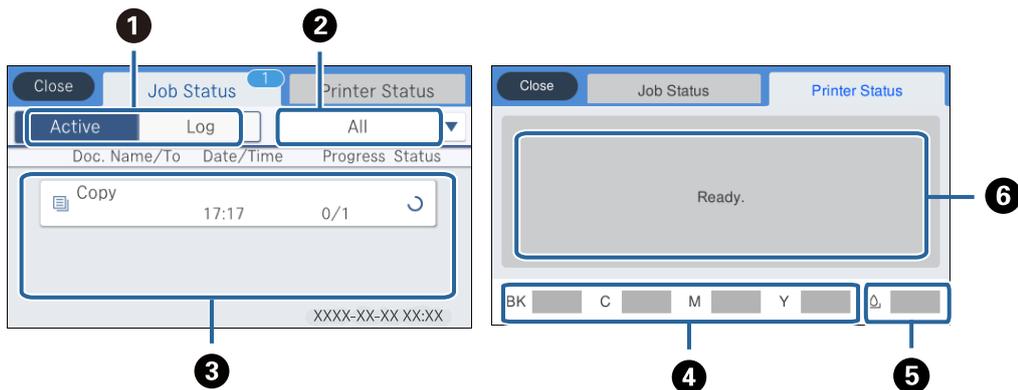
Printer Basics

❶	Switches the displayed lists.
❷	Filter the jobs by functional.
❸	When **Active** is selected, displays the list of ongoing jobs and jobs waiting to be processed. When **Log** is selected, displays the job history. You can cancel jobs or check the error code displayed in the history when the job has failed.
❹	Indicates the approximate ink levels.
❺	Indicates the approximate service life of the maintenance box.
❻	Displays any errors that have occurred in the printer. Select the error from the list to display the error message.

Related Information

➡

Viewing Animations

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

❑ Tap ? on the right of the LCD screen: Displays the help screen. Tap **How To** and select the items that you want to view.

❑ Select **How To** at the bottom of the operation screen: Displays the context-sensitive animation.
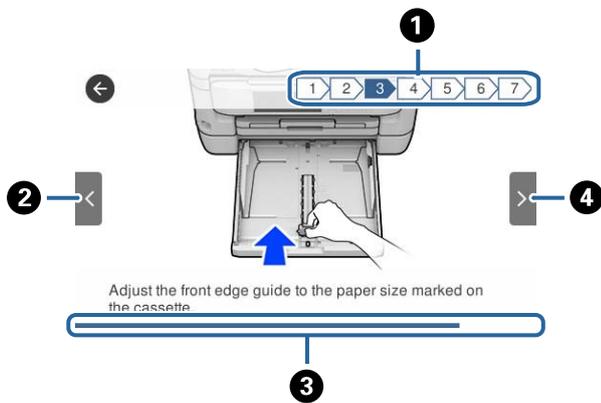
❶	Indicates the total number of steps and the current step number. In the example above, it shows step 3 from 7 steps.
❷	Returns to the previous step.
❸	Indicates your progress through the current step. The animation repeats when the progress bar reaches the end.
❹	Moves to next step.

Network Settings

Network Connection Types

You can use the following connection methods.

Ethernet Connection

Connect the printer to a hub with an Ethernet cable.

See *Administrator's Guide* to assign a static IP address.
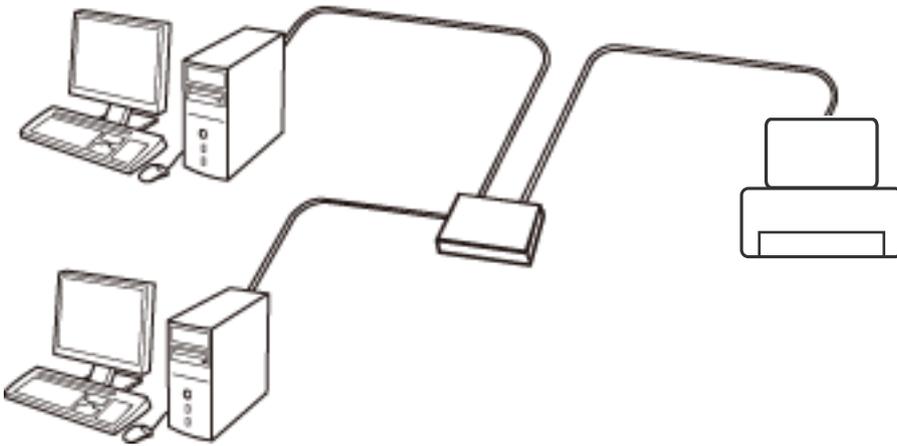
Related Information

➡ "Making Advanced Network Settings" on page 30

Wi-Fi Connection

Connect the printer and the computer or smart device to the access point. This is the typical connection method for home or office networks where computers are connected by Wi-Fi through the access point.
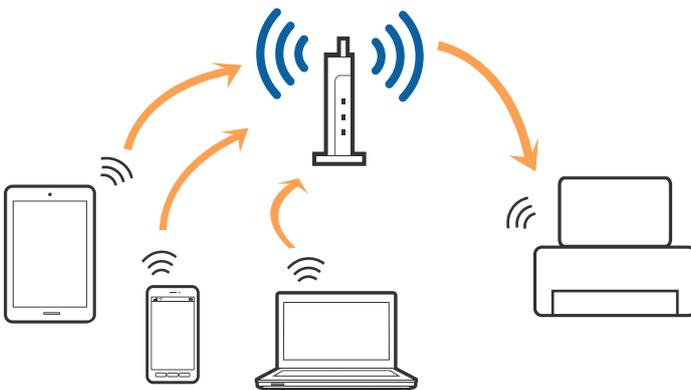
Related Information

Wi-Fi Direct (Simple AP) Connection

Use this connection method when you are not using Wi-Fi at home or at the office, or when you want to connect the printer and the computer or smart device directly. In this mode, the printer acts as an access point and you can connect up to four devices to the printer without having to use a standard access point. However, devices directly connected to the printer cannot communicate with each other through the printer.

Note:
Wi-Fi Direct (Simple AP) connection is a connection method designed to replace Ad Hoc mode.
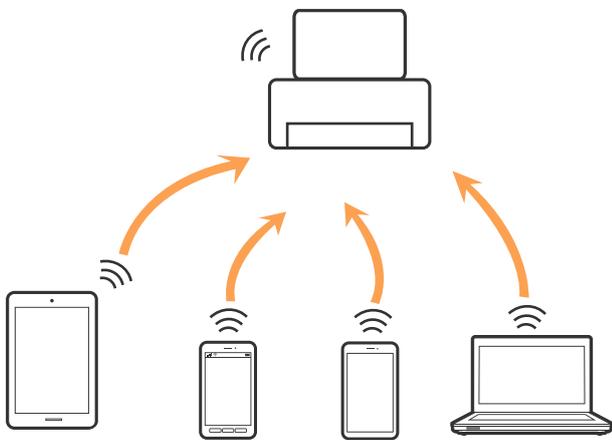
The printer can be connected by Wi-Fi or Ethernet, and Wi-Fi Direct (Simple AP) connection simultaneously. However, if you start a network connection in Wi-Fi Direct (Simple AP) connection when the printer is connected by Wi-Fi, the Wi-Fi is temporarily disconnected.

Related Information

Connecting to a Computer

We recommend using the installer to connect the printer to a computer. You can run the installer using one of the following methods.

❏ Setting up from the website

Access the following website, and then enter the product name. Go to **Setup**, and then start setting up.

http://epson.sn

❏ Setting up using the software disc (only for the models that come with a software disc and users with computers with disc drives.)

Insert the software disc into the computer, and then follow the on-screen instructions.

Selecting the Connection Methods

Follow the on-screen instructions until the following screen is displayed, and then select the connection method of the printer to the computer.

Select the connection type and then click **Next**.
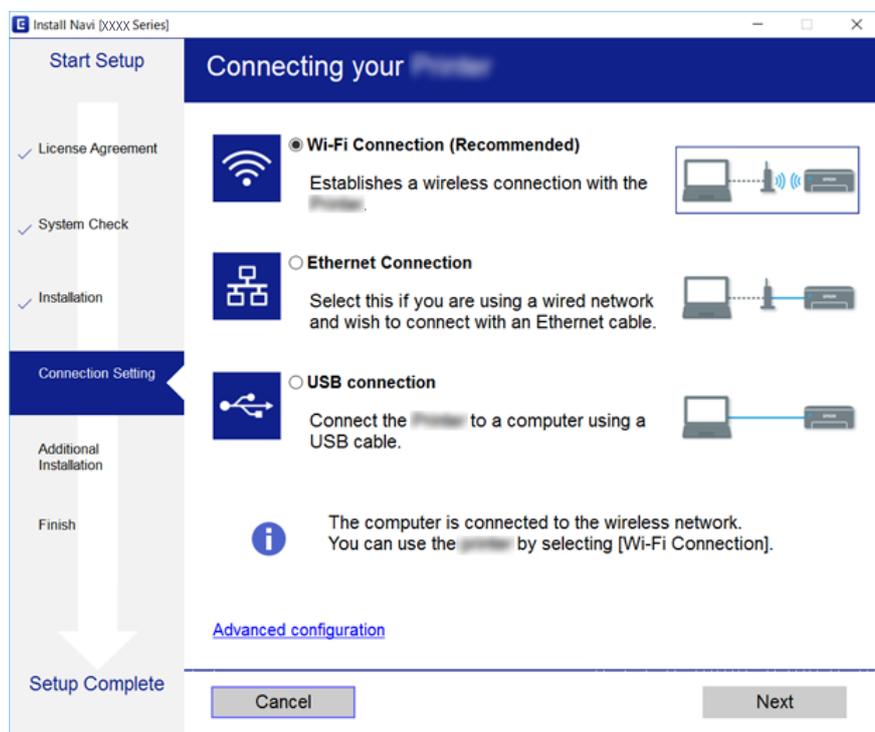
Follow the on-screen instructions.

Connecting to a Smart Device

You can use the printer from a smart device when you connect the printer to the same Wi-Fi network (SSID) as the smart device. To use the printer from a smart device, set up from the following website. Access to the website from the smart device that you want to connect to the printer.

http://epson.sn > **Setup**

Note:
If you want to connect a computer and a smart device to the printer at the same time, we recommend connecting the computer first.

Making Wi-Fi Settings from the Printer

You can make network settings from the printer's control panel in several ways. Choose the connection method that matches the environment and conditions that you are using.

If you know the information for the access point such as SSID and password, you can make settings manually.

If the access point supports WPS, you can make settings by using push button setup.

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After connecting the printer to the network, connect to the printer from the device that you want to use (computer, smart device, tablet, and so on.)

Make advanced network settings to use a static IP address.

Related Information

➡ "Making Wi-Fi Settings Manually" on page 26

➡ "Making Wi-Fi Settings by Push Button Setup (WPS)" on page 27

➡ "Making Wi-Fi Settings by PIN Code Setup (WPS)" on page 28

➡ "Making Wi-Fi Direct (Simple AP) Connection Settings" on page 29

➡ "Making Advanced Network Settings" on page 30

Making Wi-Fi Settings Manually

To set up manually, you need the SSID and password for an access point.

Note:
If you are using an access point with its default settings, the SSID and password are on the label. If you do not know the SSID and password, contact the person who set up the access point, or see the documentation provided with the access point.
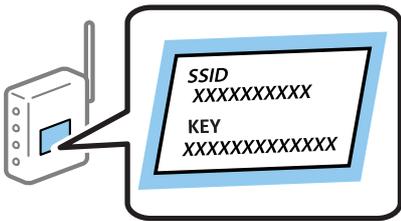
1. Tap   on the home screen.

2. Select **Router**.

3. Tap **Start Setup**.

    If the network connection is already set up, the connection details are displayed. Tap **Change to Wi-Fi connection.** or **Change Settings** to change the settings.

4. Select **Wi-Fi Setup Wizard** .

5. Select the SSID for the access point.

    Note:
    ❏ *If the SSID you want to connect to is not displayed on the printer's control panel, tap **Search Again** to update the list. Still not displayed, tap **Enter Manually**, and then enter the SSID directly.*

    ❏ *If you do not know the SSID, check if it is written on the label of the access point. If you are using the access point with its default settings, use the SSID written on the label.*

6. Enter the password.

   Note:
   ❏ *The password is case-sensitive.*

   ❏ *If you do not know the password, check if it is written on the label of the access point. If you are using the access point with its default settings, use the password written on the label. The password may also be called a "Key", a "Passphrase", and so on.*

   ❏ *If you do not know the password for the access point, see the documentation provided with the access point, or contact the person who set it up.*

7. When you have setup finished, tap **Start Setup**.

8. Tap **OK** to finish.

   Note:
   *If you fail to connect, load A4 size plain paper, and then tap **Print Check Report** to print a connection report.*

9. Close the network connection settings screen.

Related Information

➡
➡
➡

Making Wi-Fi Settings by Push Button Setup (WPS)

You can automatically set up a Wi-Fi network by pressing a button on the access point. If the following conditions are met, you can set up by using this method.

❏ The access point is compatible with WPS (Wi-Fi Protected Setup).

❏ The current Wi-Fi connection was established by pressing a button on the access point.

Note:
If you cannot find the button or you are setting up using the software, see the documentation provided with the access point.

1. Tap 📶 | 📶 on the home screen.

2. Select **Router**.

3. Tap **Start Setup**.

   If the network connection is already set up, the connection details are displayed. Tap **Change to Wi-Fi connection.** or **Change Settings** to change the settings.

4. Select **Push Button Setup(WPS)**.

5. Hold down the [WPS] button on the access point until the security light flashes.

If you do not know where the [WPS] button is, or there are no buttons on the access point, see the documentation provided with your access point for details.

6. Tap **Start Setup**.

7. Close the screen.

The screen automatically closes after a specific length of time.

Note:
If connection fails, restart the access point, move it closer to the printer, and try again. If it still does not work, print a network connection report and check the solution.

8. Close the network connection settings screen.

Related Information

➡ "Checking the Network Connection Status" on page 32

➡ "When You Cannot Make Network Settings" on page 241

Making Wi-Fi Settings by PIN Code Setup (WPS)

You can automatically connect to an access point by using a PIN code. You can use this method to set up if an access point is capable of WPS (Wi-Fi Protected Setup). Use a computer to enter a PIN code into the access point.

1. Tap 📶 | 📶 on the home screen.

2. Select **Router**.

3. Tap **Start Setup**.

If the network connection is already set up, the connection details are displayed. Tap **Change to Wi-Fi connection.** or **Change Settings** to change the settings.

4. Select **Others** > **PIN Code Setup(WPS)**

5. Use your computer to enter the PIN code (an eight digit number) displayed on the printer's control panel into the access point within two minutes.

    Note:
    See the documentation provided with your access point for details on entering a PIN code.

6. Tap **Start Setup**.

7. Close the screen.

    The screen automatically closes after a specific length of time if you do not select **Close**.

    Note:
    If connection fails, restart the access point, move it closer to the printer, and try again. If it still does not work, print a connection report and check the solution.

8. Close the network connection settings screen.

Related Information

➡ "Checking the Network Connection Status" on page 32

➡ "When You Cannot Make Network Settings" on page 241

Making Wi-Fi Direct (Simple AP) Connection Settings

This method allows you to connect the printer directly to devices without an access point. The printer acts as an access point.

> **Important:**
>
> *When you connect from a computer or smart device to the printer using the Wi-Fi Direct (Simple AP) connection, the printer is connected to the same Wi-Fi network (SSID) as the computer or smart device and the communication is established between them. Since the computer or smart device is automatically connected to the other connectable Wi-Fi network if the printer is turned off, it is not connected to the previous Wi-Fi network again if the printer is turned on. Connect to the printer's SSID for Wi-Fi Direct (Simple AP) connection from the computer or smart device again. If you do not want to connect every time you turn the printer on or off, we recommend using Wi-Fi network by connecting the printer to an access point.*

1. Tap 📱 | 📶 on the home screen.

2. Select **Wi-Fi Direct**.

3. Tap **Start Setup**.

    If you have made Wi-Fi Direct (Simple AP) settings, the detailed connection information is displayed. Go to step 5.

4. Tap **Start Setup**.

5. Check the SSID and password displayed on the printer's control panel. On the computer's network connection screen or the smart device's Wi-Fi screen, select the SSID shown on the printer's control panel to connect.

    Note:
    *You can check the connection method on the Web site. To access the Web site, scan the QR code displayed on the printer's control panel using the smart device or enter the URL (http://epson.sn) on the computer, and then go to **Setup**.*

6. Enter the password displayed on the printer's control panel on the computer or smart device.

7. After the connection is established, tap **OK** or **Close** on the printer's control panel.

8. Close the screen.

Related Information

➡
➡

Making Advanced Network Settings

You can change the network device name, TCP/IP setup, proxy server and so on. Check your network environment before making changes.

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

2. Select **General Settings** > **Network Settings** > **Advanced**.

3. Select the menu item for settings, and then select or specify the setting values.

Setting Items for Advanced Network Settings

Select the menu item for settings, and then select or specify the setting values.

❏ Device Name

You can enter the following characters.

❏ Character limits: 2 to 15 (you must enter at least 2 characters)

❏ Usable characters: A to Z, a to z, 0 to 9, -.

❏ Characters you cannot use at the top: 0 to 9, -.

❏ Characters you cannot use at the bottom: -

❏ TCP/IP

❏ Auto

Select when you are using an access point at home or you are allowing the IP address to be acquired automatically by DHCP.

❏ Manual

Select when you do not want the printer's IP address to be changed. Enter the addresses for IP Address, Subnet Mask, and Default Gateway, and make DNS Server settings according to your network environment.

❏ Proxy Server

❏ Do Not Use

Select when you are using the printer in a home network environment.

❏ Use

Select when you are using a proxy server in your network environment and you want to set it to the printer. Enter the proxy server address and port number.

Network Settings

❏ Email Server

   ❏ Server Settings

   You can select the server from Off, POP before SMTP, or SMTP-AUTH.

   ❏ Connection Check

   You can check the connection for e-mail server. If an error occurs when performing Connection Check, see the explanation of the Connection Check message.

❏ IPv6 Address

   ❏ Enable

   Select this when using an IPv6 address.

   ❏ Disable

   Select this when using an IPv4 address.

❏ MS Network Sharing

   ❏ Enable

   Use MS Network service.

   ❏ Disable

   Disables the MS Network service.

   ❏ File Sharing

   Enables or disables the file sharing function.

❏ NFC

   ❏ Enable

   Enables the printer's NFC function. You can print and scan by touching the smart device to theN-Mark.

   ❏ Disable

   Disables the printer's NFC function.

❏ Link Speed & Duplex

Select an appropriate Ethernet speed and duplex setting. If you select a setting other than Auto, make sure the setting corresponds to the settings on the hub you are using.

   ❏ Auto

   ❏ 10BASE-T Half Duplex

   ❏ 10BASE-T Full Duplex

   ❏ 100BASE-TX Half Duplex

   ❏ 100BASE-TX Full Duplex

❏ Redirect HTTP to HTTPS

   ❏ Enable

   Enables the redirect function for HTTP to HTTPS.

   ❏ Disable

   Disables the redirect function for HTTP to HTTPS.

Checking the Network Connection Status

You can check the network connection status in the following way.

Network Icon

You can check the network connection status and strength of the radio wave using the network icon on the printer's home screen.

Related Information

➡ "Icons displayed in the LCD Screen" on page 19

Checking Detailed Network Information from the Control Panel

When your printer is connected to the network, you can also view other network-related information by selecting the network menus you want to check.

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

2. Select **General Settings** > **Network Settings** > **Network Status**.

3. To check the information, select the menus that you want to check.

   ❏ Wired LAN/Wi-Fi Status

   Displays the network information (device name, connection, signal strength, and so on) for Ethernet or Wi-Fi connections.

   ❏ Wi-Fi Direct Status

   Displays whether Wi-Fi Direct is enabled or disabled, and the SSID, password and so on for Wi-Fi Direct connections.

   ❏ Email Server Status

   Displays the network information for email server.

   ❏ Print Status Sheet

   Prints a network status sheet. The information for Ethernet, Wi-Fi, Wi-Fi Direct, and so on is printed on two or more pages.

Printing a Network Connection Report

You can print a network connection report to check the status between the printer and the access point.

1. Load papers.

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

3. Select **General Settings** > **Network Settings** > **Connection Check**.

   The connection check starts.

4. Select **Print Check Report**.

5. Print the network connection report.

   If an error has occurred, check the network connection report, and then follow the printed solutions.

6. Close the screen.

Related Information

➡ "Messages and Solutions on the Network Connection Report" on page 33

Messages and Solutions on the Network Connection Report

Check the messages and error codes on the network connection report, and then follow the solutions.

Network Settings

a. Error code

b. Messages on the Network Environment

Related Information

E-1

Message:

Confirm that the network cable is connected and network devices such as hub, router, or access point are turned on.

Solutions:

❏ Make sure the Ethernet cable is securely connected to your printer and to your hub or other network device.

❏ Make sure your hub or other network device is turned on.

E-2, E-3, E-7

Message:

No wireless network names (SSID) found. Confirm that the router/access point is turned on and the wireless network (SSID) is set up correctly. Contact your network administrator for assistance.

No wireless network names (SSID) found. Confirm that the wireless network name (SSID) of the PC you wish to connect is set up correctly. Contact your network administrator for assistance.

Entered security key/password does not match the one set for your router/access point. Confirm security key/password. Contact your network administrator for assistance.

Solutions:

❏ Make sure your access point is turned on.

❏ Confirm that your computer or device is connected correctly to the access point.

❏ Turn off the access point. Wait for about 10 seconds, and then turn it on.

❏ Place the printer closer to your access point and remove any obstacles between them.

❏ If you have entered the SSID manually, check if it is correct. Check the SSID from the **Network Status** part on the network connection report.

❏ If you are using push button setup to establish a network connection, make sure your access point supports WPS. You cannot use push button setup if your access point does not support WPS.

❏ Makes sure your SSID uses only ASCII characters (alphanumeric characters and symbols). The printer cannot display an SSID that contains non-ASCII characters.

❏ Makes sure you know your SSID and password before connecting to the access point. If you are using an access point with its default settings, the SSID and password are located on a label on the access point. If you do not know your SSID and password, contact the person who set up the access point, or see the documentation provided with the access point.

❏ If you are connecting to an SSID generated from a tethering smart device, check for the SSID and password in the documentation provided with the smart device.

❏ If your Wi-Fi connection suddenly disconnects, check for the conditions below. If any of these conditions are applicable, reset your network settings by downloading and running the software from the following website.

http://epson.sn > **Setup**

　❏ Another smart device was added to the network using push button setup.

　❏ The Wi-Fi network was set up using any method other than push button setup.

Related Information

➡
➡

E-5

Message:

Security mode (e.g. WEP, WPA) does not match the current setting of the printer. Confirm security mode. Contact your network administrator for assistance.

Solutions:

Make sure the access point's security type is set to one of the following. If it is not, change the security type on the access point, and then reset the printer's network settings.

❏ WEP-64 bit (40 bit)

❏ WEP-128 bit (104 bit)

❏ WPA PSK (TKIP/AES)*

❏ WPA2 PSK (TKIP/AES)*

❏ WPA (TKIP/AES)

❏ WPA2 (TKIP/AES)

* 　WPA PSK is also known as WPA Personal. WPA2 PSK is also known as WPA2 Personal.

E-6

Message:

MAC address of your printer may be filtered. Check whether your router/access point has restrictions such as MAC address filtering. See the documentation of the router/access point or contact your network administrator for assistance.

Solutions:

❏ Check if MAC address filtering is disabled. If it is enabled, register the printer's MAC address so that it is not filtered. See the documentation provided with the access point for details. You can check the printer's MAC address from the **Network Status** part on the network connection report.

❏ If your access point is using shared authentication with WEP security, make sure the authentication key and index are correct.

Related Information

➡

➡

E-8

Message:

Incorrect IP address is assigned to the printer. Confirm IP address setup of the network device (hub, router, or access point). Contact your network administrator for assistance.

Solutions:

❏ Enable DHCP on the access point if the printer's Obtain IP Address setting is set to **Auto**.

❏ If the printer's Obtain IP Address setting is set to Manual, the IP address you manually set is invalid due to out of range (for example: 0.0.0.0). Set a valid IP address from the printer's control panel or by using Web Config.

Related Information

➡

E-9

Message:

Confirm the connection and network setup of the PC or other device. Connection using the EpsonNet Setup is available. Contact your network administrator for assistance.

Solutions:

Check the following.

❏ Devices are turned on.

❏ You can access the Internet and other computers or network devices on the same network from the devices you want to connect to the printer.

If still does not connect your printer and network devices after confirming the above, turn off the access point. Wait for about 10 seconds, and then turn it on. Then reset your network settings by downloading and running the installer from the following website.

http://epson.sn > **Setup**

Related Information

➡

E-10

Message:

Confirm IP address, subnet mask, and default gateway setup. Connection using the EpsonNet Setup is available. Contact your network administrator for assistance.

Solutions:

Check the following.

❏ Other devices on the network are turned on.

❏ Network addresses (IP address, subnet mask, and default gateway) are correct if you have set the printer's Obtain IP Address to Manual.

Reset the network address if they are incorrect. You can check the IP address, subnet mask, and default gateway from the **Network Status** part on the network connection report.

If DHCP is enabled, change the printer's Obtain IP Address setting to **Auto**. If you want to set the IP address manually, check the printer's IP address from the **Network Status** part on the network connection report, and then select Manual on the network settings screen. Set the subnet mask to [255.255.255.0].

If still does not connect your printer and network devices, turn off the access point. Wait for about 10 seconds, and then turn it on.

Related Information

➡

E-11

Message:

Setup is incomplete. Confirm default gateway setup. Connection using the EpsonNet Setup is available. Contact your network administrator for assistance.

Solutions:

Check the following.

❏ The default gateway address is correct if you set the printer's TCP/IP Setup setting to Manual.

❏ The device that is set as the default gateway is turned on.

Set the correct default gateway address. You can check the default gateway address from the **Network Status** part on the network connection report.

Related Information

➡ "Making Advanced Network Settings" on page 30

E-12

Message:

Confirm the following -Entered security key/password is correct -Index of the security key/password is set to the first number -IP address, subnet mask, or default gateway setup is correct Contact your network administrator for assistance.

Solutions:

Check the following.

❏ Other devices on the network are turned on.

❏ The network addresses (IP address, subnet mask, and default gateway) are correct if you are entering them manually.

❏ The network addresses for other devices (subnet mask and default gateway) are the same.

❏ The IP address does not conflict with other devices.

If still does not connect your printer and network devices after confirming the above, try the following.

❏ Turn off the access point. Wait for about 10 seconds, and then turn it on.

❏ Make network settings again using the installer. You can run it from the following website.

http://epson.sn > **Setup**

❏ You can register several passwords on an access point that uses WEP security type. If several passwords are registered, check if the first registered password is set on the printer.

Related Information

➡ "Making Advanced Network Settings" on page 30

➡ "Connecting to a Computer" on page 24

E-13

Message:

Confirm the following -Entered security key/password is correct -Index of the security key/password is set to the first number -Connection and network setup of the PC or other device is correct Contact your network administrator for assistance.

Solutions:

Check the following.

❏ Network devices such as an access point, hub, and router are turned on.

❏ The TCP/IP Setup for network devices has not been set up manually. (If the printer's TCP/IP Setup is set automatically while the TCP/IP Setup for other network devices is performed manually, the printer's network may differ from the network for other devices.)

If it still does not work after checking the above, try the following.

❏ Turn off the access point. Wait for about 10 seconds, and then turn it on.

❏ Make network settings on the computer that is on the same network as the printer using the installer. You can run it from the following website.

  http://epson.sn > **Setup**

❏ You can register several passwords on an access point that uses the WEP security type. If several passwords are registered, check if the first registered password is set on the printer.

Related Information

➡ "Making Advanced Network Settings" on page 30
➡ "Connecting to a Computer" on page 24

Message on the Network Environment

Message	Solution
*Multiple network names (SSID) that match your entered network name (SSID) have been detected. Confirm network name (SSID).	The same SSID may be set on several access points. Check the settings on the access points, and change the SSID.
The Wi-Fi environment needs to be improved. Turn the wireless router off and then turn it on. If the connection does not improve, see the documentation for the wireless router.	After moving the printer closer to the access point and removing any obstacles between them, turn off the access point. Wait for about 10 seconds, and then turn it on. If it still does not connect, see the documentation supplied with the access point.
*No more devices can be connected. Disconnect one of the connected devices if you want to add another one.	You can simultaneously connect up to four computers and smart devices in Wi-Fi Direct (Simple AP) connection. To add another computer or smart device, disconnect one of the connected devices first.

Printing a Network Status Sheet

You can check the detailed network information by printing it.

1. Load papers.

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

3. Select **General Settings** > **Network Settings** > **Network Status**.

4. Select **Print Status Sheet**.

5. Check the message, and then print the network status sheet.

6. Close the screen.

   The screen automatically closes after a specific length of time.

Replacing or Adding New Access Points

If the SSID changes due to the replacement of an access point, or an access point is added and a new network environment is established, re-set the Wi-Fi settings.

Related Information

➡ "Changing the Connection Method to a Computer" on page 40

Changing the Connection Method to a Computer

Using the installer and re-set up in a different connection method.

❏ Setting up from the website

Access the following website, and then enter the product name. Go to **Setup**, and then start setting up.

http://epson.sn

❏ Setting up using the software disc (only for the models that come with a software disc and users with computers with disc drives.)

Insert the software disc into the computer, and then follow the on-screen instructions.

Selecting Change the Connection Methods

Follow the on-screen instructions until the following screen is displayed.

Select **Change or re-set the connection method** on the Select Software Installation screen, and then click **Next**.
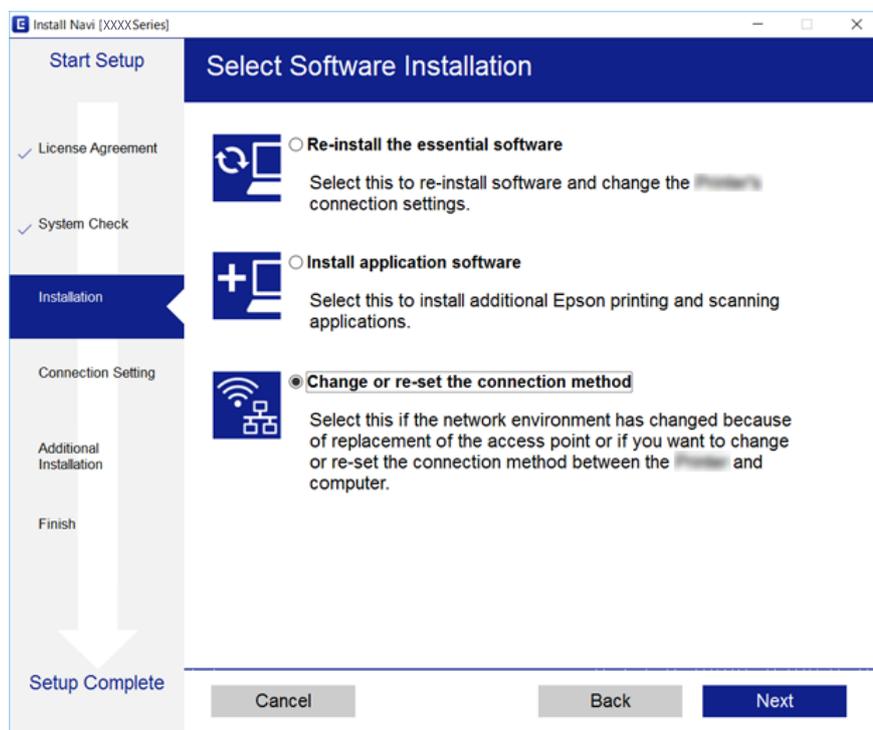
Changing the Network Connection to Ethernet from the Control Panel

Follow the steps below to change the network connection to Ethernet from Wi-Fi using the control panel.

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

2. Select **General Settings** > **Network Settings** > **Wired LAN Setup**.

3. Tap **Start Setup**.

4. Check the message, and then close the screen.

    The screen automatically closes after a specific length of time.

5. Connect the printer to a router using an Ethernet cable.

Disabling Wi-Fi from the Control Panel

When Wi-Fi is disabled, the Wi-Fi connection is disconnected.

1. Tap on the home screen.

2. Select **Router**.

    The network status is displayed.

3. Tap **Change Settings**.

4. Select **Others** > **Disable Wi-Fi**.

5. Check the message, and then start setup.

6. When a completion message is displayed, close the screen.

    The screen automatically closes after a specific length of time.

7. Close the network connection settings screen.

Disconnecting Wi-Fi Direct (Simple AP) Connection from the Control Panel

Note:
When Wi-Fi Direct (Simple AP) connection disabled, all computers and smart devices connected to the printer in Wi-Fi Direct (Simple AP) connection are disconnected. If you want to disconnect a specific device, disconnect from the device instead of the printer.

1. Tap on the home screen.

2. Select **Wi-Fi Direct**.

   The Wi-Fi Direct information is displayed.

3. Tap **Change Settings**.

4. Select **Disable Wi-Fi Direct**.

5. Check the message, and then start setting.

6. When a completion message is displayed, close the screen.

   The screen automatically closes after a specific length of time.

7. Close the network connection settings screen.

Restoring the Network Settings from the Control Panel

You can restore all network settings to their defaults.

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

2. Select **General Settings >System Administration >Restore Default Settings** > **Network Settings**.

3. Check the message, and then select **Yes**.

4. When a completion message is displayed, close the screen.

   The screen automatically closes after a specific length of time.

Preparing the Printer

Loading Papers

Available Paper and Capacities

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

Genuine Epson Paper

Media Name	Size	Loading Capacity (Sheets)			2-Sided Printing	Borderless Printing
		Paper Cassette 1	Paper Cassette 2	Rear Paper Feed Slot		
Epson Bright White Ink Jet Paper	A4	200	200	1	Auto, Manual[*]	–
Epson Ultra Glossy Photo Paper	A4, 13×18 cm (5×7 in.), 10×15 cm (4×6 in.)	20	–	1	–	✓
Epson Premium Glossy Photo Paper	A3+	20	–	1	–	–
	A3, A4, 13×18 cm (5×7 in.), 16:9 wide size (102×181 mm), 10×15 cm (4×6 in.)	20	–	1	–	✓
Epson Premium Semigloss Photo Paper	A3+	20	–	1	–	–
	A3, A4, 10×15 cm (4×6 in.)	20	–	1	–	✓
Epson Photo Paper Glossy	A3+	20	–	1	–	–
	A4, 13×18 cm (5×7 in.), 10×15 cm (4×6 in.)	20	–	1	–	✓
Epson Matte Paper-Heavyweight	A3+	20	–	1	–	–
	A3, A4	20	–	1	–	✓
Epson Photo Quality Ink Jet Paper	A3, A4	80	–	1	–	–

* You can load up to 30 sheets for paper with one side already printed.

Preparing the Printer

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**.*

Commercially Available Paper

Media Name	Size	Loading Capacity (Sheets or Envelopes)			2-Sided Printing	Borderless Printing
		Paper Cassette 1	Paper Cassette 2	Rear Paper Feed Slot		
Plain paper Copy paper Letterhead Recycled paper Color paper Preprinted paper High quality plain paper	A3, B4, Legal, 8.5 x 13 in, Letter, A4, B5	Up to the line indicated by the triangle symbol on the edge guide.		1	Auto, Manual[*1]	–
	A5	Up to the line indicated by the triangle symbol on the edge guide.	–	1	Auto, Manual[*1]	
	Half letter[*2], A6, B6[*2]	Up to the line indicated by the triangle symbol on the edge guide.	–	1	Manual[*1]	
	User Defined[*2] (mm) 89×127 to 148×210	1	–	1	Manual	
	User Defined[*2] (mm) 148×210 to 182×257	1	–	1	Auto, Manual	
	User Defined[*2] (mm) 182×257 to 297×431.8	1	1	1	Auto, Manual	
	User Defined[*2] (mm) 297×431.8 to 329×1200	1	1	1	Manual	
Thick paper[*2]	A3, B4, Letter, A4, B5, A5, User Defined (mm) 89×127 to 329×1200	–	–	1	–	
Envelope	Envelope #10, Envelope DL, Envelope C6, Envelope C4	10	–	1	–	

*1   You can load up to 30 sheets for paper with one side already printed.

*2   Only printing from computer or smart device is available.

Related Information

➥

Paper Handling Precautions

❏ Read the instruction 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.
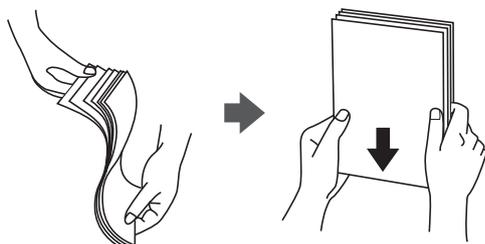
❏ If the paper is curled, flatten it or curl it slightly in the opposite direction before loading. Printing on curled paper may cause paper jams and smears on the printout.
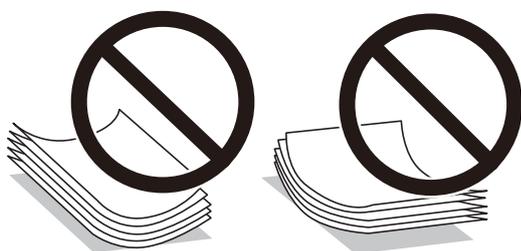
❏ Do not use paper that is wavy, torn, cut, folded, damp, too thick, too thin, or paper that has stickers stuck to it. Using these types of paper causes paper jams and smears on the printout.

❏ 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

➥

Loading Paper in the Paper Cassette

1. Check that the printer is not operating, and then pull out the paper cassette.
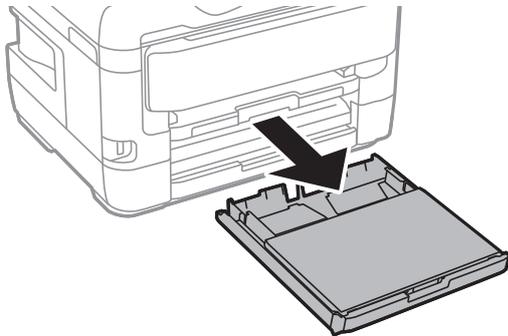
2. Remove the paper cassette cover from paper cassette.
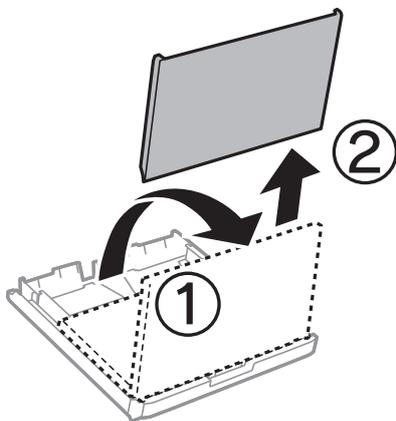
3. Slide the edge guides to their maximum position.
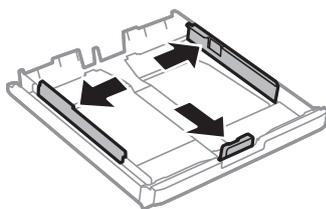
   Note:
   When using paper larger than A4 size, extend the paper cassette.
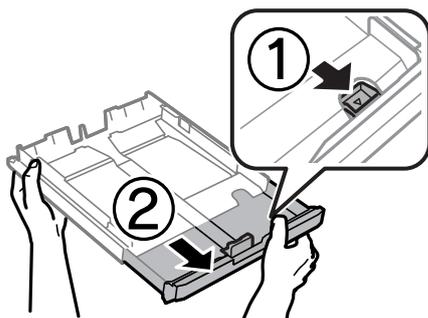
Preparing the Printer

4. Slide the front edge guide to the paper size you want to use.
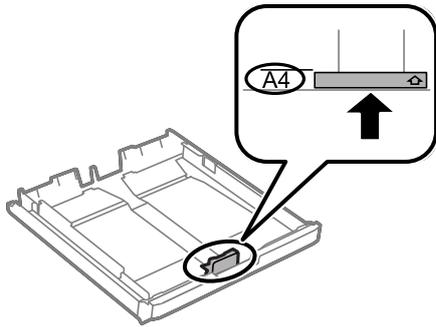
5. With the printable side facing down, load paper against the front edge guide.
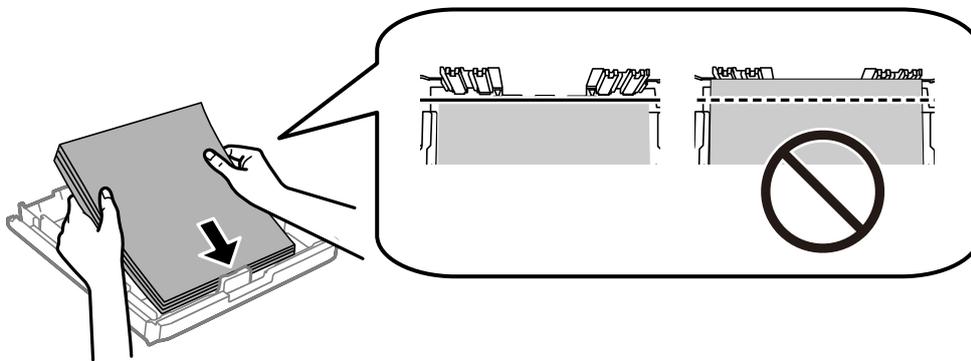
> ■ *Important:*
>
> *Do not load more than the maximum number of sheets specified for the paper. For plain paper, do not load above the line just under the triangle symbol inside the edge guide.*

6. Slide the side edge guides to the edges of the paper.
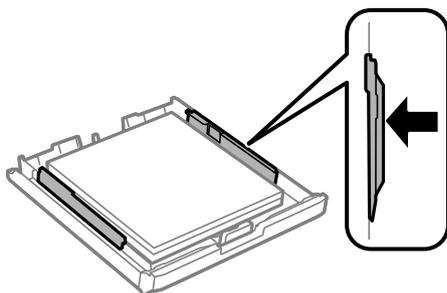
7. Put the paper cassette cover back on.
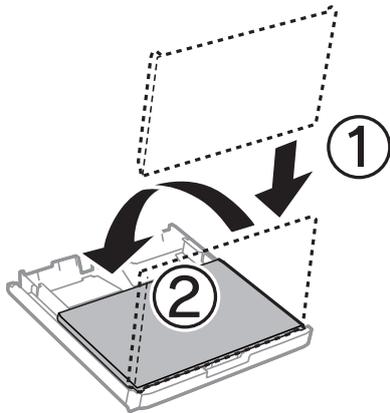
8. Insert the paper cassette all the way.

9. On the control panel, set the size and type of the paper you loaded in the paper cassette.

    Note:

    You can also display the paper size and paper type settings screen by pressing the ▬ button on the control panel.
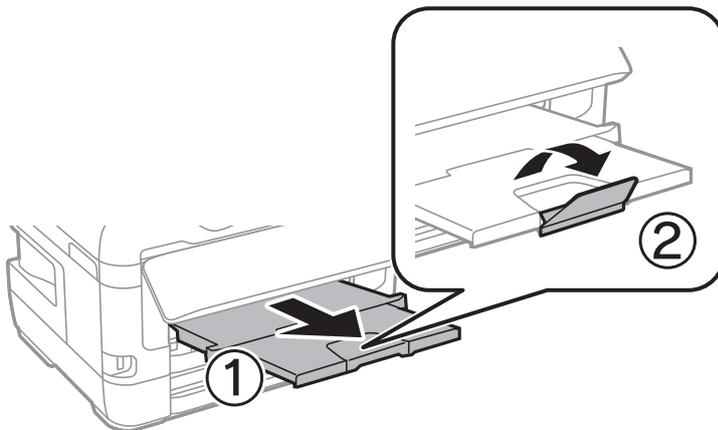
10. Slide out the output tray.

Related Information

➡ "Paper Handling Precautions" on page 45

➡ "Available Paper and Capacities" on page 43

➡ "List of Paper Type" on page 52

➡ "Loading Envelopes and Precautions" on page 51

Loading Paper in the Rear Paper Feed Slot

You can load a single sheet of all types of supported paper in the rear paper feed slot. You can also load thick paper (up to 0.3 mm thick) and pre-punched paper, which cannot be loaded in the paper cassette. However, even if the thickness is within this range, some paper may not be fed correctly depending on the hardness.

