EPSON

EXCEED YOUR VISION

WP-M4525/WP-M4595

User's Guide

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libtiff

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Guidelines

Where to Find Information

Setup Guide (paper)	Provides you with information on setting up the product and installing the software.
User's Guide (PDF, this manual)	Provides you with detailed information on the product's functions, optional products, maintenance, troubleshooting, and technical specifications.
Network Guide (HTML)	Provides network administrators with information on both the printer driver and network settings.

Available features for your product

Check what is available for your product.

	WP-M4525	WP-M4595
Print	✓	✓
Print (PS3/PCL)	-	✓
Copy	✓	✓
Scan to USB Device, Scan to PC	✓	✓
Scan to Network Folder/FTP, Scan to Email	✓	✓
Scan	✓	✓
Fax	✓	✓
ADF	✓	✓
Ethernet	✓	✓

Note for WP-M4595:
For PS3/PCL models, you need to download the software from the Epson's website. Contact customer support in your region for more details on obtaining the printer driver and system requirements such as supported operating systems.

Note:
If the Scan to Network Folder/FTP and Scan to Email functions are not displayed on the product's control panel, you may need to update the product's firmware from the Epson website or Epson WebConfig. To access Epson WebConfig, see the Network Guide.

Illustrations used in this guide

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

Menu names used in this guide

Although the menus, setting items, or option names displayed on the LCD screen may differ from your actual product, the method of operation is the same.

Warnings, Cautions, and Notes

Warnings, Cautions, and Notes in this manual are indicated as below and have the following meaning.

> ⚠ *Warnings*
> *must be followed carefully to avoid bodily injury.*

> ⚠ *Cautions*
> *must be observed to avoid damage to your equipment.*

> *Notes*
> *contain important information and useful tips on the operation of the product.*

Safety Instructions

Important Safety Instructions

Read all of the instructions in this section before using the product. Also, be sure to follow all warnings and instructions marked on the product.

Setting up the product

Observe the following when setting up the product:

❏ Do not block or cover the vents and openings in the product.

❏ Use only the type of power source indicated on the product's label.

❏ Use only the power cord that comes with the product. Use of another cord may result in fire or electric shock.

❏ The product's power cord is for use with the product only. Use with other equipment may result in fire or electric shock.

❏ Be sure your AC power cord meets the relevant local safety standard.

❏ Avoid using outlets on the same circuit as photocopiers or air control systems that regularly switch on and off.

❏ Avoid electrical outlets controlled by wall switches or automatic timers.

❏ Keep the entire computer system away from potential sources of electromagnetic interference, such as loudspeakers or the base units of cordless telephones.

❏ The power-supply cords should be placed to avoid abrasions, cuts, fraying, crimping, and kinking. Do not place objects on top of the power-supply cords and do not allow the power-supply cords to be stepped on or run over. Be particularly careful to keep all the power-supply cords straight at the ends and the points where they enter and leave the transformer.

❏ If you use an extension cord with the product, make sure that the total ampere rating of the devices plugged into the extension cord does not exceed the cord's ampere rating. Also, make sure that the total ampere rating of all devices plugged into the wall outlet does not exceed the wall outlet's ampere rating.

❏ Never disassemble, modify, or attempt to repair the power cord, printer unit, scanner unit, or options by yourself, except as specifically explained in the product's guides.

❏ Unplug the product and refer servicing to qualified service personnel under the following conditions:
The power cord or plug is damaged; liquid has entered the product; the product has been dropped or the casing damaged; the product does not operate normally or exhibits a distinct change in performance. Do not adjust controls that are not covered by the operating instructions.

❏ If you plan to use the product in Germany, the building installation must be protected by a 10 or 16 amp circuit breaker to provide adequate short-circuit protection and over-current protection for the product.

❏ When connecting the product to a computer or other device with a cable, ensure the correct orientation of the connectors. Each connector has only one correct orientation. Inserting a connector in the wrong orientation may damage both devices connected by the cable.

❏ If damage occurs to the plug, replace the cord set or consult a qualified electrician. If there are fuses in the plug, make sure you replace them with fuses of the correct size and rating.

Choosing a place for the product

Observe the following when choosing a place for the product:

❏ Place the product on a flat, stable surface that extends beyond the base of the product in all directions. If you place the product by the wall, leave more than 10 cm between the back of the product and the wall. The product will not operate properly if it is tilted at an angle.

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

❏ Allow spaces behind the product for the cables, and space above the product so that you can fully raise the document cover.

❏ Avoid places subject to rapid changes in temperature and humidity. Also, keep the product away from direct sunlight, strong light, or heat sources.

❏ Do not place or store the product outdoors, near excessive dirt or dust, water, heat sources, or in locations subject to shocks, vibrations, high temperature or humidity. Do not use with wet hands.

❏ Place the product near a wall outlet where the plug can be easily unplugged.

Using the product

Observe the following when using the product:

❏ Do not insert objects through the slots in the product.

❏ Take care not to spill liquid on the product.

❏ Do not put your hand inside the product or touch the ink cartridges during printing.

❏ Do not touch the white flat cable inside the product.

❏ Do not use aerosol products that contain flammable gases inside or around the product. Doing so may cause fire.

❏ Do not move the print head by hand; otherwise, you may damage the product.

❏ Always turn the product off using the ⏻ **On** button. Do not unplug the product or turn off the power at the outlet until the LCD panel has turned off completely.

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

❏ Leave the ink cartridges installed. Removing the cartridges can dry out the print head and may prevent the printer from printing.

❏ Be careful not to trap your fingers when closing the scanner unit.

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

❏ Do not press too hard on the document table when placing the originals.

Handling ink cartridges

Observe the following when handling the ink cartridges:

❏ Keep ink cartridges out of the reach of children and do not drink.

❏ If ink gets on your skin, wash it off with soap and water. If it gets in your eyes, flush them immediately with water.

❏ Before installing the new ink cartridge in the printer, shake it back and forth horizontally in five centimeter movements about 15 times within five seconds.

❏ Use the ink cartridge before the date printed on its package.

❏ Use up the ink cartridge within six months of installation for best results.

❏ Do not dismantle the ink cartridges or try to refill them. This could damage the print head.

❏ Do not touch the green IC chip on the side of the cartridge. This may affect normal operation and printing.

❏ The IC chip on this ink cartridge retains a variety of cartridge-related information, such as the ink cartridge status, so that the cartridge may be removed and reinserted freely.

❏ 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 this product. Note that there is a valve in the ink supply port, making covers or plugs unnecessary, but care is needed to prevent the ink from staining items that the cartridge touches. Do not touch the ink supply port or surrounding area.

Using the LCD screen

❏ The LCD screen may contain a few small bright or dark spots, and because of its features it may have an uneven brightness. These are normal and do not indicate that it is damaged in any way.

❏ Only use a dry, soft cloth to clean the LCD screen. Do not use liquid or chemical cleansers.

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

Restrictions on Copying

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

Copying of the following items is prohibited by law:

❏ Bank bills, coins, government-issued marketable securities, government bond securities, and municipal securities

❏ Unused postage stamps, pre-stamped postcards, and other official postal items bearing valid postage

❏ Government-issued revenue stamps, and securities issued according to legal procedure

Exercise caution when copying the following items:

❏ Private marketable securities (stock certificates, negotiable notes, checks, etc.), monthly passes, concession tickets, etc.

❏ Passports, driver's licenses, warrants of fitness, road passes, food stamps, tickets, etc.

> *Note:*
> *Copying these items may also be prohibited by law.*

Responsible use of copyrighted materials:

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

Protecting Your Personal Information

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

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

⚙ **Setup** > **Restore Default Settings** > **All Settings**

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Getting to Know Your Product

Product Parts

> *Note:*
> *The illustrations in this section are from a similar product model. Although they may differ from your actual product, the method of operation is the same.*
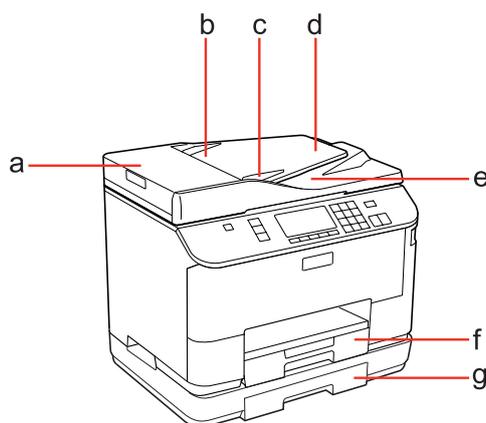
a.	ADF cover *
b.	Automatic Document Feeder (ADF) *
c.	Edge guide *
d.	ADF input tray (place your originals here to be copied) *
e.	ADF output tray (your originals are ejected here as they are copied) *
f.	Paper cassette 1
g.	Paper cassette 2 (optional)

* These parts are only available for the fax model.

Getting to Know Your Product
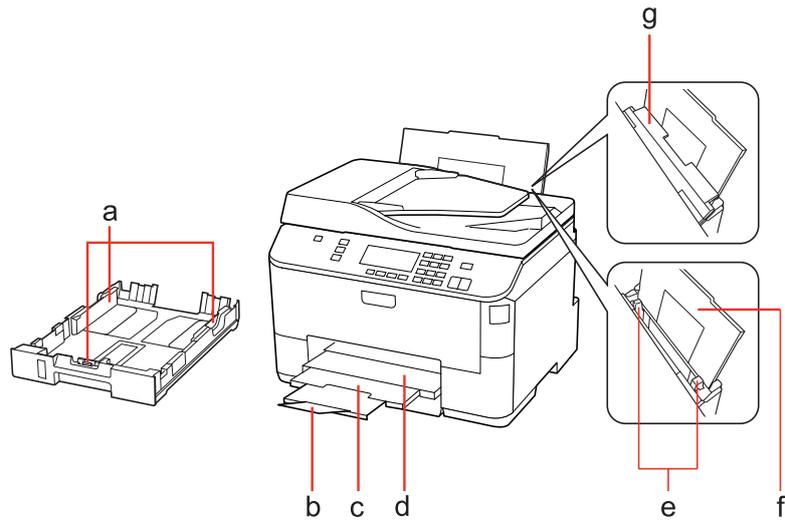
a.	Edge guides
b.	Stopper
c.	Output tray extension
d.	Output tray
e.	Edge guides
f.	Rear MP tray
g.	Feeder guard
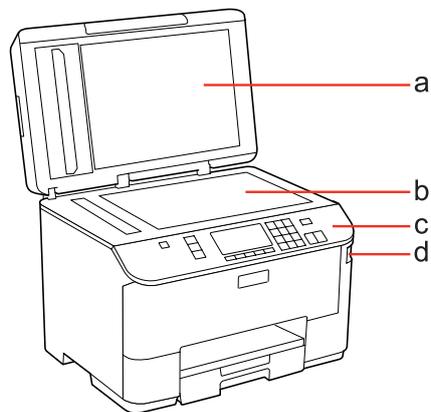
a.	Document cover
b.	Document glass
c.	Control panel
d.	USB connector for external storage device

Getting to Know Your Product
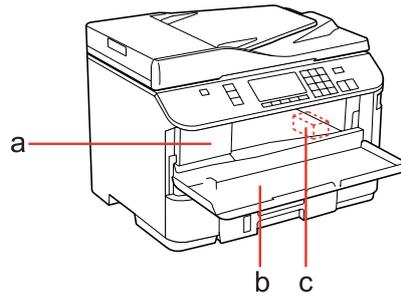
a.	Ink cartridge slot
b.	Front cover
c.	Print head
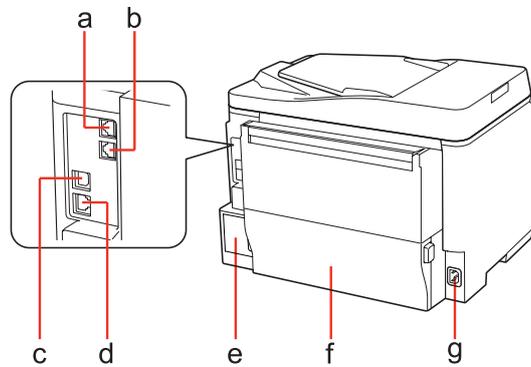
a.	LINE port *
b.	EXT. port *
c.	External USB port
d.	LAN port
e.	Maintenance box
f.	Rear unit
g.	AC inlet

* These parts are only available for the fax model.

Guide to the Control Panel

Control panel design varies depending on location.

> *Note:*
> *Although the menus, setting items, or option names displayed on the LCD screen may differ from your actual product, the method of operation is the same.*

Buttons and LCD
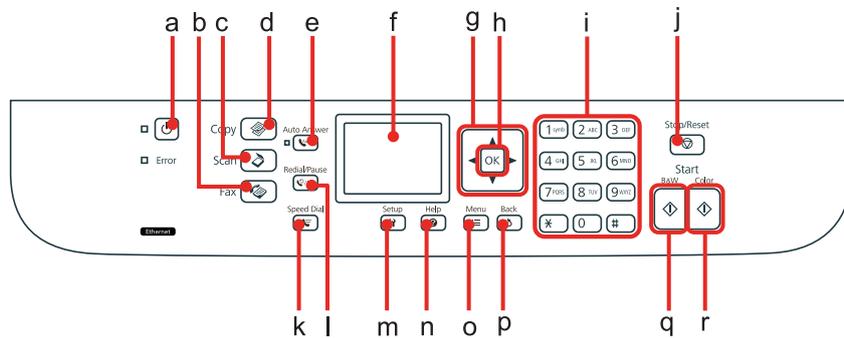
	Buttons	Function
a	⏻	Turns the printer on or off.
b	✾	Enters fax mode.*1
c	◇	Enters scan mode.
d	◈	Enters copy mode.
e	☎Auto	Turns the Auto Answer mode on or off.*1
f	-	LCD screen displays menus.
g	◀, ▲, ▶, ▼	Selects menus. Use ▲ and ▼ to specify the number of copies. When typing a fax number, ◀ acts as a backspace key, and ▶ inserts a space.
h	OK	Activates the setting you have selected.
i	0 - 9, *, #	Specifies the date/time or the number of copies, as well as fax numbers. Enters alphanumeric characters and switches between uppercase, lowercase, and numbers each time it is pressed. It may be easier to use the software keypad to enter text instead of using these buttons.
j	⊘	Stops printing/copying/scanning/faxing.
k	☎≡	Displays the speed dial/group dial list in fax mode.*1
l	☎/☎	Displays the last number dialed. When entering numbers in fax mode, this inserts a pause symbol (-) that acts as a brief pause during dialing.*1
m	⚙	Enters setup mode.

	Buttons	Function
n	⍰	Displays Help for solutions to problems.
o	⍻	Displays detailed settings for each mode.
p	↺	Cancels/returns to the previous menu.
q	◇	Starts copying/scanning/faxing in black and white.*2
r	◇	Starts scanning/faxing in color.*2

*1 These buttons and their functions are only available for fax capable models.

*2 The fax functions are only available for fax capable models.

Lights

Lights	Function
⏻	On when the product is on. Flashes when the product is receiving data, printing/copying/scanning/faxing, replacing an ink cartridge, charging ink, or cleaning the print head.
📞Auto	On when the fax is in Auto Answer mode.
Error	On when an error has occurred.

Using the LCD screen
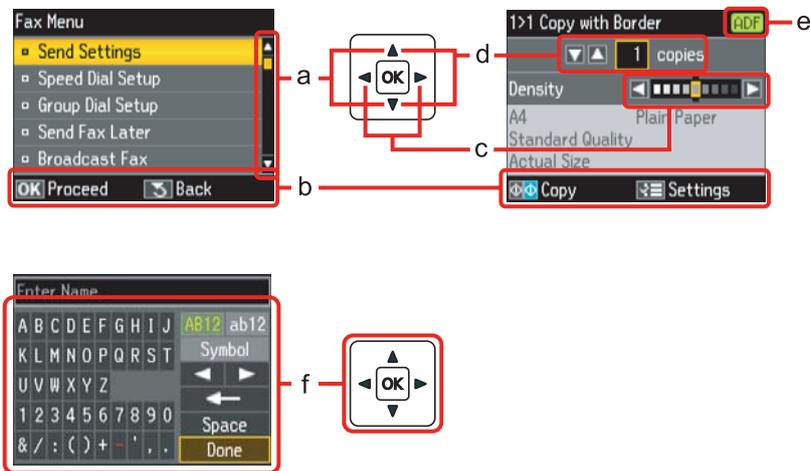
	Function
a	Press ▲ or ▼ to select the menu item. The highlight section moves up or down.
b	Displays the available buttons and functions.
c	Press ◄ or ► to set the density.
d	Press ▲ or ▼ to set the number of copies.
e	The ADF icon is displayed when there is a document loaded in the Automatic Document Feeder (ADF).

	Function
f	A virtual keyboard for entering text. Use the ▲, ▼, ◄, ► buttons to select a character or button on the keyboard, and press **OK** to enter the character or use the selected button. The keyboard buttons perform the following operations. 　　⬅ (backspace) deletes the character to the left of the cursor. 　　◄ | ► moves the cursor left or right within the text. 　　Space inserts a space. When finished, select **Done** and then press **OK**.

Power Saving Function

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

Press any button to return the screen to its previous state.

Restarting Automatically After a Power Failure

If a power failure occurs while the product is in fax standby mode or printing, it restarts automatically and then beeps.

Paper Handling

Introduction to Using, Loading, and Storing Media

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

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

For more details on Epson special media, see "Ink and Paper" on page 178.

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

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

Selecting which tray to use and its loading capacities

Refer to the following table to select the paper cassette tray and its loading capacities according to the type and size of the media you are using.

Paper Handling

Media Type	Size	Loading capacity (sheets) for paper cassette 1	Loading capacity (sheets) for paper cassette 2	Loading capacity (sheets) for rear MP tray
Plain paper *1	Letter A4 B5	250	250	80 *5
	Legal	250	250	1 *6
	A5	250	-	80 *5
	A6	-	-	80 *5
	User-defined size	-	-	1 *6
Thick paper *2	Letter A4	-	-	10 *7
Envelope	Envelope #10 *3 Envelope DL *3 Envelope C6 *3	-	-	10
	Envelope C4 *4	-	-	1
Epson Bright White Ink Jet Paper	A4	200	200	50 *8

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

*2 Paper with a weight of 91 g/m² (24 lb) to 256 g/m² (68 lb).

*3 Paper with a weight of 75 g/m² (20 lb) to 90 g/m² (24 lb).

*4 Paper with a weight of 80 g/m² (21 lb) to 100 g/m² (26 lb).

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

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

*7 The loading capacity for manual 2-sided printing is 5 sheets.

*8 The loading capacity for manual 2-sided printing is 20 sheets.

> *Note:*
> *The availability of paper varies by location.*

Storing paper

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

Loading Paper

Into the paper cassette

Follow these steps to load paper:

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

1   Pull out the paper cassette.
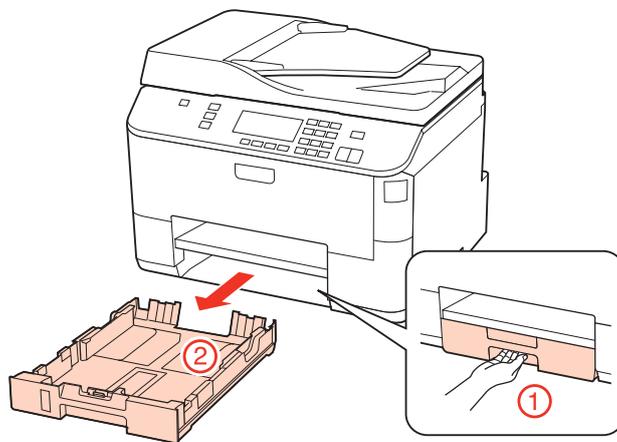
> *Note:*
> *If the output tray has been ejected, close it before pulling out the paper cassette.*
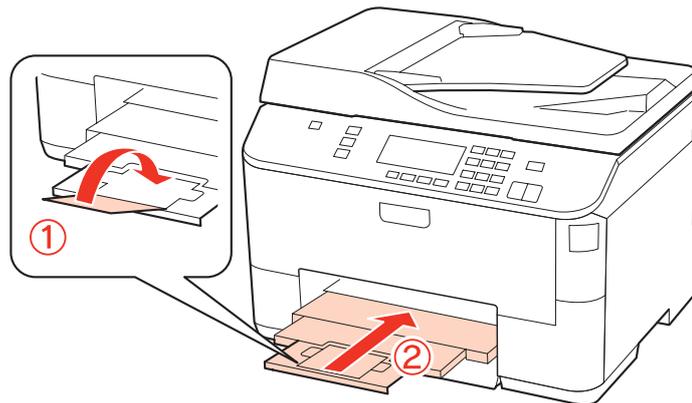
Paper Handling

2 Slide the edge guides to the sides of the paper cassette.
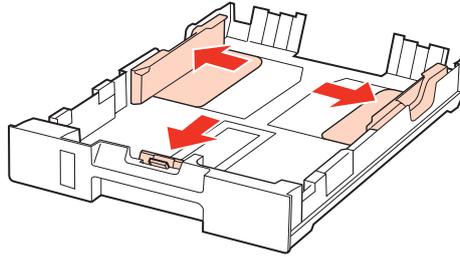
> *Note:*
> *When using Legal-size paper, extend the paper cassette as shown in the illustration.*
>
>
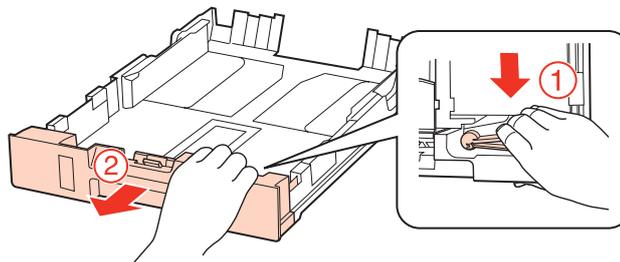
3 Slide the edge guide to adjust to the paper size you will use.
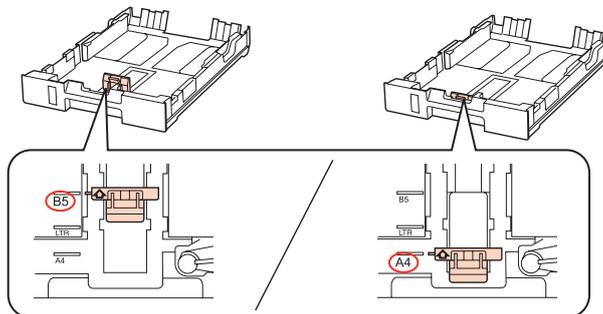
4 Load paper toward the edge guide with printable side face down, and check that the paper is not sticking out from the end of the cassette.
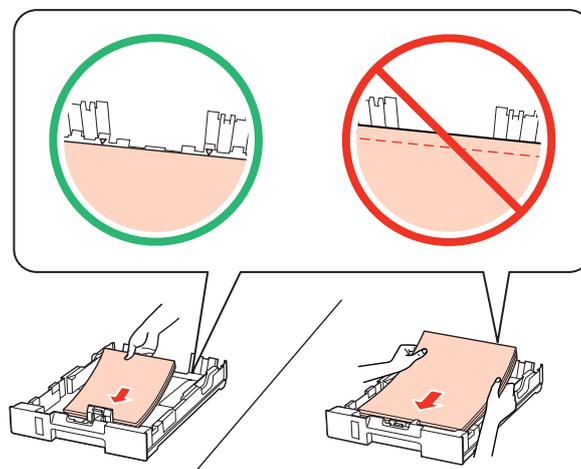
> **Note:**
> ❏ *Fan and align the edges of the paper before loading.*
> ❏ *For plain paper, do not load paper above the line just under the ▼ arrow mark inside the edge guide. For Epson special media, make sure the number of sheets is less than the limit specified for the media.*
>   ➡ *"Selecting which tray to use and its loading capacities" on page 22*
> ❏ *Do not use paper with binder holes.*

5 Slide the edge guides to the edges of the paper.
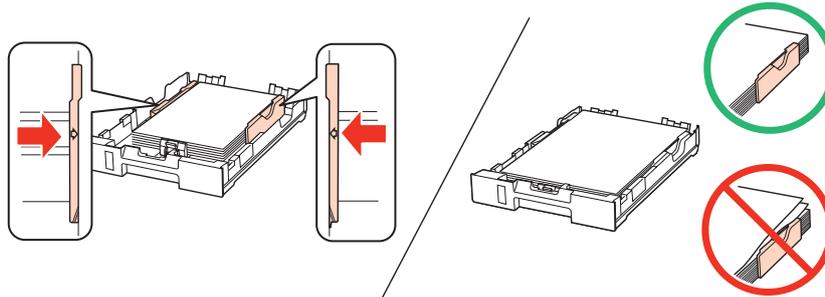
6 Keep the cassette flat and insert it back into the product carefully and slowly.
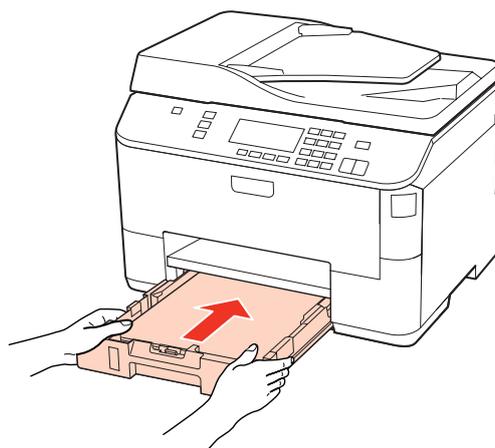
7 Slide out the output tray and raise the stopper.
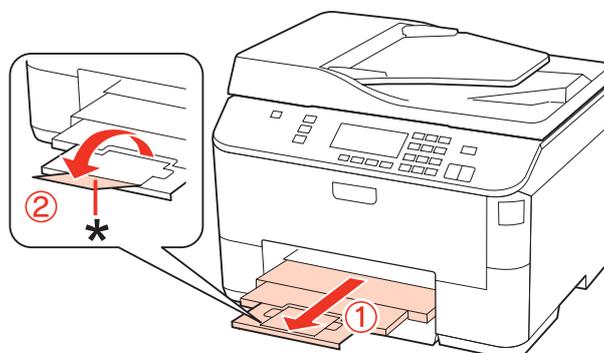
Paper Handling

Note:
❏ *After loading paper, set paper size for each paper source. Paper will be fed from appropriate paper source based on setting. To set paper size, press* **Setup**. *Then select* **Printer Setup** *and* **Paper Size Loaded**.
➡ *"Paper Size Loaded" on page 109*

❏ *You can also use the panel utility to set the paper size.*
➡ *"Paper Size Loaded Setting" on page 138*

❏ *For fax capable models, you can select which paper source(s) to feed paper from in* **Paper Source to Print**.
➡ *"Selecting paper source to print fax" on page 99*

❏ *When using Legal-size paper, lower the stopper (*).*

❏ *Leave enough space in front of the product for the paper to be fully ejected.*

❏ *Do not remove or insert the paper cassette while the product is operating.*

Into the rear MP tray

Follow these steps to load paper:

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

---

1 Slide out the output tray, and raise the stopper.
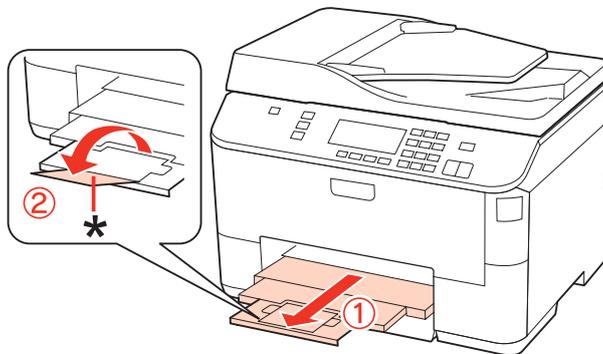
Note:
When using Legal-size paper, lower the stopper (*).

Paper Handling

2 Pull up the rear MP tray.
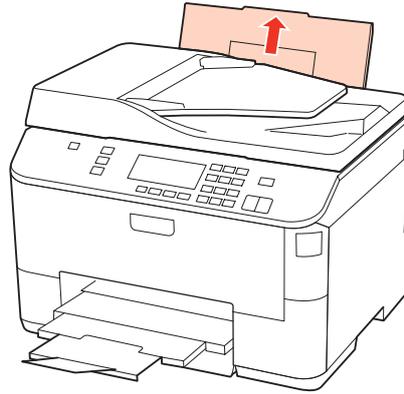
3 While holding the feeder guard forward, pinch and slide the edge guide.
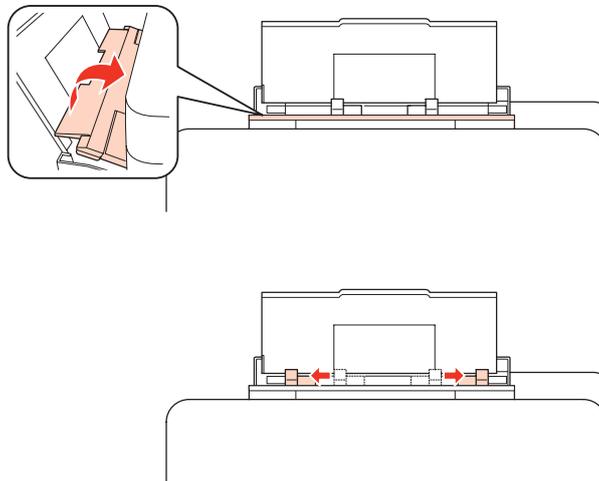
4 Fan a stack of paper, then tap it on a flat surface to even the edges.

5 Load paper with the printable side up, at the center of the rear MP tray. The printable side is often whiter or brighter than the other side.
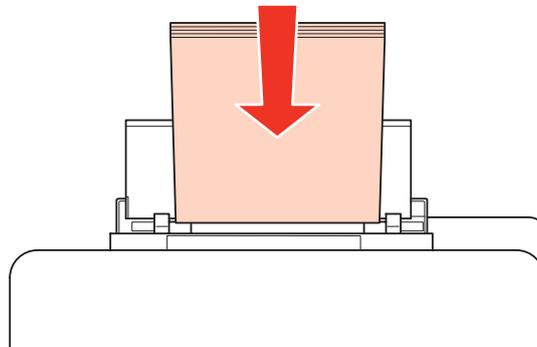
6 Slide the edge guide to the edge of the paper, but not too tightly.
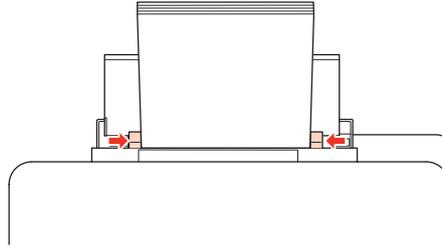
> *Note:*
> ❏ *After loading paper, set paper size for each paper source. Paper will be fed from appropriate paper source based on setting. To set paper size, press* **Setup***. Then select* **Printer Setup** *and* **Paper Size Loaded***.*
>   ➡ *"Paper Size Loaded" on page 109*
>
> ❏ *You can also use the panel utility to set the paper size.*
>   ➡ *"Paper Size Loaded Setting" on page 138*
>
> ❏ *For fax capable models, you can select which paper source(s) to feed paper from in* **Paper Source to Print***.*
>   ➡ *"Selecting paper source to print fax" on page 99*
>
> ❏ *For plain paper, do not load paper above the line just under the ▼ arrow mark inside the edge guide. For Epson special media, make sure the number of sheets is less than the limit specified for the media.*
>   ➡ *"Selecting which tray to use and its loading capacities" on page 22*
>
> ❏ *Up to 1 sheet of Legal-size paper can be loaded at a time.*

Loading Envelopes

Follow these steps to load envelopes:

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

1 Slide out the output tray, and raise the stopper.
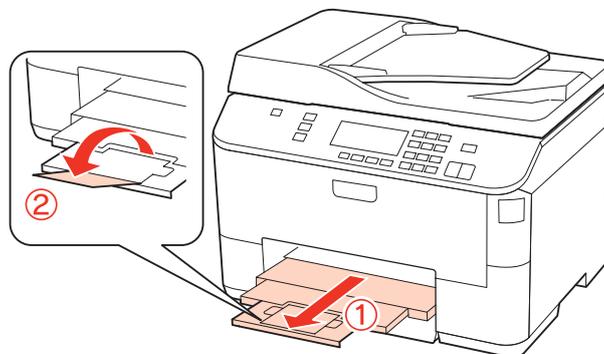
Paper Handling

2 Pull up the rear MP tray.
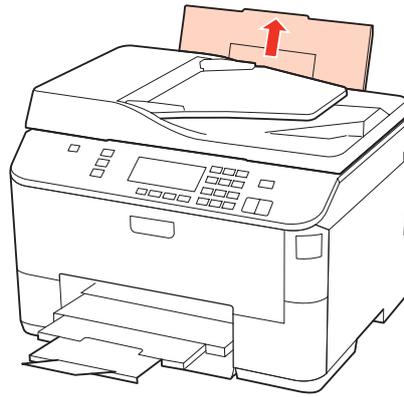
3 While holding the feeder guard forward, pinch and slide the edge guide.
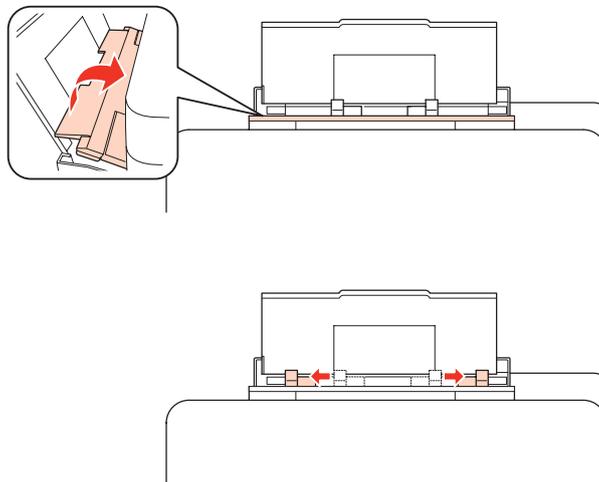
4 Load envelopes short edge first with the flap facing down and at the center of the rear MP tray.
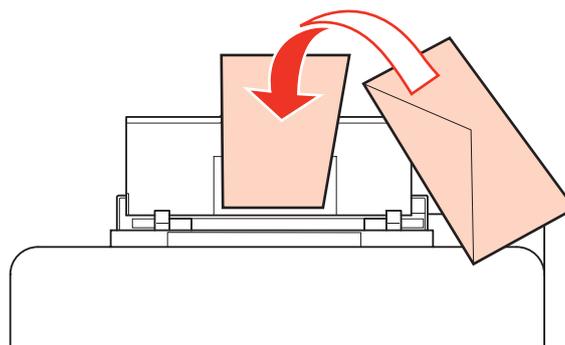
Paper Handling

> *Note:*
> ❏ *The thickness of envelopes and their ability to fold vary widely. If the total thickness of the stack of envelopes exceeds 10 mm, press down on the envelopes to flatten them before loading. If print quality declines when a stack of envelopes is loaded, load one envelope at a time.*
>   ➡ *"Selecting which tray to use and its loading capacities" on page 22*
>
> ❏ *Do not use envelopes that are curled or folded.*
>
> ❏ *Flatten the envelope and the flaps before loading.*
>
> ❏ *Flatten the leading edge of the envelope before loading.*
>
> ❏ *Avoid using envelopes that are too thin, as they may curl during printing.*
>
> ❏ *Align the edges of the envelopes before loading.*
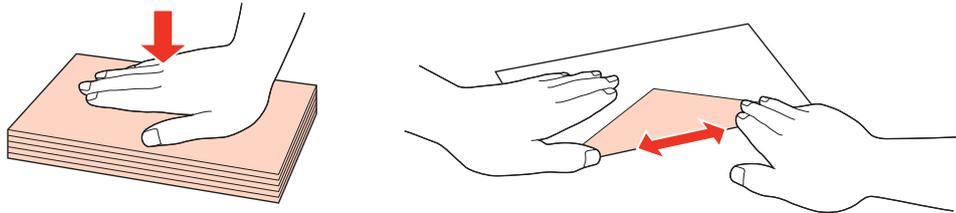
5   Slide the edge guide to the edge of the envelopes, but not too tightly.
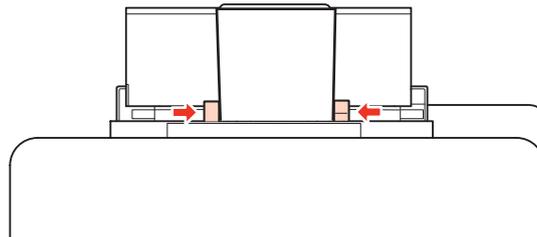
For printing instructions, see the following instructions.

