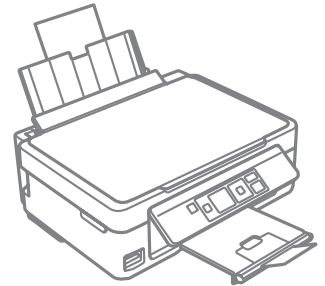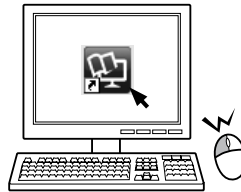# XP-300 / XP-302 / ME-303

Basic Operation Guide

Please see the online manuals which are installed from the CD for printing and scanning from your computer. 📖 ➡ 33

EPSON

EXCEED YOUR VISION

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Contents

Marks Used in This Guide

⚠	❗	⊘	✎	ⓘ	🕮➡
Caution; must be followed carefully to avoid bodily injury.	Important; must be observed to avoid damage to your equipment.	Must be observed to avoid bodily injury and damage to your equipment.	Note	Information	Reference page

Important Safety Instructions

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.	Place the printer near a wall outlet where the power cord can be easily unplugged.	Use only the type of power source indicated on the printer.	Make sure the power cord meets all relevant local safety standards.	Do not let the power cord become damaged or frayed.	Keep the printer away from direct sunlight or strong light.	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.	If ink gets on your skin, wash the area thoroughly with soap and water. If ink gets into your eyes, flush them immediately with water. If discomfort or vision problems continue after a thorough flushing, see a doctor immediately. If ink gets into your mouth, spit it out immediately and see a doctor right away.	Do not shake the ink cartridges too vigorously; otherwise ink may leak from the cartridge.	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

a	b	c	d	e	f
⏻	**Wi-Fi**	🏠	◀, ▲, ▶, ▼, OK	◇	⊘
Turns on/off printer.	XP-300/XP-302 only. Stays on while the printer is connected to a Wi-Fi network. Stays off when the printer is not connected to the network. Flashes while the Wi-Fi network settings are being made.	Returns to the top menu.	Selects photos and menus.	Starts the operation you selected.	Cancels an ongoing operation or returns to the previous screen.

g
XP-300/XP-302 only. Shows the network status. For more information, see the online Network Guide.

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

Using Epson Connect Service (XP-300/XP-302 only)
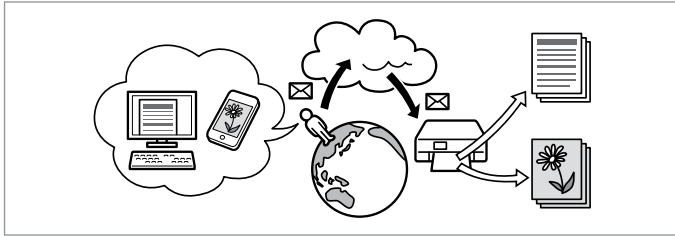
Using Epson Connect and other companies' related services, you can easily print directly from your smartphone, tablet PC, or portable computer, anytime and practically anywhere, even across the globe! For more information, visit the following URL: https://www.epsonconnect.com/

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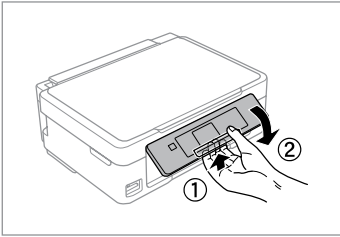
To lower or close the panel, unlock by pulling the lever on the rear until it clicks, and then lower down. Simply lift the panel to raise it.

Power Saving Function

❏ After 13 minutes of inactivity, the LCD screen turns black. Press any button to return the screen to its previous state.

❏ The product turns off automatically if no operations are performed for the period selected at the following menu: **Setup** -> **Printer Setup** -> **Power Off Timer**.

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] [2]	**Plain Paper**	[11 mm] [3]
b	Epson Bright White Ink Jet Paper [1]		80 [3]
c	Epson Premium Glossy Photo Paper	**Photo Paper**	20
d	Epson Premium Semigloss Photo Paper		
e	Epson Photo Paper		
f	Epson Ultra Glossy Photo Paper		
g	Epson Glossy Photo Paper		

[1] You can perform manual 2-sided printing with this paper.

[2] Paper with a weight of 64 to 90 g/m².

[3] 30 sheets for paper that already has printing on one side.

Loading Paper

ⓘ When using Legal size paper or envelopes, see the online User's Guide.

❶

Flip forward.

❷

Open and slide out.