> ❗ *Important:*
>
> *Do not load paper in the rear paper feed slot until the printer prompts you to do so. Doing so will result in the blank paper being ejected.*

1. Do one of the following.

    ❏ When printing from the control panel: Select rear paper feed slot as the **Paper Setting**, make other print settings, and then tap the ◇.

    ❏ When printing from a computer: Select rear paper feed slot as the **Paper Source** setting, make other print settings, and then click **Print**.

2. A message is displayed on the control panel telling you to load paper. Follow the instructions below to load the paper.

3. Open the rear paper feed slot.
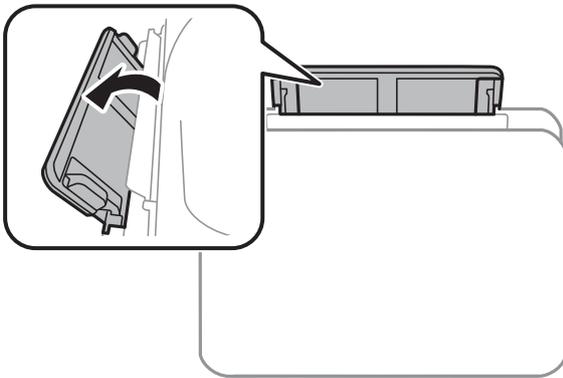
4. Slide out the edge guides.
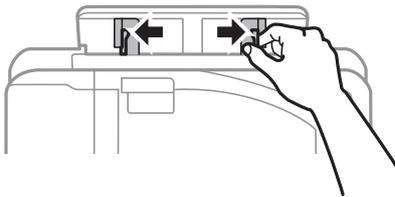
Preparing the Printer

5. While holding a single sheet of paper at the center of the rear paper feed slot with the printable side facing up, slide the edge guides to the edges of the paper.
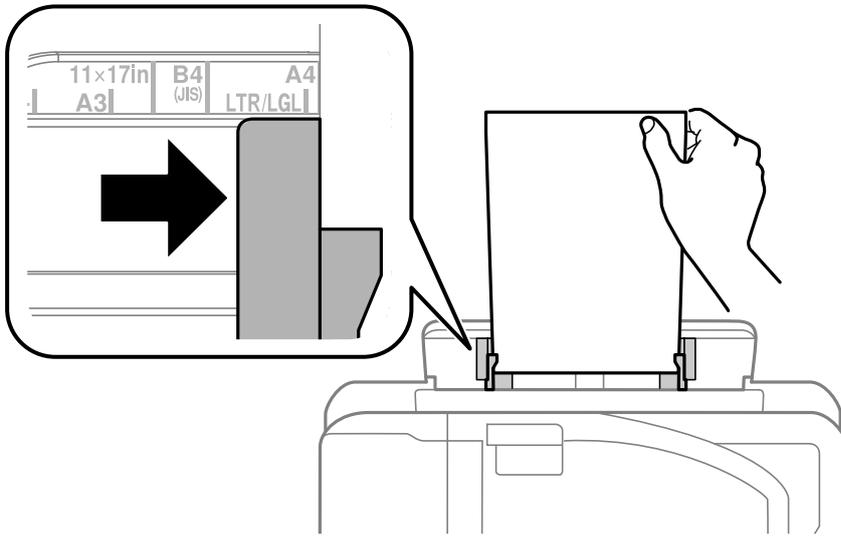
Pre-punched paper
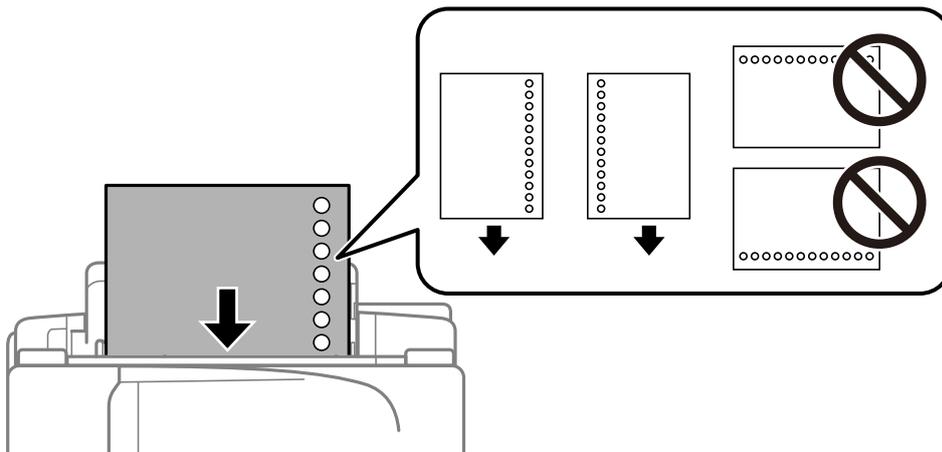
Note:

❑ *Load a single sheet of defined size plain paper with binding holes at the left or right.*

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

❑ *Automatic 2-sided printing is not available for pre-punched paper.*

6. Insert the paper until the printer partially pulls in the paper.

50
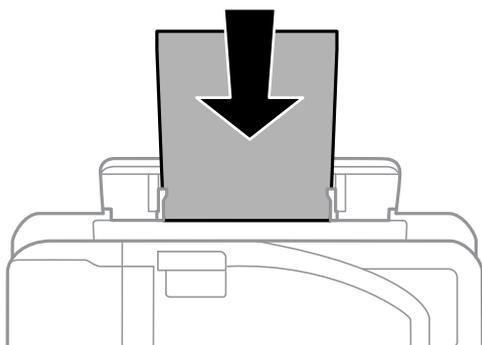
7. Slide out the output tray.
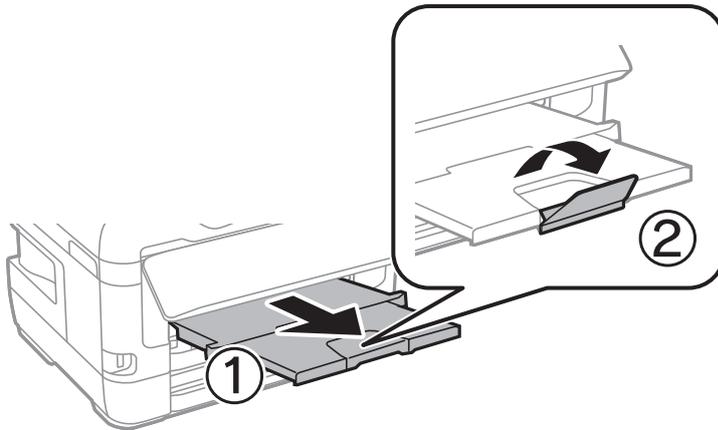
8. Select **OK** to start printing.

Related Information

➡ "Paper Handling Precautions" on page 45
➡ "Available Paper and Capacities" on page 43
➡ "List of Paper Type" on page 52
➡ "Loading Envelopes and Precautions" on page 51

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.
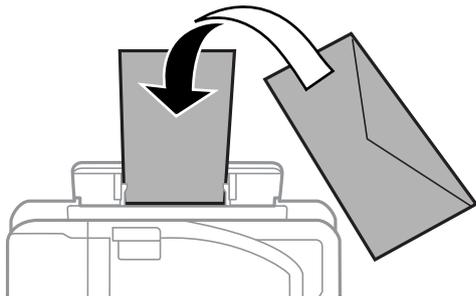
Load envelopes in the paper cassette with the flap facing up, and then slide the edge guides to the edges of the envelopes.
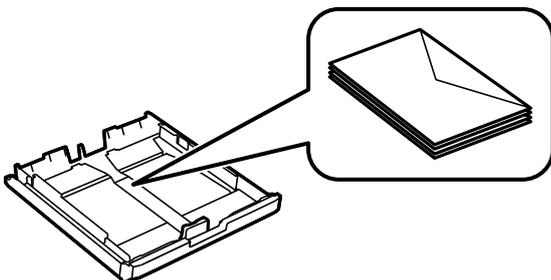
❏ Fan and align the edges of the envelopes before loading. When the stacked envelopes are puffed up with air, press them down to flatten them before loading.

❏ 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 43
➡ "Loading Paper in the Paper Cassette" on page 46
➡ "Loading Paper in the Rear Paper Feed Slot" on page 48

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 Ultra Glossy Photo Paper	Ultra Glossy	Epson Ultra Glossy
Epson Premium Glossy Photo Paper	Prem. Glossy	Epson Premium Glossy
Epson Premium Semigloss Photo Paper	Prem. Semigloss	Epson Premium Semigloss
Epson Photo Paper Glossy	Glossy	Photo Paper Glossy
Epson Matte Paper-Heavyweight Epson Photo Quality Ink Jet Paper	Matte	Epson Matte

Placing Originals

Place originals on the scanner glass or the ADF.

You can scan multiple originals and both sides of the originals at the same time with the ADF.

Available Originals on the ADF

Available Paper Sizes	A5 to A3, Ledger
Paper Type	Plain paper
Paper Thickness (Weight of Paper)	64 to 95 g/m²
Loading Capacity	35 sheets or 3.85 mm

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. Slide the ADF edge guide.
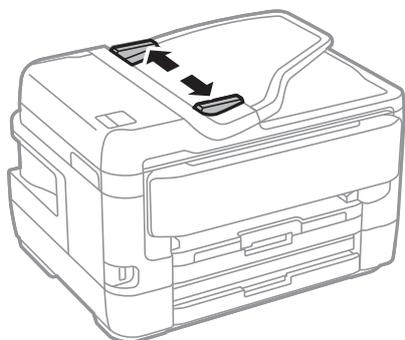
3. Place the originals in the center of the ADF, facing up.
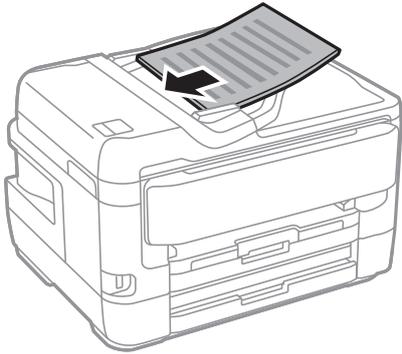
> **Important:**
> ❏ *Do not load originals above the line indicated by the triangle symbol on the ADF.*
>
>
>
> ❏ *Do not add originals while scanning.*
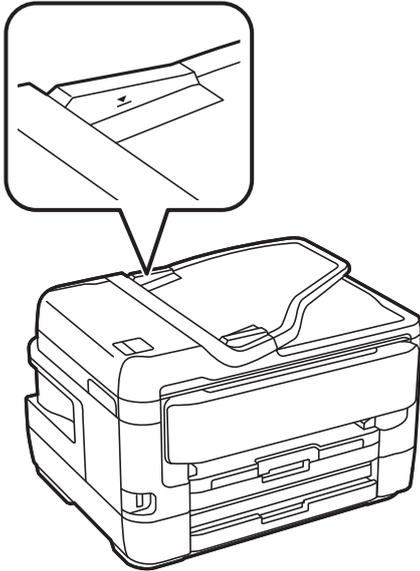
4. Slide the ADF edge guide to the edge of the originals.
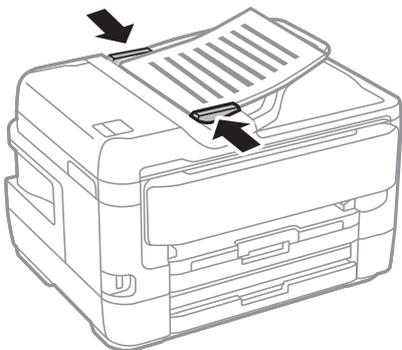
Related Information

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.

❑ Placing the originals in the up direction: Select **Up Direction** on the control panel as described below.

Copy > **Advanced** > **Orientation (Original)** > **Up Direction**

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

❑ Placing the originals in the left direction: Select **Left Direction** on the control panel as described below.

Copy > **Advanced** > **Orientation (Original)** > **Left Direction**

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.*

Preparing the Printer

1. Open the document cover.
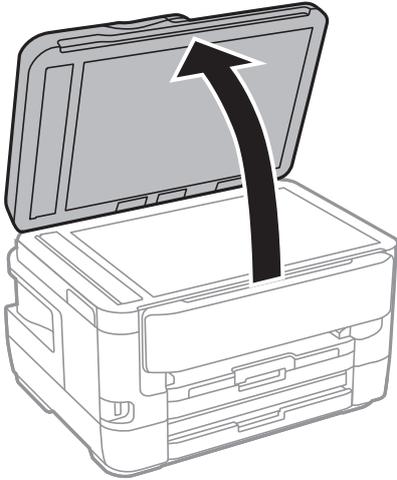
2. Remove any dust or stains on the scanner glass.

3. Place the original face-down and slide it to the corner mark.
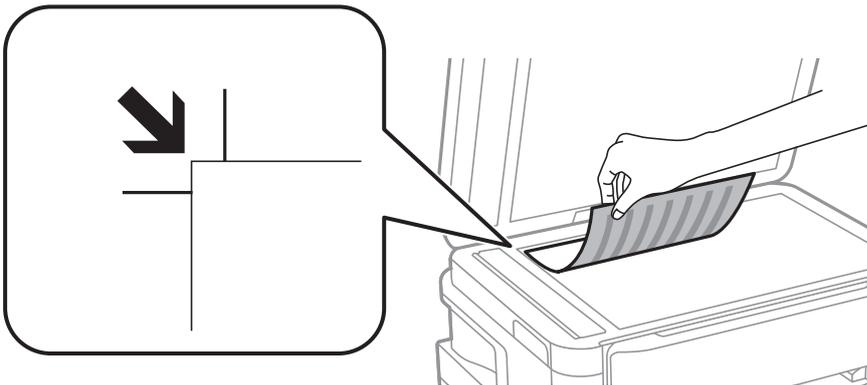
   Note:
   ❏ *A range of 1.5 mm from the top edge and left edge of the scanner glass is not scanned.*

   ❏ *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.
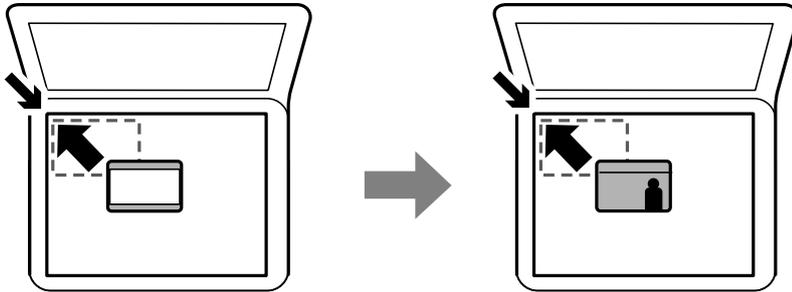
Inserting an External USB Device

Inserting and Removing an External USB Device

1. Insert an external USB device into the printer.

2. When you have finished using the external USB device, remove the device.

    Note:
    If you access the external USB device from a computer, you need to operate the computer to safely remove the removable device.

Related Information

➡ "External USB Device Specifications" on page 274
➡ "Accessing an External USB Device From a Computer" on page 57

Accessing an External USB Device From a Computer

You can write or read data on an external USB device such as a USB flash drive that has been inserted in the printer from a computer.

> ❗ *Important:*
>
> *When sharing an external device inserted in the printer between computers connected over USB and over a network, write access is only allowed to the computers that are connected by the method you selected on the printer. To write to the external USB device, select a connection method from the following menu on the printer's control panel.*
>
> *Settings > General Settings > Printer Settings > Memory Device Interface > File Sharing.*

Note:
It takes a while to recognize data from a computer if a large external USB device, such as a device that is over 2 TB, is connected.

Windows

Select an external USB device in **Computer** or **My Computer**. The data on the external USB device is displayed.

Note:
*If you connected the printer to the network without using the software disc or Web Installer, map a USB port as a network drive. Open **Run** and enter a printer name \\XXXXX or a printer's IP address \\XXX.XXX.XXX.XXX to **Open:**. Right-click a device icon displayed to assign the network. The network drive appears in **Computer** or **My Computer**.*

Mac OS

Select a corresponding device icon. The data on the external USB device is displayed.

Note:
❏ *To remove an external USB device, drag and drop the device icon to the trash icon. Otherwise, data in the shared drive may not be displayed correctly when another external USB device is inserted.*

❏ *To access an external storage device through the network, select **Go** > **Connect to Server** from the menu on the desktop. Enter a printer name cifs://XXXXX or smb://XXXXX (Where "xxxxx" is the printer name) in the **Server Address**, and then click **Connect**.*

Managing Contacts

Registering a contacts list allows you to easily enter destinations. You can register up to 200 entries, and you can use the contacts list when you enter a fax number, enter a destination for attaching a scanned image to an email, and saving a scanned image to a network folder.

You can also register contacts in the LDAP server.

See the *Administrator's Guide* to register contacts in the LDAP server.

Registering or Editing Contacts

Note:
Before registering contacts, make sure you have also configured the email server settings to use the email address.

1. Tap **Settings** on the home screen.

2. Tap **Contacts Manager**, and then tap **Register/Delete**.

3. Do one of the following.

   ❏ To register a new contact, tap **Add Entry**, and then tap **Add Contact**.

   ❏ To edit a contact, select the target contact, and then tap **Edit**.

   ❏ To delete a contact, select the target contact, tap **Delete**, and then tap **Yes**. You do not have to perform following procedures.

   Note:
   *You can register an address that is registered in the LDAP server in the local contacts list of the printer. Display an entry, and then tap **Register to Contacts**.*

4. When registering a new contact, select the type of contact you want to register. Skip this procedure when you want to edit or delete a contact.

   ❏ Fax: Register a contact (fax number) to send a fax.

❏ Email: Register an email address to send a scanned image or to forward the received fax.

❏ Network Folder/FTP: Register a network folder to save a scanned image or to forward the received fax.

5. Enter the information of the address to register. Enter the required items, and then make other settings if necessary.

    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 (-).*

6. Tap **OK**.

Related Information

➡

Registering or Editing Grouped Contacts

Adding contacts to a group allows you to send a fax or send a scanned image by an email to multiple destinations at the same time.

1. Tap **Settings** on the home screen.

2. Tap **Contacts Manager**, and then tap **Register/Delete**.

3. Do one of the following.

    ❏ To register a new group, tap **Add Entry**, and then tap **Add Group**.

    ❏ To edit a group, select the target group, and then tap **Edit**.

    ❏ To delete a group, select the target group, tap **Delete**, and then tap **Yes**. You do not have to perform following procedures.

4. When registering a new group, select the type of group you want to register. Skip this procedure when you want to edit a group.

    ❏ Fax: Register a contact (fax number) to send a fax.

    ❏ Email: Register an email address to send a scanned image or to forward the received fax.

5. Enter or edit the **Group Name** for the group.

6. Tap **Contact(s) Added to the Group (Required)**.

7. Select the contacts that you want to register in the group.

    Note:
    ❏ *You can register up to 200 contacts.*

    ❏ *To deselect a contact, tap it again.*

8. Tap **Close**.

9. Make the other necessary settings.

    ❏ Registry Number: Set the number for a group.

❏ Index Word: Set index word for the group.

❏ Assign to Frequent Use: Register as a frequently used group. The group is displayed at the top of the screen where you specify the address.

10. Tap **OK**.

Registering Frequently Used Contacts

When you register frequently used contacts, the contacts are displayed at the top of the screen where you specify the address.

1. Tap **Settings** on the home screen.

2. Tap **Contacts Manager**, and then tap **Frequent**.

3. Tap the type of contact you want to register.

4. Tap **Edit**.

   Note:
   *To edit the order of the contacts, tap **Sort**.*

5. Select frequently used contacts that you want to register, and then tap **OK**.

   Note:
   ❏ *To deselect a contact, tap it again.*

   ❏ *You can search for addresses from the contacts list. Enter the search keyword into the box on the top of the screen.*

6. Tap **Close**.

Register Contacts on a Computer

Using EpsonNet Config or Web Config, you can create a contact list on your computer and import it to the printer.

See the *Administrator's Guide* for details.

Backing up Contacts using a Computer

Using EpsonNet Config or Web Config, you can back up the contact data stored in the printer to the computer.

See the *Administrator's Guide* for details.

Contacts data may be lost due to a printer malfunction. We recommend that you make a backup of the data whenever you update the data. Epson shall not be responsible for the loss of any data, for backing up or recovering data and/or settings even during a warranty period.

Registering Your Favorite Settings as a Preset

You can register frequently used copy, fax, and scan settings as presets. You can register up to 50 entries. If you cannot edit the presets, they may have been locked by the administrator. Contact your printer administrator for assistance.

To register a preset, select **Presets** from the home screen, select **Add New**, and then select the feature for which you want to register a preset. Make the necessary settings, select ⭐, and then enter a name for the preset.

To load a registered preset, select the preset from the list.

You can also register the current address and settings to select ⭐ on the screen of each feature.

To change the registered settings, change the settings on the screen for each feature and select ⭐. Select **Save as Preset**, and then select the target that you want to overwrite.

Menu Options for Presets

Select ❯ on the registered preset to display the details of the registered settings. You can change the registered name by selecting the name on the details screen.

🗑 :

> Delete the registered preset.

Add /Remove:

> Add or clear the registered preset to the home screen as a short-cut icon.

Use This Setting:

> Load the registered preset.

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 and select the type of the sound.

Preparing the Printer

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 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 network ports including the LINE port are disconnected. This feature may not be available depending on your region.

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.

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.

Start-up Screen:

Specify the initial menu displayed on the LCD screen when the printer turns on and Operation Time Out is enable.

Edit Home:

Change the layout of the icons on the LCD screen. You can also add, delete, and replace icons.

Wall Paper:

Change the background color of the LCD screen.

Operation Time Out:

> Select **On** to return to the initial screen when no operations have been performed for the specified time. When user restrictions have been applied and no operations are performed for the specified time, you are logged out and returned to the initial screen.

Keyboard:

> Change the layout of the keyboard on the LCD screen.

Default Screen(Job/Status):

> Select the default information you want to display when you press the ⓘ button.

Related Information

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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.

Auto Select Settings

> This feature is available for models with two paper sources only.
>
> Select **On** for any of following settings to automatically print on paper from any source containing paper that matches your paper settings.
>
> ❏ Copy
>
> ❏ Fax
>
> ❏ Other

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 source. If you disable this feature, you cannot print from an iPhone or iPad using AirPrint.

Preparing the Printer

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 margin 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 are incorrect, but may reduce the printing 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.

Memory Device Interface:

❏ Memory Device:

Select **Enable** to allow the printer to access an inserted memory device. If **Disable** is selected, you cannot save data to the memory device with the printer. This prevents confidential documents from being removed illegally.

❏ File Sharing:

Select whether to give write access to the memory device from a USB-connected computer or a network-connected computer.

Thick Paper:

Select **On** to prevent ink from smearing on your printouts, however, this may lower the print speed.

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.

Preparing the Printer

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.

Bidirectional:

Select **On** to change the print direction; Prints while the print head moves to the left and to the right. If vertical or horizontal ruled lines on your printout look blurred or misaligned, disabling this feature may solve the problem; however, doing so may reduce print speed.

PC Connection via USB:

Select **Enable** to allow a computer to access the printer when connected by USB. When **Disable** is selected, printing and scanning that is not sent over a network connection is restricted.

Related Information

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Network Settings

Select the menus on the control panel as described below.

Settings > **General Settings** > **Network Settings**

Wi-Fi Setup:

Set up or change wireless network settings. Choose the connection method from the following and then follow the instructions on the LCD panel.

❏ Router

❏ Wi-Fi Direct

Wired LAN Setup:

Set up or change a network connection that uses a LAN cable and router. When this is being used, Wi-Fi connections are disabled.

Network Status:

Displays or prints the current network settings.

Connection Check:

Checks the current network connection and prints a report. If there are any problems with the connection, see the report to solve the problem.

Advanced:

Make the following detailed settings.

❏ Device Name

❏ TCP/IP

❏ Proxy Server

❏ Email Server

❏ IPv6 Address

❏ MS Network Sharing

❏ NFC

❏ Link Speed & Duplex

❏ Redirect HTTP to HTTPS

Related Information

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Web Service Settings

Select the menus on the control panel as described below.

Settings > **General Settings** > **Web Service Settings**

Epson Connect Services:

Displays whether the printer is registered and connected to Epson Connect.

You can register to the service by selecting **Register** and follow the instructions.

When you have registered, you can change the following settings.

❏ Suspend/Resume

❏ Unregister

For details, see the following web site.

https://www.epsonconnect.com/

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

Google Cloud Print Services:

Displays whether the printer is registered and connected to Google Cloud Print services.

When you have registered, you can change the following settings.

❏ Enable/Disable

❏ Unregister

For details on registering to Google Cloud Print services, see the following web site.

https://www.epsonconnect.com/

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

Related Information

➡

Menu Options for System Administration

By using this menu, you can maintain the product as a system administrator. It also allows you to restrict product features for individual users to suite your work or office style.

Select the menus on the control panel as described below.

Settings > **General Settings** > **System Administration**

Contacts Manager:

You can make the following settings for contacts.

Register/Delete:

Register and/or delete contacts for the Fax, Scan to Email, and Scan to Network Folder/FTP menus.

Frequent:

Register frequently used contacts to access them quickly. You can also change the order of the list.

Print Contacts:

Print your contact list.

View Options:

Change the way the contact list is displayed.

Search Options:

Change the method for searching contacts.

Security Settings:

You can make the following security settings.

Job log access :

Select **On** to allow product users to use job log.

Access to Register/Delete Contacts:

Select **On** to allow product users to register and delete contacts.

Access Control:

Select **On** to restrict product features. This requires users to log into the product control panel with their user name and password before they can use control panel features. In **Accept Unknown User Jobs**, you can select whether or not to allow jobs that do not have the necessary authentication information.

Delete All Confidential Jobs:

Delete all confidential jobs as the administrator's authority.

Admin Settings:

❏ Admin Password

Set, change, and clear an administrator password.

❏ Lock Setting

Select whether or not to lock the control panel using the password registered in **Admin Password**.

Restore Default Settings:

Reset the settings in the following menus to their defaults.

❏ Network Settings

❏ Copy Settings

❏ Scan Settings

❏ Fax Settings

❏ Clear All Data and Settings

Firmware Update:

You can get firmware information such as your current version and information on available updates.

Update:

Check if the latest version of the firmware has been uploaded to the network server. If an update is available, you can select whether or not to start updating.

Notification:

Select **On** to receive a notification if a firmware update is available.

Menu Options for Print Counter

Select the menus on the control panel as described below.

Settings > **Print Counter**

Displays the total number of prints, B&W prints, and color prints from the time you purchased the printer.

Menu Options for Supply Status

Select the menu on the control panel as described below.

Settings > **Supply Status**

Displays the approximate level of the ink and service life of the maintenance box.

When the ! mark is displayed, ink is running low or the maintenance box is nearly full. When the X mark is displayed, you need to replace the item as ink is expended or the maintenance box is full.

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.

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.

Ink Cartridge(s) Replacement:

Use this feature to replace the ink cartridges before the ink is expended.

Paper Guide Cleaning:

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

Remove Paper:

Select this feature if there are still some torn pieces of paper inside the printer even after removing jammed paper. The printer makes more space between the print head and the surface of the paper to easily remove the torn pieces of paper.

Related Information

Menu Options for Language

Select the menus on the control panel as described below.

Settings > **Language**

Select the language used on the LCD screen.

Menu Options for Printer Status/Print

Select the menus on the control panel as described below.

Settings > **Printer Status/Print**

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.

Network:

Displays the current network settings.

Menu Options for Contacts Manager

Select the menus on the control panel as described below.

Settings > **Contacts Manager**

Register/Delete:

Register and/or delete contacts for the Fax, Scan to Email, and Scan to Network Folder/FTP menus.

Frequent:

Register frequently used contacts to access them quickly. You can also change the order of the list.

Print Contacts:

Print your contact list.

View Options:

Change the way the contact list is displayed.

Search Options:

Change the method for searching contacts.

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.

❏ Scan to Network Folder/FTP

❏ Scan to Email

❏ Scan to Computer

❏ Scan to Memory Device

❏ Scan to Cloud

❏ Copy Settings

❏ Fax

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 to the network 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.

   ❏ 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.

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

Using an Email Server

To use email features, you need to configure the email server.

Configuring Mail Server

Check the following before configuring the email server.

❏ The printer is connected to the network.

❏ The email server information, such as the documents from your service provider that you used to setup the email on your computer.

Note:
If you use a free email service, such as Internet email, search the Internet to get the email server information you need.

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

2. Select **General Settings** > **Network Settings** > **Advanced**.

3. Select **Email Server** > **Server Settings**.

4. Tap the authentication method of the email server you are using, and then the settings screen is displayed.

> ❗ *Important:*
>
> *The following authentication methods are available.*
>
> ❏ *Off*
>
> ❏ *POP before SMTP*
>
> ❏ *SMTP-AUTH*
>
> *Contact your internet service provider to confirm the authentication method of the email server.*
>
> *The printer may not be able to communicate with an email server even if the authentication method is available since security may be enhanced (for example SSL communication is necessary). Visit the Epson support website for the latest information.*
>
> *http://www.epson.eu/Support (Europe)*
>
> *http://support.epson.net/ (outside Europe)*

5. Make the appropriate settings.

   The necessary settings vary depending on the authentication method. Enter the information for the email server you are using.

6. Tap **Proceed**.

   Note:
   ❏ *If an error message is displayed, check if the email server settings are correct.*

   ❏ *When you cannot send an email even if the connection check succeeds, check the authentication method for the email server you are using.*

Related Information

➡ "Email Server Setting Items" on page 72

Email Server Setting Items

Items	Explanations
Authenticated Account	If you select **SMTP-AUTH** or **POP before SMTP** as the **Email Server Authentication Method**, enter the user name (email address) registered to the email server within 255 characters or less.
Authenticated Password	If you select **SMTP-AUTH** or **POP before SMTP** as the **Email Server Authentication Method**, enter the password of the authenticated account within 20 characters or less.

Preparing the Printer

Items	Explanations
Sender's Address	Specify the email address that the printer uses to send emails. You can specify the existing email address. To make it clear that the email is being sent from the printer, you can acquire an address specifically for the printer and enter it here.
SMTP Server Address	Enter the server address of the server that sends the email (SMTP server).
SMTP Server Port Number	Enter the port number of the server that sends the email (SMTP server).
POP3 Server Address	If you select **POP before SMTP** as the **Email Server Authentication Method**, enter the server address of the server that receives the email (POP3 server).
POP3 Server Port Number	If you select **POP before SMTP** as the **Email Server Authentication Method**, enter the port number of the email server that receives the email (POP3 server).
Secure Connection	If you select **SMTP-AUTH** or **Off** as the **Email Server Authentication Method**, select the method of the secure connection.

Checking an Email Server Connection

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

2. Select **General Settings** > **Network Settings** > **Advanced**.

3. Select **Email Server** > **Connection Check** to check that the printer is connected to the email server.

    Note:
    ❏ *If an error message is displayed, check if the email server settings are correct.*

    ❏ *When you cannot send an email even if the connection check succeeds, check the authentication method for the email server you are using.*

Related Information

➡

Printing

Printing from the Printer Driver on Windows

If you cannot change some of the printer driver settings, they may have been restricted by the administrator. Contact your printer administrator for assistance.

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

Right-click the start button or press and hold it, and then select **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 **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.

Printing

1. Open the file you want to print.

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

   > ⚠️ *Important:*
   >
   > *When loading in the rear paper feed slot, select Rear Paper Feed Slot as the **Paper Source** setting, and then start printing from the printer driver before loading paper. When printing starts, the printer driver tells you that printing is in progress. Follow the printer's on-screen instructions to load paper.*

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.
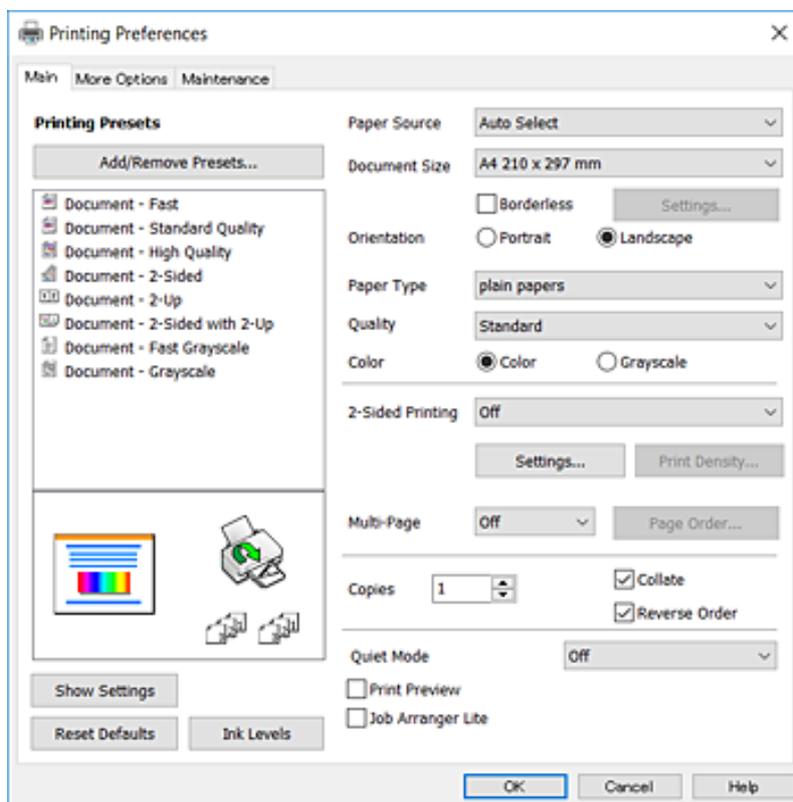
5. Change the settings as necessary.

   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-clinking 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 43

➡ "Loading Paper in the Paper Cassette" on page 46

➡ "Loading Paper in the Rear Paper Feed Slot" on page 48

➡ "List of Paper Type" on page 52

➡ "Main Tab" on page 91

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.
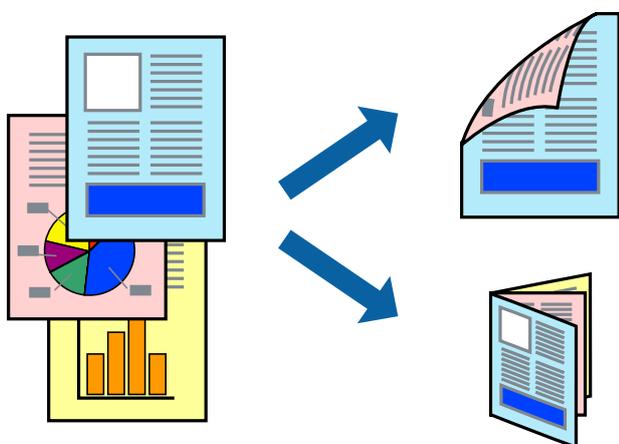
Note:
❏ *This feature is not available for borderless printing.*

❏ *You can use automatic and manual 2-sided printing. During manual 2-sided printing, flip the paper over to print on the other side when the printer has finished printing the first side.*

❏ *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 43

Print Settings

Manual 2-sided printing is available when EPSON Status Monitor 3 is enabled. However, it may not be available when the printer is accessed over a network or is used as a shared printer.

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

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. This setting is not available when you select manual 2-sided printing.

   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**.

   For manual 2-sided printing, when the first side has finished printing, a pop-up window is displayed on the computer. Follow the on-screen instructions.

Related Information

➡ "Printing Basics" on page 93

➡ "Main Tab" on page 91

Printing Several Pages on One Sheet

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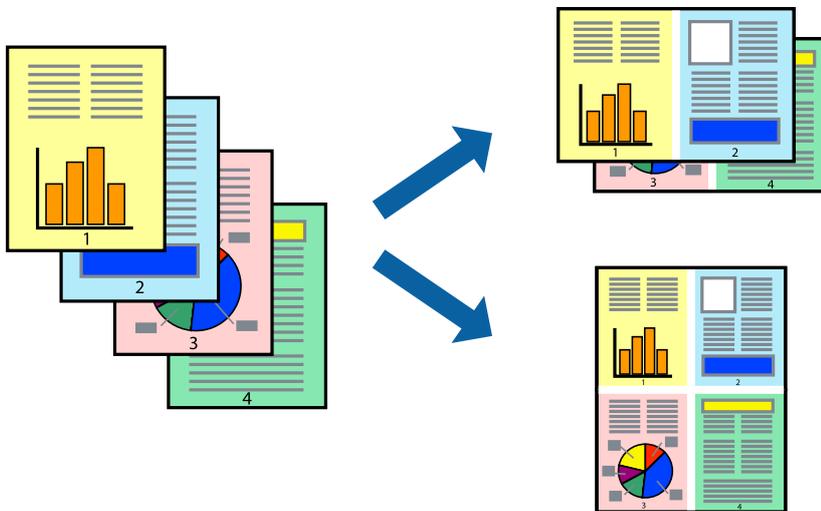
Print Settings

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

Note:
This feature is not available for borderless printing.

Related Information

➡ "Printing Basics" on page 93

➡ "Main Tab" on page 91

Printing and Stacking in Page Order (Reverse Order Printing)

You can print from the last page so that the documents are stacked in page order.
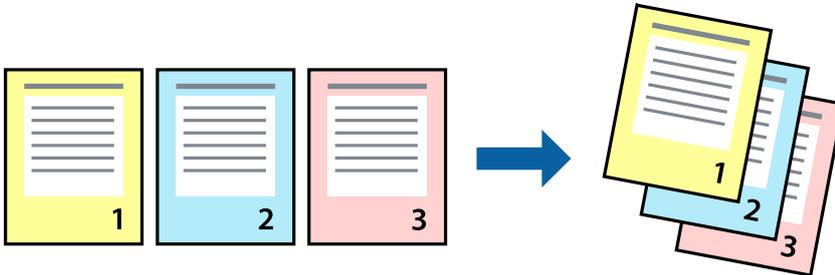
Print Settings

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

Related Information

➡ "Printing Basics" on page 93
➡ "Main Tab" on page 91

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.

Note:
This feature is not available for borderless printing.

Related Information

➡ "Printing Basics" on page 93

➡ "More Options Tab" on page 92

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.
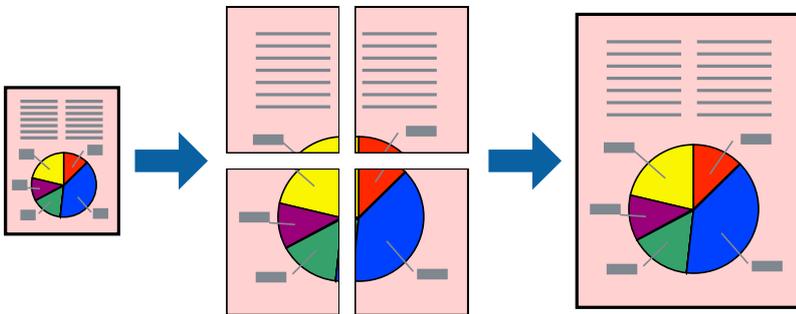
Note:
This feature is not available for borderless printing.

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 93

➡ "Main Tab" on page 91

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**.
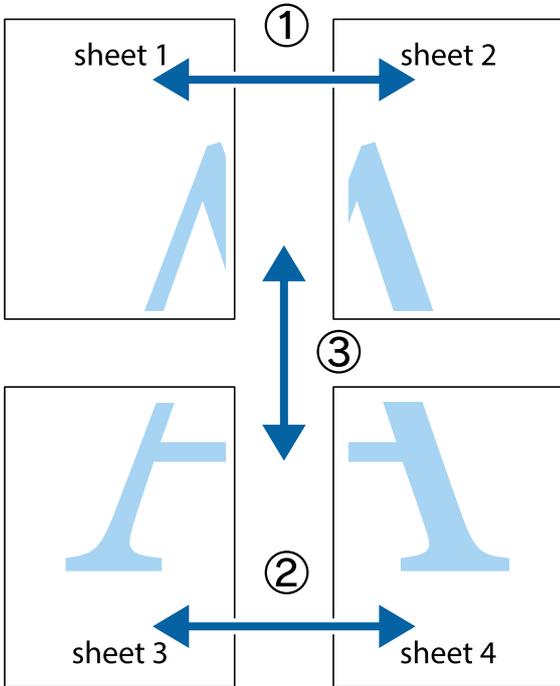
1. Prepare Sheet 1 and Sheet 2. Cut off the margins of Sheet 1 along the vertical blue line through the center of the top and bottom cross marks.
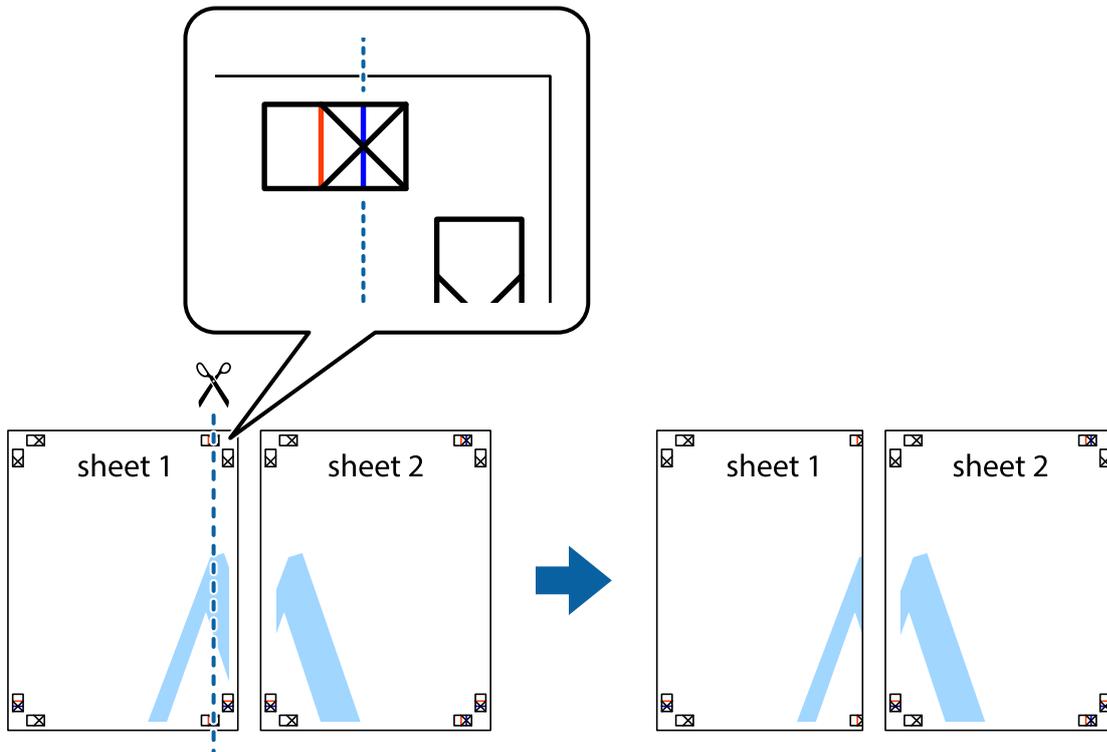
2. Place the edge of Sheet 1 on top of Sheet 2 and align the cross marks, then temporarily tape the two sheets together from the back.
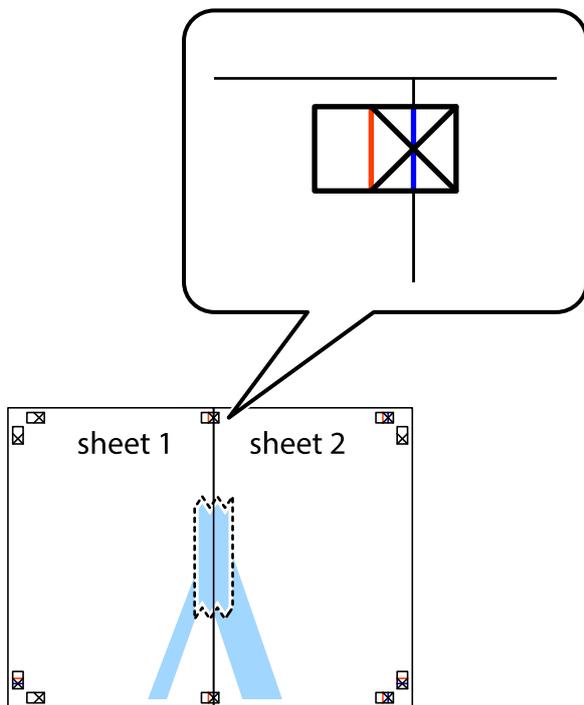
3. Cut the taped sheets in two along the vertical red line through the alignment markers (this time, the line to the left of the cross marks).
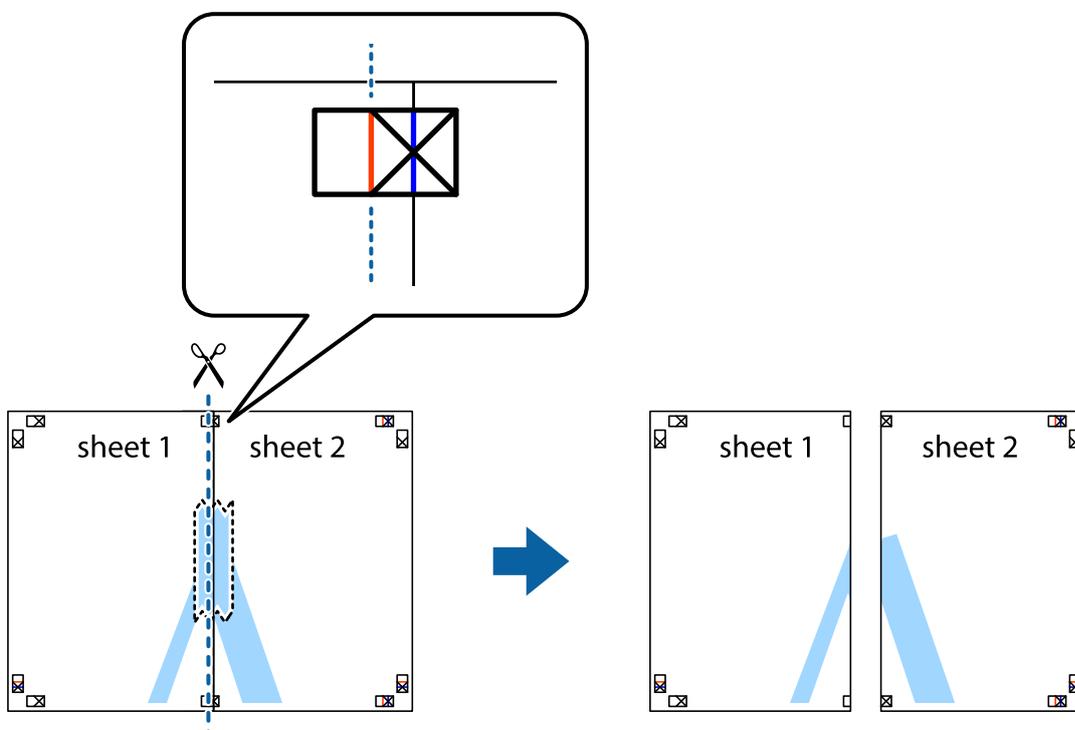
Printing

4. Tape the sheets together from the back.
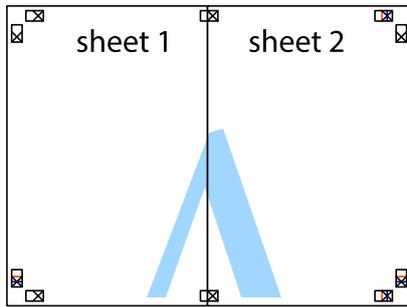
5. Repeat steps 1 to 4 to tape Sheet 3 and Sheet 4 together.