➡ "Basic Printing" on page 36

Placing Originals

Follow these steps to load paper:

Automatic Document Feeder (ADF)

You can use the following originals in the Automatic Document Feeder.

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

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

Paper Handling

> ⚠ *Caution:*
> *To prevent paper jams, avoid the following documents. For these types, use the document glass.*
>
> ❏ *Documents held together with paper clips, staples, etc.*
>
> ❏ *Documents that have tape or paper stuck to them.*
>
> ❏ *Photos, OHPs, or thermal transfer paper.*
>
> ❏ *Paper that is torn, wrinkled, or has holes.*

A Tap the originals on a flat surface to even the edges.
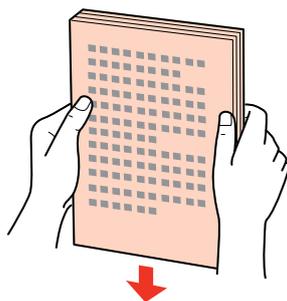
B Slide the edge guide on the Automatic Document Feeder.
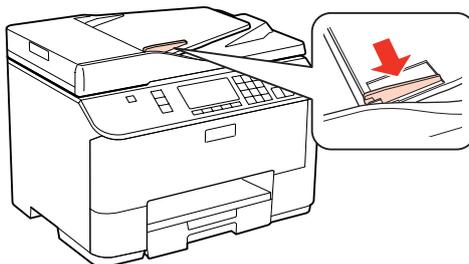
C Insert the originals face-up and short edge first into the Automatic Document Feeder.
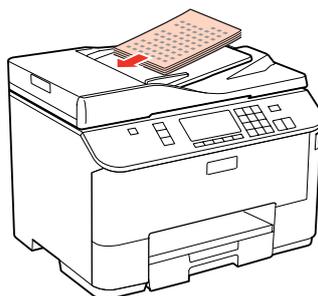
D Slide the edge guide until it is flush with the originals.
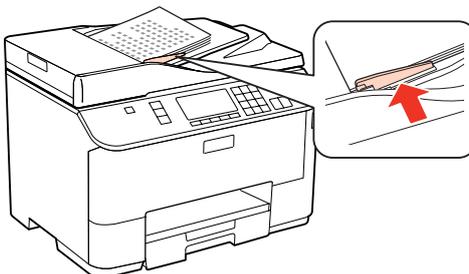
Note:
❏ *For **2-up Copy** layout, place the original as shown.*
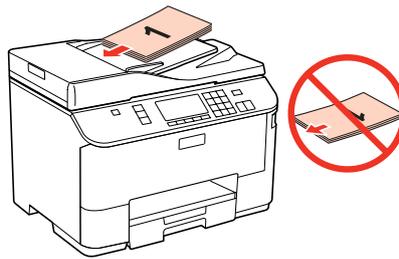
❏ *When you use the copy function with the Automatic Document Feeder (ADF), the print settings are fixed at Reduce/ Enlarge - **Actual Size**, Paper Type - **Plain Paper**, and Paper Size - **A4**. The print is cropped if you copy an original larger than A4.*

Document glass

1 Open the document cover and place your original face-down on the document glass.
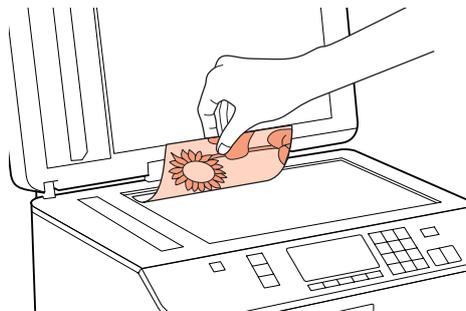
2 Slide the original to the corner.
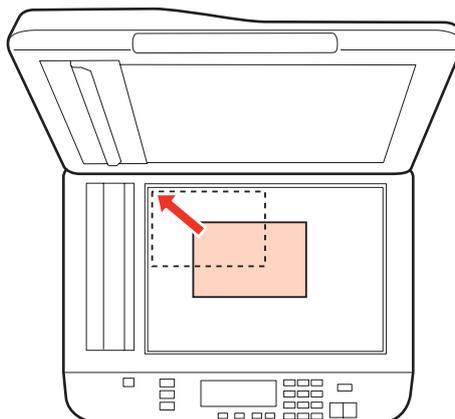
Paper Handling

> *Note:*
> *See the following sections if any problems occur with the scanning area or the scanning direction when using EPSON Scan.*
> ➡ *"The edges of your original are not scanned" on page 172*
> ➡ *"Multiple documents are scanned into a single file" on page 172*

3 Close the cover gently.

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

Printing

Using Your Software

Printer driver and status monitor

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

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

Accessing the printer driver for Windows

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

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

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

Refer to the following sections to access the printer driver.

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

From Windows applications

1 Click **Print** or **Print Setup** on the File menu.

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

From the Start menu

❏ **Windows 7:**
Click the start button, select **Devices and Printers**. Then right-click the printer and select **Printing preferences**.

❏ **Windows Vista and Server 2008:**
Click the start button, select **Control Panel,** and then select **Printer** from the **Hardware and Sound** category. Then select the printer and then click **Select printing preferences** or **Printing Preferences**.

❏ **Windows XP and Server 2003:**
Click **Start**, **Control Panel**, then **Printers and Faxes**. Then right-click the printer and select **Printing Preferences**.

From the shortcut icon on the taskbar

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

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

Getting information through online help

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

❏ Right-click the item, then click **Help**.

❏ Click the [?] button at the top right of the window, then click the item (for Windows XP only).

Accessing the printer driver for Mac OS X

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

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

Getting information through online help

Click the [?] **Help** button in the Print dialog.

Basic Printing

Selecting the correct paper type

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

For this paper	Select this paper type setting

Plain paper* Epson Bright White Ink Jet Paper	plain papers
Thick paper*	Thick-Paper
Envelopes	Envelope

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

> *Note:*
> *The availability of special media varies by location. For the latest information on media available in your area, contact Epson support.*
> ➡ *"Technical Support Web Site" on page 198*

Loading paper or envelopes

Refer to the section below for details on loading paper.

➡ "Loading Paper" on page 24

➡ "Loading Envelopes" on page 29

> *Note:*
> *After loading paper, set paper size for each paper source. Paper will be fed from appropriate paper source based on setting.*
> ➡ *"Paper Size Loaded" on page 109*

When using special Epson paper, refer to the section below.

➡ "Introduction to Using, Loading, and Storing Media" on page 22

Refer to the section below for the printable area.

➡ "Printable area" on page 182

Basic printer settings for Windows

1	Open the file you want to print.

2 Access the printer settings.

➡ "Accessing the printer driver for Windows" on page 35
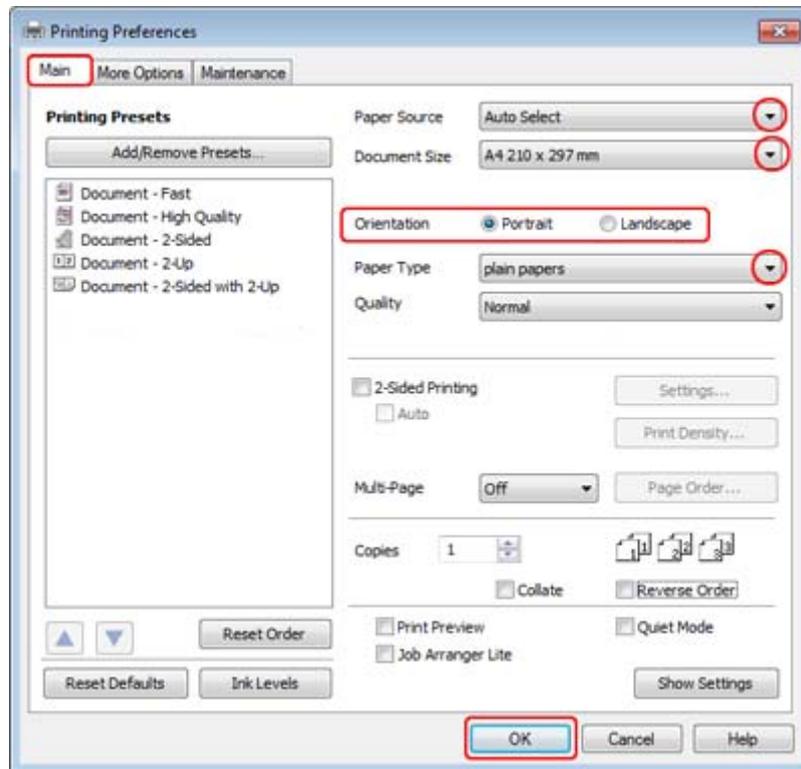
3 Click the **Main** tab.

4 Select the appropriate Paper Source setting.

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

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

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

7 Select the appropriate Paper Type setting.

➡ "Selecting the correct paper type " on page 36

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

Printing

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

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

9 Print your file.

Basic printer settings for Mac OS X 10.5 or 10.6

1 Open the file you want to print.

2 Access the Print dialog.

➡ "Accessing the printer driver for Mac OS X" on page 36
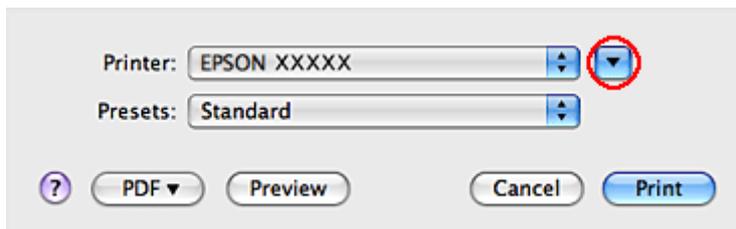
3 Click the ▼ button to extend this dialog.

4 Select the printer you are using as the Printer setting, and then make suitable settings.
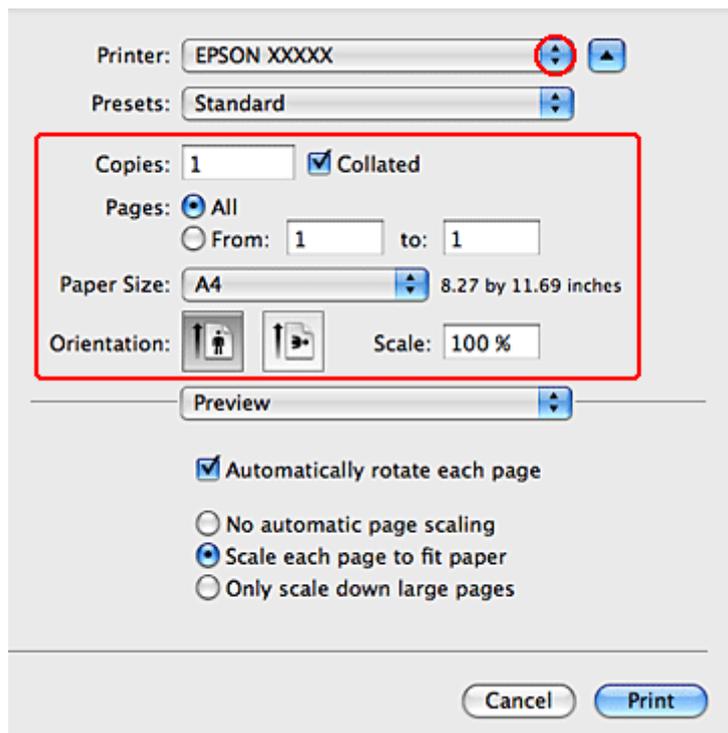
Printing

> *Note:*
> ❏ Select **Landscape** when printing on envelopes.
>
> ❏ Depending on your application, you may not be able to select some of the items in this dialog. If so, click **Page Setup** on the File menu of your application, and then make suitable settings.

5 Select **Print Settings** from the pop-up menu.
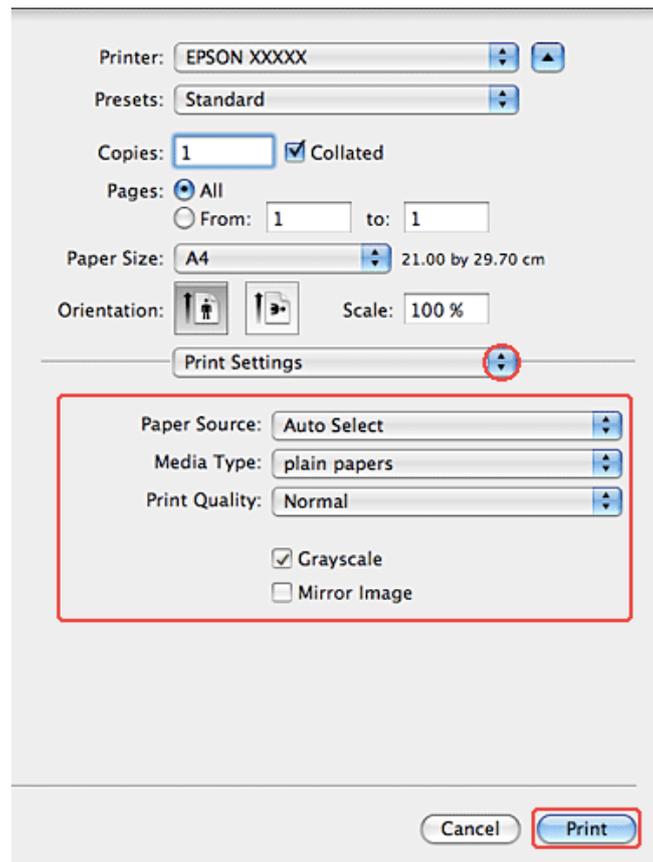
6 Make the settings that you want to use to print. See the online help for more details on Print Settings.

➡ "Selecting the correct paper type " on page 36

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

7 Click **Print** to start printing.

Canceling Printing

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

Using the printer button

Press ⊘ Cancel to cancel a print job in progress.

For Windows

> *Note:*
> *You cannot cancel a print job that has been completely sent to the printer. In this case, cancel the print job by using the printer.*

Using EPSON Status Monitor 3

1 Access the EPSON Status Monitor 3.

➤ "Using EPSON Status Monitor 3" on page 146

2 Click the **Print Queue** button. The Windows Spooler appears.

3 Right-click on the job you want to cancel and then select **Cancel**.

For Mac OS X

Follow the steps below to cancel a print job.

1 Click your printer icon in the Dock.

2 In the Document Name list, select the document which is printing.

3 Click the **Delete** button to cancel the print job.
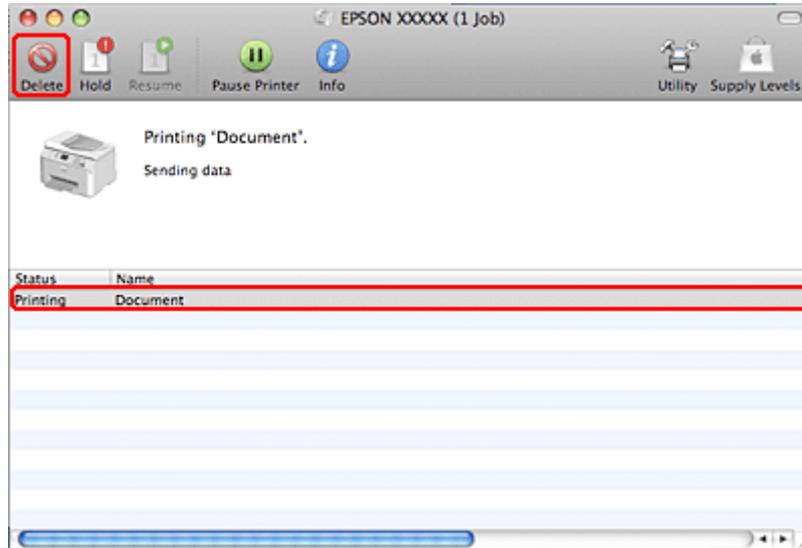
Printing with Special Layout Options

2-Sided Printing

Two types of 2-sided printing are available: standard and folded booklet.

> *Note:*
> *If the ink runs low during automatic 2-sided printing, the printer stops printing and the ink needs to be replaced. When ink replacement is complete, the printer starts printing again, but there may be some missing parts in your print. If this happens, print again the page that has missing parts.*

> *Note for Windows:*
> *Manual 2-sided printing is available only when EPSON Status Monitor 3 is enabled. To enable the status monitor, access the printer driver and click the **Maintenance** tab followed by the **Extended Settings** button. In the Extended Settings window, check the **Enable EPSON Status Monitor 3** check box.*

> *Note for Mac OS X:*
> *Mac OS X supports automatic standard 2-sided printing only.*

Printing

Standard 2-sided printing allows you to print both sides of a sheet.

Choose automatic or manual printing. When you print manually, the even-numbered pages are printed first. Once these pages are printed, you can reload them to print the odd-numbered pages onto the opposite side of the paper.

Folded booklet 2-sided printing allows you to make single-fold booklets.

Side Binding   Center Binding
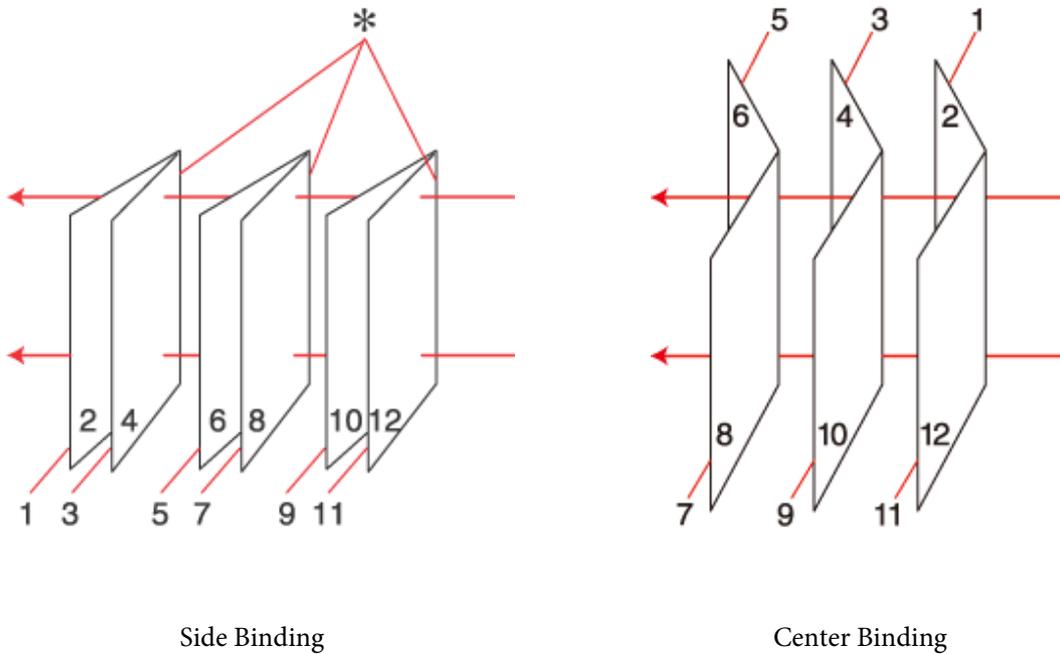
✳: Binding edge

Choose automatic or manual printing. When you print manually, the pages that will appear on the inside (after the page is folded) are printed first. The pages that will appear outside the booklet can then be printed after you reload the paper into the printer.

The resulting pages can then be folded and bound together into a booklet.

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

Paper	Size
Plain paper	Legal*, Letter, A4, Executive*, B5, A5*, A6*

Printing

Thick paper	Letter*, A4*
Epson Bright White Ink Jet Paper	A4

* Manual 2-sided printing only.

> *Note:*
> ❏ *Only use papers that are suitable for 2-sided printing. Otherwise, the print quality may deteriorate.*
> ❏ *Depending on the paper and the amount of ink used to print text and images, ink may bleed through to the other side of the paper.*
> ❏ *The surface of the paper may be smeared during 2-sided printing.*
> ❏ *Manual 2-sided printing may not be available when the printer is accessed over a network or is used as a shared printer.*
> ❏ *The loading capacity differs during 2-sided printing.*
> ➡ *"Selecting which tray to use and its loading capacities" on page 22*

Printer settings for Windows

1 Make adjustments to basic settings.

➡

2 Select **2-Sided Printing** check box.
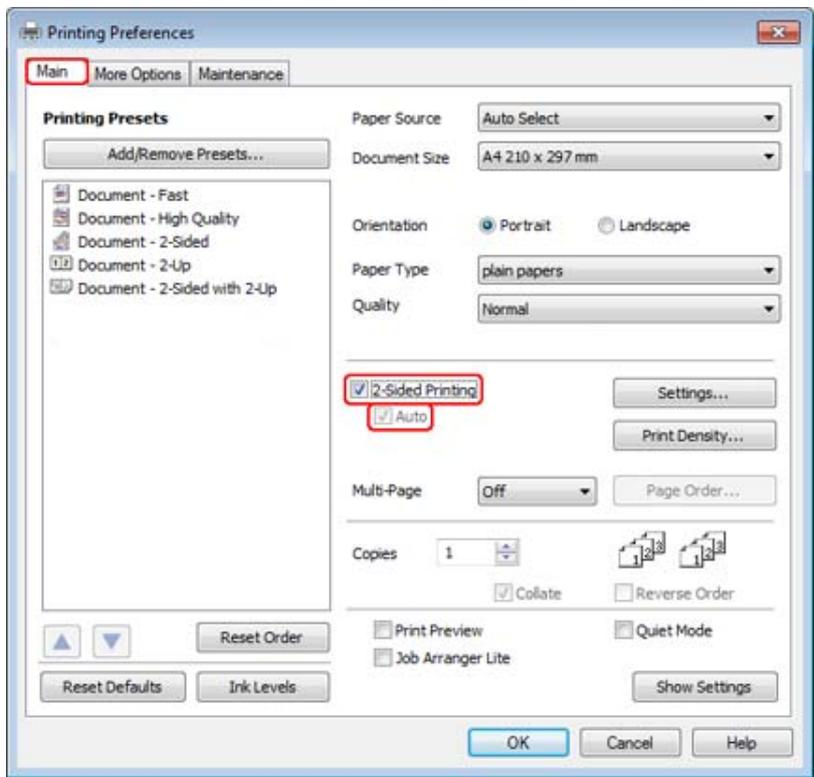
> *Note:*
> *When using automatic printing, make sure the **Auto** check box is checked.*

3 Click **Settings** to open the 2-Sided Printing Settings window.
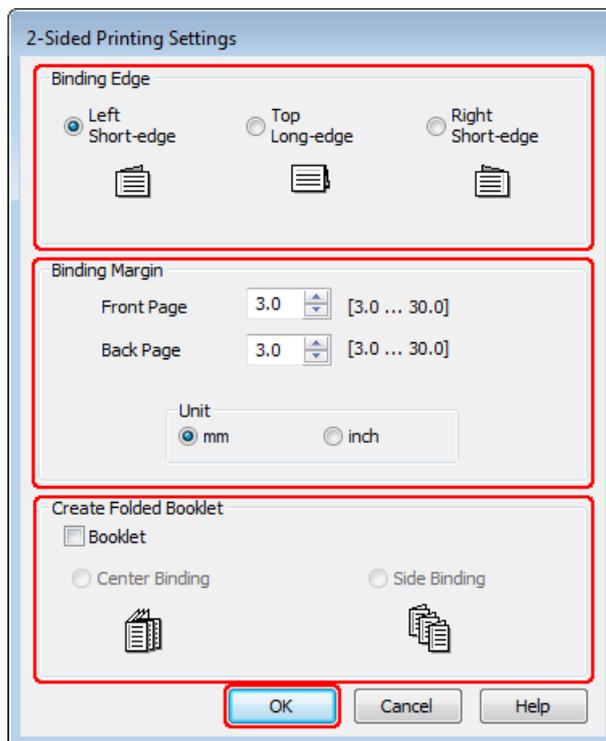
4 To print folded booklets using the 2-sided printing option, select the **Booklet** check box, and choose **Center Binding** or **Side Binding**.

> *Note:*
> *Center Binding is not available with manual printing.*

5 Select which edge of the document will be bound.

> *Note:*
> *Some settings are not available when Booklet is selected.*

6 Choose **mm** or **inch** as the Unit setting. Then specify the width of the binding margin.

Portrait   Landscape

* : Folding edge
** : Margin

When folded booklets are printed using the 2-sided printing option, a margin of the specified width will appear on both sides of the fold. For example, if you specify a 10-mm margin, you will get a 20-mm margin (a margin of 10 mm will be placed on each side of the fold).

> *Note:*
> *The actual binding margin may be different from the specified settings depending on your application. Experiment with a few sheets to examine actual results before printing the entire job.*

7 Click **OK** to return to the Main window.

8 Click the **Print Density** button to open the Print Density Adjustment window.

> *Note:*
> *This button is not available when you print manually.*

9 Select one of the Select Document Type settings. This automatically adjusts Print Density and Increase Ink Drying Time.

> *Note:*
> *If you are printing high-density data, such as graphs, we recommend adjusting settings manually.*

10 Click **OK** to return to the Main window.

11 Make sure all of the settings are correct, and then click **OK** to close the printer settings window.

After completing the steps above, print one test copy and examine the results before printing an entire job.

> *Note:*
> *If you are printing manually, instructions for printing the back pages will be displayed while the face pages are printed. Follow the on-screen instructions to reload the paper.*

Printer settings for Mac OS X 10.5 or 10.6

1 Make adjustments to basic settings.

➡

2   Select **Two-sided Printing Settings** from the pop-up menu.
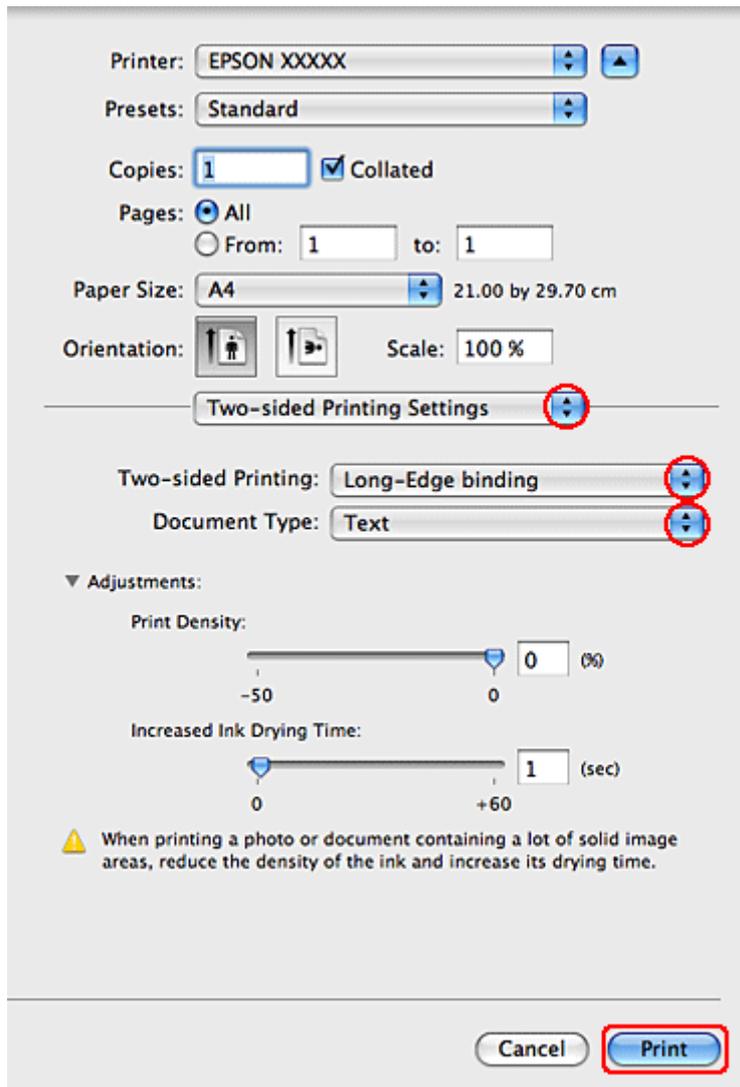
3   Select **Long-Edge binding** or **Short-Edge binding** from the Two-sided Printing pop-up menu.

4   Select one of the Document Type settings. This automatically adjusts Print Density and Increased Ink Drying Time.

> *Note:*
> *If you are printing high-density data, such as graphs, we recommend adjusting settings manually.*

5   Click **Print** to start printing.

Fit to Page Printing

You can use the Fit to Page printing function when you want to print, for example, an A4-size document on another size paper.

Fit to Page printing automatically resizes your page to the paper size you select. You can also resize your page manually.
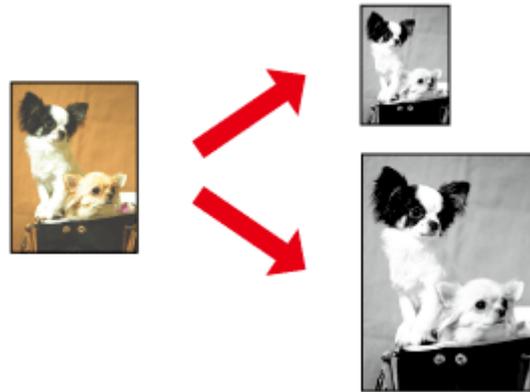
Printer settings for Windows

1 Make adjustments to basic settings.

➡ "Basic printer settings for Windows" on page 37

2 Click the **More Options** tab, then select the **Reduce/Enlarge Document** check box.
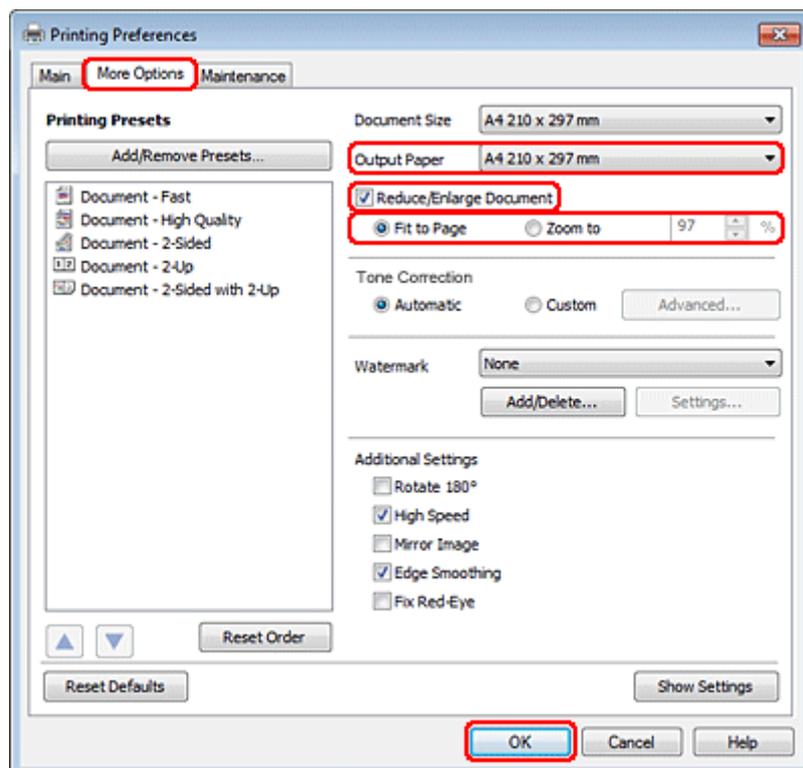
3 Do one of the following:

❏ If you selected **Fit to Page**, select the size of the paper you are using from the Output Paper.

❏ If you selected **Zoom to**, use the arrows to choose a percentage.

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

After completing the steps above, print one test copy and examine the results before printing an entire job.

Printer settings for Mac OS X 10.5 or 10.6

1 Make adjustments to basic settings.

➡ "Basic printer settings for Mac OS X 10.5 or 10.6" on page 39

2 Select **Paper Handling** from the pop-up menu.
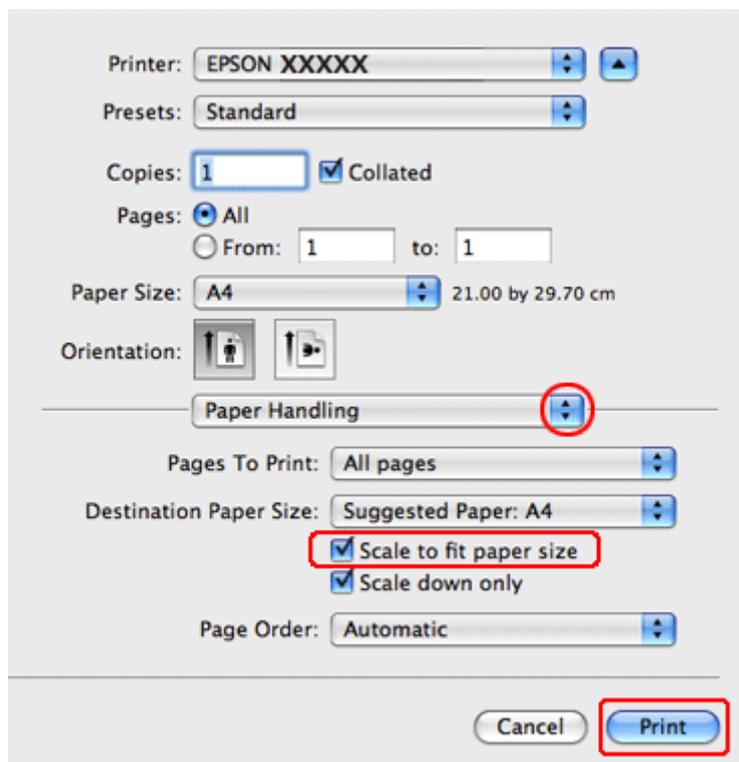
3 Select the **Scale to fit paper size**.

4 Make sure that the appropriate size is displayed in Destination Paper Size.

5 Click **Print** to start printing.

Pages Per Sheet Printing

Pages Per Sheet printing allows you to print two or four pages on single sheets of paper.
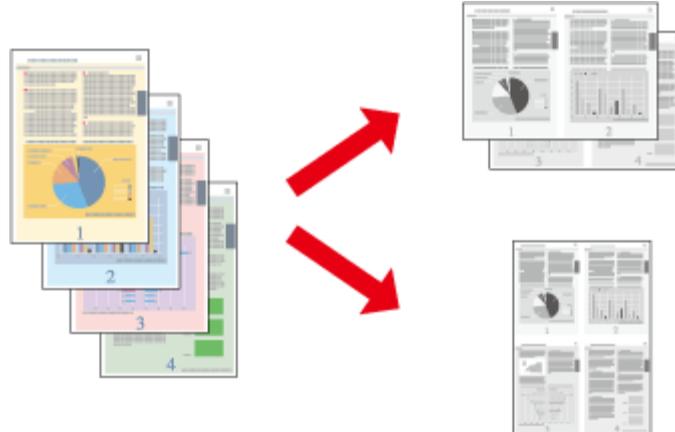
Printer settings for Windows

1 Make adjustments to basic settings.

➡ "Basic printer settings for Windows" on page 37

2 Select **2-Up** or **4-Up** as Multi-Page.
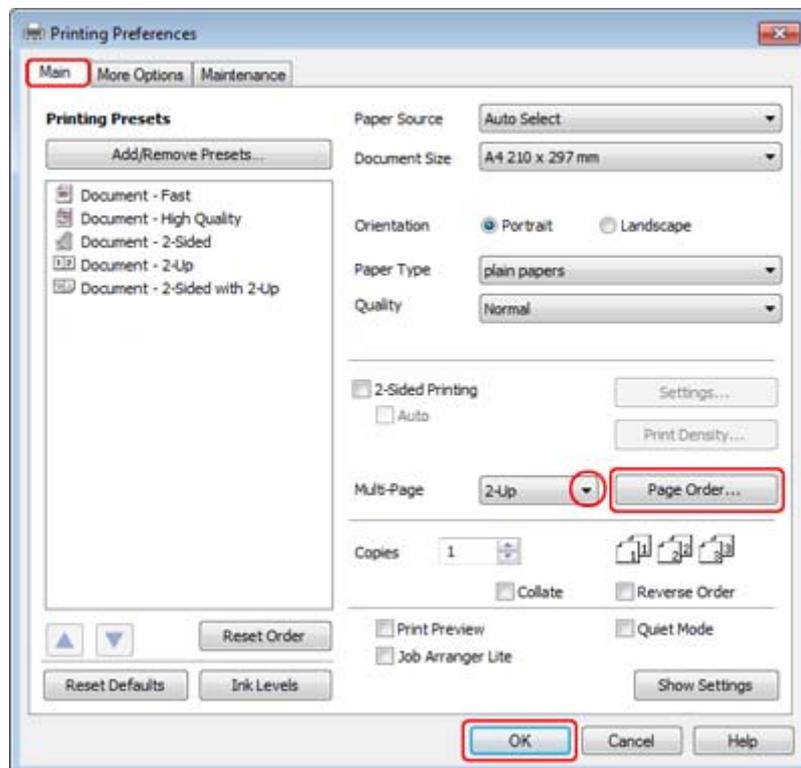
Printing

3 Click **Page Order** button to open the Page Order Settings window.
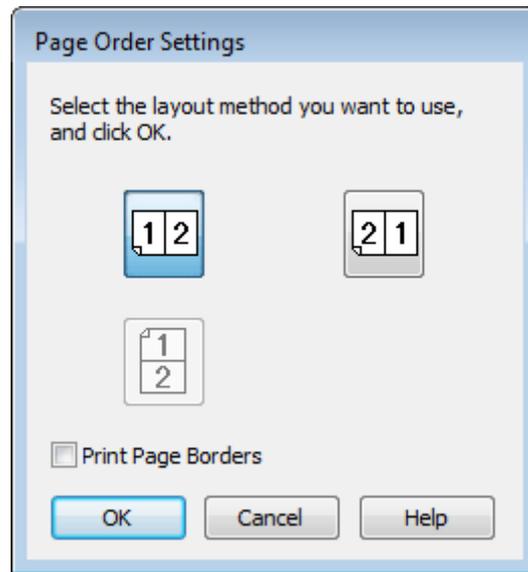
4 Select from the following settings.