❸
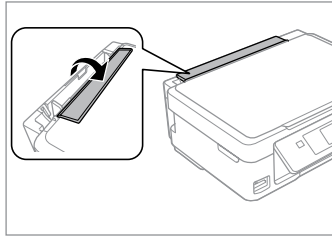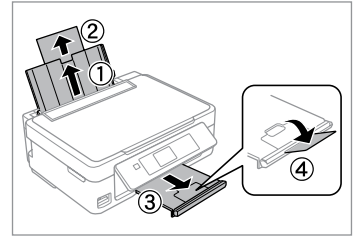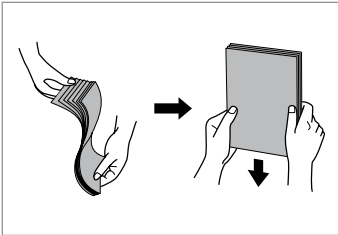
Fan and align the stack of paper.

❹
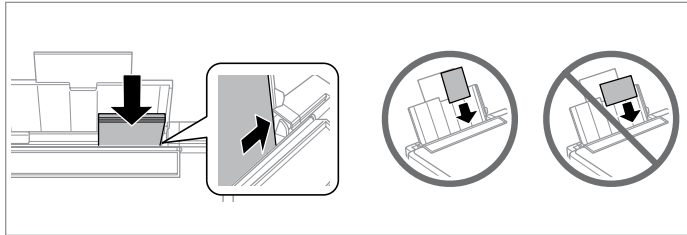
Load paper. Make sure to face the printable side up.

❺
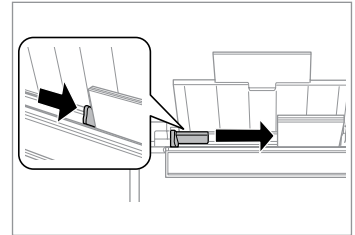
Fit.

6

Flip back.

⚠ Do not load paper above the ▼ arrow mark inside the edge guide.

⚠ You can use commercially available 2-hole punched paper. Do not use paper punched by yourself or paper with many holes.
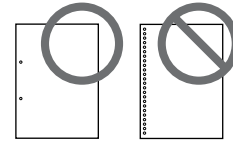
Inserting a Memory Card

①
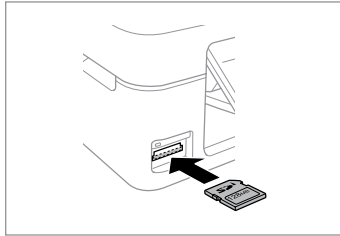
Insert one card at a time.

②
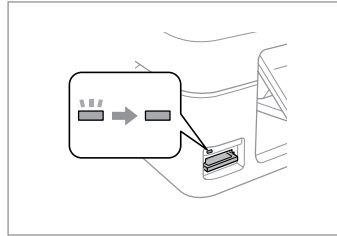
Check the light stays on.

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

- -

Removing a Memory Card

①
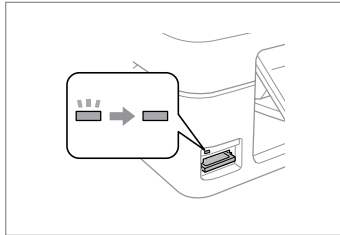
Check the light stays on.
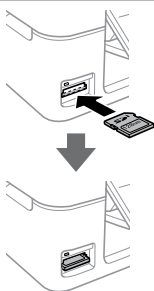
②
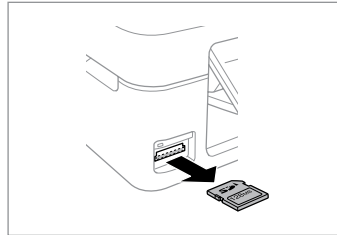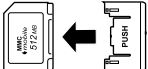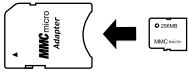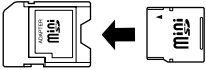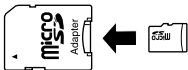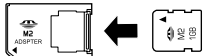
Remove.

On	Flashing

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

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

Copying Photos or Documents
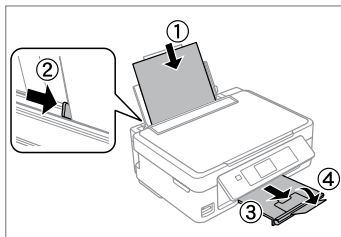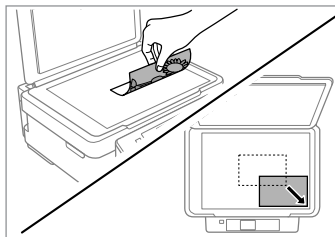
A 🔖 ➡ 9

Load paper.

B

Place facedown and slide.

C

```
(((•))) ll    Home
         🗂  📄  ◇
         Copy
OK Select Mode
```
◀ / ▶ ------> OK

Select **Copy**.

D

```
Copy
▲  1 Copies
▼
◀ ●●●●  ○   ▶
  Color    B&W
OK Settings
◇ Copy
```
▲ / ▼

Set the number of copies.