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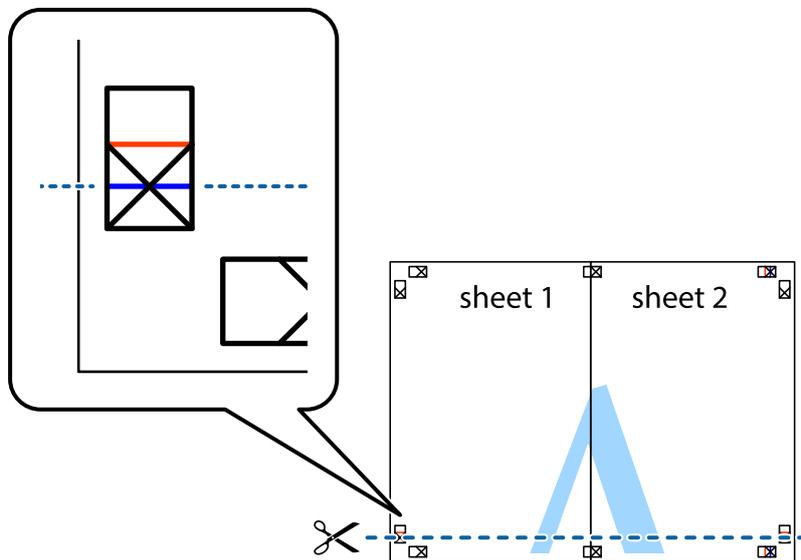
7. Place the edge of Sheet 1 and Sheet 2 on top of Sheet 3 and Sheet 4 and align the cross marks, and then temporarily tape them together from the back.
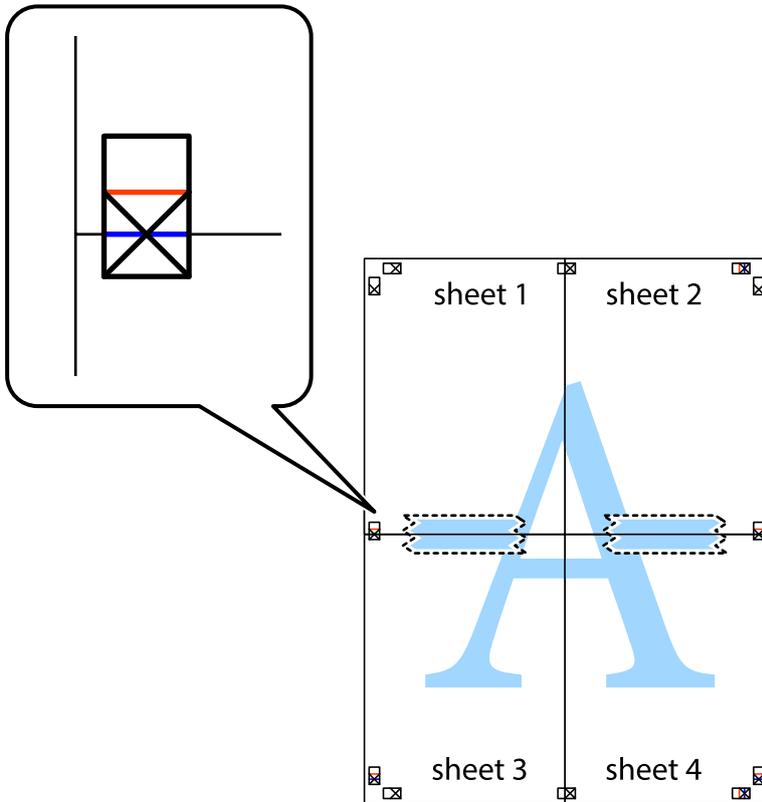
Printing

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.
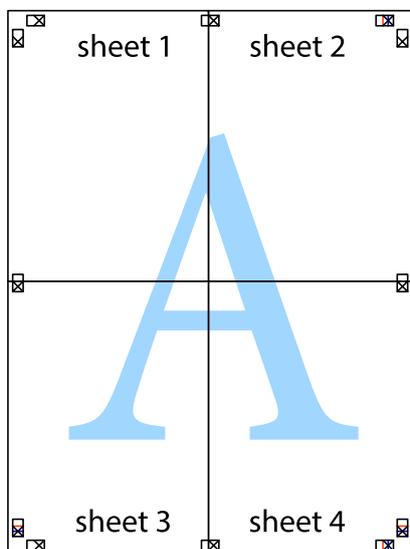
10. Cut off the remaining margins along the outer guide.
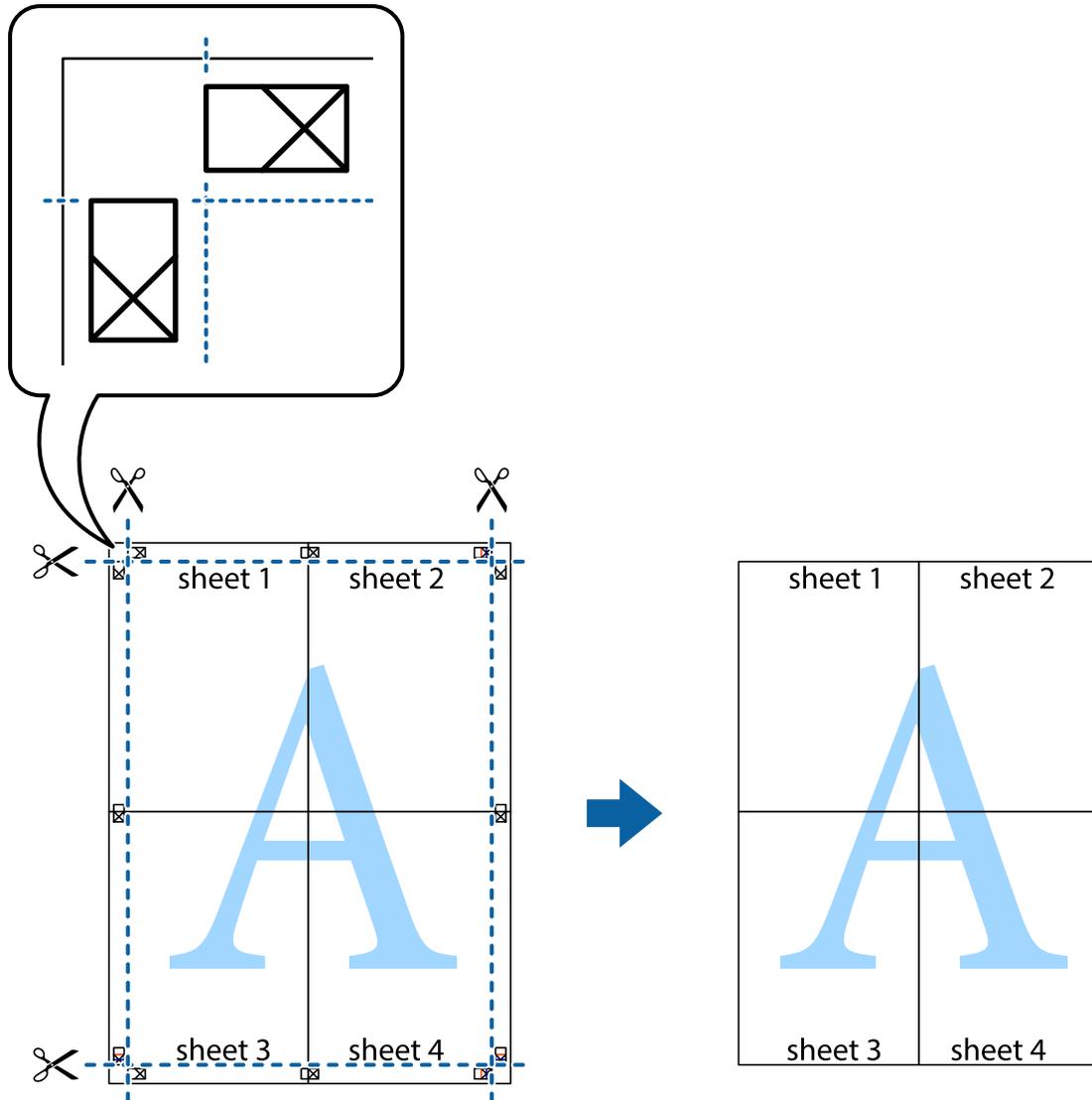
Printing with a Header and Footer

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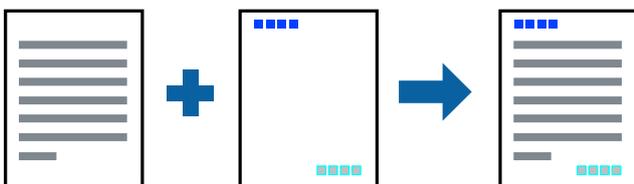
Print Settings

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

Related Information

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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, Recycled paper, Colored paper, Preprinted paper, or High quality plain paper

❏ Borderless: Not selected

❏ Quality: Standard

❏ Automatic 2-sided printing: Not selected

❏ Color Correction: Automatic

❏ Short Grain Paper: Not selected

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

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Printing Password-Protected Files

Yon can set a password for a print job so that it starts printing only after entering the password on the printer's control panel.
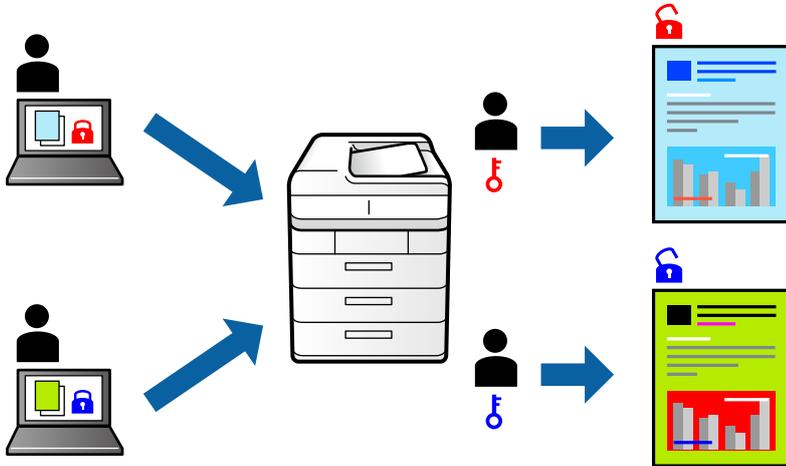
Print Settings

On the printer driver's **More Options** tab, select **Confidential Job**, and then enter a password.

To print the job, tap **Confidential Job** on the home screen of the printer's control panel. Select the job you want to print, and then enter the password.

Related Information

➡ "Printing Basics" on page 93
➡ "More Options Tab" on page 92

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.
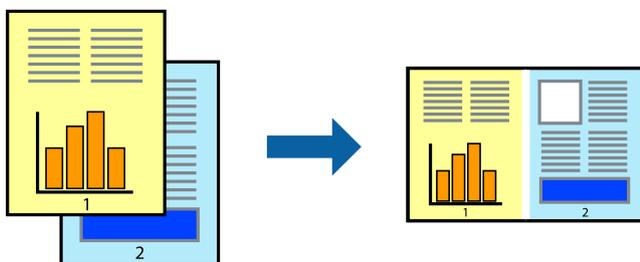
Print Settings

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

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Printing Using the Color Universal Print Feature

You can enhance the visibility of texts and images in printouts.
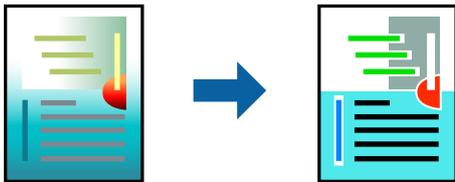
Color Universal Print is only available when the following settings are selected.

❏ Paper Type: Plain paper, Copy paper, Letterhead, Recycled paper, Colored paper, Preprinted paper, High quality plain paper

❏ Quality: **Standard** or a higher quality

❏ Print Color:**Color**

❏ Applications: Microsoft® Office 2007 or later

❏ Text Size: 96 pts or smaller

Print Settings

On the printer driver's **More Options** tab, click **Image Options** in the **Color Correction** setting. Select an option from the **Color Universal Print** setting. Click **Enhancement Options** to make further settings.

Note:
❏ *Certain characters may be altered by patterns, such as "+" appearing as "±".*

❏ *Application-specific patterns and underlines may alter content printed using these settings.*

❏ *Print quality may decrease in photos and other images when using Color Universal Print settings.*

❏ *Printing is slower when using Color Universal Print settings.*

Related Information

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Adjusting the Print Color

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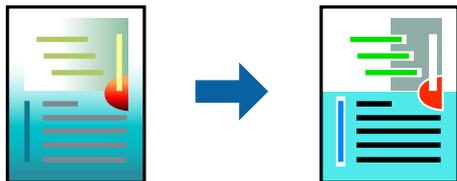
Note:
These adjustments are not applied to the original data.

Print Settings

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

Note:
❏ *Automatic is selected as default on the More Options tab. With this setting, the colors are automatically adjusted to match the paper type and print quality settings.*

❏ *PhotoEnhance on the Color Correction window adjusts the color by analyzing the location of the subject. Therefore, if you have changed the location of the subject by reducing, enlarging, cropping, or rotating the image, the color may change unexpectedly. Selecting the borderless setting also changes the location of the subject resulting in changes in color. If the image is out of focus, the tone may be unnatural. If the color is changed or becomes unnatural, print in a mode other than PhotoEnhance.*

Related Information

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Printing to Emphasize Thin Lines

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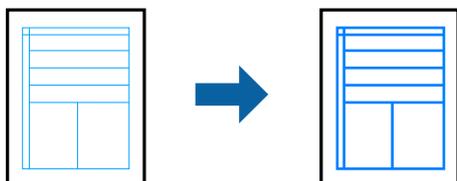
Print Settings

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

Related Information

➡️

➡️

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.
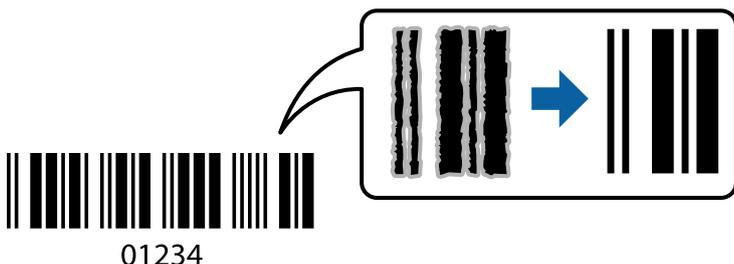
You can use this feature under the following conditions.

❏ Paper: Plain paper, Copy paper, Letterhead, Recycled paper, Colored paper, Preprinted paper, High quality plain 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

➡️

➡️

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**.

Printing

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 levels.	
Paper Source	Select the paper source from which the paper is fed. Select **Auto Select** to automatically select the paper source selected in the print settings on the printer's control panel. If the printer has only one paper source, this item is not displayed.	
Document Size	Select the paper size on which you want to print. If you select **User-Defined**, enter the paper width and height.	
Borderless	Enlarges the print data slightly more than the paper size so that no margins are printed around the edges of the paper. Click **Settings** to select the amount of enlargement.	
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. Click **More Settings** to make further settings.	
Color	Select the color for your print job.	
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.	

Printing

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 **Document Size**, **Reduce/Enlarge Document** is selected automatically. You do not have to select **Output Paper** when printing documents without changing the size.	
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.
Color Correction	Automatic	Adjusts the colors of images automatically.
	Custom	Allows you to perform manual color correction. Click **Advanced** for further settings.
	Image Options	Enables print quality options such as Color Universal Print or Fix Red-Eye. You can also thicken thin lines to make them visible on the printouts.
Watermark Features	Allows you to make settings for anti-copy patterns or watermarks.	
Confidential Job	Password-protect confidential documents when printing. If you use this feature, the print data is stored in the printer and can only be printed after the password has been entered using the printer's control panel. Click **Settings** to change the settings.	
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 the image so that it prints 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 the nozzles are clogged.
Job Arranger Lite	Opens the Job Arranger Lite window. You can save and edit 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	Allows you to check the number of sheets of paper fed into the printer. Here you can also register user accounts. If access control is set on the printer, you must register your account.
Language	Changes the language to be 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.
Online Order	Allows you to access the site where you can purchase Epson's ink cartridges.
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.

   > !important:
   >
   > *When loading in the rear paper feed slot, select Rear Paper Feed Slot as the **Paper Source** setting, and then start printing from the printer driver before loading paper. When printing starts, the printer driver tells you that printing is in progress. Follow the printer's on-screen instructions to load paper.*

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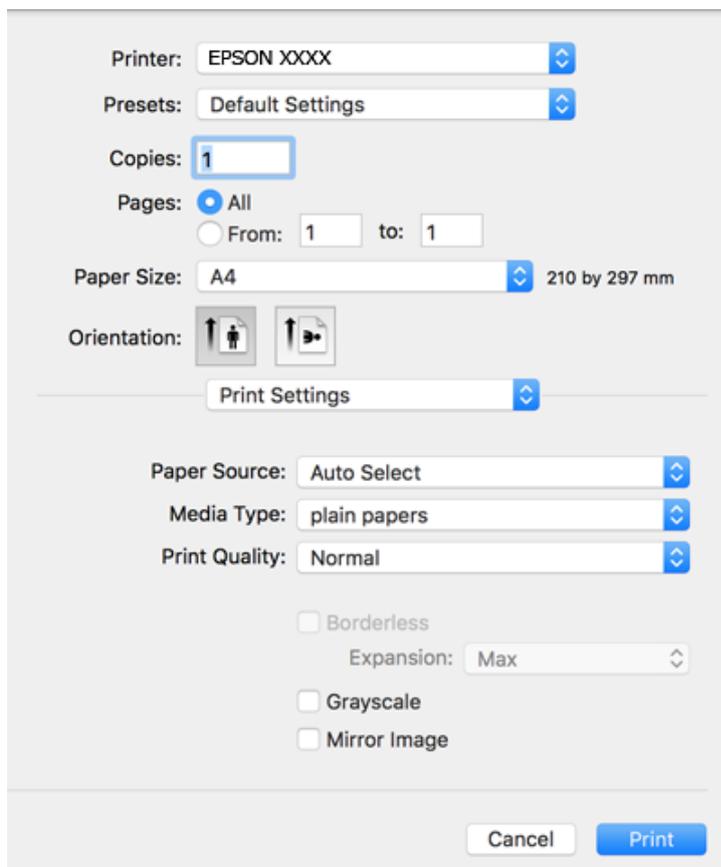
Note:
*On OS X Mountain Lion or later, if the **Print Settings** menu is not displayed, the Epson printer driver has not been installed correctly.*

*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 43
➡ "Loading Paper in the Paper Cassette" on page 46
➡ "Loading Paper in the Rear Paper Feed Slot" on page 48
➡ "List of Paper Type" on page 52
➡ "Menu Options for Print Settings" on page 99

Printing on 2-Sides

You can print on both sides of the paper.
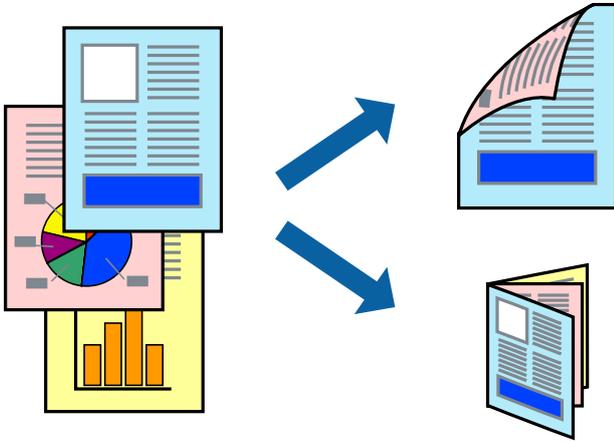
Note:
❏ *This feature is not available for borderless printing.*

❏ *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 43

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 93
➡ "Menu Options for Two-sided Printing Settings" on page 100

Printing Several Pages on One Sheet

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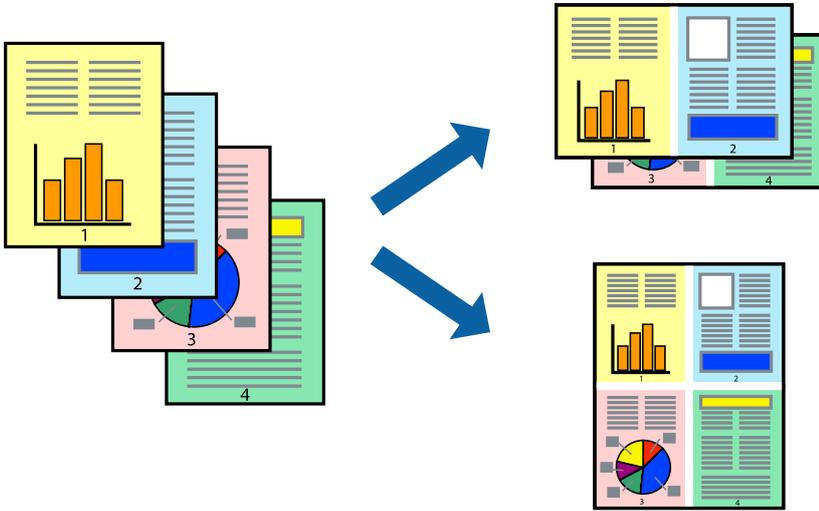
Print Settings

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 93
➡ "Menu Options for Layout" on page 99

Printing and Stacking in Page Order (Reverse Order Printing)

You can print from the last page so that the documents are stacked in page order.
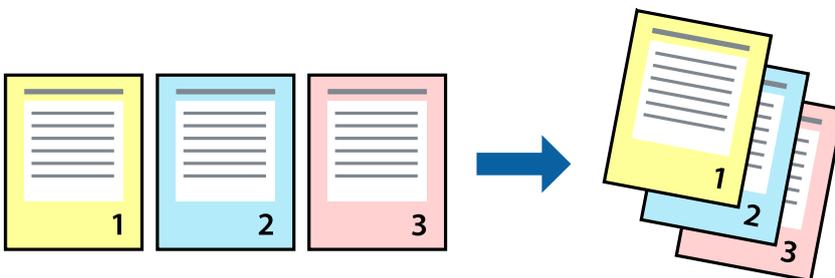
Print Settings

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

Related Information

➡ "Printing Basics" on page 93

➡

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.
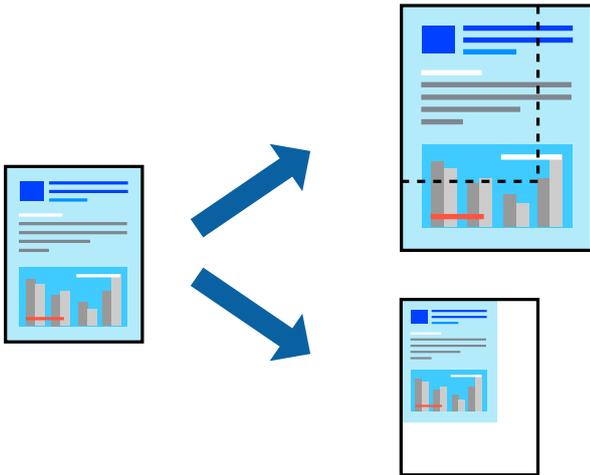
Print Settings

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

➡
➡

Adjusting the Print Color

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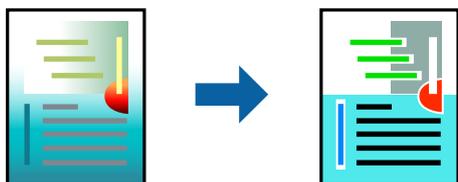
Note:
These adjustments are not applied to the original data.

Print Settings

Select **Color Matching** from the pop-up menu, and then select **EPSON Color Controls**. Select **Color Options** from the pop-up menu, and then select one of the available options. Click the arrow next to **Advanced Settings**, and then make more detailed settings.

Related Information

➡ "Printing Basics" on page 93

➡ "Menu Options for Color Matching" on page 99

➡ "Menu Options for Color Options" on page 100

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.

Printing

Borderless	This checkbox is selected when you select a borderless paper size.	
	Expansion	In borderless printing, the print data is enlarged slightly more than the paper size so that no margins are printed around the edges of the paper. Select the amount of enlargement.
Grayscale	Select when you want to print in black or shades of gray.	
Mirror Image	Inverts an image to print as it would appear in a mirror.	

Menu Options for Color Options

Manual Settings	Adjusts the color manually. In **Advanced Settings**, you can select detailed settings.
PhotoEnhance	Produces sharper images and more vivid colors by automatically adjusting the contrast, saturation, and brightness of the original image data.
Off (No Color Adjustment)	Print without enhancing or adjusting the color in any way.

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 of the Mac OS Printer Driver

❏ Thick paper and envelopes: Prevents the ink from smearing when printing on thick paper. However, this may reduce print speed.

❏ Skip Blank Page: Avoids printing blank pages.

❏ Quiet Mode: Reduces the noise the printer makes, however, may reduce print speed.

❏ Permit temporary black printing: Prints only with black ink temporarily.

❏ High Speed Printing: Prints when the print head moves in both directions. The print speed is faster, but the quality may decline.

❏ Output documents for filing: Feed the paper so that it is easy to file when printing landscape data or 2-sided printing. Envelope printing is not supported.

❏ Remove white borders: Removes unnecessary margins during borderless printing.

❏ 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.

Printing Files from a Memory Device

You can print JPEG and TIFF files from a memory device connected to the printer.

Printing JPEG Files from a Memory Device

Note:
If you have more than 999 images on your memory device, images are automatically divided into groups and the group selection screen is displayed. Images are sorted by the date they were taken.

1. Connect the memory device to the printer's external interface USB port.

2. Select **Memory Device** on the home screen.

3. Select **JPEG**.

   The images on the memory device are displayed as thumbnails.

   Select [Menu] to change the **Display order** or make settings for **Select All Images**, **Cancel Image Selection**, and **Select Group**.

4. Select the files you want to print.

   Selected images have check marks on them.

   To preview one image, select **Single View**. You can enlarge the image by using ⊕ . Use ◁ or ▷ to preview the previous or next image.

5. Select **Proceed to Print** to make the print settings.

6. Set the paper source and the color mode that you want to use on the **Basic Settings** tab.

7. Set the other items on the **Advanced** tab as necessary.

   For more information on detailed settings, see the menus for Memory Device.

8. Enter the number of copies.

9. Tap ◇ to start printing.

10. Remove the memory device from the printer.

Related Information

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➡

Printing TIFF Files from a Memory Device

1. Connect the memory device to the printer's external interface USB port.

2. Select **Memory Device** on the home screen.

3. Select **TIFF**.

    The files on the memory device are displayed as a list.

    To change the order of the files, select ⬆⬇.

4. Select the file you want to print.

5. Set the paper source and the color mode that you want to use on the **Basic Settings** tab.

6. Set the other items on the **Advanced** tab as necessary.

    For more information on detailed settings, see the menus for the memory device.

7. Enter the number of copies.

8. Tap ◇ to start printing.

9. Remove the memory device from the printer.

Related Information

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➡

Menu Options for Memory Device

Select **Memory Device** on the printer's home screen to make various print settings for the file on the memory device.

JPEG Settings

> 📋(Options) :
>
> > Make settings for ordering, selecting, and deselecting image data.
>
> Basic Settings:
>
> > ❏ Paper Setting
> >
> > Specify the paper source settings which you want to print on.
> >
> > ❏ Color Mode
> >
> > Select a color setting whether you normally print in **B&W** or **Color**.

Advanced:

❏ Layout

Select how to layout the JPEG files. **1-up** is for printing one file per sheet with margins around the edges. **Borderless** is for printing one file per sheet without margins around the edges. The image is enlarged a little to remove borders from the edges of the paper. **20-up** is for printing 20 files on one sheet. **Index** is for making index printing with information.

❏ Fit Frame

Select **On** to crop the image to fit into the selected print layout automatically. If the aspect ratio of the image data and the paper size is different, the image is automatically enlarged or reduced so that the short sides match the short sides of the paper. The long side of the image is cropped if it extends beyond the long side of the paper. This feature may not work for panorama photos.

❏ Quality

Select **Best** for higher quality printing, but the printing speed may be slower.

❏ Date

Select the format of the date the photo was taken or saved. The date is not printed for some layouts.

❏ Fix Photo

Select this mode to improve the brightness, contrast, and saturation of the photo automatically. To turn off automatic improvement, select **Enhance Off**.

❏ Fix Red-Eye

Select **On** to automatically fix the red-eye effect in photos. Corrections are not applied to the original file, only to the printouts. Depending on the type of photo, parts of the image other than the eyes may be corrected.

TIFF Settings

You can make print settings for TIFF format files in you memory devices.

⬆⬇ (Display order) :

Changes the order of the files.

Basic Settings:

❏ Paper Setting

Specify the paper source settings which you want to print on.

❏ Color Mode

Select a color setting whether you normally print in **B&W** or **Color**.

Advanced:

❏ Layout

Select how to layout the Multi-TIFF file. **1-up** is for printing one page per sheet with margins around the edges. **Borderless** is for printing one page per sheet without margins around the edges. The image is enlarged a little to remove borders from the edges of the paper. **20-up** is for printing 20 pages on one sheet. **Index** is for making index printing with information.

❏ Fit Frame

Select **On** to crop the photo to fit into the selected photo layout automatically. If the aspect ratio of the image data and the paper size is different, the image is automatically enlarged or reduced so that the short sides match the short sides of the paper. The long side of the image is cropped if it extends beyond the long side of the paper. This feature may not work for panorama photos.

❏ Quality

Select **Best** for higher quality printing, but the printing speed may be slower.

❏ Print Order

Select the order for printing multi-page TIFF files.

❏ Date

Select the format of the date the photo was taken or saved. The date is not printed for some layouts.

Printing from Smart Devices

Using Epson iPrint

Epson iPrint is an application that allows you to print photos, documents, and web pages from a smart device such as a smartphone or tablet. You can use local print, printing from a smart device that is connected to the same wireless network as your printer, or remote print, printing from a remote location over the Internet. To use remote print, register your printer in the Epson Connect service.

Related Information

➡

Connecting from Smart Device by Wi-Fi Direct

You need to connect the smart device to the printer to print from the smart device.

Wi-Fi Direct allows you to connect the printer directly to devices without an access point. The printer acts as an access point.

> *Important:*
>
> *When you connect from a smart device to the printer using the Wi-Fi Direct (Simple AP) connection, the printer is connected to the same Wi-Fi network (SSID) as the smart device and the communication is established between them. Since the smart device is automatically connected to the other connectable Wi-Fi network if the printer is turned off, it is not connected to the previous Wi-Fi network again if the printer is turned on. Connect to the printer's SSID for Wi-Fi Direct (Simple AP) connection from the smart device again.*

1. Tap ▓ | ▓ on the home screen.

2. Tap **Wi-Fi Direct**.

3. Tap **Start Setup**.

   If you have made Wi-Fi settings, the detailed connection information is displayed. Go to step 5.

4. Tap **Start Setup**.

5. Check the SSID and password displayed on the printer's control panel. On the smart device's Wi-Fi screen, select the SSID shown on the printer's control panel to connect.

   Note:
   You can check the connection method on the Web site. To access the Web site, scan the QR code displayed on the printer's control panel using the smart device , and then go to **Setup***.*

6. Enter the password displayed on the printer's control panel on the smart device.

7. After the connection is established, tap **OK** or **Close** on the printer's control panel.

Installing Epson iPrint

You can install Epson iPrint on your smart device from the following URL or QR code.

http://ipr.to/c

Printing Using Epson iPrint

Start Epson iPrint from your smart device and select the item you want to use from the home screen.

Printing

The following screens are subject to change without notice.

❶	Home screen displayed when the application is started.
❷	Displays information on how to setup the printer and a FAQ.
❸	Displays the screen where you can select the printer and make printer settings. Once you have selected the printer, you do not need to select it again from the next time.
❹	Select what you want to print such as photos, documents, and web pages.
❺	Displays the screen to make print settings such as paper size and paper type.
❻	Displays the paper size. When this is displayed as a button, press it to display the paper settings currently set on the printer.
❼	Displays photos and documents you selected.
❽	Starts printing.

Note:
To print from the document menu using iPhone, iPad, and iPod touch running iOS, start Epson iPrint after transferring the document you want to print using the file sharing function in iTunes.

Printing by Touching Smart Devices to the N-Mark

You can simply connect and print by touching your smart device to the printer's N-Mark.

Make sure that you prepare the following before using this feature.

❏ Enable the NFC function on your smart device.

Only Android 4.0 or later supports NFC (Near Field Communication).

The location and NFC functions vary depending on the smart device. See the documentation provided with your smart device for details.

❏ Install Epson iPrint on your smart device.

   Touch your smart device to the printer's N-Mark to install it.

❏ Enable Wi-Fi Direct on your printer.

1. Load paper in the printer.

2. Touch your smart device to the printer's N-Mark.

    Epson iPrint starts.
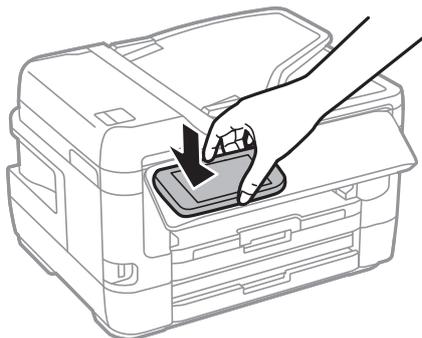
Note:
The printer may not be able to communicate with the smart device when there are obstacles such as metal between the printer's N-Mark and the smart device.

3. Select the file you want to print in Epson iPrint.

4. On the preview screen with the Print icon, touch the smart device to the printer's N-Mark.

    Printing starts.

Related Information

➡ "Loading Paper in the Paper Cassette" on page 46
➡ "Loading Paper in the Rear Paper Feed Slot" on page 48
➡ "Making Wi-Fi Direct (Simple AP) Connection Settings" on page 29

Using Epson Print Enabler

You can wirelessly print your documents, emails, photos, and web pages right from your Android phone or tablet (Android v4.4 or later). With a few taps, your Android device will discover an Epson printer that is connected to the same wireless network.

1. Load paper in the printer.

2. Set up your printer for wireless printing.

3. On your Android device, install the Epson Print Enabler plug-in from Google Play.

4. Connect your Android device to the same wireless network as your printer.

5. Go to **Settings** on your Android device, select **Printing**, and then enable Epson Print Enabler.

Printing

6. From an Android application such as Chrome, tap the menu icon and print whatever is on the screen.

   Note:
   *If you do not see your printer, tap **All Printers** and select your printer.*

Related Information

➡ "Loading Paper in the Paper Cassette" on page 46

➡ "Loading Paper in the Rear Paper Feed Slot" on page 48

➡ "Connecting to a Smart Device" on page 25

Using AirPrint

AirPrint enables instant wireless printing from iPhone, iPad, and iPod touch with the latest version of iOS, and Mac with the latest version of OS X or macOS.

Note:
If you disabled paper configuration messages on your product control panel, you cannot use AirPrint. See the link below to enable the messages, if necessary.

1. Load paper in your product.

2. Set up your product for wireless printing. See the link below.

   http://epson.sn

3. Connect your Apple device to the same wireless network that your product is using.

4. Print from your device to your product.

   Note:
   For details, see the AirPrint page on the Apple website.

Related Information

➡ "Printer Settings" on page 63

Canceling Ongoing or Queued Jobs

Note:
You can also cancel the ongoing jobs by tapping ⊘ on the printer's control panel.

Printing

1. Press the ⌷i button to display **Job/Status**.

2. Select **Active** on the **Job Status** tab.

   Ongoing print jobs and jobs that are standing by are shown in the list.

3. Select the job that you want to cancel.

4. Select **Cancel**.

Copying

Copying Basics

This section explains the steps for basic copying.

1. Place the originals.

   If you want to copy multiple originals or make 2-sided copies, place all of the originals on the ADF.

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

3. Check the settings in **Basic Settings** tab.

   Select the setting item to change it as necessary.

   Note:
   ❏ *If you select **Advanced** tab, you can make settings such as **Multi-Page** or **Original Type**.*

   ❏ *If you select ⭐, you can register frequently used copy settings as presets.*

   ❏ *If the combination of settings you require is not available, ⚠ is displayed. Select the icon to check the details, and then change the settings.*

   ❏ *Select 🔍 to check the scanned image before start copying.*

4. Enter the number of copies.

5. Tap ◇.

Related Information

➡
➡
➡

Copying on 2-Sides

You can copy multiple originals or 2-sided documents on both sides of the paper.

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

2. Select **Basic Settings** > **2-Sided**, and then select **1→2-Sided** or **2→2-Sided**.

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

3. Set the other items as necessary.

4. Tap ◇.

Related Information

➡

Copying Multiple Originals onto One Sheet

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

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

2. Select **Advanced** tab > **Multi-Page**, and select **2-up** or **4-up**.

    You can also specify the layout order and orientation of the original.

3. Tap ◇.

Related Information

➡

Basic Menu Options for Copying

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

B&W:

    Copies the original in black and white (monochrome).

Color:

    Copies the original in color.

Density:

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

Paper Setting:

    Select the paper source that you want to use. When **Auto** is selected, paper is fed automatically using the **Paper Setting** settings made when you loaded the paper. This feature is available for models with two paper cassettes only.

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%.

Copying

❏ 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.
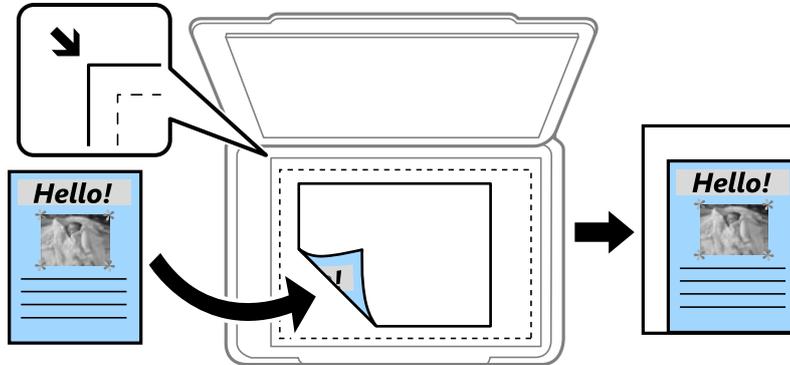
❏ Actual Size

Copies at 100 % magnification.

❏ A4→A5 and others

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

Original Size:

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

2-Sided:

Select 2-sided layout.

❏ 1→1-Sided

Copies one side of an original onto a single side of paper.

❏ 2→2-Sided

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

❏ 2→1-Sided

Copies both sides of a double-sided original onto one side of two sheets of paper. Select the orientation of your original and the binding position of the original.

Advanced Menu Options for Copying

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

Copying

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.

❏ 4-up

Copies four single-sided originals onto a single sheet in 4-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.
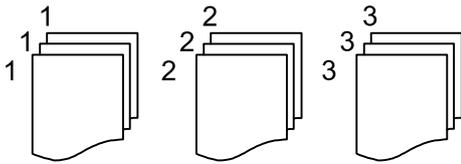
❏ Collate (Page Order)

Copies the originals collated in order and sorted into sets.
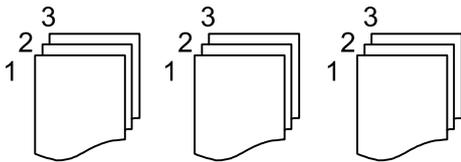
Orientation (Original):

Select the orientation of your original.

Book →2Pages:

Copies two facing pages of a booklet onto separate sheets of paper. Select which page of a booklet to scan.

Image Quality:

Adjust image settings.

❏ Contrast

Adjust the difference between the bright and dark parts.

❏ Saturation

Adjust the vividness of the colors.

Copying

❏ Red Balance, Green Balance, Blue Balance

Adjust the density for each color.

❏ Sharpness

Adjust the outline of the image.

❏ Hue Regulation

Adjust the color tone of the skin. Select + to make it cold (increase green) and select - to make it warm (increase red).

❏ Remove Background

Adjust the density of the background color. Select + to make it bright (white) and select - to make it dark (black).

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.

ID Card Copy:

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

Borderless Copy:

Copies without margins around the edges. The image is enlarged a little to remove margins from the edges of the paper. Select how much to enlarge in the **Expansion** setting.

Scanning

Scanning Using the Control Panel

You can send scanned images from the printer's control panel to the following destinations.

Network Folder/FTP

You can save the scanned image to a folder on a network. You can specify a shared folder on the computer, created using SMB protocols, or a folder on an FTP sever. Before scanning, you need to set a shared folder or FTP server.

Email

You can send scanned image files by email directly from the printer through a pre-configured email server. Before scanning, you need to configure the email server.

Computer

You can save the scanned image to a computer connected to the printer. Before scanning, install Epson Scan 2 and Epson Event Manager on your computer.

Memory Device

You can save the scanned image to a memory device. You need not set any settings before scanning.

Cloud

You can send scanned images to cloud services. Before scanning, make settings on the Epson Connect.

