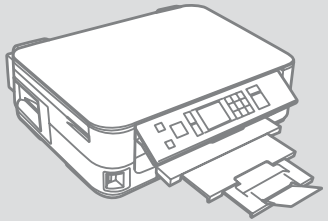
Epson ME™ OFFICE 900WD/ WorkForce™ 625

Basic Operation Guide

- for use without a computer -



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About This Guide

Follow these guidelines as you read your instructions:

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

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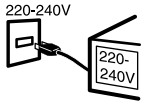
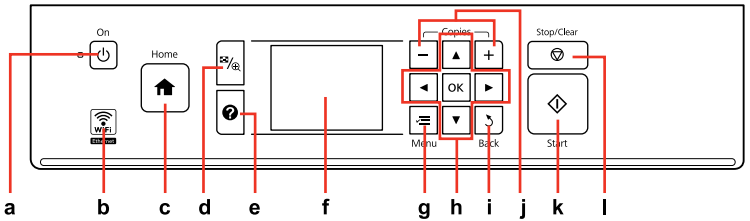
Important Safety Instructions

					
Make sure the power cord meets all relevant local safety standards.	Place the printer near a wall outlet where the power cord can be easily unplugged.	Use only the power cord that comes with the printer. Use of another cord may cause fire or shock. Do not use the cord with any other equipment.	Use only the type of power source indicated on the label.	Do not let the power cord become damaged or frayed.	Do not open the scanner unit while copying, printing, or scanning.

Do not use aerosol products that contain flammable gases inside or around the printer. Doing so may cause fire.	Except as specifically explained in your documentation, do not attempt to service the printer yourself.	Keep ink cartridges out of the reach of children and do not drink the ink.	If ink gets on your skin, wash it off with soap and water. If it gets in your eyes, flush them immediately with water. If you still have discomfort or vision problems, see a doctor immediately.	Do not shake ink cartridges after opening their packages; this can cause leakage.	If you remove an ink cartridge for later use, protect the ink supply area from dirt and dust and store it in the same environment as the printer. Do not touch the ink supply port or surrounding area.

Guide to Control Panel

Control panel design varies by area.

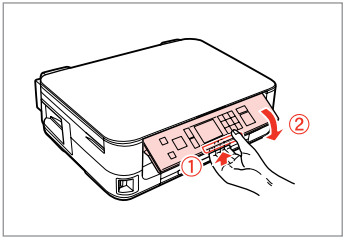


a	b	c	d
⏻	WiFi	⌂	⛶/⊕
Turns on/off printer.	Shows the wireless network status.	Returns to the top menu. When on the top menu, switches between Copy, Print Photos, Scan, and Setup mode.	Changes the view of photos or crops the photos.

e	f	g	h
?	-	☑≡	◀, ▲, ▶, ▼, OK
Displays Help for solutions to problems.	Displays a preview of the selected images, or displays settings.	Displays detailed settings for each mode.	Selects photos and menus.

i	j	k	l
↩	+, -	◇	▽
Cancels/returns to the previous menu.	Sets the number of copies.	Starts copying/printing/scanning.	Stops copying/printing/scanning or reset settings.

Adjusting the Angle of the Panel



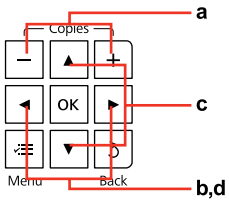
To lower or close the panel, unlock by pulling the lever on the rear until it clicks, and then lower down. Simply lift the panel to raise it.

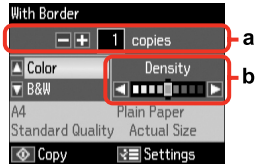
Power Saving Function

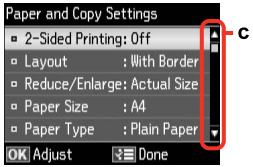
After 13 minutes of inactivity, the screen turns black to save energy.

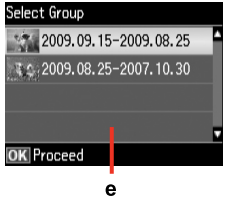
Press any button (except ⏻ **On**) to return the screen to its previous state.

Using the LCD Screen









a	b	c	d
Press + or - to set the number of copies.	Press ◀ or ▶ to set the density.	Press ▲ or ▼ to select the menu item. The highlight moves up or down.	Press ◀ or ▶ to change the photo displayed on the LCD screen.

e
When you have more than 999 photos on your memory card, the LCD screen displays a message to let you select a group. Images are sorted by the date they were taken. To select and show images in a group, press ▲ or ▼ to select a group and then press **OK**. To re-select a group, select **Print Photos**, **Select Location**, and then select **Select Group**.

The actual screen display may differ slightly from those shown in this guide.

Handling Media and Originals

Selecting Paper

The availability of special paper varies by area.

	If you want to print on this paper...	Choose this Paper Type on the LCD screen	Loading capacity (sheets)
a	Plain paper *1	**Plain Paper**	[16.5 mm] *2 *3
b	Epson Premium Ink Jet Plain Paper *1	**Plain Paper**	150 *3
c	Epson Bright White Ink Jet Paper *1	**Plain Paper**	120 *3
d	Epson Matte Paper - Heavyweight	**Matte**	20
e	Epson Photo Quality Ink Jet Paper	**Matte**	80
f	Epson Premium Glossy Photo Paper	**Prem. Glossy**	20
g	Epson Premium Semigloss Photo Paper	**Prem. Glossy**	20
h	Epson Photo Paper	**Photo Paper**	20
i	Epson Ultra Glossy Photo Paper	**Ultra Glossy**	20
j	Epson Glossy Photo Paper	**Glossy**	20

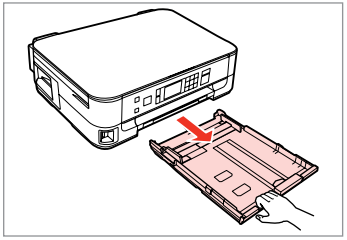
*1 You can perform 2-sided printing with this paper.

*2 Paper with a weight of 64 to 90 g/m^2.

*3 For manual 2-sided printing, 30 sheets.

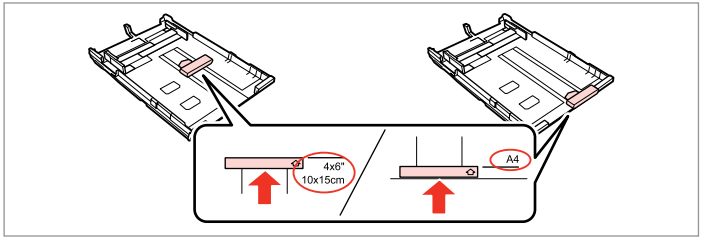
Loading Paper

1



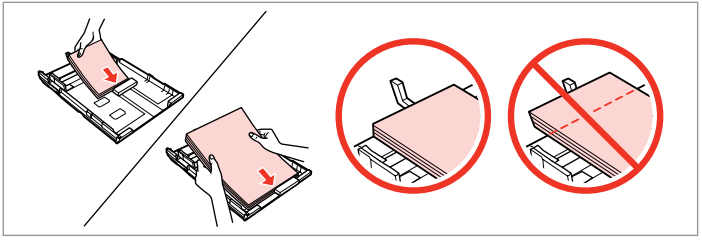
Pull out.