E

```
Copy
▲  1 Copies
▼
◀ ●●●●  ○   ▶
  Color    B&W
OK Settings
◇ Copy
```
◀ / ▶ ------> OK

Select a color mode.

F

```
●●●●      Total 1
With Border
Actual Size
A4
Plain Paper
▼ Settings
◇ Copy
```
◇
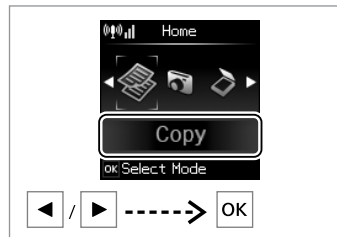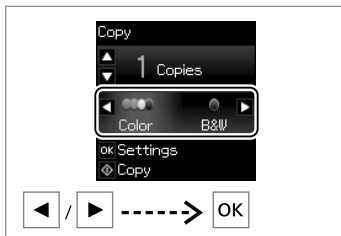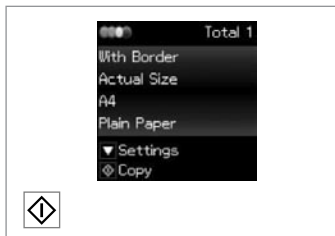
Check the settings and start copying.

> 📝
> To change the settings, press ▼ and go to step **G**.

13

❼

| ▲ | / | ▼ | --> | ◄ | / | ► | --> | OK |

Select the item and change the setting.

❽

◇
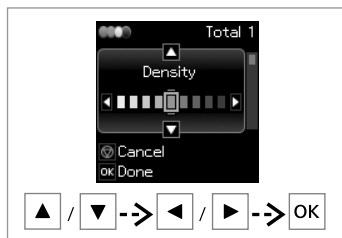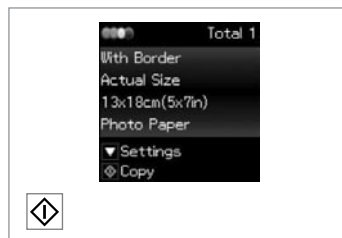
Start copying.

🖉

If you want to change the color mode or the number of copies, press ⊗ to display the screen in step ❹, make the changes, and then press ◇.

🖉

If you want to specify a percentage to reduce or enlarge your copy, select a setting other than **Auto Fit** from **Reduce/Enlarge**, and specify the percentage in **Custom Size**.

🖉

Except for the number of copies, the copy settings remain unchanged until the printer is turned off.
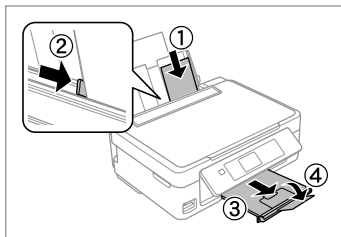
14

Printing Photos	A $\square \rightarrow 9$	B $\square \rightarrow 11$	C

A $\square \rightarrow 9$

Load photo paper.

B $\square \rightarrow 11$

Insert a memory card.

C

Home

Print Photos

OK Select Mode

◀ / ▶ -----> OK

Select **Print Photos**.

D

1/6

OK Settings
◇ Print

◀ / ▶

Select a photo.

E

1/6

OK Settings
◇ Print

▲ / ▼
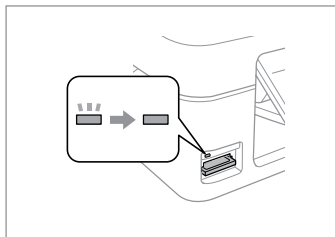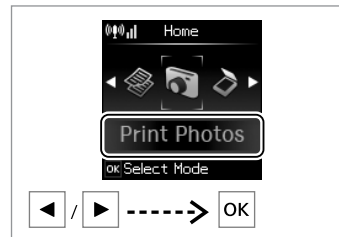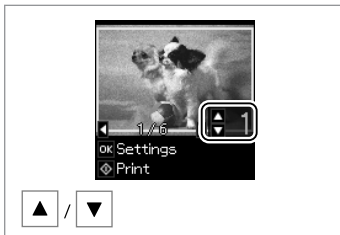
Set the number of copies.

To select more photos, repeat steps ❹ and ❺.

F

1/6

OK Settings
◇ Print

OK
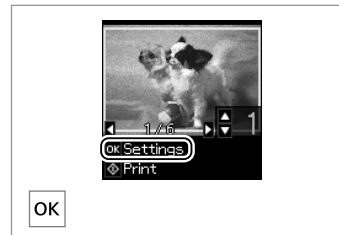
Display the current print settings.