Computer (WSD)

You can save the scanned image to a computer connected to the printer, using WSD feature. If you are using the Windows 7/Windows Vista, you need to make WSD settings on your computer before scanning.

Related Information

➡ "Saving the Scanned Image to a Shared Folder or FTP Server" on page 115

➡ "Scanning to an Email" on page 124

➡ "Scanning to a Computer (Event Manager)" on page 127

➡ "Scanning to a Memory Device" on page 130

➡ "Scanning to the Cloud" on page 132

Saving the Scanned Image to a Shared Folder or FTP Server

You can save the scanned image to a specified folder on a network. You can specify a shared folder on the computer, created using SMB protocols, or a folder on an FTP sever.

Note:
❏ *The scanner and the computer should be connected to the same network. Contact your administrator for the network settings.*

❏ *If you want to save scanned images to an FTP server, contact the FTP server administrator to confirm the server information.*

Prepare the following to save scanned images to a shared folder.

❏ Preparation 1: Check and Change the Computer Name

❏ Preparation 2: Create a Shared Folder on the Computer

❏ Preparation 3: Register the Shared Folder in Contacts on the Printer

Note:
The method to set the shared folder varies depending on the operating system and your environment. In this manual, the examples used are for Windows 10/Windows 8.1/Windows 8/Windows 7. See the documentation of your computer for detailed information about setting a shared folder on your computer.

Related Information

➡ "Preparation 1: Check and Change the Computer Name" on page 116
   Check and change the computer name on which you want to create the shared folder.

➡ "Preparation 2: Create a Shared Folder on the Computer" on page 117
   Create a folder on the computer, and then set the folder to be shared on the network.

➡ "Preparation 3: Register the Shared Folder in Contacts on the Printer" on page 119
   By registering a shared folder path on the printer's control panel, you can specify the folder path by selecting from contacts.

Preparation 1: Check and Change the Computer Name

Check and change the computer name on which you want to create the shared folder.

Use alphanumerical characters for the computer name. If other characters are used, you cannot find the computer from the printer.

Note:
The method to set the shared folder varies depending on the operating system and your environment. In this manual, the examples used are for Windows 10/Windows 8.1/Windows 8/Windows 7. See the documentation of your computer for detailed information about setting a shared folder on your computer.

1. Open the system window for the computer.

   ❏ Windows 10/Windows 8.1/Windows 8:

      Press the X key while holding down the Windows key on the keyboard, and then select **System** from the list.

   ❏ Windows 7:

      Click the start button, right-click **Computer**, and then select **Property**.

2. Check **Computer Name** on the **System** window. Click **Change Settings** to change the computer name.

   Note:
   ❏ *Use alphanumerical characters for the computer name. If the computer name uses any other characters, change the name.*

   ❏ *If you do not need to change the **Computer Name**, close the window. This completes "Preparation 1: Check and Change the Computer Name". Next, move on to "Preparation 2: Create a Shared Folder on the Computer".*

3. Click **Change** on the **Computer Name** tab.

4. Click **OK** after you have changed the computer name.

5. To restart the computer, save all files and close them, and then click **OK**.

6. Click **Close** if the **System Properties** window is displayed.

7. Click **Restart Now** and restart the computer.

This completes "Preparation 1: Check and Change the Computer Name".

Next, move on to "Preparation 2: Create a Shared Folder on the Computer".

Related Information

➡ "Preparation 2: Create a Shared Folder on the Computer" on page 117
Create a folder on the computer, and then set the folder to be shared on the network.

Preparation 2: Create a Shared Folder on the Computer

Create a folder on the computer, and then set the folder to be shared on the network.

The following procedure is for when a password is set on the computer.

Note:
The method to set the shared folder varies depending on the operating system and your environment. In this manual, the examples used are for Windows 10/Windows 8.1/Windows 8/Windows 7. See the documentation of your computer for detailed information about setting a shared folder on your computer.

1. Open the **Control Panel**.

   ❏ Windows 10:

   Right-click the start button or press and hold it, and then select **Control Panel**.

   ❏ Windows 8.1/Windows 8:

   Select **Desktop** > **Settings** > **Control Panel**.

   ❏ Windows 7:

   Click the start button and select **Control Panel**.

2. On the **Control Panel** window, click **Network and Internet**.

3. On the **Network and Internet** window, click **Network and Sharing Center**.

4. On the **Network and Sharing Center** window, click **Change advanced sharing settings**.

5. On the **Advanced sharing settings** window, select **Turn on file and printer sharing** on the **File and printer sharing**. Click **Save changes** and close the window.

   If it is already selected, click **Cancel** and close the window.

6. On the **Network and Sharing Center** window, click × at the top-right on the window to close the window.

7. Start the explorer.

8. Select any drive, and then make a folder.

    ❏ Windows 10/Windows 8.1/Windows 8:

      Click **PC**, and then select any drive. Right-click on the drive, and then select **New** > **Folder**.

    ❏ Windows 7:

      Click **Computer**, and then select any drive. Right-click on the drive, and then select **New** > **Folder**.

9. Name the created folder.

    Note:
    The folder name should be 12 characters or less. If the name exceeds 12 characters, the printer may not be able to access the folder depending on your environment.

10. Right-click the created folder, and then select **Properties**.

    Grant change access permission to share access permissions for the user account. This is applied when the user accesses the folder over a network.

11. Select the **Sharing** tab on the **Properties** window.

12. Click **Advanced Sharing** on the **Sharing** tab.

13. On the **Advanced Sharing** window, enable **Share this folder**, and then click **Permissions**.

14. On the **Share Permissions** tab, select **Everyone** from **Group or user names**, and then click **Remove**.

    If **Everyone** is permitted, users other than you can access the shared folder.

15. Click **Add** below **Group or user names**.

16. In **Enter the object name to select** on the **Select Users or Groups** window, enter the **User Name** you want to use to log on to the computer.

17. Click **Check Names**. Confirm that the name is underlined, and then click **OK**.

    Note:
    *If **Name Not Found** is displayed, click **Cancel** and then enter correct user name.*

18. On the **Share Permissions** tab, select the user name that is entered in **Group or user names**, allow the **Change**, and then click **OK**.

19. On the **Advanced Sharing** window, click the **Apply**, and then click **OK**.

20. The network path for the shared folder is displayed on the **Sharing** tab. This path is necessary when registering contacts on the printer, make sure you write it down or copy and save it.

21. Select the **Security** tab, and then confirm that **Authenticated Users** is displayed in **Group or user names**, and that **Modify** is allowed for **Authenticated Users**.

    ❏ If **Modify** is allowed, click **OK**. This completes "Preparation 2: Create a Shared Folder on the Computer". Next, move on to "Preparation 3: Register the Shared Folder in Contacts on the Printer".

    ❏ If it is not allowed, go to step 22.

22. Click **Edit**.

    Grant change access permission to share security permissions for the user account. This is applied when the user accesses the folder over a network or through a local log on.

23. Click **Add** below **Group or user names**.

24. In **Enter the object name to select** on the **Select Users or Groups** window, enter the **User Name** to log on to the computer.

25. Click **Check Names**. Confirm that the name is underlined, and then click **OK**.

    If **Name Not Found** is displayed, click **Cancel** and then enter correct user name.

    Note:
    Follow the steps below to check the user name.

    ❏ *Windows 10: Right-click the start button or press and hold it, and then select Control Panel > User Account.*

    ❏ *Windows 8.1/Windows 8: Select Desktop > Settings > Control Panel > User Account.*

    ❏ *Windows 7: Select Start > Control Panel > User Account.*

26. On the **Permissions** window, confirm that the user name is displayed in **Group or user names**, allow **Modify** for the name, click **Apply**, and then click **OK**.

27. Click **OK** or **Close** to close the window.

    Note:
    The folder icon does not change after sharing. Shared is displayed as the State on the folders window.

This completes "Preparation 2: Create a Shared Folder on the Computer".

Next, move on to "Preparation 3: Register the Shared Folder in Contacts on the Printer".

Related Information

➡
By registering a shared folder path on the printer's control panel, you can specify the folder path by selecting from contacts.

Preparation 3: Register the Shared Folder in Contacts on the Printer

By registering a shared folder path on the printer's control panel, you can specify the folder path by selecting from contacts.

You need the following information to register to contacts.

❏ User name and password to log on to the computer

❏ Network path for the shared folder

❏ IP address of the printer or printer name (only when registering from the computer)

❏ Administrator password for the printer (only when the administrator's lock is enabled)

There are several methods to register the folder path to contacts. Each method can register the same content. See the following related information for more details.

Note:
The method to set the shared folder varies depending on the operating system and your environment. In this manual, the examples used are for Windows 10/Windows 8.1/Windows 8/Windows 7. See the documentation of your computer for detailed information about setting a shared folder on your computer.

Related Information

➡
You can register contacts from the printer's control panel.

➡
You can register contacts from your computer by accessing the printer's configuration screen (Web Config) from a Web browser. You can continue working on the computer after creating the shared folder.

Registering from the Control Panel of the Printer

You can register contacts from the printer's control panel.

1. Select **Settings** from the home screen.

2. Select **Contacts Manager**, and then select **Register/Delete**.

3. Select **Add Entry**, and then select **Add Contact**.

4. Select **Network Folder/FTP**.

5. Make the necessary information.

   ❏ Registry Number: Set a registration number for the address.

   ❏ Name: Enter a Name to display in the contacts list.

   ❏ Index Word: Enter the index word used when searching for the contacts list.

   ❏ Communication Mode: Select SMB.

   ❏ Location (Required): Enter the network path of the shared folder.

   ❏ User Name: Enter a user name to log on to the computer. (only when password is set on the computer)

   ❏ Password: Enter a password corresponding to the user name.

   ❏ Assign to Frequent Use: Set the address as a frequently used address. The group will be displayed on the top screen when specifying the address.

6. Press **OK**. This completes registering a contact to the contacts list.

This completes "Preparation 3: Register the Shared Folder in Contacts on the Printer". This completes all preparations for saving scanned images to the shared folder.

Related Information

➡

Registering from a Computer Using a Web Browser

You can register contacts from your computer by accessing the printer's configuration screen (Web Config) from a Web browser. You can continue working on the computer after creating the shared folder.

You do not need to install any applications on the computer.

The following operations use Internet Explorer as an example.

1. Start Internet Explorer.

2. Enter the printer's IP address in Internet Explorer's address bar, and then press the Enter key.

3. Click **Continue to this website (not recommended)**.

4. If an administrator password is set on the printer, click **Administrator Login** and then log on as an administrator by entering the password.

    If an administrator password is not set on the printer, you do not need to perform this operation. Go to step 5.

5. Click **Scan/Copy**.

6. Click **Contacts**.

7. Select a number that has not been used, and then click **Edit**.

8. Enter necessary information, and then click **Apply**.

    ❏ Name: Enter a name to display in the contacts list.

    ❏ Index Word: Enter the index word used when searching in the contacts list.

    ❏ Type: Select **Network Folder (SMB)**.

    ❏ Assign to Frequent Use: Set the address as a frequently used address. The group will be displayed on the top screen when specifying the address.

    ❏ Save to: Enter the network path of the shared folder.

    ❏ User Name: Enter a user name to log on to the computer. (only when password is set on the computer)

    ❏ Password: Enter a password corresponding to the user name.

9. A message is displayed saying that registration is complete. Close the Web browser.

This completes "Preparation 3: Register the Shared Folder in Contacts on the Printer". This completes all preparations for saving scanned images to the shared folder.

Related Information

Scanning to a Network Folder or FTP Server

You can save the scanned image to a specified folder on a network. You can specify the folder by entering a folder path directly, but it may be easier if you register the folder information in the contacts list first.

Note:
❏ *Before you use this feature, make sure the printer's **Date/Time** and **Time Difference** settings are correct. Access the menus from **Settings** > **General Settings** > **Basic Settings** > **Date/Time Settings**.*

❏ *You can check destination before scanning. Select **Settings** > **General Settings** > **Scan Settings**, and then enable **Confirm Recipient**.*

1. Place the originals.

    Note:
    If you want to scan multiple originals or make a 2-sided scan, place all of the originals on the ADF.

2. Tap **Scan** on the home screen.

3. Tap **Network Folder/FTP**.

4. Specify the folder.

   ❏ To select from frequently used addresses: Tap the icons displayed on the screen.

   ❏ To enter the folder path directly: Tap **Keyboard**. Select **Communication Mode**, enter the folder path as the **Location (Required)**, and then make other folder settings.

      Enter the folder path in the following format.

      When using SMB as the communication mode: \\host name\folder name

      When using FTP as the communication mode: ftp://host name/folder name

   ❏ To select from the contacts list: Tap **Contacts**, select a contact, and then tap **Close**.

      You can search for a folder from the contacts list. Enter the search keyword into the box at the top of the screen.

   Note:

   You can print the history of the folder in which documents are saved by tapping [Menu].

5. Tap **Scan Settings**, and then check settings such as the save format, and change them if necessary.

   Note:

   Tap ⭐ *to save your settings as a preset.*

6. Tap ◇.

Related Information

➡ "Managing Contacts" on page 58

➡ "Placing Originals" on page 52

➡ "Registering Your Favorite Settings as a Preset" on page 60

Destination Menu Options for Scanning to a Folder

Keyboard:

Open the **Edit Location** screen. Enter the folder path and set each item on the screen.

❏ Communication Mode

   Select the communication mode.

❏ Location (Required)

   Enter a folder path in which to save the scanned image.

❏ User Name

   Enter a user name for the specified folder.

❏ Password

   Enter a password for the specified folder.

❏ Connection Mode

   Select the connection mode.

❏ Port Number

   Enter a port number.

Contacts:

Select a folder in which to save the scanned image from the contacts list. You do not need to make location settings when you have selected a folder from the contacts list.

Scan Menu Options for Scanning to a Folder

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

Color Mode:

Select whether to scan in color or in monochrome.

File Format:

Select the format in which to save the scanned image.

❏ Compression Ratio

Select how much to compress the scanned image.

❏ PDF Settings

When you have selected **PDF** as the save format setting, use these settings to protect PDF files.

To create a PDF file that requires a password when opening, set Document Open Password. To create a PDF file that requires a password when printing or editing, set Permissions Password.

Resolution:

Select the scanning resolution.

2-Sided:

Scan both sides of the original.

❏ Orientation (Original)

Select the orientation of the original.

❏ Binding(Original)

Select the binding direction of the original.

Scan Area:

Select the scan area. To crop the white space around the text or image when scanning, select **Auto Cropping**. To scan at the maximum area of the scanner glass, select **Max Area**.

❏ Orientation (Original)

Select the orientation of the original.

Original Type:

Select the type of your original.

Density:

Select the contrast of the scanned image.

Remove Shadow:

Remove the shadows of the original that appear in the scanned image.

❏ Surround

Remove the shadows at the edge of the original.

❏ Center

Remove the shadows of the binding margin of the booklet.

Remove Punch Holes:

Remove the punch holes that appear in the scanned image. You can specify the area to erase the punch holes by entering a value in the box on the right.

❏ Erasing Position

Select the position to remove the punch holes.

❏ Orientation (Original)

Select the orientation of the original.

File Name:

❏ Filename Prefix:

Enter a prefix for the name of the images in alphanumeric characters and symbols.

❏ Add Date:

Add the date to the file name.

❏ Add Time:

Add the time to the file name.

Scanning to an Email

You can send scanned image files by email directly from the printer through a pre-configured email server.Before using this feature, you need to configure the email server.

You can specify the email address by entering directly, but it may be easier if you register the email address in the contacts list first.

Note:
❏ *Before you use this feature, make sure the printer's **Date/Time** and **Time Difference** settings are correct. Access the menus from **Settings** > **General Settings** > **Basic Settings** > **Date/Time Settings**.*

❏ *You can check destination before scanning. Select **Settings** > **General Settings** > **Scan Settings**, and then enable **Confirm Recipient**.*

1. Place the originals.

   Note:
   If you want to scan multiple originals or make 2-sided scans, place all of the originals in the ADF.

2. Tap **Scan** on the home screen.

3. Tap **Email**.

4. Specify the addresses.

   ❏ To select frequently used addresses: Tap the icons displayed on the screen.

   ❏ To enter the email address manually: Tap **Keyboard**, enter the email address, and then tap **OK**.

❏ To select from the contacts list: Tap **Contacts**, select a contact or a group, and then tap **Close**.

You can search for the address from the contacts list. Enter the search keyword into the box at the top of the screen.

❏ To select from the history list: Tap **History**, select a contact, and then tap **Close**.

Note:
❏ *The number of recipients you selected is displayed on the right of the screen. You can send emails to up to 10 addresses and groups.*

If groups is included in recipients, you can select up to 200 individual addresses in total, taking addresses in the groups into account.

❏ *Tap the address box at the top of the screen to display the list of selected addresses.*

❏ *Tap* 🗏 *to display or print the sending history, or change the email server settings.*

5. Tap **Scan Settings**, and then check settings such as the save format, and change them if necessary.

Note:
Tap ⭐ *to save your settings as a preset.*

6. Tap ◇.

Related Information

➡ "Using an Email Server" on page 71
➡ "Managing Contacts" on page 58
➡ "Placing Originals" on page 52
➡ "Registering Your Favorite Settings as a Preset" on page 60

Menu Options for Scanning to an Email

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

Color Mode:

Select whether to scan in color or in monochrome.

File Format:

Select the format in which to save the scanned image.

❏ Compression Ratio

Select how much to compress the scanned image.

❏ PDF Settings

When you have selected **PDF** as the save format setting, use these settings to protect PDF files.

To create a PDF file that requires a password when opening, set Document Open Password. To create a PDF file that requires a password when printing or editing, set Permissions Password.

Resolution:

Select the scanning resolution.

Scanning

2-Sided:

> Scan both sides of the original.
>
> ❏ Orientation (Original)
>
> > Select the orientation of the original.
>
> ❏ Binding(Original)
>
> > Select the binding direction of the original.

Scan Area:

> Select the scan area. To crop the white space around the text or image when scanning, select **Auto Cropping**. To scan at the maximum area of the scanner glass, select **Max Area**.
>
> ❏ Orientation (Original)
>
> > Select the orientation of the original.

Original Type:

> Select the type of your original.

Density:

> Select the contrast of the scanned image.

Remove Shadow:

> Remove the shadows of the original that appear in the scanned image.
>
> ❏ Surround
>
> > Remove the shadows at the edge of the original.
>
> ❏ Center
>
> > Remove the shadows of the binding margin of the booklet.

Remove Punch Holes:

> Remove the punch holes that appear in the scanned image. You can specify the area to erase the punch holes by entering a value in the box on the right.
>
> ❏ Erasing Position
>
> > Select the position to remove the punch holes.
>
> ❏ Orientation (Original)
>
> > Select the orientation of the original.

Subject:

> Enter a subject for the email in alphanumeric characters and symbols.

Attached File Max Size:

> Select the maximum file size that can be attached to the email.

File Name:

> ❏ Filename Prefix:
>
> > Enter a prefix for the name of the images in alphanumeric characters and symbols.

❏ Add Date:

Add the date to the file name.

❏ Add Time:

Add the time to the file name.

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. Select ⊕ on the top of the screen to select the computer to which you want to save the scanned images.

   Note:
   ❏ *When the printer is connected to a network, you can select the computer to which you want to save the scanned image. You can display up to 20 computers on the printer's control panel. If you set **Network Scan Name (Alphanumeric)** on Epson Event Manager, it is displayed on the control panel.*

5. Select **Select action** 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. Check other settings, and change them if necessary.

   ❏ 2-Sided: Select whether or not to scan both sides of the original.

   ❏ Scan Size: Select the size for the scanned image.

7. Tap ◇.

Related Information

➡ "Placing Originals" on page 52

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.
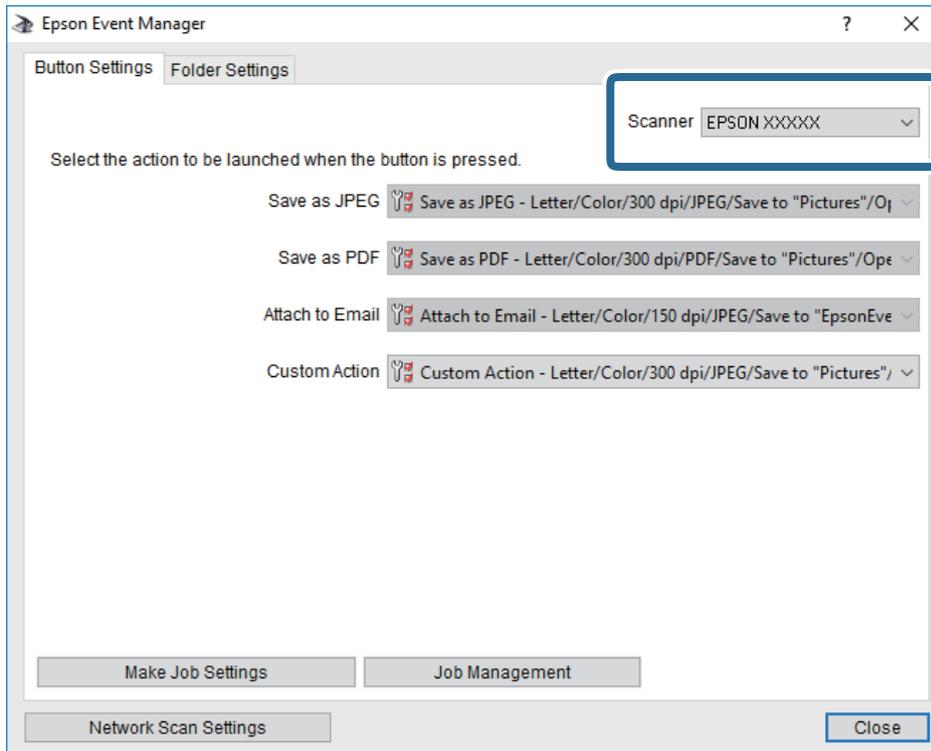
3. Click **Make Job Settings**.
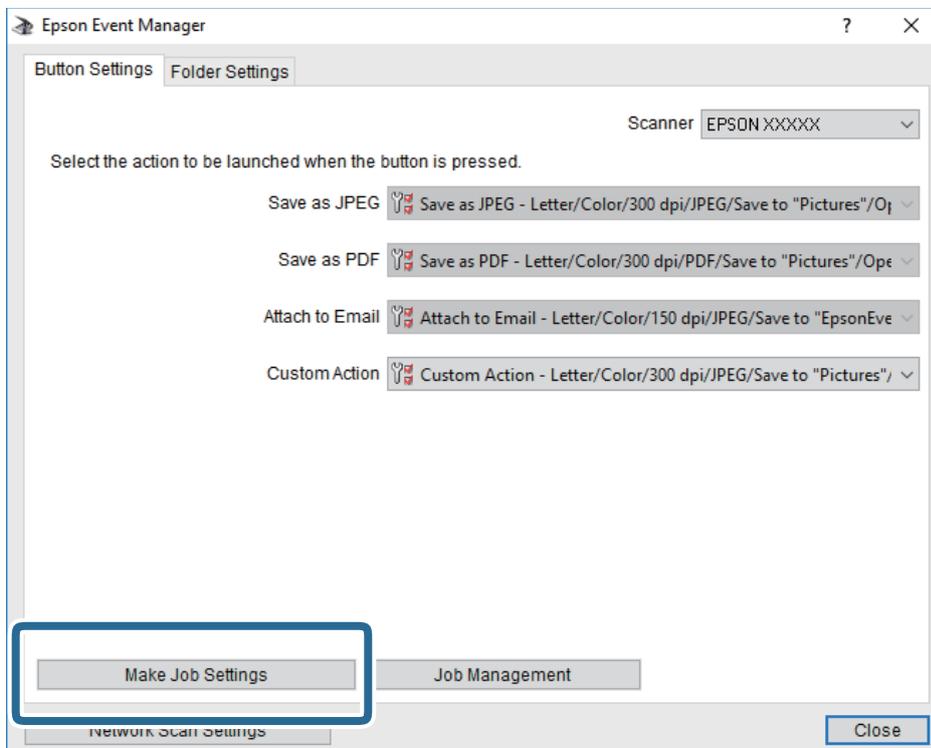
4. Make scan settings on the **Job Settings** screen.
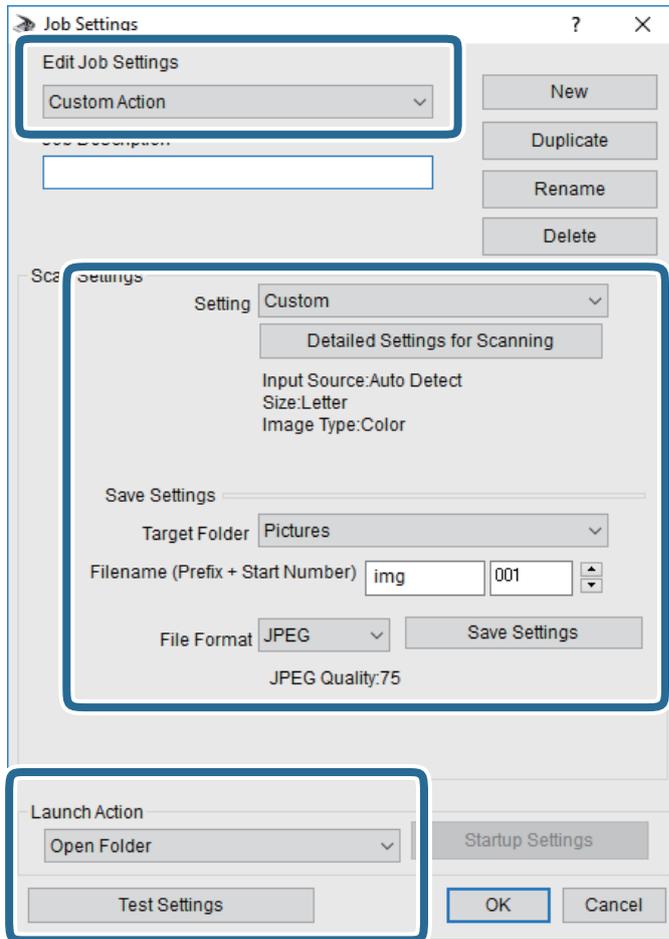
❏ Edit Job Settings: Select **Custom Action**.

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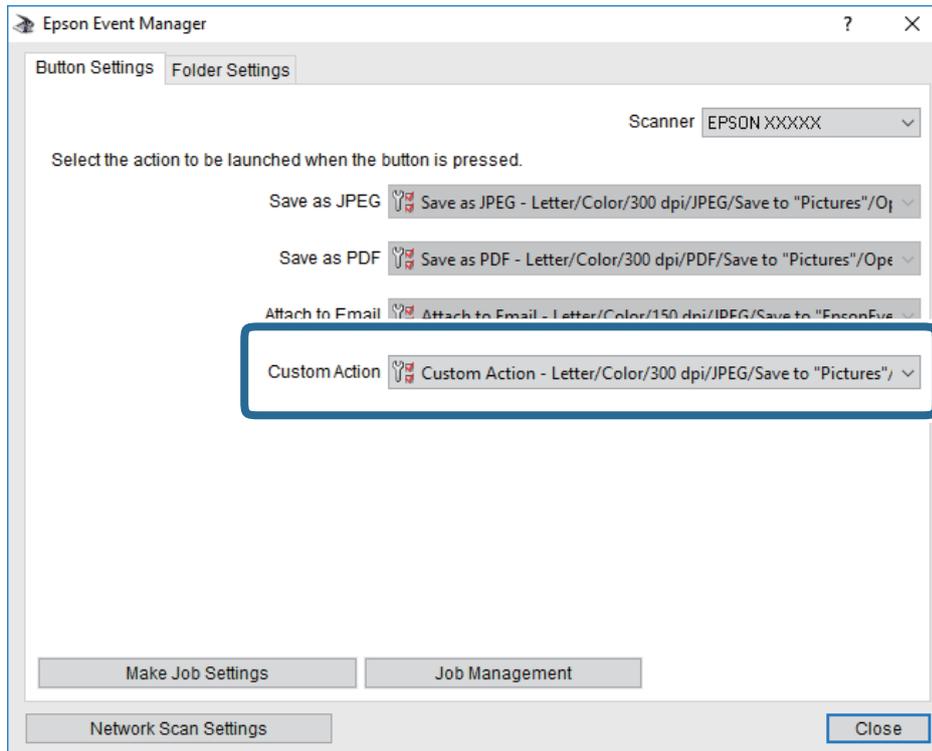
7. Click **Close** to close Epson Event Manager.

Scanning to a Memory Device

You can save the scanned image to a memory device.

1. Insert a memory device into the printer's external interface USB port.

2. Place the originals.

   Note:
   If you want to scan multiple originals or make 2-sided scans, place all of the originals in the ADF.

3. Tap **Scan** on the home screen.

4. Tap **Memory Device**.

5. Set items on **Basic Settings** such as the save format.

6. Tap **Advanced**, and then check settings, and change them if necessary.

   Note:
   Tap ☆ *to save your settings as a preset.*

7. Tap ◇.

Related Information

Basic Menu Options for Scanning to a Memory Device

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

B&W/Color:

> Select whether to scan in color or in monochrome.

File Format:

> Select the format in which to save the scanned image.

> ❏ Compression Ratio

> > Select how much to compress the scanned image.

> ❏ PDF Settings

> > When you have selected **PDF** as the save format setting, use these settings to protect PDF files.

> > To create a PDF file that requires a password when opening, set Document Open Password. To create a PDF file that requires a password when printing or editing, set Permissions Password.

Resolution:

> Select the scanning resolution.

2-Sided:

> Scan both sides of the original.

> ❏ Orientation (Original)

> > Select the orientation of the original.

> ❏ Binding(Original)

> > Select the binding direction of the original.

Scan Area:

> Select the scan area. To crop the white space around the text or image when scanning, select **Auto Cropping**. To scan at the maximum area of the scanner glass, select **Max Area**.

> ❏ Orientation (Original)

> > Select the orientation of the original.

Original Type:

> Select the type of your original.

Advanced Menu Options for Scanning to a Memory Device

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

Density:

Select the contrast of the scanned image.

Remove Shadow:

Remove the shadows of the original that appear in the scanned image.

❏ Surround

Remove the shadows at the edge of the original.

❏ Center

Remove the shadows of the binding margin of the booklet.

Remove Punch Holes:

Remove the punch holes that appear in the scanned image. You can specify the area to erase the punch holes by entering a value in the box on the right.

❏ Erasing Position

Select the position to remove the punch holes.

❏ Orientation (Original)

Select the orientation of the original.

File Name:

❏ Filename Prefix:

Enter a prefix for the name of the images in alphanumeric characters and symbols.

❏ Add Date:

Add the date to the file name.

❏ Add Time:

Add the time to the file name.

Scanning to the Cloud

You can send scanned images to cloud services. Before using this feature, make settings using Epson Connect. See the following Epson Connect portal website for details.

https://www.epsonconnect.com/

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

1. Make sure that you have made settings using Epson Connect.

2. Place the originals.

    Note:
    If you want to scan multiple originals or make a 2-sided scan, place all of the originals on the ADF.

3. Tap **Scan** on the home screen.

4. Tap **Cloud**.

5. Tap ⊕ on the top of the screen, and then select a destination.

Scanning

6. Set items on **Basic Settings** such as the save format.

7. Tap **Advanced**, and then check settings, and change them if necessary.

   Note:
   Tap ⭐ to save your settings as a preset.

8. Tap ◇.

Related Information

➡ "Placing Originals" on page 52

Basic Menu Options for Scanning to the Cloud

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

B&W/Color:

   Select whether to scan in color or in monochrome.

JPEG/PDF:

   Select the format in which to save the scanned image.

2-Sided:

   Scan both sides of the original.

   ❏ Orientation (Original)

      Select the orientation of the original.

   ❏ Binding(Original)

      Select the binding direction of the original.

Scan Area:

   Select the scan area. To crop the white space around the text or image when scanning, select **Auto Cropping**. To scan at the maximum area of the scanner glass, select **Max Area**.

   ❏ Orientation (Original)

      Select the orientation of the original.

Advanced Menu Options for Scanning to the Cloud

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

Original Type:

   Select the type of your original.

Density:

   Select the contrast of the scanned image.

Remove Shadow:

Remove the shadows of the original that appear in the scanned image.

❏ Surround

Remove the shadows at the edge of the original.

❏ Center

Remove the shadows of the binding margin of the booklet.

Remove Punch Holes:

Remove the punch holes that appear in the scanned image. You can specify the area to erase the punch holes by entering a value in the box on the right.

❏ Erasing Position

Select the position to remove the punch holes.

❏ Orientation (Original)

Select the orientation of the original.

Scanning to a Computer (WSD)

Note:
❏ *This feature is only available for computers running Windows 10/Windows 8.1/Windows 8/Windows 7/Windows Vista.*

❏ *If you are using Windows 7/Windows Vista, you need to setup your computer in advance using this feature.*

1. Place the originals.

   Note:
   If you want to scan multiple originals, place all of the originals on the ADF.

2. Tap **Scan** on the home screen.

3. Tap **Computer (WSD)**.

4. Select a computer.

5. Tap ◇.

Setting Up a WSD Port

This section explains how to set up a WSD port for Windows 7/Windows Vista.

Note:
For Windows 10/Windows 8.1/Windows 8, the WSD port is set up automatically.

The following is necessary to set up a WSD port.

❏ The printer and the computer are connected to the network.

❏ The printer driver is installed on the computer.

1. Turn the printer on.

2. Click start, and then click **Network** on the computer.

3. Right-click the printer, and then click **Install**.

    Click **Continue** when the **User Account Control** screen is displayed.

    Click **Uninstall** and start again if the **Uninstall** screen is displayed.
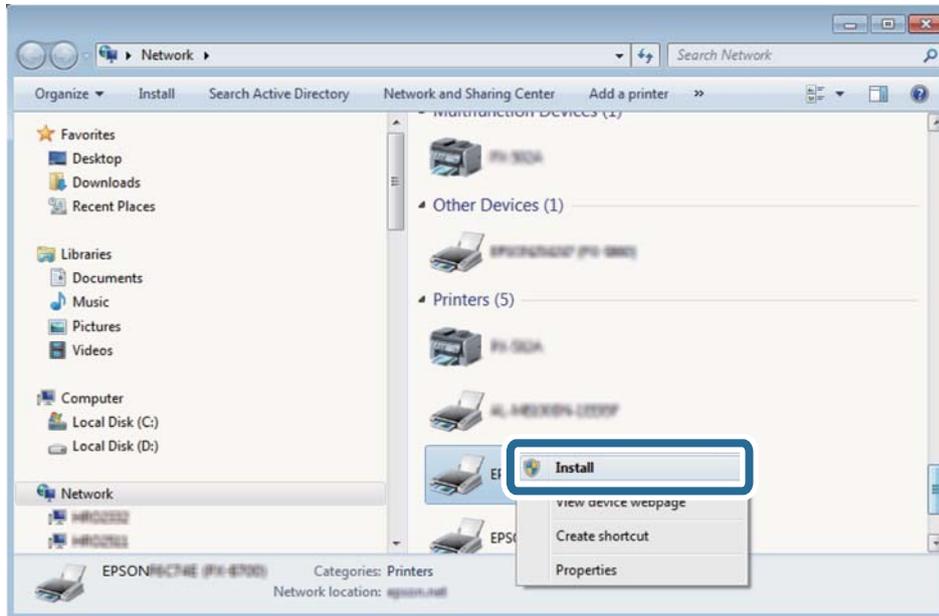
Note:
The printer name you set on the network and model name (EPSON XXXXXX (XX-XXXX)) are displayed on the network screen. You can check the printer's name set on the network from the printer's control panel or by printing a network status sheet.

4. Click **Your device is ready to use**.
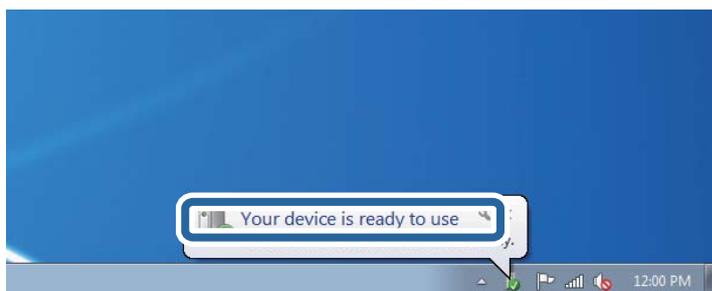
5. Check the message, and then click **Close**.
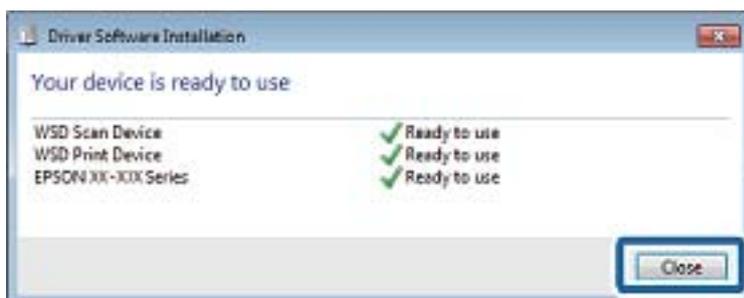
6. Open the **Devices and Printers** screen.

   ❏ Windows 7

      Click start > **Control Panel** > **Hardware and Sound** (or **Hardware**) > **Devices and Printers**.

   ❏ Windows Vista

      Click start > **Control Panel** > **Hardware and Sound** > **Printers**.

7. Check that an icon with the printer's name on the network is displayed.

   Select the printer name when using with WSD.

Scanning from a Computer

Authenticating Users on Epson Scan 2 when Using Access Control

When the access control function is enabled for a printer, you need to register a user name and password when scanning using Epson Scan 2. If you do not know the password, contact your printer administrator.

1. Start Epson Scan 2.

2. On the Epson Scan 2 screen, make sure that your printer is selected in the **Scanner** list.

3. Select **Settings** from the **Scanner** list to open the **Scanner Settings** screen.

4. Click **Access Control**.

5. On the **Access Control** screen, enter the **User Name** and the **Password** for an account that has permission to scan.

6. Click **OK**.

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.

Scanning

3. Make the following settings on the **Main Settings** tab.
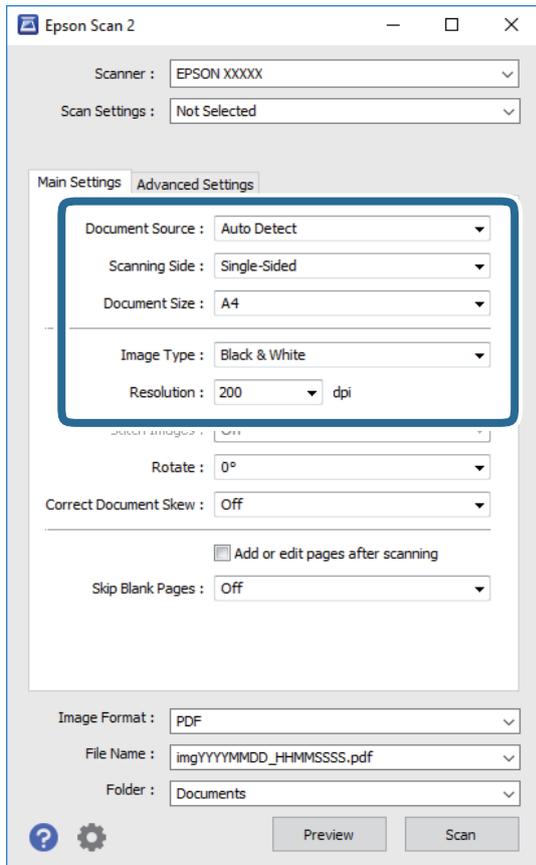
❏ Document Source: Select the source where the original is placed.

❏ Scanning Side: Select the side of the original you want to scan when scanning from ADF.

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

❏ 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.

Scanning

❏ 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.

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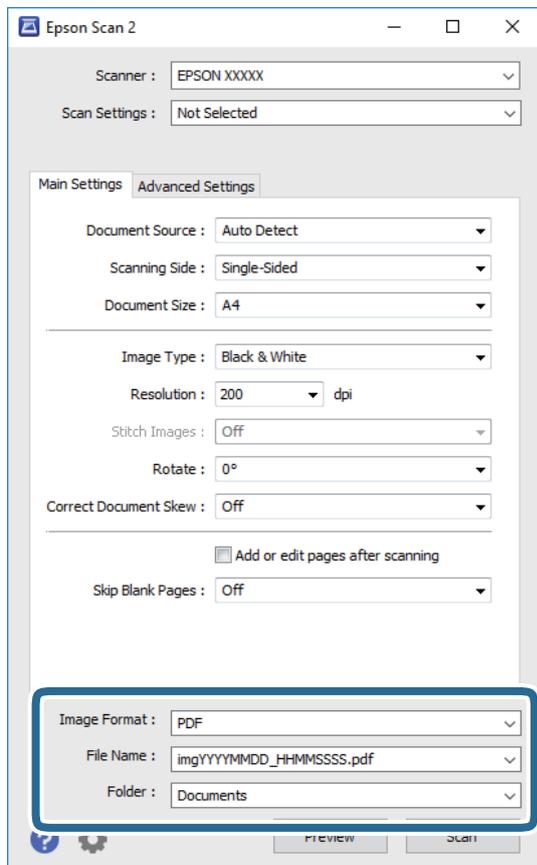
❏ Image Format: Select the save format from the list.

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

➡

➡

Scanning from Smart Devices

Epson iPrint is an application that allows you to scan photos and documents from a smart device, such as a smartphone or tablet, that is connected to the same wireless network as your printer. You can save the scanned data on a smart device or to Cloud services, send it by email, or print it.

Connecting from Smart Device by Wi-Fi Direct

You need to connect the smart device to the printer to print from the smart device.

Wi-Fi Direct allows you to connect the printer directly to devices without an access point. The printer acts as an access point.

> ❗ *Important:*
>
> *When you connect from a smart device to the printer using the Wi-Fi Direct (Simple AP) connection, the printer is connected to the same Wi-Fi network (SSID) as the smart device and the communication is established between them. Since the smart device is automatically connected to the other connectable Wi-Fi network if the printer is turned off, it is not connected to the previous Wi-Fi network again if the printer is turned on. Connect to the printer's SSID for Wi-Fi Direct (Simple AP) connection from the smart device again.*

1.   Tap 📱 | 📶 on the home screen.

2.   Tap **Wi-Fi Direct**.

3.   Tap **Start Setup**.

If you have made Wi-Fi settings, the detailed connection information is displayed. Go to step 5.

4. Tap **Start Setup**.

5. Check the SSID and password displayed on the printer's control panel. On the smart device's Wi-Fi screen, select the SSID shown on the printer's control panel to connect.

    Note:
    You can check the connection method on the Web site. To access the Web site, scan the QR code displayed on the printer's control panel using the smart device , and then go to **Setup***.*

6. Enter the password displayed on the printer's control panel on the smart device.

7. After the connection is established, tap **OK** or **Close** on the printer's control panel.

Installing Epson iPrint

You can install Epson iPrint on your smart device from the following URL or QR code.

http://ipr.to/c

Scanning Using Epson iPrint

Start Epson iPrint from your smart device and select the item you want to use from the home screen.

The following screens are subject to change without notice.

Scanning

❶	Home screen displayed when the application is started.
❷	Displays information on how to setup the printer and a FAQ.
❸	Displays the screen where you can select the printer and make printer settings. Once you have selected the printer, you do not need to select it again from the next time.
❹	Displays the scanning screen.
❺	Displays the screen where you can make scan settings such as resolution.
❻	Displays scanned images.
❼	Starts scanning.
❽	Displays the screen where you can save scanned data to a smart device or Cloud services.
❾	Displays the screen where you can send scanned data by email.
❿	Displays the screen where you can print scanned data.

Scanning by Touching Smart Devices to the N-Mark

You can simply connect and scan by touching your smart device to the printer's N-Mark.

Make sure that you prepare the following before using this feature.

❏ Enable the NFC function on your smart device.

Only Android 4.0 or later supports NFC. (Near Field Communication)

The location and NFC functions vary depending on the smart device. See the documentation provided with your smart device for details.

❏ Installed Epson iPrint on your smart device.

Touch your smart device to the printer's N-Mark to install it.

❏ Enable the Wi-Fi Direct on your printer.