Page Order	Allows you to specify the order in which the pages will be printed on the sheet of paper. Some settings may be unavailable, depending on the Orientation setting on the Main window.
Print Page Borders	Prints frames around the pages printed on each sheet.

5 Click **OK** to return to the Main window.

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

After completing the steps above, print one test copy and examine the results before printing an entire job.

Printer settings for Mac OS X 10.5 or 10.6

1 Make adjustments to basic settings.

➡ "Basic printer settings for Mac OS X 10.5 or 10.6" on page 39

Printing

2 Select **Layout** from the pop-up menu.
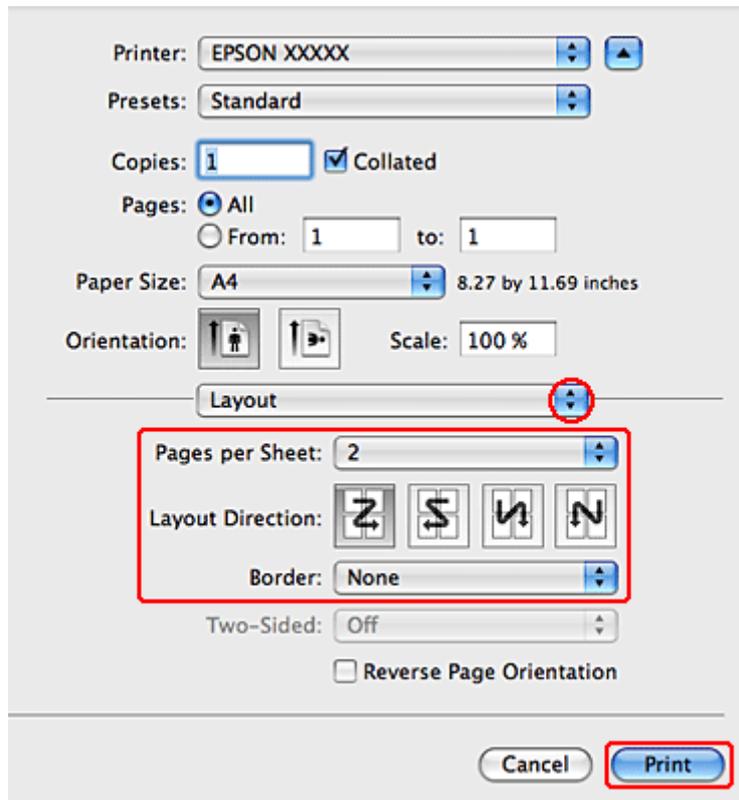
3 Select from the following settings:

Pages per Sheet	Prints multiple pages of your document on a single sheet of paper. You can choose from **1**, **2**, **4**, **6**, **9**, or **16**.
Layout Direction	Allows you to specify the order in which the pages will be printed on the sheet of paper.
Border	Prints a border around the pages printed on each sheet. You can choose from **None**, **Single Hairline**, **Single Thin Line**, **Double Hairline**, or **Double Thin Line**.

4 Click **Print** to start printing.

Poster Printing (for Windows only)

Poster Printing allows you to print poster-size images by enlarging one page to cover several sheets of paper.
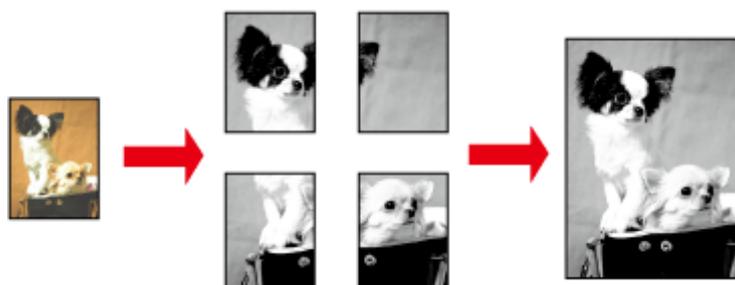
> *Note:*
> *This feature is not available for Mac OS X.*

Printer settings

1 Make adjustments to basic settings.

2 Select **2x1 Poster**, **2x2 Poster**, **3x3 Poster**, or **4x4 Poster** as Multi-Page.
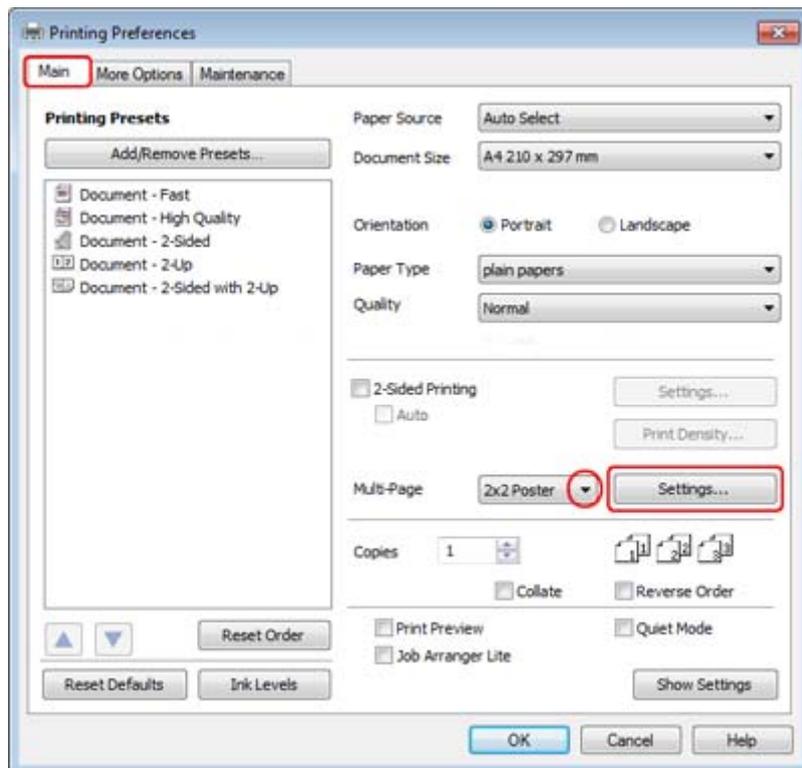
Printing

3 Click **Settings** to adjust the way your poster will be printed. The Poster Settings window opens.
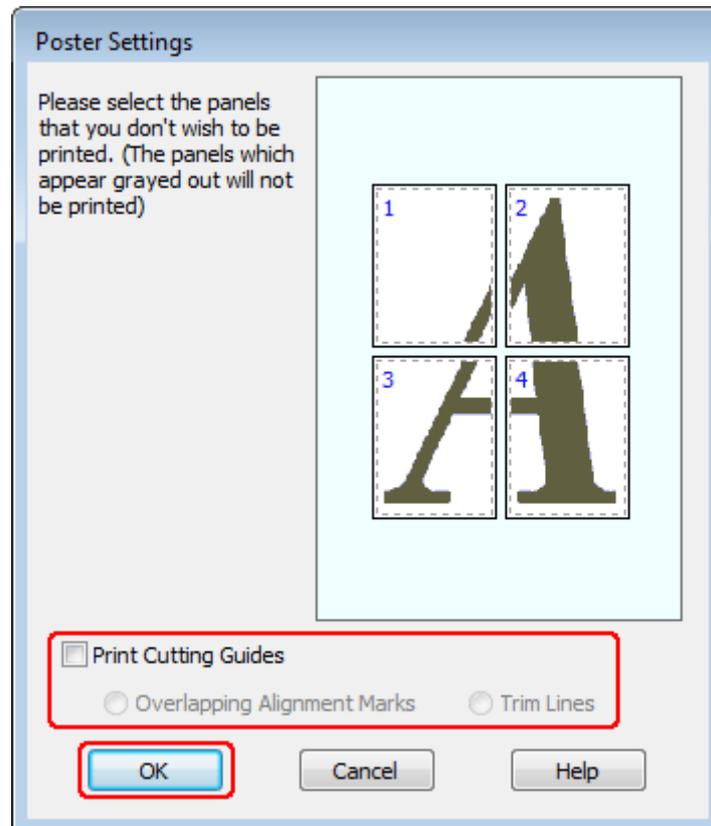
4 Make the following settings:

Print Cutting Guides	Prints guide lines for cutting.
Overlapping Alignment Marks	Slightly overlaps the panels and prints alignment markers so that the panels can be aligned more precisely.
Trim Lines	Prints border lines on the panels to guide you when trimming the pages.

Note:
If you want to print only a few of the panels without printing the entire poster, click the panels that you do not want to print.

5 Click **OK** to return to the Main window.

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

After completing the steps above, print one test copy and examine the results before printing an entire job. Then follow the instructions.

➡

How to make a poster from your prints

The following is an example of how to create a poster with 2x2 Poster selected for Multi-Page and **Overlapping Alignment Marks** selected for Print Cutting Guides.
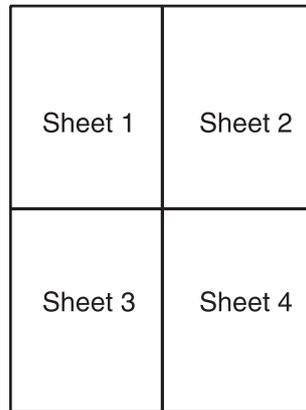
1 Cut off the margin of Sheet 1 along a vertical line through the center of the top and bottom cross-marks:
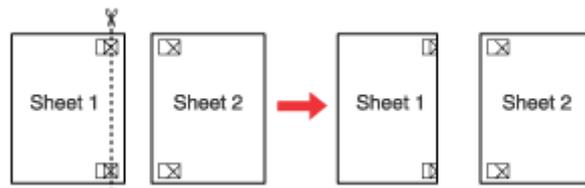
2 Place the edge of Sheet 1 on top of Sheet 2 and align the cross-marks, then temporarily tape the two sheets together from the back:
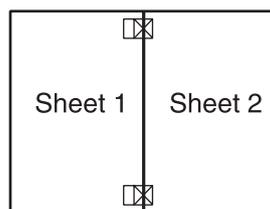
3 Cut the taped sheets in two along a vertical line through the alignment markers (this time, a line to the left of the cross-marks):
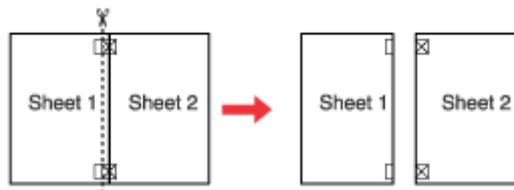
4 Align the edges of the paper using the alignment markers and tape them together from the back:
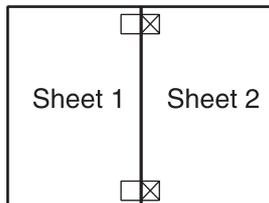
5 Repeat the instructions from step 1 to step 4 to tape Sheets 3 and 4 together.

6 Repeat the instructions from step 1 to step 4 to tape the top and bottom edges of the paper:
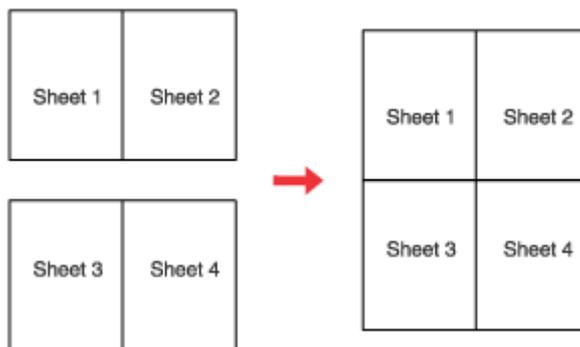
7 Cut off the remaining margins.

Watermark Printing (for Windows only)

Watermark printing allows you to print a text-based or image-based watermark on your document.

> *Note:*
> *This feature is not available for Mac OS X.*

Printing the watermark

1 Make adjustments to basic settings.

➡

2 Click the **More Options** tab, choose the desired watermark from the Watermark list, then click **Settings**.
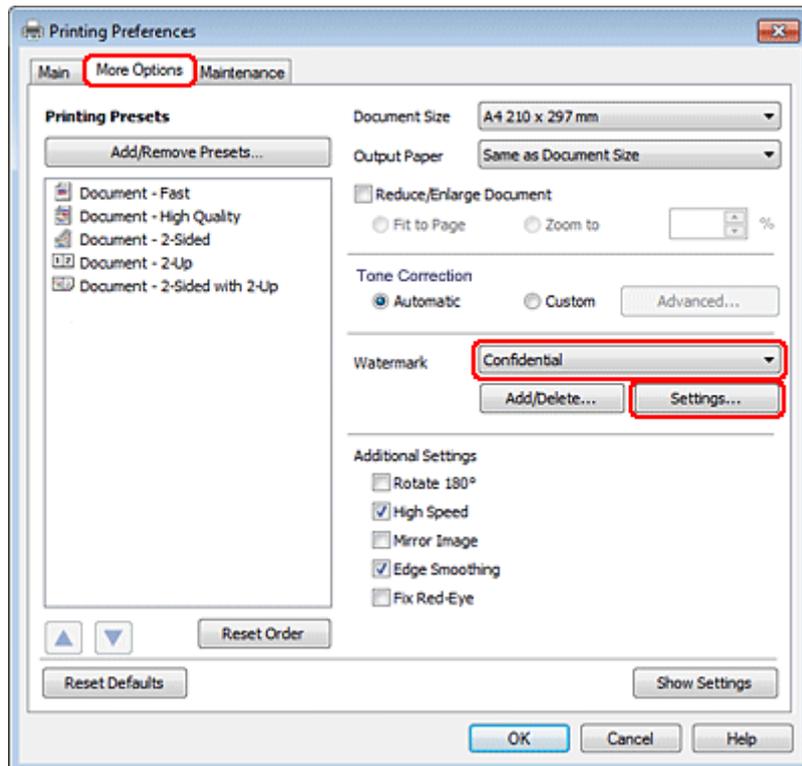
If you want to create your own watermark, see the online help.

Printing

3 | Specify the settings you want for the watermark.
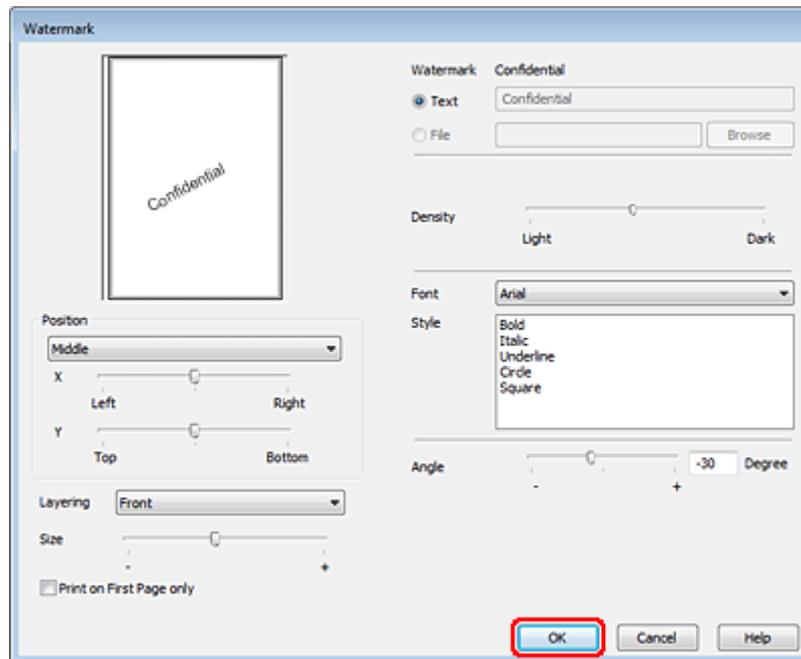
4 | Click **OK** to return to the More Options window.

5 | Click **OK** to close the printer settings window.

After completing the steps above, print one test copy and examine the results before printing an entire job.

Sharing Your Printer

You can set up your printer so other users on the network can share it.

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

See your Windows or Macintosh documentation for details.

Using the PostScript Printer Driver and the PCL6 Printer Driver

For PS3/PCL models, you need to download the software from the Epson's website. Contact customer support in your region for more details on obtaining the printer drivers and system requirements such as supported operating systems.

Scanning

Let's Try Scanning

Starting a Scan

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

1 Place your document.

➡

2 Start Epson Scan.

❏ Windows:
Double-click the **Epson Scan** icon on the desktop.

❏ Mac OS X:
Select **Applications** > **Epson Software** > **EPSON Scan**.

3 Select **Home Mode**.
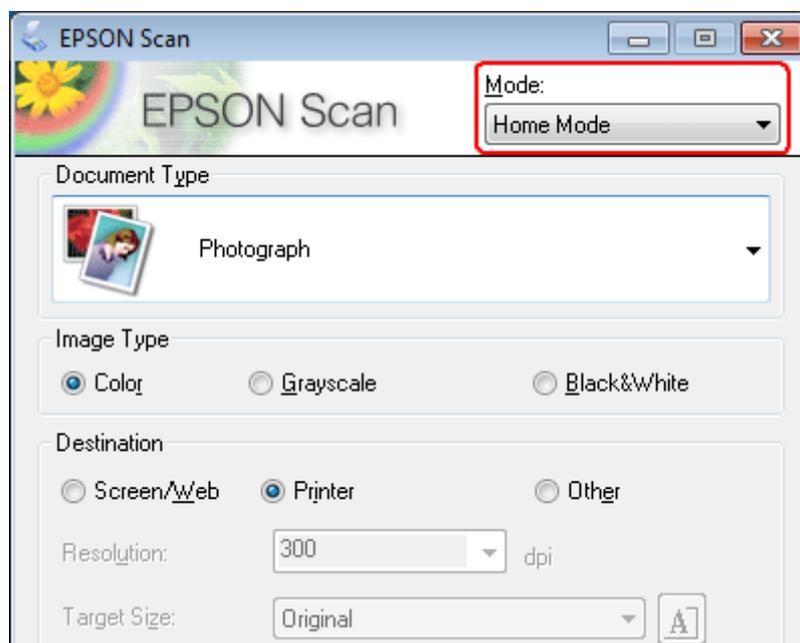
4 Select **Text/Line Art** as the **Document Type** setting.
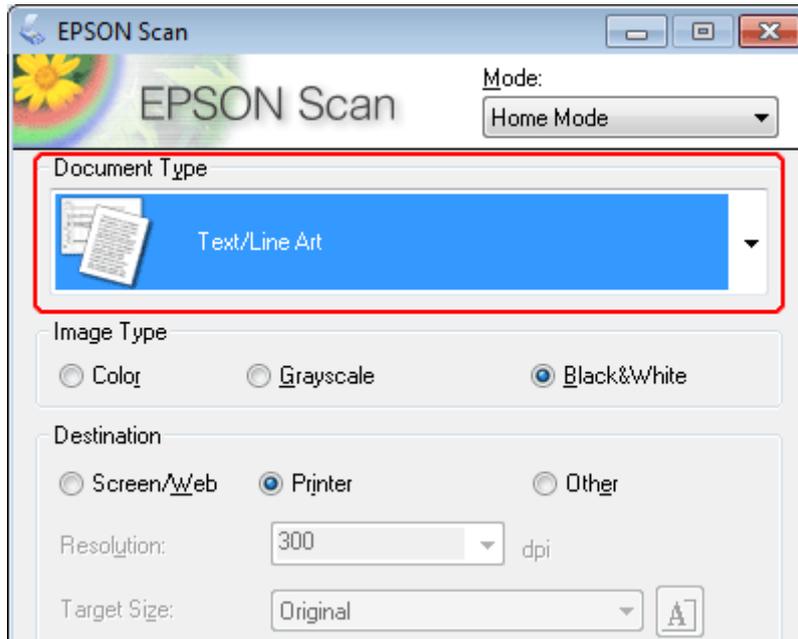
5 Click **Preview**.
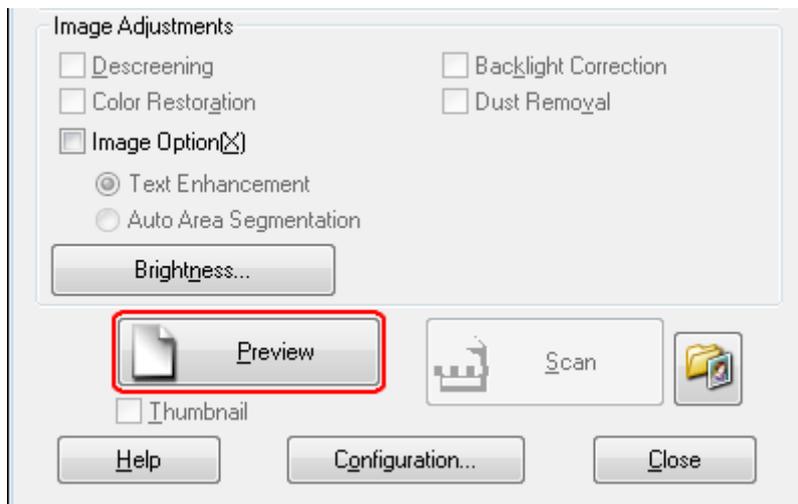
6 Click **Scan**.
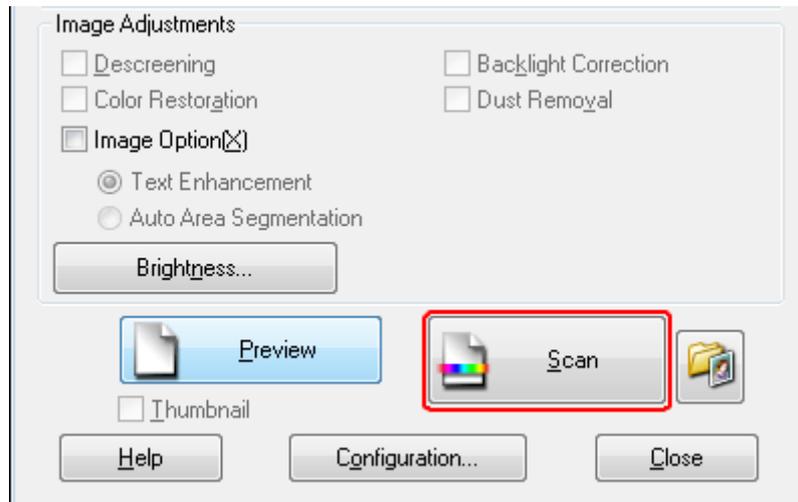
7 Click **OK**.
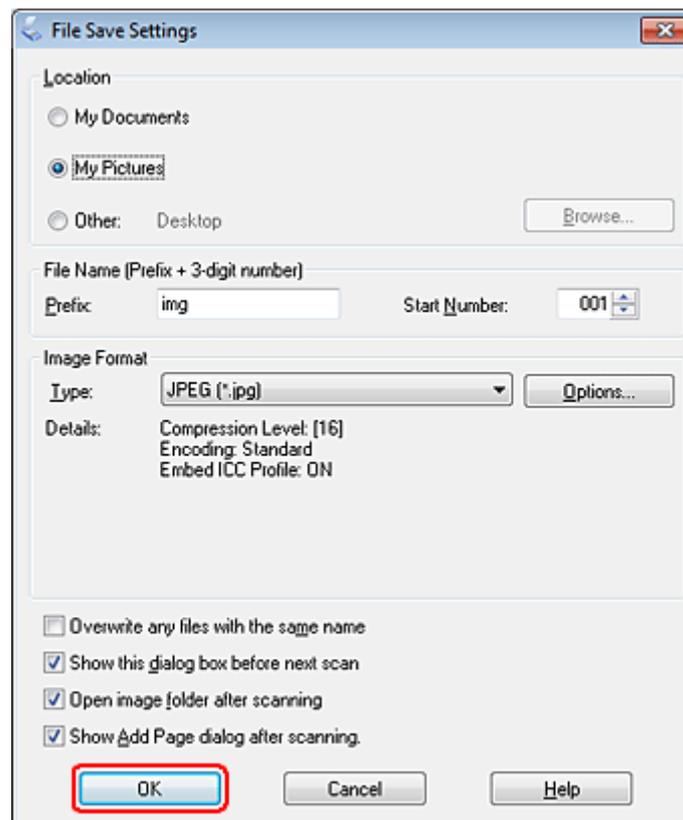
Your scanned image is saved.

Image Adjustment Features

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

See the Help for more details on Epson Scan.

Histogram	Provides a graphical interface for adjusting highlight, shadow, and gamma levels individually.
Tone Correction	Provides a graphical interface for adjusting tone levels individually.
Image Adjustment	Adjusts brightness and contrast and the balance of red, green, and blue colors in the overall image.
Color Palette	Provides a graphical interface for adjusting mid-tone levels, such as skin tones, without affecting the highlight and shadow areas of the image.
Unsharp Mask	Sharpens the edges of image areas for an overall clearer image.
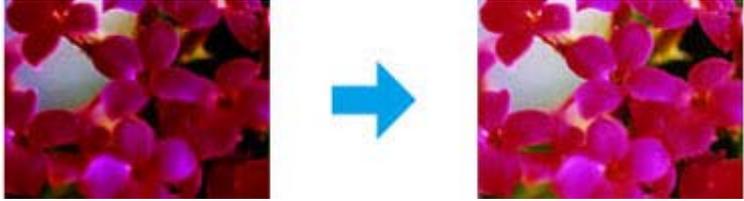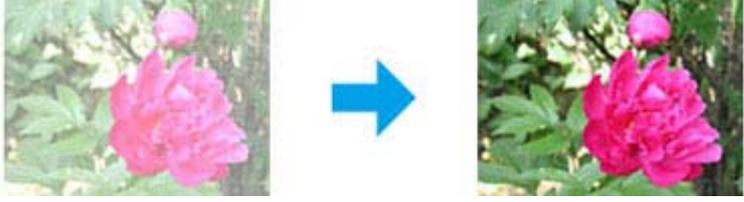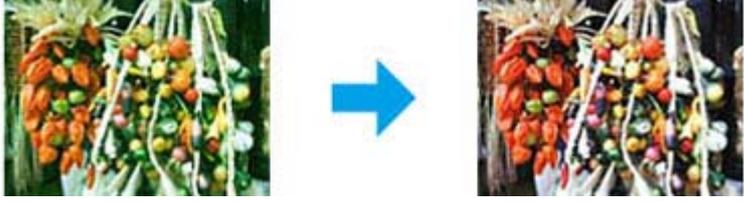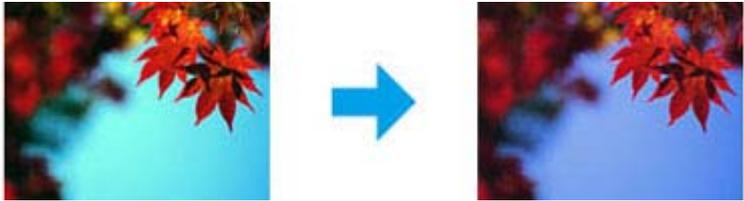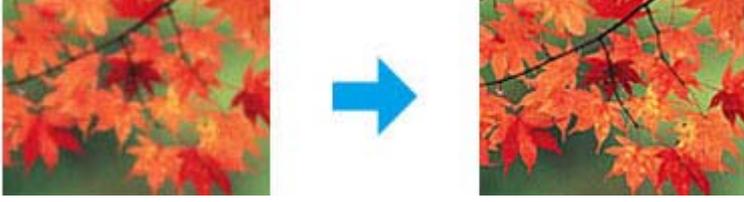
Scanning

Descreening	Removes rippled patterns (known as moiré) that can appear in subtly shaded image areas such as skin tones.
Color Restoration	Restores the colors in faded photos automatically.
Backlight Correction	Removes shadows from photos that have too much background light.
Dust Removal	Removes dust marks from your originals automatically.
Text Enhancement	Enhances text recognition when scanning text documents.
Auto Area Segmentation	Makes Black&White images clearer and text recognition more accurate by separating the text from the graphics.
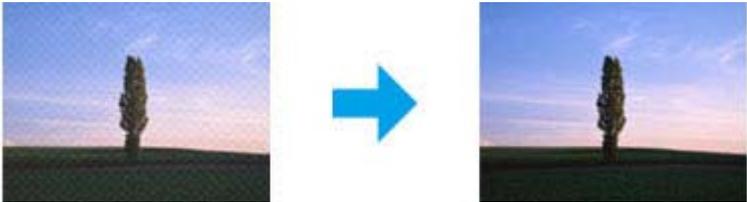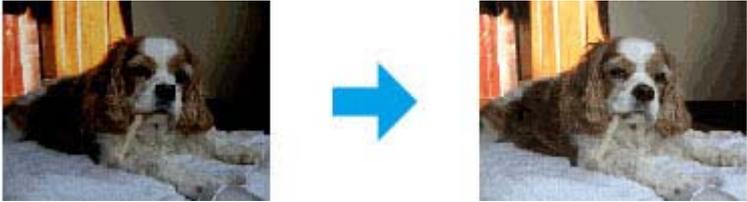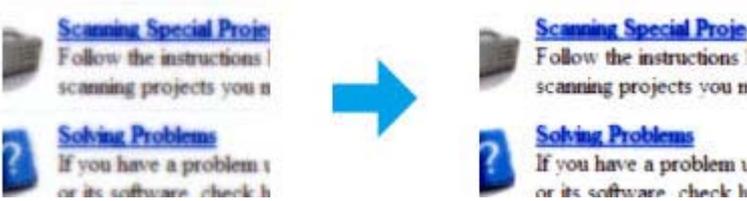
Color Enhance	Enhance a certain color. You can select from red, blue, or green.

Basic Scanning

Scanning from the Control Panel

Scanning to a USB storage device

1 Place your original(s).

➡ "Placing Originals" on page 31

2 Connect the USB device to your product.
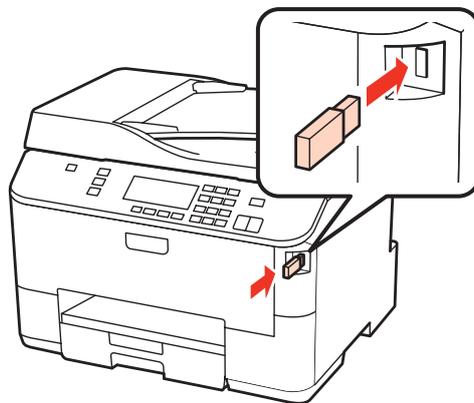
3 Select **Scan**.

4 Select **Scan to USB Device**.

5 Adjust settings.

6 Press **Start**.

Your scanned image is saved.

Scanning to a folder

The Scan to Network Folder/FTP function allows you to save scanned images to a folder on a server. Before you use this function, make sure you have configured and saved the folder settings.

> *Note:*
> ❏ *If this function is not displayed on the product's control panel, you may need to update the product's firmware from the Epson website or Epson WebConfig. To access Epson WebConfig, see the Network Guide.*
>
> ❏ *It may be easier to configure the settings on a computer connected to the product using Epson softwares (Epson WebConfig or Epson NetConfig). These softwares also allow you to create a list of folder settings so that you can quickly select a folder from the list and import existing folder settings from other Epson products. You can download the latest version of Epson NetConfig from the Epson website.*

Configuring the folder settings

You can create a folder list so that you can quickly select destinations to which to send the scanned data.

1 Press **if Setup**.

2 Select **Scan Settings**.

3 Select **Address Settings**.

4 Select **Folder List Setup**.

5 Select **Add Folders**. You see the available folder entry numbers.

6 Press ▲ or ▼ to select the folder entry number that you want to register.

7 Press **OK**.

8 Specify the communication mode, enter a folder path, and then configure the folder settings. For details on each setting item, see the following section.

9 Press **OK**.

10 Repeat step 5 to 9 to add more folders.

> *Note:*
> *You can print the list of registered folders. Press ⌁ on the Scan to Network Folder/FTP top screen, and then select Scan to Folder/FTP Report > Scan to Folder List.*

Sending scanned data to the folder

1 Place your original(s).

➡ "Placing Originals" on page 31

2 Select **Scan**.

3 Select **Scan to Network Folder/FTP**.

4 Press ▶.

5 Press ⇶ to display a list of registered folders.

> *Note:*
> *You can also specify the folder by entering the folder path directly. After step 4, select **Communication Mode**, enter the folder path using the numeric keypad and other buttons on the control panel, and then configure the folder settings.*
> ➡ *"Scan mode menu list" on page 114*

6 Select a folder from the list.

7 Press ⇶ and select **Scan Settings** to adjust the settings.

➡ "Scan mode menu list" on page 114

8 Press **Start**.

Your scanned image is saved.

Scanning to an email

The Scan to Email function allows you to send scanned image files by email directly from the product through a preconfigured email server. Before you use this function, make sure you have configured the Email Server Settings.

> *Note:*
> ❏ *If this function is not displayed on the product's control panel, you may need to update the product's firmware from Epson website or Epson WebConfig. To access Epson WebConfig, see the Network Guide.*
>
> ❏ *It may be easier to configure the settings on a computer connected to the product using Epson softwares (Epson WebConfig or Epson NetConfig). These softwares also allow you to create a contact list so that you can quickly select recipients from the list and import existing contact lists from other Epson products. You can download the latest version of Epson NetConfig from the Epson website.*
> ➡ *"Where To Get Help" on page 198*

Making email server settings

1 Press ⚙ **Setup**.

2   Select **Scan Settings**.

3   Select **Email Server Settings**.

4   Follow the on-screen instructions to make the settings. When you have finished, a completion message is displayed.

> *Note:*
> ❏ *SMTP AUTH stands for SMTP Service Extension for Authentication.*
> ❏ *The account name and password are necessary to log in to the server. You can enter up to 30 ASCII characters for the account name and up to 20 ASCII characters for the password.*
> ❏ *You can enter up to 64 ASCII characters for the sender's email address.*
> ❏ *You can enter up to 50 ASCII characters for the SMTP server address. You can use the IP address or host name to specify the server. To use the host name, you need to make DNS server settings in advance.*
> ❏ *If you select POP before SMTP, you need to enter the POP3 server port number and the POP3 server address.*
> ❏ *You can make the timezone settings on Epson WebConfig. To access Epson WebConfig, see the Network Guide.*

5   Select **Email Server Connection Check** to run a test to confirm that the email server is working properly.

Registering addresses to the contacts list

You can create a contacts list so that you can quickly select recipients from the list. You can register up to 50 combined email addresses and group addresses.

1   Press ⚙ **Setup**.

2   Select **Scan Settings**.

3   Select **Address Settings**.

4   Select **Email Address Setup.**

5   Select **Add Contacts**. The available email address entry numbers are displayed.

6   Press ▲ or ▼ to select the address entry number that you want to register.

7   Press **OK**.

8   Press ▶. Use the numeric keypad with other buttons on the control panel to enter the name of the email address that you want to register.

9   Press ▼, and then enter an email address. You can enter up to 64 characters.

10 Press **OK**.

> *Note:*
> *You can also add email address entries to a group allowing you to send an email to multiple recipients at the same time. Follow the instructions below.*

11 Select **Group Address Setup** in step 4.

12 Select **Add Group**. The available group address entry numbers are displayed.

13 Press ▲ or ▼ to select the address entry number that you want to register.

14 Press **OK**.

15 Press ▶. Use the numeric keypad with other buttons on the control panel to enter the name of the email address that you want to register.