⑦

Total 1

Current Settings
10x15cm(4x6in)
Photo Paper
Borderless

▼ Settings
◇ Print

◇
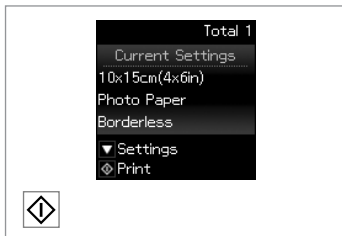
Check the settings and start printing.

⑧

Total 1

▲
Paper Size
◀ 10x15cm(4x6in) ▶
▼

⊗ Cancel
OK Done

▲ / ▼ --> ◀ / ▶ --> OK

Select the item and change the setting.

⑨

Total 1

Current Settings
13x18cm(5x7in)
Photo Paper
Borderless

▼ Settings
◇ Print

◇
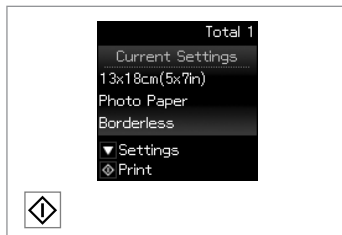
Start printing.

🖉

When **Borderless** is selected, the image is slightly enlarged and cropped to fill the paper. Print quality may decline in the top and bottom areas, or the area may be smeared when printing.

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.

❶

Place facedown and slide.

❷

Select **Scan**.

◀ / ▶ -----> OK

---

❸

ME-303

XP-300
XP-302

◀ / ▶ -----> ◈
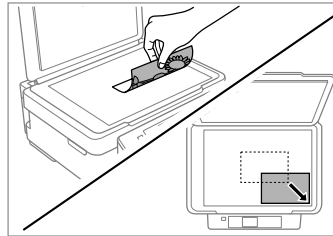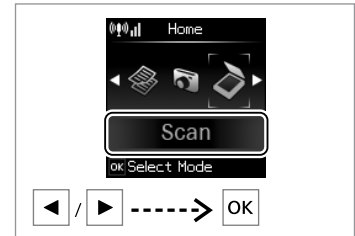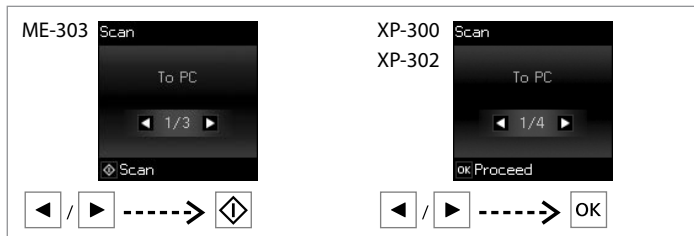
Select an item and start scanning.

Select an item.

❹

XP-300
XP-302

Select PC
• USB Connection
• PC00
• PC01

⊘ Back
◈ Scan

▲ / ▼ -----> ◈
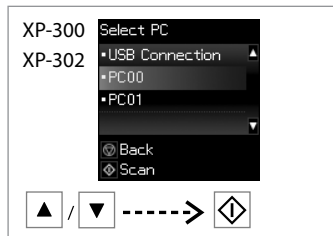
Select your PC and start scanning.

ⓘ

You can change the computer name on the control panel using Epson Event Manager.

(i)

The following options are available for scanning to a computer.

❑ To PC

❑ To PC (PDF)

❑ To PC (Email)

❑ To PC (WSD) * (XP-300/XP-302 only)

* This feature is only available for English versions of Windows 7/Vista.

Checking the Ink Cartridge Status

❶

◀ / ▶ ------> OK

Select **Setup**.

❷

◀ / ▶ ------> OK

Select **Ink Levels**.

❸

▲ / ▼ ------> OK
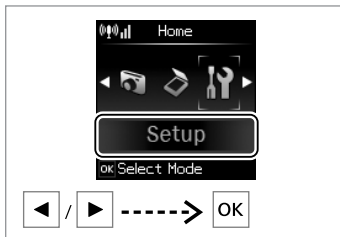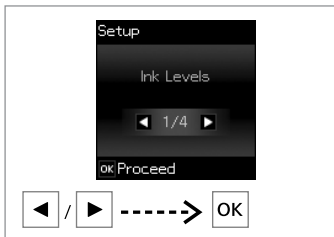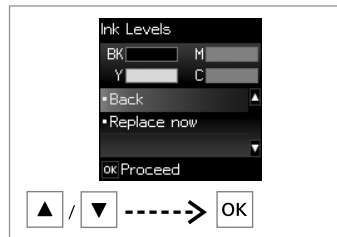
Continue or change a cartridge.

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

📝

The ink levels displayed are an approximate indication.

ⓘ

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 ▭ ➡ 26.

✎

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

❗

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.

➊ ▭ ➡ 9

Load A4 size paper.

➋

◀ / ▶ ------> OK

Select **Setup**.

➌

◀ / ▶ ------> OK

Select **Maintenance**.

