

User's Guide

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About This Manual

Introduction to the Manuals

The latest versions of the following manuals are available from the Epson support website.

<http://www.epson.eu/Support> (Europe)

<http://support.epson.net/> (outside Europe)

Important Safety Instructions (paper manual)

Provides you with instructions to ensure the safe use of this printer. This manual may not be included depending on model and region.

Start Here (paper manual)

Provides you with an introduction to the printer and services.

User's Guide (PDF manual)

This manual. Provides instructions on using the printer, replacing ink cartridges, maintenance, and solving problems.

Network Guide (PDF manual)

Provides information on network settings and solving problems when using the printer on a network.

Administrator's Guide (PDF manual)

Provides network administrators with information on management and printer settings.

Epson Connect Guide (PDF manual)

Provides information on Epson Connect services. This guide is available from the Epson Connect portal website.

<https://www.epsonconnect.com/>

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

As well as the manuals above, check the various types of help information available from the printer itself or from the applications.

Marks and Symbols



Caution:

Instructions that must be followed carefully to avoid bodily injury.



Important:

Instructions that must be observed to avoid damage to your equipment.

Note:

Instructions containing useful tips and restrictions on printer operation.

➔ Related Information

About This Manual

Links to related sections.

Descriptions Used in this Manual

- ❑ Screenshots of the printer driver and the EPSON Scan (scanner driver) screens are from Windows 8 or Mac OS X v10.8.x. The content displayed on the screens varies depending on the model and situation.
- ❑ Illustrations of the printer used in this manual are examples only. Although there may be slight differences depending on the model, the method of operation is the same.
- ❑ Some of the menu items on the LCD screen vary depending on the model and settings.

Operating System References

Windows

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

- ❑ Microsoft® Windows® 8.1 operating system
- ❑ Microsoft® Windows® 8 operating system
- ❑ Microsoft® Windows® 7 operating system
- ❑ Microsoft® Windows Vista® operating system
- ❑ Microsoft® Windows® XP operating system
- ❑ Microsoft® Windows® XP Professional x64 Edition operating system
- ❑ Microsoft® Windows Server® 2012 operating system
- ❑ Microsoft® Windows Server® 2008 R2 operating system
- ❑ Microsoft® Windows Server® 2008 operating system
- ❑ Microsoft® Windows Server® 2003 R2 operating system
- ❑ Microsoft® Windows Server® 2003 operating system

Mac OS X

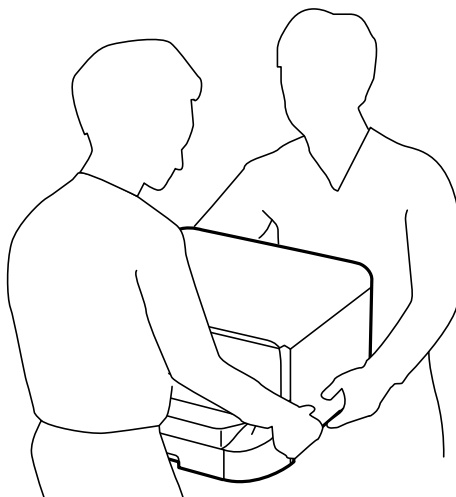
In this manual, "Mac OS X v10.9.x" refers to "OS X Mavericks" and "Mac OS X v10.8.x" refers to "OS X Mountain Lion". Additionally, "Mac OS X" is used to refer to "Mac OS X v10.9.x", "Mac OS X v10.8.x", "Mac OS X v10.7.x", "Mac OS X v10.6.x", and "Mac OS X v10.5.8".

Important Instructions

Safety Instructions

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

- Use only the power cord supplied with the printer and do not use the cord with any other equipment. Use of other cords with this printer or the use of the supplied power cord with other equipment may result in fire or electric shock.
- Be sure your AC power cord meets the relevant local safety standard.
- Never disassemble, modify, or attempt to repair the power cord, plug, printer unit, scanner unit, or options by yourself, except as specifically explained in the printer's manuals.
- Unplug the printer and refer servicing to qualified service personnel under the following conditions:
The power cord or plug is damaged; liquid has entered the printer; the printer has been dropped or the casing damaged; the printer does not operate normally or exhibits a distinct change in performance. Do not adjust controls that are not covered by the operating instructions.
- Place the printer near a wall outlet where the plug can be easily unplugged.
- Do not place or store the printer outdoors, near excessive dirt or dust, water, heat sources, or in locations subject to shocks, vibrations, high temperature or humidity.
- Take care not to spill liquid on the printer and not to handle the printer with wet hands.
- Keep the printer at least 22 cm away from cardiac pacemakers. Radio waves from this printer may adversely affect the operation of cardiac pacemakers.
- If the LCD screen is damaged, contact your dealer. If the liquid crystal solution gets on your hands, wash them thoroughly with soap and water. If the liquid crystal solution gets into your eyes, flush them immediately with water. If discomfort or vision problems remain after a thorough flushing, see a doctor immediately.
- Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone to report a gas leak in the vicinity of the leak.
- The printer is heavy and should not be lifted or carried by less than two people. When lifting the printer, two people should assume the correct positions as shown below.



Important Instructions

- Be careful when you handle used ink cartridges, as there may be some ink around the ink supply port.
 - If ink gets on your skin, wash the area thoroughly with soap and water.
 - If ink gets into your eyes, flush them immediately with water. If discomfort or vision problems continue after a thorough flushing, see a doctor immediately.
 - If ink gets into your mouth, see a doctor right away.
- Do not disassemble the ink cartridge and the maintenance box; otherwise ink may get into your eyes or on your skin.
- Do not shake ink cartridges too vigorously; otherwise ink may leak from the cartridge.
- Keep ink cartridges and maintenance box out of the reach of children.



Printer Advisories and Warnings

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

Advisories and Warnings for Setting Up/Using the Printer

- Do not block or cover the vents and openings in the printer.
- Use only the type of power source indicated on the printer's label.
- Avoid using outlets on the same circuit as photocopiers or air control systems that regularly switch on and off.
- Avoid electrical outlets controlled by wall switches or automatic timers.
- Keep the entire computer system away from potential sources of electromagnetic interference, such as loudspeakers or the base units of cordless telephones.
- The power-supply cords should be placed to avoid abrasions, cuts, fraying, crimping, and kinking. Do not place objects on top of the power-supply cords and do not allow the power-supply cords to be stepped on or run over. Be particularly careful to keep all the power-supply cords straight at the ends and the points where they enter and leave the transformer.
- If you use an extension cord with the printer, make sure that the total ampere rating of the devices plugged into the extension cord does not exceed the cord's ampere rating. Also, make sure that the total ampere rating of all devices plugged into the wall outlet does not exceed the wall outlet's ampere rating.
- If you plan to use the printer in Germany, the building installation must be protected by a 10 or 16 amp circuit breaker to provide adequate short-circuit protection and over-current protection for the printer.
- When connecting the printer to a computer or other device with a cable, ensure the correct orientation of the connectors. Each connector has only one correct orientation. Inserting a connector in the wrong orientation may damage both devices connected by the cable.
- Place the printer on a flat, stable surface that extends beyond the base of the printer in all directions. The printer will not operate properly if it is tilted at an angle.
- When storing or transporting the printer, avoid tilting it, placing it vertically, or turning it upside down; otherwise ink may leak.
- Allow space behind the printer for the cables.
- Allow space above the printer so that you can fully raise the document cover.
- Leave enough space in front of the printer for the paper to be fully ejected.

Important Instructions

- ❑ Avoid places subject to rapid changes in temperature and humidity. Also, keep the printer away from direct sunlight, strong light, or heat sources.
- ❑ Do not insert objects through the slots in the printer.
- ❑ Do not put your hand inside the printer during printing.
- ❑ Do not touch the white flat cable inside the printer.
- ❑ Do not use aerosol products that contain flammable gases inside or around the printer. Doing so may cause fire.
- ❑ Do not move the print head by hand; otherwise, you may damage the printer.
- ❑ Be careful not to trap your fingers when closing the document cover.
- ❑ Do not press too hard on the scanner glass when placing the originals.
- ❑ Always turn the printer off using the  button. Do not unplug the printer or turn off the power at the outlet until the  light stops flashing.
- ❑ Before transporting the printer, make sure that the print head is in the home (far right) position and the ink cartridges are in place.
- ❑ If you are not going to use the printer for a long period, be sure to unplug the power cord from the electrical outlet.

Advisories and Warnings for Using the Printer with a Wireless Connection

- ❑ Do not use this printer inside medical facilities or near medical equipment. Radio waves from this printer may adversely affect the operation of electrical medical equipment.
- ❑ Do not use this printer near automatically controlled devices such as automatic doors or fire alarms. Radio waves from this printer may adversely affect these devices, and could lead to accidents due to malfunction.

Advisories and Warnings for Using the Touchscreen

- ❑ The LCD screen may contain a few small bright or dark spots, and because of its features it may have an uneven brightness. These are normal and do not indicate that it is damaged in any way.
- ❑ Only use a dry, soft cloth for cleaning. Do not use liquid or chemical cleaners.
- ❑ The exterior cover of the touchscreen could break if it receives a heavy impact. Contact your dealer if the panel surface chips or cracks, and do not touch or attempt to remove the broken pieces.
- ❑ Press the touchscreen gently with your finger. Do not press force or operate with your nails.
- ❑ Do not operate by a sharp edge thing such as a ball point pen, sharp pencil, stylus pen and so on.
- ❑ Condensation inside the touchscreen due to abrupt changes in temperature or humidity may cause performance to deteriorate.

Advisories and Warnings for Using the Optional Cabinet

- ❑ This cabinet is exclusively designed to install this printer on top as well as the optional paper cassette units. Do not install any other products except for the specified printer and paper cassette unit.
- ❑ Do not climb on the cabinet or place heavy object on it.
- ❑ Make sure you use the cabinet with the two stands attached.

Important Instructions

- Secure the printer or the optional paper cassette unit to the cabinet using the two attachments and screws supplied with the cabinet.
- When using the printer, make sure you lock the casters at the front of the cabinet.
- Do not move the cabinet when the casters are locked.
- When moving the cabinet with the printer or the optional paper cassette unit installed, avoid moving over uneven or rough surfaces.

Protecting Your Personal Information

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

If you give the printer to someone else or dispose of it, erase the memory by selecting **Setup > System Administration > Restore Default Settings > Clear All Data and Settings** on the control panel.

Administrator Settings

Locking the Printer Settings Using an Administrator's Password

You can set an administrator's password to lock the printer settings so that they cannot be changed by other users. You can lock the following settings.

- System Administration
- Eco Mode
- Presets
- Contacts

You cannot change settings without entering the password. This password is also required when you make settings using Web Config or EpsonNet Config.

**Important:**

Do not forget the password. If you forget the password, contact your dealer.

1. Enter **Setup** from the home screen.
2. Select **Admin Settings > Admin Password**.
3. Select **Register**, and then enter a password.
4. Enter the password again.
5. Select **Lock Setting**, and then enable it.

Unlocking the Printer Settings

1. Enter **Setup** from the home screen.
2. Select **Admin Settings**.
3. Enter the administrator's password.
4. Select **Lock Setting**, and then disable it.

User Feature Restrictions

Note:

Mac OS X is not supported.

The administrator can restrict printer features for individual users. To use a restricted feature, the user has to enter an ID and password on the control panel. Use this feature to prevent misuse of the printer.

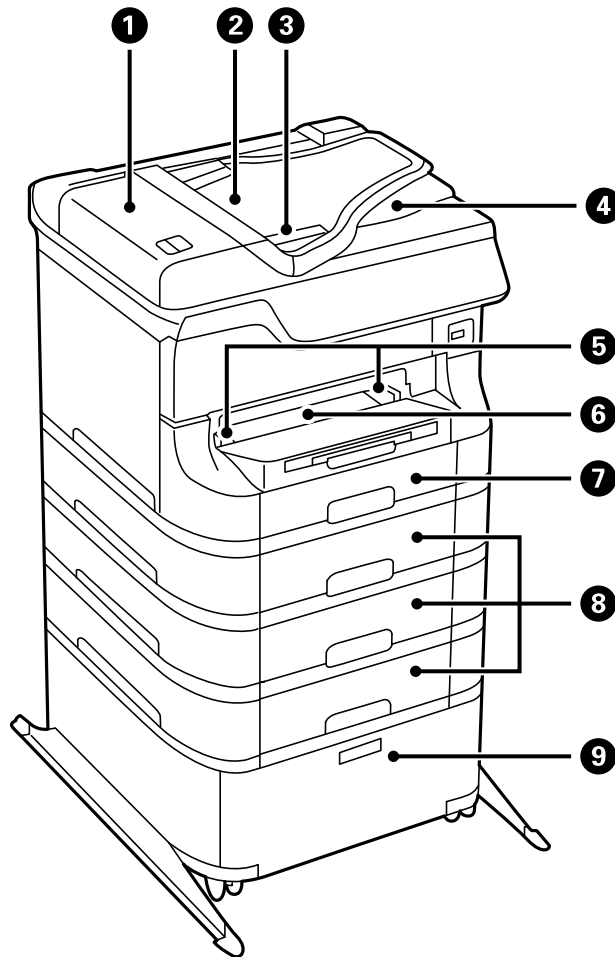
Administrator Settings

Use Web Config to configure restriction settings on a computer. See the *Administrator's Guide* for more details.

After configuring settings on the computer, enable the user restriction feature on the printer. Select **Setup > System Administration > Security Settings > Access Control** from the home screen, and then enable it.