1. Place the originals in the printer.

2. Touch your smart device to the printer's N-Mark.
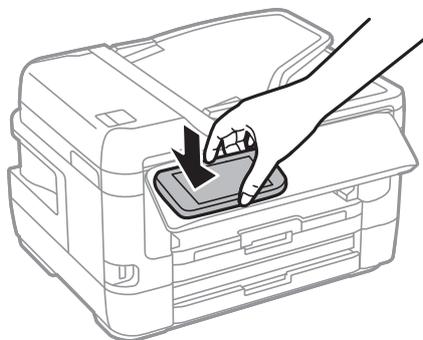
Note:
The printer may not be able to communicate with the smart device when there are obstacles such as metal between the printer's N-Mark and the smart device.

Epson iPrint starts.

3. Select the scan menu in Epson iPrint.

4. Touch the smart device to the printer's N-Mark again.

   Scanning starts.

Faxing

Setting Up a Fax

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.

Faxing

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.
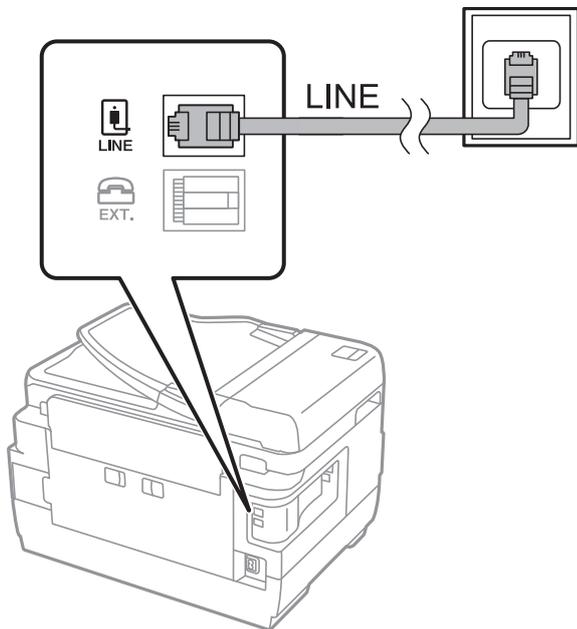
Related Information

➡ "Making Settings for a PBX Phone System" on page 148

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.
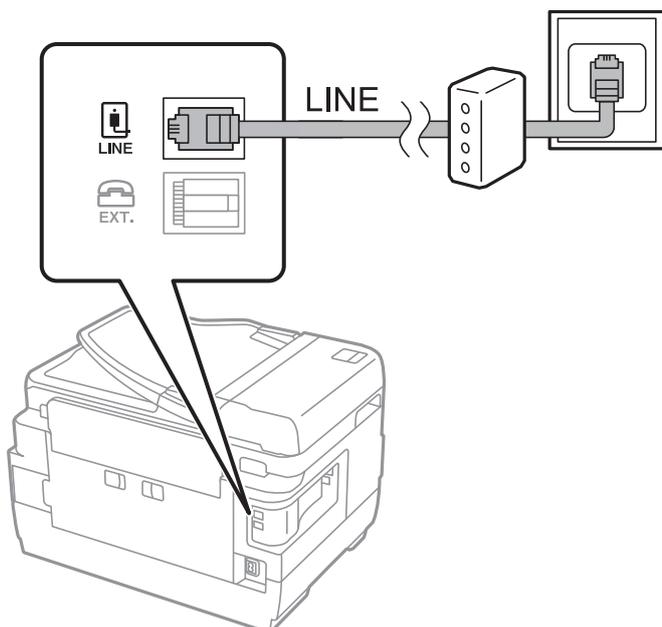
Connecting Your Phone Device to the Printer

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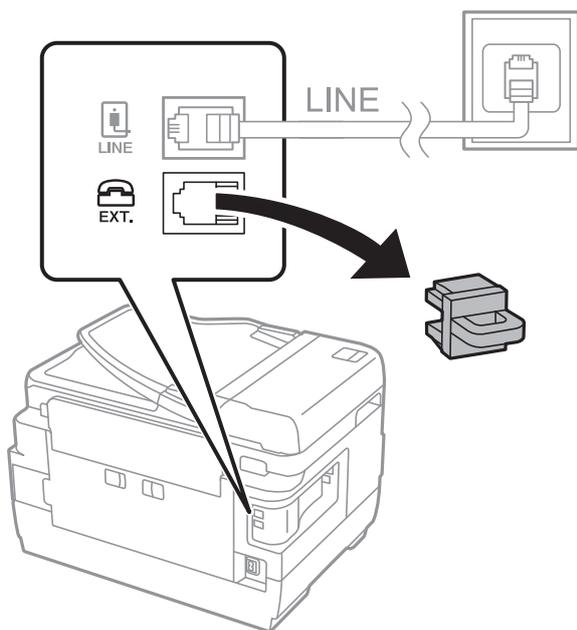
2. Connect the phone device and the EXT. port with a phone cable.
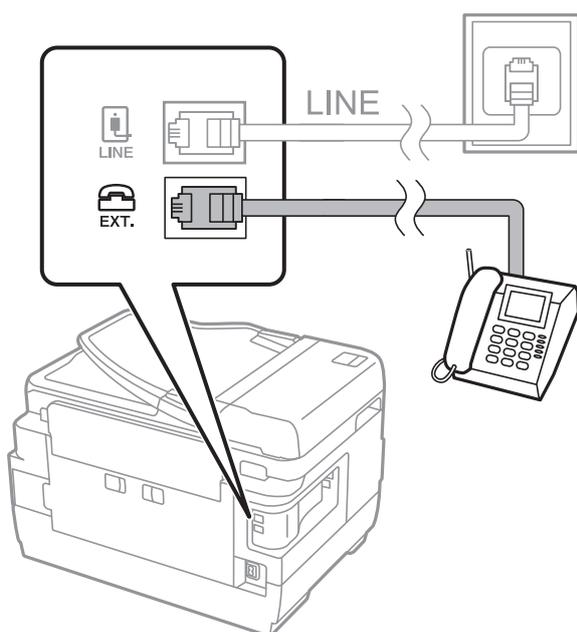
Note:
When sharing a single phone line, make sure you connect the phone device to the EXT. port of the printer. If you split the line to connect the phone device and the printer separately, the phone and the printer do not work correctly.

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

4. Pick up the handset.

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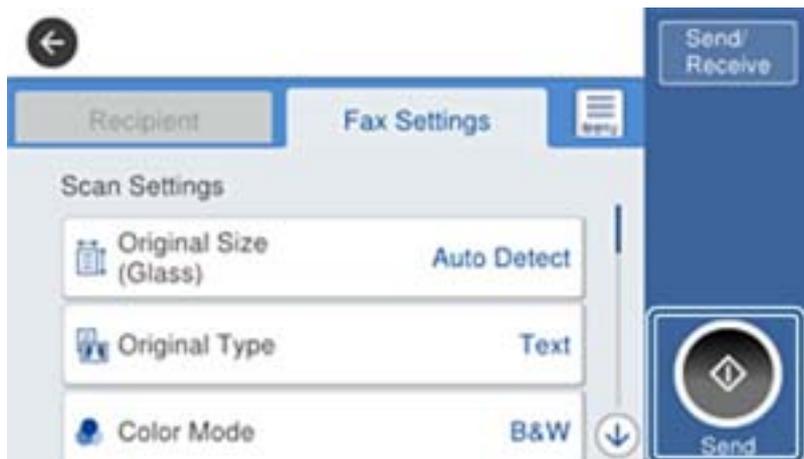
Related Information

➡ "Settings for the Answering Machine" on page 159

Making Basic Fax Settings

First make basic fax settings such as **Receive Mode** using the **Fax Setting Wizard**, and then configure the other settings as necessary.

The **Fax Setting Wizard** is automatically displayed when the printer is turned on for the first time. Once you have made the settings, you do not need to make them again unless the connection environment is changed.

If an administrator has locked the settings, only the administrator can make the settings.

Making Basic Fax Settings Using the Fax Setting Wizard

Make basic settings by following the on-screen instructions.

1. Connect the printer to the phone line.

   Note:
   Because an automatic fax connection check runs at the end of the wizard, make sure you connect the printer to the phone line before starting the wizard.

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

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

Faxing

4. On the **Fax Setting Wizard** screen, tap **Proceed**.

   The wizard begins.

5. On the fax header entry screen, enter the sender name such as your company name, and then tap **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 tap **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: Tap **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. On the **Proceed** screen, check the settings you made, and then tap **Proceed**.

    To correct or change settings, tap ⬅.

11. 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 143

➡ "Making Settings for a PBX Phone System" on page 148

➡
➡

Making Basic Fax Settings Individually

You can make fax settings without using the fax setting wizard by selecting each setting menu individually. The settings configured using the wizard can also be changed. For more details, see the list of menus in fax settings.

Related Information

➡

Making Settings for a PBX Phone System

Make the following settings when using the printer in offices that use extensions and require external access codes, such as 0 and 9, to get an outside line.

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

2. Select **General Settings** > **Fax Settings** > **Basic Settings**.

3. Select **Line Type**, and then select **PBX**.

4. When sending a fax to an outside fax number using # (hash) instead of the actual external access code, select the **Access Code** box, and then select **Use**.

   The # entered instead of the actual access code, is replaced with the stored access code when dialing. Using # helps avoid connection problems when connecting to an outside line.

   Note:
   *You cannot send faxes to recipients in **Contacts** in which an external access code such as 0 or 9 is set.*

   *If you have registered 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**.*

5. Tap the **Access Code** input box, enter the external access code used for your phone system, and then tap OK.

   The access code is stored in the printer.

Making Paper Source Settings to Receive Faxes (For Models with Two or More Paper Sources)

You can set the printer so that specific paper sources are not used for printing received documents and fax reports. By default, all of the paper sources are enabled for fax printing. Use this feature if you do not want to use paper in a specific paper source for fax printing.

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

2. Select **General Settings** > **Printer Settings** > **Paper Source Settings** > **Auto Select Settings** > **Fax**.

3. Tap each box of the paper source that you do not want to use for printing faxes.

   The paper source setting is changed to **Off** and is disabled for printing faxes.

Making Information Settings to be Printed on Received Faxes

You can set to print reception information in the footer of the received fax, even if the sender has not set the header information. The reception information includes the received date and time, sender's ID, reception ID (such as " #001"), and page number (such as "P1"). When **Split Page Settings** is enabled, the split page number is also included.

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

2. Select **General Settings** > **Fax Settings** > **Receive Settings**.

3. Select **Print Settings**, and then tap the **Add Reception Information** box to set this to **On**.

Related Information

➡ "Print Settings" on page 196

Making Settings to Print Received Faxes on 2-Sides

You can print multiple pages of received documents on both sides of the paper.

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

2. Select **General Settings** > **Fax Settings** > **Receive Settings**.

3. Select **Print Settings**, and then select **2-Sided**.

4. Tap the **2-Sided** box to set this to **On**.

5. In **Binding Margin**, select **Short Side** or **Long Side**.

6. Select **OK**.

Related Information

➡ "Print Settings" on page 196

Making Settings to Print Received Faxes by Splitting Pages

Make split page settings when the size of the received document is larger than the size of the paper loaded in the printer.

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

2. Select **General Settings** > **Fax Settings** > **Receive Settings**.

3. Select **Print Settings** > **Split Page Settings** > **Delete Print Data After Split**.

4. Select the options for deleting print data after splitting.

    ❏ If you select **Off**, select **OK** and go to step 6.

    ❏ If you select **Delete Top** or **Delete Bottom**, go to the next step.

5. In **Threshold**, set the threshold, and then select **OK**.

6. Select **Overlap When Split**.

7. Tap the **Overlap When Split** to set this to **On**.

8. In **Overlapping Width**, set the width, and then select **OK**.

Related Information

➡️ "Print Settings" on page 196

Sending Faxes Using the Printer

Basic Fax Sending Operations

Send faxes in color or monochrome (B&W).

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

❏ *If you have enabled the **Save Failure Data** feature, failed faxes are saved, and you can resend them from* 🔳.

Related Information

➡️ "Send Settings" on page 193

Sending Faxes Using the Control Panel

You can send faxes by entering fax numbers for recipients by using the control panel. The printer automatically dials the recipients and sends the fax.

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

❏ *You can reserve up to 50 monochrome fax jobs even while the phone line is in use for a voice call, sending another fax, or receiving a fax. You can check or cancel reserved fax jobs from* 🔳.

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

1. Place the originals.

   Note:
   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 200 recipients including up to 199 groups in **Contacts**. 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.

❏ 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, tap 🔲 to register it.

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

❏ To select from the list on the **Recipient** tab: Select a recipient from the list registered in **Settings** > **Contacts Manager** > **Frequent**.

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

❏ *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.

Note:
❏ *To send 2-sided originals, enable **ADF 2-Sided**. However, you cannot send in color with this setting.*

❏ *Tap ⭐ (**Presets**) on the fax top screen to save the current settings and the recipients in **Presets**. Recipients may not be saved depending on how you specified the recipients, such as entering a fax number manually.*

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):
Tap 🔲 on the fax top screen.

To send the fax as is, select **Start Sending**. Otherwise, cancel the preview by selecting **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

➡
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➡
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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.

   Note:
   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.

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

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➡

Sending Faxes After Confirming the Recipient's Status

You can send a fax while listening to sounds or voices through the printer's speaker while dialing, communicating, and transmitting. You can also use this feature when you want to receive a fax from a fax polling service by following audio guidance.

1. Place the originals.

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

3. Select the **Fax Settings** tab, and then make settings such as the resolution and the sending method as necessary. When you have finished making settings, select the **Recipient** tab.

4. Tap 📞 and then specify the recipient.

   Note:
   You can adjust the sound volume of the speaker.

5. When you hear a fax tone, select **Send/Receive** at the upper right corner of the LCD screen, and then select **Send**.

   Note:
   When receiving a fax from a fax polling service, and you hear the audio guidance, follow the guidance to make the printer operations.

6. Tap ◇.

7. When sending is complete, remove the originals.

Related Information

➡ "Placing Originals" on page 52
➡ "Sending Faxes Using the Control Panel" on page 150
➡ "Menu Options for Fax Mode" on page 189

Various Ways of Sending Faxes

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.

Select **Fax** on the home screen, select the **Fax Settings** tab, and then tap **Direct Send** to set this to **On**.

Related Information

➡ "Sending Faxes Using the Control Panel" on page 150

Sending a Fax Preferentially (Priority Send)

You can send an urgent document ahead of the other faxes waiting to be sent.

Select **Fax** on the home screen, select the **Fax Settings** tab, and then select **Priority Send** to set this to **On**.

Note:
You cannot send your document preferentially while one of the following is in progress because the printer cannot accept another fax.

❑ *Sending a monochrome fax with **Direct Send** enabled*

❑ *Sending a color fax*

❑ *Sending a fax using a connected telephone*

❑ *Sending a fax sent from the computer*

Related Information

➡ "Sending Faxes Using the Control Panel" on page 150

Sending Faxes in Monochrome 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 **Send Fax Later** to set this to **On**.

5. Tap the **Time** box, enter the time you want to send the fax, and then select **OK**.

6. Select **OK** to apply the settings.

    Note:
    To cancel the fax, cancel it from 🔲.

Related Information

➡ "Placing Originals" on page 52
➡ "Sending Faxes Using the Control Panel" on page 150
➡ "Fax Settings" on page 189
➡ "Checking Fax Jobs" on page 187

Sending a Fax with a Selected Header

You can send a fax with sender information that is suitable for the recipient. You need to register multiple headers of sender information in advance in the printer by following the steps below.

Registering Multiple Headers for Sending Faxes

You can register up to 21 fax headers as sender information.

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

2. Select **General Settings** > **Fax Settings** > **Basic Settings**.

3. Select **Header**.

4. Tap the **Your Phone Number** box, enter your phone number, and then select **OK**.

5. Select one of the boxes under the **Fax Header** list, enter the fax header information, and then tap **OK**.

Related Information

➡ "Basic Settings" on page 197

Sending a Fax with a Selected Header

When you send a fax, you can select header information for the recipient. To use this feature, you must register multiple headers in advance.

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

2. Select **Fax Settings** > **Add Sender Information**.

3. Select where you want to add your sender 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.

4. Select the **Fax Header** field, and then select the header you want to use.

5. Select one of the **Additional Information** options as necessary.

6. Select **OK** to apply the settings.

Related Information

➡ "Fax Settings" on page 189

Sending a Fax Notification

You can send an email containing information on the results of sending the fax.

Note:
To use this feature, you must do the followings in advance:

❏ *Make mail server settings in the printer*

❏ *Register the email address to which you want to send the results*

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

2. Select **Fax Settings** > **Notify Send Result**.

3. Tap **Notify Send Result** to set this to **On**.

4. Tap **Recipient**, and then select the recipient who will receive the notification.

Sending a Fax and Backing Up the Data

When scanning a fax, you can automatically save the scanned document to the printer's memory. This feature is available when:

❏ sending a fax in monochrome

❏ sending a fax using the **Send Fax Later** feature

❏ sending a fax using the **Batch Send** feature

❏ sending a fax using the **Store Fax Data** feature

Note:
Documents that fail to be sent can also be backed up to be sent later.

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

2. Select **Fax Settings** > **Backup**.

3. Tap **Backup** to set this to **On**.

4. Select **Backup Destination**, and then specify a recipient.

Related Information

➡ "Fax Settings" on page 189

Sending a Fax with a Subaddress(SUB) and Password(SID)

You can send a fax to the confidential box or the relay box of the recipient's fax machine. Recipients can receive the fax securely, or send the fax to specified forwarding destinations.

To use this feature, you must register the recipient with a subaddress and password to **Contacts** before you send the fax.

Select **Fax** on the home screen. Select **Contacts** and select a recipient with a registered subaddress and password. You can also select the recipient from **Recent** if it was sent with a subaddress and password.

Sending Faxes On Demand (Using Polling Send/Bulletin Board Box)

Using the **Polling Send** feature, you can store up to 100 pages of a single document in monochrome for polling fax. The stored document is sent upon request from another fax machine that has a polling receive feature.

Up to 10 bulletin boards are also available. Note that the fax machine of the recipient must support the subaddress/password feature.

Setting a Polling Send/Bulletin Board Box

1. Select **Fax Box** > **Polling Send/Board** from the home screen.

2. Select the box you want to use.

   ❏ If you select the **Polling Send** box: Tap [Menu], and then go to next step.

   If a password entry screen is displayed, enter the password.

   ❏ If you select one of the boxes named **Unregistered Bulletin Board**: Enter all of the following to register the box. If a password entry screen is displayed, enter the password.

   - Enter a name in **Name (Required)**.

   - Enter a subaddress in **Subaddress(SEP)**.

   - Enter a password in **Password(PWD)**.

3. Select the boxes such as **Notify Send Result** and make the appropriate settings as necessary.

   Note:
   *If you set a password in **Box Open Password**, you will be asked to enter the password the next time you open the box.*

4. Select **OK**.

To change or delete the box you registered, select **Fax Box** on the home screen, select the box you want to change or delete, and then tap [Menu], and follow the on-screen instructions.

Storing a Document in the Polling Send/Bulletin Board Box

1. Select **Fax Box** on the home screen, and then select **Polling Send/Board**.

2. Select **Polling Send** or one of the bulletin board boxes that have already been registered.

   If the password entry screen is displayed, enter the password to open the box.

3. Tap **Add Document**.

4. On the fax top screen that is displayed, check the fax settings, and then tap ◇ to scan and store the document.

To check the document you stored, select **Fax Box** on the home screen, select the box containing the document you want to check, and then tap **Check Document**. On the screen that is displayed, you can view, print or delete the scanned document.

Related Information

➡ "Placing Originals" on page 52
➡ "Sending Faxes Using the Control Panel" on page 150
➡ "More" on page 191
➡ "Checking Fax Jobs" on page 187

Storing a Fax Without Specifying a Recipient (Store Fax Data)

You can store up to 100 pages of a single document in monochrome. This allows you to save the time spent scanning the document when you need to send the same document frequently.

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

2. Select 🗐 (More).

3. Select **Extended Fax**, and then tap **Store Fax Data** to set this to **On**.

4. Tap **Close** until the fax top screen appears.

5. Tap ◇ to store the document.

You can view the stored document. Select Fax Box on the home screen, select **Stored Documents**, and then tap the left of the box containing the document you want to view. If you want to delete the document, tap 🗑 on the right of the box, and then follow the on-screen instructions.

Related Information

➡ "Placing Originals" on page 52
➡ "Sending Faxes Using the Control Panel" on page 150
➡ "More" on page 191
➡ "Checking Fax Jobs" on page 187

Sending Multiple Faxes to the Same Recipient at Once (Batch Send)

If there are multiple faxes waiting to be sent to the same recipient, you can set the printer to group them together to send them at once. Up to five documents (up to 100 pages in total) can be sent at one time. This helps you save on connection fees by reducing the number of transmission times.

Select **Settings** on the home screen, select **General Settings** > **Fax Settings** > **Send Settings**, and then tap **Batch Send** to make the setting to **On**.

Note:
❏ *Scheduled faxes are also grouped together when the recipient and the time to send the fax match.*

❏ *Batch Send is not applied to the following fax jobs.*

  ❏ Monochrome fax with **Priority Send** enabled

  ❏ Monochrome fax with **Direct Send** enabled

  ❏ Color faxes

  ❏ Faxes sent from the computer

Sending Different Size Documents Using ADF (Continuous Scan(ADF))

If you place different sized originals in the ADF, all of the originals are sent at the largest size among them. You can send them in their original sizes by sorting and placing them by size, or placing them one by one.

Before placing originals, make the following setting.

Select **Fax** on the home screen, select the **Fax Settings** tab, and then tap **Continuous Scan(ADF)** to set this to **On**.

The printer stores the scanned documents, and sends as one document.

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.

Receiving Faxes on the Printer

Setting Receive Mode

You can make **Receive Mode** settings using the **Fax Setting Wizard**. When making fax setting for the first time, we recommend you to use the **Fax Setting Wizard**. If you want to change only the **Receive Mode**, follow the instructions below.

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

2. Select **General Settings** > **Fax Settings** > **Basic Settings** > **Receive Mode**.

3. Select the **Receive Mode** depending on your use.

> **!** *Important:*
>
> *If a phone is not connected, you must select **Auto**.*

❏ Using the phone line only for faxes:

Select **Auto**.

Automatically switches to receive faxes when the number of rings you set in **Rings to Answer** are complete.

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

❏ Using one phone line for phone calls and faxes (mainly for faxing):

Select **Auto**.

Automatically switches to receive faxes when the number of rings you set in **Rings to Answer** are reached.

Note:
*You can make a voice call if you hang up the phone within the number of rings set in **Rings to Answer**.*

❏ Using one phone line for phone calls and faxes (mainly for phone calls):

Select **Manual**.

You can answer a phone call with an external phone device. When faxing, you can start receiving faxes using the printer's control panel.

Note:
*When making **Remote Receive** settings, you can start receiving faxes using only operations on the connected phone.*

Related Information

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➡

Settings for the Answering Machine

You need settings to use an answering machine.

❏ Set the **Receive Mode** of the printer to **Auto**.

Faxing

❏ Set the **Rings to Answer** setting 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. See the manuals that came with the answering machine for its settings.

The **Rings to Answer** setting may not be displayed depending on the region.

Related Information

➡

Various Ways of Receiving Faxes

Receiving Faxes Manually

When you connect a telephone and set the **Receive Mode** setting of the printer to **Manual**, follow the steps below to receive faxes.

1. When the telephone rings, pick up the handset.

2. When you hear a fax tone, select **Fax** on the home screen of the printer.

   Note:
   If you enable the Remote Receive feature, you can start receiving a fax just by using the connected telephone.

3. Tap **Send/Receive**.

4. Select **Receive**.

5. Tap ◇, and then hang up the handset.

Related Information

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➡

Receiving Faxes Using a Connected Telephone (Remote Receive)

To receive a fax manually, you need to operate the printer after you pick up the handset of the telephone. By using the **Remote Receive** feature, you can start receiving a fax just by operating the phone.

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

Related Information

➡

Setting Up Remote Receive

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

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.

Using Remote Receive

1. When the telephone rings, pick up the handset.

2. When you hear a fax tone, enter the start code using the telephone.

3. After confirming that the printer has started receiving the fax, hang up the handset.

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 On Hook feature or the connected telephone, and operate the phone and the printer following the audio guidance.

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

2. Tap 🗏 (More).

3. Select **Extended Fax**.

4. Tap the **Polling Receive** box to set this to **On**.

5. Tap **Close**, and then tap **Close** again.

6. Enter the fax number.

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

7. Tap ◇.

Related Information

➡ "Sending Faxes Dialing from the External Phone Device" on page 152
➡ "Sending Faxes After Confirming the Recipient's Status" on page 152

Receiving Faxes from a Board with a Subaddress (SEP) and Password (PWD) (Polling Receive)

By dialing to a sender, you can receive faxes from a board stored on sender's fax machine with a subaddress (SEP) and password (PWD) feature. To use this feature, you need to register the contact with the subaddress (SEP) and password (PWD) in the contact list in advance.

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

2. Select 🗒 (More).

3. Select **Extended Fax**.

4. Tap **Polling Receive** to set this to **On**.

5. Tap **Close**, and then tap **Close** again.

6. Select **Contacts**, and then select the contact with the registered subaddress (SEP) and password (PWD) to match the destination board.

7. Tap ◇.

Related Information

➡ "Managing Contacts" on page 58

Making Settings for Blocking Junk Faxes

You can block junk faxes.

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

2. Select **General Settings** > **Fax Settings** > **Basic Settings** > **Rejection Fax**.

3. 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 registered in the contact list.

4. If you are using the **Rejection Number List**, tap ⬅, select **Edit Blocked Number list**, and then edit the list.

Related Information

➡ "Basic Settings" on page 197

Saving and Forwarding Received Faxes (Unconditional Save/Forward)

You can set to save and forward received faxes from unspecified senders.

Note:
*You can use the **Conditional Save/Forward** feature to save or forward received faxes from a specified sender or at a specified time.*

The printer provides the following features to save and forward received faxes.

❏ Saving in the printer's inbox

❏ Saving in an external memory device

❏ Saving on a computer

❏ Forwarding to another fax machine, an email address, or to a shared folder on a network

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, to an external memory device, on a computer, and forwarded to the specified destination.*

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

Related Information

➡ "Saving Received Faxes in the Inbox (Unconditional Save/Forward)" on page 163
➡ "Saving Received Faxes in an External Memory Device (Unconditional Save/Forward)" on page 165
➡ "Receiving Faxes on a Computer" on page 178
➡ "Forwarding Received Faxes (Unconditional Save/Forward)" on page 165
➡ "Sending Email Notifications on the Results of Processing Received Faxes (Unconditional Save/Forward)" on page 167
➡ "Notification of Unprocessed Received Faxes" on page 187

Saving Received Faxes in the Inbox (Unconditional Save/Forward)

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

➡ "Setting to Save Received Faxes in the Inbox (Unconditional Save/Forward)" on page 163
➡ "Checking the Received Faxes on the LCD Screen (Unconditional Save/Forward)" on page 164
➡ "Using the Inbox" on page 181

Setting to Save Received Faxes in the Inbox (Unconditional Save/Forward)

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

2. Select **General Settings** > **Fax Settings** > **Receive Settings** > **Save/Forward Settings** > **Unconditional Save/
    Forward**.

    If a message is displayed, check the content, and then tap **OK**.

3. Tap **Save to Inbox** to set this to **On**.

    If a message is displayed, check the content, and then select **OK**.

4. Tap **Close**.

5. Select **Common Settings**.

6. Select **Options when memory is full**, and then 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. Tap **Close**
    after setting the password.

    Note:
    *You cannot set a password when **Receive and print faxes** is selected.*

Checking the Received Faxes on the LCD Screen (Unconditional Save/Forward)

1. Select **Fax Box** 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. Select **Inbox/Confidential** > **Inbox**.

3. If the inbox has been password protected, enter the inbox password or the administrator password.

4. Select the fax you want to view from the list.

    The contents of the fax are displayed.

    ❏ ⟳ : Rotates the image to the right by 90 degrees.

    ❏ ← → ↑ ↓ : Moves the screen in the direction of the arrows.

    ❏ ⊖ ⊕ : Reduces or enlarges.

    ❏ ‹ › : Moves to the previous or the next page.

    ❏ ☰ Displays menus such as save and forward.

    ❏ 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

➡ "Notification of Unprocessed Received Faxes" on page 187

➡ "Menu Options for Fax Settings" on page 192

Saving Received Faxes in an External Memory Device (Unconditional Save/Forward)

You can set to convert received documents into PDF format and save them in an external memory device connected to the printer. You can also set to automatically print the documents while saving them in the memory device.

> **⚠ Important:**
>
> *Received documents are saved in the printer's memory temporarily before the documents are saved in the memory device connected to the printer. Because a memory full error disables sending and receiving faxes, keep the memory device connected to the printer. The number of documents that have saved in the printer's memory temporarily is displayed on the ⟳ on the home screen.*

1. Connect an external memory device to the printer.

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

3. Select **General Settings** > **Fax Settings** > **Receive Settings** > **Save/Forward Settings** > **Unconditional Save/Forward**.

    If a message is displayed, check the content, and then select **OK**.

4. Select **Save to Memory Device**.

5. Select **Yes**. To print the documents automatically while saving them in the memory device, select **Yes and Print**.

6. Check the message that is displayed, and then tap **Create**.

    A folder for saving received documents is created in the memory device.

Related Information

➡ "Notification of Unprocessed Received Faxes" on page 187

Forwarding Received Faxes (Unconditional Save/Forward)

You can set to forward received documents to another fax machine, or convert the documents into PDF format and forward them to a shared folder on a network or to an email address. Forwarded documents are deleted from

the printer. First register the forwarding destinations to the contacts list. To forward to an email address, you also need to configure the email server settings.

Note:
❏ *Color documents cannot be forwarded to another fax machine. They are processed as documents that failed to be forwarded.*

❏ *Before you use this feature, make sure the printer's **Date/Time** and **Time Difference** settings are correct. Access the menus from **Settings** > **General Settings** > **Basic Settings** > **Date/Time Settings**.*

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

2. Select **General Settings** > **Fax Settings** > **Receive Settings** > **Save/Forward Settings** > **Unconditional Save/ Forward**.

    If a message is displayed, check the content, and then select **OK**.

3. Select **Forward**.

4. Select **Yes**. To print the documents automatically while forwarding them, select **Yes and Print**.

5. Tap **Add Entry**.

6. Select forwarding destinations from the contacts list.

    Note:
    You can specify up to five forwarding destinations.

7. When you have finished selecting forwarding destinations, tap **Close**.

8. In **Options When Forwarding Failed**, select whether to print received documents or save them in the printer's inbox when forwarding fails.

    > **!** *Important:*
    >
    > *When the inbox is full, sending and receiving faxes is disabled. You should delete the documents from the inbox once they have been checked. The number of documents that have failed to be forwarded is displayed on the*
    >
    > [icon] *on the home screen, in addition to other unprocessed jobs.*

9. Select **OK**.

    If a message is displayed, check the content, and then select **OK**.

10. Tap **Close**.

11. When forwarding to an email address, you can specify a subject for the email. Tap **Common Settings**, tap the box under **Forward Settings**, and then enter the subject.

    Note:
    ❏ *If you have selected a shared folder on a network or an email address as the forwarding destination, we recommend that you test if you can send a scanned image to the destination in the scan mode. Select **Scan** > **Email**, or **Scan** > **Network Folder/FTP** from the home screen, select the destination, and then start scanning.*

    ❏ *You can set to receive a new fax notification on a Windows computer when received documents are saved to a shared folder on a network. Use FAX Utility to make the settings. For details, see the help of FAX Utility.*

Related Information

➡ "Receive Settings" on page 193

➡ "Managing Contacts" on page 58

➡ "Scanning to a Network Folder or FTP Server" on page 121

➡ "Scanning to an Email" on page 124

➡ "Checking the Received Faxes on the LCD Screen (Unconditional Save/Forward)" on page 164

➡ "Notification of Unprocessed Received Faxes" on page 187

➡ "Application for Configuring Fax Operations and Sending Faxes (FAX Utility)" on page 219

Sending Email Notifications on the Results of Processing Received Faxes (Unconditional Save/Forward)

You can send an email containing the results of processing the received fax.

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

2. Select **General Settings** > **Fax Settings** > **Receive Settings** > **Save/Forward Settings** > **Unconditional Save/Forward**.

   If a message is displayed, check the content, and then select **OK**.

3. Select **Email Notifications**.

4. Enable the following options as necessary.

   Note:
   The following options can be used at the same time.

   ❏ Notify on Receive: sends emails to the recipient when the printer has finished receiving faxes.

   ❏ Notify on Print: sends emails to the recipient when the printer has finished printing received faxes.

   ❏ Notify on Save: sends emails to the recipient when the printer has finished saving received documents to the memory device.

   ❏ Notify on Forward: sends emails to the recipient when the printer has finished forwarding received faxes.

5. Tap the box under **Recipient**.

6. Select a recipient from the contacts list.

   Note:
   You can specify one recipient only. Tap the check mark to select the recipient. Tap the mark again to clear the selection.

7. When you have finished selecting the recipient, tap **Close**.

8. Select **OK** to apply the settings.

Saving and Forwarding Received Faxes from a Specified Sender or at a Specified Time (Conditional Save/Forward)

You can set to save and forward received faxes from a specified sender or at a specified time. To save and forward received faxes, set the conditions for saving and forwarding received faxes in advance.

Note:
*You can use the **Unconditional Save/Forward** feature to save or forward received faxes from an unspecified sender.*

❏ Saving in the inbox or the confidential box

❏ Saving in an external memory device

❏ Forwarding to another fax machine, an email address, or to a shared folder on a network

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 or confidential box, to an external memory device, and forwarded to the specified destination.*

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

Related Information

➡ "Saving Received Faxes in the Inbox or the Confidential Box (Conditional Save/Forward)" on page 168

➡ "Saving Received Faxes in an External Memory Device (Conditional Save/Forward)" on page 170

➡ "Forwarding Received Faxes (Conditional Save/Forward)" on page 172

➡ "Sending Email Notifications on the Results of Processing Received Faxes (Conditional Save/Forward)" on page 174

➡ "Notification of Unprocessed Received Faxes" on page 187

Saving Received Faxes in the Inbox or the Confidential Box (Conditional Save/ Forward)

You can set to save received faxes in the printer's inbox and confidential box. You can save up to 100 documents in total.

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

➡ "Setting to Save Received Faxes in the Inbox and Confidential Box (Conditional Save/Forward)" on page 168

➡ "Checking the Received Faxes on the LCD Screen (Conditional Save/Forward)" on page 170

➡ "Using the Inbox" on page 181

➡ "Using the Confidential Box" on page 182

Setting to Save Received Faxes in the Inbox and Confidential Box (Conditional Save/Forward)

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

2. Select **General Settings** > **Fax Settings** > **Receive Settings** > **Save/Forward Settings**.

3. Tap ⸃ on an unregistered box under **Conditional Save/Forward**.

4. Select a **Name** box and enter the name you want to register.

5. Select the **Condition(s)** box to make a condition setting.

   ❏ Sender Fax Number match: If the incoming fax number matches the conditions you selected in this item, the printer saves and forwards the received faxes.

   Select the **Sender Fax Number match** condition and enter the fax number (max. 20 digits) by selecting the **Fax Number** box.

   ❏ Subaddress(SUB) perfect match: If the subaddress (SUB) is a perfect match, the printer saves and forwards the received faxes.

   Enable the Subaddress(SUB) perfect match setting and enter the password by selecting the **Subaddress(SUB)** box.

   ❏ Password(SID) perfect match: If the password (SID) is perfectly matched, the printer saves and forwards the received faxes.

   Enable the Password(SID) perfect match setting and input the password by selecting the **Password(SID)** box.

   ❏ Receiving Time: The printer saves and forwards received faxes during the specified time period.

   Enable the **Receiving Time** setting, and then set the time in **Start Time** and **End Time**.

6. Select **Save/Forward Destination** box.

7. Select **Save to Fax Box**.

8. Tap **Save to Fax Box** to set this to **On**.

9. Select the box in which to save the document.

   Note:
   If the inbox or the confidential box has been password protected, enter the password.

10. Select **OK** three times to return to the Save/Forward Settings screen.

11. Select the registered box for which you made a condition setting, and then tap **Enable**.

12. Select **Common Settings**.

13. Select **Options when memory is full**, and then 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 declines incoming fax calls.

14. You can set a password for the inbox if necessary. Select **Inbox Password Settings** and setup the password. Tap **Close** after setting the password.

    Note:
    You cannot set a password if you selected Receive and print faxes.

Related Information

➡

Checking the Received Faxes on the LCD Screen (Conditional Save/Forward)

1. Select **Fax Box** 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. Select **Inbox/Confidential**.

3. Select the inbox or the confidential box you want to view.

4. If the inbox, or the confidential box has been password protected, enter the inbox password, the confidential box password, or the administrator password.

5. Select the fax you want to view from the list.

   The contents of the fax are displayed.

   ❏ ⬚ : Rotates the image to the right by 90 degrees.

   ❏ ⬅ ➡ ⬆ ⬇ : Moves the screen in the direction of the arrows.

   ❏ ⊖ ⊕ : Reduces or enlarges.

   ❏ ‹ › : Moves to the previous or the next page.

   ❏ ⬚: Displays menus such as save and forward.

   ❏ To hide the operation icons, tap anywhere on the preview screen except for the icons. Tap again to display the icons.

6. 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

➡ "Notification of Unprocessed Received Faxes" on page 187

➡ "Menu Options for Fax Settings" on page 192

Saving Received Faxes in an External Memory Device (Conditional Save/ Forward)

You can set to convert received documents into PDF format and save them in an external memory device connected to the printer.

Faxing

> ⚠️ *Important:*
>
> *Received documents are saved in the printer's memory temporarily before the documents are saved in the memory device connected to the printer. Because a memory full error disables sending and receiving faxes, keep the memory device connected to the printer. The number of documents that have saved in the printer's memory temporarily is displayed on the ⤶ on the home screen.*

1. Connect an external memory device to the printer.

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

3. Select **General Settings** > **Fax Settings** > **Receive Settings** > **Save/Forward Settings**.

4. Tap ❯ on an unregistered box under **Conditional Save/Forward**.

5. Select the **Name** box and enter the name you want to register.

6. Select the **Condition(s)** to make a condition setting.

   ❑ Sender Fax Number match: If the incoming fax number matches the conditions you selected in this item, the printer saves and forwards the received faxes.

   Select **Sender Fax Number match** condition and enter the fax number (max. 20 digits) by selecting the **Fax Number** box.

   ❑ Subaddress(SUB) perfect match: If the subaddress (SUB) is a perfect match, the printer saves and forwards the received faxes.

   Enable the Subaddress(SUB) perfect match setting and enter the password by selecting the **Subaddress(SUB)** box.

   ❑ Password(SID) perfect match: If the password (SID) is perfectly matched, the printer saves and forwards the received faxes.

   Enable the Password(SID) perfect match setting and input the password by selecting the **Password(SID)** box.

   ❑ Receiving Time: The printer saves and forwards received faxes during the specified time period.

   Enable the **Receiving Time** setting and then set the time in **Start Time** and **End Time**.

7. Select **Save/Forward Destination** box.

8. Select **Save to Memory Device**.

9. Tap the **Save to Memory Device** box to set this to **On**.

10. Check the message displayed on the screen, and then select **Create**.

    A folder to save received documents is created in the memory device.

11. Tap **OK** three times to return to the Save/Forward Settings screen.

12. Select the registered box for which you made a condition setting, and then tap **Enable**.

Related Information

➡ "Notification of Unprocessed Received Faxes" on page 187
➡ "Save/Forward Settings" on page 193

Forwarding Received Faxes (Conditional Save/Forward)

You can set to forward received documents to another fax machine, or convert the documents into PDF format and forward them to a shared folder on a network or to an email address. Forwarded documents are deleted from the printer. First register the forwarding destinations to the contacts list. To forward to an email address, you also need to configure the email server settings.

Note:
❏ *Color documents cannot be forwarded to another fax machine. They are processed as documents that failed to be forwarded.*

❏ *Before you use this feature, make sure the printer's **Date/Time** and **Time Difference** settings are correct. Access the menus from **Settings** > **General Settings** > **Basic Settings** > **Date/Time Settings**.*

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

2. Select **General Settings** > **Fax Settings** > **Receive Settings** > **Save/Forward Settings**.

3. Tap ˒ on an unregistered box under **Conditional Save/Forward**.

4. Select the **Name** box and enter the name you want to register.

5. Select the **Condition(s)** box to make a condition setting.

   ❏ Sender Fax Number match: If the incoming fax number matches the conditions you selected in this item, the printer saves and forwards the received faxes.

      Select the **Sender Fax Number match** condition and enter the fax number (max. 20 digits) by selecting the **Fax Number** box.

   ❏ Subaddress(SUB) perfect match: If the subaddress (SUB) is a perfect match, the printer saves and forwards the received faxes.

      Enable the Subaddress(SUB) perfect match setting and enter the password by selecting the **Subaddress(SUB)** box.

   ❏ Password(SID) perfect match: If the password (SID) is perfectly matched, the printer saves and forwards the received faxes.

      Enable the Password(SID) perfect match setting and input the password by selecting the **Password(SID)** box.

   ❏ Receiving Time: The printer saves and forwards received faxes during the specified time period.

      Enable the **Receiving Time** setting and then set the time in **Start Time** and **End Time**.

6. Select the **Save/Forward Destination** box.

7. Select **Forward**.

8. Tap **Forward** to set this to **On**.

9. Select **Add Entry**.

10. Select forwarding destinations from the contacts list.

    Note:
    You can specify one forwarding destination only.

11. When you have finished selecting the forwarding destination, tap **Close**.

12. Check that the forwarding destination you selected is correct, and then select **Close**.

13. In **Options When Forwarding Failed**, select whether to print received documents or save them in the printer's inbox when forwarding fails.

> **Important:**
>
> When the inbox is full, sending and receiving faxes is disabled. You should delete the documents from the inbox once they have been checked. The number of documents that have failed to be forwarded is displayed on the ⤺ on the home screen, in addition to other unprocessed jobs.

14. Select **OK** three times to return to the Save/Forward Settings screen.

15. Select the registered box for which you made a condition setting, and then select **Enable**.

16. When forwarding to an email address, you can specify a subject for the email. Select **Common Settings**, tap the box under **Forward Settings**, and then enter the subject.

    Note:
    ❏ *If you have selected a shared folder on a network or an email address as the forwarding destination, we recommend that you test if you can send a scanned image to the destination in the scan mode. Select Scan > Email, or Scan > Network Folder/FTP from the home screen, select the destination, and then start scanning.*

    ❏ *You can set to receive a new fax notification on a Windows computer when received documents are saved to a shared folder on a network. Use FAX Utility to make the settings. For details, see the help of FAX Utility.*

Related Information

➡ "Save/Forward Settings" on page 193
➡ "Managing Contacts" on page 58
➡ "Scanning to a Network Folder or FTP Server" on page 121
➡ "Scanning to an Email" on page 124
➡ "Checking the Received Faxes on the LCD Screen (Conditional Save/Forward)" on page 170
➡ "Notification of Unprocessed Received Faxes" on page 187
➡ "Application for Configuring Fax Operations and Sending Faxes (FAX Utility)" on page 219

Printing Received Faxes (Conditional Save/Forward)

You can set to print received documents that meet conditions for saving or forwarding.

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

2. Select **General Settings** > **Fax Settings** > **Receive Settings** > **Save/Forward Settings**.

3. Tap ➤ on an unregistered box under **Conditional Save/Forward**.

4. Select the **Name** box and enter the name you want to register.

5. Select the **Condition(s)** box to make a condition setting.

    ❏ Sender Fax Number match: If the incoming fax number matches the conditions you selected in this item, the printer saves and forwards the received faxes.

    Select **Sender Fax Number match** condition and enter the fax number (max. 20 digits) by selecting the **Fax Number** box.

    ❏ Subaddress(SUB) perfect match: If the subaddress (SUB) is a perfect match, the printer saves and forwards the received faxes.

    Enable the Subaddress(SUB) perfect match setting and enter the password by selecting the **Subaddress(SUB)** box.

    ❏ Password(SID) perfect match: If the password (SID) is perfectly matched, the printer saves and forwards the received faxes.