16 Press ▲ or ▼ to select the email address entry number that you want to add to the group.

17 Press ▶ to add the email address entry to the group.

> *Note:*
> *Press ◀ to cancel adding the email address entry that you selected.*

18 Repeat steps 16 and 17 to add other email address entries to the group.

19 Press **OK**.

Sending a scanned file by email

1 Place your original(s).

> ➡ "Placing Originals" on page 31

2 Select **Scan**.

3 Select **Scan to Email**.

4 Press ▶.

E Enter the subject of the email to which you want to attach the scanned file.

> Note:
> A predetermined message, "Attached Scan Data", is automatically entered as the body of the email.

F Select **Address01** and enter an email address. To add another email address, press ▼ and then select another address number.

> Note:
> To select addresses from the contacts list, go to the next step. If you do not need to add addresses from the contacts list, go to step 10.

G Press ⊷≡ to display the contacts list.

H Press ▲ or ▼ to select an email address entry, and then press ▶ to add it. Repeat this step to add another entry.

> Note:
> ❏ To cancel adding the entry, press ◀.
> ❏ You can send an email to up to 10 individual email addresses and groups.

I Press **OK**.

J Press ⊷≡ and select **Scan Settings** to adjust the settings.

➡ "Scan settings" on page 116

> Note:
> ❏ You can specify a name for the scanned image file. Select **File Setting** > **Filename Prefix**, and then enter the prefix for the file name.
> ❏ You can specify the maximum size for files that can be attached to an email in Attached File Max Size. Select a larger size if you often send large files.

K Press **Start**.

Your scanned image is sent by email.

Scanning to a computer

A Place your original(s).

➡ "Placing Originals" on page 31

B Select **Scan**.

Scanning

3 Select an item.

➡ "Scan mode menu list" on page 114

4 Select your PC.

> *Note:*
> *If the product is connected to a network, you can select the PC to which you want to save the scanned image.*

5 Press **Start**.

Your scanned image is saved.

Scanning in Home Mode

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

> **Note:**
> ❏ *In Home Mode, you can only scan from the document glass.*
> ❏ *See the Help for more details on Epson Scan.*

1 Place your original(s).

> ➡ "Document glass" on page 33

2 Start Epson Scan.

> ➡ "Starting Epson Scan Driver" on page 86

3 Select **Home Mode** from the Mode list.
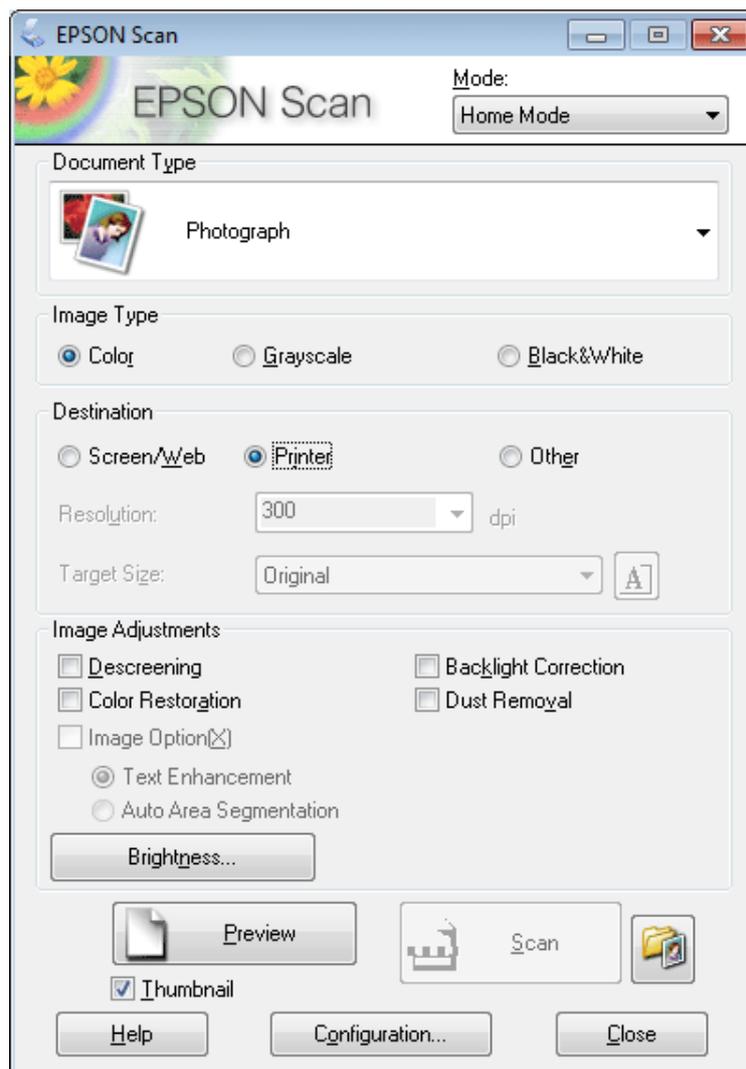
D   Select the Document Type setting.

E   Select the Image Type setting.

F   Click **Preview**.

➡ "Previewing and Adjusting the Scan Area" on page 77

G   Adjust the exposure, brightness, and other image quality settings.

H   Click **Scan**.

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

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

Your scanned image is saved.

Scanning in Office Mode

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

> *Note:*
> *See the Help for more details on Epson Scan.*

A   Place your original(s).

➡ "Placing Originals" on page 31

> *Note for the Automatic Document Feeder (ADF):*
> *Do not load paper above the line just under the* ▼ *arrow mark on the ADF.*

B   Start Epson Scan.

➡ "Starting Epson Scan Driver" on page 86

3 Select **Office Mode** from the Mode list.
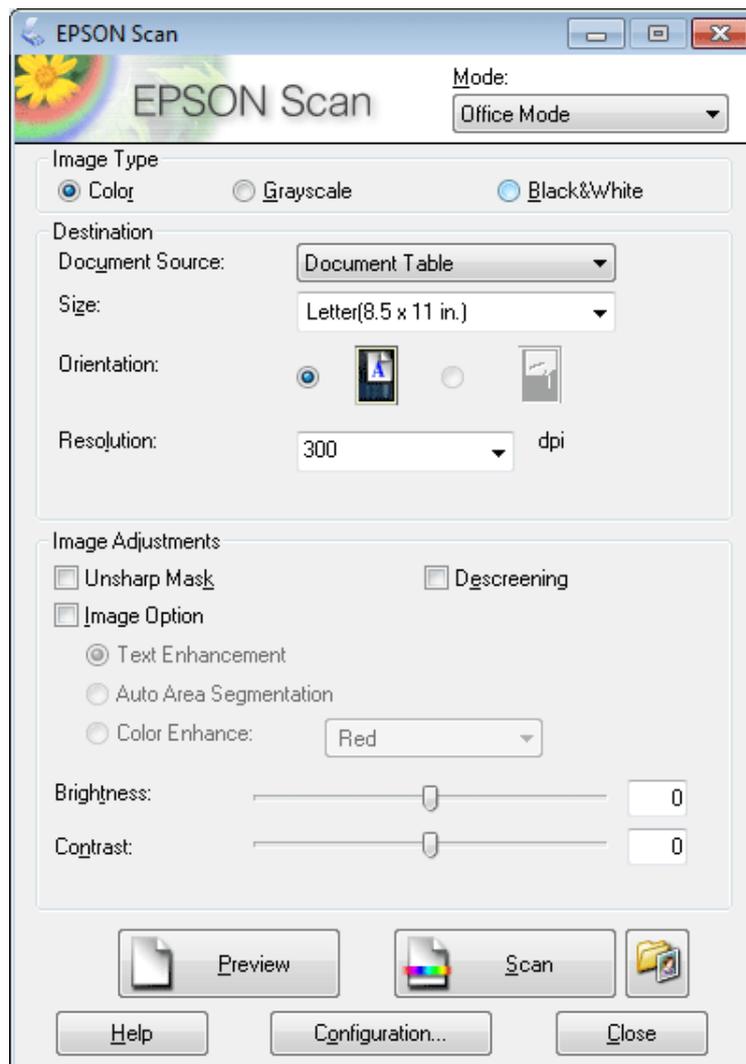
4 Select the Image Type setting.

5 Select the Document Source setting.

6 Select the size of your original as the Size setting.

7 Select an appropriate resolution for your original(s) as the Resolution setting.

8 Click **Scan**.

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

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

Your scanned image is saved.

Scanning in Professional Mode

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

> *Note:*
> *See the Help for more details on Epson Scan.*

1 Place your original(s).

2 Start Epson Scan.

3 Select **Professional Mode** from the Mode list.
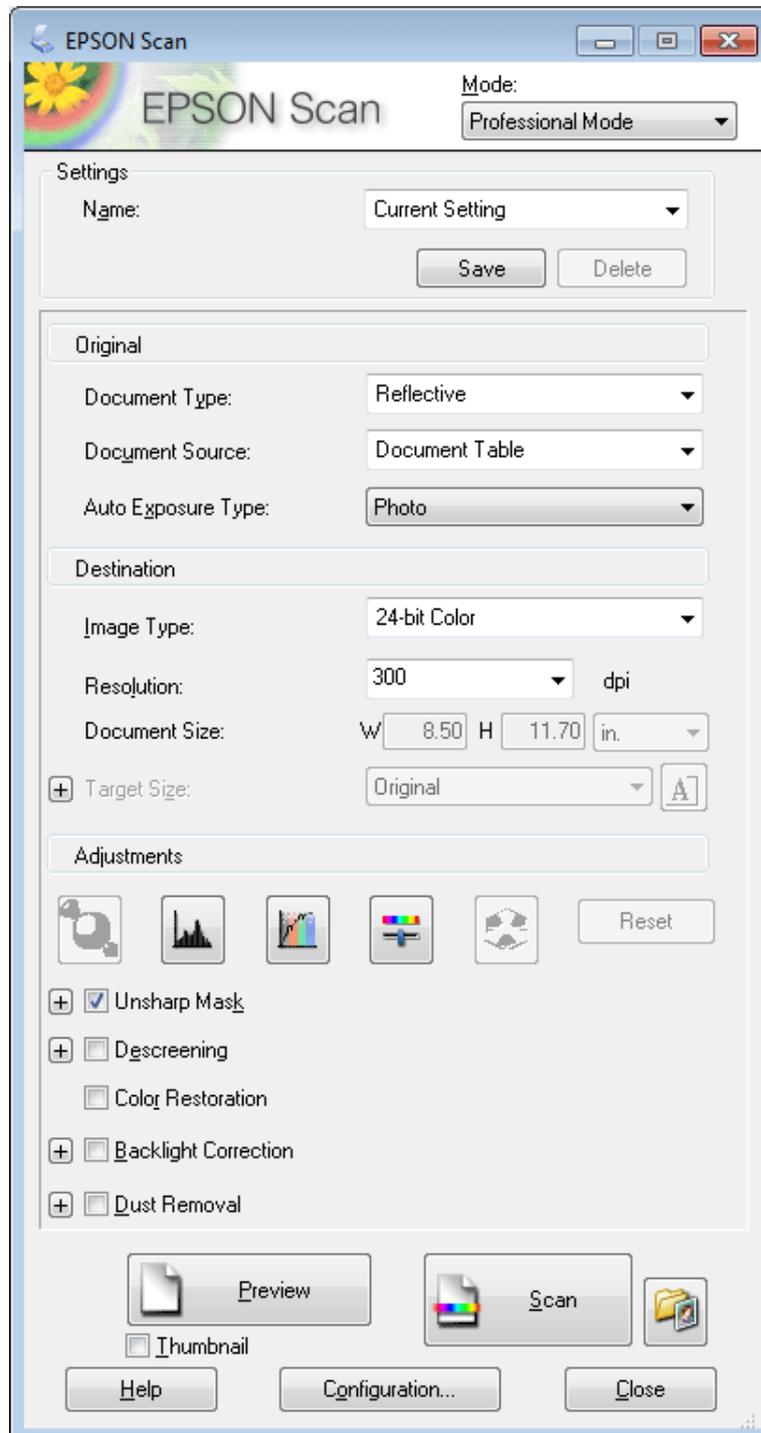
4 Select the type of original(s) you are scanning as the Document Type setting.

5 Select the Document Source setting.

6 If you select **Reflective** as the Document Type setting, select **Photo** or **Document** as the Auto Exposure Type setting.

Scanning

7 Select the Image Type setting.

8 Select an appropriate resolution for your original(s) as the Resolution setting.

9 Click **Preview** to preview your image(s). The Preview window opens and displays your image(s).

➡ "Previewing and Adjusting the Scan Area" on page 77

Note for the Automatic Document Feeder (ADF):
❏ *The ADF loads your first document page, and then Epson Scan prescans it and displays it in the Preview window. The ADF then ejects your first page.*
Place your first document page on top of the rest of the pages, and then load the entire document into the ADF.

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

---

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

11 Adjust the image quality if necessary.

➡ "Image Adjustment Features" on page 63

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

See the Help for more details on Epson Event Manager.

---

12 Click **Scan**.

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

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

Your scanned image is saved.

Previewing and Adjusting the Scan Area

Selecting a preview mode

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

❏ Normal preview displays your previewed image(s) in their entirety. You can select the scan area and make any image quality adjustments manually.

❏ Thumbnail preview displays your previewed image(s) as thumbnail(s). Epson Scan automatically locates the edges of your scan area, applies automatic exposure settings to the image(s), and rotates the image(s) if necessary.

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

Creating a marquee

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

Do one of the following to draw a marquee.

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

❏ To draw the marquee automatically, click the ▣ auto locate icon. You can only use this icon when you are viewing a normal preview and you only have one document on the document glass.

❏ To draw the marquee at a specified size, type in a new width and height in the Document Size setting.

❏ For best results and image exposure, make sure all sides of the marquee are located inside the preview image. Do not include any areas around the preview image in the marquee.

Adjusting a marquee

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

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

Scanning

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

Note:
❏ *To restrict the movement of the marquee to vertical or horizontal only, hold down the **Shift** key as you move the marquee.*

❏ *To restrict the size of the marquee to the current proportions, hold down the **Shift** key as you resize the marquee.*

❏ *If you draw multiple marquees, make sure you click **All** in the Preview window before you scan. Otherwise, only the area inside the last marquee you drew will be scanned.*

Various Types of Scanning

Scanning a Magazine

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

➡ "Starting a Scan" on page 60
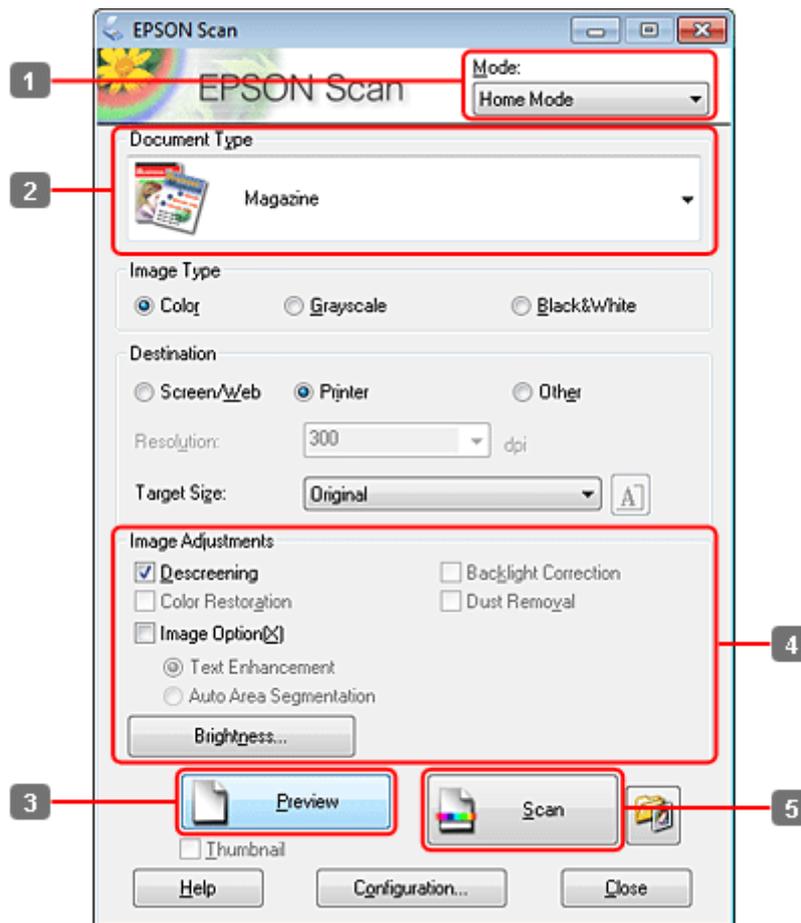
1 Select **Home Mode** from the Mode list.

2 Select **Magazine** as the Document Type setting.

3 Click **Preview**.

4 Adjust the exposure, brightness, and other image quality settings.

See the Help for more details on Epson Scan.

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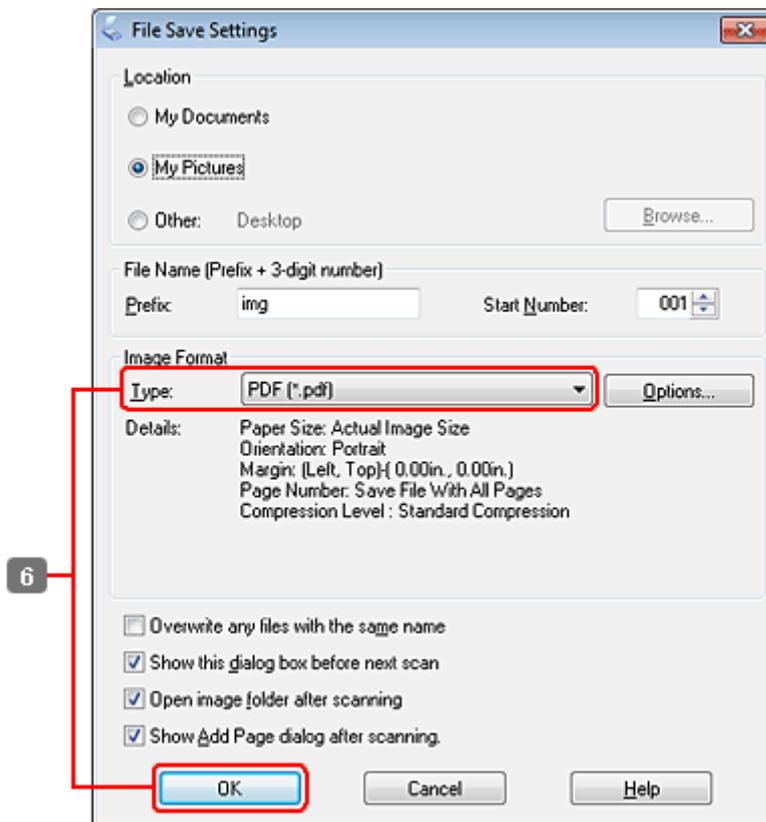
6 Select **PDF** as the Type setting, and then click **OK**.

Your scanned image is saved.

Scanning Multiple Documents to a PDF File

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

Scanning

➡

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

2 Select the Document Source setting.

Scanning

3 Click **Preview**.

> ***Note for the Automatic Document Feeder (ADF):***
> ❏ *The document page ejected by the ADF has not been scanned yet. Reload the entire document into the ADF.*
>
>
>
> ❏ *Do not load paper above the line just under the ▼ arrow mark on the ADF.*
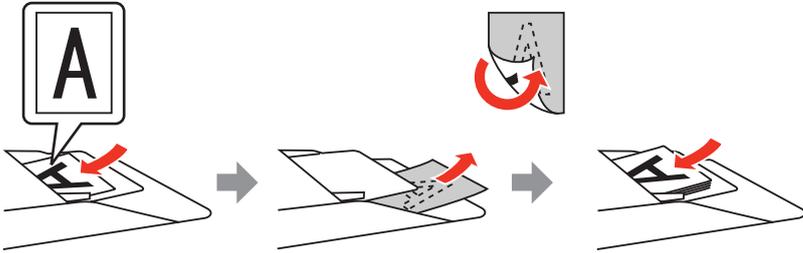
4 Adjust the exposure, brightness, and other image quality settings.

See the Help for more details on Epson Scan.

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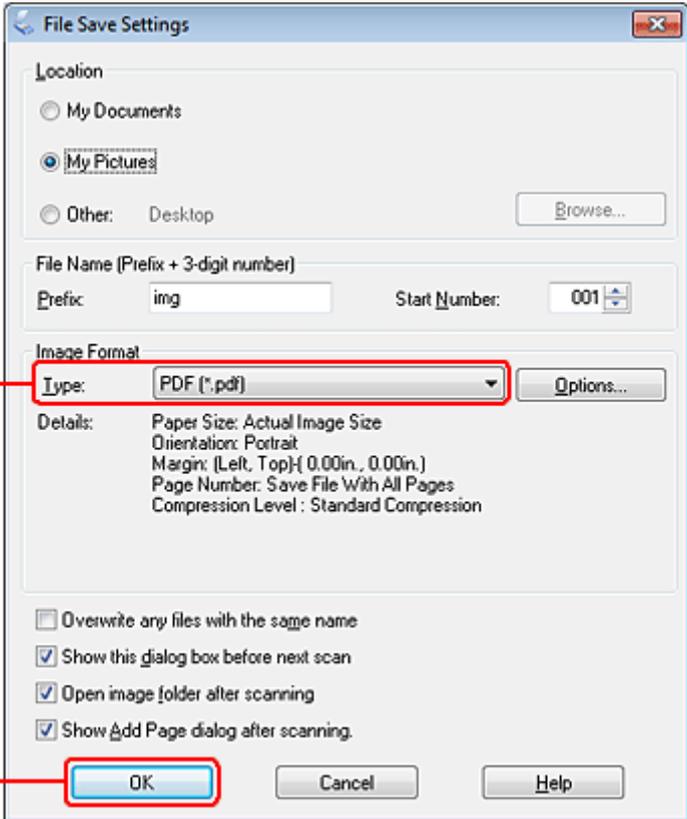
6 Select **PDF** as the Type setting, and then click **OK**.

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

Scanning

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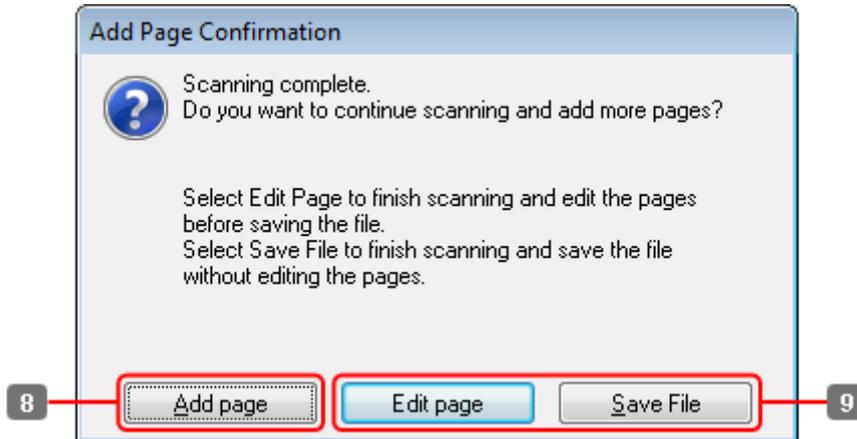
8   If you want to scan more pages, click **Add page**.
Load the document and scan again, repeating as necessary for each page.

If you have finished scanning, go to step 9.

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

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

The pages are saved in one PDF file.

Scanning a Photo

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

➡
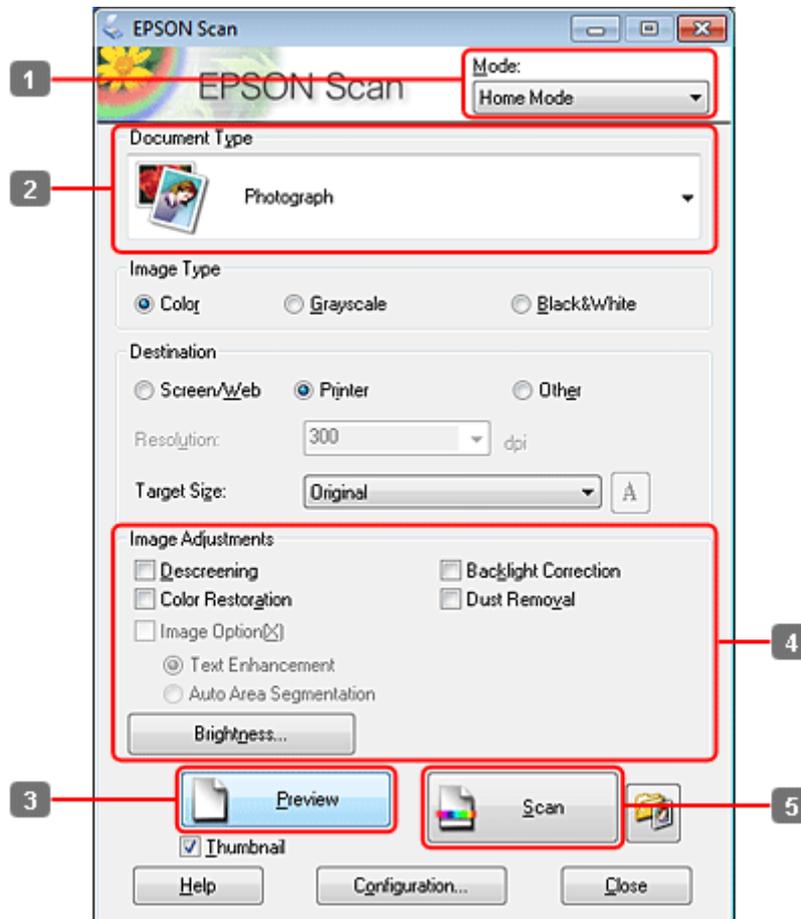
[1] Select **Home Mode** from the Mode list.

[2] Select **Photograph** as the Document Type setting.

[3] Click **Preview**.

[4] Adjust the exposure, brightness, and other image quality settings.

See the Help for more details on Epson Scan.

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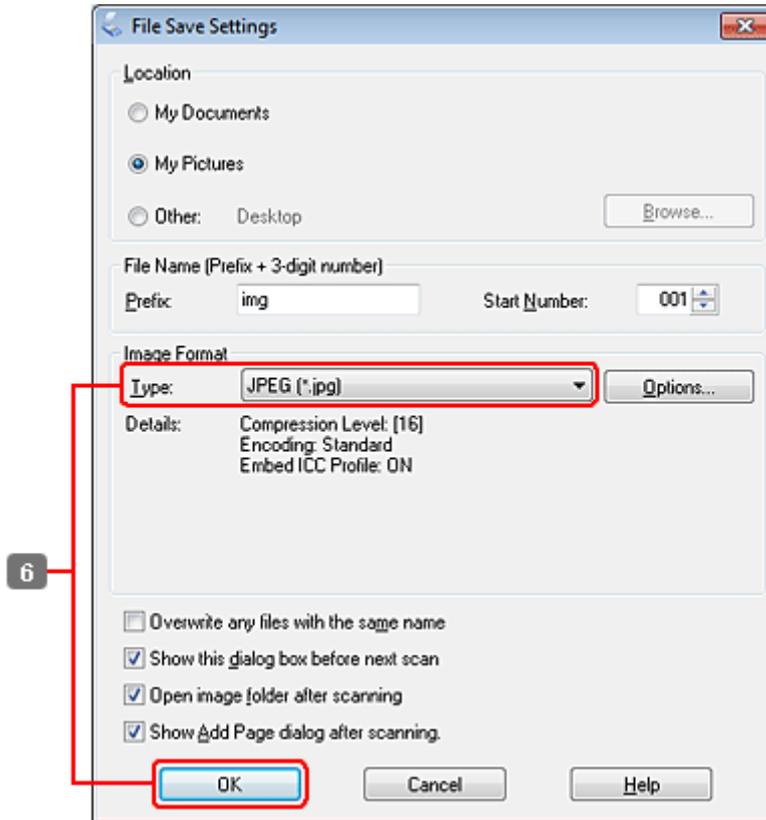
6 Select **JPEG** as the Type setting, and then click **OK**.

Your scanned image is saved.

Software Information

Starting Epson Scan Driver

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

How to start

❏ Windows:
Double-click the **EPSON Scan** icon on the desktop.
Or, select the start button icon or **Start** > **All Programs** or **Programs** > **EPSON** > **EPSON Scan** > **EPSON Scan**.

❏ Mac OS X:
Select **Applications** > **Epson Software** > **EPSON Scan**.

How to access the help

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

Starting Other Scanning Software

> *Note:*
> *Some scanning software may not be included in some countries.*

Epson Event Manager

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

How to start

❑ Windows:
Select the start button or **Start** > **All Programs** or **Programs**> **Epson Software** > **Event Manager**.

❑ Mac OS X:
Select **Applications** > **Epson Software**, and then double-click the **Launch Event Manager** icon.

How to access the help

❑ Windows:
Click the icon in the upper right corner of the screen.

❑ Mac OS X:
Click **menu** > **Help** > **Epson Event Manager Help**.

Copying

Selecting Paper

Before printing, you need to select the correct paper type setting. This important setting determines how the ink is applied to the paper.

> *Note:*
> ❏ *The availability of special media varies by location.*
>
> ❏ *For the loading capacity, see the following instructions.*
>   ➡ *"Selecting which tray to use and its loading capacities" on page 22*

	If you want to print on this paper	Choose this Paper Type on the LCD screen
a	Plain paper	**Plain Paper**
b	Epson Bright White Ink Jet Paper	**Plain Paper**

Copying Documents

Basic copying

Use the ◀, ▶, ▲, or ▼ buttons to change the LCD screen view to find the menu, setting item, or option you want to enter.

1 Load paper.
   ➡ *"Loading Paper" on page 24*

2 Place original horizontally.
   ➡ *"Placing Originals" on page 31*

3 Enter ❋ **Copy** mode.

4 Set the number of copies.

5 Set the density.

6 Enter the ⋮≡ **Menu**.

7 Select **Paper and Copy Settings**.

8 Select the appropriate copy settings.

9 Press ⫤ **Menu** to finish making settings.

10 Press the ◇ **Start (B&W)** button to start copying.

2-Sided Copying

With duplex copying, you can create double-sided or single-sided copies from double-sided or single-sided originals.

Follow the instructions below to perform duplex copying. Use the ◀,▶,▲, or ▼ buttons to change the LCD screen view to find the menu, setting item, or option you want to enter.

1 Load paper.
➡ "Loading Paper" on page 24

2 Place original horizontally.
➡ "Placing Originals" on page 31

3 Enter ❋ **Copy** mode.

4 Set the number of copies.

5 Set the density.

6 Enter the ⫤ **Menu**.

7 Select **Paper and Copy Settings**.

8 Select **2-Sided Copying**.

9 Select the type of 2-sided copying.

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

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

Setting	Description
Document Orientation	Specifies the orientation of your originals. This setting is not available when the following settings have been made. **2-Sided Copying** - **2>2-Sided** or **2-Sided Copying** - **1>1-Sided** when **Layout** is set to **With Border**
Binding Direction	Specifies the binding direction of your originals. This setting is available only when **2>1-Sided** is selected.
Binding Margin	Specifies the binding direction of your prints. This setting is available only when **1>2-Sided** is selected.

11 Press ⁄☰ **Menu** to finish making settings.

12 Press the ◇ **Start (B&W)** button to start copying.

Collate Copying

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

Follow the instructions below to perform collated copying. Use the ◄, ►, ▲, or ▼ buttons to change the LCD screen view to find the menu, setting item, or option you want to enter.

1 Load paper.
➡ "Loading Paper" on page 24

2 Place original horizontally.
➡ "Placing Originals" on page 31

3 Enter ◈ **Copy** mode.

4 Set the number of copies.

5 Set the density.

6 Enter the ⁄☰ **Menu**.

7 Select **Paper and Copy Settings**.

8 Select **Collate Copying**.

9 Select **On**.

10 Press ⁒☰ **Menu** to finish making settings.

11 Press the ◊ **Start (B&W)** button to start copying.

Layout copying

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

Follow the instructions below to use the layout function. Use the ◄, ►, ▲, or ▼ buttons to change the LCD screen view to find the menu, setting item, or option you want to enter.

1 Load paper.
➡ "Loading Paper" on page 24

2 Place original horizontally.
➡ "Placing Originals" on page 31

3 Enter ◈ **Copy** mode.

4 Enter the ⁒☰ **Menu**.

5 Select **Paper and Copy Settings**.

6 Select **Layout**.

7 Select **2-up Copy**.

8 Press ⁒☰ **Menu** to finish making settings.

9 Press the ◊ **Start (B&W)** button to start copying.

Copy Mode Menu List

Refer to the section below for the Copy mode menu list.
➡ "Copy mode menu list" on page 113

Faxing

Introducing FAX Utility

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

Windows
Click the start button (Windows 7 and Vista) or click **Start** (Windows XP), point to **All Programs**, select **Epson Software**, and then click **FAX Utility**. (Server OS is not supported.)

Mac OS X
Click **System Preference**, click **Print & Fax** or **Print & Scan**, and then select **FAX (your printer)** from Printer. Then, click **Open Print Queue** and click **Utility**. Or, click **Option & Supplies** - **Utility** - **Open Printer Utility**.

> *Note:*
> *For more details, see the online help for FAX Utility.*

Connecting to a Phone Line

Using the phone line for fax only

1 Connect a phone cable leading from a telephone wall jack to the LINE port.
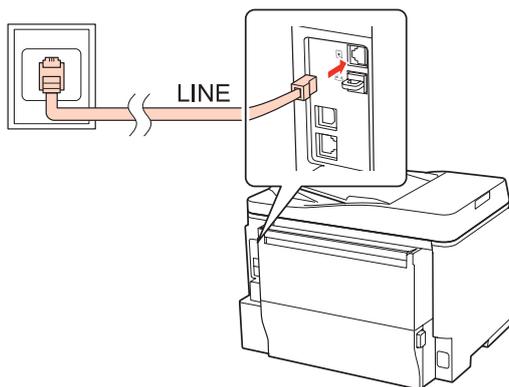
2 Turn on auto answer.