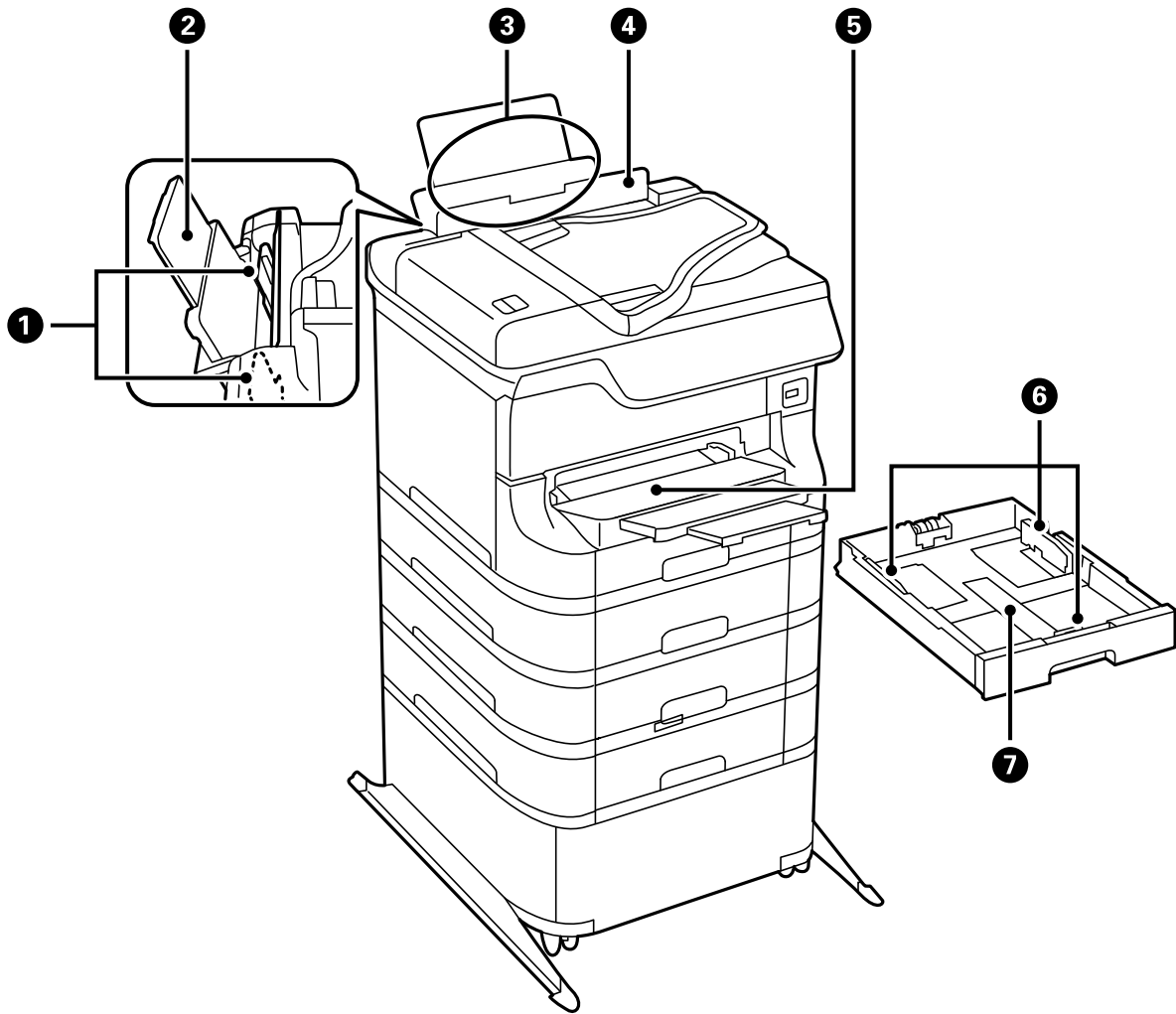
Printer Basics

Part Names and Functions



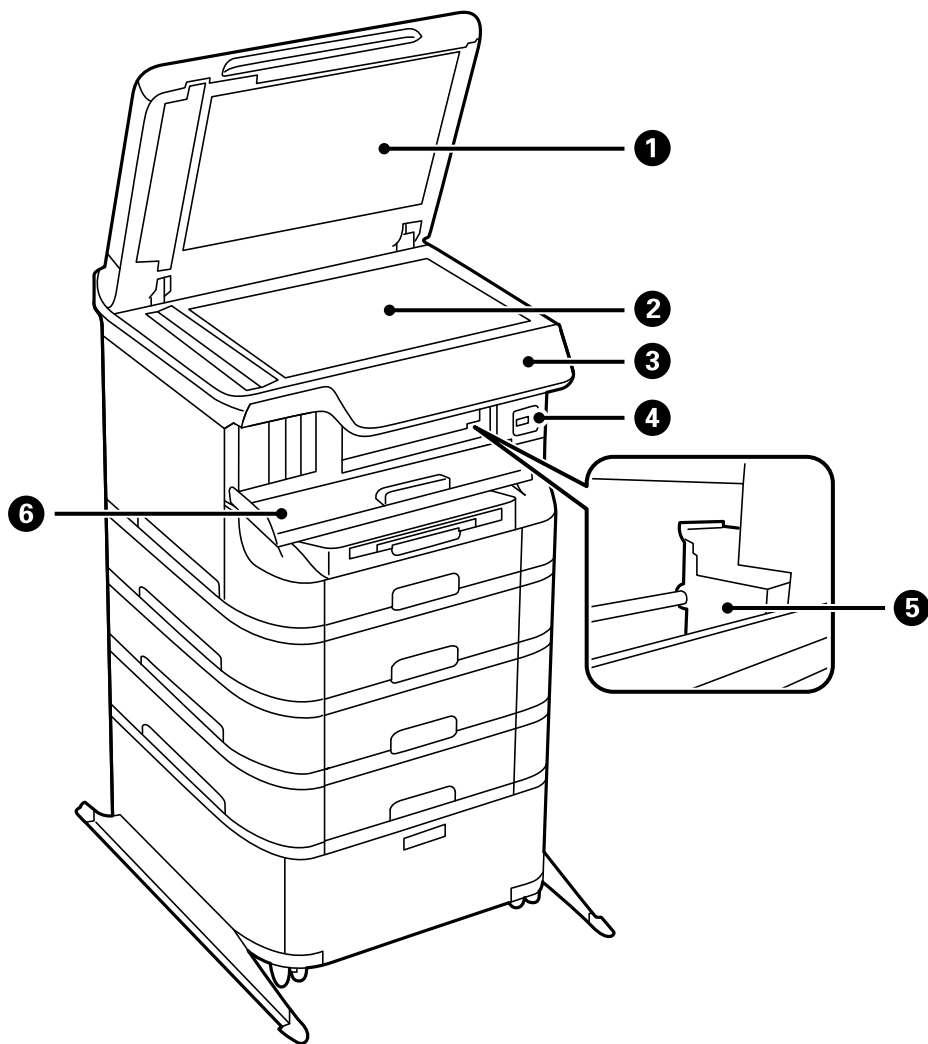
①	ADF (Automatic Document Feeder) cover (F)	Open when removing jammed originals in the ADF.
②	ADF input tray (F)	Feeds originals automatically.
③	Edge guides	Feeds originals straight into the printer. Slide to the edges of the originals.
④	ADF output tray	Holds originals ejected from the ADF.
⑤	Edge guides	Feeds the paper straight into the printer. Slide to the edges of the paper.
⑥	Front paper feed slot (B2)	Load one sheet of paper at a time by hand.
⑦	Paper cassette 1 (C1)	Loads paper.
⑧	Paper cassette 2 to 4 (C2 to C4)	Optional paper cassette units. Load paper.
⑨	Cabinet	Optional cabinet. Stores paper or other consumables.

Printer Basics



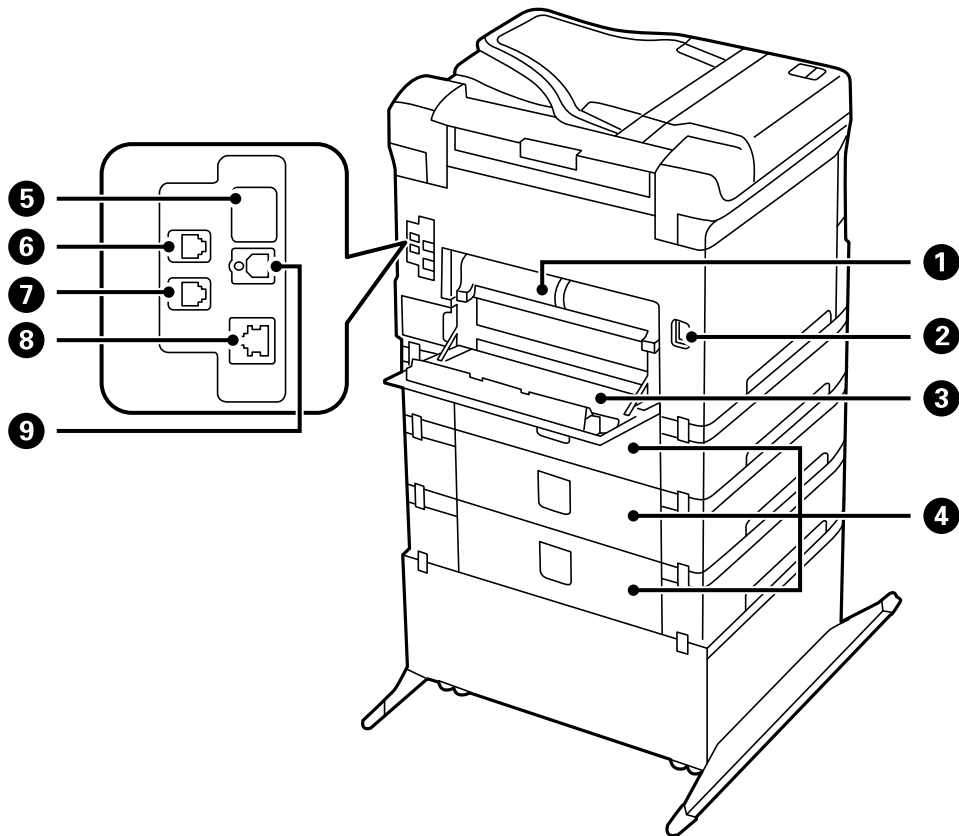
1	Edge guides	Feeds the paper straight into the printer. Slide to the edges of the paper.
2	Paper support	Supports loaded paper.
3	Rear paper feed (B1)	Loads paper.
4	Feeder guard	Prevents foreign substance from entering the printer. Usually keep this guard closed.
5	Output tray	Holds the ejected paper.
6	Edge guides	Feeds the paper straight into the printer. Slide to the edges of the paper.
7	Paper cassette	Loads paper.

Printer Basics



1	Document cover	Blocks external light while scanning.
2	Scanner glass	Scans placed originals.
3	Control panel	Operates the printer.
4	External interface USB port	Connects memory devices.
5	Print head	Fires ink.
6	Front cover (A)	Open when replacing ink cartridges or removing jammed paper inside the printer.

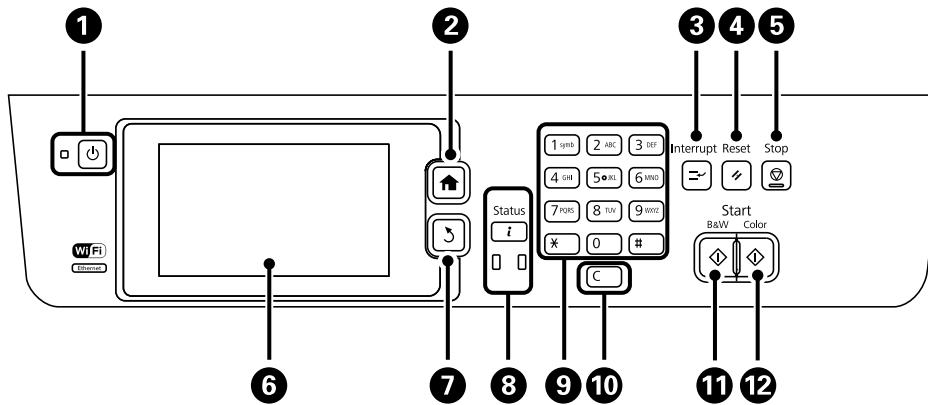
Printer Basics



1	Rear cover 2 (D2)	Pull out when removing jammed paper.
2	AC inlet	Connects the power cord.
3	Rear cover 1 (D1)	Open when replacing the maintenance box or maintenance rollers, or removing jammed paper.
4	Rear cover (E)	Covers for the optional paper cassette units. Open when replacing the maintenance rollers or removing jammed paper.
5	Service USB port	USB port for future use. Do not remove the sticker.
6	LINE port	Connects a phone line.
7	EXT. port	Connects external phone devices.
8	LAN port	Connects a LAN cable.
9	USB port	Connects a USB cable.

Control Panel

Buttons and Lights



















1		Turns the printer on or off. Unplug the power cord when the power light is off.
2		Displays the home screen.
3		Pauses the current job and allows you to interrupt another job. Press this button again to restart a paused job.
4		Returns the current settings to their previous status.
5		Stops the current operation.
6	-	Displays menus and messages. Touch the LCD screen to select a menu, and scroll by swiping.
7		Returns to the previous screen.
8		Displays the Status Menu . You can check the printer's status and job history. The error light on the left flashes or turns on when an error occurs. The data light on the right flashes when the printer is processing data. It turns on when there are queued jobs.
9	0 - 9 *, #	Enters numbers, characters, and symbols.
10	c	Clears number settings such as the number of copies.
11		Starts printing, copying, scanning, and faxing in black and white.
12		Starts printing, copying, scanning, and faxing in color.

Icons Displayed on the LCD Screen

The following icons are displayed on the LCD screen depending on the printer's status. Press the network icon to check the current network settings and make Wi-Fi settings.

Printer Basics

	Press this icon to view operating instructions such as how to load paper, and how to place originals.
	Turns on when originals are placed in the ADF.
	Turns on when ink cartridges are running low or the maintenance box is nearly full. Press the i button, and then select Printer Information to check the status.
	Turns on when ink cartridges are expended or the maintenance box is full. Press the i button, and then select Printer Information to check the status.
	Turns on when received documents that have not yet been read, printed, or saved, are stored in the product's memory.
	Indicates fax memory usage.
	Indicates that the fax memory is full. Delete unnecessary documents from the inbox.
	Indicates that the printer is connecting to a wireless (Wi-Fi) or wired (Ethernet) network.
	Turns on while the printer is connected to a wired (Ethernet) network.
	Turns on while the printer is connected to a wireless (Wi-Fi) network. The number of bars indicates the signal strength of the connection. The more bars there are, the stronger the connection.
	Indicates a problem with the printer's wireless (Wi-Fi) network connection, or that the printer is searching for a wireless (Wi-Fi) network connection.
	Indicates that the printer is connected to a wireless (Wi-Fi) network in Ad Hoc mode.
	Indicates that the printer is connected to a wireless (Wi-Fi) network in Wi-Fi Direct mode.
	Indicates that the printer is connected to a wireless (Wi-Fi) network in Simple AP mode.
	Indicates that the user restriction feature is enabled. Press this icon to log in to the printer. You need to enter a user name and password. Contact your printer administrator for login information.
	Indicates that a user with access permission has logged in.