- -

➍

◀ / ▶ --> OK --> ◈
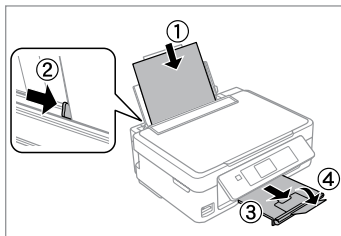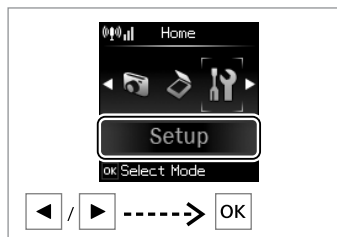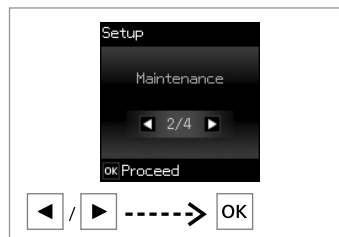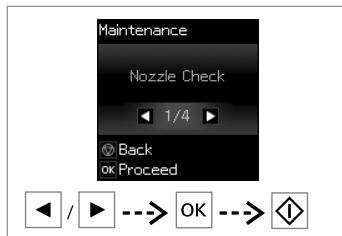
Select **Nozzle Check** and print.

➎

▲ / ▼ ------> OK
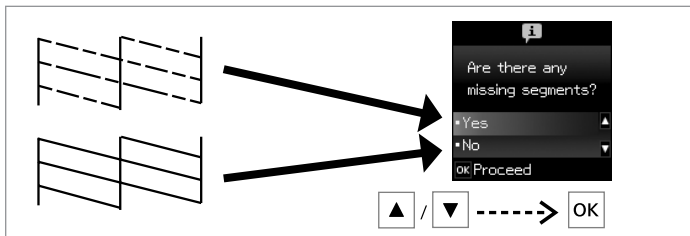
Examine the printed pattern for missing segments.

🖉

If you select **Yes**, go to the next step.

6

Clean print head?

* Yes
* No

OK Proceed

▲ / ▼ ------> OK

Start cleaning.

7

Cleaning complete.

* Finish
* Nozzle Check

OK Proceed

▲ / ▼ ------> OK
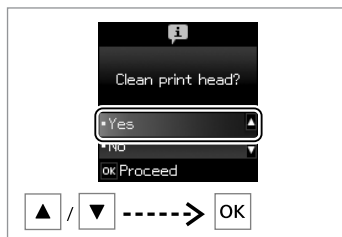
Finish head cleaning.

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

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

✐ 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
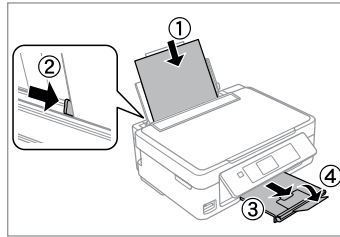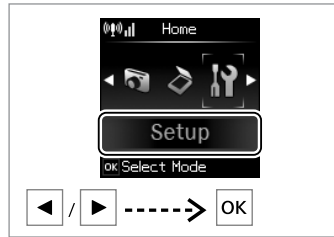
A 📖 ➡ 9

① ② ③ ④

Load A4-size plain paper.

B

◀(•) ᵃ.ᵢₗ Home ▶
Setup
OK Select Mode

◀ / ▶ ------> OK

Select **Setup**.

C

Setup
Maintenance
◀ 2/4 ▶
OK Proceed

◀ / ▶ ------> OK

Select **Maintenance**.

- -

D

Maintenance
Head Alignment
◀ 3/4 ▶
⟲ Back
OK Proceed

◀ / ▶ ------> OK

Select **Head Alignment**.

E

ⓘ
Load A4 size plain paper.
⟲ Back
◈ Print

◇ ------> OK

Print patterns.

F

Select Number
#1
2
OK Proceed

#1

1 2 3 4 5

▲ / ▼ / ◀ / ▶ --> OK
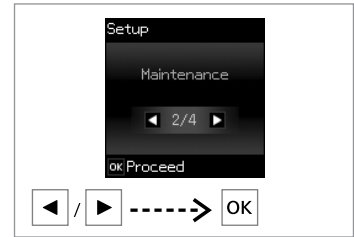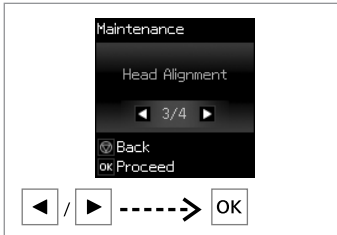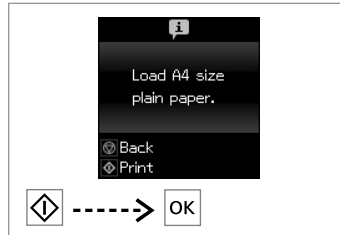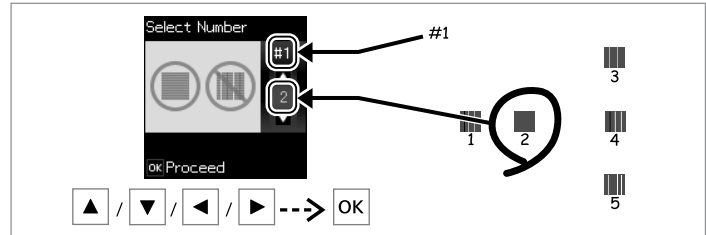
Examine the patterns and select the most solid pattern from groups #1, #2, #3, and #4.