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

Sharing line with phone device

$\boxed{1}$ Connect a phone cable leading from a telephone wall jack to the LINE port.
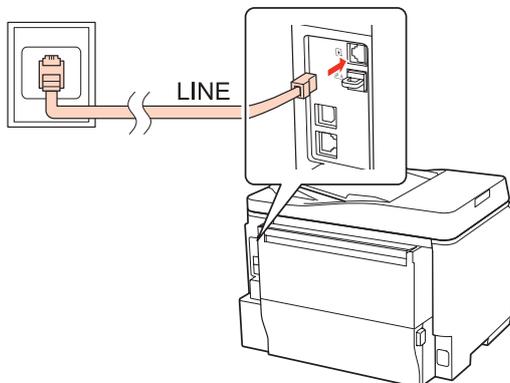
$\boxed{2}$ Remove the cap.
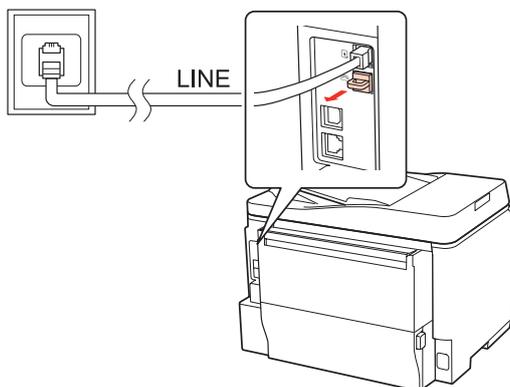
Faxing

3 Connect a phone or answering machine to the EXT. port.
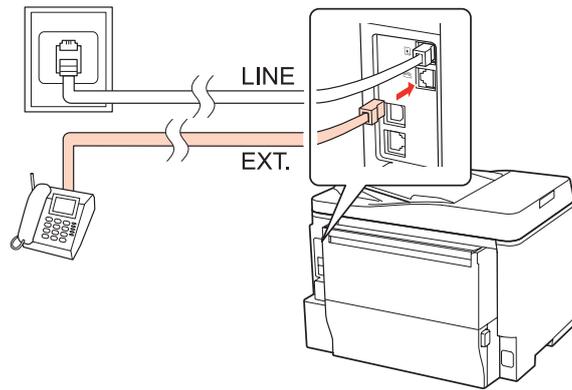
> *Note:*
> ❏ *See the following for other connection methods.*
> ❏ *For details, see the documentation that came with your devices.*

Connecting to DSL
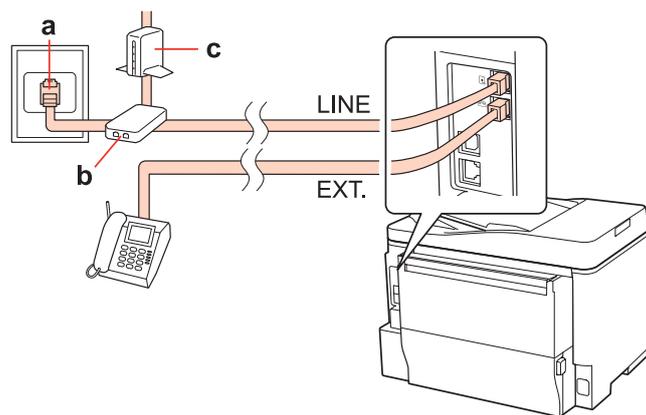
a	Telephone wall jack
b	Splitter
c	DSL modem

Faxing

Connecting to ISDN (one phone number)
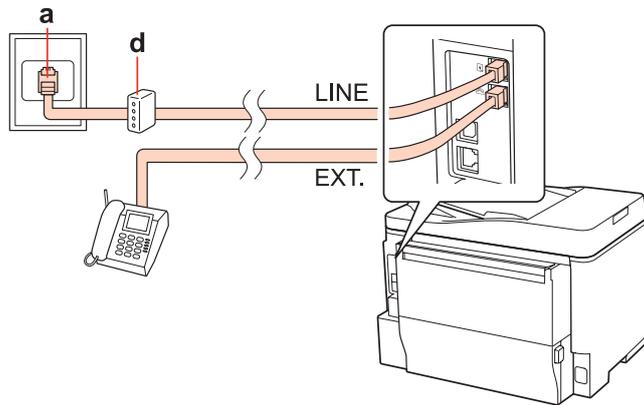
a	ISDN wall jack
d	Terminal adapter or ISDN router

Connecting to ISDN (two phone numbers)
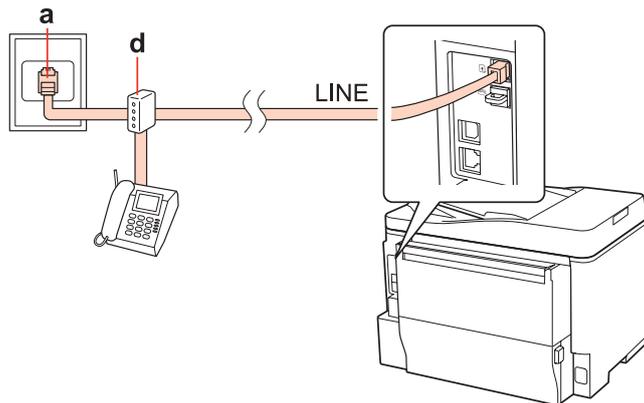
a	ISDN wall jack
d	Terminal adapter or ISDN router

Checking the fax connection

Follow the instructions below to check the fax connection. Use the ◄, ►, ▲, or ▼ buttons to change the LCD screen view to find the menu, setting item, or option you want to enter.

1 Load A4-size plain paper.
➡ "Loading Paper" on page 24

2 Enter ✎ **Setup** mode.

3 Select **Fax Settings**.

4 Select **Check Fax Connection**.

5 Press the ◇ **Start (B&W)** buttons to print the report.

> *Note:*
> *If an errors are reported, try the solutions in the report.*

Setting Up Fax Features

Setting up speed dial entries

You can create a speed dial list allowing you to select fax recipient numbers quickly when faxing. Up to 60 combined speed dial and group dial entries can be registered.

Follow the instructions below to create a speed dial list. Use the ◄, ►, ▲, or ▼ buttons to change the LCD screen view to find the menu, setting item, or option you want to enter.

1 Enter ◈ **Fax** mode.

2 Enter the ⌷ **Menu**.

3 Select **Speed Dial Setup**.

4 Select **Create**. You see the available speed dial entry numbers.

5 Press ▲ or ▼ to select the speed dial entry number that you want to register. You can register up to 60 entries.

6 Press **OK**.

7 Use the numeric keypad with other buttons on the control panel to enter a phone number. You can enter up to 64 digits.

> *Note:*
> *To separate phone numbers, enter a space by pressing ►.*

8 Press **OK**.

9 ⟶ Enter a name to identify the speed dial entry. You can enter up to 30 characters.

> *Note:*
> *For details on using the virtual keyboard, refer to the section below.*
> ➡ *"Using the LCD screen" on page 20*

10 ⟶ Select **Done** to register the name.

Setting up group dial entries

You can add speed dial entries to a group, allowing you to send a fax to multiple recipients at the same time. Up to 60 combined speed dial and group dial entries can be entered.

Follow the instructions below to add speed dial entries to a group. Use the ◄, ►, ▲, or ▼ buttons to change the LCD screen view to find the menu, setting item, or option you want to enter.

1 ⟶ Enter ✎ **Fax** mode.

2 ⟶ Enter the ☰ **Menu**.

3 ⟶ Select **Group Dial Setup**.

4 ⟶ Select **Create**. You see the available group dial entry numbers.

5 ⟶ Press ▲ or ▼ to select the group dial entry number that you want to register.

6 ⟶ Press **OK**.

7 ⟶ Enter a name to identify the group dial entry. You can enter up to 30 characters.

> *Note:*
> *For details on using the virtual keyboard, refer to the section below.*
> ➡ *"Using the LCD screen" on page 20*

8 ⟶ Select **Done** to register the name.

9 ⟶ Press ▲ or ▼ to select the speed dial entry number that you want to register in the group dial list.

10 ⟶ Press ► to add the speed dial entry to the group dial.

> *Note:*
> *Press ◄ to cancel adding the speed dial entry that you selected.*

K Repeat steps 9 and 10 to add other speed dial entries to the group dial list. You can register up to 30 speed dial entries in a group dial.

L Press **OK** to finish creating a group dial list.

Creating header information

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

Follow the instructions below to create a fax header. Use the ◄, ►, ▲, or ▼ buttons to change the LCD screen view to find the menu, setting item, or option you want to enter.

> *Note:*
> *Make sure you have set the time correctly.*
> ➡ *"Setting/Changing Time and Region" on page 136*

A Enter ⛭ **Setup** mode.

B Select **Fax Settings**.

C Select **Communication**.

D Select **Header**.

E Select **Fax Header**.

F Enter the header information. You can enter up to 40 characters.

> *Note:*
> *For details on using the virtual keyboard, refer to the section below.*
> ➡ *"Using the LCD screen" on page 20*

G Select **Done**.

H Select **Your Phone Number**.

I Use the numeric keypad with other buttons on the control panel to enter your phone number. You can enter up to 20 digits.

> *Note:*
> ❏ *Press* ▶ *to enter a space, and press* ◀ *to delete.*
>
> ❏ *Press the # button to enter a plus sign (+) which represents the international call prefix. Note that the * button does not work.*

10 Press **OK** to register the header information.

Changing Fax Output setting to print

You can select whether to save the received fax as a data file or to print it. To print the fax, follow the steps below.

Follow the instructions below to change the fax output setting to print. Use the ◀,▶,▲, or ▼ buttons to change the LCD screen view to find the menu, setting item, or option you want to enter.

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

A Enter ⚙ **Setup** mode.

B Select **Fax Settings**.

C Select **Receive Settings**.

D Select **Fax Output**.

E Press **OK**.

F Select **Yes**.

Selecting paper source to print fax

Follow the instructions below to select the paper source to print the fax. Use the ◀, ▶, ▲, or ▼ buttons to change the LCD screen view to find the menu, setting item, or option you want to enter.

A Enter ⚙ **Setup** mode.

2 Select **Fax Settings**.

3 Select **Receive Settings**.

4 Select **Paper Source to Print**.

5 Select the paper source that you want to change.

6 Change the setting.

Sending Faxes

Basics of send faxes

Use the ◀, ▶, ▲, or ▼ buttons to change the LCD screen view to find the menu, setting item, or option you want to enter.

1 Place your original in the Automatic Document Feeder or on the document glass.
➡ "Placing Originals" on page 31

2 Enter ✆ **Fax** mode.

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

> *Note:*
> ❏ *To separate phone numbers, enter a space by pressing* ▶*.*
> ❏ *To display the last fax number you used, press* ✆ **Redial/Pause***.*
> ❏ *Press* ≡ **Menu** *and select* **Send Settings** *to change the settings.*

4 Press one of the ◈ **Start** buttons to start sending.

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

Sending faxes using speed dial/group dial

You can add speed dial entries to a group, allowing you to send a fax to multiple recipients at the same time. Up to 60 combined speed dial and group dial entries can be entered.

Follow the instructions below to send faxes using speed dial/group dial. Use the ◄, ►, ▲, or ▼ buttons to change the LCD screen view to find the menu, setting item, or option you want to enter.

A　Place your original in the Automatic Document Feeder or on the document glass.
➡ "Placing Originals" on page 31

B　Enter ✤ **Fax** mode.

C　Press ☎ **Speed Dial**.

> *Note:*
> *Press ☎ Speed Dial to switch the speed dial list or group dial list.*

D　Select the entry number to send.

> *Note:*
> *Press ☰ Menu and select Send Settings to change the settings.*

E　Press one of the ◇ **Start** buttons to start sending.

> *Note:*
> *To scan and fax both sides of your original, load the original in the ADF. After step 4, press ☰ Menu and select Send Settings - 2-Sided Faxing - On.*

Sending faxes by broadcasting

Broadcast allows you to easily send the same fax to multiple numbers (up to 30) using speed dial/group dial, or by entering the fax numbers.

Follow the instructions below to send faxes by broadcasting. Use the ◄, ►, ▲, or ▼ buttons to change the LCD screen view to find the menu, setting item, or option you want to enter.

> *Note:*
> *You can only send B&W faxes.*

A　Place your original in the Automatic Document Feeder or on the document glass.
➡ "Placing Originals" on page 31

B　Enter ✤ **Fax** mode.

C　Enter the ☰ **Menu**.

Faxing

4 Select **Broadcast Fax**.

> **Note:**
> *To select recipients from a speed or group dial list, go to step 7.*

5 Press ▶, and then enter a fax number.

6 Press ▼, and then add the fax number.

> **Note:**
> ❏ *To add another number, repeat steps 5 and 6.*
> ❏ *If you do not need to add recipients from the speed dial/group dial lists, press **OK** and go to step 10.*

7 Press ⚡ **Speed Dial**.

> **Note:**
> *Press ⚡ **Speed Dial** to switch the speed dial list or group dial list.*

8 Press ▲ or ▼ to select an entry number, and then press ▶ to add phone numbers. Repeat this step to add another entry.

> **Note:**
> *To cancel adding the entry, press ◀.*

9 Press **OK**. You see a confirmation message.

10 Press the ◇ **Start (B&W)** button to send the fax.

Sending a fax at a specified time

Follow the instructions below to send a fax at a specified time. Use the ◀, ▶, ▲, or ▼ buttons to change the LCD screen view to find the menu, setting item, or option you want to enter.

> **Note:**
> ❏ *Make sure you have set the time correctly.*
>   ➡ *"Setting/Changing Time and Region" on page 136*
> ❏ *You can only send B&W faxes.*

1 Place your original in the Automatic Document Feeder or on the document glass.
➡ *"Placing Originals" on page 31*

2 Enter ❀ **Fax** mode.

Faxing

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

4 Enter the ⬳≡ **Menu**.

5 Select **Send Fax Later**.

6 Select **On**.

7 Set the time that you want to send the fax, and then press **OK**.

8 Press ↩ **Back** to return to the fax send screen.

9 Press the ◇ **Start (B&W)** button to start scanning. The scanned image is sent at the specified time.

Note:
If you need to cancel faxing at the time you specified, press ⊘ Stop/Reset.

Sending a fax from a connected phone

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

1 Place your original in the Automatic Document Feeder or on the document glass.
➡ "Placing Originals" on page 31

2 Dial a number from the phone connected to the product.

3 Select **Send**.

4 Press one of the ◇ **Start** buttons to send fax.

Faxing

5 Hang up the phone.

Receiving Faxes

Receiving faxes automatically

The product automatically receives and prints faxes in Auto Answer mode.

> *Note:*
> ❏ *Depending on the **Fax Output** settings, the received fax is saved as a data or printed.*
> ➡ *"Changing Fax Output setting to print" on page 99*
>
> ❏ *If **Fax Output** is set to **Save**, the received fax data is automatically saved as data, and you can skip step 1.*

1 Load A4-size plain paper.
➡ "Loading Paper" on page 24

2 Press 📞 **Auto Answer** to turn on the Auto Answer mode.

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

3 Enter 🔧 **Setup** mode.

4 Select **Fax Settings**.

5 Select **Communication**.

6 Select **Rings to Answer**.

7 Press ▲ or ▼ to select the number of rings, and then press **OK**.

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

Faxing

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

Receiving faxes manually

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

> *Note:*
> ❏ *Depending on the **Fax Output** settings, the received fax is saved as data or printed.*
>   ➡ *"Changing Fax Output setting to print" on page 99*
>
> ❏ *If **Fax Output** is set to **Save**, the received fax data is automatically saved as data, and you can skip step 1.*

1 Load A4-size plain paper.
  ➡ *"Loading Paper" on page 24*

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

3 Select **Receive**.

4 Press the ◇ **Start (B&W)** button to receive the fax, and then put the phone back on the hook.

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

5 Press the ◇ **Start (B&W)** button to print your faxes.

Receive a fax by polling

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

> **Note:**
> ❏ Depending on the **Fax Output** settings, the received fax is saved as a data or printed.
> ➡ *"Changing Fax Output setting to print" on page 99*
>
> ❏ If **Fax Output** is set to **Save**, the received fax data is automatically saved as data, and you can skip step 1.

Follow the instructions below to receive a fax by polling. Use the ◀, ▶, ▲, or ▼ buttons to change the LCD screen view to find the menu, setting item, or option you want to enter.

A Load A4-size plain paper.
➡ *"Loading Paper" on page 24*

B Enter ✧ **Fax** mode.

C Enter the ⅍ **Menu**.

D Select **Polling**.

E Enter the fax number.

F Press the ◈ **Start (B&W)** button to receive the fax.

> **Note:**
> ❏ If **Fax Output** is set to **Save**, the received fax data is automatically saved as data, and you do not have to proceed to step 7.
>
> ❏ If Auto Answer mode is turned on, the received fax data is automatically printed, and you do not have to proceed to step 7.

G Press the ◈ **Start (B&W)** button to print the received fax.

Printing Reports

Follow the instructions below to print a fax report. Use the ◀, ▶, ▲, or ▼ buttons to change the LCD screen view to find the menu, setting item, or option you want to enter.

A Load A4-size plain paper.
➡ *"Loading Paper" on page 24*

B Enter ✧ **Fax** mode.

C Enter the ⅍ **Menu**.

D Select **Fax Report**.

5 Press ▲ or ▼ to select an item.

6 Press **OK**.

> *Note:*
> *Only **Fax Log** can be viewed on the screen.*

7 Press the ◇ **Start (B&W)** button to print the report you selected.

Fax Mode Menu List

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

➡

Using the Control Panel

Selecting a Mode

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

There are three Mode buttons on the control panel that allow you to switch between the modes: Copy mode, Scan mode, and Fax mode. In addition, you can also use the Setup button for making various settings for this product.

Setup Mode

Lock Settings

You can lock the control panel to make it childproof, or to prevent unintended changes made by using the control panel.

1 Enter ⚙ **Setup** mode.

2 Select **Lock Settings**.

3 Select **On**.

4 Enter the password. You can enter up to 20 characters.

> *Note:*
> *For details on using the virtual keyboard, refer to "Using the LCD screen" on page 20.*

5 Press the ◀, ▶, ▲, or ▼ buttons to select **Done**, and then press the **OK** button.

> *Note:*
> ❏ *To turn off the Lock Settings or change the password, carry out steps 1 and 2 above, and follow the on-screen instructions.*
>
> ❏ *If you forget the password, contact Epson Support.*
>   ➡ *"Where To Get Help" on page 198*

Power Off Timer

> *Note:*
> *This function is not available for Fax model.*

You can adjust the time before Power Management is applied. Any increase will affect the printer's energy efficiency. Please consider the environment before making any change.

1 Enter ⚙ **Setup** mode.

2 Select **Printer Setup**.

3 Select **Power Off Timer**.

4 Select the time.

Paper Size Loaded

Select your paper size loaded in the rear MP tray and cassette(s).

1 Enter ⚙ **Setup** mode.

2 Select **Printer Setup**.

3 Select **Paper Size Loaded**.

4 Select paper source that you load.

5 Select paper size that you load.

Paper Size Notice

If you want to ignore a paper size error, select **Off**. When you turn this item off, the product keeps printing even if the image size exceeds the printable area for the specified paper size. This may cause smudges because of the ink that is not transferred onto the paper properly. When this item is turned on, the product stops printing if a paper size error occurs.

1 Enter ⚙ **Setup** mode.

2 Select **Printer Setup**.

3   Select **Paper Size Notice**.

4   Select **On** or **Off**.

Print Status Sheet

Prints a sheet showing the current product settings and installed options. This sheet can be useful to confirm whether options have been installed correctly.

1   Enter ⚙ **Setup** mode.

2   Select **Print Status Sheet**.

3   Press the ◈ **Start (B&W)** button to print the status sheet.

Print PS3 Status Sheet

Prints a sheet showing information about the PS3 such as the PS3 version.

1   Enter ⚙ **Setup** mode.

2   Select **Print PS3 Status Sheet**.

3   Press the ◈ **Start (B&W)** button to print the status sheet.

Setup mode menu list

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

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

Using the Control Panel

Menu	Setting Item	Description
Printer Setup	Paper Size Loaded	➡ See "Paper Size Loaded" on page 109
	Thick Paper	Turn on when printing on thick paper.
	Dry Time	Sets the dry time when 2-sided printing.
	Sound	On, Off
	Date/Time	➡ See "Setting/Changing Time and Region" on page 136
	Daylight Saving Time	-
	Country/Region	➡ See "Setting/Changing Time and Region" on page 136
	Language	-
	Paper Size Notice	➡ See "Paper Size Notice" on page 109
Network Settings	For details on the setting items, see the online Network Guide.	
Scan Settings	Email Server Settings	➡ See "Making email server settings" on page 67
	Email Server Connection Check	Check if the email server is working correctly. Run this check after making settings in Email Server Settings.
	Address Settings	**Email Address Setup**: ➡ See "Registering addresses to the contacts list" on page 68
		Group Address Setup: ➡ See "Registering addresses to the contacts list" on page 68
		Folder List Setup: ➡ See "Configuring the folder settings" on page 66
File Sharing Setup	For details on the setting items, see the online Network Guide.	

Using the Control Panel

Menu	Setting Item	Description
Fax Settings	Send Settings	**Resolution**: Select this option to change the resolution for fax data you are sending.
		Quality: Select this option to change the quality for fax data you are sending.
		Contrast: Select this option to change the contrast for fax data you are sending.
		2-Sided Faxing: Turn on when sending 2-sided originals in the ADF.
		Last Transmission Report: Indicates whether or when the product prints a report for outgoing faxes. Select **Off** to turn off report printing, select **On Error** to print reports only when an error occurs, or select **On Send** to print reports for every fax you send.
	Receive Settings	**Paper Source to Print**: ➡ See "Selecting paper source to print fax" on page 99
		Auto Reduction: Indicates whether large received faxes are reduced in size to fit on A4-size, or printed at their original size on multiple sheets.
		Fax Output: ➡ See "Changing Fax Output setting to print" on page 99
	Communication	**Dial Mode**: Indicates the type of phone system to which you have connected the product. Depending on the region, this setting may not be displayed.
		DRD: Indicates the type of answer ring pattern you want to use to receive faxes. To select an option other than **All** (or **Off**), you must set up your phone system to use different ring patterns. This option may be **On** or **Off** depending on the region.
		ECM: Indicates whether or not to use Error Correction Mode to automatically correct fax data sent/received with errors due to the line or any other problems. Color faxes cannot be sent/received when ECM is off.
		V.34: Indicates the speed at which you transmit and receive faxes. **On** is 33.6 Kbps and **Off** is 14.4 Kbps.
		Rings to Answer: Indicates the number of rings that must occur before the product automatically receives a fax. Depending on the region, this setting may not be displayed.
		Dial Tone Detection: When this is set to **On**, the product starts dialing after it detects a dial tone. It may not be able to detect a dial tone when a PBX (Private Branch Exchange) or a TA (Terminal Adapter) is connected. In that case, set to **Off**. However, doing so may drop the first digit of a fax number and send the fax to the wrong number.
		Header: ➡ See "Creating header information" on page 98
	Check Fax Connection	Checks the status of your fax connection.
Print Status Sheet	-	➡ See "Print Status Sheet" on page 110

Using the Control Panel

Menu	Setting Item	Description
Print PS3 Status Sheet	-	➡ See "Print PS3 Status Sheet" on page 110
Lock Settings	On, Off, Change Password	➡ See "Lock Settings" on page 108
Restore Default Settings	Fax Send/Receive Settings	Initializes Fax Send/Receive settings to the factory default settings.
	Fax Data Settings	Initializes Fax Data settings to the factory default settings.
	Network Settings	Initializes Network settings to the factory default settings.
	All except Network & Fax Settings	Initializes all settings except for Network & Fax settings to the factory default settings.
	All Settings	Initializes all settings to the factory default settings.

Copy Mode

Copy mode menu list

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

Menu	Setting and Options	
Paper and Copy Settings	2-Sided Copying	1>1-Sided, 1>2-Sided, 2>1-Sided, 2>2-Sided
	Collate Copying	Off, On
	Layout	With Border, 2-up Copy
	Reduce/Enlarge	Custom Size, Actual Size, Auto Fit Page, 10 x 15 cm->A4, A4->10 x 15 cm, 13 x 18->10 x 15, 10 x 15->13 x 18, A5->A4, A4->A5
	Paper Size	A4, A5, 10 x 15 cm(4 x 6 in), 13 x18 cm(5 x 7 in)
	Paper Type	Plain Paper, Matte, Prem. Glossy, Ultra Glossy, Glossy, Photo Paper
	Quality	Standard Quality, Best
	Document Orientation	Portrait, Landscape
	Binding Direction	Left, Top
	Binding Margin	Left, Top
Maintenance	Nozzle Check	
	Head Cleaning	
	Head Alignment	

Menu	Setting and Options
Problem Solver	

Scan Mode

Scan mode menu list

> *Note:*
> *Depending on the model, some functions may not be available.*

Menu	Setting and Options		
Scan to USB Device	➡ See "Scan settings" on page 116		
Scan to Network Folder/ FTP > ▶	Save to	Communication Mode	Select **Network Folder (SMB)** or **FTP**.
		Save to	Enter a path to the folder in which scanned images are saved. You can use an IP address or a host name to specify the PC. To use a host name, you need to make DNS server settings in advance.
		User Name	Enter a user account name to allow the user to access the folder specified in Save to.
		Password	Enter a password for the user specified in User Name.
		Connection Mode	Select FTP session mode when FTP is selected as the Communication Mode.
		Port Number	Enter a port number when FTP is selected as the Communication Mode.
		Profile Name*	Enter the name you want to display on the folder list when you making folder settings from Folder List Setup
		Folder List Setup*	➡ See "Configuring the folder settings" on page 66

Using the Control Panel

Menu	Setting and Options		
Scan to Network Folder/ FTP > ⁄≡	Scan Settings	➡ See "Scan settings" on page 116	
	File Settings	Filename Prefix	Enter a name for the scanned image file. The file's serial number and page number (for TIFF and JPEG files only) are automatically inserted after the name you specified.
	Scan to Folder/FTP Report	Scan to Folder List	Print a list of the folders you added to the Folder List.
		Scan to Folder Log	Print a log of the last 30 scan to folder jobs.
Scan to Email > ▶	Subject	Enter a subject line for the email used to send the scanned image.	
	AddressXX	Enter email addresses to which to send the scanned image file.	
	Contacts	Email Address Setup*	Store email addresses to use with the Scan to Email function.
		Group Address Setup*	Configure groups of email addresses to use with the Scan to Email function.
Scan to Email > ⁄≡	Scan Settings*	➡ See "Scan settings" on page 116	
	File Settings*	Filename Prefix	Enter a name for the scanned image file. For TIFF and JPEG files, a page number is automatically inserted after the name you specified.
	Email Report	Email Address List	Print a list of addresses that you registered in the contacts list.
		Email Log	Print a log of the last 60 scan to email jobs.
Scan to PC	Scan Settings	2-Sided Scanning	Select On to scan both sides of your document(s).
Scan to PC (PDF)			
Scan to PC (Email)			
Scan to PC (WSD)	Available for computers running English versions of Windows 7 or Vista.		

* You can also configure these settings on a computer connected to the product using Epson softwares (Epson WebConfig or Epson NetConfig). To access Epson WebConfig, see the Network Guide. You can download the latest versions of Epson NetConfig from the Epson website.

➡ "Where To Get Help" on page 198

Using the Control Panel

Scan settings

Menu	Setting item	Description
Format	JPEG, PDF, TIFF	Select the file save format. If you select TIFF when using the Scan to Email function, color scanning is disabled and your document is scanned in monochrome. This is because color TIFF files are normally too big to attach to an email. If you select TIFF when using the Scan to Network Folder/FTP function, color scanning is available but make sure you check the file size as it may be much larger than for files saved in other formats.
2-Sided Scanning	Off, On	Select On to scan both sides of your document(s).
Scan Area	A4, Auto Cropping, Max Area	If the edges of scanned images are faint or cropped, select Max Area.
Document	Text, Photograph	Select your document type.
Resolution	200dpi, 300dpi, 600dpi	Select scanning resolution.
Contrast	-4 to +4	Adjust the contrast of scanned image.
Document Orientation	Portrait, Landscape	-
Binding Direction	Left, Top	Select which edge of the document will be bound.
Attached File Max Size	1MB, 2MB, 5MB, 10MB, 20MB, 30MB	Available only for the Scan to Email function. Specify the maximum size for scanned images that can be attached to an email.

Fax Mode

Fax mode menu list

> **Note:**
> ❏ *These functions are only available for Fax capable models.*
> ❏ *Depending on the model, some functions may not be available.*

Menu	Setting item	Description
Send Settings	Resolution	Select this option to change the resolution for fax data you are sending.
	Quality	Select this option to change the quality for fax data you are sending.
	Contrast	Select this option to change the contrast for fax data you are sending.
	2-Sided Faxing	Turn on when sending 2-sided originals in the ADF.

Menu	Setting item	Description
Speed Dial Setup	Create	➡ See "Setting up speed dial entries" on page 96
	Edit	
	Delete	
Group Dial Setup	Create	➡ See "Setting up group dial entries" on page 97
	Edit	
	Delete	
Send Fax Later	-	➡ See "Sending a fax at a specified time" on page 102
Broadcast Fax	-	➡ See "Sending faxes by broadcasting" on page 101
Polling	-	➡ See "Receive a fax by polling" on page 105
Fax Report	Fax Log	Prints or displays the communication log.
	Last Transmission	Prints a communication-in log for the previous transmission or the previous polling results received.
	Speed Dial List	Prints the speed dial list.
	Group Dial List	Prints the group dial list.
	Reprint Faxes	Reprints from the latest fax received. When the memory is full, the oldest faxes are erased first.
	Protocol Trace	Prints the protocol for the latest communication.
Maintenance	Nozzle Check	
	Head Cleaning	
	Head Alignment	
Problem Solver		

Error Messages

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

Error Messages	Solutions
Paper out or Paper jam	➡ See "The Paper Jams" on page 150
No paper source matches paper size setting. Load XXX paper in YYY. Press ◇ or ◈.	➡ See "Loading Paper" on page 24
No paper source matches paper size setting. Load appropriate paper in YYY. Press ◇ or ◈.	

Error Messages	Solutions
A printer error has occurred. 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.
Printer error. Turn power off and then on again. For details, see your documentation.	
Communication error. Connect computer.	Make sure the computer is connected correctly. If the error messages still appears, make sure that scanning software is installed on your computer and that the software settings are correct.
Communication error. Make sure the computer is connected, then try again.	
Maintenance box is nearing end of its service life.	Replace maintenance box before the end of its service life. ➡ See "Replacing a maintenance box" on page 128 When the maintenance box is full, the printer stops and you need to replace the maintenance box to continue printing.
Maintenance Box is at the end of its service life. You need to replace it.	Replace maintenance box. ➡ See "Replacing a maintenance box" on page 128
Cannot recognize USB device.	Make sure USB device has been inserted correctly.
Cannot recognize the device.	Make sure the storage disk has been inserted correctly.
Cannot recognize the device. Make sure the connected device is capable of storage.	
No dial tone detected. Try Check Fax Connection.	Make sure the phone cable is connected correctly and the phone line works. ➡ See "Connecting to a Phone Line" on page 92 If you connected the product to a PBX (Private Branch Exchange) phone line or Terminal Adapter, turn off the **Dial Tone Detection**. ➡ See "Setup mode menu list" on page 110 (**Fax Settings** > **Communication** > **Dial Tone Detection**)
The combination of IP address and subnet mask is invalid. See your documentation.	Refer the online Network Guide.
Recovery Mode	The firmware update has failed. You will need to re-attempt the firmware update. Ready a USB cable and visit your local Epson website for further instructions.
One side will be printed. You can only use XXX size plain paper for 2-sided print.	Press the ♥ button to cancel printing, or press the ◊ **Start (B&W)** button to print one side using the currently loaded paper. For 2-sided printing, cancel printing, load a paper size that supports 2-sided printing, and then reprint the data.
Can not print because memory is full.	Not enough memory in the printer to complete the current print job. Press the ◊ **Start (B&W)** button to cancel the current job.
Data error. Document was not printed.	Cannot print as there is a problem with the print data, such as the inclusion of compressed data. Check the print data.

Using the Control Panel

Error Messages	Solutions
Memory is full. Only one copy of documents was printed.	Not enough memory in the printer to print the documents at the specified number of copies. The printer automatically prints only one copy of the documents so that it can continue printing. To print multiple copies of the documents, try simplifying the page by reducing the number of graphics or reducing the number and type of fonts.
Memory is full. Data was printed with low resolution.	Not enough memory in the printer to print the page at the specified print quality. The printer automatically lowers the print quality so that it can continue printing. If the quality of the printout is not acceptable, try simplifying the page by reducing the number of graphics or reducing the number and type of fonts.
DNS error while connecting to POP3 server.	Check the product's DNS settings from the control panel, and check the DNS settings for the server, the computer, or the access point. To check the settings from the control panel, select **Setup** > **Network Settings** > **General Network Setup**.
DNS error while connecting to SMTP server.	
Operation canceled. DNS error. Check DNS setting.	
SMTP server authentication error.	Check the product's Email Server Settings from the control panel and make sure each setting is configured correctly. ➡ **Setup** > **Scan Settings** > **Email Server Settings**
POP3 server authentication error.	
Operation canceled.f Authentication error. Check printer server settings.	When you are using the Scan to Network Folder/FTP function, check that the entered folder path, the user name, and the password are correct on the computer and the product's control panel. Press ▶ on the Scan to Network Folder/FTP top screen, and then select **Save to**.
SMTP server communication error.	Make sure the product is connected to the network. For details, see the Network Guide.
POP3 server communication error.	When you are using the Scan to Network Folder/FTP function, check that the entered folder path, the user name, and the password are correct on the computer and the product's control panel. Press ▶ on the Scan to Network Folder/FTP top screen, and then select **Save to**.
Communication error. Operation canceled.	Check the product's Email Server Settings from the control panel and make sure each setting is configured correctly. ➡ **Setup** > **Scan Settings** > **Email Server Settings**

Installing Option

250-Sheet Paper Cassette Unit

Installing the paper cassette unit

Follow the steps below to install the paper cassette unit.

1 Turn the product off and unplug the power cord and all the interface cables.
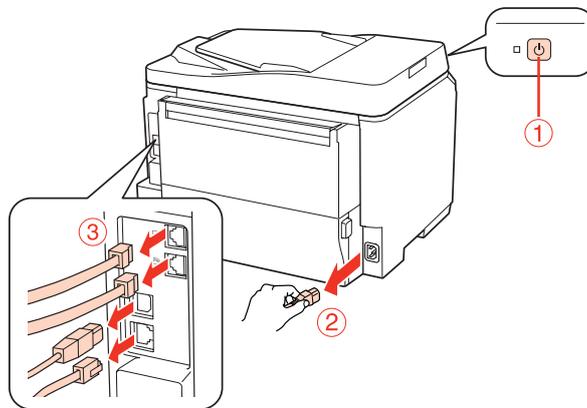
> ⚠ *Caution:*
> *Make sure to unplug the power cord from the product to prevent getting an electric shock.*

2 Carefully remove the paper cassette unit from its carton and place it where you intend to set up the product.

> *Note:*
> ❏ *Remove the protective materials from the unit.*
> ❏ *Keep all protective materials in case you want to ship the optional paper cassette unit in the future.*

3 Carefully, grasp the product at the position indicated below and lift it carefully.
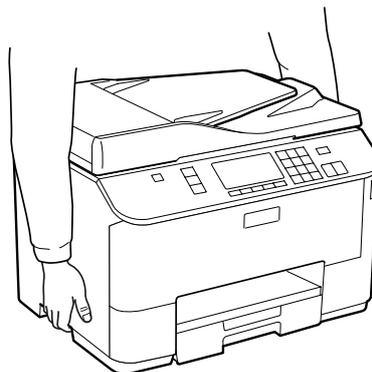
4   Align the corners of the product and the unit, then lower the product gently onto the unit so that the connector and two pins on the top of the unit fit into the terminal and the holes on the bottom of the product respectively.
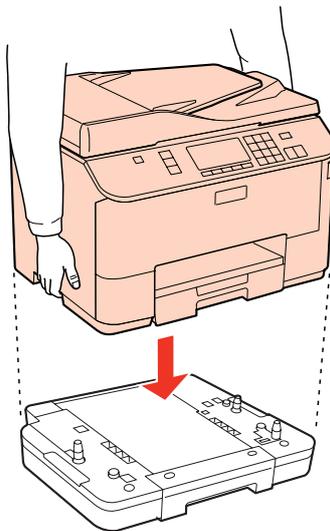
5   Reconnect all the interface cables and the power cord.

6   Plug the product's power cord into an electrical outlet.

7   Turn on the product.

To confirm that the option is installed correctly, print a Status Sheet.

➡

Uninstalling the cassette unit

Perform the installation procedure in reverse.

Replacing Consumables

Ink Cartridges

Checking the ink cartridge status

For Windows

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

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

❏ Open the printer driver, click the **Main** tab, and then click the **Ink Levels** button.

❏ Double-click the printer shortcut icon on your Windows taskbar. To add a shortcut icon to the taskbar, see the following section:

❏ Open the printer driver, click the **Maintenance** tab, then click the **EPSON Status Monitor 3** button. A graphic displays the ink cartridge status.
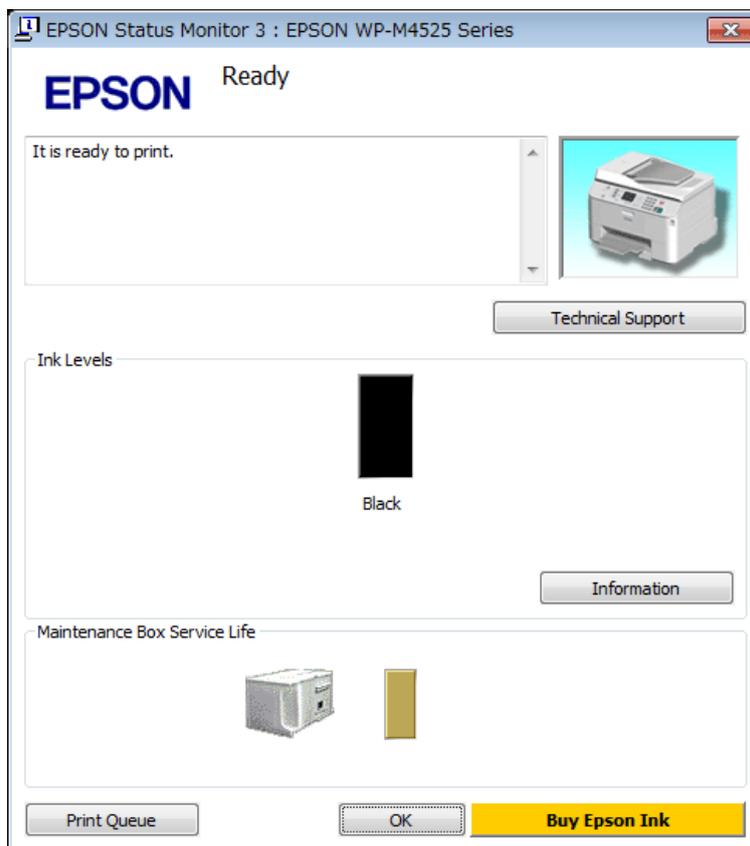
Note:
❏ *If EPSON Status Monitor 3 does not appear, access the printer driver and click the **Maintenance** tab and then the **Extended Settings** button. In the Extended Settings window, check the **Enable EPSON Status Monitor 3** check box.*

❏ *Depending on current settings, the simplified status monitor may be displayed. Click the **Details** button to display the window above.*

❏ *The ink levels displayed are an approximate indication.*

For Mac OS X

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

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

[1] Access the Epson Printer Utility 4 dialog.