    Enable the Password(SID) perfect match setting and input the password by selecting the **Password(SID)** box.

    ❏ Receiving Time: The printer saves and forwards received faxes during the specified time period.

    Enable the **Receiving Time** setting and then set the time in **Start Time** and **End Time**.

6. Select **OK**, and then tap **Close**.

7. Select Save/Forward Destination box.

8. Tap **Print** to set this to **On**.

9. Select **OK** twice to return to the Save/Forward Settings screen.

10. Select the registered box for which you made a condition setting, and then tap **Enable**.

Related Information

➡
➡

Sending Email Notifications on the Results of Processing Received Faxes (Conditional Save/Forward)

You can send an email containing the results of processing the received fax.

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

2. Select **General Settings** > **Fax Settings** > **Receive Settings** > **Save/Forward Settings**.

3. Select the registered box by tapping ❯ under **Conditional Save/Forward**.

4. Select **Email Notifications**.

5. Enable the following options as necessary.

    Note:
    The following options can be selected at the same time.

    ❏ **Notify on Receive**: send email to the recipient when the printer has finished receiving the fax.

❏ **Notify on Print**: send email to the recipient when the printer has finished printing the received fax.

❏ **Notify on Save**: send email to the recipient when the printer has finished saving the received document to the memory device.

❏ **Notify on Forward**: send email to the recipient when the printer has finished forwarding the received fax.

6. Tap the box under **Recipient**.

7. Select a recipient from the contacts list.

   Note:
   You can specify one recipient only.

8. When you have finished selecting the recipient, tap **Close**.

9. Select **OK** twice to return to the Save/Forward Settings screen.

Related Information

➡

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

➡
➡

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.

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 fax sending settings. Next, click **Print**.

   The Recipient Settings screen of Fax Utility is displayed.

   ❏ 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.

Note:
❏ *Click **Printer Properties** if you want to specify **Paper Size**, **Orientation**, **Color**, **Image Quality**, or **Character Density**. For details, see the PC-FAX driver help.*

❏ *When transmitting for the first time, a window for registering your information is displayed. Enter the necessary information and click **OK**.*

❏ *FAX Utility uses Nickname to manage fax jobs internally. It is not placed in the cover sheet.*

4. Specify a recipient and click **Next** .

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

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

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 **Option settings** on the Fax Utility main screen, you need to enter the same number again when you click **Add** or **Next**.*

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

If the recipient is saved in the phone book, click the **Phone Book** tab. Select the recipient from the list and click **Add**. The recipient is added to the **Recipient List** displayed in the upper part of the window.

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.*

5. Specify the content of the cover sheet.

To attach a cover sheet, select one of the samples from **Cover Sheet**. Enter the **Subject** and **Message**, and then click **Next**. 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**.

Note:
❏ *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.*

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

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

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

6. 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.*

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 ⑦ 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.

Faxing

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

If the recipient is saved in the phone book, click [icon]. 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.*

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:***
> ❏ *When receiving faxes from the computer, select **Auto** in the printer's fax receiving setting.*
>
> ❏ *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 [icon] on the home screen.*
>
> ❏ *To read the received faxes, you need to install a PDF viewer such as Acrobat Reader in the computer.*

Related Information

➡

Setting to Save a Received Fax on a Computer

You can make received fax settings 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).

Note:
You can receive faxes and print faxes at the same time.

Related Information

➡ "Application for Configuring Fax Operations and Sending Faxes (FAX Utility)" on page 219

Receiving Faxes on a Computer and Printing from the Printer

As well as making settings to save received faxes on a computer, follow the steps below on the printer.

1. Select **Settings** > **General Settings** > **Fax Settings** > **Receive Settings**.

2. Select **Save/Forward Settings** > **Unconditional Save/Forward** > **Save to Computer** > **Yes and Print**.

Related Information

➡ "Setting to Save a Received Fax on a Computer" on page 178
➡ "Receive Settings" on page 193

Canceling Received Faxes on the Computer

To cancel saving 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 not been saved to the computer, the feature does not work.

1. Select **Settings** > **General Settings** > **Fax Settings** > **Receive Settings**.

2. Select **Save/Forward Settings** > **Unconditional Save/Forward** > **Save to Computer** > **No**.

Related Information

➡ "Application for Configuring Fax Operations and Sending Faxes (FAX Utility)" on page 219
➡ "Receive Settings" on page 193

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 Windows Task Bar

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**.

   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

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**.

❏ 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

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.

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_xxxxxxxxx_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.

Using the Fax Box Features

The Fax Box is made up of five boxes.

❏ Inbox: Saves the received document.

❏ Confidential Box: Saves the received document. You can receive confidential faxes by specifying a document storage destination using the Conditional Save/Forward setting.

❏ Stored Documents Box: Stores the document to be sent.

❏ Polling Send Box: Stores the document for polling send.

❏ Board Box: Stores the document for selective polling send.

Related Information

➡ "Using the Inbox" on page 181
➡ "Using the Confidential Box" on page 182
➡ "Using the Stored Documents Box" on page 183
➡ "Using the Polling Send Box" on page 184
➡ "Using the Board Box" on page 185

Using the Inbox

You can set to save received faxes in the printer's inbox. Up to 100 documents can be saved in the inbox and the confidential box in total. 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

➡ "Saving Received Faxes in the Inbox (Unconditional Save/Forward)" on page 163

➡

➡

Checking the Received Documents in the Inbox

You can check the received documents stored in the printer's inbox.

1. Select **Fax Box** on the home screen.

2. Select **Inbox/Confidential**.

3. Select the **Inbox** box.

4. Select the fax you want to check.

    The content of the document is displayed.

Making Settings for the Inbox

When there is a received document in the inbox, you can print, save to a memory device, delete the document, or setup a password setting for the inbox. When there are no documents in the inbox, you can only setup a password.

1. Select **Fax Box** on the home screen.

2. Select **Inbox/Confidential**.

3. Select the **Inbox** box.

4. Tap 🗒.

5. Select the menu you want to use, and then follow the on-screen instructions.

Using the Confidential Box

You can set to save received faxes in the printer's confidential box. Up to 100 documents can be saved in the inbox and the confidential box in total.

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

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Checking the Received Documents in the Confidential Box

You can check the received documents stored in the printer's confidential box.

Faxing

1. Select **Fax Box** on the home screen.

2. Select **Inbox/Confidential**.

3. Select the confidential box you want to check.

4. Select the fax you want to check.

   The content of the document is displayed.

Making Settings for the Confidential Box

When there is a document in the confidential box, you can print, save to a memory device, or delete the document, setup a password, or clear the confidential box settings. When there are no documents in the confidential box, you can only setup a password and clear the confidential box settings.

1. Select **Fax Box** on the home screen.

2. Select **Inbox/Confidential**.

3. Select the confidential box you want to set.

4. Tap 🔲.

5. Select the item you want to use, and then follow the on-screen instructions.

Using the Stored Documents Box

You can store 10 documents (up to 100 monochrome pages per document) in the printer's stored documents box.

Note:
Saving 10 documents may not be possible depending on the usage conditions such as the file size of stored documents.

Related Information

➡ "Storing a Fax Without Specifying a Recipient (Store Fax Data)" on page 157
➡ "Checking the Documents in the Stored Documents Box" on page 183
➡ "Making Settings for the Stored Documents Box" on page 184

Checking the Documents in the Stored Documents Box

You can check the documents stored in the printer's stored documents box.

1. Select **Fax Box** on the home screen.

2. Select **Stored Documents**.

3. Select the document you want to check.

   The content of the document is displayed.

Making Settings for the Stored Documents Box

You can also print, save to a memory device, or delete the document saved in the stored documents box, and setup a password for opening the box.

1. Select **Fax Box** on the home screen.

2. Select **Stored Documents**.

3. Tap 🗏.

4. Select the menu you want to use, and then follow the on-screen instructions.

Using the Polling Send Box

You can store up to 100 pages of a single document in monochrome in the printer's polling send box.

Related Information

Checking the Documents in the Polling Send Box

You can check the documents stored in the printer's polling send box.

1. Select **Fax Box** on the home screen.

2. Select **Polling Send/Board**.

3. Select the **Polling Send** box.

4. Tap **Check Document**.

    The content of the document is displayed.

Making Settings for the Polling Send Box

You can delete documents stored in the polling send box. You can also setup a password for opening the box, automatically delete document settings after polling send, and send an email notification of the results of processing the document.

1. Select **Fax Box** on the home screen.

2. Select **Polling Send/Board**.

3. Select the **Polling Send** box.

4. Tap ⬛.

5. Select the menu you want to use, and then follow the on-screen instructions.

Using the Board Box

You can store a single document (up to 100 pages in monochrome) in one of the printer's board boxes. The printer has 10 board boxes allowing you to store up to 10 documents in total.

Note:
Storing 10 documents may not be possible depending on the usage conditions such as the file size of stored documents.

Related Information

➡ "Setting a Polling Send/Bulletin Board Box" on page 157
➡ "Storing a Document in the Polling Send/Bulletin Board Box" on page 157
➡ "Making Settings for the Board Boxes" on page 185

Checking the Documents in the Board Box

You can check the documents stored in the printer's board box.

1. Select **Fax Box** on the home screen.

2. Select **Polling Send/Board**.

3. Tap the board box you want to check.

4. Tap **Check Document**.

   The content of the document is displayed.

Making Settings for the Board Boxes

You can make subaddress and password settings for the board boxes. You can also setup a password for opening the box, delete document settings after polling send, send an email notification of the results of processing the document, delete the document, and clear the box settings.

1. Select **Fax Box** on the home screen.

2. Select **Polling Send/Board**.

3. Tap the board box you want to set.

4. Tap ⬛.

5. Select the menu you want to use, and then follow the on-screen instructions.

Faxing

Using Other Faxing Features

Printing Fax Report and List

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 191
➡ "Report Settings" on page 197

Setting Up to Print Fax Reports Automatically

You can make settings to print the following fax reports automatically.

Transmission Report

From the home screen, select **Fax** > **Fax Settings** > **Transmission Report**, and then select **Print** or **Print on Error**.

Forwarding Report

From the home screen, select **Settings** > **General Settings** > **Fax Settings** > **Report Settings** > **Forwarding Report**, and then select **Print** or **Print on Error**.

Fax Log Auto Print

From the home screen, select **Settings** > **General Settings** > **Fax Settings** > **Report Settings** > **Fax Log Auto Print**, and then select **On(Every 30)** or **On(Time)**.

Related Information

➡ "Report Settings" on page 197
➡ "Menu Options for User Settings" on page 200

Setting Security for Faxing

You can make security settings to prevent sending a fax to the wrong recipient, or prevent received documents from being leaked or lost. You can also delete backed-up fax data.

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

2. Select **General Settings** > **Fax Settings** > **Security Settings**.

3. Select the menu, and then make the settings.

Related Information

Checking Fax Jobs

Notification of Unprocessed Received Faxes

When there are unprocessed received documents, the number of unprocessed jobs is displayed on the [icon] on the home screen. See the table below for a definition of the "unprocessed".
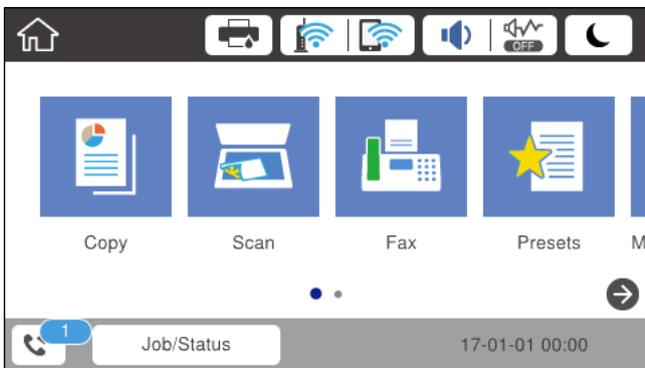
Received Fax Save/Forward Setting	Unprocessed Status
Printing[*1]	Received documents are waiting to be printed or printing is in progress.
Saving in the inbox or the confidential box	There are unread received documents in the inbox or the confidential box.
Saving in an external memory device	There are received documents that have not been saved in the device because there is no device containing a folder specifically created to save received documents connected to the printer or for other reasons.
Saving on a computer	There are received documents that have not been saved on the computer because the computer is in sleep mode or for other reasons.
Forwarding	There are received documents that have not been forwarded or failed to be forwarded[*2].

*1   : When you have not set any of the fax save/forward settings, or when you have set to print received documents while saving them to an external memory device or a computer.

*2   : When you have set to save documents that could not be forwarded in the inbox, there are unread documents that failed to be forwarded in the inbox. When you have set to print documents that failed to be forwarded, printing is not complete.

Note:
If you are using more than one of the fax save/forward settings, the number of unprocessed jobs may be displayed as "2" or "3" even if only one fax has been received. For example, if you have set to save faxes in the inbox and on a computer and one fax is received, the number of unprocessed jobs is displayed as "2" if the fax has not been saved to the inbox and on a computer.

Related Information

➡ "Saving Received Faxes in the Inbox (Unconditional Save/Forward)" on page 163

➡ "Saving Received Faxes in the Inbox or the Confidential Box (Conditional Save/Forward)" on page 168

➡ "Saving Received Faxes in an External Memory Device (Unconditional Save/Forward)" on page 165

➡ "Saving Received Faxes in an External Memory Device (Conditional Save/Forward)" on page 170

➡ "Receiving Faxes on a Computer" on page 178

➡ "Forwarding Received Faxes (Unconditional Save/Forward)" on page 165

➡ "Forwarding Received Faxes (Conditional Save/Forward)" on page 172

➡ "Checking the Received Faxes on the LCD Screen (Unconditional Save/Forward)" on page 164

➡ "Checking the Received Faxes on the LCD Screen (Conditional Save/Forward)" on page 170

➡ "Checking Fax Jobs in Progress" on page 188

Checking Fax Jobs in Progress

You can perform the following operations.

❏ Check the status of fax jobs

❏ Check or resend documents that have failed to send (If you have enabled **Save Failure Data**)

❏ Print received documents that have not been printed yet

1.   Tap **Job/Status** on the home screen.

2.   Tap the **Job Status** tab, and then tap **Active**.

3.   Select the job you want to check, resend, or print, and then follow the on-screen instructions.

Checking the Fax Job History

You can check the history of sent or received fax jobs, such as the date, time and result for each job.

1.   Tap **Job/Status** on the home screen.

2.   Select **Log** on the **Job Status** tab.

3.   Tap ▼ on the right, and then select **Send** or **Receive**.

The log for sent or received fax jobs is displayed in reverse chronological order. Tap a job you want to check to display the details.

Reprinting Received Documents

You can reprint received documents from the logs of printed fax jobs.

Note that the printed received documents are deleted in chronological order when the printer runs out of memory.

1. Tap **Job/Status** on the home screen.

2. Select **Log** on the **Job Status** tab.

3. Tap ▼ on the right, and then select **Print**.

    The history of sent or received fax jobs is displayed in reverse chronological order.

4. Select a job with ⬚ from the history list.

    Check the date, time, and result to determine if it is the document you want print.

5. Tap **Print Again** to print the document.

Menu Options for Fax Mode

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**

Quick Operation Button:

Displays up to three frequently used items such as **Transmission Log** and **Original Type**. These allow you to quickly and easily make settings.

You must assign items in advance in **Settings** > **General Settings** > **Fax Settings** > **Quick Operation Button**

Faxing

There are three buttons available as the **Quick Operation Button**.

Scan Settings:

❏ Original Size (Glass)

Select the size and orientation of the original you placed on the scanner glass.

❏ Original Type

Select the type of your original.

❏ 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 2-Sided

Scans both sides of originals placed in the ADF and sends a monochrome fax.

❏ Continuous Scan(ADF)

When sending a fax from the ADF, you cannot add originals in the ADF after starting scanning. If you place different sized originals in the ADF, all of the originals are sent at the largest size among them. Enable this option so that the printer asks if you want to scan another page after an original in the ADF has finished scanning. Then you can sort and scan your originals by size and send them as a single fax.

Fax Send Settings:

❏ Direct Send

Sends monochrome faxes to a single recipient as soon as the connection is made, without saving the scanned image to memory. If you do not enable this option, the printer starts the transmission after saving the scanned image to memory and may cause a memory full error when sending many pages. By using this option, you can avoid the error, but it takes longer to send the fax. You cannot use this option when using the ADF 2-Sided option and when sending a fax to multiple recipients.

❏ Priority Send

Sends the current fax before other faxes waiting to be sent.

❏ Send Fax Later

Sends a fax at a time you specified. Only a monochrome fax is available when using this option.

❏ 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**.

❏ Notify Send Result

Sends a notification after you send a fax.

❏ Transmission Report

    - **Print on Error**: Prints a report only when an error occurs.

    - **Print**: Prints a transmission report automatically after you send a fax.

    - **Do Not Print**: Does not print a transmission report automatically.

❏ Backup

Saves a backup of the sent fax that is scanned and saved to the printer's memory automatically.

More

Select the menus on the control panel as described below.

Fax > 🗐 (More)

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**

    ❏ Stored Fax Documents

    Prints a list of fax documents stored in the printer's memory, such as unfinished jobs.

❏ Fax Settings List

Prints the current fax settings.

❏ Conditional Save/Forward list

Prints the Conditional Save/Forward List.

❏ Protocol Trace

Prints a detailed report for the previous fax that was sent or received.

Extended Fax:

❏ Polling Receive

Connects to the fax number you entered and receives a fax stored on the fax machine. You can use this option for receiving a fax from a fax information service.

❏ Polling Send/Board

The Polling Send/Board is made up of one polling send box and 10 board boxes. The polling send box stores one scanned document (up to 100 monochrome pages) for polling and sends it automatically when another fax machine requests it using the device's polling receive function. Each board box stores one scanned document for polling and sends it automatically when another fax machine requests it using the device's polling receive function and subaddress function.

❏ Store Fax Data

Stores 10 scanned documents (up to 100 monochrome pages) and allows you to send it whenever necessary.

Fax Box:

Accesses the **Fax Box** feature. For details, see the page that describes Fax Box settings.

Fax Settings:

Accesses the **Fax Settings** feature. For details, see the page that describes Fax Settings.

Related Information

➡
➡

Menu Options for Fax Settings

Select the menus on the control panel as described below.

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

Quick Operation Button

Select the menus on the control panel as described below.

Settings > **General Settings** > **Fax Settings** > **Quick Operation Button**

Faxing

Quick Operation Button 1,

Quick Operation Button 2,

Quick Operation Button 3:

Registers up to three shortcuts allowing you to quickly access the menu you use often when sending faxes.

The shortcuts are displayed on the following menu.

Fax > **Fax Settings**.

Send Settings

Select the menus on the control panel as described below.

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

Auto Rotation:

An A4 size original placed in the ADF or on the scanner glass with its long edge facing to the left is sent as an A3 size fax. Enable this to rotate the scanned image to send it at A4 size.

Batch Send:

When there are multiple faxes waiting to be sent to the same recipient, this groups them together to send them at once. Up to five documents (up to 100 pages in total) can be sent at one time. This helps you save on connection fees by reducing the number of transmission times.

Auto Redial Count:

Select the number of times that the printer automatically redials if the fax number is busy or a problem occurs.

Auto Redial Interval:

Select the time that the printer automatically redials if the fax number is busy or a problem occurs.

Save Failure Data:

Saves documents that failed to be sent in the printer's memory. You can resend the documents from the **Job/Status**.

Receive Settings

Select the menus on the control panel as described below.

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

Save/Forward Settings

Select the menus on the control panel as described below.

Settings > **General Settings** > **Fax Settings** > **Receive Settings** > **Save/Forward Settings**

Faxing

Unconditional Save/Forward

You can set to save received documents in the inbox, on a computer, on a memory device, or forward the documents.

Save to Inbox:

Saves received faxes in the printer's inbox.

Save to Computer:

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

Save to Memory Device:

Converts received documents into PDF format and saves them to an external memory device connected to the printer.

Forward:

You can set to forward received documents to another fax machine, or convert the documents into PDF format and forward them to a shared folder on a network or to an email address. Forwarded documents are deleted from the printer. First register the forwarding destinations to the contacts list. To forward to an email address, you also need to configure the email server settings.

Email Notifications:

Sends an email notification when receiving, printing, saving to a memory device, or forwarding faxes is complete.

Conditional Save/Forward

You can set to save received documents in the inbox or the confidential box, on a memory device, forward, or print the documents, according to the conditions you set in advance.

To switch between enabling or disabling the conditions, tap anywhere in the box except for ➔ .

To register the conditions, tap ➔ .

Name:

Enter name of the condition.

Condition(s):

Select conditions and make settings.

❏ Sender Fax Number match

When the sender fax number matches, the received document is saved and forwarded.

❏ Subaddress(SUB) perfect match

When the subaddress (SUB) matches perfectly, the received document is saved and forwarded.

❏ Password(SID) perfect match

When the password (SID) matches perfectly, the received document is saved and forwarded.

❏ Receiving Time

Saves and forwards documents received during the specified time period.

Save/Forward Destination:

Select the destination to save and forward received documents that match the conditions.

❏ Save to Fax Box

Saves received faxes in the printer's inbox or confidential box.

❏ Save to Memory Device

Converts received documents into PDF format and saves them to an external memory device connected to the printer.

❏ Forward

You can set to forward received documents to another fax machine, or convert the documents into PDF format and forward them to a shared folder on a network or to an email address. Forwarded documents are deleted from the printer. First register the forwarding destinations to the contacts list. To forward to an email address, you also need to configure the email server settings.

❏ Print

Select whether or not to print.

Email Notifications:

Sends an email notification when receiving, printing, saving to a memory device, or forwarding faxes is complete.

Transmission Report:

- **Print on Error**: Prints a report only when an error occurs.

- **Print**: Prints a transmission report automatically after you send a fax.

- **Do Not Print**: Does not print a transmission report automatically.

Common Settings

Inbox settings:

❏ Options when memory is full

Select the operation to perform when the inbox is full. Select **Receive and print faxes** to print all received documents that cannot be saved in the inbox. Select **Reject incoming faxes** to decline incoming fax calls.

❏ Inbox Password Settings

Password protects the inbox to restrict users from viewing received faxes. Select **Change** to change the password, and select **Reset** to cancel password protection. When changing or resetting the password, you need the current password.

Forward Settings:

When forwarding to an email address, you can specify a subject for the email.

🔲 *(Menu)*

Print Conditional Save/Forward list

Tap 🔲 at top right of the screen. Prints the Conditional Save/Forward List.

Print Settings

Select the menus on the control panel as described below.

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

Auto Reduction:

Reduces large received documents 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:

Make split page settings when the size of the received document is larger than the size of the paper loaded in the printer.

Auto Rotation:

Rotates a landscape-oriented A5, B5, A4, or Letter size received document so that it is printed on the correct paper size.

❏ **For models with two or more paper sources:**

This setting is applied when two or more paper sources are set for fax printing in **Paper Source Settings** > **Auto Select Settings**, and the paper size settings of the paper sources are A3 and A4, B4 and B5, or A4 and A5.

❏ **For models with one paper source:**

This setting is applied when A5, B5, A4, or Letter is set in **Settings** > **General Settings** > **Printer Settings** > **Paper Source Settings** > **Paper Setting** > **Paper Size**.

Add Reception Information:

Prints reception information in the header of 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, reception ID (such as " #001"), and page number (such as "P1"). When **Split Page Settings** is enabled, the split page number is also included.

2-Sided:

You can print multiple pages of received documents on both sides of the paper.

Print Start Timing:

Select options to start printing the received documents.

❏ All Pages Received:

After receiving all of the pages, printing starts from the first page. If the **Collation Stack** feature is enabled, printing starts from the last page and then the pages are arranged in the correct order.

❏ 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.

Faxing

Collation Stack:

> Prints received documents from the last page (print in descending order) so that 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:

> Saves documents received during the specified time period in the printer's memory without printing them. At the time specified to restart printing, the documents are automatically printed. 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. Even before the restarting time, you can check and print the received documents individually from **Job/Status** on the home screen.

Quiet Mode:

> Reduces the noise the printer makes when printing faxes, however, print speed may be reduced.

Report Settings

Select the menu on the control panel as described below.

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

Forwarding Report:

> Prints a report after forwarding a received document.

Backup Error Report:

> Prints a report when a backup error occurs on forwarding the sent fax to **Backup Destination**. You can set this in **Fax** > **Fax Settings** > **Backup**.

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:

> Select a format for fax reports other than **Protocol Trace**. Select **Detail** to print with error codes.

Output Method:

> Select an output method for fax reports.

Basic Settings

Select the menus on the control panel as described below.

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

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 or receive 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. Depending on the region, this setting may not be displayed.

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.

Header:

Enter your sender name and fax number. These appear as a header on outgoing faxes. You can enter up to 40 characters for your name, and up to 20 digits for your fax number.

Receive Mode:

Select the receive mode.

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:

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.

Rejection Fax:

Select options to reject junk faxes.

Receiving Paper Size:

Select the maximum paper size for faxes that the printer can receive.

Security Settings

Select the menus on the control panel as described below.

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

Direct Dialing Restrictions:

- **Off**: Enables manual entry of the recipient's fax numbers.

- **On**: Disables manual entry of the recipient's fax numbers allowing the operator to select recipients only from the contacts list or sent history.

- **Enter Twice**: Requires the operator to enter the fax number again when the number was manually entered.

Confirm Address List:

Displays a recipient confirmation screen before starting the transmission.

Backup Data Auto Clear:

To prepare for an unexpected power off due to an electricity failure or an incorrect operation, the printer temporarily stores backup copies of sent and received documents in its memory. Enable this option to automatically erase the backups when sending or receiving a document completes successfully and the backups become unnecessary.

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.

Check Fax Connection

Select the menus on the control panel as described below.

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

Checks if the printer is connected to the phone line and ready for fax transmission, and prints the check result on A4 size plain paper.

Fax Setting Wizard

Select the menus on the control panel as described below.

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

Select to make basic fax settings by following the on-screen instructions. For details, see the page that describes basic fax settings.

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 **Fax** mode.

Related Information

➡ "Fax Settings" on page 189

Menu Options for Fax Box

Select **Fax Box** on the home screen on the control panel to access the following menus.

❏ Inbox/Confidential

❏ Stored Documents

❏ Polling Send/Board

For details on each box, see the corresponding page for the Fax Box settings.

Related Information

➡ "Using the Fax Box Features" on page 181

Replacing Ink Cartridges and Other Consumables

Checking the Status of the Remaining Ink and the Maintenance Box

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

Checking the Status of the Remaining Ink and the Maintenance Box - Control Panel

1. Press the ⓘ button on the control panel.

2. Select **Printer Status**.

    Note:
    The indicator on the far right indicates the available space in the 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, and then click **Details**.

    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 74

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**.

Replacing Ink Cartridges and Other Consumables

Ink Cartridge Codes

The following are the codes for genuine Epson ink cartridges.

For Europe

Icon	BK: Black	C: Cyan	M: Magenta	Y: Yellow
Alarm clock	27 27XL* 27XXL*	27 27XL*	27 27XL*	27 27XL*

* "XL" and "XXL" indicate large cartridges.

For Australia and New Zealand

BK: Black	C: Cyan	M: Magenta	Y: Yellow
252 252XL* 254XL*	252 252XL*	252 252XL*	252 252XL*

* "XL" indicates a large cartridge.

For Asia

BK: Black	C: Cyan	M: Magenta	Y: Yellow
188	188	188	188

Epson recommends the use of genuine Epson ink cartridges. Epson cannot guarantee the quality or reliability of non-genuine ink. The use of non-genuine ink may cause damage that is not covered by Epson's warranties, and under certain circumstances, may cause erratic printer behavior. Information about non-genuine ink levels may not be displayed.

Note:
❏ *Not all cartridges are available in all regions.*

❏ *Ink cartridge codes may vary by location. For the correct codes in your area, contact Epson support.*

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

  http://www.epson.eu/pageyield

Related Information

➡ "Technical Support Web Site" on page 284

Ink Cartridge Handling Precautions

Read the following instructions before replacing ink cartridges.

Handling precautions

❏ Store ink cartridges at normal room temperature and keep them away from direct sunlight.

❏ Epson recommends using the ink cartridge before the date printed on the package.

❏ For best results, use up ink cartridge within six months of opening the package.

❏ For best results, store ink cartridge packages with their bottom down.

❏ After bringing an ink cartridge inside from a cold storage site, allow it to warm up at room temperature for at least three hours before using it.

❏ Do not open the ink cartridge package until you are ready to install it in the printer. The cartridge is vacuum packed to maintain its reliability. If you leave a cartridge unpacked for a long time before using it, normal printing may not be possible.

❏ Be careful not to break the hooks on the side of the ink cartridge when you remove it from the package.

❏ You must remove the yellow tape from the cartridge before installing it; otherwise, print quality may decline or you may not be able to print. Do not remove or tear the label on the cartridge; this can cause leakage.
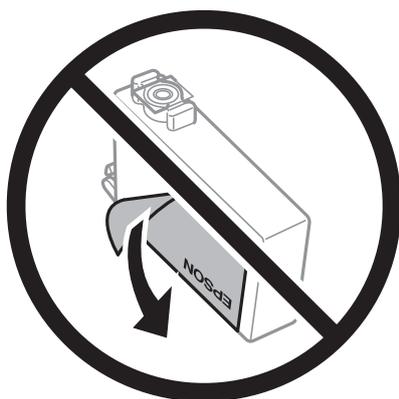
❏ Do not remove the transparent seal from the bottom of the cartridge; otherwise, the cartridge may become unusable.

Replacing Ink Cartridges and Other Consumables

❏ Do not touch the sections shown in the illustration. Doing so may prevent normal operation and printing.

❏ Install all ink cartridges; otherwise you cannot print.

❏ Do not replace ink cartridges with the power off. Do not move the print head by hand; otherwise, you may damage the printer.

❏ Do not turn off the printer during ink charging. If the ink charging is incomplete, you may not be able to print.

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

❏ If you need to remove an ink cartridge temporarily, make sure you protect the ink supply area from dirt and dust. Store the ink cartridge in the same environment as the printer, with the ink supply port facing down or sideways. Do not store ink cartridges with the ink supply port facing up. Because the ink supply port is equipped with a valve designed to contain the release of excess ink, there is no need to supply your own covers or plugs.

❏ Removed ink cartridges may have ink around the ink supply port, so be careful not to get any ink on the surrounding area when removing the cartridges.

❏ This printer uses ink cartridges equipped with a green chip that monitors information such as the amount of remaining ink for each cartridge. This means that even if the cartridge is removed from the printer before it is expended, you can still use the cartridge after reinserting it back into the printer. However, when reinserting a cartridge, some ink may be consumed to guarantee printer performance.

❏ For maximum ink efficiency, only remove an ink cartridge when you are ready to replace it. Ink cartridges with low ink status may not be used when reinserted.

❏ To ensure you receive premium print quality and to help protect your print head, a variable ink safety reserve remains in the cartridge when your printer indicates to replace the cartridge. The yields quoted for you do not include this reserve.

❏ Although the ink cartridges may contain recycled materials, this does not affect printer function or performance.

❏ Specifications and appearance of the ink cartridge are subject to change without prior notice for improvement.

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

❏ You cannot use the cartridges that came with the printer for the replacement.

❏ 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.

Ink consumption

❏ To maintain optimum print head performance, some ink is consumed from some cartridges not only during printing but also during maintenance operations such as ink cartridge replacement and print head cleaning.

❏ When printing in monochrome or grayscale, color inks instead of black ink may be used depending on the paper type or print quality settings. This is because a mixture of color inks is used to create black.

❏ The ink in the ink cartridges 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 these cartridges may print fewer pages compared to subsequent ink cartridges.

Replacing Ink Cartridges

When a message is displayed prompting you to replace the ink cartridges, tap **How To** and then view the animations displayed on the control panel to learn how to replace the ink cartridges.

If you need to replace the ink cartridges before they are expended, select **Settings** > **Maintenance** > **Ink Cartridge(s) Replacement** on the home screen, and then follow the on-screen instructions. Tap **How To** for details.

Related Information

➡ "Ink Cartridge Codes" on page 202
➡ "Ink Cartridge Handling Precautions" on page 203

Maintenance Box Code

Epson recommends the use of a genuine Epson maintenance box.

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

T6711

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 tilt the used maintenance box until after it is sealed in the plastic bag; otherwise ink may leak.

❏ Keep the maintenance box out of direct sunlight.

❏ Do not replace the maintenance box during printing; otherwise, ink may leak.

❏ 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.

❏ Do not remove the maintenance box except when replacing it; otherwise ink may leak.

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 it is full, you cannot print until the maintenance box is replaced to avoid ink leakage. However, non-printing features are available.

Related Information

➡
➡

Temporarily Printing with Black Ink

When color ink is expended and black ink still remains, you can use the following settings to continue printing for a short time using only black ink.

❏ Type of paper: plain papers, Envelope

❏ Color: B&W or **Grayscale**

❏ Borderless: Not selected

❏ EPSON Status Monitor 3: Enabled (When printing from the printer driver on Windows.)

Because this feature is only available for approximately five days, replace the expended ink cartridge as soon as possible.

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

❏ *The available period varies depending on the usage conditions.*

Temporarily Printing with Black Ink - Control Panel

1. When a message is displayed prompting you to replace the ink cartridges, tap **Proceed**.

   A message is displayed telling you that you can temporarily print with black ink.

2. Check the message, and then tap **Proceed**.

3. If you want to print in monochrome, select **No, remind me later**.

   The ongoing job is canceled.

4. Now you can copy originals or print received faxes on plain paper in monochrome. Select the feature you want to use on the home screen.

Note:
Borderless copying is not available.

Temporarily Printing with Black Ink - Windows

1. When the following window is displayed, cancel printing.
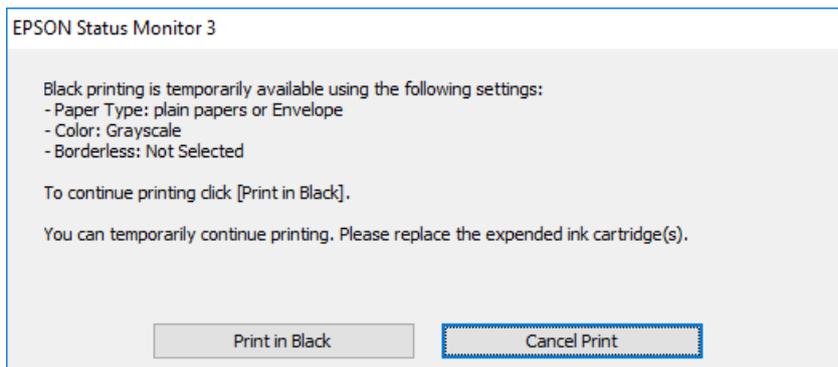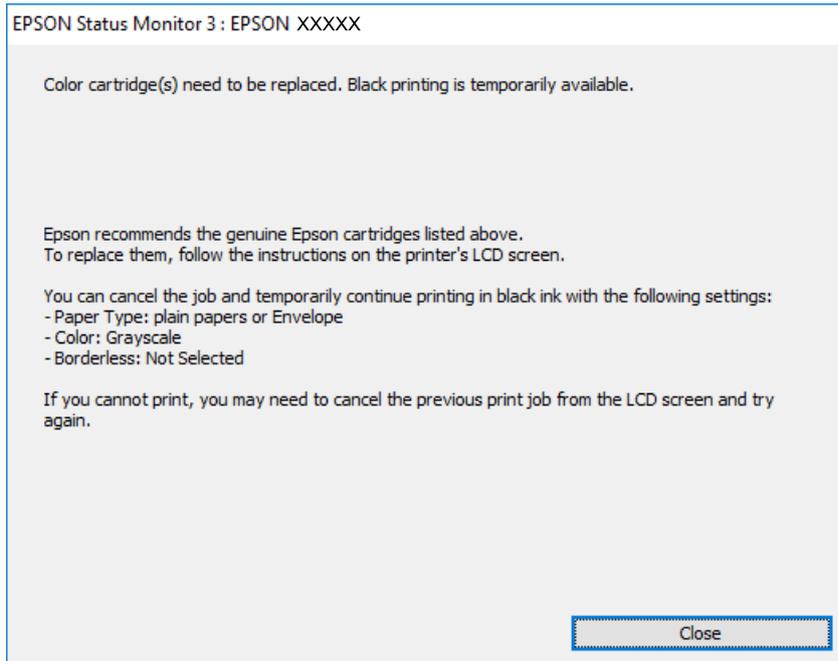
Note:
If you cannot cancel printing from the computer, cancel using the printer's control panel.

2. Access the printer driver window.

3. Clear **Borderless** on the **Main** tab.

4. Select **plain papers** or **Envelope** as the **Paper Type** setting on the **Main** tab.

5. Select **Grayscale**.

6. Set the other items on the **Main** and **More Options** tabs as necessary, and then click **OK**.

7. Click **Print**.

8. Click **Print in Black** in the window displayed.

Related Information

➡

Temporarily Printing with Black Ink - Mac OS

Note:
*To use this feature through a network, connect with **Bonjour**.*

1. Click the printer icon in the **Dock**.

2. Cancel the job.

    Note:
    If you cannot cancel printing from the computer, cancel using the printer's control panel.

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

4. Select **On** as the **Permit temporary black printing** setting.

5. Access the print dialog.

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

7. Select any paper size except for a borderless size as the **Paper Size** setting.

8. Select **plain papers** or **Envelope** as the **Media Type** setting.

9. Select **Grayscale**.

10. Set the other items as necessary.

11. Click **Print**.

Conserving Black Ink when the Black Ink Is Low (for Windows Only)

When black ink is running low and there is enough color ink remaining, you can use a mixture of color inks to create black. You can continue printing while preparing a replacement black ink cartridge.

This feature is only available when you select the following settings in the printer driver.

❑ Paper Type: **plain papers**

❑ Quality: **Standard**

❏ EPSON Status Monitor 3: Enabled

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

❏ *Composite black looks slightly different from pure black. In addition, the print speed is reduced.*

❏ *To maintain the quality of the print head, black ink is also consumed.*

```
EPSON Status Monitor 3

Black ink is low. You can extend black ink cartridge life by printing with a
mixture of other colors to create composite black.
Do you want to do this for the current print job?

              [        Yes        ]

              [        No         ]

              [ Disable this feature ]
```
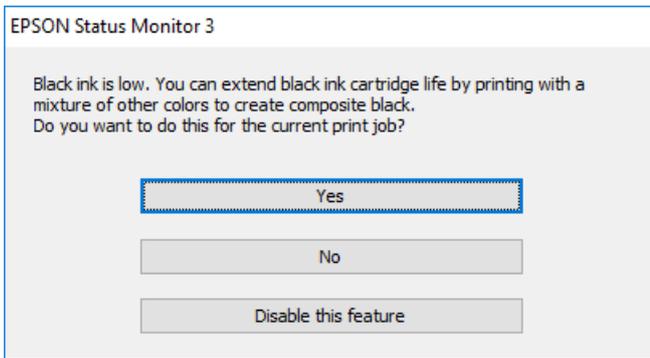
Options	Description
Yes	Select to use a mixture of color inks to create black. This window is displayed the next time you print a similar job.
No	Select to continue using the remaining black ink. This window is displayed the next time you print a similar job.
Disable this feature	Select to continue using the remaining black ink. This window is not displayed until you replace the black ink cartridge and it runs low again.

Maintaining the Printer

Checking and Cleaning the Print Head

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 scanner unit 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. Replace the ink cartridge first.*
>
> ❏ *If print quality has not improved after repeating nozzle check and head cleaning about four 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, contact Epson support.*
>
> ❏ *To prevent the print head from drying out, do not unplug the printer while the power is on.*

Checking and Cleaning the Print Head - Control Panel

1. Load A4-size plain paper in the paper cassette.

    If your printer has two paper cassettes, load paper in paper cassette 1.

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

3. Select **Maintenance** > **Print Head Nozzle Check**.

4. Follow the on-screen instructions to print the nozzle check pattern.

5. Examine the printed pattern. If there are broken lines or missing segments as shown in the "NG" pattern, the print head nozzles may be clogged. Go to the next step. If you cannot see any broken lines or missing segments as in the following "OK" pattern, the nozzles are not clogged. Close the nozzle check feature.
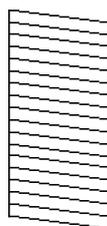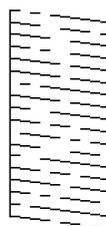
6. Select **Print Head Cleaning**.

7. Select one of the options below according to the result of the nozzle check.

    ❏ **All Colors**: When a defect is found in the pattern of all colors (BK, Y, M, and C)

    ❏ **All except Black**: When defects are found in patterns of any color except black. (Y, M, and C)

    ❏ **Black Only**: When a defect is found only in the pattern of black (BK)

8. When cleaning is finished, print the nozzle check pattern again. Repeat cleaning and printing the pattern until all lines are printed completely.

Related Information

➡ "Loading Paper in the Paper Cassette" on page 46

Checking and Cleaning the Print Head - Windows

1. Load A4-size plain paper in the paper cassette.

    If your printer has two paper cassettes, load paper in paper cassette 1.

2. Access the printer driver window.

3. Click **Nozzle Check** on the **Maintenance** tab.

4. Follow the on-screen instructions.

Related Information

➡ "Loading Paper in the Paper Cassette" on page 46
➡ "Accessing the Printer Driver" on page 74

Checking and Cleaning the Print Head - Mac OS

1. Load A4-size plain paper in the paper cassette.

    If your printer has two paper cassettes, load paper in paper cassette 1.

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.

Related Information

➡ "Loading Paper in the Paper Cassette" on page 46

Aligning the Print Head

If you notice a misalignment of vertical lines or blurred images, align the print head.

Aligning the Print Head - Control Panel

1. Load A4-size plain paper in the paper cassette.

   If your printer has two paper cassettes, load paper in paper cassette 1.

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

3. Select **Maintenance** > **Print Head Alignment**.

4. Select **Vertical Alignment** or **Horizontal Alignment**, and then follow the on-screen instructions to print an alignment pattern.

   ❏ Vertical Alignment: Select this if your printouts look blurry or vertical ruled lines appear misaligned.

   ❏ Horizontal Alignment: Select this if you see horizontal banding at regular intervals.

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

   ❏ Vertical Alignment: Find and enter the number for the most solid pattern in each group.
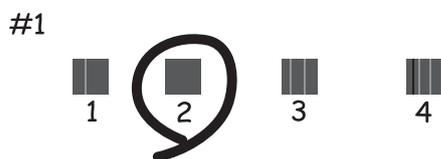
   ❏ Horizontal Alignment: Find and enter the number for the least separated and overlapping pattern.

Related Information

➡ "Loading Paper in the Paper Cassette" on page 46

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 A3-size plain paper in the paper source that you want to clean.

2. Enter **Settings** from the home screen.

3. Select **Maintenance** > **Paper Guide Cleaning**.

4. Select the paper source, and then follow the on-screen instructions to clean the paper path.

   Note:
   Repeat this procedure until the paper is not smeared with ink. If the printouts are still smeared or scuffed, clean the other paper sources.

Related Information

➡

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.*
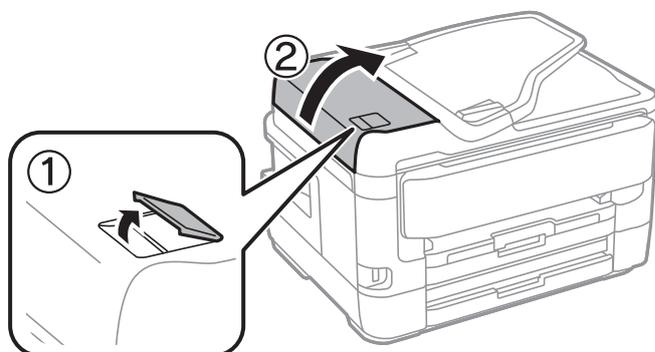
1. Open the ADF cover.