Related Information

➔ [“Memory Full Error Occurs” on page 165](#)







Printer Basics

Icons Displayed on the Software Keyboard of the LCD Screen

You can enter characters and symbols by using the software keyboard screen when you register a contact, make network settings, and so on. The following icons are displayed on the software keyboard screen.

Note:

Available icons vary depending on the setting item.

	Switches between upper case and lower case.
	Switches the character type. 123#: Enters numbers and symbols. ABC: Enters letters. ÄÄÄ: Enters special characters such as umlauts and accents.
	Changes the keyboard layout.
	Enters a space.
	Deletes a character to the left.
	Enters a character.

Menu Options


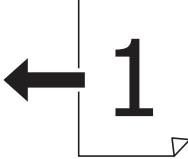
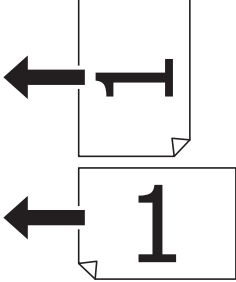
Copy Mode

Note:

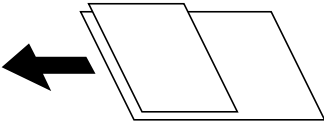
- Available menus vary depending on the layout you selected.
- Press **Settings** to display hidden setting menus.

Menu	Settings and Explanations
Number of copies	Enter the number of copies.

Printer Basics

Menu	Settings and Explanations			
Layout	With Border	Copies with a border around the edges.		
	2-up	Copies multiple page originals onto one sheet.		
	4-up	<p>When placing originals in the ADF, insert them into the feeder from the top or left edge.</p> <p>Load vertical originals as shown below, and select Portrait from Document Orientation.</p>		
			<p>Load vertical originals as shown below, and select Landscape from Document Orientation.</p>	
				
ID Card	Scans both sides of an ID card and copies onto one side of A4 size paper.			
Split Pages	Copies two facing pages of a booklet onto separate sheets of paper.			
Document Size	Select the size of your original.			
Zoom	<p>Enlarges or reduces the original.</p> <p>Select Auto Fit Page to fit to the paper size of the selected paper source.</p>			
Paper Source	<p>Select the paper source that you want to use.</p> <p>Auto: Feeds paper automatically using the Paper Setup settings made when you loaded the paper.</p> <p>Front Paper Feed Slot: Select the paper size and paper type you loaded in the front paper feed slot.</p>			
2-Sided	<p>Select 2-sided layout.</p> <p>Select a layout, press Settings, and then select the binding position of your original and the paper.</p>			
Document Orientation	Select the orientation of your original.			
Quality	<p>Select the type of your original.</p> <p>Text: Provides faster printing, but the printouts may be faint.</p> <p>Photo: Provides higher quality printing, but the printing speed may be slower.</p>			
Density	Set the density of your copies.			

Printer Basics

Menu	Settings and Explanations
Layout Order	Select the copy layout for multiple pages when you have selected 2-up or 4-up as the Layout setting.
Scan Order	Select which page of a booklet to scan when you have selected Split Pages as the Layout setting.
Remove Shadow	Removes shadows that appear in the center of copies when copying a booklet or that appear around copies when copying thick paper.
Remove Punch Holes	Removes the binding holes when copying.
Collate Copy	Prints multiple copies of multiple originals collated in order and sorts them into sets.
Mixed Documents	<p>You can place the following combination of sizes in the ADF at the same time. A3 and A4; B4 and B5. When using these combinations, originals are copied at the actual size of the originals.</p> <p>Place your originals as shown below.</p> 
Dry Time	Select the drying time.
Advanced Settings	Adjust image settings such as contrast and saturation.

Scan Mode

Email

Menu	Settings and Explanations
Contacts	Select email addresses to send the scanned image from the contacts list.
Format	Select the format in which to save the scanned image. When you select TIFF (Single Page) or TIFF (Multi Page) , only monochrome scanning is available.
Menu	Email Settings Subject: Enter a subject for the email. Filename Prefix: Enter a prefix for the name of the file to be sent.
	Basic Settings See the list of menus in Settings .
	Scan Report Prints a history that shows when and to which email address scanned files have been sent.

Network Folder/FTP

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

Printer Basics

Menu	Settings and Explanations	
Location	Communication Mode	Select the communication mode.
	Location	Enter a folder path in which to save the scanned image.
	User Name	Enter a user name for the specified folder.
	Password	Enter a password for the specified folder.
	Connection Mode	Select the connection mode.
	Port Number	Enter a port number.
Format	Select the format in which to save the scanned image. When you select TIFF (Single Page) , only monochrome scanning is available.	
Menu	File Settings	Enter a prefix for the file name in Filename Prefix .
	Basic Settings	See the list of menus in Settings .
	Scan Report	Prints a history that shows when and to which folder the scanned files have been sent.

Memory Device

Menu	Settings and Explanations
Format	Select the format in which to save the scanned image. When you select TIFF (Multi Page) , only monochrome scanning is available.
Settings	See the list of menus in Settings .

Cloud

Menu	Settings and Explanations
Format	Select the format in which to save the scanned image.
Settings	See the list of menus in Settings .

Document Capture Pro

This menu has no setting item.

Computer (WSD)

This menu has no setting item.

Settings

Note:

Available menus vary depending on the destination type, such as email or folder, and the format in which scanned images are saved.

Printer Basics

Menu	Settings and Explanations
Resolution	Select the scanning resolution.
Scan Area	Select the scan area. Auto Cropping: Crops the white space around the text or image when scanning. Max Area: Scans at the maximum scan area of the scanner glass or the ADF.
2-Sided	Scans both sides of the original. When performing 2-sided scanning, select Binding Direction and then select the binding position of the original.
Document Type	Select the type of your original.
Density	Select the contrast of the scanned image.
Document Orientation	Select the orientation of your original.
Compression Ratio	Select how much to compress the scanned image.
PDF Settings	When you have selected PDF as the save format setting, use these settings to protect PDF files. Document Open Password: Creates a PDF file that requires a password when opening. Permissions Password: Creates a PDF file that requires a password when printing or editing.
Attached File Max Size	Select the maximum file size that can be attached to the email.

Fax Mode

From the home screen, select **Fax > Menu**. You can access some of the setting menus directly from the **Fax** screen.

Menu	Settings and Explanations	
Fax Send Settings	Resolution	Select the resolution of the outgoing fax. Select Photo for originals that contain both text and photo images.
	Density	Set the density of the outgoing fax.
	Document Size (Glass)	Select the size and orientation of the original you placed on the scanner glass.
	ADF 2-Sided	When sending a monochrome fax, both sides of the original placed in the ADF are scanned.
	Direct Send	See the pages that describe these features for more details.
	Priority Send	
	Continuous Scan from ADF	
	Transmission Report	Prints a transmission report automatically after you send a fax. Select Print on Error to print a report only when an error occurs.

Printer Basics

Menu	Settings and Explanations	
Send Fax Later	See the pages that describe these features for more details.	
Polling Receive		
Polling Send		
Store Fax Data		
Fax Report	Fax Settings List	Prints the current fax settings.
	Fax Log	Prints a transmission report automatically after you send a fax. You can set to print this report automatically using the following menu. Setup > System Administration > Fax Settings > Output Settings > Fax Log Auto Print
	Transmission Report	Prints a report for the previous fax that was sent or received through polling.
	Stored Fax Documents	Prints a list of fax documents stored in the printer's memory, such as unfinished jobs.
	Protocol Trace	Prints a detailed report for the previous fax that was sent or received.

Related Information

- ➔ [“Sending Many Pages of a Monochrome Document \(Direct Send\)” on page 96](#)
- ➔ [“Sending a Fax Preferentially \(Priority Send\)” on page 97](#)
- ➔ [“Sending Different Size Documents Using ADF \(Continuous Scan from ADF\)” on page 97](#)
- ➔ [“Sending Faxes at a Specified Time \(Send Fax Later\)” on page 95](#)
- ➔ [“Receiving Faxes by Polling \(Polling Receive\)” on page 100](#)
- ➔ [“Sending Faxes on Demand \(Polling Send\)” on page 96](#)
- ➔ [“Storing a Fax Without Specifying a Recipient \(Store Fax Data\)” on page 95](#)

Memory Device Mode

Note:

Memory device is a generic name for external USB devices such as USB flash drives.

File format

Menu	Settings and Explanations
JPEG	Select the file format of the file you want to print.
TIFF	

Settings

Note:

Available menus vary depending on the selected file format.

Printer Basics

Menu	Settings and Explanations	
Number of printouts	Enter the number of printouts.	
Settings	Paper Source	Select the paper source that you want to use. When you select Front Paper Feed Slot , select the paper size and paper type you loaded in the Front Paper Feed Slot .
	Layout	Select the layout.
	Quality	Select the print quality.
	Date	Select the format of the date on the printouts.
	Fit Frame	Crops the top and bottom edges of the image to fit in the selected paper size. Turning this off causes margins to appear on the left and right side of the image.
	Bidirectional	Select which side to fire ink when the print head moves. Turn this on under normal usage. Enabled: Prints when the print head moves in both directions. Disabled: Prints only when the print head moves in one direction. Print quality improves, but the printing speed is slow.
	Print Order	Last Page on Top: Prints from the first page of a file. First Page on Top: Prints from the last page of a file.
Image Adjustments	Enhance	Select the image correction method. On: Enhances the image automatically by using Epson's unique image analysis and image processing technology. P.I.M.: Adjusts the image by using your camera's PRINT Image Matching or Exif Print information.
	Fix Red-Eye	Fixes red-eye in photos. Corrections are not applied to the original file, only to the printouts. Depending on the type of photo, parts of the image other than the eyes may be corrected.
Menu	Select Images	Select All Images selects all of the images on the memory device.
	Select Group	Select this menu to select another group.

Setup Mode

Menu	Settings and Explanations
Ink Levels	Displays the approximate levels of the ink cartridges and the maintenance box. When an exclamation mark is displayed, the ink cartridge is running low on ink or the maintenance box is nearly full.

Printer Basics

Menu	Settings and Explanations	
Maintenance	Print Head Nozzle Check	Prints a pattern to check if the print head nozzles are clogged.
	Print Head Cleaning	Cleans clogged nozzles in the print head.
	Print Head Alignment	Adjusts the print head to improve print quality. Run Vertical Alignment if your printouts look blurry or text and lines are misaligned. Run Horizontal Alignment if your printouts contain horizontal banding at regular intervals.
	Thick Paper	Reduces ink smearing when printing. Enable this feature only when you see ink smearing on your printouts because it may lower the printing speed. This feature is disabled when the power is turned off.
	Paper Guide Cleaning	Use this feature to feed plain paper for cleaning when there are ink stains on the internal rollers or a paper feed problem has occurred.
	Remove Paper	Use this feature if there are still some torn pieces of paper inside the printer even after removing jammed paper.
	Maintenance Roller Information	Displays the status of the maintenance rollers for the paper cassette in the Maintenance Roller Status . After replacing maintenance rollers, select Reset Maintenance Roller Counter to reset the counter for the paper cassette in which you replaced the maintenance rollers.
Paper Setup	Select the paper size and paper type you loaded in each paper source.	
Print Status Sheet	Configuration Status Sheet	Prints an information sheet showing the current printer status and settings.
	Supply Status Sheet	Prints an information sheet showing the status of consumables.
	Usage History Sheet	Prints an information sheet showing the usage history of the printer.
Network Status	Wi-Fi/Network Status	Displays or prints the current network settings.
	Wi-Fi Direct Status	
	Email Server Status	Displays the current email server settings.
	Epson Connect Status	Displays whether the printer is registered and connected to Epson Connect or Google Cloud Print service.
	Google Cloud Print Status	See the Epson Connect portal website for more details. https://www.epsonconnect.com/ http://www.epsonconnect.eu (Europe only)

Printer Basics

Menu	Settings and Explanations	
Admin Settings	These menus allow an administrator to register an administrator password to protect the printer settings from being changed by other users.	
	Admin Password	Set, change, or reset the administrator password. If you forget the password, contact your dealer.
	Lock Setting	You need to enter an administrator password when you enter the System Administration settings and when you change the settings of Eco Mode, Presets , and the contacts.
System Administration	See the pages that describe these features for more details.	

Related Information

➔ [“System Administration” on page 30](#)

System Administration

Select **Setup** on the home screen, and then select **System Administration**.

Printer Basics

Menu	Settings and Explanations		
Printer Settings	Paper Source Settings	Rear Paper Feed Priority	Feeds paper from the rear paper feed on a priority basis.
		A4/Letter Auto Switching	Feeds paper from the paper source set as A4 size when there is no paper source set as Letter, or feeds from the paper source set as Letter size when there is no paper source set as A4.
		Auto Select Settings	Specify which paper source to feed from when using features such as copying and faxing. When there are multiple paper sources available, paper is fed from the paper source with paper settings that match the copy or print job.
		Error Notice	Displays an error message when the paper size or type settings in Paper Setup and the print settings do not match.
	Auto Error Solver	<p>Select an action to perform when a 2-sided printing error occurs.</p> <p>Enabled: If a 2-sided job is sent when there is no paper available that supports 2-sided printing, the printer displays an error message, and then automatically prints on only one side of the paper.</p> <p>Disabled: The printer displays an error message and cancels printing.</p>	
	Memory Device Interface	Memory Device	Enables a memory device inserted in the printer. If this feature is disabled, the printer does not recognize the inserted memory device.
		File Sharing	Select whether to give write access to the memory device from a USB-connected computer or from a network-connected computer.
	PC Connection via USB	Enables the printer which is connected to the computer over a USB connection. If this feature is disabled, the computer does not recognize printers with a USB connection.	