➡

2	Click the **EPSON Status Monitor** button. The EPSON Status Monitor appears.
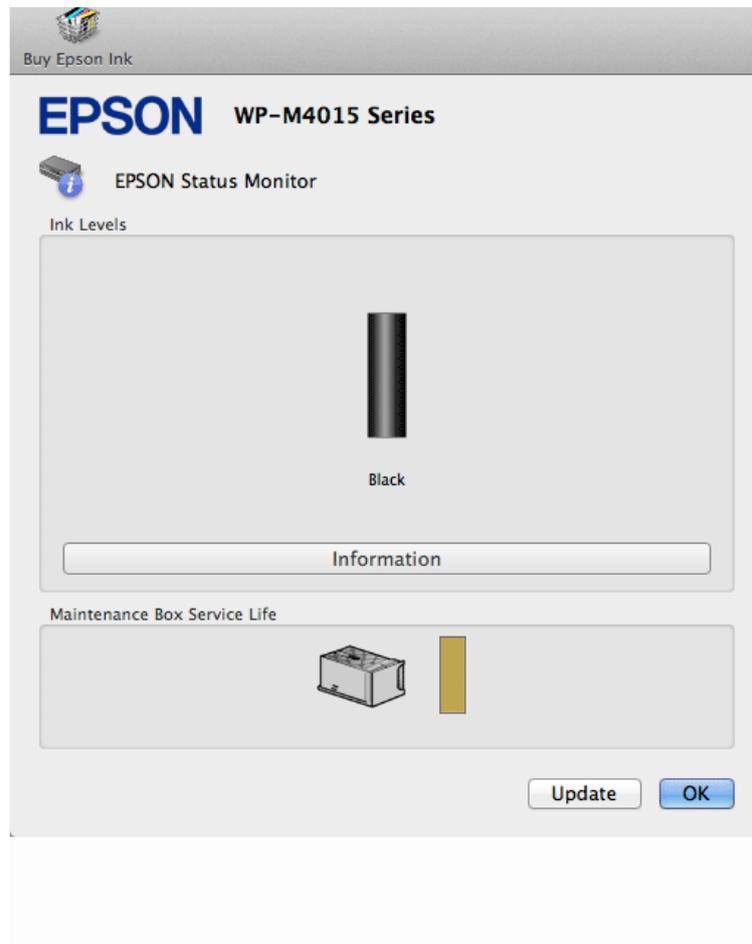
Note:

❏ *The graphic displays the ink cartridge status when EPSON Status Monitor was first opened. To update the ink cartridge status, click* **Update***.*

❏ *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.*

❏ *The ink levels displayed are an approximate indication.*

Using the control panel

1	Enter ⚙ **Setup** mode.

2	Select **Ink Level**.

Note:
The ink levels displayed are an approximate indication.

Precautions on ink cartridge replacement

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

❏ We recommend storing ink cartridges at normal room temperature, and to use them by the expiry date printed on the cartridge packaging.

❏ For the best printing results, use up the ink cartridge within six months of installation.

❏ If you move ink cartridges from a cold place to a warm place, leave it at room temperature for more than four hours before using the ink cartridge.

❏ Although the ink cartridges may contain recycled materials, this does not effect printer function or performance.

❏ Do not drop or knock it against hard objects; otherwise, the ink may leak.

❏ This printer uses ink cartridges equipped with an IC chip that monitors the amount of ink used by each cartridge. Cartridges are usable even if they are removed and reinserted.

❏ If you need to remove an ink cartridge temporarily, be sure to protect the ink supply area from dirt and dust. Store the ink cartridge in the same environment as the printer.

❏ Never turn off the printer during initial ink charging. The ink may fail to filled up and the printer may become unavailable to print.

❏ The valve in the ink supply port is designed to contain any excess ink that may be released. However, careful handling is recommended. Do not touch the supply port of the ink cartridge or its surrounding area.

❏ For maximum ink efficiency, only remove an ink cartridge when you are ready to replace it. Ink cartridges with low ink status may not be used when reinserted.

❏ 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.

❏ Keep ink cartridges out of the reach of children. Do not allow children to drink from or handle the cartridges.

❏ Be careful when you handle used ink cartridges, as there may be some ink around the ink supply port. If ink gets on your skin, wash the area thoroughly with soap and water. If ink gets into your eyes, flush them immediately with water. If discomfort or vision problems continue after a thorough flushing, see a doctor immediately.

❏ 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.

❏ Leave the old cartridge installed in the printer until you have obtained a replacement; otherwise, ink remaining in the print head nozzles may dry out.

❏ Never turn off the printer while replacing the ink cartridge. Doing so may damage the IC chip on the ink cartridge and the printer may not print properly.

❏ To ensure you receive premium print quality and to help protect your print head, a variable ink safety reserve remains in the cartridge when your printer indicates to replace the cartridge. The yields quoted for you do not include this reserve.

Replacing an ink cartridge

When the ink cartridge becomes low or expended, a message appears on your computer or the control panel.

A Open the front cover.

B Push the ink cartridge and pull it out of the printer. Dispose of the used cartridge properly. Do not take the used cartridge apart or try to refill it.
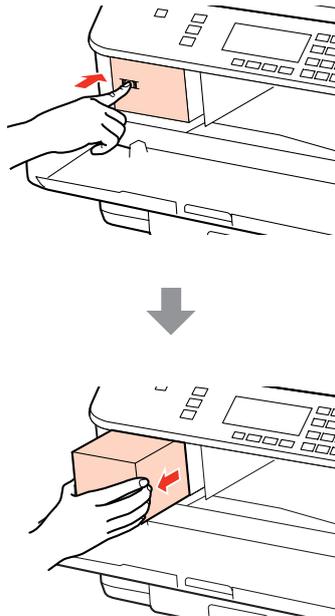
> **Note:**
> *Removed ink cartridges may have ink around the ink supply port, so be careful not to get any ink on the surrounding area when removing the cartridges.*

C Remove the replacement ink cartridge from its package. Do not touch the green chip on the side of the cartridge. Doing so may prevent normal operation and printing.
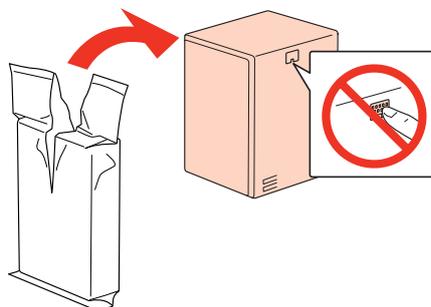
> **Note:**
> *Do not shake used ink cartridges, as they may leak.*

4 Shake the ink cartridge for 5 seconds 15 times horizontally in approximately 5 cm movements as shown in the following illustration.

0:00'05"
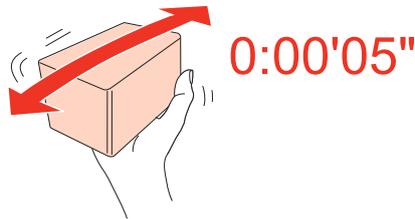
5 Place the ink cartridge into the cartridge holder. Push the cartridge until it clicks into place, and then close the front cover.
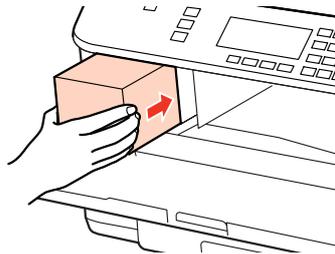
> *Note:*
> *The power light continues to flash while the printer is charging ink. Do not turn off the printer during ink charging. If the ink charging is incomplete, you may not be able to print.*

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

Maintenance Box

Checking the maintenance box status

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

➡

Handling precautions

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

❏ Epson recommends the use of a genuine Epson maintenance box. The use of a non-genuine maintenance box may cause damage that is not covered by Epson's warranties, and under certain circumstances, may cause erratic printer behavior. Epson cannot guarantee the quality or reliability of a non-genuine maintenance box.

❏ Do not dismantle the maintenance box.

❏ Do not touch the green IC chip on the side of the maintenance box.

❏ Keep out of reach of children, and do not drink the ink.

❏ Do not tilt the used maintenance box until it is placed in the plastic bag provided.

❏ Do not reuse a maintenance box which has been removed and left detached for a long period.

❏ Keep the maintenance box away from direct sunlight.

Replacing a maintenance box

To replace the maintenance box, follow the steps below.

A Confirm that the product is not draining the ink.

B Remove the replacement maintenance box from the package.

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

C Push the buttons on either side of the rear unit at the same time, and then pull the unit out.

D Put your hand on the handle of the maintenance box, and then pull the box outward.
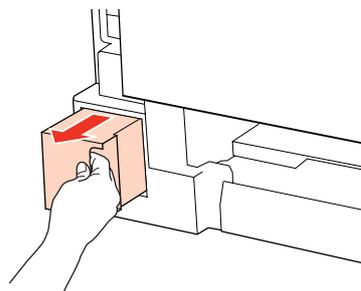
> *Note:*
> *If ink gets on your hands, wash them thoroughly with soap and water. If ink gets into your eyes, flush them immediately with water.*

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

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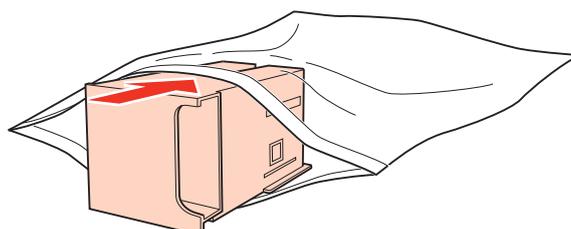
Replacing Consumables

6 Insert the maintenance box into place as far as it will go.
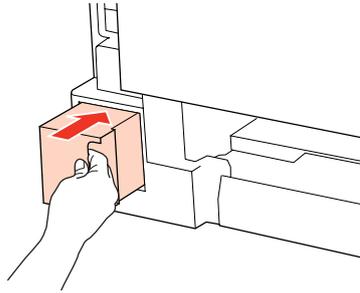
7 Push the button on either side of the rear unit at the same time, and then reattach the unit.

8 Press **OK**.

Maintenance box replacement is complete.

Maintaining Your Printer and Software

Checking the Print Head Nozzles

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

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

Using the Nozzle Check utility for Windows

Follow the steps below to use the Nozzle Check utility.

1   Make sure that no warnings or errors are displayed on the LCD screen.

2   Make sure that A4-size paper is loaded in the rear MP tray or the paper cassette.

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

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

     ➡ "From the shortcut icon on the taskbar" on page 36

4   Follow the on-screen instructions.

Using the Nozzle Check utility for Mac OS X

Follow the steps below to use the Nozzle Check utility.

1   Make sure that no warnings or errors are displayed on the LCD screen.

2   Make sure that A4-size paper is loaded in the rear MP tray or the paper cassette.

3   Access the Epson Printer Utility 4 dialog.

     ➡ "Accessing the printer driver for Mac OS X" on page 36

4   Click the **Nozzle Check** button.

5   Follow the on-screen instructions.

Using the control panel

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

Use the ◀, ▶, ▲, or ▼ buttons to change the LCD screen view to find the menu, setting item, or option you want to enter.

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

2 Press ⌘ **Setup**.

3 Select **Maintenance**.

4 Select **Nozzle Check**.

5 Press the ◇ **Start (B&W)** button to print the nozzle check pattern.

6 Select **Finish Nozzle Check**.

Below are two sample nozzle check patterns.

Compare the quality of the printed check page with the sample shown below. If there are no print quality problems, such as gaps or missing segments in the test lines, the print head is fine.
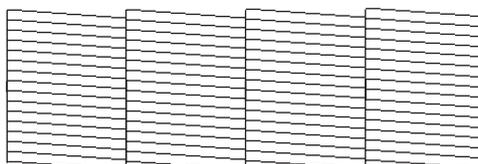
If any segment of the printed lines is missing, as shown below, this could mean a clogged ink nozzle or a misaligned print head.

➡ "Cleaning the Print Head" on page 131
➡ "Aligning the Print Head" on page 134

Cleaning the Print Head

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

Maintaining Your Printer and Software

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

> *Note:*
> ❏ *Because print head cleaning uses some ink from the cartridge, clean the print head only if quality declines; for example, if the printout is blurry or the color is incorrect or missing.*
>
> ❏ *When ink is low you may not be able to clean the print head. When ink is expended you cannot clean the print head. Replace the appropriate ink cartridge first.*

Using the Head Cleaning utility for Windows

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

1 Make sure that no warnings or errors are displayed on the LCD screen.

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

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

3 Follow the on-screen instructions.

> ⚠ *Caution:*
> *Do not open the front cover or turn off the printer during head cleaning.*

> *Note:*
> *To maintain print quality, we recommend printing a few pages on a regular basis.*

> *Note only for printers with fax function:*
> *If print quality has not improved after repeating this procedure about four times, leave the printer on and wait for at least six hours. Then run the nozzle check again and repeat the head cleaning if necessary. If print quality has still not improved, contact Epson support.*

> *Note only for printers without fax function:*
> *If print quality has not improved after repeating this procedure about four times, turn the printer off and wait for at least six hours. Then run the nozzle check again and repeat the head cleaning if necessary. If print quality has still not improved, contact Epson support.*

Using the Head Cleaning utility for Mac OS X

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

1 Make sure that no warnings or errors are displayed on the LCD screen.

| 2 | Access the Epson Printer Utility 4. |

➡ "Accessing the printer driver for Mac OS X" on page 36

| 3 | Click the **Head Cleaning** button. |

| 4 | Follow the on-screen instructions. |

> ⚠ **Caution:**
> Do not open the front cover or turn off the printer during head cleaning.

> **Note:**
> To maintain print quality, we recommend printing a few pages on a regular basis.

> **Note only for printers with fax function:**
> If print quality has not improved after repeating this procedure about four times, leave the printer on and wait for at least six hours. Then run the nozzle check again and repeat the head cleaning if necessary. If print quality has still not improved, contact Epson support.

> **Note only for printers without fax function:**
> If print quality has not improved after repeating this procedure about four times, turn the printer off and wait for at least six hours. Then run the nozzle check again and repeat the head cleaning if necessary. If print quality has still not improved, contact Epson support.

Using the control panel

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

Use the ◄, ►, ▲, or ▼ buttons to change the LCD screen view to find the menu, setting item, or option you want to enter.

| 1 | Press ⚙ **Setup**. |

| 2 | Select **Maintenance**. |

| 3 | Select **Head Cleaning**. |

| 4 | Press **OK**. |

| 5 | Select an item and press the ◇ **Start** button if necessary. |

| 6 | Select **Finish Cleaning** or **Finish Head Cleaning**. |

Maintaining Your Printer and Software

Note:
To maintain print quality, we recommend printing a few pages on a regular basis.

Note only for printers with fax function:
If print quality has not improved after repeating this procedure about four times, leave the printer on and wait for at least six hours. Then run the nozzle check again and repeat the head cleaning if necessary. If print quality has still not improved, contact Epson support.

Note only for printers without fax function:
If print quality has not improved after repeating this procedure about four times, turn the printer off and wait for at least six hours. Then run the nozzle check again and repeat the head cleaning if necessary. If print quality has still not improved, contact Epson support.


Aligning the Print Head

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

Refer to the appropriate section below.

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

Using the Print Head Alignment utility for Windows

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

|1| Make sure that no warnings or errors are displayed on the LCD screen.

|2| Make sure A4-size paper is loaded in paper cassette 1.

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

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

➡

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

Using the Print Head Alignment utility for Mac OS X

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

Maintaining Your Printer and Software

A Make sure that no warnings or errors are displayed on the LCD screen.

B Make sure A4-size paper is loaded in paper cassette 1.

C Access the Epson Printer Utility 4 dialog.

➡ "Accessing the printer driver for Mac OS X" on page 36

D Click the **Print Head Alignment** button.

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

Using the control panel

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

Use the ◀, ▶, ▲, or ▼ buttons to change the LCD screen view to find the menu, setting item, or option you want to enter.

A Make sure that A4-size paper is loaded in paper cassette 1.

B Press 11 **Setup**.

C Select **Maintenance**.

D Select **Head Alignment**.

E Press the ◇ **Start (B&W)** button to print the patterns.

F Select the most solid pattern.

G Enter the pattern number for #1.

H Repeat step 7 for all patterns.

9   Finish aligning the print head.

Setting/Changing Time and Region

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

Use the ◄, ►, ▲, or ▼ buttons to change the LCD screen view to find the menu, setting item, or option you want to enter.

1   Press ⅍ **Setup**.

2   Select **Printer Setup**.

3   Select **Date/Time**.

4   Select the date format.

5   Set the date.

6   Select the time format.

7   Set the time.

> **Note:**
> *To select daylight saving time, set* **Daylight Saving Time** *to* **On**.
> ➡ "Setup mode menu list" on page 110

8   Select **Country/Region**.

9   Select the region.

10   Select **Yes**.

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

Making Printer Settings

If you have installed the printer driver, you can make various printer settings from your computer using the setting utility.

> *Note:*
> *For PS3/PCL models, you need to download the software from the Epson's website.*

Power Off Timer Setting

> *Note:*
> ❏ *This option is only available for printers without a fax.*
> ❏ *This setting can also be made using the printer's control panel.*
> ➡ *"Power Off Timer" on page 109*

The printer turns off automatically if no operations are performed for the selected period after it enters sleep mode.

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

Follow the steps below to adjust the time.

For Windows

1 **Windows 7**: Click the start button, select **Devices and Printers**, and then right-click the printer and select **Printer properties**.

Windows Vista and Server 2008: Click the start button, select **Control Panel**, and then select **Printer** from the **Hardware and Sound** category. Then right-click the printer and select **Properties**.

Windows XP and Server 2003: Click **Start**, **Control Panel**, and then **Printers and Faxes**. Then right-click the printer and select **Properties**.

2 Click the **Optional Settings** tab, and then click the **Printer Settings** button.

3 Select **Off**, **2h**, **4h**, **8h**, or **12h** as the Power Off Timer setting.

4 Click the **Apply** button.

For Mac OS X

1 Access the Epson Printer Utility 4 dialog box.
➡ *"Accessing the printer driver for Mac OS X" on page 36*

2 Click the **Printer Settings** button. The Printer Settings screen appears.

3 Select **Off**, **2h**, **4h**, **8h**, or **12h** as the Power Off Timer setting.

4 Click the **Apply** button.

Paper Size Loaded Setting

> *Note:*
> *This setting can also be made using the printer's control panel*
> ➡ *"Paper Size Loaded" on page 109*

Follow the steps below to define which paper size should be loaded in the rear MP tray and cassette(s).

Once this setting is made, you do not have to select the paper source every time you print.

For Windows

1 **Windows 7**: Click the start button, select **Devices and Printers**, and then right-click the printer and select **Printer properties**.

Windows Vista and Server 2008: Click the start button, select **Control Panel**, and then select **Printer** from the **Hardware and Sound** category. Then right-click the printer and select **Properties**.

Windows XP and Server 2003: Click **Start**, **Control Panel**, then **Printers and Faxes**. Then right-click the printer and select **Properties**.

2 Click the **Optional Settings** tab and click the **Printer Settings** button.

3 Select the paper size for each paper source as the Paper Size Loaded.

4 Click the **Apply** button.

For Mac OS X

1 Access the Epson Printer Utility 4 dialog box.
➡ *"Accessing the printer driver for Mac OS X" on page 36*

2 Click the **Printer Settings** button. The Printer Settings screen appears.

3 Select the paper size for each paper source as the Paper Size Loaded.

4 Press the **Apply** button.

Cleaning the Printer

Cleaning the exterior of the printer

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

> ⚠ *Caution:*
> *Never use alcohol or thinner to clean the printer. These chemicals can damage the printer.*

❏ Use a soft, dry, clean cloth to clean the LCD screen/touch panel. Do not use liquid or chemical cleaners.

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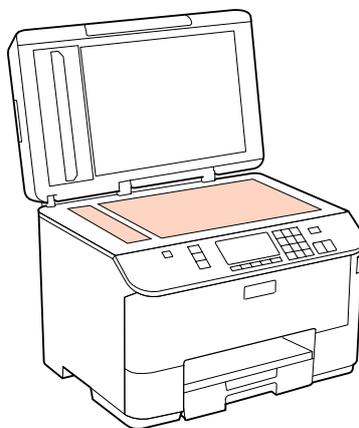
❏ If the glass surface is stained with grease or some other hard-to-remove material, use a small amount of glass cleaner and a soft cloth to remove it. Wipe off all remaining liquid.

❏ Open the ADF cover and use a soft, dry, clean cloth to clean the roller and the interior of the ADF (only for printers with ADF function).
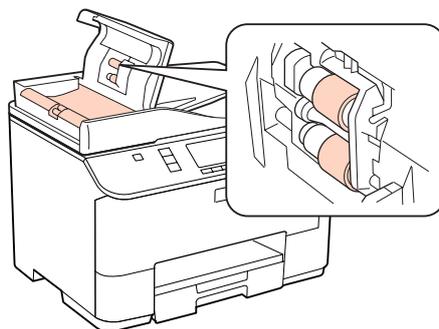
❏ Do not press the surface of the document glass with any force.

❏ Be careful not to scratch or damage the surface of the document glass, and do not use a hard or abrasive brush to clean it. A damaged glass surface can decrease the scan quality.

> *Note only for printers without fax function:*
> *Close the rear MP tray and the output tray when you are not using the printer to protect the printer from dust.*

Cleaning the interior of the printer

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

> ⚠️ *Warning:*
> *Be careful not to touch the parts inside the printer.*

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

1 Make sure that no warnings or errors are displayed on the LCD screen.

2 Load several sheets of A4-size plain paper.

3 Press ❧ **Copy**.

4 Press the ◇ **Start (B&W)** button to make a copy without placing a document on the document glass.

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

Transporting the Printer

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

> ⚠️ *Caution:*
> ❏ *When storing or transporting the printer, avoid tilting it, placing it vertically, or turning it upside down; otherwise ink may leak.*
> ❏ *Leave the ink cartridges installed. Removing the cartridges can dry out the print head and may prevent the printer from printing.*

1 Make sure the printer is off.

2 Unplug the power cord from the outlet, then disconnect the USB cable from your computer. Disconnect all other cables from the printer.

3 Remove all paper from the rear MP tray.

D Flip back the feeder guard, and then close the paper support and the output tray.
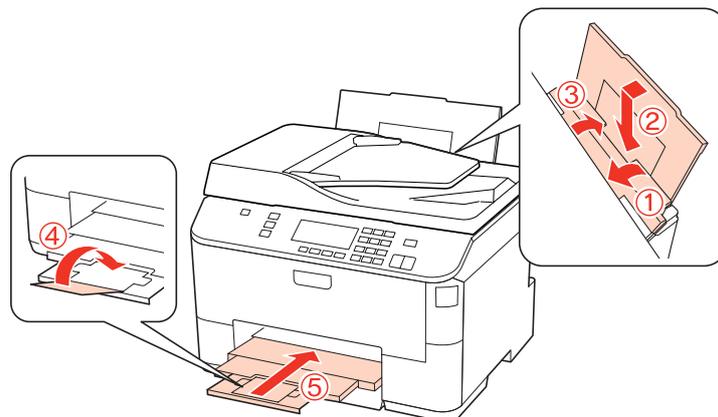
E Remove all paper from the paper cassette and re-insert the cassette into the printer.

F Repack the printer in its box, using the protective materials that came with it.

> *Note:*
> ❏ *Keep the printer level during transport.*
>
> ❏ *Be sure to remove the protective materials from the printer before using it again.*

Checking and Installing Your Software

Checking the software installed on your computer

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

❏ Epson Driver and Utilities

❏ Epson Event Manager

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

For Windows

A **Windows 7, Vista, and Server 2008:** Click the start button and select **Control Panel**.

Windows XP and Server 2003: Click **Start** and select **Control Panel**.

B **Windows 7, Vista, and Server 2008:** Click **Uninstall a program** from the Programs category.

Windows XP: Double-click the **Add or Remove Programs** icon.

Windows Server 2003: Click the **Add or Remove Programs** icon.

3 Check the list of currently installed programs.

For Mac OS X

1 Double-click **Macintosh HD**.

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

> *Note:*
> ❏ *The Applications folder contains software provided by third parties.*
>
> ❏ *To check that the printer driver is installed, click **System Preferences** on the Apple menu and then click **Print & Fax**. Then locate your product in the Printers list box.*

Installing the software

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

Uninstalling Your Software

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

For Windows

> *Note:*
> ❏ *For Windows 7, Vista, and Server 2008, you need an administrator account and password if you log on as a standard user.*
>
> ❏ *For Windows XP and Server 2003, you must log on to a Computer Administrator account.*

1 Turn off the product.

2 Disconnect the product's interface cable from your computer.

3 Do one of the following.

Windows 7, Vista, and Server 2008: Click the start button and select **Control Panel**.

Windows XP and Server 2003: Click **Start** and select **Control Panel**.

4 Do one of the following.

Windows 7, Vista, and Server 2008: Click **Uninstall a program** from the Programs category.

Windows XP: Double-click the **Add or Remove Programs** icon.

Windows Server 2003: Click the **Add or Remove Programs** icon.

E Select the software you want to uninstall such as your product's driver and the application from the list displayed.

F Do one of the following.

Windows 7 and Server 2008: Click **Uninstall/Change** or **Uninstall**.

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

Windows XP and Server 2003: Click **Change/Remove** or **Remove**.

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

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

H Follow the on-screen instructions.

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

For Mac OS X

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

A Quit all running applications.

B Double-click the **Uninstall Center** icon in the Epson folder in your Mac OS X hard drive.

C Select the check boxes for the software you want to uninstall, such as your product's driver and the application, from the list displayed.

D Click **Uninstall**.

Maintaining Your Printer and Software

| 5 | Follow the on-screen instructions. |

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

> *Note:*
> *If you uninstall the printer driver and the name of your product remains in the Print & Fax window, select the name of your product and click the - **remove** button.*

Troubleshooting for Printing

Diagnosing the Problem

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

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

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

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

➡ "Canceling Printing" on page 40

Status monitor

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

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

> *Note for Windows users:*
> *If EPSON Status Monitor 3 does not appear, access the printer driver and click the **Maintenance** tab and then the **Extended Settings** button. In the Extended Settings window, check the **Enable EPSON Status Monitor 3** check box.*

To confirm the status of each ink cartridge, see one of the following sections:
➡ "Using EPSON Status Monitor 3" on page 146 (Windows)
➡ "Using EPSON Status Monitor" on page 148 (Mac OS X)

Running a printer operation check

If you are unable to determine the source of the problem, run a printer operation check to help you determine whether the problem comes from the printer or your computer.

To run a printer operation check, follow these steps.

Use the ◀, ▶, ▲, or ▼ buttons to change the LCD screen view to find the menu, setting item, or option you want to enter.

1 Make sure the printer is turned off.

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

3 Press the ⏻ button to turn on the printer.

4 Press 🔧 **Setup**.

5 Select **Maintenance**.

6 Select **Nozzle Check**.

7 Press the ◇ **Start (B&W)** button to start the ink nozzle check.

A test page prints showing a nozzle check pattern. If the pattern has gaps, you need to clean the print head.

➡ "Cleaning the Print Head" on page 131

❏ If the test page prints, the problem probably lies in your software settings, the cable, or your computer. It is also possible that your software may not be installed correctly. Try uninstalling your software and reinstalling it.
➡ "Uninstalling Your Software" on page 142

❏ If the test page does not print, you may have a problem with your printer. Try the suggestions in the following section.
➡ "The Printer Does Not Print" on page 163

Checking Printer Status

For Windows

Using EPSON Status Monitor 3

EPSON Status Monitor 3 displays detailed information on the printer status.

There are two ways to access EPSON Status Monitor 3:

❏ Double-click the printer shortcut icon on your Windows taskbar. To add a shortcut icon to the taskbar, see the following section:
➡ "From the shortcut icon on the taskbar" on page 36

❏ Open the printer driver, click the **Maintenance** tab, then click the **EPSON Status Monitor 3** button.

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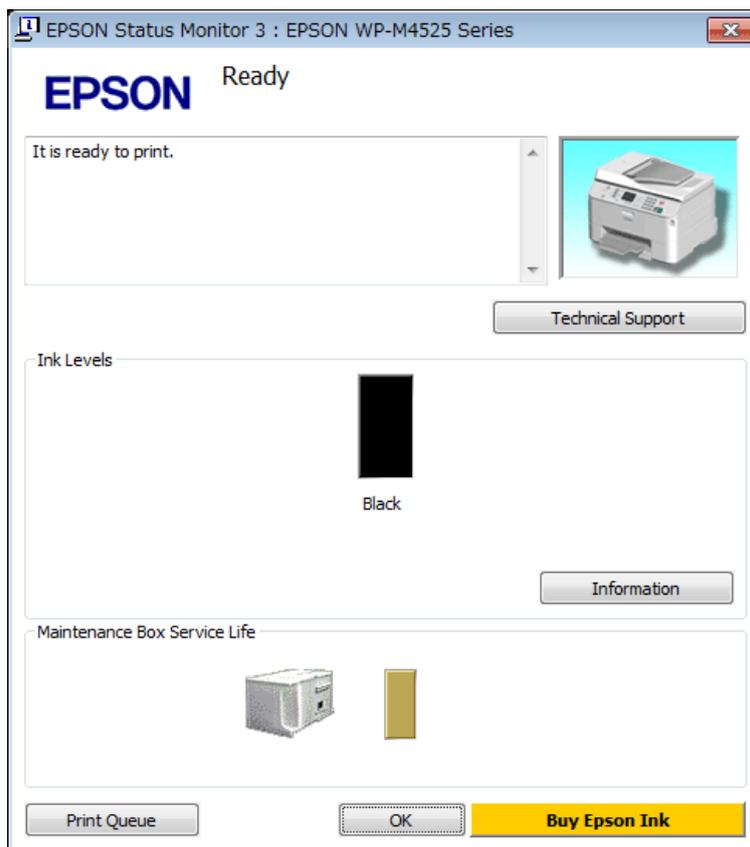
> *Note:*
> ❏ *If EPSON Status Monitor 3 does not appear, access the printer driver and click the **Maintenance** tab and then the **Extended Settings** button. In the Extended Settings window, check the **Enable EPSON Status Monitor 3** check box.*
> ❏ *Depending on current settings, the simplified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

EPSON Status Monitor 3 provides the following information:

❏ **Current Status:**
If the ink is low/expended or the maintenance box is nearly full/full, the **How to** button appears in the EPSON Status Monitor 3 window. Clicking **How to** displays ink cartridge or maintenance box replacement instructions.

❏ **Ink Levels:**
EPSON Status Monitor 3 provides a graphic display of the ink cartridge status.

❏ **Information:**
You can view information about the installed ink cartridges by clicking **Information**.

❏ **Maintenance Box Service Life**:
EPSON Status Monitor 3 provides a graphic display of the maintenance box status.

❏ **Technical Support:**
You can access the online User's Guide from EPSON Status Monitor 3. If you encounter a problem, click **Technical Support** in the EPSON Status Monitor 3 window.

❑ **Print Queue:**
   You can view Windows Spooler by clicking **Print Queue**.

If a problem occurs during printing, EPSON Status Monitor 3 will pop up and display an error message. For more information, click **Technical Support** to access the online User's Guide.

When the ink is low/expended or the maintenance box is nearly full/full, the How to button appears. Click **How to**, and EPSON Status Monitor 3 will lead you step-by-step through the cartridge or maintenance box replacement procedure.
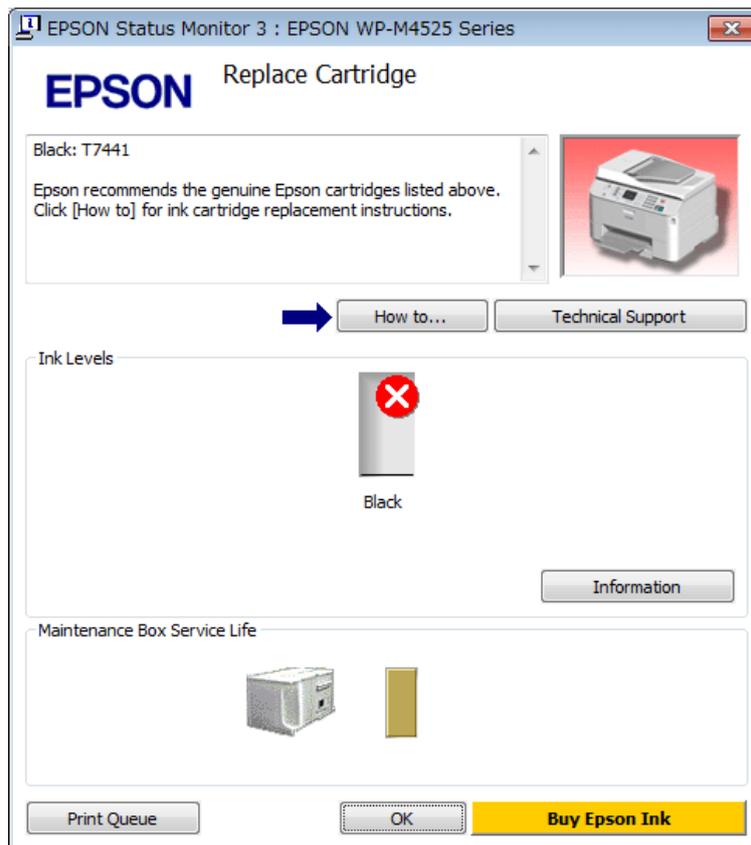
For Mac OS X

Using EPSON Status Monitor

If EPSON Status Monitor detects a printer problem, it will inform you with an error message.

Follow these steps to access EPSON Status Monitor.