Other Setup Mode Menus

To display the following menus, press ⌂ and then select **Setup**.

Printer Setup	Power Off Timer	You can adjust the time before power management is applied. Any increase will affect the products's energy efficiency. Please consider the environment before making any change.
	Language	You can change the language displayed on the LCD panel.
Wi-Fi Settings *	Wi-Fi Setup	See the online Network Guide.
	Wi-Fi Connection Check	You can check the network connection status, and print the report. If there is any problem with the connection, the report helps you find the solution.
	Print Status Sheet	You can print the network status sheet to confirm the current settings.
File Sharing *	Write access from USB	See the online Network Guide.
	Write access from Wi-Fi	
Restore Default Settings	Wi-Fi Settings *	You can restore the default settings. To make the Wi-Fi settings again after resetting them, see the online Network Guide.
	All except Wi-Fi *	
	All Settings *	

*   These menus are available only on the XP-300/XP-302.

Error/Warning Messages
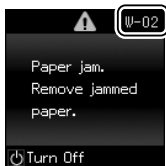
Code	Solution
E-01	Turn the printer off and then back on. Make sure that no paper is still in the printer. If the error still appears, contact Epson support.
E-02	Turn the printer off and then back on. If the error message still appears, contact Epson support.
E-10	Turn off the printer. Contact Epson support to replace ink pads.
W-02	Paper jam. Remove the jammed paper, turn off the printer, and then turn it back on. ▱ ➜ 31
W-03	Paper jam. Open the scanner unit, remove the jammed paper, and then press ◇. ▱ ➜ 30
W-10	The ink cartridge(s) shown on the LCD panel have not been installed. Install them. ▱ ➜ 27
W-12	Cannot recognize the ink cartridge(s) shown on the LCD panel. Replace the ink cartridge(s). Epson recommends the use of genuine Epson ink cartridges.
W-13	Press ◇ to resume printing. The message will be displayed until the ink pad is replaced. Contact Epson support to replace ink pads before the end of their service life. When the ink pads are saturated, the printer stops and Epson support is required to continue printing.
I-22	To establish a wireless connection using an access point, press the push button on the access point or click the button on the access point's wireless settings screen displayed on your computer's screen. ▱ ➜ Online Network Guide
I-23	You need to enter the PIN code displayed on the printer's panel into the access point or computer within two minutes. If no code is entered during the two minutes, a time-out error occurs and a different code is displayed and needs to be entered.
I-31	To make wireless connection settings from your computer, you need to insert the CD into the computer and follow the on-screen instructions.
I-60	Your computer may not support WSD (Web Services for Devices). The scan to PC (WSD) function is only available for computers running English versions of Windows 7 or Vista.
Recovery Mode	The firmware update has failed. You will need to re-attempt the firmware update. Ready a USB cable and visit your local Epson website for further instructions.

⚠ W-02

Paper jam.
Remove jammed
paper.

⏻ Turn Off

Ink Precautions

⚠️

❏ To maintain optimum print head performance, some ink is consumed from all cartridges not only during printing but also during maintenance operations such as ink cartridge replacement and print head cleaning.

❏ 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.

❏ 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.

❏ 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. If the ink charging is incomplete, you may not be able to print.
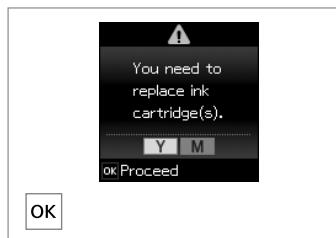
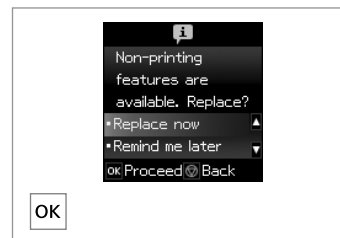❏ Install all ink cartridges; otherwise, you cannot print.