2. Use a soft, moist cloth to clean the roller and the interior of the ADF.
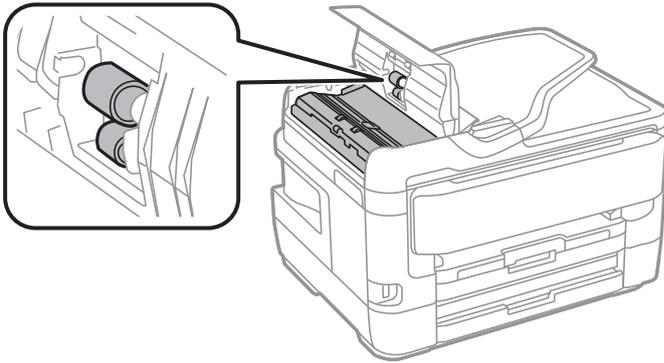
> **❗ Important:**
>
> *Using a dry cloth may damage the surface of the roller. Use the ADF after the roller has dried.*

3. Open the document cover.
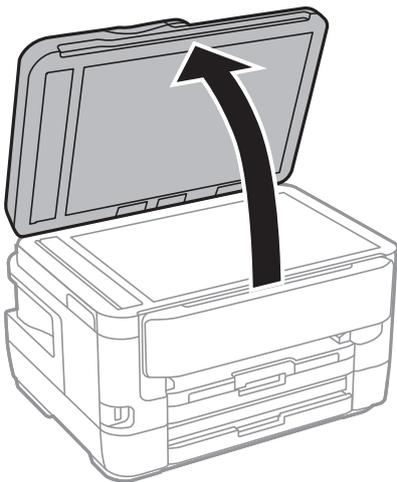
4. Clean the part that is shown in the illustration.
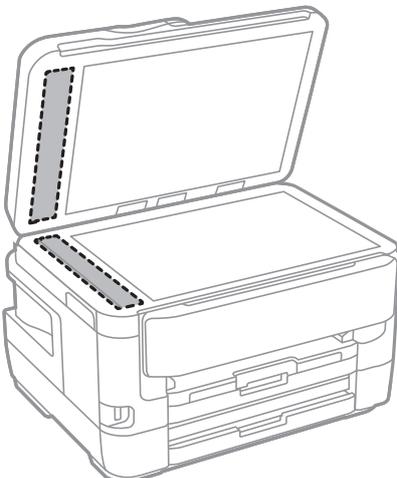
> ❗ *Important:*
> ❏ *If the glass surface is stained with grease or some other hard-to-remove material, use a small amount of glass cleaner and a soft cloth to remove it. Wipe off all remaining liquid.*
> ❏ *Do not press the glass surface too hard.*
> ❏ *Be careful not to scratch or damage the surface of the glass. A damaged glass surface can decrease the scan quality.*

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.
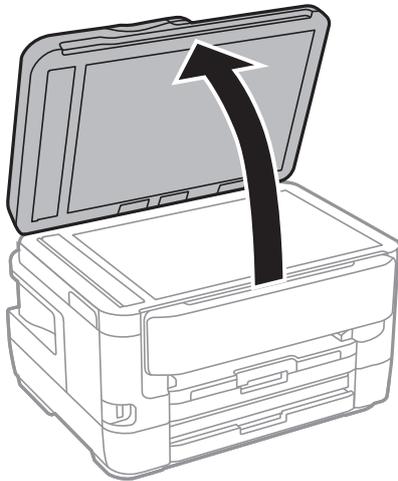
2. Use a soft, dry, clean cloth to clean the surface of the scanner glass.

> ❗ *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.*

Network Service and Software Information

This section introduces the network services and software products available for your printer from the Epson website or the supplied software disc.

Application for Configuring Printer Operations (Web Config)

Web Config is an application that runs in a web browser, such as Internet Explorer and Safari, on a computer or smart device. You can confirm the printer status or change the network service and printer settings. To use the Web Config, connect the printer and the computer or device to the same network.

The following browsers are supported.

OS	Browser
Windows XP SP3 or later	Internet Explorer 8 or later, Firefox*, Chrome*
Mac OS X v10.6.8 or later	Safari*, Firefox*, Chrome*
iOS*	Safari*
Android 2.3 or later	Default browser
Chrome OS*	Default browser

*   Use the latest version.

Running Web Config on a Web Browser

1. Check the printer's IP address.

   Tap the network icon on the printer's home screen, and then tap the active connection method to confirm the printer's IP address.

   Note:
   You can also check the IP address by printing the network connection report.

2. Launch a Web browser from a computer or smart device, and then enter the printer's IP address.

   Format:

   IPv4: http://the printer's IP address/

   IPv6: http://[the printer's IP address]/

   Examples:

   IPv4: http://192.168.100.201/

   IPv6: http://[2001:db8::1000:1]/

Note:
Using the smart device, you can also run Web Config from the maintenance screen of Epson iPrint.

Related Information

➡ "Using Epson iPrint" on page 104

➡ "Printing a Network Connection Report" on page 33

Running Web Config on Windows

When connecting a computer to the printer using WSD, follow the steps below to run Web Config.

1. Access the devices and printers screen in Windows.

   ❏ Windows 10/Windows Server 2016

   Right-click the start button or press and hold it, and then select **Control Panel** > **View devices and printers** in **Hardware and Sound**.

   ❏ 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** (or **Hardware**).

   ❏ Windows 7/Windows Server 2008 R2

   Click the start button, and select **Control Panel** > **View devices and printers** in **Hardware and Sound**.

   ❏ Windows Vista/Windows Server 2008

   Click the start button, and select **Control Panel** > **Printers** in **Hardware and Sound**.

2. Right-click on your printer and select **Properties**.

3. Select the **Web Service** tab and click the URL.

Running Web Config on 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**> **Show Printer Webpage**.

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

Adding the Network Scanner

Before using Epson Scan 2, you need to add the network scanner.

1. Start the software, and then click **Add** on the **Scanner Settings** screen.

   Note:
   ❏ *If **Add** is grayed out, click **Enable Editing**.*

   ❏ *If the main screen of Epson Scan 2 is displayed, it has already been connected to the scanner. If you want to connect to another network, select **Scanner** > **Settings** to open the **Scanner Settings** screen.*

2. Add the network scanner. Enter the following items, and then click **Add**.

   ❏ **Model**: Select the scanner you want to connect to.

   ❏ **Name**: Enter the scanner name within 32 characters.

   ❏ **Search for Network**: When the computer and the scanner are on the same network, the IP address is displayed. If it is not displayed, click the 🔄 button. If the IP address is still not displayed, click **Enter address**, and then enter the IP address directly.

3. Select the scanner on the **Scanner Settings**screen, and then click **OK**.

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

➡

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 178

➡ "Installing the Latest Applications" on page 223

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 175

➡ "Application for Configuring Fax Operations and Sending Faxes (FAX Utility)" on page 219

Application for Laying Out Photos (Epson Easy Photo Print)

Epson Easy Photo Print is an application that allows you to easily print photos with various layouts. You can preview the photo image and adjust the images or position. You can also print photos with a frame. See the application's help for details.

By printing on genuine Epson photo paper, the ink quality is maximized and the printouts are vivid and clear.

To perform borderless printing using a commercially available application, make the following settings.

❏ Create image data to fit the paper size. If a margin setting is available in the application you are using, set the margin to 0 mm.

❏ Enable the borderless printing setting in the printer driver.

Note:
❏ *Windows Server operating systems are not supported.*

❏ *To use this application, the printer driver needs to be installed.*

Starting on Windows

❏ Windows 10

Click the start button, and then select **Epson Software** > **Epson Easy Photo Print**.

❏ 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 Easy Photo Print**.

Starting on Mac OS

Go > **Applications** > **Epson Software** > **Epson Easy Photo Print**.

Related Information

➡ "Installing the Latest Applications" on page 223

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.*

❏ *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 the Latest Applications" on page 223

Application for Configuring Multiple Devices (EpsonNet Config)

EpsonNet Config is an application that allows you to set the network interface addresses and protocols. See the operations guide for EpsonNet Config or the application's help for more details.

Starting on Windows

❑ Windows 10/Windows Server 2016

Click the start button, and then select **EpsonNet** > **EpsonNet Config**.

❑ 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 select **All Programs** or **Programs** > **EpsonNet** > **EpsonNet Config SE** > **EpsonNet Config**.

Starting on Mac OS

Go > **Applications** > **Epson Software** > **EpsonNet** > **EpsonNet Config SE** > **EpsonNet Config**.

Related Information

➡

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 the Latest Applications

Note:
When reinstalling an application, you need to uninstall it first.

1. Make sure the printer and the computer are available for communication, and the printer is connected to the Internet.

2. Start EPSON Software Updater.

   The screenshot is an example on Windows.
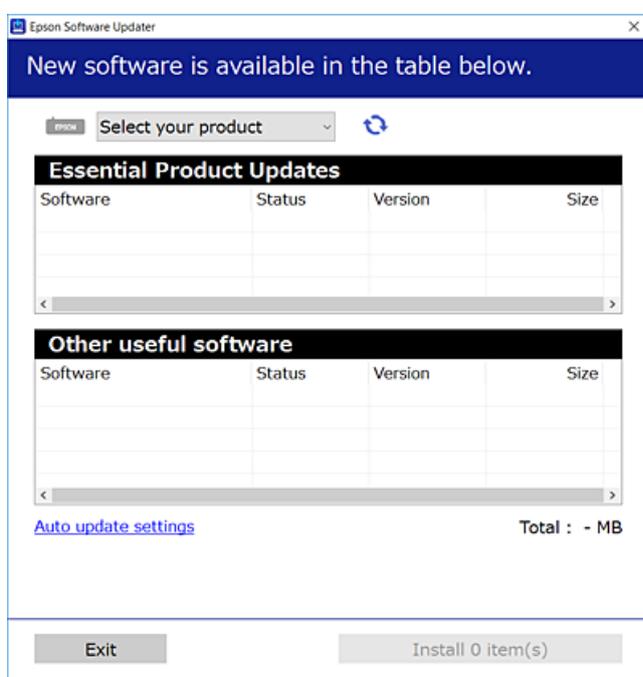
3. For Windows, select your printer, and then click 🔄 to check for the latest available applications.

4. Select the items you want to install or update, and then click the install button.

   > ⚠ **Important:**
   >
   > *Do not turn off or unplug the printer until the update is complete; otherwise, the printer may malfunction.*

   Note:
   ❏ *You can download the latest applications from the Epson website.*

   http://www.epson.com

   ❏ *If you use Windows Server operating systems, you cannot use EPSON Software Updater. Download the latest applications from the Epson website.*

Related Information

➡️

➡️

Updating the Printer's Firmware Using the Control Panel

If the printer is connected to the Internet, you can update the printer's firmware using the control panel. You can also set the printer to regularly check for firmware updates and notify you if any are available.

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

2. Select **General Settings** > **System Administration** > **Firmware Update** > **Update**.

   Note:
   *Enable **Notification** to set the printer to regularly check for available firmware updates.*

3. Tap **Start Checking**.

   The printer starts searching for available updates.

4. If a message is displayed on the LCD screen informing you that a firmware update is available, follow the on-screen instructions to start the update.

   > **❗ Important:**
   >
   > ❏ *Do not turn off or unplug the printer until the update is complete; otherwise, the printer may malfunction.*
   >
   > ❏ *If the firmware update is not completed or is unsuccessful, the printer does not start up normally and "Recovery Mode" is displayed on the LCD screen the next time the printer is turned on. In this situation, you need to update the firmware again using a computer. Connect the printer to the computer with a USB cable. While "Recovery Mode" is displayed on the printer, you cannot update the firmware over a network connection. On the computer, access your local Epson website, and then download the latest printer firmware. See the instructions on the website for the next steps.*

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

      Right-click the start button or press and hold it, and then select **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 222

Printing Using a Network Service

By using Epson Connect service available on the Internet, you can print from your smartphone, tablet PC, or laptop, anytime and practically anywhere. To use this service, you need to register the user and the printer in Epson Connect.

The features available on the Internet are as follows.

❏ Email Print

When you send an email with attachments such as documents or images to an email address assigned to the printer, you can print that email and the attachments from remote locations such as your home or office printer.

❏ Epson iPrint

This Application is for iOS and Android, and allows you to print or scan from a smart phone or tablet. You can print documents, images, and websites by sending them directly to a printer on the same wireless LAN.

❏ Scan to Cloud

This application allows you to send the scanned data you want to print to another printer. You can also upload the scanned data to available Cloud services.

❏ Remote Print Driver

This is a shared driver supported by Remote Print Driver. When printing using a printer in a remote location, you can print by changing the printer on the usual applications window.

See the Epson Connect web portal for details.

https://www.epsonconnect.com/

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

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 the power off and on again. If the problem persists, contact Epson Support.	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 touch OK. XX / XX	Load paper, and then insert the paper cassette all the way.
You need to replace Ink Cartridge.	To ensure you receive premium print quality and to help protect your print head, a variable ink safety reserve remains in the cartridge when your printer indicates it is time to replace the cartridge. Replace the cartridge when you are prompted to do so.
The printer's ink pad is nearing the end of its service life. Please contact Epson Support.	Contact Epson or an authorised Epson service provider to replace the ink pad*. It is not a user-serviceable part. The message will be displayed until the ink pad is replaced. Tap **OK** to resume printing.
The printer's ink pad is at the end of its service life. Please contact Epson Support.	Contact Epson or an authorised Epson service provider to replace the ink pad*. It is not a user-serviceable part.
Paper Configuration is disabled. Some features may not be available. For details, see your documentation.	If **Paper Setup Auto Display** is disabled, you cannot use AirPrint.
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.

Solving Problems

Error Messages	Solutions

Failed to receive faxes because the fax data capacity is full. Touch the Job/Status at the bottom of the Home Screen for details.	Received faxes may accumulate without being processed due to the following reasons.
	
	❏ Cannot print because a printer error has occurred.
	
	  Clear the printer error. To check the details and solutions to the error, press the 🛈 button and then select **Printer Status**.
	
	❏ Cannot save in the computer or the memory device.
	
	  To check whether or not received faxes have been saved, press the 🛈 button and then select **Job Status**. To save received faxes, turn on the computer or connect a memory device to the printer.

The combination of the IP address and the subnet mask is invalid. See your documentation for more details.	Enter the correct IP address or default gateway. Contact the person who setup the network for assistance.
To use cloud services, update the root certificate from the Epson Web Config utility.	Run Web Config, and then update the root certificate.
Check that the printer driver is installed on the computer and that the 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, or "**EpsonNet Print Port**" for a network connection.
Check that the printer driver is installed on the computer and that the port settings for the printer are correct.	
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. (During recovery mode, you cannot update the firmware over a network connection.) 2. Visit your local Epson website for further instructions.

* In some print cycles a very small amount of surplus ink may be collected in the ink pad. To prevent ink leakage from the pad, the printer is designed to stop printing when the pad has reached its limit. Whether and how often this is required will vary according to the number of pages you print using the borderless print option. The need for replacement of the pad does not mean that your printer has ceased to operate in accordance with its specifications. The printer will advise you when the pad requires replacing and this can only be performed by an authorised Epson Service provider. The Epson warranty does not cover the cost of this replacement.

Related Information

➡ "Contacting Epson Support" on page 284

➡ "Software Update Tools (EPSON Software Updater)" on page 222

➡ "Installing the Latest Applications" on page 223

Error Code on the Status Menu

If a job does not complete successfully, check the error code displayed on the history of each job. You can check the error code by pressing the 🛈 button, and then selecting **Job Status**. See the following table to find the problem and its solution.

Code	Problem	Solution
001	The product was turned off by a power failure.	-
109	The received fax was already deleted.	-
110	The job was printed on one side only because the paper loaded does not support double sided printing.	If you want to perform 2-sided printing, load paper that supports 2-sided printing.
201	The memory is full.	❏ Print received faxes from **Job Status** in **Job/Status** . ❏ Delete received faxes saved in the inbox from **Job Status** in **Job/Status**. ❏ If you are sending a monochrome fax to a single destination, you can send it by using Direct Send. ❏ Divide your originals in two or more to send them in several batches.
202	The line was disconnected by the recipient machine.	Wait for a while and then try again.
203	The product cannot detect the dial tone.	❏ Make sure that the phone cable is connected correctly and the phone line is working. ❏ When the printer is connected to the PBX or the terminal adapter, change the **Line Type** setting to **PBX**. ❏ Select **Settings** > **General Settings** > **Fax Settings** > **Basic Settings** > **Dial Tone Detection**, and then disable the dial tone setting.
204	The recipient machine is busy.	Wait for a while and then try again.
205	The recipient machine does not answer.	Wait for a while and then try again.
206	The phone cable is incorrectly connected to the LINE and EXT. port of the product.	Check the connection of the LINE port and the EXT. port of the printer.
207	The product is not connected to the phone line.	Connect the phone cable to the phone line.
208	The fax could not be sent to some of the specified recipients.	Print a **Fax Log** or **Last Transmission** report for previous faxes from **Fax Report** in the Fax mode to check the failed destination. When the **Save Failure Data** setting is enabled, you can resend a fax from **Job Status** in **Job/Status**.
301	There is not enough storage space available to save the data in the memory device.	❏ Increase the storage space in the memory device. ❏ Reduce the number of documents. ❏ Lower the scanning resolution or increase the compression ratio to reduce the size of the scanned image.
302	The memory device is write-protected.	Disable write protection on the memory device.
303	No folder has been created to save the scanned image.	Insert another memory device.
304	The memory device has been removed.	Reinsert the memory device.

Solving Problems

Code	Problem	Solution
305	An error occurred while saving the data to the memory device.	If the external device is accessed from a computer, wait for a while and then try again.
306	The memory is full.	Wait until other ongoing jobs are finished.
311	A DNS error has occurred.	❑ Select **Settings** > **General Settings** > **Network Settings** > **Advanced** > **TCP/IP**, and then check the DNS settings. ❑ Check the DNS settings for the server, the computer, or the access point.
312	An authentication error has occurred.	Select **Settings** > **General Settings** > **Network Settings** > **Advanced** > **Email Server** > **Server Settings**, and then check the server settings.
313	A communication error has occurred.	❑ Print a network connection report to check if the printer is connected to the network. ❑ Select **Settings** > **General Settings** > **Network Settings** > **Advanced** > **Email Server** > **Server Settings** to check the email server settings. You can check the cause of the error by running connection check. ❑ The authentication method of the settings and the email server may not match. When you select **Off** as the authentication method, make sure the authentication method of the email server is set to None.
314	The data size exceeds the maximum size for attached files.	❑ Increase the **Attached File Max Size** setting in the scan settings. ❑ Lower the scanning resolution or increase the compression ratio to reduce the size of the scanned image.
315	The memory is full.	Retry after other ongoing jobs are finished.
321	A DNS error has occurred.	❑ Select **Settings** > **General Settings** > **Network Settings** > **Advanced** > **TCP/IP**, and then check the DNS settings. ❑ Check the DNS settings for the server, the computer, or the access point.
322	An authentication error has occurred.	Check the **Location** settings.
323	A communication error has occurred.	❑ Check the **Location** settings. ❑ Print a network connection report to check if the printer is connected to the network.
324	A file with the same name already exists in the specified folder.	❑ Delete the file with the same name. ❑ Change the file name prefix in **File Settings**.
325 326	There is not enough storage space available in the specified folder.	❑ Increase the storage space in the specified folder. ❑ Reduce the number of documents. ❑ Lower the scanning resolution or increase the compression ratio to reduce the size of the scanned image.

Solving Problems

Code	Problem	Solution
327	The memory is full.	Wait until other ongoing jobs are finished.
328	The destination was wrong or the destination does not exist.	Check the **Location** settings.
331	A communication error occurred while acquiring the destination list.	Print a network connection report to check if the printer is connected to the network.
332	There is not enough storage space available to save the scanned image in the destination storage.	Reduce the number of documents.
333	The destination could not be found because the destination information was uploaded to the server before sending the scanned image.	Select the destination again.
334	An error occurred while sending the scanned image.	-
341	A communication error has occurred.	❑ Check the connections for the printer and the computer. If you are connecting over a network, print a network connection report to check if the printer is connected to the network. ❑ Make sure that Epson Event Manager is installed on the computer.
401	There is not enough storage space available to save the data in the memory device.	Increase the storage space in the memory device.
402	The memory device is write-protected.	Disable write protection on the memory device.
404	The memory device has been removed.	Reinsert the memory device.
405	An error occurred while saving the data to the memory device.	❑ Reinsert the memory device. ❑ Use a different memory device on which you have created a folder using the **Create a folder to save fax data** function.
411	A DNS error has occurred.	❑ Select **Settings** > **General Settings** > **Network Settings** > **Advanced** > **TCP/IP**, and then check the DNS settings. ❑ Check the DNS settings for the server, the computer, or the access point.
412	An authentication error has occurred.	Select **Settings** > **General Settings** > **Network Settings** > **Advanced** > **Email Server** > **Server Settings**, and then check the server settings.
413	A communication error has occurred.	❑ Select **Settings** > **General Settings** > **Network Settings** > **Advanced** > **Email Server** > **Server Settings** to check the email server settings. You can check the cause of the error by running connection check. ❑ The authentication method of the settings and the email server may not match. When you select **Off** as the authentication method, make sure the authentication method of the email server is set to None. ❑ Print a network connection report to check if the printer is connected to the network.

Code	Problem	Solution
421	A DNS error has occurred.	❏ Select **Settings** > **General Settings** > **Network Settings** > **Advanced** > **TCP/IP**, and then check the DNS settings. ❏ Check the DNS settings for the server, the computer, or the access point.
422	An authentication error has occurred.	Select **Settings** > **General Settings** > **Fax Settings** > **Receive Settings** > **Save/Forward Settings**, and then check the settings of the folder selected in **Save/Forward Destination**.
423	A communication error has occurred.	❏ Print a network connection report to check if the printer is connected to the network. ❏ Select **Settings** > **General Settings** > **Fax Settings** > **Receive Settings** > **Save/Forward Settings**, and then check the settings of the folder selected in **Save/Forward Destination**.
425	There is not enough storage space available in the forwarding destination folder.	Increase the storage space in the forwarding destination folder.
428	The destination was wrong or the destination does not exist.	Select **Settings** > **General Settings** > **Fax Settings** > **Receive Settings** > **Save/Forward Settings**, and then check the settings of the folder selected in **Save/Forward Destination**.

Related Information

➡ "Connecting to a Phone Line" on page 143

➡ "Network Settings" on page 65

➡ "Printing Using a Network Service" on page 226

➡ "Menu Options for Fax Settings" on page 192

➡ "Available Paper and Capacities" on page 43

➡ "Cannot Save Scanned Images to the Shared Folder" on page 257

Checking the Printer Status - Windows

1. Access the printer driver window.

2. Click **EPSON Status Monitor 3** on the **Maintenance** tab, and then click **Details**.

   You can check the printer status, ink levels, and error status.

   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 74

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

➡
➡

Removing Jammed Paper

Follow the on-screen instructions on the printer's control panel to locate and remove the jammed paper including any torn pieces. The LCD screen displays an animation that shows you how to remove jammed paper.

> ⚠ *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.*

> ❗ *Important:*
>
> *Remove the jammed paper carefully. Removing the paper vigorously may cause damage to the printer.*

Note:
If the paper jam error has not been cleared, torn pieces of the jammed paper may remain inside the rear cover 2. Open the rear cover 2, and then remove the jammed paper.
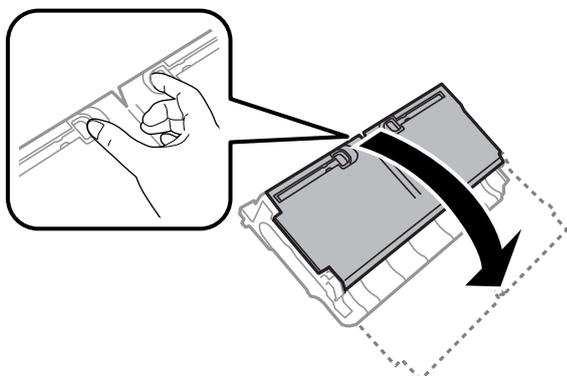
Note:
*If any torn pieces of paper remain, select **Settings** > **Maintenance** > **Remove Paper** after clearing the paper jam error. This helps you to remove the remaining pieces of paper.*

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. For plain paper, do not load above the line indicated by the triangle symbol on the edge guide.

❏ Make sure the paper size and paper type settings match the actual paper size and paper type loaded in the printer.

Related Information

➡ "Environmental Specifications" on page 276
➡ "Paper Handling Precautions" on page 45
➡ "Available Paper and Capacities" on page 43
➡ "List of Paper Type" on page 52

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 233
➡ "Loading Paper in the Paper Cassette" on page 46
➡ "Loading Paper in the Rear Paper Feed Slot" on page 48

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 46
➡ "Loading Paper in the Rear Paper Feed Slot" on page 48

Several Sheets of Paper are Fed at a Time

When several sheets of paper are fed at a time during manual 2-sided printing, remove any paper which is loaded in the printer before you reload the paper.

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.
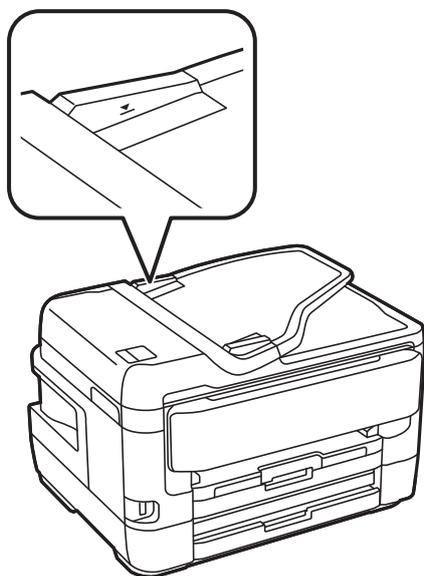
❏ Check that the ADF icon is on at the bottom of the screen. If it is off, place the originals again.

Related Information

➡ "Available Originals on the ADF" on page 53
➡ "Placing Originals on the ADF" on page 53
➡ "Cleaning the ADF" on page 213

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.

Touch Screen Does Not Respond

❏ If you stick a protective label on the touchscreen, the optical touch screen may not respond.

❏ Turn off the printer, and then wipe the screen using a soft, dry cloth. If the screen is smeared, it may not respond.

Cannot Operate from the Control Panel

When the user feature restriction is enabled, a user ID and password are required to print. If you do not know the password, contact your printer administrator.

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.

Re-set the USB connection by following the steps in this manual for changing the connection method to a computer. See the related information link below for details.
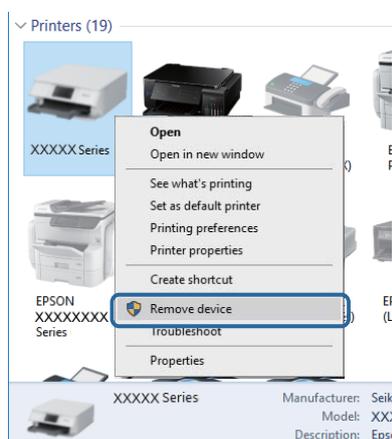
Related Information

➡

Checking the Connection (Network)

❏ When you have changed your access point or provider, try making network settings for the printer again. Connect the computer or smart device to the same SSID as the printer.

❏ Turn off the devices you want to connect to the network. Wait for about 10 seconds, and then turn on the devices in the following order; access point, computer or smart device, and then printer. Move the printer and computer or smart device closer to the access point to help with radio wave communication, and then try to make network settings again.

❏ Print the network connection report. See the related information link below for details. If the report shows that the network connection failed, check the network connection report and then follow the printed solutions.

❏ If the IP address assigned to the printer is 169.254.XXX.XXX, and the subnet mask is 255.255.0.0, the IP address may not be assigned correctly. Restart the access point or reset the network settings for the printer. If this does not solve the problem, see the documentation for the access point.

❏ Try accessing any website from your computer to make sure that your computer's network settings are correct. If you cannot access any website, there is a problem on the computer. Check the network connection of the computer.

Related Information

➡

➡

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

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** from the displayed menu.

❏ 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.
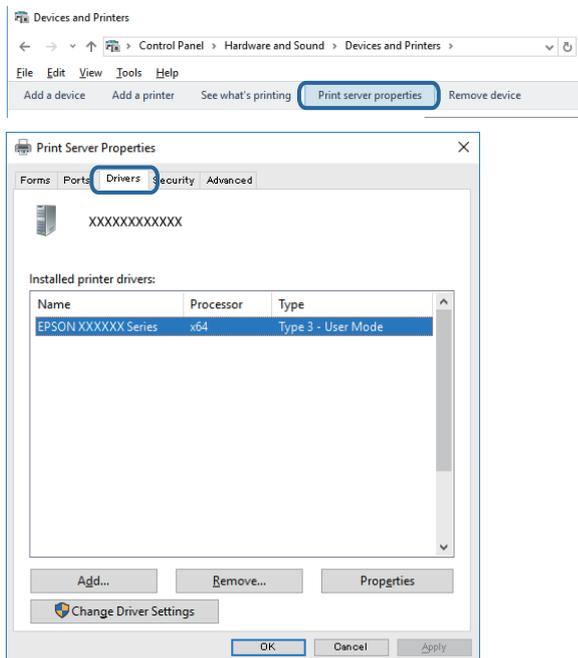
Mac OS

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.
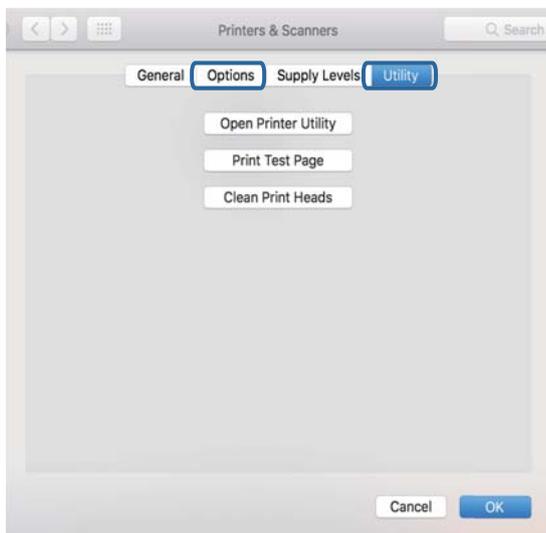
Related Information

➡ "Installing the Latest Applications" on page 223

Checking the Printer Status from the Computer (Windows)

Click **Print Queue** on the printer driver's **Maintenance** tab, and then check the following.
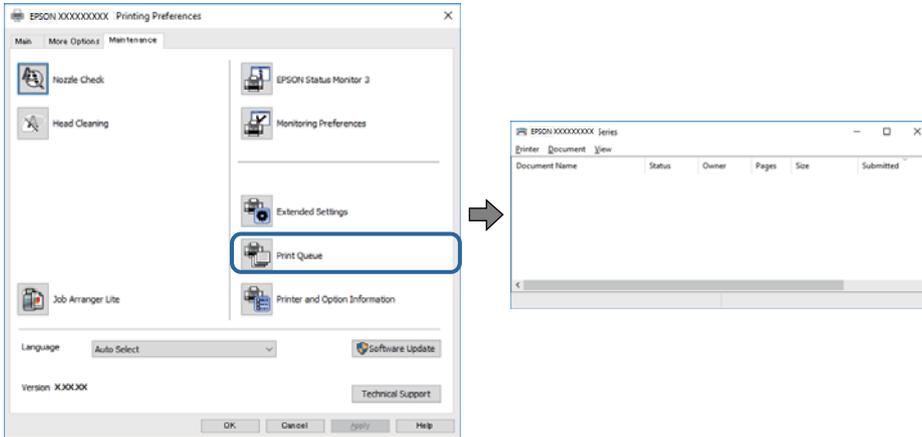
❑ Check if there are any paused print jobs.

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.
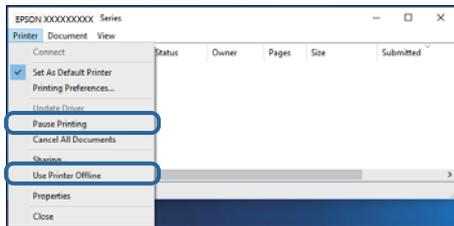
❑ Make sure the printer is selected as the default printer from the **Printer** menu (there should be a check mark on the menu item).

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

Network connection: EPSON XXXX Series (network)

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, or "**EpsonNet Print Port**" for a network connection.

Checking the printer status from the computer (Mac OS)

❑ The printer may not print when the user feature restriction is enabled. Contact your printer administrator.

❑ 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**).

When You Cannot Make Network Settings

❑ Turn off the devices you want to connect to the network. Wait for about 10 seconds, and then turn on the devices in the following order; access point, computer or smart device, and then printer. Move the printer and computer or smart device closer to the access point to help with radio wave communication, and then try to make network settings again.

❑ Select **Settings** > **General Settings** > **Network Settings** > **Connection Check**, and then print the network connection report. If an error has occurred, check the network connection report and then follow the printed solutions.

Related Information

➡ "Printing a Network Connection Report" on page 33
➡ "Messages and Solutions on the Network Connection Report" on page 33

Cannot Connect from Devices Even Though Network Settings are No Problems

If you cannot connect from the computer or smart device to the printer even though the network connection report does not show any problems, see the following.

❑ When you are using multiple access points at the same time, you may not be able to use the printer from the computer or smart device depending on the settings of the access points. Connect the computer or smart device to the same access point as the printer.
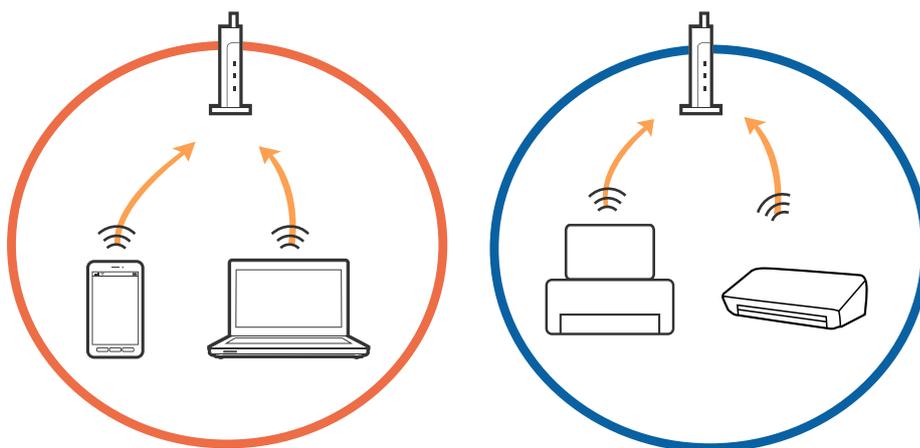
Solving Problems

❏ You may not be able to connect to the access point when the access point has multiple SSIDs and devices are connected to different SSIDs on the same access point. Connect the computer or smart device to the same SSID as the printer.
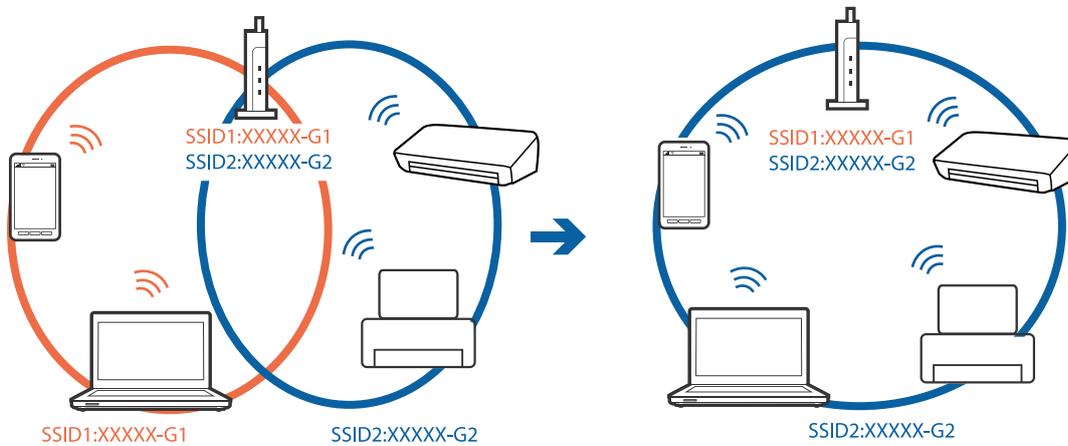
❏ An access point that is compliant with both IEEE802.11a and IEEE802.11g has SSIDs of 2.4 GHz and 5 GHz. If you connect the computer or smart device to a 5 GHz SSID, you cannot connect to the printer because the printer only supports communication over 2.4 GHz. Connect the computer or smart device to the same SSID as the printer.
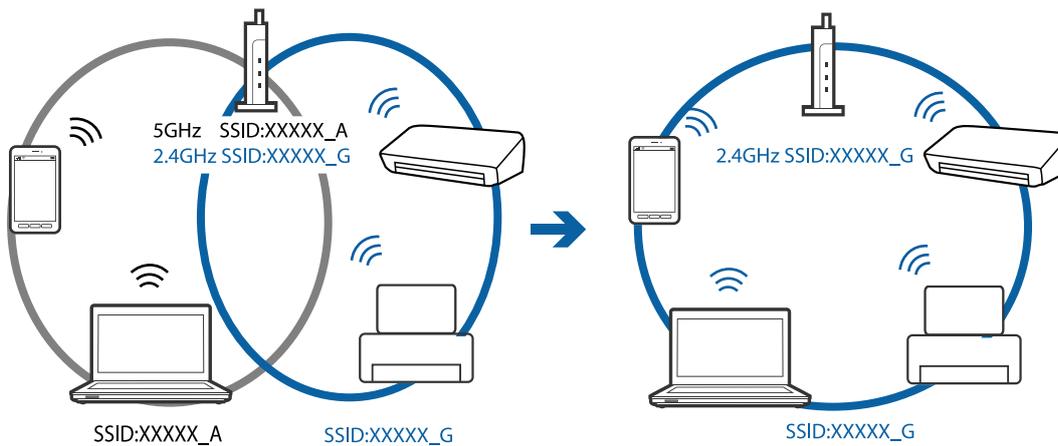
❏ Most access points have a privacy separator feature that blocks communication between connected devices. If you cannot communicate between the printer and the computer or smart device even if they are connected to the same network, disable the privacy separator on the access point. See the manual provided with the access point for details.

Solving Problems
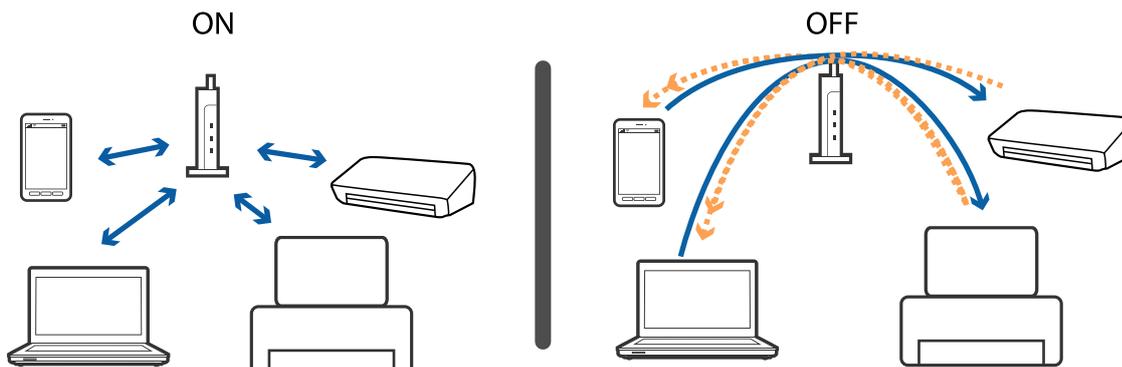
Related Information

Checking the SSID Connected to the Printer

Tap [icon] on the home screen, and then tap Router or Wi-Fi Direct.

SSIDs are displayed in the Wi-Fi or Wi-Fi Direct network.

Checking the SSID for the Computer

Windows

Click [icon] in the task tray on the desktop. Check the name of the connected SSID from the list displayed.

Mac OS

Click the Wi-Fi icon at the top of the computer screen. A list of SSIDs is displayed and the connected SSID is indicated with a check mark.

Cannot Print from an iPhone or iPad

❏ Connect the iPhone or iPad to the same network (SSID) as the printer.

❏ Enable **Paper Setup Auto Display** in the following menus.

 Settings > **General Settings** > **Printer Settings** > **Paper Source Settings** > **Paper Setup Auto Display**

❏ Enable the AirPrint setting on Web Config.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 216

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.

Related Information

➡ "Checking and Cleaning the Print Head" on page 210

Banding or Unexpected Colors Appear
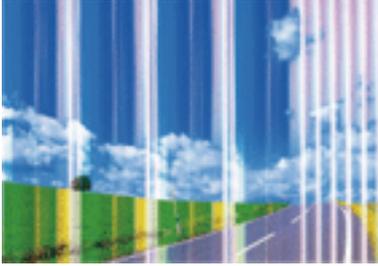
The print head nozzles may be clogged. Perform a nozzle check to check if the print head nozzles are clogged. Clean the print head if any of the print head nozzles are clogged.

Related Information

➡ "Checking and Cleaning the Print Head" on page 210

Colored Banding Appears at Intervals of Approximately 2.5 cm
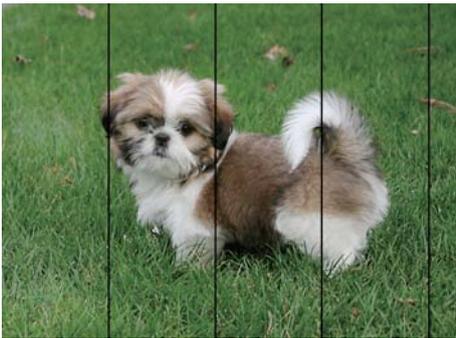
❑ Select the appropriate paper type setting for the type of paper loaded in the printer.

❑ 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 52
➡ "Aligning the Print Head" on page 212

Blurry Prints, Vertical Banding, or Misalignment

Align the print head using the **Vertical Alignment** feature.

Related Information

➡ "Aligning the Print Head" on page 212

Print Quality Does Not Improve Even After Aligning the Print Head

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.

❑ Control panel

Disable **Bidirectional** in **Settings** > **General Settings** > **Printer Settings**.

❑ 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.

Related Information

➡ "Menu Options for Memory Device" on page 102

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

❑ 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.

❏ If you have selected **Standard-Vivid** as the quality setting on the Windows printer driver, change to **Standard**. If you have selected **Normal-Vivid** as the quality setting on the Mac OS printer driver, change to **Normal**.

Checking the ink cartridge

❏ Epson recommends using the ink cartridge before the date printed on the package.

❏ For best results, use up ink cartridge within six months of opening the package.

❏ Try to use genuine Epson ink cartridges. This product is designed to adjust colors based on the use of genuine Epson ink cartridges. The use of non-genuine ink cartridges may cause print quality to decline.

Related Information

➡ "Checking and Cleaning the Print Head" on page 210
➡ "Aligning the Print Head" on page 212
➡ "Available Paper and Capacities" on page 43
➡ "List of Paper Type" on page 52
➡ "Paper Handling Precautions" on page 45

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.
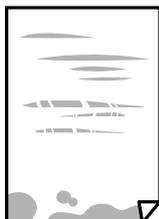
❏ When vertical banding appears or the paper is smeared, clean the paper path.

❏ 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.

    ❏ Control panel

    Select **Settings** > **General Settings** > **Printer Settings** from the home screen, and then enable **Thick Paper**.

    ❏ Windows

    Click **Extended Settings** on the printer driver's **Maintenance** tab, and then select **Thick Paper and Envelopes**.

    If the paper is still scuffed after selecting the **Thick Paper and Envelopes** setting, select **Short Grain Paper** in the **Extended Settings** window of the printer driver.

    ❏ 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 **Thick paper and envelopes** setting.

❏ When performing manual 2-sided printing, make sure that the ink is completely dry before reloading the paper.

Related Information

➡ "Loading Paper in the Paper Cassette" on page 46
➡ "Loading Paper in the Rear Paper Feed Slot" on page 48
➡ "Cleaning the Paper Path for Ink Smears" on page 213

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 63

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 213

Images or Photos are Printed in Unexpected Colors

When printing from the control panel or from the Windows printer driver, the Epson auto photo adjustment setting is applied by default depending on the paper type. Try change the setting.

❏ Control panel

Change the **Fix Photo** setting from **Auto** to any other option. If changing the setting does not work, select **Enhance Off** as the **Fix Photo** setting.

❏ Windows printer driver

On the **More Options** tab, select **Custom** in **Color Correction**, and then click **Advanced**. Change the **Scene Correction** setting from **Auto Correct** to any other option. If changing the setting does not work, use any color correction method other than **PhotoEnhance** in **Color Management**.