Printer Basics

Menu	Settings and Explanations		
Common Settings	LCD Brightness	Adjust the brightness of the LCD screen.	
	Sound	Adjust the volume and select the type of audio.	
	Sleep Timer	Select the time period before the printer enters sleep mode (energy saving mode) when no operations are performed. The LCD screen turns black when the set time passes.	
	Power Off Timer	You can adjust the time before power management is applied. Any increase will affect the product's energy efficiency. Please consider the environment before making any change.	
	Date/Time Settings	Date/Time	Enter the current date and time.
		Daylight Saving Time	Select the summer time setting that applies to your area.
		Time Difference	Enter the time difference between your local time and UTC (Coordinated Universal Time).
	Country/Region	Select the country or region.	
	Language	Select the display language.	
Operation Time Out	If this feature is enabled, the LCD screen returns to the home screen when no operations have been performed for about three minutes. This feature is automatically enabled when the user restriction feature is enabled.		
Wi-Fi/Network Settings	Wi-Fi/Network Status	Displays or prints the network settings and connection status.	
	Wi-Fi Setup	Wi-Fi Setup Wizard	See the <i>Network Guide</i> for more details.
		Push Button Setup (WPS)	
		PIN Code Setup (WPS)	
		Wi-Fi Auto Connect	
		Disable Wi-Fi	You may be able to resolve network problems by disabling the Wi-Fi settings or making the Wi-Fi settings again. See the <i>Network Guide</i> for more details.
	Wi-Fi Direct Setup	See the <i>Network Guide</i> for more details.	
	Connection Check	Checks the status of the network connection and prints the network connection check report. If there are any problems with the connection, see the check report to solve the problem.	
Advanced Setup	See the <i>Network Guide</i> for more details.		
Epson Connect Services	You can suspend or resume the Epson Connect or Google Cloud Print service, or cancel using the services (restore the default settings).		
Google Cloud Print Services	See the Epson Connect portal website for more details. https://www.epsonconnect.com/ http://www.epsonconnect.eu (Europe only)		

Printer Basics

Menu	Settings and Explanations		
Copy Settings	The settings made in the User Default Settings are displayed as the default settings in each mode. For details on the setting items, see the list of menus for each mode.		
Scan Settings			
Fax Settings	See the list of menus in Fax Settings .		
Universal Print Settings	These print settings are applied when you print using an external device without using the printer driver.		
	Top Offset	Adjust the top or left margin of the paper.	
	Left Offset		
	Top Offset in Back	Adjust the top margin or left margin for the back of the page when performing 2-sided printing.	
	Left Offset in Back		
	Check Paper Width	Checks the paper width before the printer starts printing. This prevents printing beyond the edges of the paper when the paper size setting is not correct, but the printing time may be little longer.	
	Dry Time	Select the drying time when performing 2-sided printing.	
	Skip Blank Page	Skips blank pages in the print data automatically.	
Security Settings	Access Control	Requires the administrator password to operate the printer. Select whether or not to allow jobs that do not have the necessary authentication information.	
	Delete All Confidential Jobs	Deletes all saved confidential jobs.	
Eco Mode	The following Eco mode settings are available. When these settings are disabled, the settings made in Common Settings are applied.		
	Configure	Sleep Timer	Select the time period before the printer enters sleep mode (energy saving mode) when no operations are performed. The LCD screen turns black when the set time passes.
		LCD Brightness	Adjust the brightness of the LCD screen.
		2-Sided (Copy)	Sets 2-sided copying as the default setting.
Restore Default Settings	Resets the selected settings to their defaults.		

Related Information

- ➔ [“Copy Mode” on page 22](#)
- ➔ [“Scan Mode” on page 24](#)
- ➔ [“Fax Settings” on page 33](#)

Fax Settings

From the home screen, select **Setup > System Administration > Fax Settings**.

Printer Basics

Menu	Settings and Explanations	
User Default Settings	The settings made in this menu become your default settings for sending faxes. For details on the setting items, See the list of menus in Fax mode.	
Send Settings	Auto Rotation	<p>An A4 size original placed in the ADF or on the scanner glass with its long edge facing to the left is sent as an A3 size fax.</p> <p>Enabled: The printer rotates the scanned image to send it at A4 size.</p> <p>Disabled: The printer sends the document at A3 size and the recipient machine prints it on A3 paper, or reduces the image to A4 size.</p>
	Batch Send	See the page that describes this feature.
	Save Failure Data	Saves documents that failed to be sent in the printer's memory. You can resend the documents from the Status Menu .
Receive Settings	Receive Mode	Select the receive mode.
	DRD	If you have subscribed to a distinctive ring service from your telephone company, select the ring pattern to be used for incoming faxes (or select On).
	Rings to Answer	Select the number of rings that must occur before the printer automatically receives a fax. Select "0" (zero) if you want to receive faxes with no ringing.
	Remote Receive	When you answer an incoming fax call on a phone connected to the printer, you can start receiving the fax by entering the code using the phone.

Printer Basics

Menu	Settings and Explanations	
Output Settings	Fax Output	You can set to save received documents in the inbox, on a memory device, or on a computer, or forward the documents.
	Auto Reduction	Reduces large received documents to fit on the paper in the paper source. Reducing may not always be possible depending on the received data. If this is turned off, large documents are printed at their original size on multiple sheets, or a blank second page may be ejected.
	Auto Rotation	Rotates a landscape-oriented A5, B5, A4, or Letter size received document so that it is printed on the correct paper size. This setting is applied when two or more paper sources are set for fax printing in Paper Source Settings > Auto Select Settings , and the paper size settings use the following combinations; A3 and A4, B4 and B5, or A4 and A5.
	Collation Stack	Prints received documents from the last page (print in descending order) so that the printed documents are stacked in the correct page order. When the printer is running low on memory, this feature may not be available.
	Print Suspend Time	Turn this on and enter the Time to Stop and Time to Restart to stop printing documents received during the specified time period and save them in the memory instead. Before using this feature, make sure there is enough free memory. You can check and print documents received during that time from the Status Menu . This feature can be used for noise prevention at night or to prevent confidential documents from being disclosed while you are away.
	Forwarding Report	Prints a report after forwarding a received document.
	Attach Image to Report	Prints a Transmission Report with an image of the first page of the sent document. On(Large Image): Prints the upper part of the page without reducing. On(Small Image): Prints the entire page reducing it to fit onto the report.
	Fax Log Auto Print	Prints the fax log automatically. On(Every 30): Prints a log every time 30 fax jobs are completed. On(Time): Prints the log at a specified time. However, if the number of fax jobs exceeds 30, the log is printed before the specified time.
Report Format	Select a format for fax reports other than Protocol Trace . Select Detail to print with error codes.	

Printer Basics

Menu	Settings and Explanations	
Basic Settings	Fax Speed	<p>Select the fax transmission speed.</p> <p>We recommend selecting Slow(9,600bps) when a communication error occurs frequently, when sending/receiving a fax to/from abroad, or when you are using an IP (VoIP) phone service.</p>
	ECM	Automatically corrects errors in the fax transmission (Error Correction Mode), mostly caused by telephone line noise. If this is disabled, you cannot send or receive documents in color.
	Dial Tone Detection	<p>Detects a dial tone before starting to dial.</p> <p>If the printer is connected to a PBX (Private Branch Exchange) or digital phone line, the printer may fail to start dialing. In this situation, change the Line Type setting to PBX. If this does not work, disable this feature. However, disabling this feature may drop the first digit of a fax number and send the fax to the wrong number.</p>
	Dial Mode	Select the type of phone system to which you have connected the printer. When set to Pulse , you can temporarily switch the dialing mode from pulse to tone by pressing * ("T" is entered) while entering numbers on the fax top screen. Depending on the region, this setting may not be displayed.
	Line Type	Select the line type to which you have connected the printer. For more details, see the page that describes the settings for PBX.
	Header	<p>Enter your sender name and fax number. These appear as a header on outgoing faxes.</p> <p>You can enter up to 40 characters for your name, and up to 20 digits for your fax number.</p>
Security Settings	Direct Dialing Restrictions	Enable this to prevent fax numbers from being entered manually allowing the operator to select recipients only from the contacts list or sent history. Select Enter Twice to require the operator to enter the fax number again when a number is entered manually.
	Confirm Address List	Displays a recipient confirmation screen before starting the transmission.
	Inbox Password Settings	<p>Select to password protect the inbox to restrict users from viewing received faxes.</p> <p>Select Change to change the password, and select Reset to cancel password protection. When changing or resetting the password, you need the current password.</p>
	Backup Data Auto Clear	Fax documents deleted by using the control panel disappear from the LCD screen, but their backups are temporarily stored in the memory. The following features delete backups.
	Clear Backup Data	<p>Backup Data Auto Clear: Automatically deletes backups each time a sent or received document is deleted.</p> <p>Clear Backup Data: Deletes all backups. Run this before you give the printer to someone else or dispose of it.</p>
Check Fax Connection	Checks if the printer is connected to the phone line and ready for fax transmission, and prints the check result on A4 size plain paper.	
Fax Setting Wizard	<p>Select to make basic fax settings by following the on-screen instructions.</p> <p>For more details, see the page that describes basic fax settings.</p>	

Printer Basics

Related Information

- ➔ [“Fax Mode” on page 26](#)
- ➔ [“Making Output Settings for Received Faxes” on page 100](#)
- ➔ [“Sending Multiple Faxes to the Same Recipient at Once \(Batch Send\)” on page 97](#)
- ➔ [“Making Basic Fax Settings” on page 90](#)

Contacts Mode

Menu	Description
Menu	Registers contacts and a contact group, or prints the contacts list.
View	Select whether to display all contacts or the contacts for each feature only. LDAP allows you to search in the contacts registered in the LDAP server.

Presets Mode

You can register frequently used copy, fax, and scan settings as presets. To register a preset, select **Presets** from the home screen, select **Add New**, and then select the feature for which you want to register a contact. Make the necessary settings, press **Save**, and then enter a name for the preset.

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

Press **Preset** on the screen of each feature. You can register the current address (except for address that have been entered directly and the contacts in the LDAP address list) and settings.

Menu	Description
Menu	Displays the details of registered presets, and allows you to change their names, edit, and delete.

Status Menu

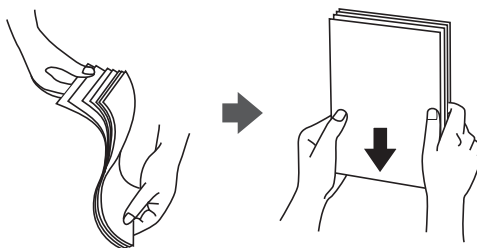
Press the **i** button on the control panel.

Menu	Description
Printer Information	Displays the status of the consumables and any errors that have occurred in the printer. Select the error from the list to display the error message.
Job Monitor	Displays a list of ongoing jobs and jobs waiting to be processed. You can also cancel jobs.
Job History	Displays the job history. If a job has failed, an error code is displayed in the history.
Job Storage	Select Inbox to display the received faxes stored in the printer's memory.
Confidential Job	Displays a list of jobs for which a password has been set. To print a job, select the job and enter the password.

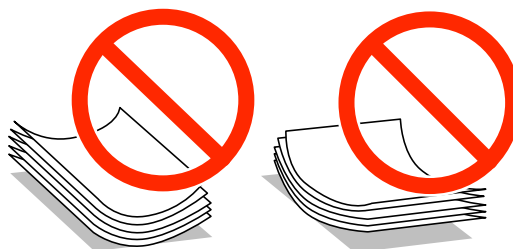
Loading Paper

Paper Handling Precautions

- ❑ Read the instruction sheets supplied with the paper.
- ❑ Fan and align the edges of the paper before loading. Do not fan or curl photo paper. Doing so may damage the printable side.



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



- ❑ Do not use paper that is wavy, torn, cut, folded, damp, too thick, too thin, or paper that has stickers stuck to it. Using these types of paper causes paper jams and smears on the printout.
- ❑ Make sure you are using long-grain paper. If you are not sure what type of paper you are using, check the paper packaging or contact the manufacturer to confirm the paper specifications.

Related Information

➔ [“Printer Specifications” on page 170](#)

Available Paper and Capacities

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

Loading Paper

Genuine Epson Paper

Media Name	Size	Loading Capacity (Sheets)				2-Sided Printing
		Paper Cassette 1	Paper Cassette 2 to 4	Rear Paper Feed	Front Paper Feed Slot	
Epson Bright White Ink Jet Paper	A4	200	400	50	1	Auto, Manual*
Epson Ultra Glossy Photo Paper	A4, 13 × 18 cm (5 × 7 in.), 10 × 15 cm (4 × 6 in.)	–	–	20	–	–
Epson Premium Glossy Photo Paper	A3+, A3	–	–	10	–	–
	A4, 13 × 18 cm (5 × 7 in.), 16:9 wide size (102 × 181 mm), 10 × 15 cm (4 × 6 in.)	–	–	20	–	–
Epson Premium Semigloss Photo Paper	A3+, A3	–	–	10	–	–
	A4, 10 × 15 cm (4 × 6 in.)	–	–	20	–	–
Epson Photo Paper Glossy	A4, 13 × 18 cm (5 × 7 in.), 10 × 15 cm (4 × 6 in.)	–	–	20	–	–
Epson Matte Paper-Heavyweight	A3+, A3	–	–	10	–	–
	A4	–	–	20	–	–
Epson Photo Quality Ink Jet Paper	A3+, A3	–	–	50	–	–
	A4	–	–	70	–	–

* Only use the rear paper feed to print 2-sided print jobs manually. You can load up to 30 sheets for paper with one side already printed.

Loading Paper

Commercially Available Paper

Media Name	Size	Loading Capacity (Sheets or Envelopes)				2-Sided Printing
		Paper Cassette 1	Paper Cassette 2 to 4	Rear Paper Feed	Front Paper Feed Slot	
Plain paper Copy paper Letterhead Recycled paper Color paper Preprinted paper	A3, B4	Up to the line under the ▼ symbol inside the edge guide.		50	1	Auto, Manual ^{*1*2}
	Legal, Letter, A4, B5, A5	Up to the line under the ▼ symbol inside the edge guide.		80	1	Auto, Manual ^{*1*2}
	B6, A6	Up to the line under the ▼ symbol inside the edge guide.	–	80	1	Manual ^{*1*2}
	Executive	Up to the line under the ▼ symbol inside the edge guide.	–	80	1	Manual ^{*1*2}
	User Defined (mm) 55 × 127 to 105 × 148, 297 × 431.8 to 329 × 1200	–	–	1	–	Manual
	User Defined (mm) 105 × 148 to 148 × 210	–	–	80	1	Manual ^{*1*2}
	User Defined (mm) 148 × 210 to 215 × 297	–	–	80	1	Auto, Manual ^{*1*2}
	User Defined (mm) 215 × 297 to 297 × 431.8	–	–	50	1	Auto, Manual ^{*1*2}
Thick paper	A3, B4, Legal, Letter, A4, B5, A5, A6, Executive	–	–	10	–	Manual ^{*3}
	User Defined	–	–	1	–	Manual

Loading Paper

Media Name	Size	Loading Capacity (Sheets or Envelopes)				2-Sided Printing
		Paper Cassette 1	Paper Cassette 2 to 4	Rear Paper Feed	Front Paper Feed Slot	
Envelope	Envelope #10, Envelope DL, Envelope C6	–	–	10	–	–
	Envelope C4	–	–	1	–	–

- *1 Only use the rear paper feed to print 2-sided print jobs manually.
- *2 You can load up to 30 sheets for paper with one side already printed.
- *3 You can load up to 5 sheets for paper with one side already printed.