2



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

3

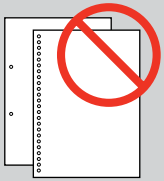


Load toward the guide, printable side face DOWN.

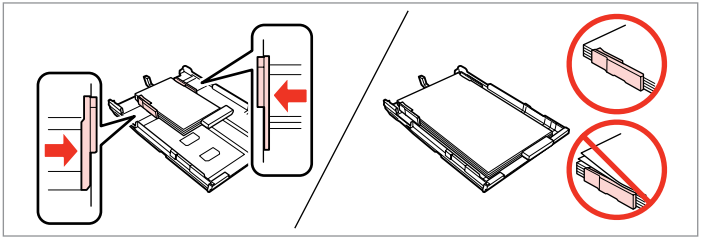
For plain paper, do not load paper above the ≚ arrow mark inside the edge guide. For Epson special media, make sure the number of sheets is less than the limit specified for the media. ➡ 10

Fan and align the edges of the paper before loading.

Do not use paper with binder holes.

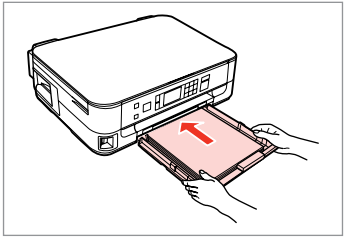


4



Slide to the edges of paper.

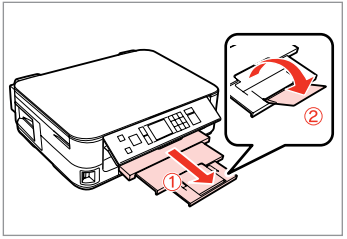
5



Insert the cassette gently.

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

6



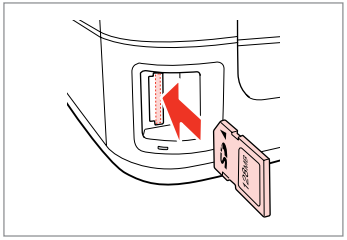
Slide out and raise.

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

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

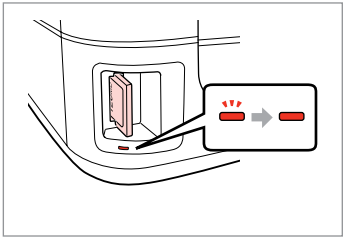
Inserting a Memory Card

1



Insert one card at a time.

2

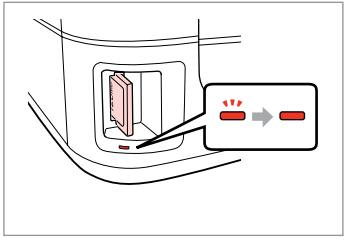


Check the light stays on.

Do not try to force the card all the way into the slot. It should not be fully inserted.

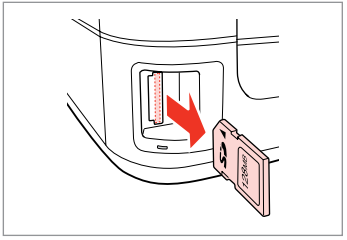
Removing a Memory Card

1



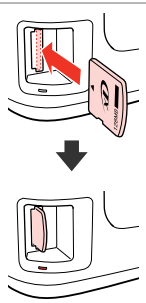
Check the light stays on.

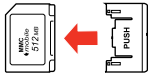
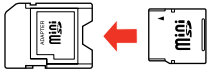
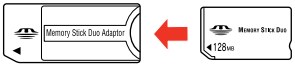
2



Remove.

On	Flashing



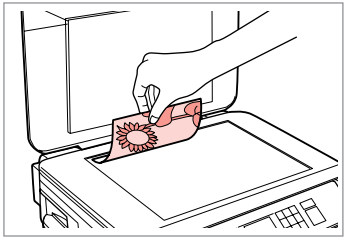
	xD-Picture Card xD-Picture Card Type M xD-Picture Card Type M+ xD-Picture Card Type H
	SD SDHC MultiMediaCard MMCplus
	MMCmobile *
	MMCmicro *
	miniSD * miniSDHC *
	microSD * microSDHC *
	Memory Stick Memory Stick PRO MagicGate Memory Stick
	Memory Stick Duo * Memory Stick PRO Duo * Memory Stick PRO-HG Duo * MagicGate Memory Stick Duo *
	Memory Stick Micro *

*Adapter required

If the memory card needs an adapter then attach it before inserting the card into the slot, otherwise the card may get stuck.

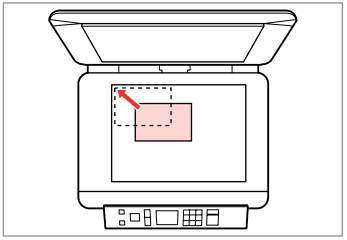
Placing Originals

1

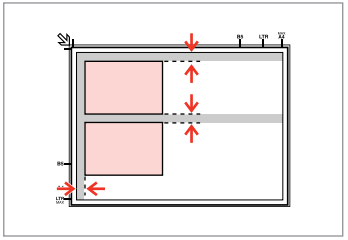


Place face-down horizontally.

2



Slide to the corner.



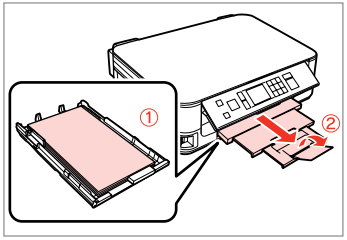
Place photos 5 mm apart.

You can reprint one photo or multiple photos of different sizes at the same time, as long as they are larger than 30 × 40 mm.

Copy and Scan Mode

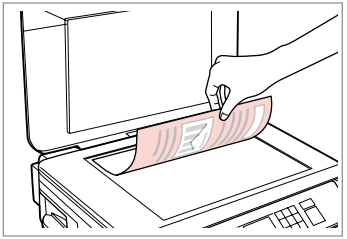
Copying Documents

1 📖 ➡ 11



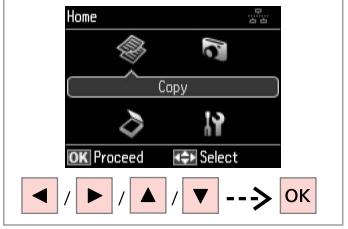
Load paper.

2 📖 ➡ 16



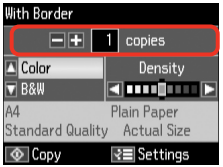
Place original horizontally.

3



Select **Copy**.

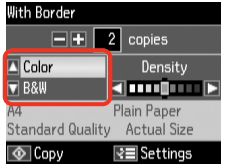
4



+ / −

Set the number of copies.