Related Information

➡ "Menu Options for Memory Device" on page 102

➡ "Adjusting the Print Color" on page 89

Cannot Print Without Margins

Make borderless setting in the print settings. If you select a paper type that does not support borderless printing, you cannot select **Borderless**. Select a paper type that supports borderless printing.

Edges of the Image are Cropped During Borderless Printing

During borderless printing, the image is slightly enlarged and the protruding area is cropped. Select a smaller enlargement setting.

❏ Control panel

Change the **Expansion** setting.

❏ Windows

Click **Settings** next to the **Borderless** checkbox on the printer driver's **Main** tab, and then change the settings.

❏ Mac OS

Change the **Expansion** setting from the print dialog's **Print Settings** menu.

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. If you have placed the printer in direct sunlight or near a light source, the scanner glass may not detect the document correctly.

❏ 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 46

➡ "Loading Paper in the Rear Paper Feed Slot" on page 48

➡ "Placing Originals on the Scanner Glass" on page 55

➡ "Cleaning the Scanner Glass" on page 215

➡ "Printable Area" on page 270

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 213

➡ "Cleaning the Scanner Glass" on page 215

➡ "Cleaning the ADF" on page 213

➡ "Basic Menu Options for Copying" on page 111

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 111

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 111

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 224

➡ "Installing the Latest Applications" on page 223

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.

   ❑ Control Panel

     From the home screen, select **Settings** > **General Settings** > **Printer Settings** > **Bidirectional**, and then enable it.

   ❑ 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 Slows Down Dramatically During Continuous Printing

Printing slows down to prevent the printer mechanism from overheating and being damaged. However, you can continue printing. To return to normal printing speed, leave the printer idle for at least 30 minutes. Printing speed does not return to normal if the power is off.

Cannot Cancel Printing from a Computer Running Mac OS X v10.6.8

If you want to stop printing from your computer, make the following settings.

Run Web Config, and then select **Port9100** as the **Top Priority Protocol** setting in **AirPrint Setup**. Select **System Preferences** from the menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), remove the printer, and then add the printer again.

Cannot Start Scanning

❏ When the access control function is enabled for a printer, you need to enter a user ID and password when scanning. If you do not know the password, contact your system administrator.

❏ When the access control function is enabled, Mac OS might not be able to scan. Contact your system administrator.

❏ 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.

❏ If you scan at a high resolution over a network, a communication error may occur. Lower the resolution.

❏ 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

Right-click the start button or press and hold it, 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 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

➡

➡

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 215

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 213

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 136

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 136
➡ "Placing Originals" on page 52

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

➡

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**.
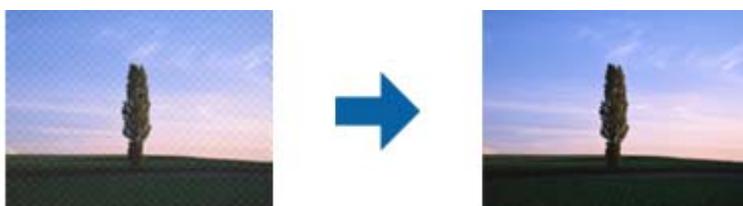
❏ Change the resolution, and then scan again.

Related Information

➡

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

➡
➡

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

➡

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

➡

➡

Cannot Save Scanned Images to the Shared Folder

Checking Messages on the Printer

Error messages are displayed on the printer's control panel when an error occurs.

Messages	Solutions
DNS error. Check DNS settings.	❏ Make sure that the address in the contacts list on the printer and the address of the shared folder are the same. ❏ If the IP address of the computer is static and is set manually, change the computer name in the network path to the IP address. Example: \\EPSON02\SCAN to \\192.168.xxx.xxx\SCAN ❏ Make sure that the computer is turned on and does not sleep. If the computer sleeps, you cannot save scanned images to the shared folder. ❏ Temporarily disable the computer's Firewall and security software. If this clears the error, check the settings in the security software. ❏ If **Public network** is selected as the network place, you cannot save the scanned images to the shared folder. Set the forward settings for each port. ❏ If you are using a laptop computer and the IP address is set as DHCP, the IP address may change when reconnecting to the network. Obtain the IP address again. ❏ Make sure the DNS setting is correct. Contact your network administrator about the DNS settings. ❏ The computer name and the IP address may differ when the management table of the DNS server is not updated. Contact your DNS server administrator.
Authentication error. Check the authentication method, authenticated account, and authenticated password.	Make sure the user name and the password are correct on the computer and the contacts on the printer. Also, make sure that the password has not expired.
Communication error. Check the Wi-Fi/network connection.	❏ Make sure that **Use Microsoft network sharing** is enabled on the Web Config. Select **Services** > **MS Network** on the Web Config. ❏ Make sure that the address in the contacts list on the printer and the address of the shared folder are the same. ❏ Access rights for the user in the contacts list should be added on the **Sharing** tab and the **Security** tab of the shared folder's properties. Also, the permissions for the user should be set to "allowed".
The file name is already in use. Rename the file and scan again.	Change the file name settings. Otherwise, move or delete the files, or change the file name on the shared folder.
Scanned file(s) are too large. Only XX page(s) have been sent. Check if the destination has enough space.	There is not enough disk space on the computer. Increase the free space on the computer.

Checking the Point where the Error Occurred

When saving scanned images to the shared folder, saving process proceeds as following. You can then check the point where the error occurred.

Solving Problems

Items	Operation	Error Messages
Connecting	Connect to the computer from the printer.	DNS error. Check DNS settings.
Logging on to the computer	Log on to the computer with the user name and the password.	Authentication error. Check the authentication method, authenticated account, and authenticated password.
Checking the folder to save	Check the network path of the shared folder.	Communication error. Check the Wi-Fi/network connection.
Checking the file name	Check if there is a file with the same name as the file you want to save in the folder.	The file name is already in use. Rename the file and scan again.
Writing the file	Write a new file.	Scanned file(s) are too large. Only XX page(s) have been sent. Check if the destination has enough space.

Saving the Scanned Images Takes a Long Time

Check the following points.

❏ Make sure the DNS setting is correct.

❏ Make sure each DNS setting is correct when checking the Web Config.

❏ Make sure the DNS domain name is correct.

Switch Between Private Network and Public Network

The network place is set as a profile for network connections in Windows 7 or later. Shared settings and firewall settings are set according to the network place.

Use **Private network**, **Home network**, or **Work network** to access the network in the home or the office. To access public wireless LANs such as in an airport or a station, use a **Public network**, which is safer than a private network.

Use **Private network**, **Home Network**, or **Work network** to save the scanned images to the shared folder.

Note:
*Depending on the environment, **Domain Network** will be used as the network place.*

Select the network place when connecting the computer to the network for the first time. You cannot save scanned images to the shared folder when you select the public network as the network place. Set the network place again.

Network place names vary in Windows 10/Widows 8.1/Windows 8 and Windows 7.

Windows 10/Widows 8.1/Windows 8	Private network
	Public network
Windows 7	Home network
	Work network
	Public network

You can check the network settings on the **Control Panel** > **Network and Sharing Center**.

Change the Network Place

Operations for changing the network place vary depending on the operating system.

Related Information

Changing the Network Place - Windows 10

Note:
Sign in as the administrator.

1. Click the Windows mark to display the start menu, and then click the setting icon.

2. On the **Settings** window, click **Network and Internet**.

3. On the **Network and Internet** window, click the connected network name.

   ❏ Select **Wi-Fi** when using a wireless connection.

   ❏ Select **Ethernet** when using a wired connection.

4. If many SSIDs are displayed on the window, scroll through the list, and then click **Advanced options**.

5. Set **Make this PC discoverable**. Select **On** to save scanned images to the shared folder.

   ❏ Select **On** (private network) when connecting to a home network or office network.

   ❏ Select **Off** (public network) when connecting to a public network.

   Note:
   *You can check the network place in the **Network and Sharing Center**.*

Changing the Network Place - Windows 8.1

Note:
Sign in as an administrator.

1. Display the charm by putting the mouse pointer on the bottom-right of the screen, and then click **Settings**.

2. Click **Change PC settings** on the **Settings** window.

3. Click **Network** on the **PC settings** window.

4. Click the connected network on the **Network** window.

5. Set **Find devices and content**. Select **On** to save the scanned images to the shared folder.

   ❏ Select **On** (private network) when connecting to a home network or office network.

   ❏ Select **Off** (public network) when connecting to a public network.

Solving Problems

Note:
❏ *__Find devices and content__ is displayed when signing in as a administrator.*

❏ *You can check the network place on the __Network and Sharing Center__.*

Changing the Network Place - Windows 8

Note:
Sign in as the administrator.

1. Display the charm by putting the mouse pointer on the bottom-right of the screen, and then click **Settings**.

2. Click the connected network icon on the **Settings** window.

3. Right-click the connected network on the **Network** window, and then click **Turn sharing on or off** on the displayed menu.

4. **Do you want to turn on sharing between PCs and connect to devices on this network?** is displayed, select the answer suitable to your network place. Select **Yes** to save the scanned images to the shared folder.

   ❏ Select **Yes**(private network) when connecting to a home network or office network.

   ❏ Select **No** (public network) when connecting to a public network.

   Note:
   You can check the network place on the __Network and Sharing Center__.

Changing the Network Place - Windows 7

Note:
Log on as the administrator.

1. Click the start button, and then select **Control Panel**.

2. Open **Network and Sharing Center**.

   ❏ **Category** view: Select **Network and Internet** > **Network and Sharing Center**.

   ❏ **Small icons** view: Click **Network and Sharing Center**.

3. Click the network place in **View your active networks**.

4. Set the network place.

   ❏ Select **Home network** or **Work network** when connecting to a home or office network.

   ❏ Select **Public network** when connecting to a public network.

5. Check the content, and then click **Close**.

Other Scanning Problems

Scanning Speed Is Slow

❏ Lower the resolution, and then scan again. When the resolution is high, scanning may take some time.

❏ The scanning speed may be reduced depending on the image adjustment features in Epson Scan 2.

❏ On the **Configuration** screen which is displayed by clicking the ⚙ button in Epson Scan 2, if you set **Quiet Mode** on the **Scan** tab, the scanning speed may be reduced.

Related Information

➡ "Scanning Using Epson Scan 2" on page 136

Cannot Send the Scanned Image by Email

Make sure you have configured the email server settings.

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 using the control panel, you can continuously scan up to 50 pages in single-sided scanning using the ADF, and up to 100 pages in 2-sided scanning using the ADF and when scanning using the scanner glass.

❏ 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 136

Problems when Sending and Receiving Faxes

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 error code displayed for the failed fax job, and try the solutions described in the error code list.

❏ 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 or received when **ECM** is off.

❏ To send or receive faxes using the computer, make sure that the printer is connected using a USB cable or a network, 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

    Right-click on the start button, or press and hold it and then select **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

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Cannot Send Faxes

❏ If the user restriction feature has been enabled, a user name and password are required to operate the printer. Contact your administrator if you do not know the password.

❏ If the user restriction feature has been enabled, and you send a fax from a computer, user authentication is performed using the user name and password set in the printer driver. When you cannot send a fax due to an authentication error, contact your administrator.

❏ 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.

❏ Check if you accidentally sent a fax using the subaddress feature. If you select a recipient with a subaddress from the contact list, the fax may be sent using the subaddress feature.

❏ When sending faxes using the subaddress feature, ask the recipient if their fax machine is capable of receiving faxes using the subaddress feature.

❏ When sending faxes using the subaddress feature, check that the subaddress and password are correct. Check with the recipient that the subaddress and password match.

Related Information

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 the (**On Hook**) feature or 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. Tap to enter the pause. 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 change **Fax Speed** to **Slow(9,600bps)**.

Related Information

Cannot Send Faxes at a Specified Time

Set the date and the time correctly on the control panel.

Related Information

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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.

   ❏ 100 received documents have been saved in the inbox and the confidential box in total.

   ❏ The printer's memory is full (100%).

❏ When receiving faxes using the subaddress feature, check that the subaddress and password are correct. Check with the sender that the subaddress and password match.

❏ 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.

❏ Check if the sender's fax number is registered in the contact list. Faxes sent from numbers that have not been registered to this list are blocked when **Unregistered Contacts** in **Rejection Fax** is enabled.

❏ Ask the sender if header information is setup on their fax machine. Faxes that do not include header information are blocked when **Fax Header Blank** in **Rejection Fax** is enabled.

Related Information

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Cannot Save Received Faxes to a Memory Device

Check if the memory device is connected to the printer, and then check the **Receive Settings**.

Related Information

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Memory Full Error Occurs

❏ If the printer has been set to save received faxes in the inbox or the confidential box, delete faxes you have already read from the inbox or the confidential box.

❏ 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.

❏ If the printer has been set to save received faxes on a memory device, connect the device, in which you have created a folder to save faxes, to the printer. Once the faxes are saved in the device, they are deleted from the printer's memory. Make sure that the device has enough available memory and is not write protected.

❏ Even though the memory is full, you can send a fax by using one of the following solutions.

  ❏ Send a fax by using the **Direct Send** feature when sending a monochrome fax.

  ❏ Send a fax by dialing from the external phone device.

  ❏ Send a fax by using the 📞 (**On Hook**) feature.

  ❏ Send a fax by dividing your originals into two or more to send them in several batches.

❏ 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

Sent Fax Quality Is Poor

❏ Clean the scanner glass.

❏ Clean the ADF.

❏ Change the **Original Type** setting on the control panel. If your originals contain both text and photos, select **Photo**.

❏ 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.

  If you select **Super Fine** or **Ultra Fine** for a monochrome fax, and send the fax without using the **Direct Send** feature, the printer may automatically lower the resolution.

❏ Enable the **ECM** setting on the control panel.

Related Information

Faxes Are Sent at the Wrong Size

❏ Before you send an A3 size document, ask the recipient if the recipient's machine supports A3 size. If you see **OK (Reduced Size)** in the fax transmission report, the recipient's fax machine does not support A3 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

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 **Log** from **Job/Status** to reprint the fax.

Related Information

Cannot Receive A3 Size Faxes

❏ Check that the paper size setting of the paper source that contains A3 paper has been set to A3, and that the paper source is set for use with the fax feature. Select **Settings** > **General Settings** >**Printer Settings** > **Paper Source Settings** > **Auto Select Settings** > **Fax**, and then check the enabled paper source(s).

❏ Check that A3 is selected in **Receiving Paper Size**. Select **Settings** > **General Settings** >**Fax Settings** > **Basic Settings** > **Receiving Paper Size**, and then check that A3 is selected.

Related Information

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 or the confidential box, the received faxes are not automatically printed. Check the **Receive Settings**.

Related Information

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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

➡

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

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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

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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

Slight Electric Shock when Touching the Printer

If many peripherals are connected to the computer, you may feel a slight electric shock when touching the printer. Install a ground wire to the computer that is connected to the printer.

Operation Sounds Are Loud

If operations sounds are too loud, enable **Quiet Mode**. Enabling this feature may reduce printing speed.

❏ Control panel

Select 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.

Rear Paper Feed Slot is Removed

Reattach the rear paper feed slot by holding vertically shown as below.
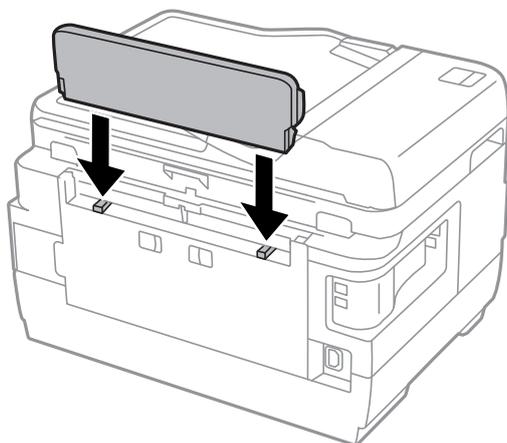
The Date and Time Are Incorrect

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" on page 61

Memory Device Is not Recognized

Enable the memory device in the **Memory Device Interface** settings on the control panel.

Related Information

➡ "Printer Settings" on page 63

Cannot Save Data to a Memory Device

❏ Check that the memory device is not write protected.

❏ Check that the memory device has enough available memory. If the available memory is low, data cannot be saved.

Related Information

➡ "External USB Device Specifications" on page 274

Forgot Your Password

If you forget the administrator's password, contact Epson support.

Related Information

➡ "Contacting Epson Support" on page 284

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**.

"!" Is Displayed on the Photo Selection Screen

"!" is displayed on the LCD screen when the image file is not supported by the product.

Related Information

➡ "Supported Data Specifications" on page 274

Appendix

Technical Specifications

Printer Specifications

Print Head Nozzle Placement		Black ink nozzles: 400×2 rows
		Color ink nozzles: 128×2 rows for each color
Weight of Paper	Plain Paper	64 to 90 g/m² (17 to 24 lb)
	Thick Paper	91 to 256 g/m² (25 to 68 lb)
	Envelope	Envelope #10, DL, C6: 75 to 90 g/m² (20 to 24 lb)
		Envelope C4: 80 to 100 g/m² (21 to 26 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.

Printing with borders
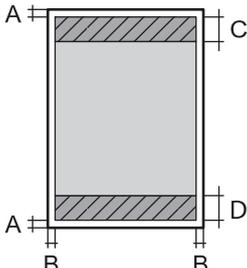
A	3.0 mm (0.12 in.)
B	3.0 mm (0.12 in.)
C	47.0 mm (1.85 in.)
D	45.0 mm (1.77 in.)

Borderless printing
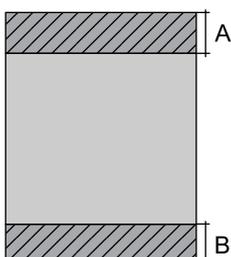
A	50.0 mm (1.97 in.)
B	48.0 mm (1.89 in.)

Appendix

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	47.0 mm (1.85 in.)	
D	18.0 mm (0.71 in.)	

Scanner Specifications

Scanner Type	Flatbed
Photoelectric Device	CIS
Effective Pixels	14040×20400 pixels (1200 dpi)
Maximum Document Size	297×431.8 mm (11.7×17 in.) A3, Tabloid/US B
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
For External USB Device	Hi-Speed USB

Appendix

Fax Specifications

Fax Type	Walk-up black and white and color fax capability (ITU-T Super Group 3)
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.) Color 200×200 dpi
Page Memory	Up to 550 pages (when received ITU-T No.1 chart in monochrome draft mode)
Redial*	2 times (with 1 minute intervals)
Interface	RJ-11 Phone Line, RJ-11 Telephone set connection

* The specifications may differ by country or region.

Network Function List

Network Functions and IPv4/IPv6

Functions			Supported	Remarks
Network Printing	EpsonNet Print (Windows)	IPv4	✓	-
	Standard TCP/IP (Windows)	IPv4, IPv6	✓	-
	WSD Printing (Windows)	IPv4, IPv6	✓	Windows Vista or later
	Bonjour Printing (Mac OS)	IPv4, IPv6	✓	-
	IPP Printing (Windows, Mac OS)	IPv4, IPv6	✓	-
	UPnP Printing	IPv4	-	Information appliance
	PictBridge Printing (Wi-Fi)	IPv4	-	Digital camera
	Epson Connect (Email Print)	IPv4	✓	-
	AirPrint (iOS, Mac OS)	IPv4, IPv6	✓	iOS 5 or later, Mac OS X v10.7 or later
	Google Cloud Print	IPv4, IPv6	✓	-

Appendix

Functions			Supported	Remarks
Network Scanning	Epson Scan 2	IPv4, IPv6	✓	-
	Event Manager	IPv4	✓	-
	Epson Connect (Scan to Cloud)	IPv4	✓	-
	AirPrint (Scan)	IPv4, IPv6	✓	OS X Mavericks or later
	ADF (2-sided scanning)		-	-
Fax	Send a fax	IPv4	✓	-
	Receive a fax	IPv4	✓	-
	AirPrint (Faxout)	IPv4, IPv6	✓	OS X Mountain Lion or later

Wi-Fi Specifications

Standards	IEEE802.11b/g/n[*1][*2]
Frequency Range	2.4 GHz
Maximum Radio-Frequency Power Transmitted	19.8 dBm (EIRP)
Coordination Modes	Infrastructure, Wi-Fi Direct (Simple AP)[*3]
Wireless Securities	WEP (64/128bit),WPA2-PSK (AES)[*4]

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

*2   IEEE802.11n is only available for the HT20.

*3   Not supported for IEEE 802.11b.

*4   Complies with WPA2 standards with support for WPA/WPA2 Personal.

Ethernet Specifications

Standards	IEEE802.3i (10BASE-T)[*1]
	IEEE802.3u (100BASE-TX)
	IEEE802.3az (Energy Efficient Ethernet)[*2]
Communication Mode	Auto, 10Mbps Full duplex, 10Mbps Half duplex, 100Mbps Full duplex, 100Mbps Half duplex
Connector	RJ-45

*1   Use a category 5e or higher STP (Shielded twisted pair) cable to prevent risk of radio interference.

*2   The connected device should comply with IEEE802.3az standards.

Appendix

Security Protocol

SSL/TLS	HTTPS Server/Client, IPPS
SMTPS (STARTTLS, SSL/TLS)	

Supported Third Party Services

AirPrint	Print	iOS 5 or later/Mac OS X v10.7.x or later
	Scan	OS X Mavericks or later
	Fax	OS X Mountain Lion or later
Google Cloud Print		

External USB Device Specifications

Devices	Maximum Capacities
USB Flash Drive	2 TB (formatted in FAT, FAT32, or exFAT.)

You cannot use the following devices:

❏ A device that requires a dedicated driver

❏ A device with security settings (password, encryption, and so on)

Epson cannot guarantee all operations of externally connected devices.

Supported Data Specifications

File Format	JPEG taken by digital cameras DCF[1] version 1.0 or 2.0[2] compliant
	TIFF 6.0 compliant images as below
	❏ RGB full color images (not compressed)
	❏ Binary images (not compressed or CCITT encoded)
Image Size	Horizontal: 80 to 10200 pixels
	Vertical: 80 to 10200 pixels
File Size	Less than 2 GB
Maximum Number of Files	JPEG: 9990[3]
	TIFF: 999

[1] Design rule for Camera File system.

[2] Photo data stored on digital cameras with a built-in memory is not supported.

[3] Up to 999 files can be displayed at a time. (If the number of files exceeds 999, the files are displayed in groups.)

Appendix

Note:
"!" is displayed on the LCD screen when the printer cannot recognize the image file. In this situation, if you select a multiple image layout, blank sections will be printed.

Dimensions

WF-7710 Series

Dimensions	Storage
	❏ Width: 567 mm (22.3 in.)
	❏ Depth: 452 mm (17.8 in.)
	❏ Height: 340 mm (13.4 in.)
	Printing
	❏ Width: 567 mm (22.3 in.)
	❏ Depth: 817 mm (32.2 in.)
	❏ Height: 340 mm (13.4 in.)
Weight*	Approx. 18.7 kg (41.2 lb)

*   Without the ink cartridges and the power cord.

WF-7720 Series

Dimensions	Storage
	❏ Width: 567 mm (22.3 in.)
	❏ Depth: 452 mm (17.8 in.)
	❏ Height: 418 mm (16.5 in.)
	Printing
	❏ Width: 567 mm (22.3 in.)
	❏ Depth: 817 mm (32.2 in.)
	❏ Height: 418 mm (16.5 in.)
Weight*	Approx. 22.2 kg (48.9 lb)

*   Without the ink cartridges 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 0.3 A	0.4 A

Appendix

Power Consumption (with USB Connection)	Standalone copying: Approx. 18 W (ISO/IEC24712)	Standalone copying: Approx. 18 W (ISO/IEC24712)
	Ready mode: Approx. 8.5 W	Ready mode: Approx. 8.5 W
	Sleep mode: Approx. 1.0 W	Sleep mode: Approx. 1.0 W
	Power off: Approx. 0.2 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℃ (50 to 95°F)
	Humidity: 20 to 80% RH (without condensation)
Storage	Temperature: -20 to 40℃ (-4 to 104°F)*
	Humidity: 5 to 85% RH (without condensation)
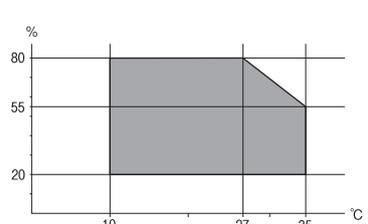
*   You can store for one month at 40℃ (104°F).

Environmental Specifications for Ink Cartridges

Storage Temperature	-30 to 40 ℃ (-22 to 104 °F)*
Freezing Temperature	-16 ℃ (3.2 °F)
	Ink thaws and is usable after approximately 3 hours at 25 ℃ (77 °F).

*   You can store for one month at 40 ℃ (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 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

Standards and Approvals for U.S. Model

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

This equipment contains the following wireless module.

Manufacturer: Askey Computer Corporation

Type: WLU6320-D69 (RoHS)

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

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

This equipment complies with FCC/IC radiation exposure limits set forth for an uncontrolled environment and meets the FCC radio frequency (RF) Exposure Guidelines in Supplement C to OET65 and RSS-102 of the IC radio frequency (RF) Exposure rules. This equipment should be installed and operated so that the radiator is kept at least 7.9 inches (20 cm) or more away from a person's body (excluding extremities: hands, wrists, feet and ankles).

Standards and Approvals for European Model

For European users

Hereby, Seiko Epson Corporation declares that the following radio equipment model is in compliance with Directive 2014/53/EU. The full text of the EU declaration of conformity is available at the following website.

http://www.epson.eu/conformity

C443A

Appendix

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

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

CE

Standards and Approvals for Australian Model

EMC	AS/NZS CISPR32 Class B

Epson hereby declares that the following equipment Models are in compliance with the essential requirements and other relevant provisions of AS/NZS4268:

C443A

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

German Blue Angel

See the following website to check whether or not this printer meets the standards for the German Blue Angel.

http://www.epson.de/blauerengel

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 the Printer

When you need to transport the printer to move or for repairs, follow the steps below to pack the printer.

> ⚠️ **Caution:**
> ❏ *When carrying the printer, lift it using a stable position. Lifting the printer using an unstable position may result in injury.*
> ❏ *Because this printer is heavy, it should always be carried by two or more people when unpacking and transporting.*
> ❏ *When lifting the printer, place your hands in the positions shown below. If you lift the printer holding other positions, the printer may fall or you may trap your fingers when placing the printer.*
>
>
>
> ❏ *When carrying the printer, do not tilt it more than 10 degrees; otherwise the printer may fall.*
> ❏ *Be careful not to trap your hand or fingers when opening or closing the scanner unit. Otherwise you may be injured.*

> ❗ **Important:**
> ❏ *When storing or transporting the printer, avoid tilting it, placing it vertically, or turning it upside down; otherwise ink may leak.*
> ❏ *Leave the ink cartridges installed. Removing the cartridges can dry out the print head and may prevent the printer from printing.*

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.

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3. Disconnect all cables such as the power cord and USB cable.

4. If the printer supports external storage devices, make sure they are not connected.

5. Remove all of the paper from the printer.

6. Make sure there are no originals on the printer.

7. Open the scanner unit with the document cover closed. Secure the ink cartridge holder to the case with tape.
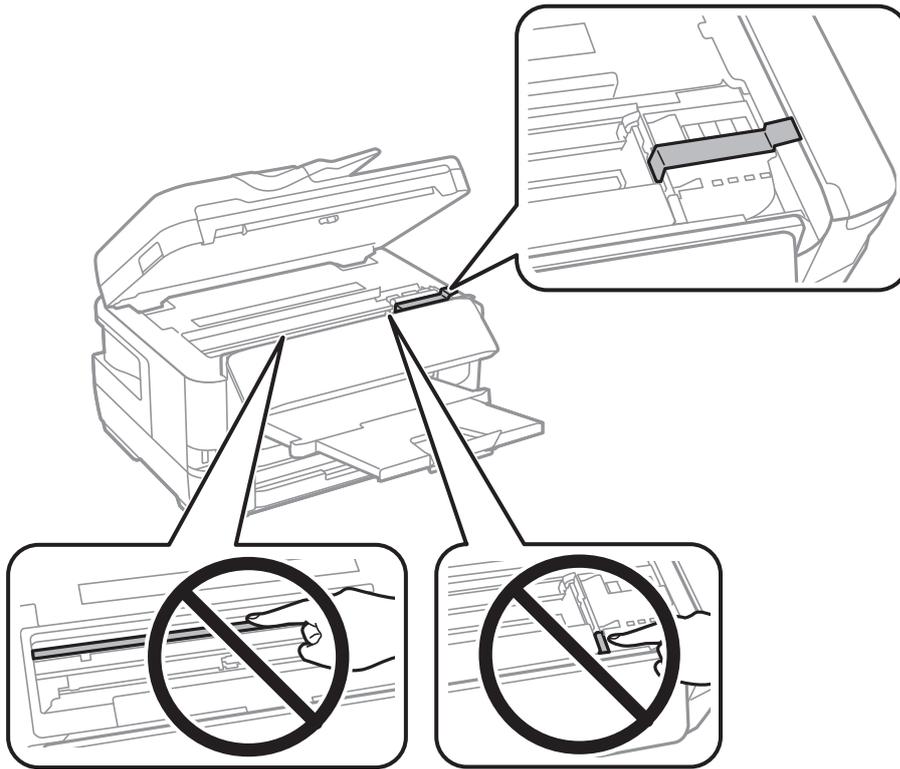
8. Close the scanner unit.
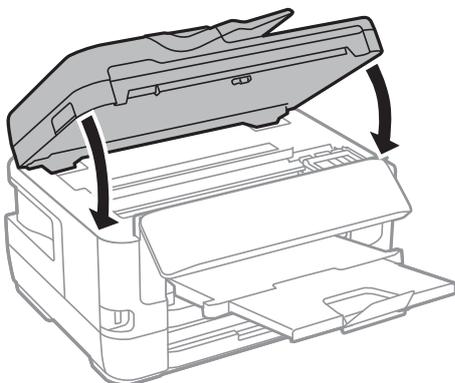
Appendix

9. Prepare to pack the printer as shown below.
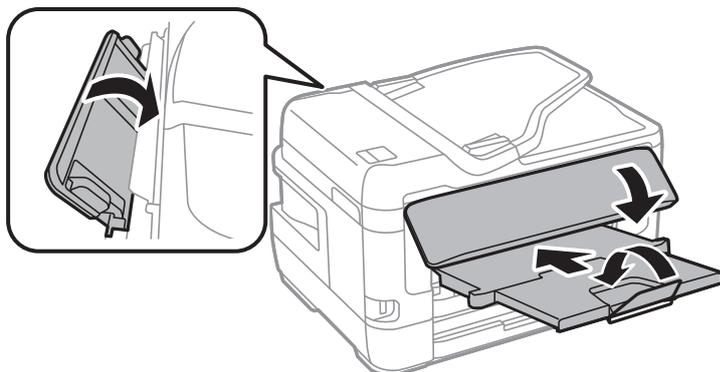
10. Pack the printer in its box, using the protective materials.

When you use the printer again, make sure you remove the tape securing the ink cartridge holder. If print quality has declined the next time you print, clean and align the print head.

Related Information

➡ "Part Names and Functions" on page 15
➡ "Checking and Cleaning the Print Head" on page 210
➡ "Aligning the Print Head" on page 212

Messages Displayed During Connection Check

The following messages are displayed when performing a Connection Check to the email server. If an error occurs, check the message and the explanation to confirm the status.

Messages	Explanation
Connection test was successful.	This message appears when the connection with the server is successful.
SMTP server communication error. Check the following. - Network Settings	This message appears when ❏ The printer is not connected to a network ❏ SMTP server is down ❏ Network connection is disconnected while communicating ❏ Received incomplete data
POP3 server communication error. Check the following. - Network Settings	This message appears when ❏ The printer is not connected to a network ❏ POP3 server is down ❏ Network connection is disconnected while communicating ❏ Received incomplete data
An error occurred while connecting to SMTP server. Check the followings. - SMTP Server Address - DNS Server	This message appears when ❏ Connecting to a DNS server failed ❏ Name resolution for an SMTP server failed

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Messages	Explanation
An error occurred while connecting to POP3 server. Check the followings. - POP3 Server Address - DNS Server	This message appears when ❏ Connecting to a DNS server failed ❏ Name resolution for an POP3 server failed
SMTP server authentication error. Check the followings. - Authentication Method - Authenticated Account - Authenticated Password	This message appears when SMTP server authentication failed.
POP3 server authentication error. Check the followings. - Authentication Method - Authenticated Account - Authenticated Password	This message appears when POP3 server authentication failed.
Unsupported communication method. Check the followings. - SMTP Server Address - SMTP Server Port Number	This message appears when you try to communicate with unsupported protocols.
Connection to SMTP server failed. Change Secure Connection to None.	This message appears when an SMTP mismatch occurs between a server and a client, or when the server does not support SMTP secure connection (SSL connection).
Connection to SMTP server failed. Change Secure Connection to SSL/TLS.	This message appears when an SMTP mismatch occurs between a server and a client, or when the server requests to use an SSL/TLS connection for an SMTP secure connection.
Connection to SMTP server failed. Change Secure Connection to STARTTLS.	This message appears when an SMTP mismatch occurs between a server and a client, or when the server requests to use an STARTTLS connection for an SMTP secure connection.
The connection is untrusted. Check the following. - Date and Time	This message appears when the printer's date and time setting is incorrect or the certificate has expired.
The connection is untrusted. Check the following. - CA Certificate	This message appears when the printer does not have a root certificate corresponding to the server or a CA Certificate has not been imported.
The connection is not secured.	This message appears when the obtained certificate is damaged.
SMTP server authentication failed. Change Authentication Method to SMTP-AUTH.	This message appears when an authentication method mismatch occurs between a server and a client. The server supports SMTP AUTH.
SMTP server authentication failed. Change Authentication Method to POP before SMTP.	This message appears when an authentication method mismatch occurs between a server and a client. The server does not support SMTP AUTH.
Sender's Email Address is incorrect. Change to the email address for your email service.	This message appears when the specified sender's Email address is wrong.
Cannot access the printer until processing is complete.	This message appears when the printer is busy.

Related Information

➡

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❏ libtiff

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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

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

Help for Users in Europe

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

Help for Users in Taiwan

Contacts for information, support, and services are:

World Wide Web

http://www.epson.com.tw

Information on product specifications, drivers for download, and products enquiry are available.

Epson HelpDesk

Phone: +886-2-80242008

Our HelpDesk team can help you with the following over the phone:

❏ Sales enquiries and product information

❏ Product usage questions or problems

❏ Enquiries on repair service and warranty

Repair service center:

http://www.tekcare.com.tw/branchMap.page

TekCare corporation is an authorized service center for Epson Taiwan Technology & Trading Ltd.

Help for Users in Australia

Epson Australia wishes to provide you with a high level of customer service. In addition to your product manuals, we provide the following sources for obtaining information:

Internet URL

http://www.epson.com.au

Access the Epson Australia World Wide Web pages. Worth taking your modem here for the occasional surf! The site provides a download area for drivers, Epson contact points, new product information and technical support (e-mail).

Epson Helpdesk

Phone: 1300-361-054

Epson Helpdesk is provided as a final backup to make sure our clients have access to advice. Operators on the Helpdesk can aid you in installing, configuring and operating your Epson product. Our Pre-sales Helpdesk staff

Appendix

can provide literature on new Epson products and advise where the nearest dealer or service agent is located. Many types of queries are answered here.

We encourage you to have all the relevant information on hand when you ring. The more information you prepare, the faster we can help solve the problem. This information includes your Epson product manuals, type of computer, operating system, application programs, and any information you feel is required.

Transportation of Product

Epson recommends retaining product packaging for future transportation.

Help for Users in New Zealand

Epson New Zealand wishes to provide you with a high level of customer service. In addition to your product documentation, we provide the following sources for obtaining information:

Internet URL

http://www.epson.co.nz

Access the Epson New Zealand World Wide Web pages. Worth taking your modem here for the occasional surf! The site provides a download area for drivers, Epson contact points, new product information and technical support (e-mail).

Epson Helpdesk

Phone: 0800 237 766

Epson Helpdesk is provided as a final backup to make sure our clients have access to advice. Operators on the Helpdesk can aid you in installing, configuring and operating your Epson product. Our Pre-sales Helpdesk staff can provide literature on new Epson products and advise where the nearest dealer or service agent is located. Many types of queries are answered here.

We encourage you to have all the relevant information on hand when you ring. The more information you prepare, the faster we can help solve the problem. This information includes your Epson product documentation, type of computer, operating system, application programs, and any information you feel is required.

Transportation of Product

Epson recommends retaining product packaging for future transportation.

Help for Users in Singapore

Sources of information, support, and services available from Epson Singapore are:

World Wide Web

http://www.epson.com.sg

Information on product specifications, drivers for download, Frequently Asked Questions (FAQ), Sales Enquiries, and Technical Support via e-mail are available.

Epson HelpDesk

Toll Free: 800-120-5564

Our HelpDesk team can help you with the following over the phone:

❏ Sales enquiries and product information

❏ Product usage questions or problem troubleshooting

❏ Enquiries on repair service and warranty

Help for Users in Thailand

Contacts for information, support, and services are:

World Wide Web

http://www.epson.co.th

Information on product specifications, drivers for download, Frequently Asked Questions (FAQ), and e-mail are available.

Epson Call Centre

Phone: 66-2685-9899

Email: support@eth.epson.co.th

Our Call Centre team can help you with the following over the phone:

❏ Sales enquiries and product information

❏ Product usage questions or problems

❏ Enquiries on repair service and warranty

Help for Users in Hong Kong

To obtain technical support as well as other after-sales services, users are welcome to contact Epson Hong Kong Limited.

Internet Home Page

http://www.epson.com.hk

Epson Hong Kong has established a local home page in both Chinese and English on the Internet to provide users with the following information:

❏ Product information

❏ Answers to Frequently Asked Questions (FAQs)

❏ Latest versions of Epson product drivers

Technical Support Hotline

You can also contact our technical staff at the following telephone and fax numbers:

Phone: 852-2827-8911

Fax: 852-2827-4383

Appendix

Help for Users in Vietnam

Contacts for information, support, and services are:

Epson Service Center

65 Truong Dinh Street, District 1, Hochiminh City, Vietnam.

Phone(Ho Chi Minh City): 84-8-3823-9239, 84-8-3825-6234

29 Tue Tinh, Quan Hai Ba Trung, Hanoi City, Vietnam

Phone(Hanoi City): 84-4-3978-4785, 84-4-3978-4775

Help for Users in Indonesia

Contacts for information, support, and services are:

World Wide Web

http://www.epson.co.id

❏ Information on product specifications, drivers for download

❏ Frequently Asked Questions (FAQ), Sales Enquiries, questions through e-mail

Epson Hotline

Phone: +62-1500-766

Fax: +62-21-808-66-799

Our Hotline team can help you with the following over the phone or fax:

❏ Sales enquiries and product information

❏ Technical support

Epson Service Center

Province	Company Name	Address	Phone E-mail
DKI JAKARTA	ESS JAKARTA MANGGADUA	Ruko Mall Mangga Dua No. 48 Jl. Arteri Mangga Dua, Jakarta Utara - DKI JAKARTA	(+6221) 62301104 jkt-admin@epson-indonesia.co.id
NORTH SUMATERA	ESC MEDAN	Jl. Bambu 2 Komplek Graha Niaga Nomor A-4, Medan - North Sumatera	(+6261) 42066090 / 42066091 mdn-adm@epson-indonesia.co.id
WEST JAWA	ESC BANDUNG	Jl. Cihampelas No. 48 A Bandung Jawa Barat 40116	(+6222) 4207033 bdg-admin@epson-indonesia.co.id
DI YOGYAKARTA	ESC YOGYAKARTA	YAP Square, Block A No. 6 Jl. C Simanjutak Yogyakarta - DIY	(+62274) 581065 ygy-admin@epson-indonesia.co.id
EAST JAWA	ESC SURABAYA	Hitech Mall Lt. 2 Block A No. 24 Jl. Kusuma Bangsa No. 116 - 118 Surabaya - JATIM	(+6231) 5355035 sby-admin@epson-indonesia.co.id

Appendix

Province	Company Name	Address	Phone E-mail
SOUTH SULAWESI	ESC MAKASSAR	Jl. Cendrawasih NO. 3A, kunjung mae, mariso, MAKASSAR - SULSEL 90125	(+62411) 8911071 mksr-admin@epson-indonesia.co.id
WEST KALIMANTAN	ESC PONTIANAK	Komp. A yani Sentra Bisnis G33, Jl. Ahmad Yani - Pontianak Kalimantan Barat	(+62561) 735507 / 767049 pontianak-admin@epson-indonesia.co.id
RIAU	ESC PEKANBARU	Jl. Tuanku Tambusai No.459A Pekanbaru Riau	(+62761) 8524695 pkb-admin@epson-indonesia.co.id
DKI JAKARTA	ESS JAKARTA SUDIRMAN	Wisma Keiai Lt. 1 Jl. Jenderal Sudirman Kav. 3 Jakarta Pusat - DKI JAKARTA 10220	(+6221) 5724335 ess@epson-indonesia.co.id
EAST JAWA	ESS SURABAYA	Ruko Surya Inti Jl. Jawa No 2-4 Kav. 29 Surabaya - Jawa Timur	(+6231) 5014949 esssby@epson-indonesia.co.id
BANTEN	ESS SERPONG	Ruko Mall WTC Matahari No. 953, Serpong-Banten	(+6221) 53167051 / 53167052 esstag@epson-indonesia.co.id
CENTRAL JAWA	ESS SEMARANG	Komplek Ruko Metro Plaza Block C20 Jl. MT Haryono No 970 Semarang - JAWA TENGAH	(+6224) 8313807 / 8417935 esssmg@epson-indonesia.co.id
EAST KALIMANTAN	ESC SAMARINDA	Jl. KH. Wahid Hasyim (M. Yamin) Kelurahan Sempaja Selatan Kecamatan Samarinda UTARA - SAMARINDA - KALTIM	(+62541) 7272904 escsmd@epson-indonesia.co.id
SOUTH SUMATERA	ESC PALEMBANG	Jl. H.M Rasyid Nawawi No. 249 Kelurahan 9 Ilir Palembang Sumatera Selatan	(+62711) 311330 escplg@epson-indonesia.co.id
EAST JAVA	ESC JEMBER	JL. Panglima Besar Sudirman Ruko no.1D Jember-Jawa Timur (Depan Balai Penelitian & Pengolahan Kakao)	(+62331) 488373 / 486468 jmr-admin@epson-indonesia.co.id
NORTH SULAWESI	ESC MANADO	Tekno Megamall Lt LG 11 TK 21, Kawasan Megamas Boulevard, Jl Piere Tendean, Manado - SULUT 95111	(+62431) 8890996 MND-ADMIN@EPSON-INDONESIA.CO.ID

For other cities not listed here, call the Hot Line: 08071137766.

Help for Users in Malaysia

Contacts for information, support, and services are:

World Wide Web

http://www.epson.com.my

❏ Information on product specifications, drivers for download

❏ Frequently Asked Questions (FAQ), Sales Enquiries, questions through e-mail

Appendix

Epson Call Centre

Phone: +60 1800-8-17349

❏ Sales enquiries and product information

❏ Product usage questions or problems

❏ Enquiries on repair services and warranty

Head Office

Phone: 603-56288288

Fax: 603-5628 8388/603-5621 2088

Help for Users in the Philippines

To obtain technical support as well as other after sales services, users are welcome to contact the Epson Philippines Corporation at the telephone, fax numbers and e-mail address below:

World Wide Web

http://www.epson.com.ph

Information on product specifications, drivers for download, Frequently Asked Questions (FAQ), and E-mail Enquiries are available.

Epson Philippines Customer Care

Toll Free: (PLDT) 1-800-1069-37766

Toll Free: (Digital) 1-800-3-0037766

Metro Manila: (+632)441-9030

Web Site: https://www.epson.com.ph/contact

E-mail: customercare@epc.epson.som.ph

Accessible 9am to 6pm, Monday through Saturday (Except public holidays)

Our Customer Care team can help you with the following over the phone:

❏ Sales enquiries and product information

❏ Product usage questions or problems

❏ Enquiries on repair service and warranty

Epson Philippines Corporation

Trunk Line: +632-706-2609

Fax: +632-706-2663