Related Information

➔ [“Part Names and Functions” on page 16](#)

List of Paper Types

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

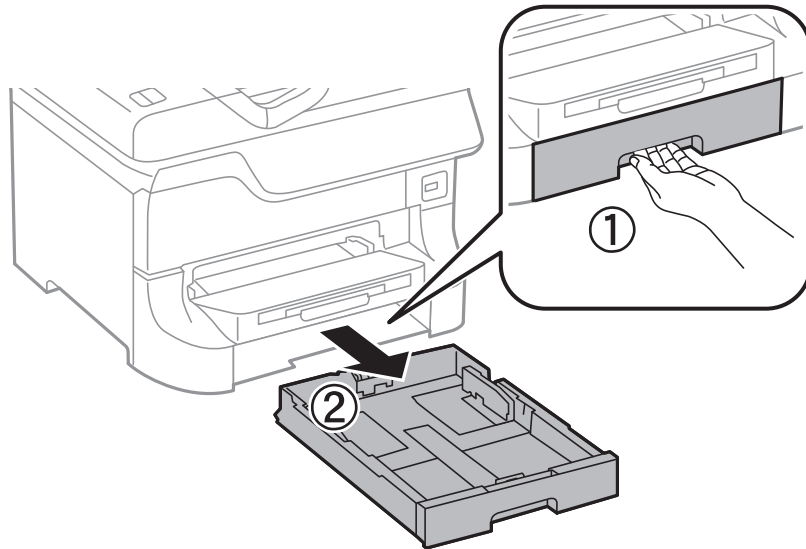
Media Name	Media Type	
	Control Panel	Printer Driver
Copy paper, Plain paper Epson Bright White Ink Jet Paper	plain papers	plain papers
Letterhead	Letterhead	Letterhead
Recycled paper	Recycled	Recycled
Colored paper	Color	Color
Preprinted paper	Preprinted	Preprinted
Epson Ultra Glossy Photo Paper	Ultra Glossy	Epson Ultra Glossy
Epson Premium Glossy Photo Paper	Prem. Glossy	Epson Premium Glossy
Epson Premium Semigloss Photo Paper	Prem. Semigloss	Epson Premium Semigloss
Epson Photo Paper Glossy	Glossy	Photo Paper Glossy
Epson Matte Paper-Heavyweight Epson Photo Quality Ink Jet Paper	Matte	Epson Matte
Thick paper	Thick-Paper	Thick-Paper
Envelope	Envelope	Envelope

Loading Paper in the Paper Cassette

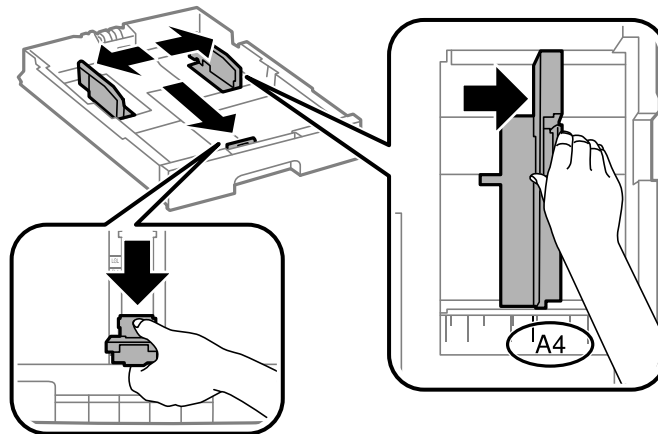
Note:

If the optional cabinet and the paper cassette units are installed, do not pull out two or more paper cassettes at the same time.

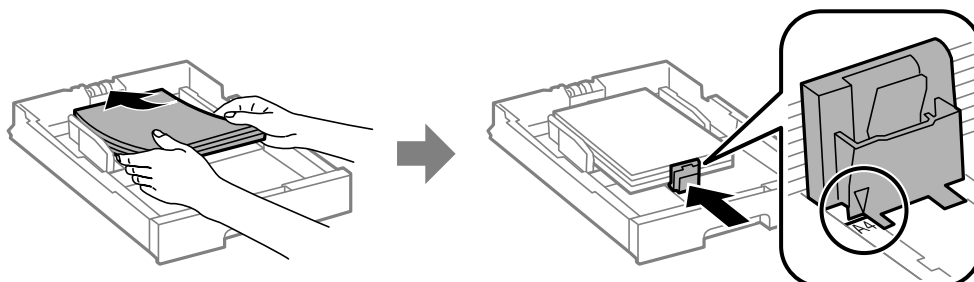
1. Check that the printer is not operating, and then pull out the paper cassette.



2. Slide the front edge guide to its maximum position, and then slide the side edge guides to adjust to the paper size you want to use.



3. Load paper with the printable side facing down, and then slide the front edge guide to the edge of the paper.

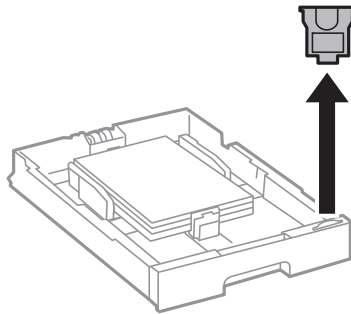


Loading Paper

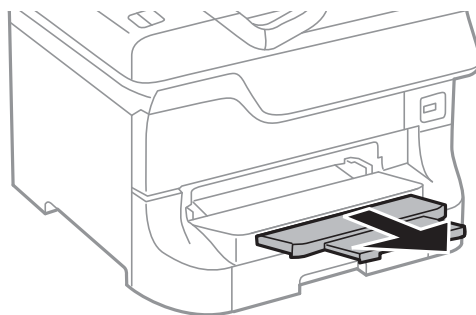
! *Important:*

Do not load more than the maximum number of sheets specified for the paper. For plain paper, do not load above the line just under the ▼ symbol inside the edge guide.

4. Check that the paper size label matches the size of the paper loaded in the paper cassette. If it does not match, remove the holder and change the paper size indicated on the label.



5. Insert the paper cassette all the way.
6. On the control panel, set the size and type of the paper you loaded in the paper cassette.
7. Slide out the output tray.

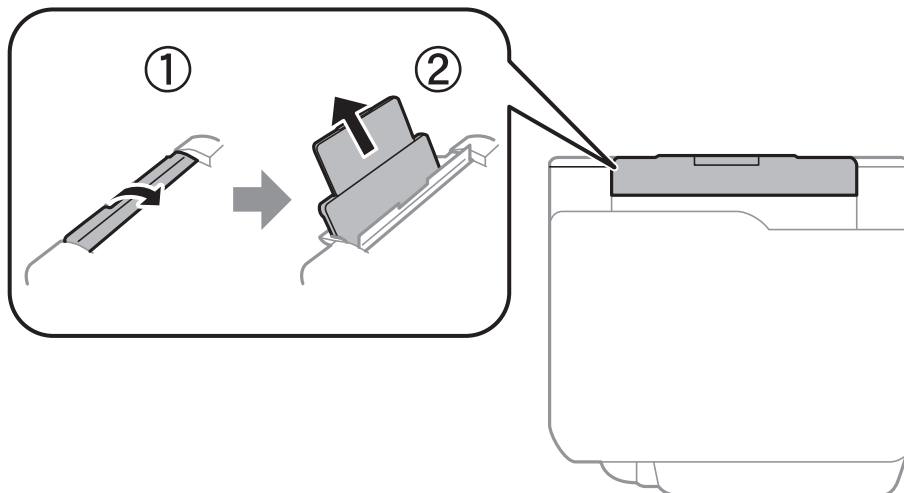


Related Information

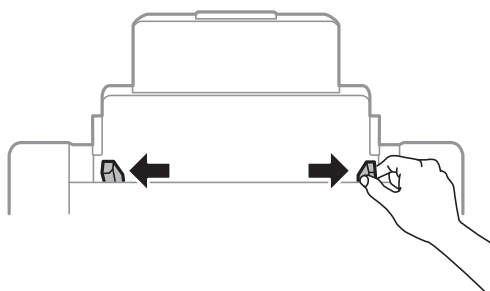
- ➔ [“Paper Handling Precautions” on page 38](#)
- ➔ [“Available Paper and Capacities” on page 38](#)

Loading Paper in the Rear Paper Feed

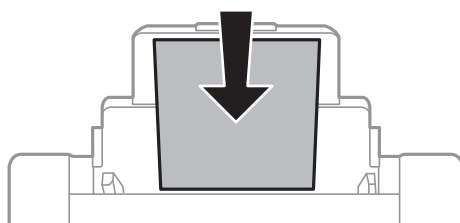
1. Open the feeder guard and pull out the paper support.



2. Slide the edge guides.



3. Load paper at the center of the rear paper feed with the printable side facing up.

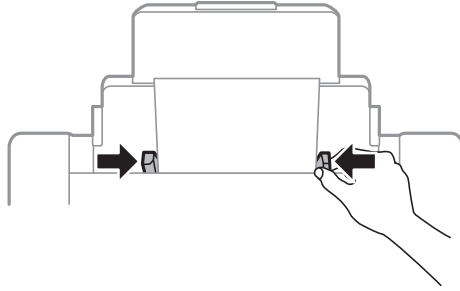


! Important:

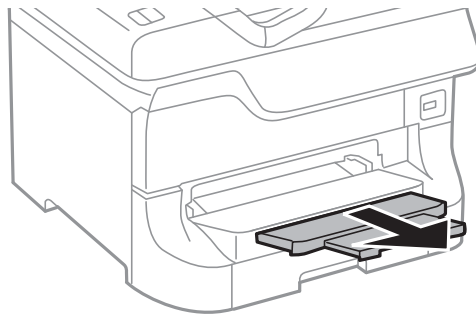
- ❑ Do not load more than the maximum number of sheets specified for the paper. For plain paper, do not load above the line just under the ▼ symbol inside the edge guide.
- ❑ Load paper short edge first. However, when you have set the long edge as the width of the user defined size, load paper long edge first.

Loading Paper

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

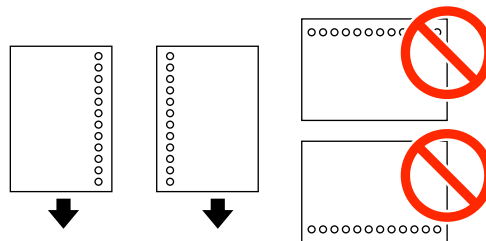


- On the control panel, set the size and type of the paper you loaded in the rear paper feed.
- Slide out the output tray.



Note:

- Return the remaining paper to its package. If you leave it in the printer, the paper may curl or the print quality may decline.
- You can use pre-punched paper under the following conditions. Automatic 2-sided printing is not available for pre-punched paper.
 - Loading capacity: One sheet
 - Available size: A3, B4, A4, B5, A5, Letter, Legal
 - Binding holes: Do not load paper with the binding holes at the top or the bottom. Adjust the print position of your file to avoid printing over the holes.



Related Information

- ➔ [“Paper Handling Precautions” on page 38](#)
- ➔ [“Available Paper and Capacities” on page 38](#)
- ➔ [“Loading Envelopes and Precautions” on page 47](#)

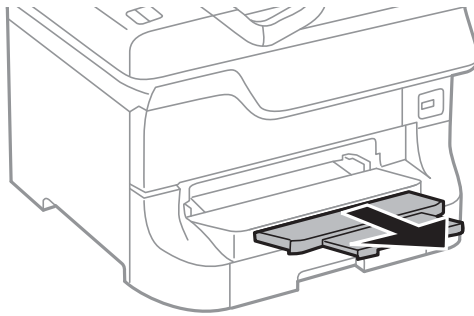
Loading Paper in the Front Paper Feed Slot

You can only load one sheet of paper in the front paper feed slot. Because the front paper feed slot also serves the output tray, you cannot load paper during printing.

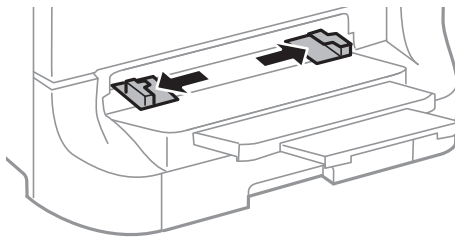
**Important:**

You can load paper with a thickness of 0.08 to 0.11 mm in the front paper feed slot. However, even if the thickness is within this range, some papers may not be fed correctly depending on their hardness.

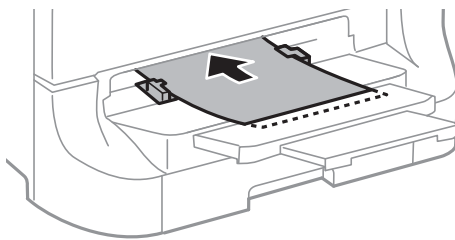
1. Slide out the output tray.



2. Slide the edge guides to adjust to the paper size you want to use.



3. Insert the paper with the printable side facing down until the printer partially pulls in the paper.

**Important:**

- Load paper short edge first. However, when you have set the long edge as the width of the user defined size, load paper long edge first.
- Keep the paper straight to prevent it from being fed askew.

Note:

If the printer does not pull in the paper, load it again.

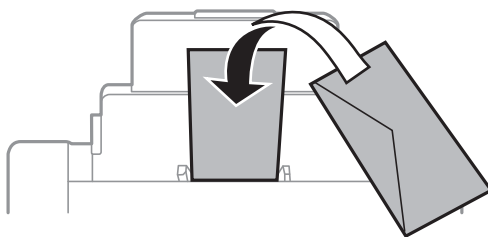
Loading Paper

Related Information

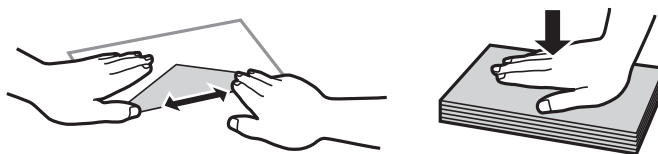
- ➔ [“Paper Handling Precautions” on page 38](#)
- ➔ [“Available Paper and Capacities” on page 38](#)

Loading Envelopes and Precautions

Envelopes can only be loaded in the rear paper feed. Load envelopes short edge first at the center with the flap facing down, and slide the edge guides to the edges of the envelopes.