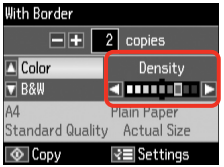
5



▲ / ▼

Select a color mode.

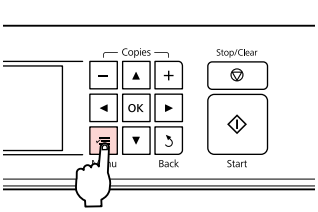
6



◄ / ►

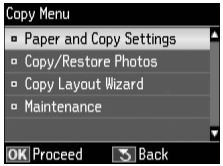
Set the density.

7



Enter the copy setting menu.

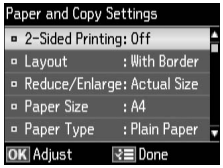
8



OK

Select **Paper and Copy Settings**.

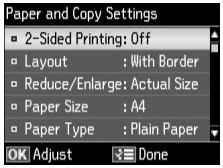
9 📖 ➡ 24



Make the appropriate copy settings.

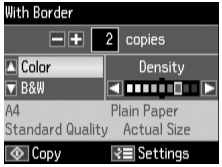
Make sure you set the Paper Size and Paper Type.

10



Finish the settings.

11

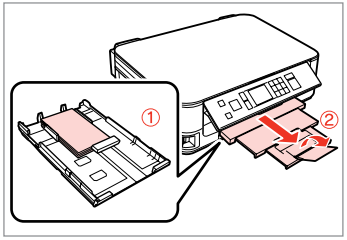


Start copying.

If you want to copy documents in various layouts, select **Copy Layout Wizard** in 8. 📖 ➡ 24

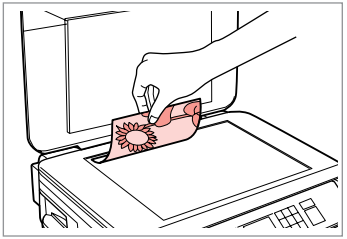
Copy/Restore Photos

❶ 📖 ➡ 11



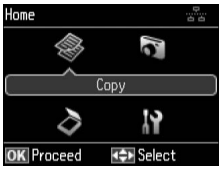
Load photo paper.

❷ 📖 ➡ 16



Place original horizontally.

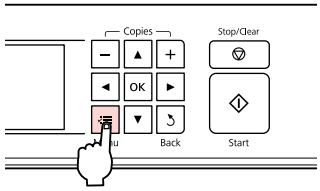
❸



◄ / ► / ▲ / ▼ --> OK

Select **Copy**.

❹



Enter the copy setting menu.

❺

▼ -----> OK

Select **Copy/Restore Photos**.

❻

▲ / ▼ -----> OK

Select On or Off.

❼

OK -----> OK -----> OK

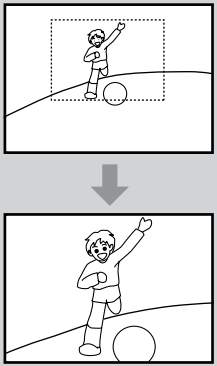
Proceed.

8

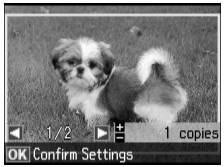
Set the number of copies.

If you scanned two photos, repeat step 8 for the second photo.

You can crop and enlarge your photo. Press and make the settings.



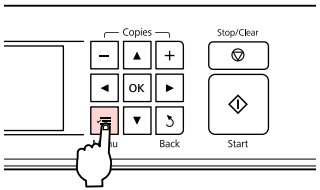
9



OK

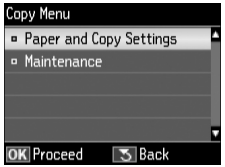
Proceed.

10



Enter the copy setting menu.

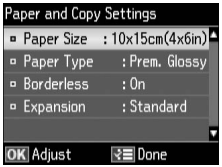
11



OK

Proceed.

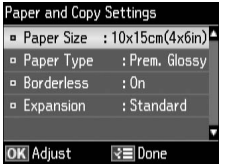
12 24



Make the appropriate print settings.

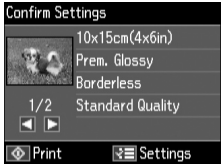
Make sure you set the Paper Size and Paper Type.

13



Finish the settings.

14

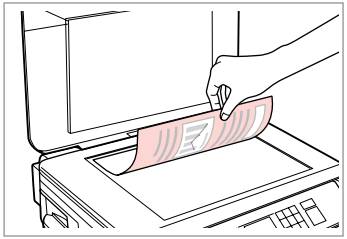


Start copying.

Scanning to a Computer

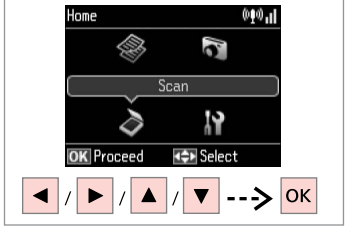
Make sure you have installed software for this printer on your computer and connected following the instructions on the Start Here poster.

1 16



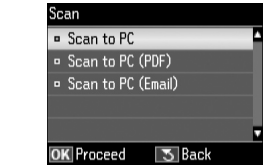
Place original horizontally.

2



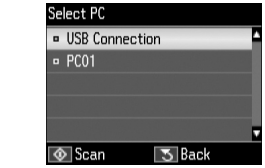
Select **Scan**.

3



Select an item.

4



Select your PC.

After selecting a PC, your computer's scanning software automatically starts scanning. For details, see the online User's Guide.

Copy and Scan Mode Menu List

Print settings for Copy Mode

Paper and Copy Settings	2-Sided Printing	Off, On
	Layout	With Border, Borderless *1
	Reduce/Enlarge	Custom Size, Actual Size, Auto Fit Page, 10×15cm->A4, A4->10×15cm, 13×18->10×15, 10×15->13×18, A5->A4, A4->A5
	Paper Size	A4, A5, 10×15cm(4×6in), 13×18cm(5×7in)
	Paper Type	Plain Paper, Matte, Prem. Glossy, Ultra Glossy, Glossy, Photo Paper
	Quality	Draft, Standard Quality, Best
	Binding Direction	Vertical-Long, Vertical-Short, Horizontal-Long, Horizontal-Short
	Dry Time *2	Standard, Long, Longer
	Expansion *3	Standard, Medium, Minimum
Copy/Restore Photos	Color Restoration	Off, On
	Paper and Copy Settings	Paper Size
		Paper Type
		Borderless
		Expansion *3
Copy Layout Wizard		
Maintenance	➡ 38	

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

*2 If the ink on the front of the paper is smeared, set a longer drying time.

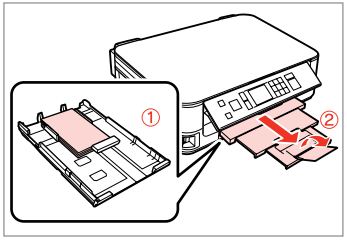
*3 Select the amount the image is expanded when printing Borderless photos.