Replacing Ink Cartridges

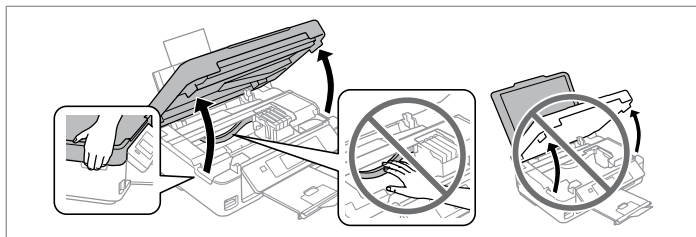⚠️ Never touch the ink cartridges while the print head is moving.

A

OK

Check the color to replace.
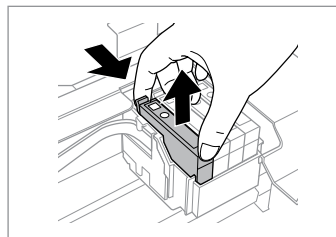
B

OK

Select **Replace now**.

C

Open the scanner unit. ❗ Never move the print head by hand.
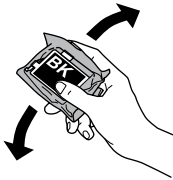
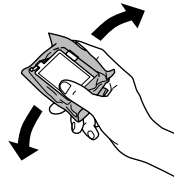**D**

Pinch and remove.

❗ Be careful not to break the hooks on the side of the ink cartridge.
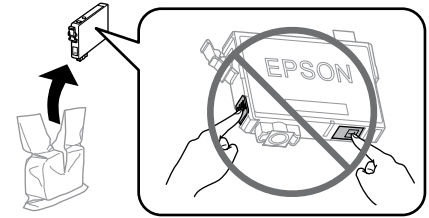
5

XP-302

XP-300
ME-303

Shake only BLACK new cartridge. ⚠ Do not shake other color cartridges.

✐ The XP-302 uses pigment-based black ink and dye-based color inks. Only the pigment-based ink needs to be shaken before unpacking.
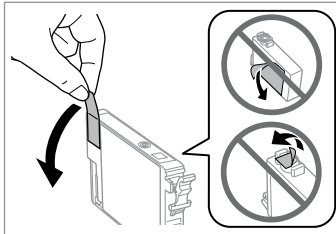
Shake ALL new cartridge(s).

✐ The XP-300/ME-303 use pigment-based black and color inks. All the pigment-based inks need to be shaken before unpacking.
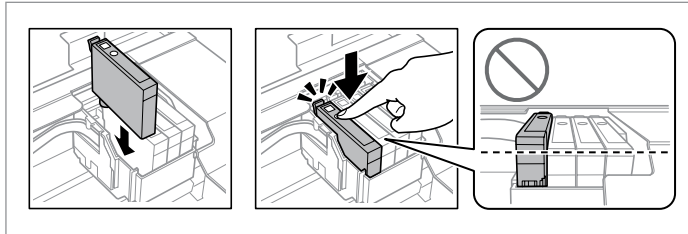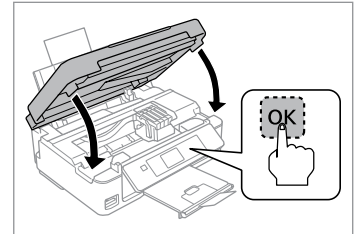
6

Unpack the new cartridge(s).

7

Remove only the yellow tape.

8

Insert the cartridge until it clicks. Make sure all the cartridges are aligned.

9

OK

Close and start charging ink.

ⓘ

To replace an ink cartridge before it is expended, select the following menu item and go to step ❸. [**Setup** -> **Maintenance** -> **Ink Cartridge Replacement**]

✎

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.
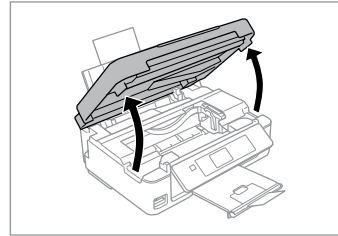
✎

If an ink recognition error occurs, make sure the target cartridge is inserted firmly until it clicks. If the error still occurs, remove the cartridge and reinsert it.

Paper Jam
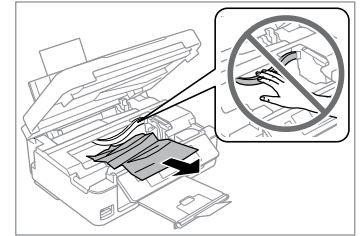
Paper Jam - jammed inside 1

1

Open.

2

Remove.

3

Close.

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

4

W-03

Paper jam.
Remove jammed paper.
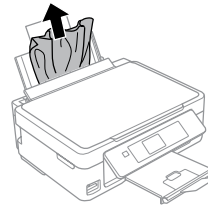
Print

Press to resume printing.

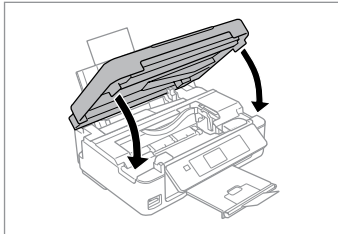Paper Jam - jammed inside 2

❶

Open.