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



- Do not use envelopes that are curled or folded. Using these envelopes causes paper jams and smears on the printout.
- Do not use envelopes with adhesive surfaces on the flaps or window envelopes.
- Avoid using envelopes that are too thin, as they may curl during printing.

Related Information

- ➔ [“Available Paper and Capacities” on page 38](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 44](#)

Setting the Paper Size and Paper Type for Each Paper Source

After loading paper, set the paper size and paper type for each paper source on the control panel. Once these settings have been made, when automatic paper source selection is enabled, paper is automatically fed from a paper source that matches the paper size and type settings for the print job. You do not need to select the paper source each time you print.

1. Enter **Setup** from the home screen.
2. Select **Paper Setup**.

Loading Paper

3. Select a paper source.
4. Select the paper size and paper type you loaded.

Related Information

➔ [“List of Paper Types” on page 41](#)

Placing Originals

Placing Originals

Place originals on the scanner glass or the ADF. Use the scanner glass for originals that the ADF does not support. You can scan multiple originals and both sides of the originals at the same time with the ADF.

Available Originals for the ADF

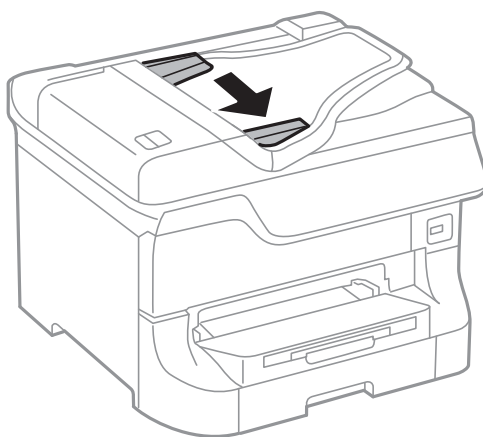
Available Paper Sizes	A6 landscape/A5 to Ledger (Maximum 297 × 431.8 mm)
Paper Type	Plain paper
Paper Thickness (Weight of Paper)	52 to 105 g/m ²
Loading Capacity	50 sheets or 5 mm

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

- Originals that are torn, folded, wrinkled, deteriorated, or curled
- Originals with binder holes
- Originals held together with tape, staples, paper clips etc.
- Originals that have stickers or labels stuck to them
- Originals that are cut irregularly or not right angled
- Originals that are bound
- OHPs, thermal transfer paper, or carbon backs

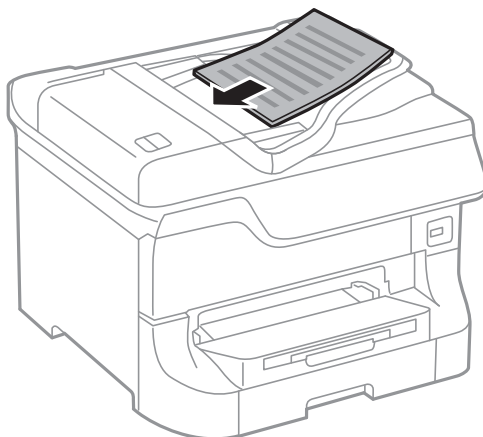
Placing Originals on the ADF

1. Align the edges of the originals.
2. Slide the edge guides.



Placing Originals

- Place the originals in the center of the ADF, facing up.



Important:

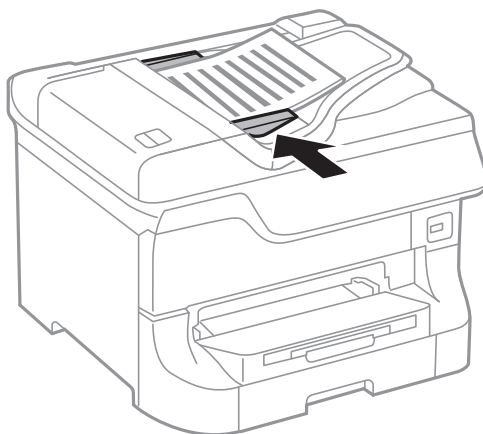
Do not load originals above the line just under the ▼ symbol inside the edge guide.

Note:

You can place originals smaller than A4 size with the long edge facing toward the ADF.

- Slide the edge guides to the edges of the originals.

The size of the originals is automatically detected.



Note:

Some sizes may not be automatically detected. In this situation, manually select the size of the originals.

Related Information

➔ [“Available Originals for the ADF” on page 49](#)

Placing Originals on the Scanner Glass



Caution:

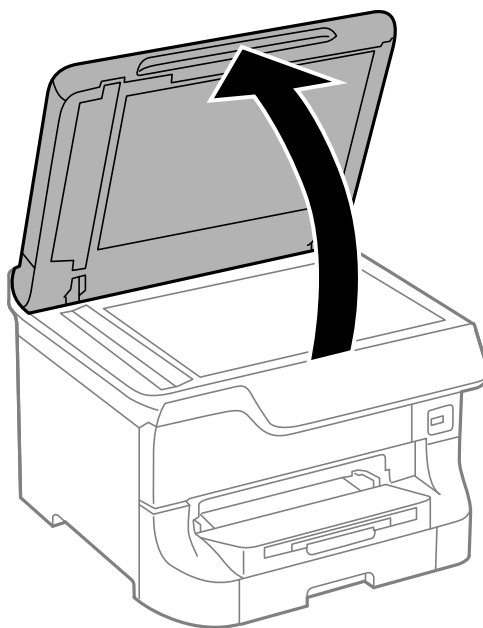
Be careful not to trap your fingers when closing the document cover. Otherwise you may be injured.



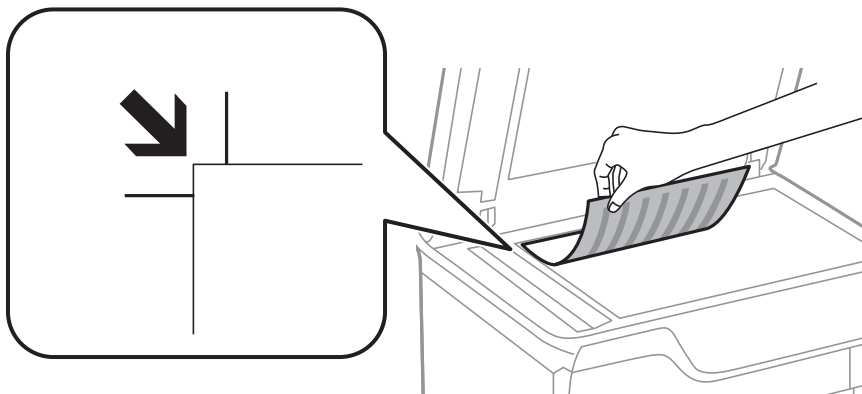
Important:

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

1. Open the document cover.



2. Remove any dust or stains on the scanner glass.
3. Place the original face-down and slide it to the corner mark.



Note:

- ❑ A range of 1.5 mm from the edges of the scanner glass is not scanned.
- ❑ When originals are placed in the ADF and on the scanner glass, priority is given to the originals in the ADF.

Placing Originals

4. Close the cover gently.

The size of the originals is automatically detected.

Note:

- Some sizes may not be automatically detected. In this situation, manually select the size of the originals.*
- Remove the originals after scanning or copying. If you leave the originals on the scanner glass for a long time, they may stick to the surface of the glass.*

Managing Contacts

Registering a contacts list allows you to easily enter destinations. You can register up to 200 entries, and you can use the contacts list for faxing, **Scan to Email**, and **Scan to Network Folder/FTP**.

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

Registering Contacts


1. Select **Contacts** from the home screen, the **Scan** mode, or the **Fax** mode.
2. Press **Menu**, and then select **Add Entry**.
3. Select in which mode you want to use the contact.

Note:

This screen is displayed when you open the contacts list from the home screen.

4. Select the entry number that you want to register.
5. Make the necessary settings for each mode.

Note:

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

6. Press **Save**.

Note:

*To edit or delete an entry, select the target entry and press **Edit** or **Delete**.*

Registering Grouped Contacts

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

1. Select **Contacts** from the home screen, the **Scan** mode, or the **Fax** mode.
2. Press **Menu**, and then select **Add Group**.
3. Select in which mode you want to use the grouped contact.

Note:

This screen is displayed when you open the contacts list from the home screen.

4. Select the entry number that you want to register.
5. Enter **Name** and **Index Word**, and then press **Proceed**.

Managing Contacts

6. Press the check box of the contacts that you want to register in the group.

Note:

- You can register up to 199 contacts.
- To deselect, press the check box of the contact again.

7. Press **Save**.

Note:

To edit or delete a grouped contact, select the target grouped contact and press **Edit** or **Delete**.

Registration and Backup of Contacts Using a Computer

You can register and backup contacts on the printer using EpsonNet Config. See the EpsonNet Config help for details.

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

Related Information

➔ [“EpsonNet Config” on page 135](#)

Printing

Printing from the Control Panel

You can print data stored on a memory device, such as a USB flash drive, directly.

1. Load paper in the printer.
2. Insert a memory device into the printer's external interface USB port.
3. Enter **Memory Device** from the home screen.
4. Select a file format.

Note:

*If you have more than 999 images on your memory device, images are automatically divided into groups and the group selection screen is displayed. Select the group that contains the image you want to print. Images are sorted by the date they were taken. To select another group, select **Options** > **Select Group**.*

5. Select the file you want to print.
6. Enter the number of printouts using the numeric keypad.
7. Press **Settings**, and then make print settings.

Note:

*When you select JPEG as the file format, you can adjust the image. Press **Adjustments**. You can also add more images. Press the ↵ button, or swipe the screen horizontally to select the image.*

8. Press the ◊ button.

Related Information

- ➔ [“Loading Paper in the Paper Cassette” on page 42](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 44](#)
- ➔ [“Loading Paper in the Front Paper Feed Slot” on page 46](#)
- ➔ [“Part Names and Functions” on page 16](#)
- ➔ [“Memory Device Mode” on page 27](#)

Printing from a Computer

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

Printing

Authenticating Users in the Printer Driver when User Feature Restriction Is Enabled (for Windows Only)

When the user feature restriction is enabled, a user ID and password are required to print. Register the user ID and password in the printer driver. If you do not know the password, contact your printer administrator.

1. Access the printer driver window.
2. Click **Printer and Option Information** on the **Maintenance** tab.
3. Select **Save Access Control settings**, click **Settings**, and then enter the user name and the password.

Related Information

➔ [“Windows Printer Driver” on page 129](#)

Printing Basics - Windows

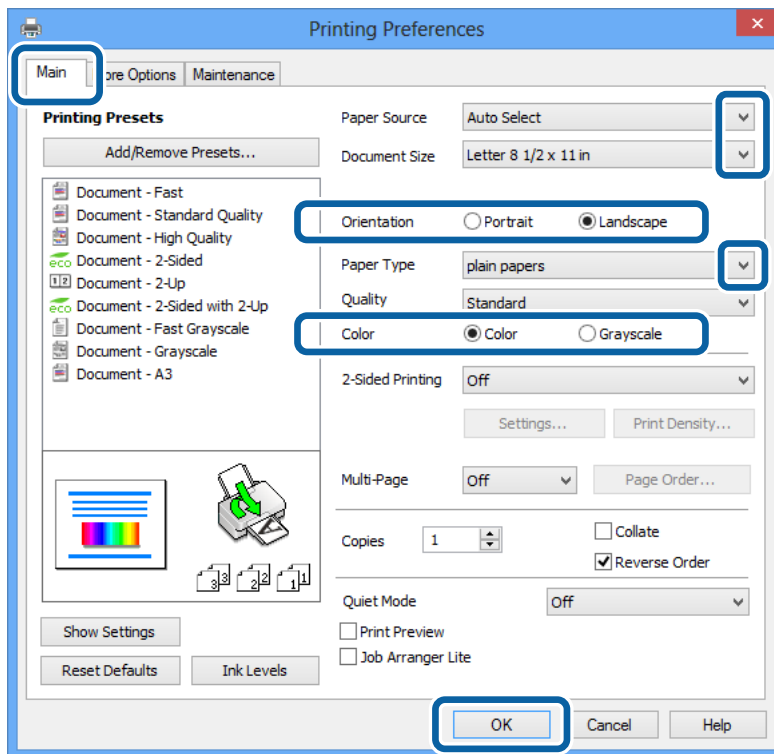
Note:

- See the online help for explanations of the setting items. Right-click an item, and then click **Help**.
- Operations may differ depending on the application. See the application's help for details.

1. Load paper in the printer.
2. Open the file you want to print.
3. Select **Print** or **Print Setup** from the **File** menu.
4. Select your printer.

Printing

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



6. Make the following settings.

- Paper Source: Select the paper source in which you loaded the paper.
- Document Size: Select the paper size you set in the application.
- Orientation: Select the orientation you set in the application.
- Paper Type: Select the type of paper you loaded.
Make sure you select the correct paper type to optimize the print quality.
- Color: Select **Grayscale** when you want to print in black or shades of gray.

Note:

If you are printing high-density data on plain paper, letterhead, or preprinted paper, select Standard-Vivid as the Quality setting to make your printout vivid.

7. Click **OK** to close the printer driver window.
8. Click **Print**.

Related Information

- ➔ [“Available Paper and Capacities” on page 38](#)
- ➔ [“Loading Paper in the Paper Cassette” on page 42](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 44](#)
- ➔ [“Loading Paper in the Front Paper Feed Slot” on page 46](#)
- ➔ [“List of Paper Types” on page 41](#)
- ➔ [“Authenticating Users in the Printer Driver when User Feature Restriction Is Enabled \(for Windows Only\)” on page 56](#)

Printing

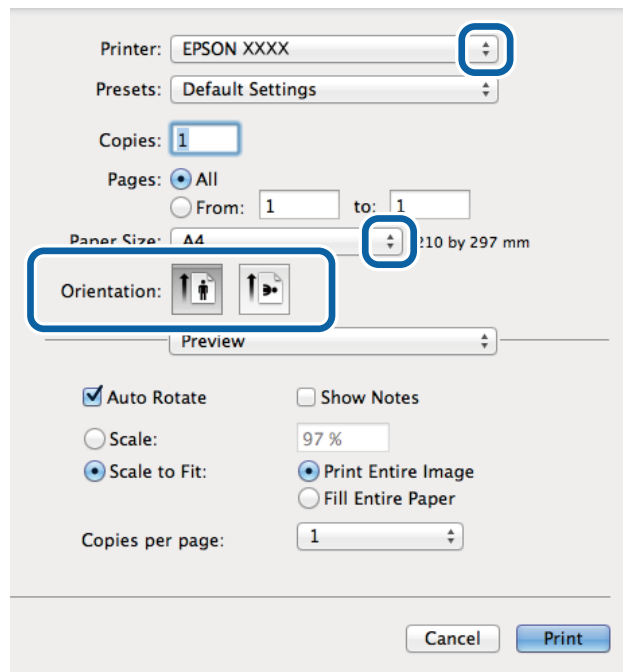
Printing Basics - Mac OS X

Note:

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

1. Load paper in the printer.
2. Open the file you want to print.
3. Select **Print** from the **File** menu or another command to access the printer driver window.