Scan Mode

Scan to PC
Scan to PC (PDF)
Scan to PC (Email)

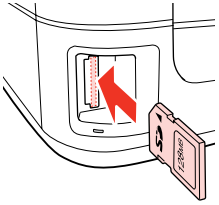
Print Photos Mode

1 ➡ 11



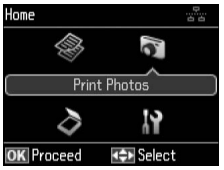
Load photo paper.

2 ➡ 14



Insert a memory card.

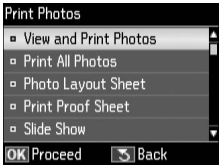
3



◄ / ► / ▲ / ▼ --> OK

Select **Print Photos**.

4



OK

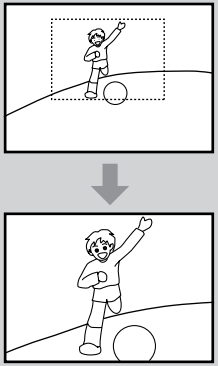
Select **View and Print Photos**.

5

◄ / ►

Select a photo.

You can crop and enlarge your photo. Press ⊠/⊕ and make the settings.



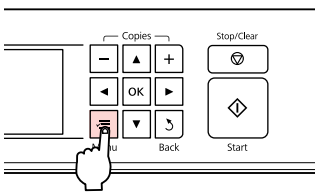
6

+ / −

Set the number of copies.

To select more photos, repeat ❺ and ❻.

7



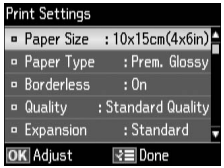
Enter the print setting menu.

8

▼ -----> OK

Select **Print Settings**.

9 📖 ➡ 30



Select appropriate print settings.

Make sure you set the Paper Size and Paper Type.

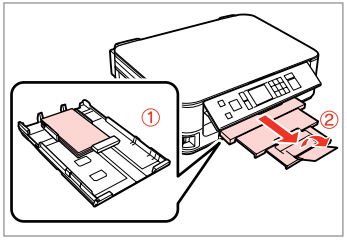
To adjust photos, select **Photo Adjustments** and make the settings in ❽. 📖 ➡ 30

10

-----> ◇

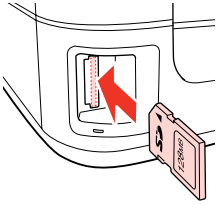
Start printing.

❶ ➡ 11



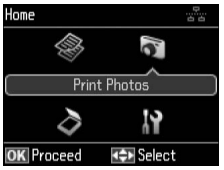
Load photo paper.

❷ ➡ 14



Insert a memory card.

❸



◄ / ► / ▲ / ▼ --> OK

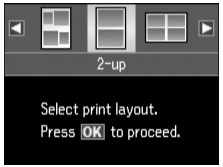
Select **Print Photos**.

❹

▲ / ▼ -----> OK

Select **Photo Layout Sheet**.

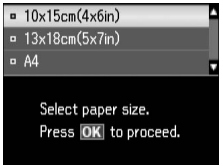
❺



◄ / ► -----> OK

Select a layout.

❻



▲ / ▼ -> OK -> ▲ / ▼ -> OK

Select paper type and size.

❼

OK

Select **Automatic layout**.

If you select **Place photos manually**, layout a photo as shown in (1) or leave a blank as shown in (2).

(1) ◄ / ► --> OK

(2) OK

8

◄ / ► ------> + / −

Select a photo.

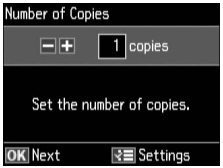
To select more photos, repeat step **8**.

9

OK

Finish selecting photos.

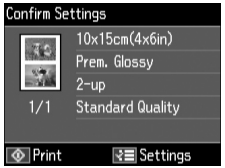
10



+ / − ------> OK

Set the number of copies.

11



Print.

Print Photos Mode Menu List

Print Photos Mode

View and Print Photos	
Print All Photos	
Photo Layout Sheet	
Print Proof Sheet	
Slide Show	
Copy/Restore Photos	➡ 20
Select Location	

Print settings

Select Photos	Select All Photos
	Select by Date
	Cancel Photo Selection
Print Settings	Paper Size
	Paper Type
	Borderless
	Quality
	Expansion *2
	Date
	Fit Frame *3
	Bidirectional *4
Photo Adjustments *1	Fix Red-Eye *5
Maintenance	➡ 38

*1 These functions only affect your printouts. They do not change your original images.

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

*3 Select On to automatically crop your photo to fit inside the space available for the layout you selected. Select Off to turn off automatic cropping and leave white space at the edges of the photo.

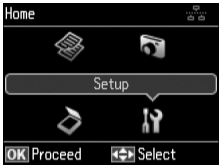
*4 Select On to increase the print speed. Select Off to improve the print quality (but your photos print more slowly).

*5 Depending on the type of photo, parts of the image other than the eyes may be corrected.

Setup Mode (Maintenance)

Checking the Ink Cartridge Status

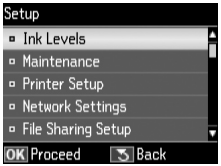
1



◄ / ► / ▲ / ▼ --> OK

Select **Setup**.

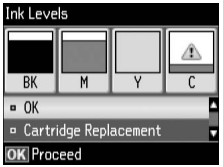
2



OK

Select **Ink Levels**.

3



▲ / ▼ -----> OK

Continue or change cartridge.

BK	M	Y	C	⚠
Black	Magenta	Yellow	Cyan	Ink is low.

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

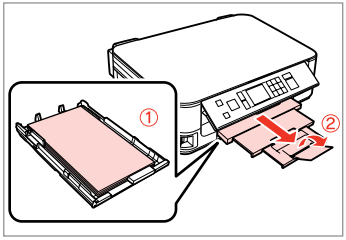
On the screen in step ❸, you can select to replace ink cartridges even if they are not expended. You can also start this operation by selecting **Setup** mode, **Maintenance**, and then **Ink Cartridge Replacement**. For instructions on replacing the cartridge, see ➡ 41.

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

Checking/Cleaning the Print Head

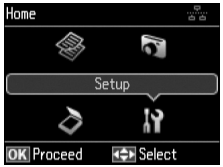
Print head cleaning uses some ink from some cartridges. Use **Nozzle Check** to identify defective color(s) so you can select appropriate color(s) to clean. Black ink may be used in color images.

1 11



Load A4 size paper.

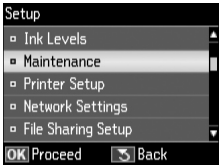
2



◄ / ► / ▲ / ▼ --> OK

Select **Setup**.

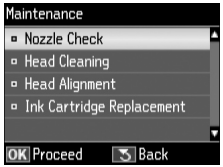
3



▼ ------> OK

Select **Maintenance**.