1 Access the Epson Printer Utility 4.

   ➡

Troubleshooting for Printing

| 2 | Click the **EPSON Status Monitor** button. The EPSON Status Monitor appears. |
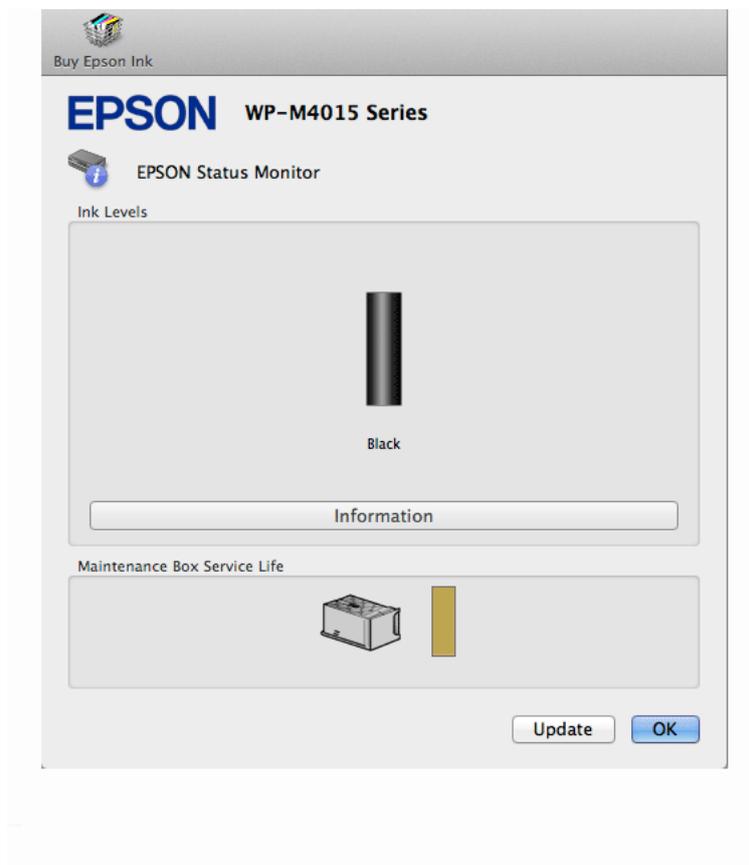
When ink is low/expended or the maintenance box is nearly full/full, a **How to** button appears. Click **How to**, and EPSON Status Monitor will lead you step by step through the ink cartridge or maintenance box replacement procedure.
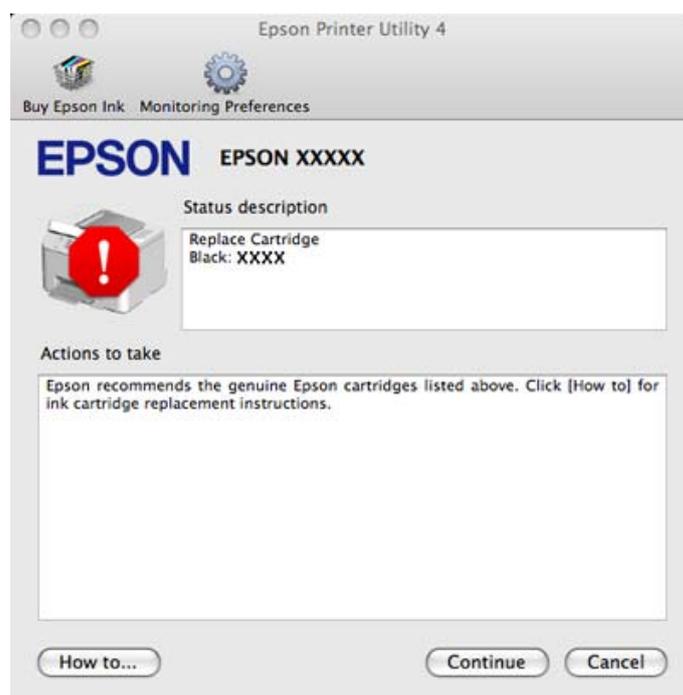
You can also use this utility to check the ink cartridge status before printing. EPSON Status Monitor displays the ink cartridge status at the time it was opened. To update the ink cartridge status, click **Update**.

The Paper Jams

> ⚠️ *Warning:*
> *Never touch the buttons on the control panel while your hand is inside the printer.*

Check the error message, and then try the following solutions in order from the top.

Error Messages	Solution
Paper jam. Press ⚎ to see how to remove jammed paper. Reattach rear unit and press ◈ or ◈.	1.➡ "Removing jammed paper from the rear unit" on page 151
Paper jam. Press ▶. Reattach rear unit and press ◈ or ◈.	2.Press the ◈ **Start (B&W)** button to clear the message.
Paper jam. Press ⚎ to see how to remove jammed paper. Reattach rear unit and close front cover. Press ◈ or ◈.	1.➡ "Removing jammed paper from the rear unit" on page 151
Paper jam. Press ▶. Reattach rear unit and close front cover. Press ◈ or ◈.	2. ➡ "Removing jammed paper from the front cover and the output tray" on page 152 3.Press the ◈ **Start (B&W)** button to clear the message.
Paper jam. Press ⚎ to see how to remove jammed paper. Close front cover and press ◈ or ◈.	1.➡ "Removing jammed paper from the front cover and the output tray" on page 152
Paper jam. Press ▶. Close front cover and press ◈ or ◈.	2.Press the ◈ **Start (B&W)** button to clear the message.
Paper out or paper jam. Check paper size and load paper in paper cassette 1.	1.➡ "Removing jammed paper from the paper cassette(s)" on page 153
Paper out or paper jam. Check paper size and load paper in paper cassette 1. Press ▶.	2. ➡ "Removing jammed paper from the rear unit" on page 151
Paper out or paper jam. Check paper size and load paper in paper cassette 2.	3.Press the ◈ **Start (B&W)** button to clear the message. *Note:* *If the error message still does not clear, try the following steps.*
Paper out or paper jam. Check paper size and load paper in paper cassette 2. Press ▶.	4.➡ "Removing jammed paper from the front cover and the output tray" on page 152 5. Press the ◈ **Start (B&W)** button to clear the message.

Troubleshooting for Printing

| Error Messages	Solution
Paper out or paper jam. Check paper size and load paper in rear MP tray.	1. Reload the paper into the rear MP tray. ➡ "Into the rear MP tray" on page 27
Paper out or paper jam. Check paper size and load paper in rear MP tray. Press ▶.	2. ➡ "Removing jammed paper from the rear unit" on page 151 3. Press the ◇ **Start (B&W)** button to clear the message. *Note:* *If the error message still does not clear, try the following steps.* 4. ➡ "Removing jammed paper from the front cover and the output tray" on page 152 5. Press the ◇ **Start (B&W)** button to clear the message.
Paper jam in the Automatic Document Feeder (ADF). Remove the jammed paper.	➡ "Removing jammed paper from the Automatic Document Feeder (ADF)" on page 154
Paper jam in the Automatic Document Feeder (ADF). Remove the jammed paper. Press ▶.	
Paper jam inside, in back, or in ADF. Press ⊡ to see how to remove jammed paper.	1. ➡ "Removing jammed paper from the paper cassette(s)" on page 153
Paper jam inside or in back. Press ⊡ to see how to remove jammed paper.	2. ➡ "Removing jammed paper from the rear unit" on page 151
Paper jam inside, in back, or in ADF. Press ▶.	3. ➡ "Removing jammed paper from the front cover and the output tray" on page 152 4. ➡ "Removing jammed paper from the Automatic Document Feeder (ADF)" on page 154 (only for printers with an Automatic Document Feeder) 5. Press the ⏻ button to turn off the printer, and then press the ⏻ button again to turn the printer back on.

# Removing jammed paper from the rear unit

1 Push the buttons on either side of the rear unit at the same time, and then pull the unit out.
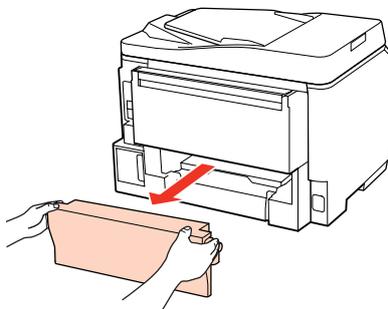
B Carefully remove the jammed paper.
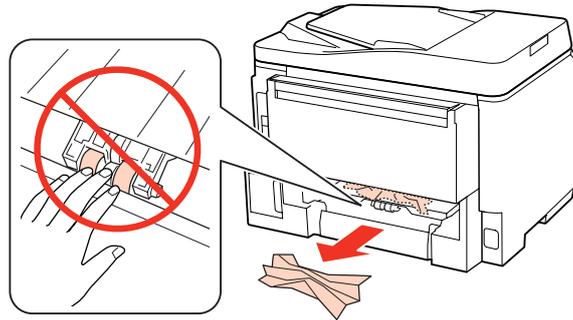
C Carefully remove the jammed paper.
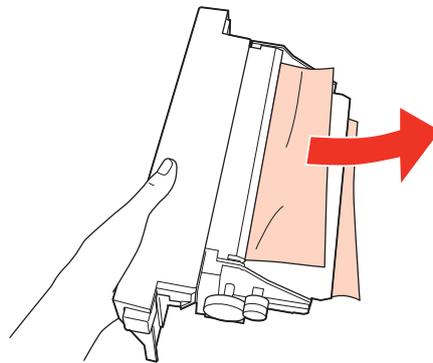
D Push the button on either side of the rear unit at the same time, and then reattach the unit.
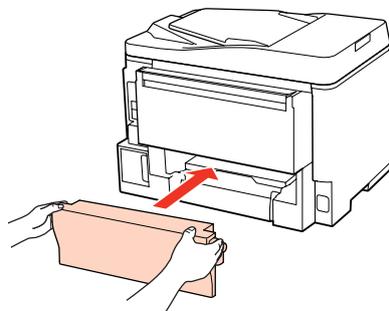
Removing jammed paper from the front cover and the output tray
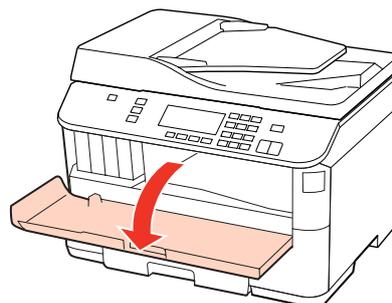
A Open the front cover.

2 Remove all of the paper inside, including any torn pieces.
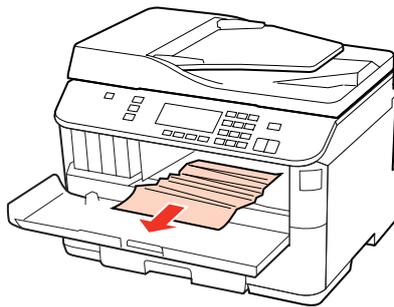
3 Close the front cover. If the jammed paper remains near the output tray, carefully remove the paper.
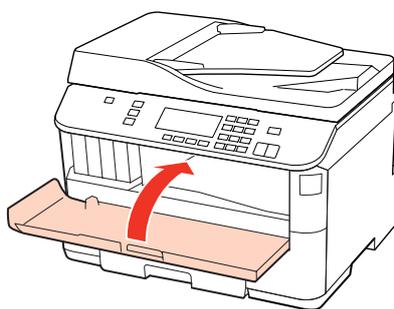
Removing jammed paper from the paper cassette(s)

> **Note:**
> *The illustrations in this section show how to remove jammed paper from paper cassette 1.*
> *When removing jammed paper from paper cassette 2, repeat the instructions described below.*

1 Pull out the paper cassette.
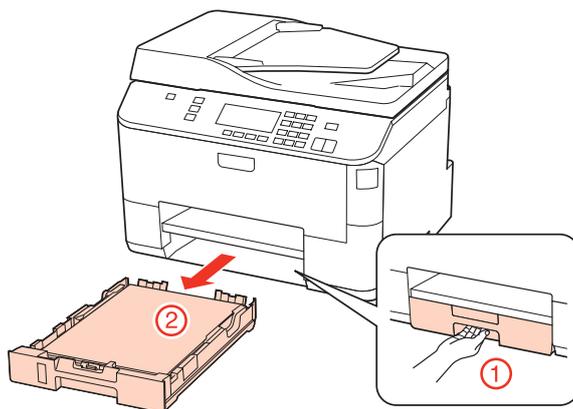
2 Reload the paper into the paper cassette.
➡ "Into the paper cassette" on page 24

C | Carefully remove any paper jammed inside the printer.
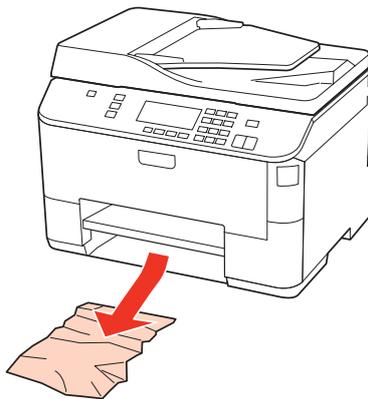
D | Keep the cassette flat and insert it back into the printer carefully and slowly.
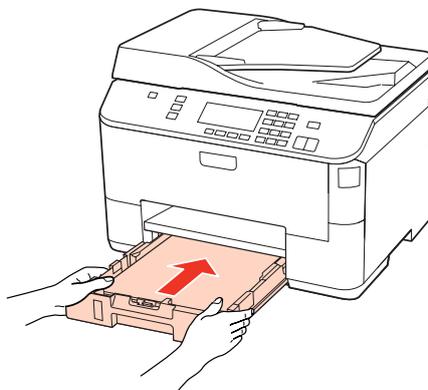
Removing jammed paper from the Automatic Document Feeder (ADF)

A | Remove the stack of paper from the ADF input tray.
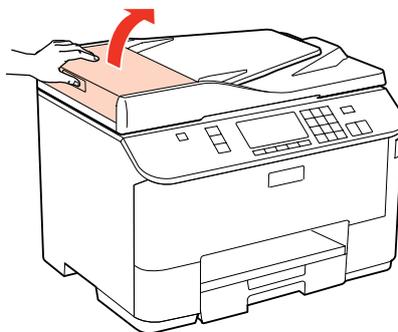
B | Open the ADF cover.

> ⚠ *Caution:*
> *Make sure you open the ADF cover before removing jammed paper. If you do not open the cover, the printer may be damaged.*

3 Carefully remove the jammed paper.
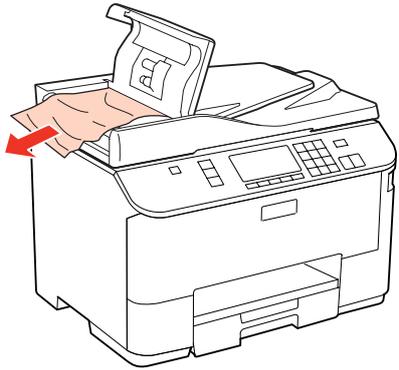
4 Close the ADF cover.

5 Open the document cover.
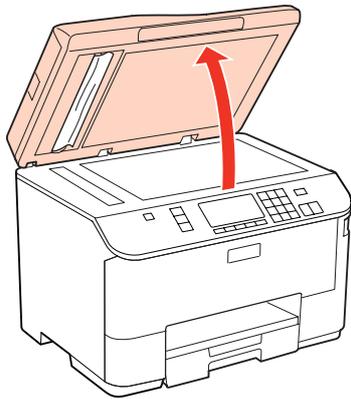
6 Carefully remove the jammed paper.
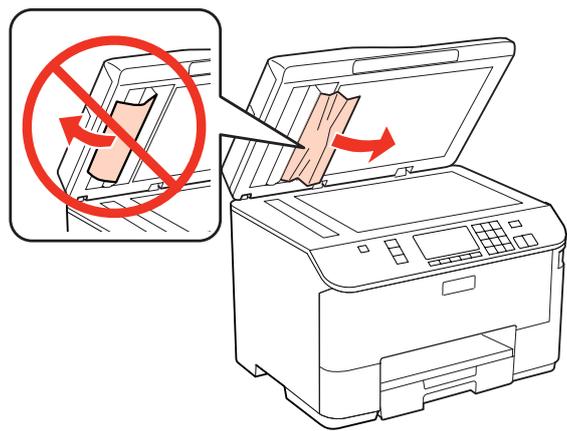
7 Close the document cover.

8	Raise the ADF input tray.
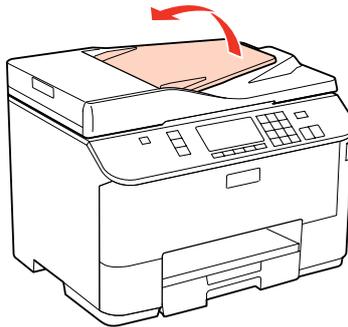
9	Carefully remove the jammed paper.
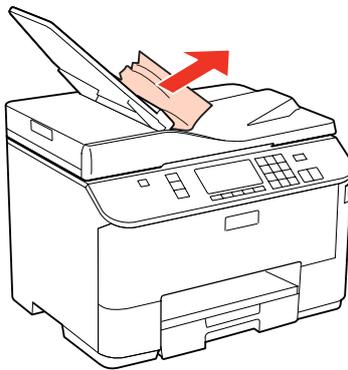
10	Return the ADF input tray to its original position.

Preventing paper jams

If your paper jams frequently, check the following.

❏ The paper is smooth, not curled or wrinkled.

❏ You are using high-quality paper.

❏ The printable side of the paper is face down in the paper cassette.

❏ The printable side of the paper is face up in the rear MP tray.

❏ The paper stack was fanned before loading.

❏ For plain paper, do not load paper above the line just under the ▼ or ≜ arrow mark inside the edge guide.
   For Epson special media, make sure the number of sheets is less than the limit specified for the media.
   ➡ "Selecting which tray to use and its loading capacities" on page 22

❏ The edge guides are snug against the edges of the paper.

❏ The printer is on a flat, stable surface that extends beyond the base in all directions. The printer will not operate properly if it is tilted.

Reprinting after a paper jam (for Windows only)

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

1 Solve the paper jam.
➡ "The Paper Jams" on page 150

2 Access the printer settings.
➡ "Accessing the printer driver for Windows" on page 35

3 Select the **Print Preview** check box in the Main window of your printer driver.

4 Make the settings that you want to use to print.

5 Click **OK** to close the printer settings window, and then print your file. Print Preview window opens.

6 Select a page that has already been printed in the page list box on the left side, and then select **Remove Page** from the Print Options menu. Repeat this step for all the pages that have already been printed.

7 Click **Print** on the Print Preview window.

Print Quality Problems

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

Good sample

➡ "Horizontal banding" on page 158

➡ "Vertical banding or misalignment" on page 158

Horizontal banding

❏ Make sure the printable side of the paper is face up in the rear MP tray.

❏ Make sure the printable side of the paper is face down in the paper cassette.

❏ Run the Nozzle Check utility. If any missing segments or broken lines are observed on the printed pattern, clean the print head.
➡ "Checking the Print Head Nozzles" on page 130

❏ For best results, use up ink cartridge within six months of opening the package.

❏ Try to use genuine Epson ink cartridges.

❏ Check the ink cartridge status by using EPSON Status Monitor 3 (Windows) or EPSON Status Monitor (Mac OS X).
➡ "Checking the ink cartridge status" on page 122

 If the graphic displays the ink is low or expended, replace the appropriate ink cartridge.
➡ "Replacing an ink cartridge" on page 126

❏ Make sure the paper type selected in the printer driver is appropriate for the type of paper loaded in the printer.
➡ "Selecting the correct paper type " on page 36

❏ If banding appears at intervals of 2.5 cm, run the Print Head Alignment utility.
➡ "Aligning the Print Head" on page 134

Vertical banding or misalignment

❏ Make sure the printable side of the paper is face up in the rear MP tray.

❏ Make sure the printable side of the paper is face down in the paper cassette.

❏ Run the Nozzle Check utility. If any missing segments or broken lines are observed on the printed pattern, clean the print head.
➡ "Checking the Print Head Nozzles" on page 130

❏ Run the Print Head Alignment utility.
➡ "Aligning the Print Head" on page 134

❏ For Windows, clear the **High Speed** check box from the More Options window in your printer driver. See the online help for details.
For Mac OS X 10.5 or later, select **Off** from the High Speed Printing. To display the High Speed Printing, click through the following menus: **System Preferences**, **Print & Fax**, your printer (in the Printers list box), **Options & Supplies**, and then **Driver**.

❏ Make sure the paper type selected in the printer driver is appropriate for the type of paper loaded in the printer.
➡ "Selecting the correct paper type " on page 36

Blurry or smeared print

❏ We recommend using Epson paper.
➡ "Paper" on page 179

❏ Try to use genuine Epson ink cartridges.

❏ Make sure the printer is on a flat, stable surface that extends beyond the base in all directions. The printer will not operate properly if it is tilted.

❏ Make sure your paper is not damaged, dirty, or too old.

❏ Make sure your paper is dry and the printable side is facing up in the rear MP tray.

❏ Make sure your paper is dry and the printable side is face down in the paper cassette.

❏ If the paper is curled toward the printable side, flatten it or curl it slightly in the opposite direction.

❏ Make sure the paper type selected in the printer driver is appropriate for the type of paper loaded in the printer.
➡ "Selecting the correct paper type " on page 36

❏ Remove each sheet from the output tray as it is printed.

❏ Do not touch or allow anything to come into contact with the printed side of paper with a shiny finish. To handle your prints, follow the instructions of the paper.

❏ Run the Nozzle Check utility. If any missing segments or broken lines are observed on the printed pattern, clean the print head.
➡ "Checking the Print Head Nozzles" on page 130

❏ If the paper is smeared with ink after printing, clean the interior of the printer.
➡ "Cleaning the interior of the printer" on page 140

❏ If you have just replaced an ink cartridge, make sure the date on the box. If you have not used the printer for a long time, Epson recommends replacing the ink cartridges.

Miscellaneous Printout Problems

Incorrect or garbled characters

❏ Clear any stalled print jobs.
➡ "Canceling Printing" on page 40

❏ Turn off the printer and computer. Make sure the printer's interface cable is securely plugged in.

❏ Uninstall the printer driver, then reinstall it.
➡ "Uninstalling Your Software" on page 142

Incorrect margins

❏ Check the margin settings in your application. Make sure that the margins are within the printable area of the page.
➡ "Printable area" on page 182

❏ Make sure the printer driver settings are appropriate for the paper size you are using.
For Windows, check the Main window.
For Mac OS X, check the Page Setup dialog or Print dialog.
See the printer driver online help for details.

❏ Uninstall the printer driver, then reinstall it.
➡ "Uninstalling Your Software" on page 142

Printout has a slight slant

Make sure that the paper is loaded into the rear MP tray or the paper cassette correctly.
➡ "Loading Paper" on page 24

Inverted image

❏ For Windows, clear the **Mirror Image** check box from the More Options window of your printer driver, or turn off the Mirror Image setting in your application.
For Mac OS X, clear the **Mirror Image** check box in **Print Settings** in the Print dialog box of your printer driver, or turn off the Mirror Image setting in your application.
For instructions, see the online help for your printer driver or for your application.

❏ Uninstall the printer driver, then reinstall it.
➡ "Uninstalling Your Software" on page 142

Blank pages print

❏ Make sure the printer driver settings are appropriate for the paper size you are using.
For Windows, check the Main window.
For Mac OS X, check the Page Setup dialog or Print dialog.
See the printer driver online help for details.

❏ For Windows, check the **Skip Blank Page** setting by clicking the **Extended Settings** button on the Maintenance window of the printer driver.
For Mac OS X 10.5 or later, select **On** from the Skip Blank Page. To display the Skip Blank Page, click through the following menus: **System Preferences**, **Print & Fax**, your printer (in the Printers list box), **Options & Supplies**, and then **Driver**.

❏ Uninstall the printer driver, then reinstall it.
➡ "Uninstalling Your Software" on page 142

After trying one or more of these solutions, run a printer operation check to check your results.

➡ "Running a printer operation check" on page 145

Printed side is smeared or scuffed

❏ If the paper is curled toward the printable side, flatten it or curl it slightly in the opposite direction.

❏ For Windows, clear the **High Speed** check box from the More Options window in your printer driver. See the online help for details.
For Mac OS X 10.5 or later, select **Off** from the High Speed Printing. To display the High Speed Printing, click through the following menus: **System Preferences**, **Print & Fax**, your printer (in the Printers list box), **Options & Supplies**, and then **Driver**.

❏ Make several copies without placing a document on the document glass.

❏ Uninstall the printer driver, then reinstall it.
➡ "Uninstalling Your Software" on page 142

Printing is too slow

❏ Make sure the paper type selected in the printer driver is appropriate for the type of paper loaded in the printer.
➡ "Selecting the correct paper type " on page 36

❏ For Windows, choose a lower **Quality** in the printer driver Main window.
For Mac OS X, choose a lower **Print Quality** in the Print Settings dialog from your printer driver's Print dialog.
➡ "Accessing the printer driver for Windows" on page 35
➡ "Accessing the printer driver for Mac OS X" on page 36

❏ For Mac OS X 10.5 or later, select **On** from the High Speed Printing dialog. To display the High Speed Printing dialog, click through the following menus: **System Preferences**, **Print & Fax**, your printer (in the Printers list box), **Options & Supplies**, and then **Driver**.

❏ Close any unnecessary applications.

❏ If you print continuously for an extended period, the printing may be extremely slow. This is to slow down the printing speed and prevent the printer mechanism from overheating and being damaged. If this happens, you can continue to print, but we recommend stopping and leaving the printer idle for at least 30 minutes with the power on. (The printer does not recover with the power off.) After you restart, the printer will print at normal speed.

❏ Uninstall the printer driver, then reinstall it.
➡ "Uninstalling Your Software" on page 142

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

➡ "Increasing the Print Speed (For Windows Only)" on page 165

Paper Does Not Feed Correctly

Paper does not feed

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

❏ You have inserted the paper cassette all the way into the printer.

❏ The paper is not curled or creased.

❏ The paper is not too old. See the instructions that came with the paper for more information.

❏ Check the Paper Size Loaded setting and load paper that matches the paper size set for each paper source.
➡ "Paper Size Loaded" on page 109

❏ You have selected the correct paper source in the application or printer driver settings.
➡ "Selecting which tray to use and its loading capacities" on page 22

❏ For plain paper, do not load paper above the line just under the ▼ or ≛ arrow mark inside the edge guide.
For Epson special media, make sure the number of sheets is less than the limit specified for the media.
➡ "Selecting which tray to use and its loading capacities" on page 22

❏ Paper is not jammed inside the printer. If it is, remove the jammed paper.
➡ "The Paper Jams" on page 150

❏ The ink cartridge is not expended. If a cartridge is expended, replace it.
➡ "Replacing an ink cartridge" on page 126

❏ You have followed any special loading instructions that came with your paper.

❏ The paper does not have any binder holes.

Multiple pages feed

❏ For plain paper, do not load paper above the line just under the ▼ or ≛ arrow mark inside the edge guide.
For Epson special media, make sure the number of sheets is less than the limit specified for the media.
➡ "Selecting which tray to use and its loading capacities" on page 22

❏ Make sure the edge guides are snug against the edges of the paper.

❏ Make sure the paper is not curled or folded. If so, flatten it or curl it slightly toward the opposite side before loading.

❏ Remove the stack of paper and make sure that the paper is not too thin.
➡ "Paper" on page 180

❏ Fan the edges of the stack to separate the sheets, then reload the paper.

❏ If too many copies of a file are being printed, check the Copies setting in your printer driver as follows, and also check in your application.
For Windows, check the Copies setting on the Main window.
For Mac OS X 10.5 or later, check the Copies setting in the Print dialog.

Paper is improperly loaded

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

Paper is not ejected fully or is wrinkled

❏ If the paper does not eject fully, press the ◇ **Start (B&W)** button to eject the paper. If the paper is jammed inside the printer, remove it by referring to the following section.
➡ "The Paper Jams" on page 150

❏ If the paper is wrinkled when it comes out, it may be damp or too thin. Load a new stack of paper.

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

The Printer Does Not Print

The LCD screen or all lights are off

❏ Press the ⏻ button to make sure the printer is on.

❏ Turn off the printer and make sure that the power cord is securely plugged in.

❏ Make sure that your outlet works and is not controlled by a wall switch or timer.

The LCD screen or lights came on and then went out

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

⚠ *Caution:*
If the voltage does not match, DO NOT PLUG YOUR PRINTER BACK IN. Contact your dealer.

The LCD screen or lights are on

❏ Turn off the printer and computer. Make sure the printer's interface cable is securely plugged in.

❏ If you are using the USB interface, make sure your cable meets the USB or Hi-Speed USB standards.

❏ If you are connecting the printer to your computer via a USB hub, connect the printer to the first-tier hub from your computer. If the printer driver is still not recognized on your computer, try to directly connect the printer to your computer without the USB hub.

❏ If you are connecting the printer to your computer via a USB hub, make sure the USB hub device is recognized by your computer.

❏ Turn off the printer and the computer, disconnect the printer's interface cable, then print an operation check page.
➡ "Running a printer operation check" on page 145

❏ If you are trying to print a large image, your computer may not have enough memory. Try reducing the resolution of your image or printing the image at a smaller size. You may need to install more memory in your computer.

❏ Users of Windows can clear any stalled print jobs from the Windows Spooler.

❏ Uninstall the printer driver, then reinstall it.

# An ink error is indicated after you replace the cartridge

1 Open the front cover. Remove and reinsert the ink cartridge and then continue with the ink cartridge installation.
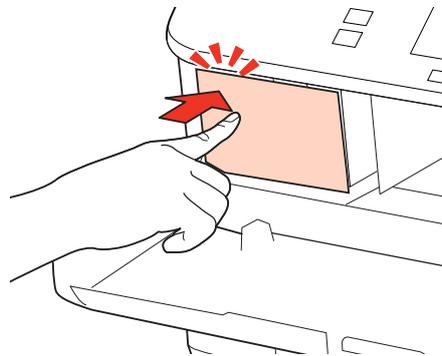

2 Close the front cover firmly.

Increasing the Print Speed (For Windows Only)

Print speed may be increased by selecting certain settings in the Extended Settings window when the printing speed is slow. Click the **Extended Settings** button on your printer driver's Maintenance window.
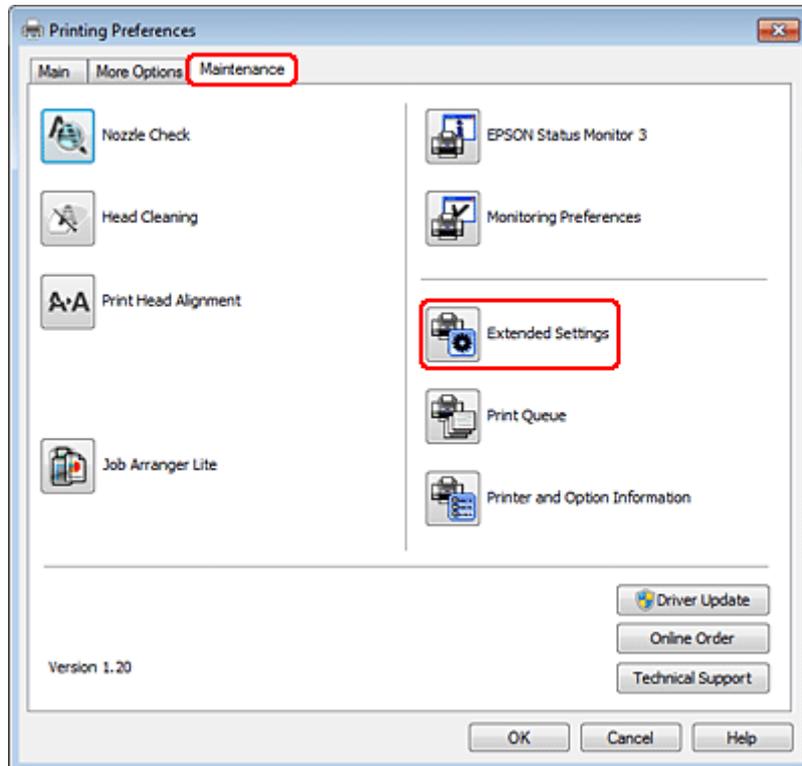
The following dialog box appears.
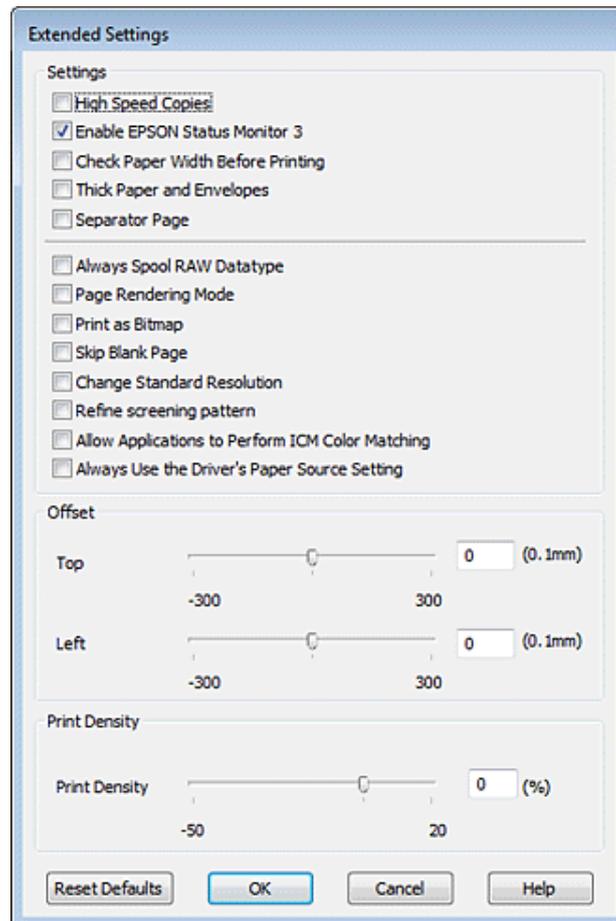
Select the following check boxes and print speed may be increased.

❏ High Speed Copies

❏ Always spool RAW datatype

❏ Page Rendering Mode

❏ Print as Bitmap

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

Other Problem

Printing plain papers quietly

When plain paper is selected as the Paper Type setting and Normal is selected as the Quality setting in the printer driver, the printer prints at high speed. Try choosing Quiet Mode for quieter operation which will reduce the print speed.

Troubleshooting for Printing

For Windows, select the Quiet Mode check box in the Main window of your printer driver.
For Mac OS X 10.5 or later, select **On** from the Quiet Mode. To display the Quiet Mode, click through the following menus: **System Preferences**, **Print & Fax**, your printer (in the Printers list box), **Options & Supplies**, and then **Driver**.

Troubleshooting for Scanning

Problems Indicated by Messages on the LCD Panel or Status Light

❏ Make sure the product is connected to your computer properly.

❏ Turn off the product and turn it on again. If the problem is not solved, the product may be malfunctioning, or the light source in the scanner unit may need to be replaced. Contact your dealer.

❏ Make sure the scanning software is fully installed.
See the paper manual for instructions on installing the scanning software.

Problems When Starting a Scan

❏ Check the status light and make sure the product is ready to scan.

❏ Make sure your cables are securely connected to the product and a working electrical outlet.
If necessary, test your product's AC adapter by plugging in another electrical device and turning it on.

❏ Turn off the product and computer, and then check the interface cable connection between them to make sure it is secure.

❏ Make sure you select the correct product if a scanner list appears when starting to scan.

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

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

❏ Connect the product directly to the computer's external USB port or through one USB hub only. The product may not work properly when connected to the computer through more than one USB hub. If the problem persists, try connecting the product directly to the computer.

❏ If more than one product is connected to your computer, it may not work. Connect only the product you want to use, and then try scanning again.

❏ If the scanning software does not work properly, uninstall the software first and then reinstall it as described in the paper manual.
➡ "Uninstalling Your Software" on page 142

Using the Automatic Document Feeder (ADF)

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

❏ Make sure you have selected either **Office Mode** or **Professional Mode** in Epson Scan.

❏ Make sure your cables are securely connected to the product and a working electrical outlet.

Using the button

> *Note:*
> *Depending on the product, the scanning function may not be available when using the button.*

❏ Check if you have assigned a program to the button.
  ➡ "Epson Event Manager" on page 87

❏ Make sure Epson Scan and Epson Event Manager are installed correctly.

❏ If you have clicked the **Keep Blocking** button in the Windows Security Alert window during or after installation of the Epson Software, unblock Epson Event Manager.
  ➡ "How to unblock Epson Event Manager" on page 169

❏ Mac OS X:
  Make sure you are logged on as the user who installed the scanning software. Other users must first start Epson Scanner Monitor in the Applications folder and then press a button to scan.

How to unblock Epson Event Manager

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

2 Do one of the following.

  ❏ Windows 7:
    Select **System and Security**.

  ❏ Windows Vista:
    Select **Security**.

  ❏ Windows XP:
    Select **Security Center**.

3 Do one of the following.

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

  ❏ Windows XP:
    Select **Windows Firewall**.

4 Do one of the following.

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

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

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

5 Click OK.

Using scanning software other than Epson Scan driver

❏ If you are using any TWAIN-compliant programs, such as Adobe Photoshop Elements, make sure that the correct product is selected as the Scanner or Source setting.

❏ If you cannot scan using any TWAIN-compliant scanning programs, such as Adobe Photoshop Elements, uninstall the TWAIN-compliant scanning program and then reinstall it.
& "Uninstalling Your Software" on page 142

Problems When Feeding Paper

The paper gets dirty

You may need to clean the product.
& "Cleaning the Printer" on page 139

Multiple sheets of paper are fed

❏ If you load unsupported paper, the product may feed more than one sheet of paper at a time.
& "Automatic Document Feeder (ADF) specifications" on page 183

❏ You may need to clean the product.
& "Cleaning the Printer" on page 139

The paper jams in the Automatic Document Feeder (ADF)

Remove the jammed paper inside the ADF.
& "Removing jammed paper from the Automatic Document Feeder (ADF)" on page 154

Problems With Scanning Time

❏ Computers with Hi-Speed external USB ports can scan faster than those with external USB ports. If you are using a Hi-Speed external USB port with your product, make sure it meets the system requirements.
& "System Requirements" on page 179

❏ Scanning at a high resolution takes a long time.