❷

Remove.

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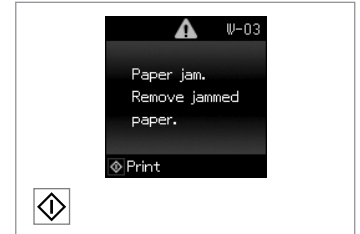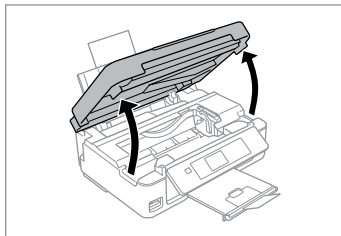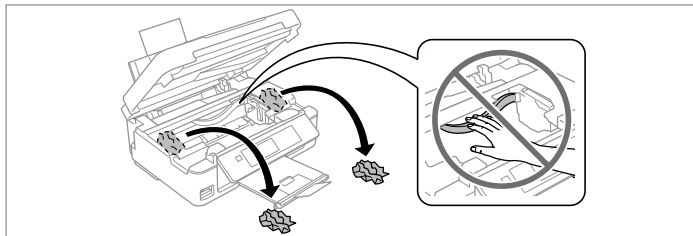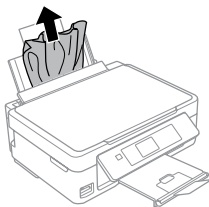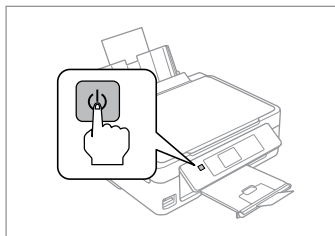
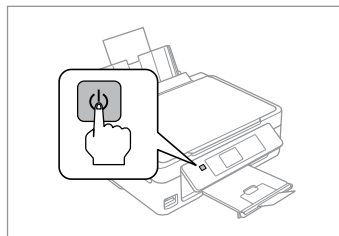If paper still remains near the rear feeder, gently pull it out.

❸

Turn off.

❹

Turn on.

Print Quality/Layout Problems

Confirm the problem and try the solutions in numerical order. For further information, see your online User's Guide.

Correct image sample

| Problems		Solutions
	Banding (thin lines appear).	❶❷❸❹ ❺❻❽
	Blurry, grainy, or smeared.	❶❷❸❹ ❺❼
	Colors are faint, incorrect or missing.	❶❷❸❹ ❼
	The image size or position is incorrect.	❾❿⓫⓬

	Solutions
❶	Make sure you select the correct paper type in each **Settings** menu.
❷	Make sure the printable side (the whiter or glossier side) of the paper is facing in the right direction. ▭ ➡ 9
❸	Clean the print head. ▭ ➡ 21
❹	Align the print head from **Maintenance** in the **Setup** menu on the LCD panel. If quality is not improved, try aligning using the printer driver utility. See your online **User's Guide** to align the print head.
❺	To clean the inside of the printer, make a copy without placing a document on the document glass. For further information, see your online **User's Guide**.
❻	For best results, use up ink cartridge within six months of opening the package.
❼	Try to use genuine Epson ink cartridges and paper recommended by Epson.
❽	If a moiré (cross-hatch) pattern appears on your copy, change the **Reduce/Enlarge** setting or shift the position of your original.
❾	Make sure you selected the correct **Paper Size**, **Layout**, and **Reduce/Enlarge** setting in each **Settings** menu for the loaded paper.
❿	Make sure you loaded paper (▭ ➡ 9) and placed the original correctly.
⓫	If the edges of the copy or photo are cropped off, move the original slightly away from the corner.
⓬	Clean the document glass. See your online **User's Guide**.

Getting More Information (Introduction of Online Manuals)
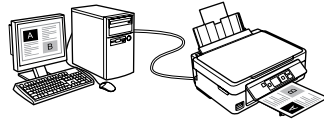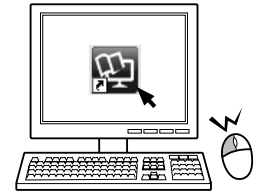
For troubleshooting information and instructions on how to print or scan from a computer, see the online User's Guide.
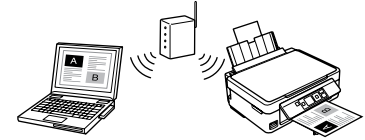
For information on network setup and network troubleshooting, see the online Network Guide (network-compatible models only).

Epson Support

http://support.epson.net/

If you need further help, visit the Epson support website shown above. Or contact Epson support for your area listed in the warranty card or online User's Guide. If it is not listed there, contact the dealer where you purchased your 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.