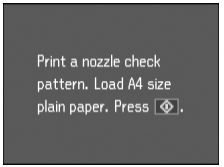
4



OK

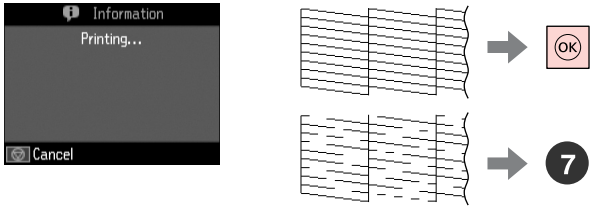
Select **Nozzle Check**.

5



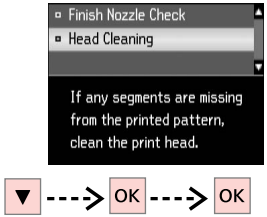
Start the nozzle check.

6



Check the pattern.

7



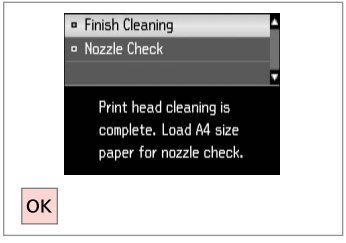
Select **Head Cleaning** and proceed.

8

Select an item and start cleaning.

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

9

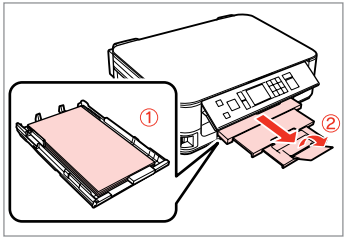


Finish head cleaning.

If print quality does not improve, make sure you selected the appropriate color in step 8 according to the nozzle check result. If quality does not improve after cleaning four times, turn off the printer for at least six hours. Then try cleaning the print head again. If quality still does not improve, contact Epson support.

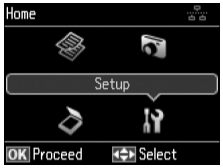
Aligning the Print Head

❶ 📖 ➡ 11



Load A4 size paper.

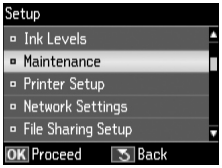
❷



◄ / ► / ▲ / ▼ --> OK

Select **Setup**.

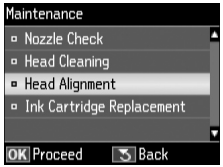
❸



▼ -----> OK

Select **Maintenance**.

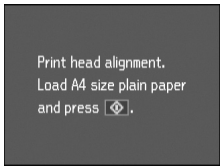
❹



▲ / ▼ -----> OK

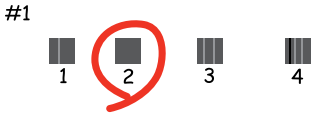
Select **Head Alignment**.

❺



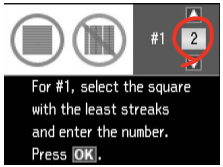
Print patterns.

❻



Select the most solid pattern.

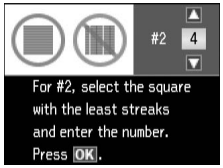
❼



▲ / ▼ -----> OK

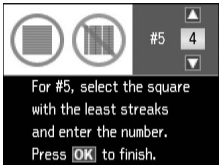
Enter the pattern number for #1.

8



Repeat ❼ for all patterns.

9



OK

Finish aligning the print head.

Setup Mode Menu List

Setup Mode

Ink Levels	
Maintenance	Nozzle Check
	Head Cleaning
	Head Alignment
	Ink Cartridge Replacement
Printer Setup	Screen Saver
	Display Format *
	Language
Network Settings	See your online Network Guide for more details.
File Sharing Setup	
Restore Default Settings	Reset Network Settings, Reset All except Network Settings, Reset All Settings

* You can select the LCD screen display format from 1-up with Info, 1-up without Info, and View Thumbnail Images.

Solving Problems

Error Messages

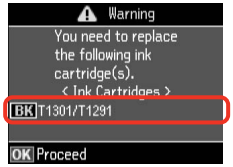
Error Messages	Solution
Paper jam inside or back side of the product. Press OK to see how to remove the paper.	📖 ➡ 44
Paper out or paper jam. Load paper or remove the jammed paper and press ◇.	Load some paper or clear the jammed paper. Otherwise, make sure the number of sheets does not exceed the limit specified for the type of media you are using. 📖 ➡ 10
Paper jam. Open the scanner unit to remove paper. Press OK to see how to open it.	📖 ➡ 48
Paper feed error or jam. Remove the paper and reload paper correctly. See your documentation.	📖 ➡ 49
Cannot recognize photos. Make sure photos are placed correctly. See your documentation.	📖 ➡ 16
Communication error. Make sure the computer is connected, then try again.	Make sure the computer is connected correctly. If the error message still appears, make sure that scanning software is installed on your computer and that the software settings are correct.
Printer error. Turn power off and then on again. For details, see your documentation.	Turn the printer off and then back on. Make sure that no paper is still in the printer. If the error message still appears, contact Epson support.
The printer's ink pads are nearing the end of their service life. Please contact Epson Support.	Contact Epson support to replace ink pads before the end of their service life. When the ink pads are saturated, the printer stops and Epson support is required to continue printing.
The printer's ink pads are at the end of their service life. Please contact Epson Support.	Contact Epson support to replace ink pads.
Cannot recognize the memory card or disc.	Make sure the memory card has been inserted correctly. If it is inserted correctly, check to see if there is a problem with the card and try again.
The combination of IP address and subnet mask is invalid. See your documentation.	Refer the online Network Guide.

Replacing Ink Cartridges

Ink Cartridge Handling Precautions

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

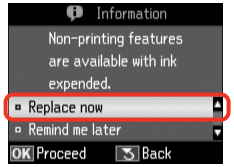
1



OK

Check the color to replace.

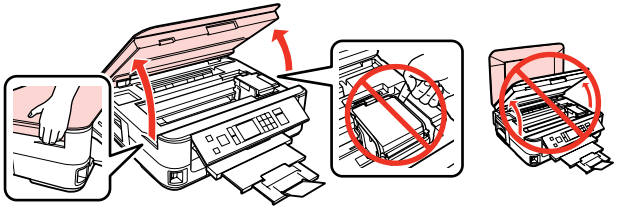
2



OK

Select **Replace now**.

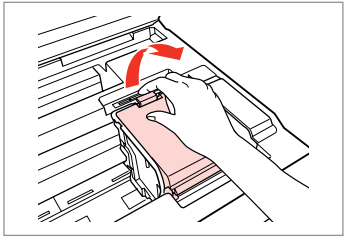
3



Open.

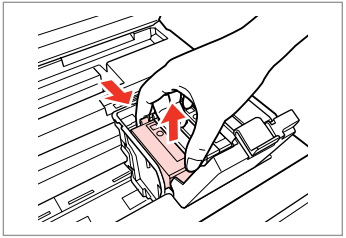
Never open the cartridge cover while the print head is moving.