Problems With Scanned Images

Scan quality is unsatisfactory

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

➡ "Image Adjustment Features" on page 63

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

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

Characters are distorted or blurred

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

❏ Adjust the Threshold setting.

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

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

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

❏ Increase the resolution setting.

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

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

Ripple patterns appear in your scanned image

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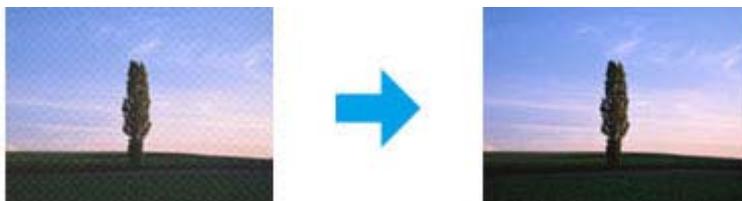
❏ Rotate your original document.

❏ Rotate the scanned image using the application software after scanning.

❏ Select the **Descreening** check box.

❏ In Professional Mode, change a resolution setting and scan again.

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

You may need to clean the interior of the product.

➡ "Cleaning the Printer" on page 139

The scanning area or direction is unsatisfactory

The edges of your original are not scanned

❏ If you are scanning using thumbnail preview in Home Mode or Professional Mode, move the document or photo 6 mm (0.2 inch) away from the horizontal and vertical edges of the document glass to avoid cropping.

❏ If you are scanning using the button or using normal preview in Office Mode, Home Mode, or Professional Mode, move the document or photo about 3 mm (0.12 inch) away from the horizontal and vertical edges of the document glass to avoid cropping.
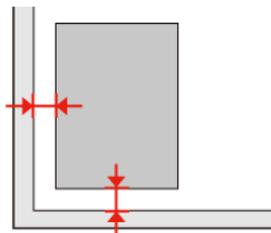
Multiple documents are scanned into a single file

Position documents at least 20 mm (0.8 inch) apart from each other on the document glass.
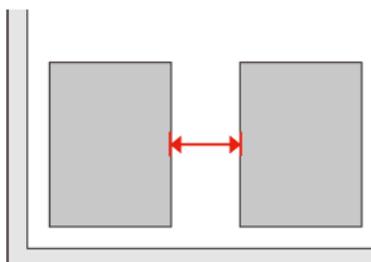
Cannot scan the area you want

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

Cannot scan in the direction you want

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

Problems Remain After Trying All Solutions

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

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

Troubleshooting for Copying

You see banding (light lines) in your prints or copies

❏ Make sure you select the correct paper type.
➡ "Selecting Paper" on page 88

❏ Make sure the printable side (the whiter or glossier side) of the paper is facing in the right direction.
➡ "Loading Paper" on page 24

❏ Perform a nozzle check first. If any missing segments or broken lines are observed on the printed pattern, clean the print head.
➡ "Checking the Print Head Nozzles" on page 130 and "Cleaning the Print Head" on page 131

❏ Align the print head. If a quality is not improved, try aligning using the printer driver utility.
➡ "Aligning the Print Head" on page 134

❏ For best results, use up ink cartridge within six months of opening the package.
➡ "Replacing an ink cartridge" on page 126

❏ If a moire (cross-hatch) pattern appears on your copy, change the **Reduce/Enlarge** setting or shift the position of your original.

Your print is blurry or smeared

❏ Make sure you select the correct paper type.
➡ "Selecting Paper" on page 88

❏ Make sure the printable side (the whiter or glossier side) of the paper is facing in the right direction.
➡ "Loading Paper" on page 24

❏ Perform a nozzle check first. If any missing segments or broken lines are observed on the printed pattern, clean the print head.
➡ "Checking the Print Head Nozzles" on page 130 and "Cleaning the Print Head" on page 131

❏ Align the print head. If a quality is not improved, try aligning using the printer driver utility.
➡ "Aligning the Print Head" on page 134

❏ To clean the inside of the product, make a copy without placing a document on the document glass/ADF.

❏ Try to use the genuine Epson ink cartridges and paper recommended by Epson.

Your print is faint or has gaps

❏ Make sure you select the correct paper type.
➡ "Selecting Paper" on page 88

Troubleshooting for Copying

❏ Make sure the printable side (the whiter or glossier side) of the paper is facing in the right direction.
➡ "Loading Paper" on page 24

❏ When you select Standard Quality or Best as the Quality setting, select Off as the Bidirectional setting. Bidirectional printing decreases print quality.

❏ Perform a nozzle check first. If any missing segments or broken lines are observed on the printed pattern, clean the print head.
➡ "Checking the Print Head Nozzles" on page 130 and "Cleaning the Print Head" on page 131

❏ For best results, use up ink cartridge within six months of opening the package.
➡ "Replacing an ink cartridge" on page 126

Your print is grainy

❏ Align the print head. If a quality is not improved, try aligning using the printer driver utility.
➡ "Aligning the Print Head" on page 134

The image size or position is incorrect

❏ Make sure you selected the correct **Paper Size**, **Layout**, **Expansion**, and **Reduce/Enlarge** setting for the loaded paper.
➡ "Copy mode menu list" on page 113

❏ Make sure you loaded paper and placed the original correctly.
➡ "Loading Paper" on page 24 and "Placing Originals" on page 31

❏ If the edges of the copy or photo are cropped off, move the original slightly away from the corner.

❏ Clean the document glass.
➡ "Cleaning the exterior of the printer" on page 139

Troubleshooting for Faxing

Cannot send fax

❏ Make sure the phone cable is connected correctly and check that the phone line works. You can check the line status by using the **Check Fax Connection** function.
➡ "Connecting to a Phone Line" on page 92

❏ If you connected the product to a DSL phone line, you must install a DSL filter on the line otherwise you cannot fax. Contact your DSL provider for the necessary filter.

❏ If you connected this product to a PBX (Private Branch Exchange) phone line or Terminal Adapter, turn off **Dial Tone Detection**.
➡ "Setup mode menu list" on page 110

❏ Make sure that the recipient's fax machine is turned on and working.

❏ Turn off **V.34**.
➡ "Setup mode menu list" on page 110

❏ Make sure that **ECM** is turned on.
➡ "Setup mode menu list" on page 110

Cannot receive fax

❏ Make sure the phone cable is connected correctly and check that the phone line works. You can check the line status by using the **Check Fax Connection** function.
➡ "Connecting to a Phone Line" on page 92

❏ If you connected the product to a DSL phone line, you must install a DSL filter on the line otherwise you cannot fax. Contact your DSL provider for the necessary filter.

❏ If this product is not connected to a phone and you want to receive faxes automatically, make sure you turn on auto answer.
➡ "Receiving faxes automatically" on page 104

❏ Turn off **V.34**.
➡ "Setup mode menu list" on page 110

❏ Make sure that **ECM** is turned on.
➡ "Setup mode menu list" on page 110

Quality problems (sending)

❏ Clean the document glass and Automatic Document Feeder (ADF).
➡ "Cleaning the exterior of the printer" on page 139

❏ If the fax you sent was faint or not clear, change the **Resolution** (or **Quality** depending on your model) or **Contrast** in the fax settings menu.
➡

❏ Make sure that **ECM** is turned on.
➡

Quality problems (receiving)

❏ Make sure that **ECM** is turned on.
➡

Answering machine cannot answer voice calls

❏ When auto answer is turned on and an answering machine is connected to the same phone line as this product, set the number of rings to answer for receiving faxes to a higher number than the number of rings for the answering machine.
➡

Incorrect time

❏ The clock may run fast/slow or may be reset after a power failure, or the power is left off for a long time. Set the correct time.
➡

Product Information

Ink and Paper

Ink cartridges

For information on compatible ink cartridge part number, see the setup guide sheet that came with your printer. The ink cartridge part number may vary by region.

Color	Black
Cartridge life	For best results, use up ink cartridge within six months of opening the package.
Temperature	Storage: -20 to 40 °C (-4 to 104 °F) 1 month at 40 °C (104 °F) Freezing:* -13 °C (8.6 °F)

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

> ⚠ *Caution:*
> ❏ *Epson recommends the use of genuine Epson ink cartridges. 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.*
>
> ❏ *Epson recommends using the ink cartridge before the date printed on the package.*

> *Note:*
> ❏ *The ink cartridge packaged with your printer is partly used during initial setup. In order to produce high quality printouts, the print head in your printer will be fully charged with ink. This one-off process consumes a quantity of ink and therefore the cartridge may print fewer pages compared to subsequent ink cartridges.*
>
> ❏ *Quoted yields may vary depending on the images that you are printing, the paper type that you are using, the frequency of your prints and environmental conditions such as temperature.*
>
> ❏ *To ensure you receive premium print quality and to help protect your print head, a variable ink safety reserve remains in the cartridge when your printer indicates to replace the cartridge. The yields quoted for you do not include this reserve.*
>
> ❏ *Although the ink cartridges may contain recycled materials, this does not affect product function or performance.*

Maintenance box

You can use the following maintenance box with this product.

	Part number
Maintenance Box	T6710

Paper

Epson offers specially-designed paper and other print media for all your printing needs.

> *Note:*
> ❏ *The availability of paper varies by location.*
>
> ❏ *You can find the part numbers for the following Epson special papers on the Epson support Web site.*
> ➡ *"Technical Support Web Site" on page 198*

Paper	Size
Epson Bright White Ink Jet Paper	A4

Option

250-Sheet Paper Cassette Unit/PXBACU1

You can use the following 250-Sheet Paper Cassette Unit/PXBACU1.

	Part number
250-Sheet Paper Cassette Unit/PXBACU1	C12C817011

System Requirements

Windows requirements

System	PC Interface
Windows 7, Vista, XP Professional x64 Edition, XP SP1 or higher, Server 2008 R2, Server 2008, and Server 2003	Hi-Speed USB (Recommended) USB (Minimum)

> *Note:*
> ❏ *Windows Server OS supports the printer driver only; the scanner driver and bundled applications are not supported.*
>
> ❏ *Contact your software manufacturer to find out if their software works in Windows XP Professional x64 Edition.*

Macintosh requirements

System	PC Interface
PowerPC-based or Intel-based Macintosh computers running Mac OS® X 10.5.x, 10.6.x, 10.7.x	Hi-Speed USB (Recommended) USB (Minimum)

> *Note:*
> *The UNIX File System (UFS) for Mac OS X is not supported.*

Technical Specifications

Printer specifications

Paper path	Paper cassette 1 and 2, front entry
	Rear MP tray, top entry
Capacity	27.5 mm for paper cassette 1 and 2 [*1]
	9.0 mm for rear MP tray [*1*2*3*4]

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

*2 Envelope #10, DL, and C6 with a weight of 75 to 90 g/m² (20 to 24 lb).

*3 Envelope C4 with a weight of 80 to 100 g/m² (21 to 26 lb).

*4 For Legal and User Defined sizes, load one sheet at a time.

Paper

> *Note:*
> ❑ *Since the quality of any particular brand or type of paper may be changed by the manufacturer at any time, Epson cannot attest to the quality of any non-Epson brand or type of paper. Always test samples of paper stock before purchasing large quantities or printing large jobs.*
>
> ❑ *Poor quality paper may reduce print quality and cause paper jams or other problems. If you encounter problems, switch to a higher grade of paper.*
>
> ❑ *Use paper under normal conditions:*
> *Temperature 15 to 25 °C (59 to 77 °F)*
> *Humidity 40 to 60% RH*

If all the conditions below are met, pre-punched paper with binding holes can be used for this product:

Paper source	rear MP tray
Paper size	A4, A5, A6, B5, Letter, Legal
Hole position	Within 19 mm (0.74 in.) from the left side of paper facing the printing surface. See the illustration below.

Product Information

19mm

Single sheets:

Size	A4 210 × 297 mm
	10 × 15 cm (4 × 6 in.)
	13 × 18 cm (5 × 7 in.)
	A6 105 × 148 mm
	A5 148 × 210 mm
	B5 182 × 257 mm
	9 × 13 cm (3.5 × 5 in.)
	13 × 20 cm (5 × 8 in.)
	20 × 25 cm (8 × 10 in.)
	16:9 wide size (102 × 181 mm)
	100 × 148 mm
	Letter 8 1/2 × 11 in.
	Legal 8 1/2 × 14 in.
Paper types	Plain paper or special paper distributed by Epson
Thickness (for plain paper)	0.08 to 0.11 mm (0.003 to 0.004 in.)
Weight (for plain paper)	64 g/m² (17 lb) to 90 g/m² (24 lb)

Envelopes:

Size	Envelope #10 4 1/8 × 9 1/2 in.
	Envelope DL 110 × 220 mm
	Envelope C6 114 × 162 mm
	Envelope C4 229 × 324 mm
Paper types	Plain paper
Weight	75 g/m² (20 lb) to 90 g/m² (24 lb) for Envelope #10, DL, and C6
	80 g/m² (21 lb) to 100 g/m² (26 lb) for Envelope C4

Printable area

Highlighted portions show printable area.

Single sheets:
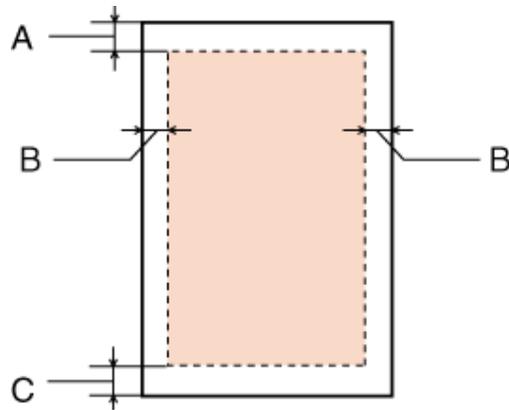
Envelopes:
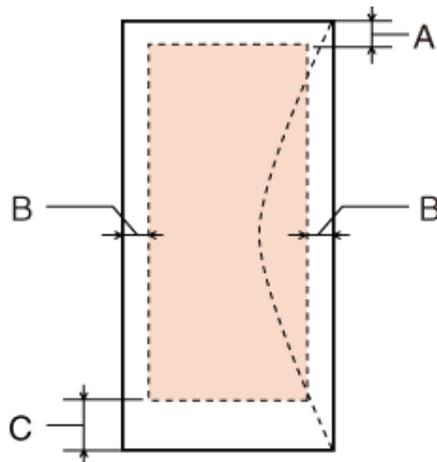
	Minimum margin	
Media type	Single sheets	Envelopes
A	3.0 mm (0.12 in.)	3.0 mm (0.12 in.)
B	3.0 mm (0.12 in.)	5.0 mm (0.20 in.) *1
C	3.0 mm (0.12 in.)	3.0 mm (0.12 in.) *2

*1 The recommended margin for Envelope C4 is 9.5 mm.

*2 The recommended margin for Envelope #10, Envelope DL, and Envelope C6 is 20.0 mm.

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

Scanner specifications

Note:
Specifications are subject to change without notice.

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

Automatic Document Feeder (ADF) specifications

Paper input	Face-up loading
Paper output	Face-down ejection
Paper size	A4, Letter, Legal*
Paper types	Plain paper
Paper weight	64 to 95 g/m²
Paper capacity	Total thickness of 3 mm, up to about 30 sheets (Letter, A4) 10 sheets (Legal)

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

Fax specifications

Fax type	Walk-up black and white and color fax capability
Support line	Household phone line
Speed	Up to 33.6 kbps

Product Information

Resolution	Monochrome
	Standard: 203 × 98 dpi
	Fine: 203 × 196 dpi
	Photo: 203 × 196 dpi
	Color
	Fine: 200 × 200 dpi
	Photo: 200 × 200 dpi
Error correction mode	CCITU/ITU Group 3 fax with error correction mode
Speed dial numbers	Up to 60
Page memory	Up to 180 pages (ITU-T No.1 chart)
Redial	2 times (with 1 minute interval)
Interface	RJ-11 Phone Line RJ-11 Telephone set connection

Network Interface Specification

Ethernet	Standard:	Ethernet 100BASE-TX/10BASE-T

Mechanical

Dimensions	Storage
	Width: 460 mm (18.1 inches)
	Depth: 420 mm (16.5 inches)
	Height: 341 mm (13.4 inches)
	Printing*
	Width: 460 mm (18.1 inches)
	Depth: 654 mm (25.7 inches)
	Height: 383 mm (15.1 inches)
Weight	Approx. 13.8 kg (30.4 lb) without the ink cartridges and the power cord.

* With the output tray extension extended.

Electrical

WP-M4525

	100-240 V Model
Input voltage range	90 to 264 V
Rated frequency range	50 to 60 Hz
Input frequency range	49.5 to 60.5 Hz

Product Information

Rated current		0.7 to 0.35 A
Power consumption	Standalone copying	Approx. 17 W (ISO/IEC24712)
	Ready mode	Approx. 7 W
	Sleep mode	Approx. 2.4 W
	Power off	Approx. 0.3 W

WP-M4595

		100-240 V Model
Input voltage range		90 to 264 V
Rated frequency range		50 to 60 Hz
Input frequency range		49.5 to 60.5 Hz
Rated current		0.7 to 0.35 A
Power consumption	Standalone copying	Approx. 19 W (ISO/IEC24712)
	Ready mode	Approx. 9 W
	Sleep mode	Approx. 2.4 W
	Power off	Approx. 0.3 W

> *Note:*
> *Check the label on the back of the printer for its voltage.*

Environmental

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

* Without condensation

Standards and approvals

European model:

Product Information

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

For European users:
We, Seiko Epson Corporation, hereby declare that the equipment Models, C451A and C451E, are in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.

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

Interface

Hi-Speed USB (Device Class for computers)
Hi-Speed USB (Mass storage class for external storage)

External USB Device

Devices	The Maximum capacities
MO drive*	1.3 GB
Hard disk drive*	2TB Formatted in FAT, FAT32, or exFAT.
USB Flash drive	

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

Font Information

Font information only relates to PostScript and PCL.

Available fonts

The fonts provided with the printer are shown below.

PS 3 mode

Font Name
Albertus, Albertus Italic, Albertus Light

Product Information

Font Name
AntiqueOlive Roman, AntiqueOlive Italic, AntiqueOlive Bold, AntiqueOlive Compact
Apple Chancery
ITC AvantGarde Gothic Book, ITC AvantGarde Gothic Book Oblique, ITC AvantGarde Gothic Demi, ITC AvantGarde Gothic Demi Oblique
Bodoni, Bodoni Italic, Bodoni Bold, Bodoni Bold Italic, Bodoni Poster, Bodoni Poster Compressed
ITC Bookman Light, ITC Bookman Light Italic, ITC Bookman Demi, ITC Bookman Demi Italic
Carta
Chicago
Clarendon, Clarendon Light, Clarendon Bold
CooperBlack, CooperBlack Italic
Copperplate Gothic 32BC , Copperplate Gothic 33BC
Coronet
Courier, Courier Oblique, Courier Bold, Courier Bold Oblique
GillSans, GillSans Italic, GillSans Bold, GillSans Bold Italic, GillSansCondensed, GillSans Condensed Bold, GillSans Light, GillSans Light Italic, GillSans Extra Bold
Eurostile, Eurostile Bold, Eurostile Extended Two, Eurostile Bold Extended Two
Geneva
Goudy Oldstyle, Goudy Oldstyle Italic, Goudy Bold, Goudy BoldItalic, Goudy ExtraBold
Helvetica, Helvetica Oblique, Helvetica Bold, Helvetica Bold Oblique, Helvetica Condensed, Helvetica Condensed Oblique, Helvetica Condensed Bold, Helvetica Condensed Bold Oblique, Helvetica Narrow, Helvetica Narrow Oblique, Helvetica Narrow Bold, Helvetica Narrow Bold Oblique
Hoefler Text, Hoefler Text Italic, Hoefler Text Black, Hoefler Text Black Italic, Hoefler Text Ornaments
Joanna, Joanna Italic, Joanna Bold, Joanna Bold Italic
LetterGothic, LetterGothic Slanted, LetterGothic Bold, LetterGothic Bold Slanted
ITC Lubalin Graph Book, ITC Lubalin Graph Book Oblique, ITC Lubalin Graph Demi, ITC Lubalin Graph Demi Oblique
Marigold
Monaco
ITC Mona Lisa Recut
New Century Schoolbook Roman, New Century Schoolbook Italic, New Century Schoolbook Bold, New Century Schoolbook Bold Italic
New York
Optima, Optima Italic, Optima Bold, Optima Bold Italic
Oxford
Palatino Roman, Palatino Italic, Palatino Bold, Palatino Bold Italic

Product Information

Font Name
Stempel Garamond Roman, Stempel Garamond Italic, Stempel Garamond Bold, Stempel Garamond Bold Italic
Symbol
Tekton
Times Roman, Times Italic, Times Bold, Times Bold Italic
Univers, Univers Oblique, Univers Bold, Univers Bold Oblique, Univers Light, Univers Light Oblique
UniversCondensed, UniversCondensed Oblique, UniversCondensed Bold, UniversCondensed Bold Oblique
UniversExtended , UniversExtended Oblique, UniversExtended Bold, UniversExtended Bold Oblique
Wingdings
ITC ZapfChancery Medium Italic
ITC ZapfDingbats
Arial, Arial Italic, Arial Bold, Arial Bold Italic
Times New Roman, Times New Roman Italic, Times New Roman Bold, Times New Roman Bold Italic

PCL5 mode

Font Name	Family	HP Equivalent
FixedPitch 810	Medium, Bold, Italic, Bold Italic	Courier
Ding Dings SWA	-	ITC Zapf Dingbats
Dutch 801	Medium, Bold, Italic, Bold Italic	CG Times
Zapf Humanist 601	Medium, Bold, Italic, Bold Italic	CG Omega
Ribbon 131	-	Coronet
Clarendon 701	-	Clarendon Condensed
Swiss 742	Medium, Bold, Italic, Bold Italic	Univers
Swiss 742 Condensed	Medium, Bold, Italic, Bold Italic	Univers Condensed
Incised 901	Medium, Bold, Italic	Antique Olive
Aldine 430	Medium, Bold, Italic, Bold Italic	Garamond
Calligraphic 401	-	Marigold
Flareserif 821	Medium, Extra Bold	Albertus
Ryadh BT	Medium, Bold	Ryadh
Miryam BT	Medium, Bold, Italic	Miryam
David BT	Medium, Bold	David
Narkis Tam BT	Medium, Bold	Narkis

Product Information

Font Name	Family	HP Equivalent
Swiss 721 SWM	Medium, Bold, Italic, Bold Italic	Arial
Dutch 801 SWM	Medium, Bold, Italic, Bold Italic	Times New
Swiss 721 SWA	Medium, Bold, Oblique, Bold Oblique	Helvetica
Swiss 721 Narrow SWA	Medium, Bold, Oblique, Bold Oblique	Helvetica Narrow
Zapf Calligraphic 801 SWA	Medium, Bold, Italic, Bold Italic	Palatino
Geometric 711 SWA	Medium, Bold, Oblique, Bold Italic	ITC Avant Garde Gothic
Revival 711 SWA	Light, Demi Bold, Light Italic, Demi Bold Italic	ITC Bookman
Century 702 SWA	Medium, Bold, Italic, Bold Italic	New Century Schoolbook
Dutch 801 SWA	Medium, Bold, Italic, Bold Italic	Times
Chancery 801 Medium SWA Italic	-	ITC Zapf Chancery Medium Italic
Symbol SWM	-	Symbol
Symbol SWA	-	SymbolPS
More WingBats SWM	-	Wingdings
FixedPitch 850	Regular, Bold, Italic	Letter Gothic
Naskh BT	Medium, Bold	Naskh
Koufi BT	Medium, Bold	Koufi
FixedPitch 810 Dark	Medium, Bold, Italic, Bold Italic	CourierPS
Line Printer	-	Line Printer
OCR A	-	-
OCR B	-	-
Code39	9.37cpi, 4.68cpi	-
EAN/UPC	Medium, Bold	-

Note:
Depending on the print density, or on the quality or color of the paper, OCR A, OCR B, Code39, and EAN/UPC fonts may not be readable. Print a sample and make sure the fonts can be read before printing large quantities.

PCL6 mode

For symbol set, see .

Scalable font

Font Name	Symbol Set
FixedPitch 810	*1

Product Information

Font Name	Symbol Set
FixedPitch 810 Bold	*1
FixedPitch 810 Italic	*1
FixedPitch 810 Bold Italic	*1
FixedPitch 850 Regular	*1
FixedPitch 850 Bold	*1
FixedPitch 850 Italic	*1
FixedPitch 810 Dark	*3
FixedPitch 810 Dark Bold	*3
FixedPitch 810 Dark Italic	*3
FixedPitch 810 Dark Bold Italic	*3
Dutch 801	*2
Dutch 801 Bold	*2
Dutch 801 Italic	*2
Dutch 801 Bold Italic	*2
Zapf Humanist 601	*3
Zapf Humanist 601 Bold	*3
Zapf Humanist 601 Italic	*3
Zapf Humanist 601 Bold Italic	*3
Ribbon 131	*3
Clarendon 701	*3
Swiss 742	*2
Swiss 742 Bold	*2
Swiss 742 Italic	*2
Swiss 742 Bold Italic	*2
Swiss 742 Condensed	*3
Swiss 742 Condensed Bold	*3
Swiss 742 Condensed Italic	*3
Swiss 742 Condensed Bold Italic	*3
Incised 901	*3
Incised 901 Bold	*3
Incised 901 Italic	*3

Product Information

Font Name	Symbol Set
Aldine 430	*3
Aldine 430 Bold	*3
Aldine 430 Italic	*3
Aldine 430 Bold Italic	*3
Calligraphic 401	*3
Flareserif 821 Medium	*3
Flareserif 821ExtraBold	*3
Swiss 721 SWM	*3
Swiss 721 SWM Bold	*3
Swiss 721 SWM Italic	*3
Swiss 721 SWM Bold Italic	*3
Dutch 801 SWM	*3
Dutch 801 SWM Bold	*3
Dutch 801 SWM Italic	*3
Dutch 801 SWM Bold Italic	*3
Swiss 721 SWA	*3
Swiss 721 SWA Bold	*3
Swiss 721 SWA Oblique	*3
Swiss 721 SWA Bold Oblique	*3
Swiss 721 Narrow SWA	*3
Swiss 721 Narrow SWA Bold	*3
Swiss 721 Narrow SWA Oblique	*3
Swiss 721 Narrow SWA Bold Oblique	*3
Zapf Calligraphic 801 SWA	*3
Zapf Calligraphic 801 SWA Bold	*3
Zapf Calligraphic 801 SWA Italic	*3
Zapf Calligraphic 801 SWA Bold Italic	*3
Geometric 711 SWA	*3
Geometric 711 SWA Bold	*3
Geometric 711 SWA Oblique	*3
Geometric 711 SWA Bold Italic	*3

Product Information

Font Name	Symbol Set
Revival 711 Light SWA	*3
Revival 711 Demi SWA Bold	*3
Revival 711 Light SWA Italic	*3
Revival 711 Demi SWA Bold Italic	*3
Century 702 SWA	*3
Century 702 SWA Bold	*3
Century 702 SWA Italic	*3
Century 702 SWA Bold Italic	*3
Dutch 801 SWA	*3
Dutch 801 SWA Bold	*3
Dutch 801 SWA Italic	*3
Dutch 801 SWA Bold Italic	*3
Chancery 801 Medium SWA Italic	*3
Symbol SWM	*4
More WingBats SWM	*5
Ding Dings SWA	*6
Symbol SWA	*4
David BT	*7
David BT Bold	*7
Narkis Tam BT	*7
Narkis Tam BT Bold	*7
Miryam BT	*7
Miryam BT Bold	*7
Miryam BT Italic	*7
Koufi BT	*8
Koufi BT Bold	*8
Naskh BT	*8
Naskh BT Bold	*8
Ryadh BT	*8
Ryadh BT Bold	*8

Product Information

Bitmap font

Font Name	Symbol Set
Line Printer	*9

Symbol sets

Introduction to symbol sets

Your printer can access a variety of symbol sets. Many of these symbol sets differ only in the international characters specific to each language.

> *Note:*
> *Since most software handles fonts and symbols automatically, you will probably never need to adjust the printer's settings. However, if you are writing your own printer control programs, or if you are using older software that cannot control fonts, refer to the following sections for symbol set details.*

When you are considering which font to use, you should also consider which symbol set to combine with the font. Available symbol sets vary depending on which mode you use and which font you choose.

In the PCL5 mode

Available typefaces	Symbol set name:	
19 Typefaces **FixedPitch 810** **Dutch 801** **Swiss 742** **FixedPitch 850** **Line Printer**	IBM-US (10U)	Roman-8 (8U)
	ECM94-1 (0N)	8859-2 ISO (2N)
	8859-9 ISO (5N)	8859-10ISO (6N)
	IBM-DN (11U)	PcMultilingual (12U)
	Legal (1U)	8859-15ISO (9N)

Product Information

Available typefaces	Symbol set name:	
19 Typefaces **FixedPitch 810** **Dutch 801** **Swiss 742** **FixedPitch 850**	PcBlt775 (26U)	Pc1004 (9J)
	WiBALT (19L)	DeskTop (7J)
	PsText (10J)	Windows (9U)
	McText (12J)	MsPublishi (6J)
	PiFont (15U)	VeMath (6M)
	VeInternational (13J)	VeUS (14J)
	PcE.Europe (17U)	PcTk437 (9T)
	WiAnsi (19U)	WiE.Europe (9E)
	WiTurkish (5T)	UK (1E)
	Swedis2 (0S)	Italian (0I)
	Spanish (2S)	German (1G)
	Norweg1 (0D)	French2 (1F)
	Roman-9 (4U)	PcEur858 (13U)
	ISO 8859/4 Latin 4 (4N)	Unicode 3.0 (18N)
19 Typefaces **FixedPitch 810** **Dutch 801** **Swiss 742** **FixedPitch 850** **David BT** **Miryam BT** **Narkis Tam BT** **Naskh BT** **Koufi BT** **Ryadh BT**	PsMath (5M)	Math-8 (8M)
	ANSI ASCII (0U)	
FixedPitch 810 **Dutch 801** **Swiss 742** **FixedPitch 850**	Pc866Cyr (3R)	Pc866Ukr (14R)
	WinCyr (9R)	Pc8Grk (12G)
	Pc851Grk (10G)	WinGrk (9G)
	ISOGrk (12N)	Greek8 (8G)
FixedPitch 810 **Dutch 801** **Swiss 742** **FixedPitch 850** **Line Printer**	ISOCyr (10N)	
Line Printer	Roman Extension (0E)	
FixedPitch 810 **FixedPitch 850** **David BT** **Narkis Tam BT** **Miryam BT**	Hebrew7 (0H) Hebrew8 (8H)	ISO 8859/8 Hebrew (7H) PC-862, Hebrew (15H)

Product Information

Available typefaces	Symbol set name:	
Koufi BT **Naskh BT** **Ryadh BT**	Arabic8 (8V) PC-864, Arabic (10V)	HPWARA (9V)
Symbol SWA **Symbol SWM**	Symbol (19M)	
More WingBats SWM	Wingdings (579L)	
Ding Dings SWA	ZapfDingbats (14L)	
OCR A	OCR A (0O)	
OCR B	OCR B (1O)	OCR B Extension (3Q)
Code3-9	Code3-9 (0Y)	
EAN/UPC	EAN/UPC (8Y)	

The 19 typefaces refer to those listed below:

Zapf Humanist 601
Ribbon 131
Clarendon 701
Swiss 742 Condensed
Incised 901
Aldine 430
Calligraphic 401
Flareserif 821
Swiss 721 SWM
Dutch 801 SWM
Swiss 721 SWA
Swiss 721 Narrow SWA
Zapf Calligraphic 801 SWA
Geometric 711 SWA
Revival 711 SWA
Century 702 SWA
Dutch 801 SWA
Chancery 801 Medium SWA Italic
FixedPitch 810 Dark

In the PCL6 mode

Symbol Set Name	Attribute	Font Classification								
		*1	*2	*3	*4	*5	*6	*7	*8	*9
ISO Norwegian	4	○	○	○	-	-	-	-	-	-
ISO Italian	9	○	○	○	-	-	-	-	-	-
ISO 8859-1 Latin 1	14	○	○	○	-	-	-	-	-	○
ISO Swedish	19	○	○	○	-	-	-	-	-	-

Product Information

Symbol Set Name	Attribute	Font Classification								
		*1	*2	*3	*4	*5	*6	*7	*8	*9
ASCII	21	○	○	○	-	-	-	○	○	-
ISO United Kingdom	37	○	○	○	-	-	-	-	-	-
ISO French	38	○	○	○	-	-	-	-	-	-
ISO German	39	○	○	○	-	-	-	-	-	-
Legal	53	○	○	○	-	-	-	-	-	○
ISO 8859-2 Latin 2	78	○	○	○	-	-	-	-	-	○
ISO Spanish	83	○	○	○	-	-	-	-	-	-
Roman-9	149	○	○	○	-	-	-	-	-	-
PS Math	173	○	○	○	-	-	-	○	○	-
ISO 8859-9 Latin 5	174	○	○	○	-	-	-	-	-	○
Windows 3.1 Latin 5	180	○	○	○	-	-	-	-	-	-
Microsoft Publishing	202	○	○	○	-	-	-	-	-	-
ISO 8859/10 Latin 6	206	○	○	○	-	-	-	-	-	○
DeskTop	234	○	○	○	-	-	-	-	-	-
Math-8	269	○	○	○	-	-	-	○	○	-
Roman-8	277	○	○	○	-	-	-	-	-	○
Windows 3.1 Latin 2	293	○	○	○	-	-	-	-	-	-
Pc1004	298	○	○	○	-	-	-	-	-	-
ISO 8859-15 Latin 9	302	○	○	○	-	-	-	-	-	-
PC-Turkish	308	○	○	○	-	-	-	-	-	-
Windows 3.0	309	○	○	○	-	-	-	-	-	-
PS Text	330	○	○	○	-	-	-	-	-	-
PC-8	341	○	○	○	-	-	-	-	-	○
PC-8 D/N	373	○	○	○	-	-	-	-	-	○
MC Text	394	○	○	○	-	-	-	-	-	-
PC-850	405	○	○	○	-	-	-	-	-	○
PcEur858	437	○	○	○	-	-	-	-	-	-
Pi Font	501	○	○	○	-	-	-	-	-	-

Product Information

Symbol Set Name	Attribute	Font Classification								
		*1	*2	*3	*4	*5	*6	*7	*8	*9
PC852	565	○	○	○	-	-	-	-	-	-
Unicode 3.0	590	○	○	○	-	-	-	-	-	-
WBALT	620	○	○	○	-	-	-	-	-	-
Windows 3.1 Latin 1	629	○	○	○	-	-	-	-	-	-
PC-755	853	○	○	○	-	-	-	-	-	-
Wingdings	18540	-	-	-	-	○	-	-	-	-
Symbol	621	-	-	-	○	-	-	-	-	-
ZapfDigbats	460	-	-	-	-	-	○	-	-	-
PC-866, Cyrillic	114	○	○	-	-	-	-	-	-	-
Greek8	263	○	○	-	-	-	-	-	-	-
Windows Greek	295	○	○	-	-	-	-	-	-	-
Windows Cyrillic	306	○	○	-	-	-	-	-	-	-
PC-851, Greek	327	○	○	-	-	-	-	-	-	-
ISO 8859/5 Cyrillic	334	○	○	-	-	-	-	-	-	-
PC-8, Greek	391	○	○	-	-	-	-	-	-	-
ISO 8859/7 Greek	398	○	○	-	-	-	-	-	-	-
PC-866 UKR	466	○	○	-	-	-	-	-	-	-
Hebrew7	8	○	-	-	-	-	-	-	-	-
ISO 8859/8 Hebrew	232	○	-	-	-	-	-	○	-	-
Hebrew8	264	○	-	-	-	-	-	○	-	-
PC-862, Hebrew	488	○	-	-	-	-	-	○	-	-
Arabic8	278	-	-	-	-	-	-	-	○	-
HPWARA	310	-	-	-	-	-	-	-	○	-
PC-864, Arabic	342	-	-	-	-	-	-	-	○	-

Where To Get Help

Technical Support Web Site

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

http://support.epson.net/

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

http://www.epson.com

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

Contacting Epson Support

Before Contacting Epson

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

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

❏ Product serial number
(The serial number label is on the side of the product.)

❏ Product model

❏ Product software version
(Click **About**, **Version Info**, or similar button in the product software.)

❏ Brand and model of your computer

❏ Your computer operating system name and version

❏ Names and versions of the software applications you normally use with your product

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

Help for Users in Europe

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

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