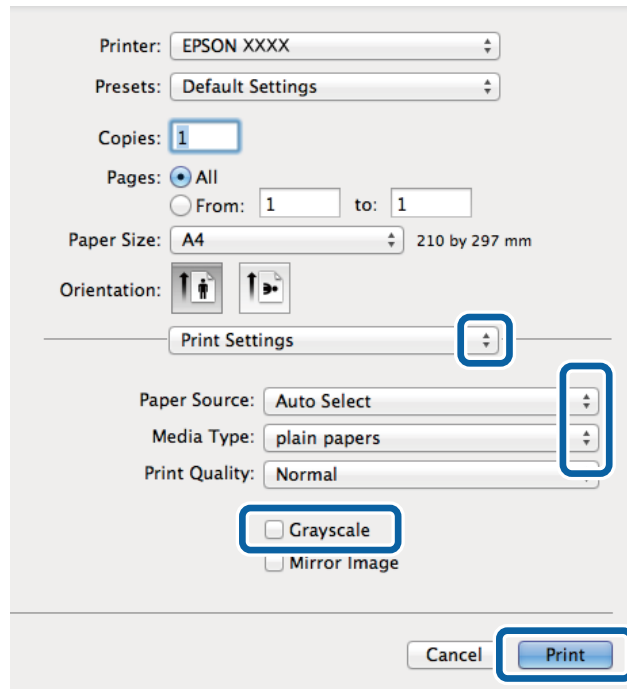
If necessary, click **Show Details** or ▼ to expand the print window.



4. Make the following settings.
 - Printer: Select your printer.
 - Paper Size: Select the paper size you set in the application.
 - Orientation: Select the orientation you set in the application.

Printing

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



6. Make the following settings.
 - Paper Source: Select the paper source in which you loaded the paper.
 - Media Type: Select the type of paper you loaded.
Make sure you select the correct paper type to optimize the print quality.
 - Grayscale: Select to print in black or shades of gray.
7. Click **Print**.

Related Information

- ➔ [“Available Paper and Capacities” on page 38](#)
- ➔ [“Loading Paper in the Paper Cassette” on page 42](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 44](#)
- ➔ [“Loading Paper in the Front Paper Feed Slot” on page 46](#)
- ➔ [“List of Paper Types” on page 41](#)

Printing on 2-Sides

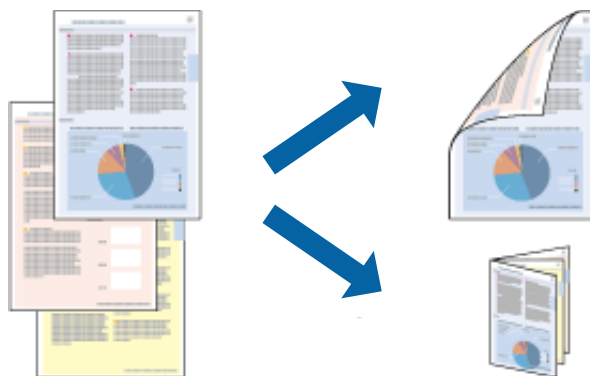
You can use either of the following methods to print on both sides of the paper.

- Automatic 2-sided printing
- Manual 2-sided printing (for Windows only)

When the printer has finished printing the first side, flip the paper over to print on the other side.

Printing

You can also print a booklet that can be created by folding the printout. (For Windows only)



Note:

- If you do not use paper that is suitable for 2-sided printing, the print quality may decline and paper jams may occur.
- Depending on the paper and the data, ink may bleed through to the other side of the paper.

Related Information

➔ [“Available Paper and Capacities” on page 38](#)

Printing on 2-Sides - Windows

Note:

- Manual 2-sided printing is available when **EPSON Status Monitor 3** is enabled. If **EPSON Status Monitor 3** is disabled, access the printer driver, click **Extended Settings** on the **Maintenance** tab, and then select **Enable EPSON Status Monitor 3**.
- Manual 2-sided printing may not be available when the printer is accessed over a network or is used as a shared printer.

1. Load paper in the printer.
2. Open the file you want to print.
3. Access the printer driver window.
4. Select **Auto (Long-edge binding)**, **Auto (Short-edge binding)**, **Manual (Long-edge binding)**, or **Manual (Short-edge binding)** from **2-Sided Printing** on the **Main** tab.
5. Click **Settings** and make the appropriate settings.

Note:

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

6. Click **Print Density**, select the document type from **Select Document Type**, and then click **OK** to close the window.

The printer driver automatically sets the **Adjustments** options for that document type.

Note:

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

7. Set the other items on the **Main** and **More Options** tabs as necessary, and then click **OK**.

Printing

8. Click **Print**.

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

Related Information

- ➔ [“Loading Paper in the Paper Cassette” on page 42](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 44](#)
- ➔ [“Loading Paper in the Front Paper Feed Slot” on page 46](#)
- ➔ [“Printing Basics - Windows” on page 56](#)

Printing on 2-Sides - Mac OS X

1. Load paper in the printer.
2. Open the file you want to print.
3. Access the printer driver window.
4. Select **Two-sided Printing Settings** from the pop-up menu.
5. Select the bindings and **Document Type**.

Note:

- Printing may be slow depending on the **Document Type** setting.*
- If you are printing high-density data such as photos or graphs, select **Text & Graphics** or **Text & Photos as the Document Type** setting. If scuffing occurs or the image bleeds through to the reverse side, adjust the print density and ink drying time by clicking the arrow mark next to **Adjustments**.*

6. Set the other items as necessary.
7. Click **Print**.

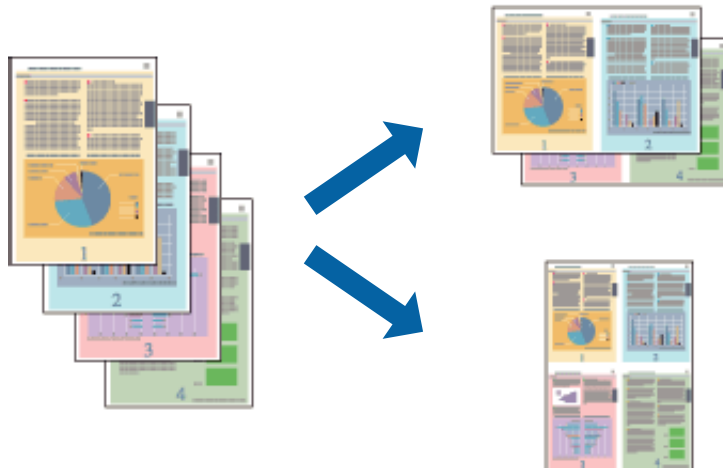
Related Information

- ➔ [“Loading Paper in the Paper Cassette” on page 42](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 44](#)
- ➔ [“Loading Paper in the Front Paper Feed Slot” on page 46](#)
- ➔ [“Printing Basics - Mac OS X” on page 58](#)

Printing

Printing Several Pages on One Sheet

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



Printing Several Pages on One Sheet - Windows

1. Load paper in the printer.
2. Open the file you want to print.
3. Access the printer driver window.
4. Select **2-Up** or **4-Up** as the **Multi-Page** setting on the **Main** tab.
5. Click **Page Order**, make the appropriate settings, and then click **OK** to close the window.
6. Set the other items on the **Main** and **More Options** tabs as necessary, and then click **OK**.
7. Click **Print**.

Related Information

- ➔ [“Loading Paper in the Paper Cassette” on page 42](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 44](#)
- ➔ [“Loading Paper in the Front Paper Feed Slot” on page 46](#)
- ➔ [“Printing Basics - Windows” on page 56](#)

Printing Several Pages on One Sheet - Mac OS X

1. Load paper in the printer.
2. Open the file you want to print.
3. Access the printer driver window.
4. Select **Layout** from the pop-up menu.

Printing

5. Set the number of pages in **Pages per Sheet**, the **Layout Direction** (page order), and **Border**.
6. Set the other items as necessary.
7. Click **Print**.

Related Information

- ➔ [“Loading Paper in the Paper Cassette” on page 42](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 44](#)
- ➔ [“Loading Paper in the Front Paper Feed Slot” on page 46](#)
- ➔ [“Printing Basics - Mac OS X” on page 58](#)

Printing to Fit the Paper Size

You can print to fit the paper size you loaded in the printer.



Printing to Fit the Paper Size - Windows

1. Load paper in the printer.
2. Open the file you want to print.
3. Access the printer driver window.
4. Make the following settings on the **More Options** tab.
 - Document Size: Select the paper size you set in the application.
 - Output Paper: Select the paper size you loaded in the printer.
 - Fit to Page** is selected automatically.
- Note:*
If you want to print a reduced image at the center of the page, select **Center**.
5. Set the other items on the **Main** and **More Options** tabs as necessary, and then click **OK**.
6. Click **Print**.

Related Information

- ➔ [“Loading Paper in the Paper Cassette” on page 42](#)

Printing

- ➔ “Loading Paper in the Rear Paper Feed” on page 44
- ➔ “Loading Paper in the Front Paper Feed Slot” on page 46
- ➔ “Printing Basics - Windows” on page 56

Printing to Fit the Paper Size - Mac OS X

1. Load paper in the printer.
2. Open the file you want to print.
3. Access the printer driver window.
4. Select the size of the paper you set in the application as the **Paper Size** setting.
5. Select **Paper Handling** from the pop-up menu.
6. Select **Scale to fit paper size**.
7. Select the paper size you loaded in the printer as the **Destination Paper Size** setting.
8. Set the other items as necessary.
9. Click **Print**.

Related Information

- ➔ “Loading Paper in the Paper Cassette” on page 42
- ➔ “Loading Paper in the Rear Paper Feed” on page 44
- ➔ “Loading Paper in the Front Paper Feed Slot” on page 46
- ➔ “Printing Basics - Mac OS X” on page 58

Printing Multiple Files Together (for Windows Only)

Job Arranger Lite allows you to combine several files created by different applications and print them as a single print job. You can specify the print settings for combined files, such as layout, print order, and orientation.



Note:

To open a **Print Project** saved in **Job Arranger Lite**, click **Job Arranger Lite** on the printer driver's **Maintenance** tab. Next, select **Open** from the **File** menu to select the file. The extension of the saved files is ".ecl".

1. Load paper in the printer.

Printing

2. Open the file you want to print.
3. Access the printer driver window.
4. Select **Job Arranger Lite** on the **Main** tab.
5. Set the **Paper Source**, **Document Size**, **Orientation**, and **Paper Type**.
6. Click **OK** to close the printer driver window.
7. Click **Print**.

The **Job Arranger Lite** window is displayed and the print job is added to the **Print Project**.

8. With the **Job Arranger Lite** window opened, open the file that you want to combine with the current file, and then repeat steps 3 to 7.

Note:

*If you close the **Job Arranger Lite** window, the unsaved **Print Project** is deleted. To print later, select **Save** from the **File** menu.*

9. Select the **Layout** and **Edit** menus in **Job Arranger Lite** to edit the **Print Project** as necessary.
10. Select **Print** from the **File** menu.

Related Information

- ➔ [“Loading Paper in the Paper Cassette” on page 42](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 44](#)
- ➔ [“Loading Paper in the Front Paper Feed Slot” on page 46](#)
- ➔ [“Printing Basics - Windows” on page 56](#)

Enlarged Printing and Making Posters (for Windows Only)

You can print one image on multiple sheets of paper to create a larger poster. You can print alignment marks that help you stick the sheets together.



1. Load paper in the printer.
2. Open the file you want to print.
3. Access the printer driver window.
4. Select **2x1 Poster**, **2x2 Poster**, **3x3 Poster**, or **4x4 Poster** from **Multi-Page** on the **Main** tab.

Printing

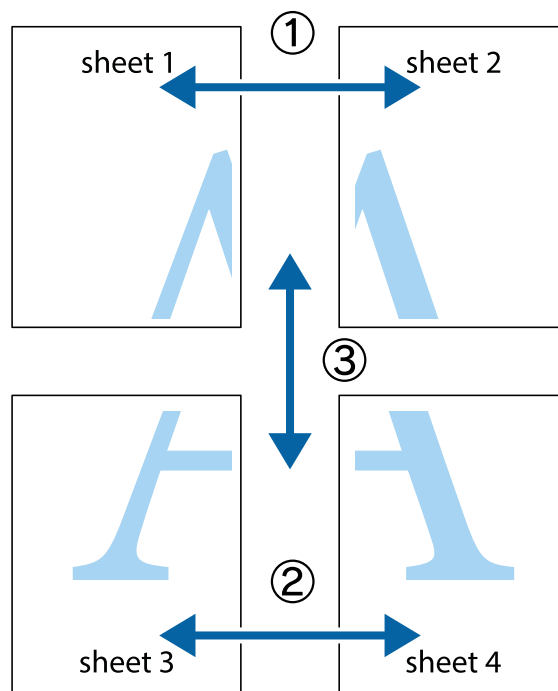
5. Click **Settings**, make the appropriate settings, and then click **OK**.
6. Set the other items on the **Main** and **More Options** tabs as necessary, and then click **OK**.
7. Click **Print**.