4



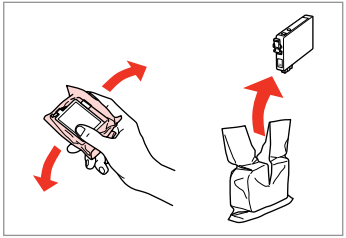
Open.

5



Pinch and remove.

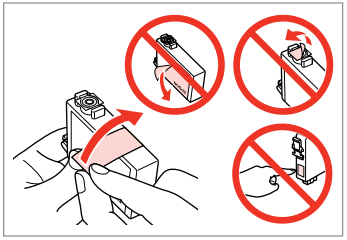
6



Shake new cartridge.

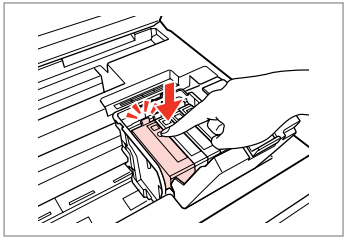
Be careful not to break the hooks on the side of the ink cartridge.

7



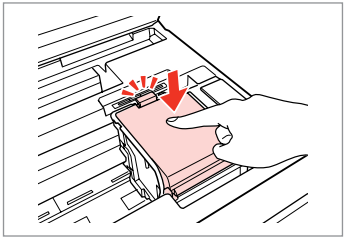
Remove the yellow tape.

8



Insert and push.

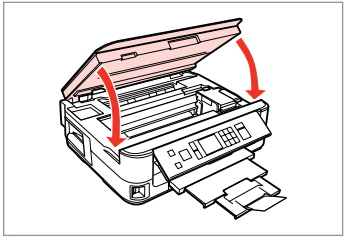
9



Close.

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

10



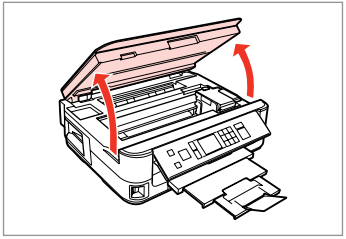
Close and start charging ink.

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

Paper Jam - jammed inside 1

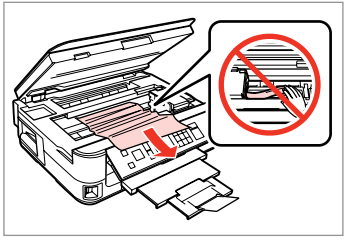
Never touch the buttons on the control panel while your hand is inside the printer.

1



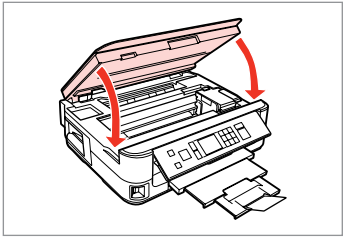
Open.

2



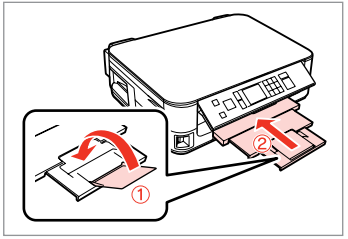
Remove.

3



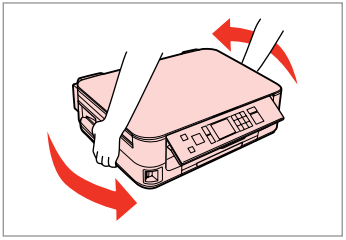
Close.

4



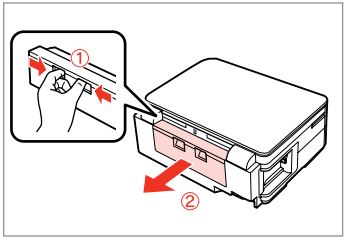
Close.

5



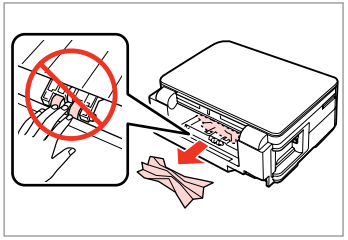
Turn around.

6



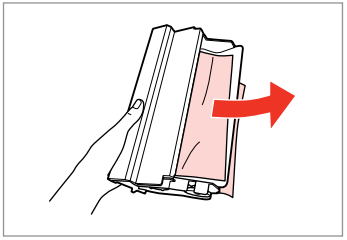
Pull out.

7



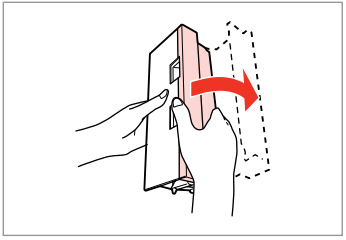
Remove.

8



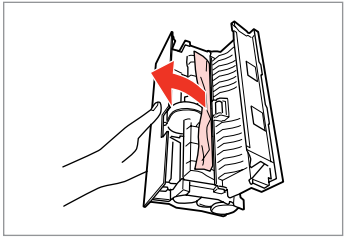
Remove.

9



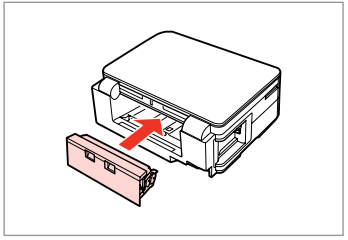
Open.

10



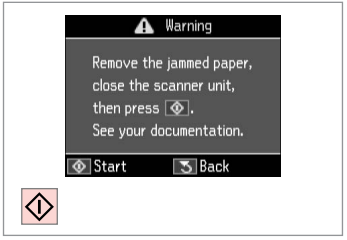
Carefully remove.

11



Reattach.

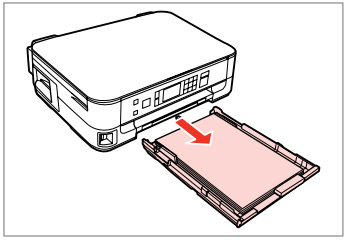
12



Restart.

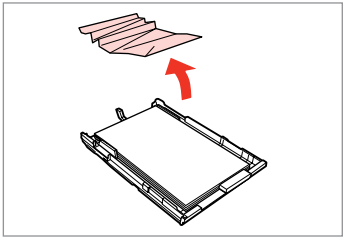
If an error message cannot be cleared, try the following steps.

13



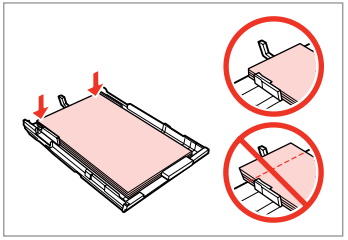
Pull out.

14



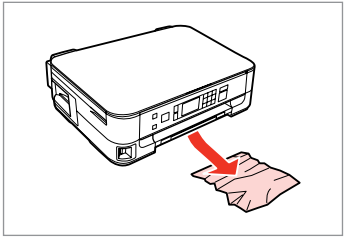
Remove.

15



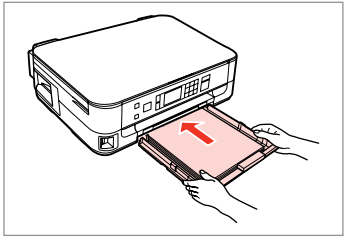
Align the edges.

16



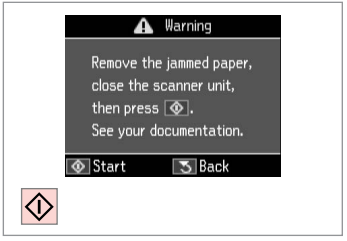
Carefully remove.

17



Insert the cassette gently.

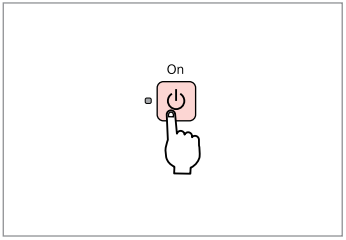
18



Restart.

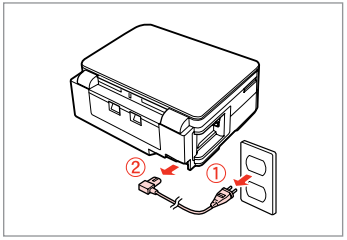
If an error message cannot be cleared, try the following steps.

19



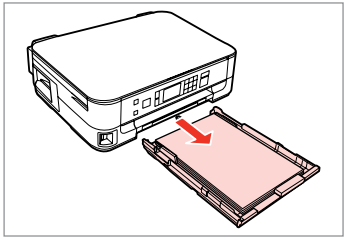
Turn off.

20



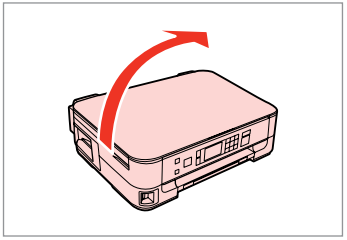
Unplug.

21



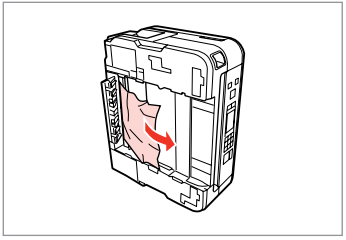
Pull out.

22



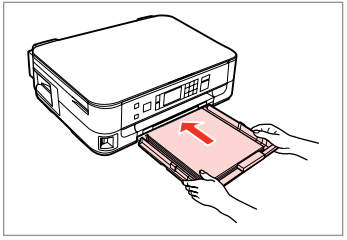
Carefully stand the printer on its side.

23



Remove.

24

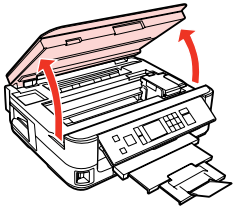


Insert the cassette gently.

Paper Jam - jammed inside 2

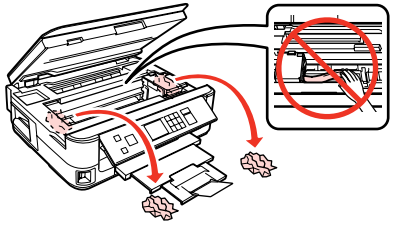
Never touch the buttons on the control panel while your hand is inside the printer.

1



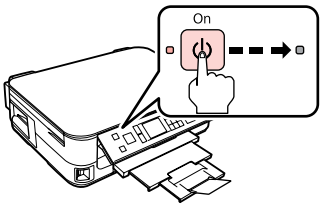
Open.

2



Remove.

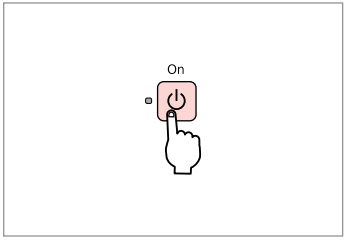
3



Turn off.

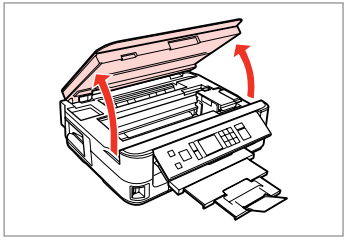
Paper Jam - jammed inside 3

1



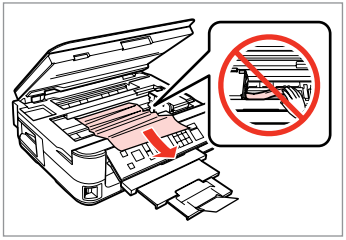
Turn off.

2



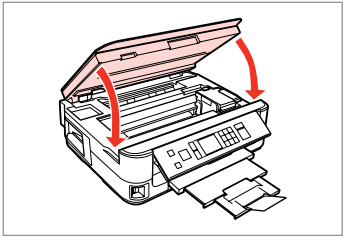
Open.

3



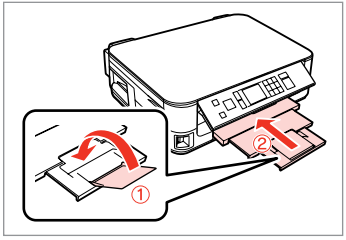
Remove.

4



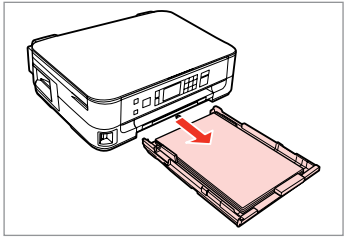
Close.

5



Close.

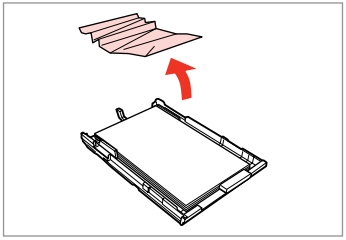
6



Pull out.

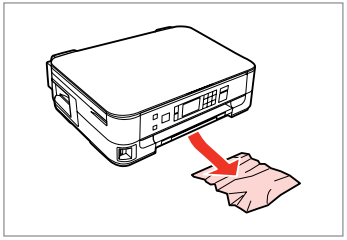
If you cannot pull out the paper cassette, go to the next section.
➡ 52

7



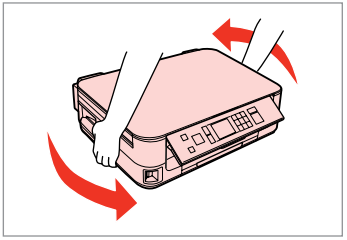
Remove.

8



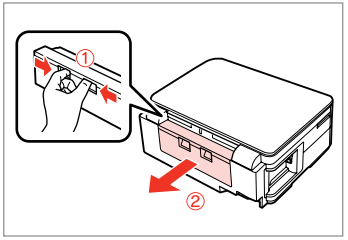
Carefully remove.

9



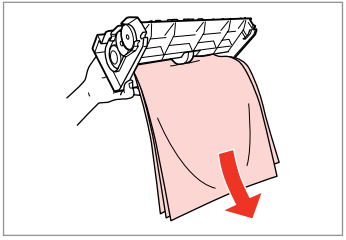
Turn around.

10



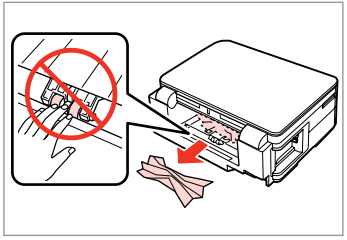
Pull out.

11



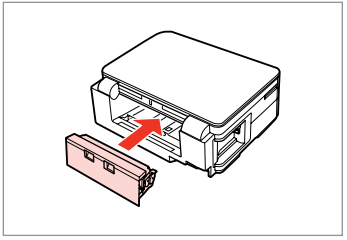
Remove.

12



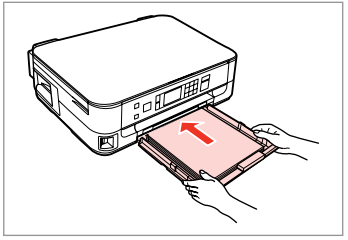
Remove.

13



Reattach.

14



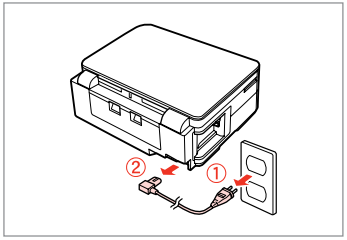
Insert the cassette gently.

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

If the same message appears, check the procedure for loading paper.
➡ 11
If the error continues to occur, contact Epson support.

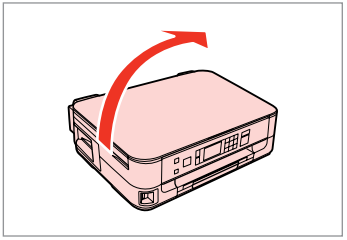
Cannot Pull Out the Paper Cassette

1



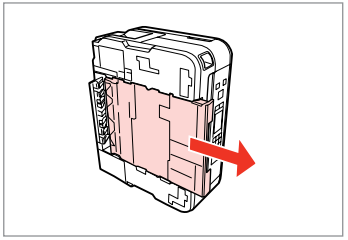
Unplug.

2



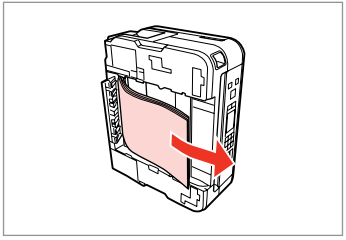
Carefully stand the printer on its side.

3



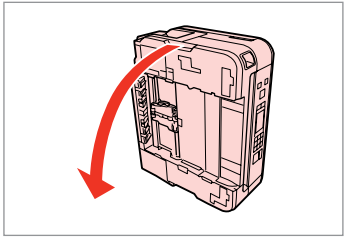
Carefully pull out.

4



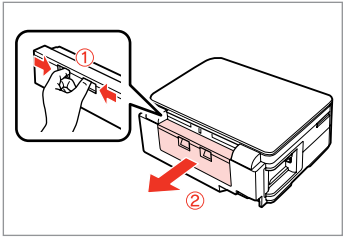
Remove.

5



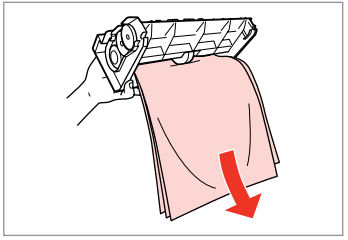
Replace.

6



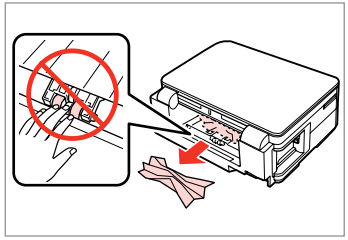
Pull out.

7



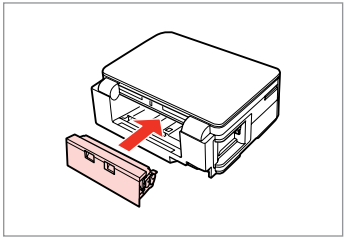
Remove.

8



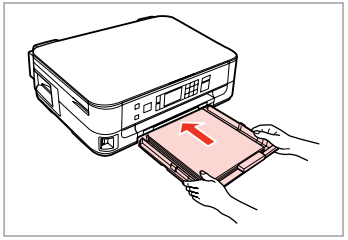
Remove.

9



Reattach.

10



Insert the cassette gently.

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

If the same message appears, check the procedure for loading paper.
➡ 11
If the error continues to occur, contact Epson support.

Print Quality/Layout Problems

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

Problems	Solution No.
You see banding (light lines) in your printouts or copies.	❶❷❹❺❼❾
Your printout is blurry or smeared.	❶❷❹❺❻❽
Your printout is faint or has gaps.	❶❷❸❹❼
Your printout is grainy.	❺
You see incorrect or missing colors.	❹❼
The image size or position is incorrect.	❿⓫⓬⓭

Solutions	
❶	Make sure you select the correct paper type. ➡ 10
❷	Make sure the printable side (the whiter or glossier side) of the paper is facing in the right direction. ➡ 11
❸	When you select **Standard Quality** or **Best** as the **Quality** setting, select **Off** as the **Bidirectional** setting. Bidirectional printing decreases print quality. ➡ 30
❹	Perform a nozzle check first and then clean the print head that shows a defect in the nozzle check result. ➡ 34
❺	Align the print head. If quality is not improved, try aligning using the printer driver utility. See your online User's Guide to align the print head. ➡ 36
❻	To clean the inside of the printer, make a copy without placing a document on the document table. For further information, see your online **User's Guide**.
❼	For best results, use up ink cartridge within six months of opening the package. ➡ 33
❽	Try to use genuine Epson ink cartridges and paper recommended by Epson.
❾	If a moiré (cross-hatch) pattern appears on your copy, change the **Reduce/Enlarge** setting or shift the position of your original.
❿	Make sure you selected the correct **Paper Size**, **Layout**, **Expansion**, and **Reduce/Enlarge** setting for the loaded paper. ➡ 24, 30
⓫	Make sure you loaded paper and placed the original correctly. ➡ 11, 16
⓬	If the edges of the copy or photo are cropped off, move the original slightly away from the corner.
⓭	Clean the document table. See your online **User's Guide**.

Contacting Epson Support

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

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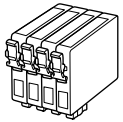
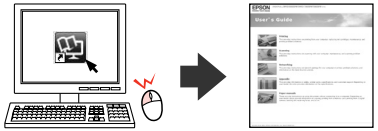


Available ink cartridge sizes vary by area.

	BK (Black) / C (Cyan) / M (Magenta) / Y (Yellow)
Epson ME OFFICE 900WD	143 141
WorkForce 625	140 138

Getting more information.



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