Related Information

- ➔ [“Loading Paper in the Paper Cassette” on page 42](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 44](#)
- ➔ [“Loading Paper in the Front Paper Feed Slot” on page 46](#)
- ➔ [“Printing Basics - Windows” on page 56](#)

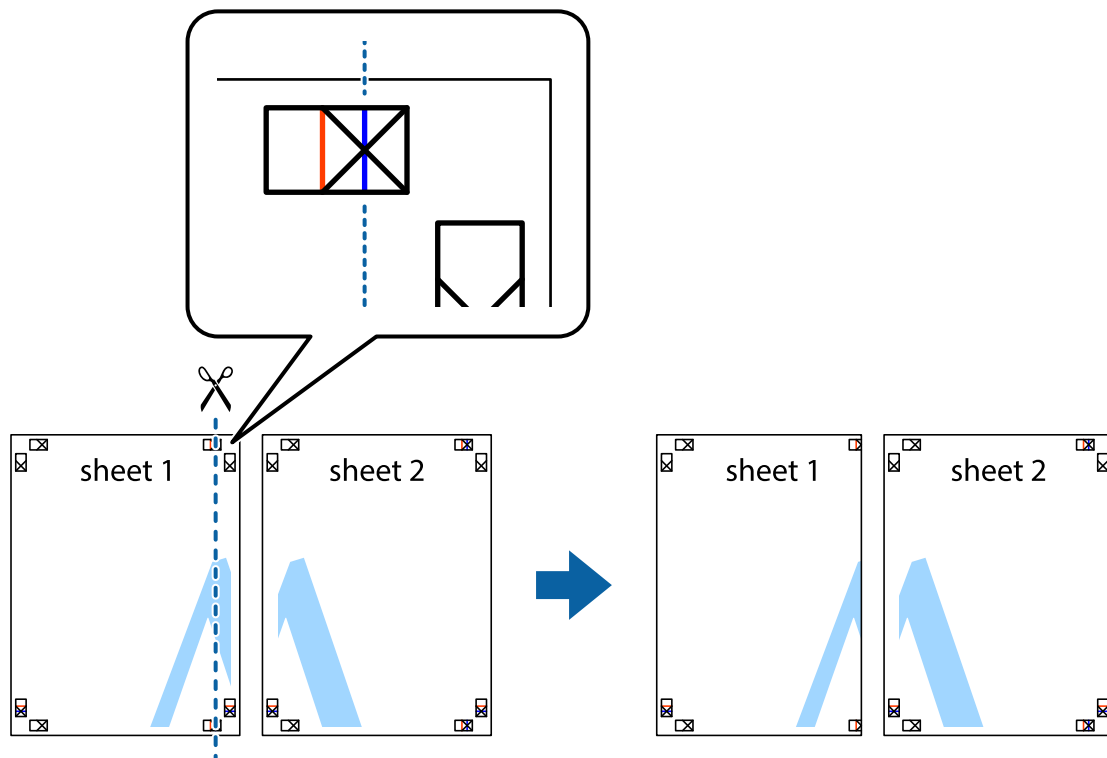
Making Posters Using Overlapping Alignment Marks

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

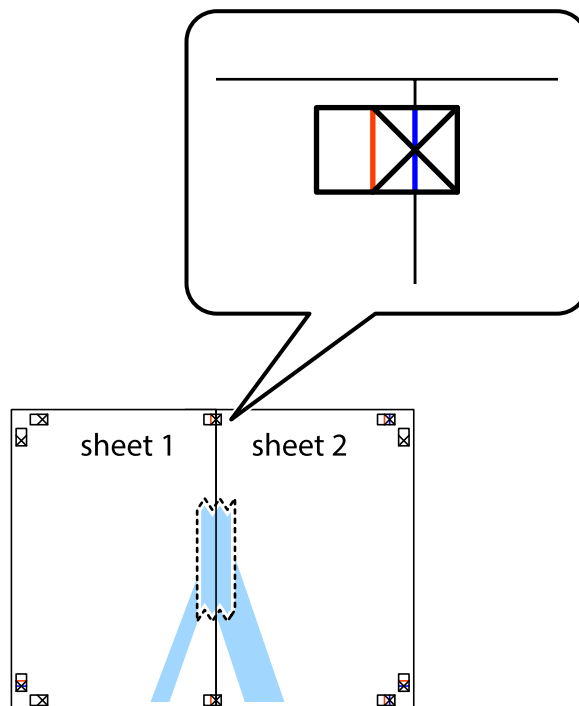


Printing

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

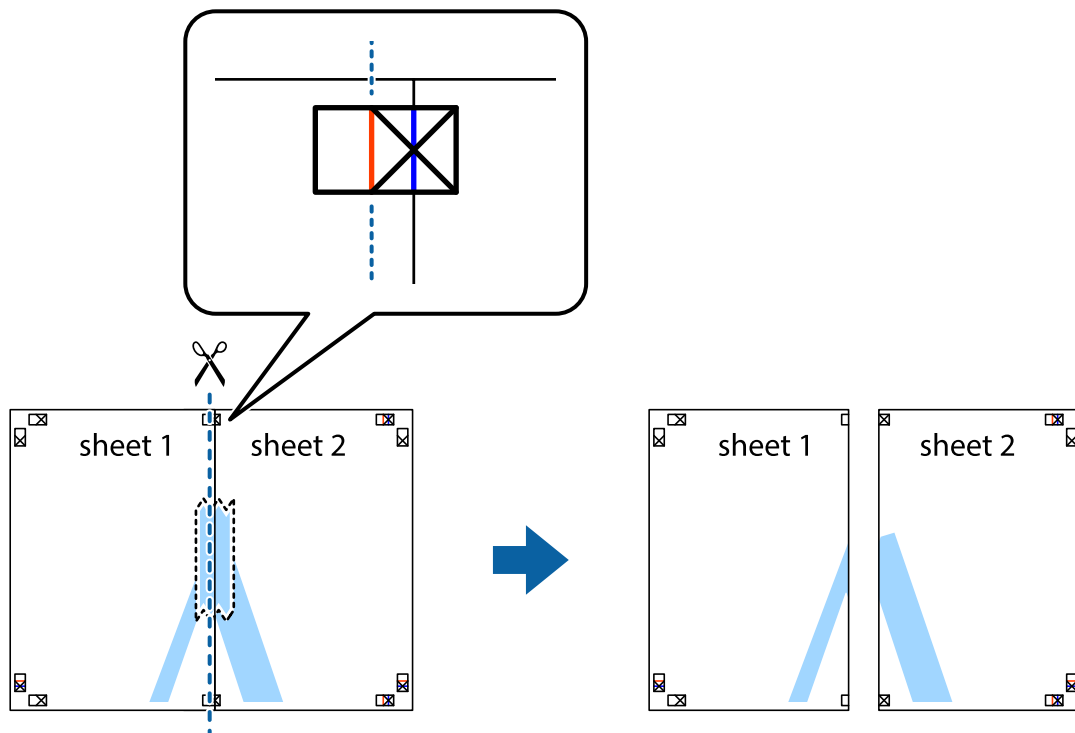


2. Place the edge of Sheet 1 on top of Sheet 2 and align the cross marks, then temporarily tape the two sheets together from the back.

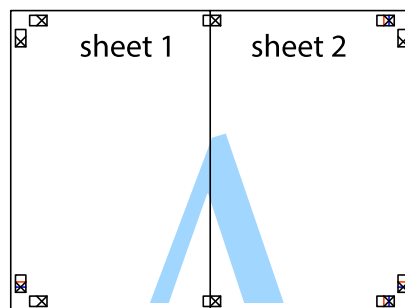


Printing

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



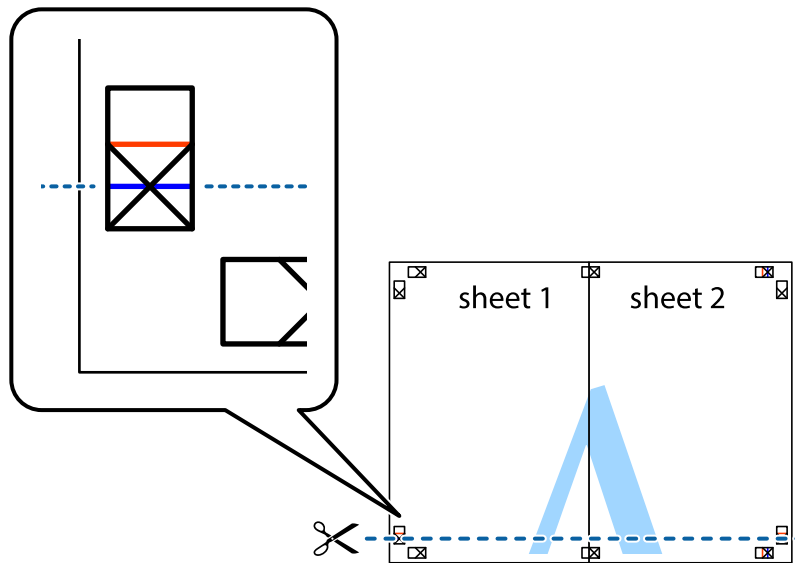
4. Tape the sheets together from the back.



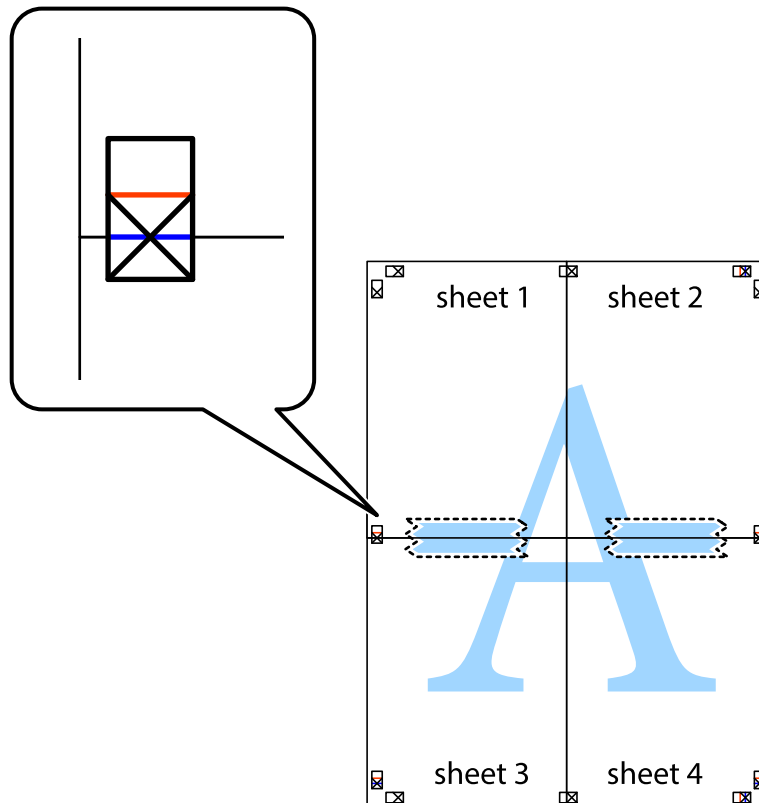
5. Repeat steps 1 to 4 to tape Sheet 3 and Sheet 4 together.

Printing

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

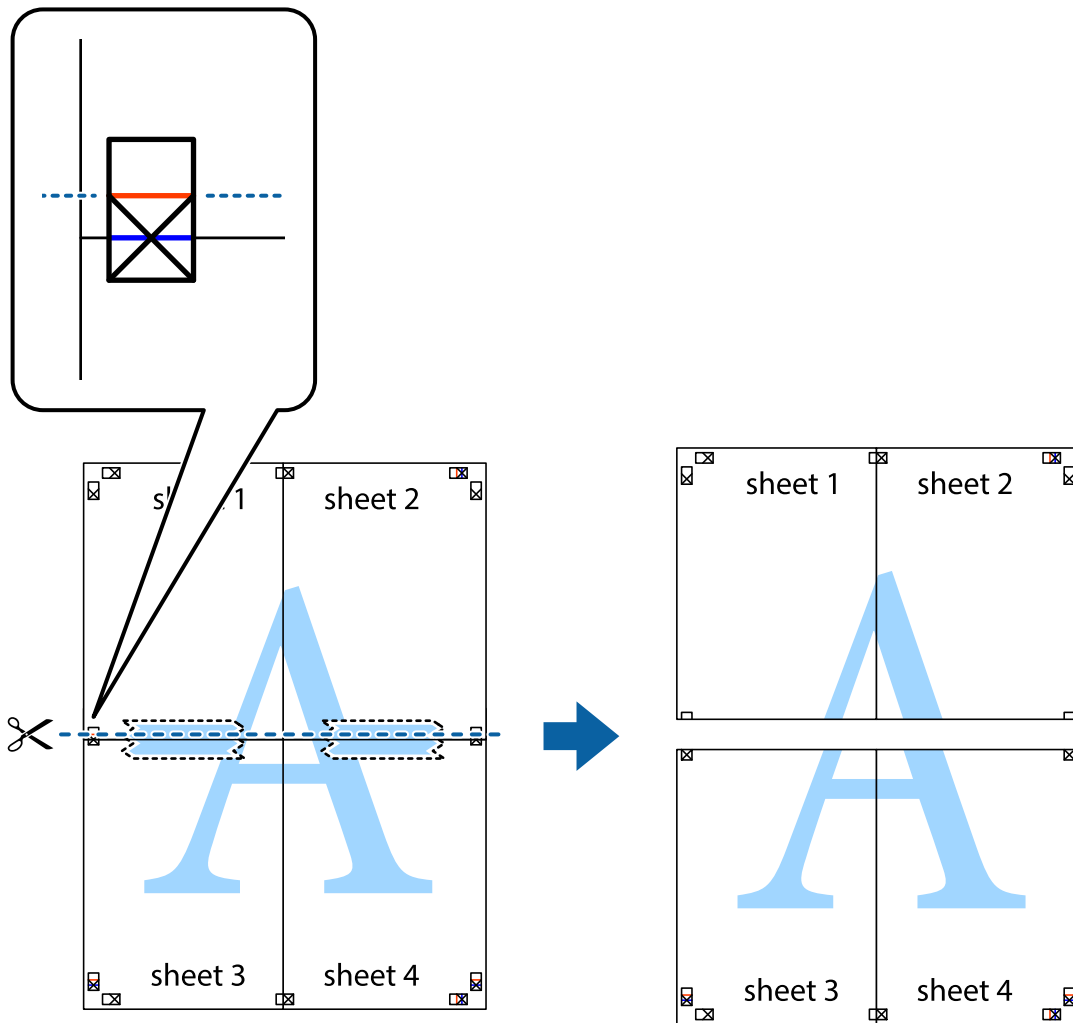


7. Place the edge of Sheet 1 and Sheet 2 on top of Sheet 3 and Sheet 4 and align the cross marks, and then temporarily tape them together from the back.



Printing

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

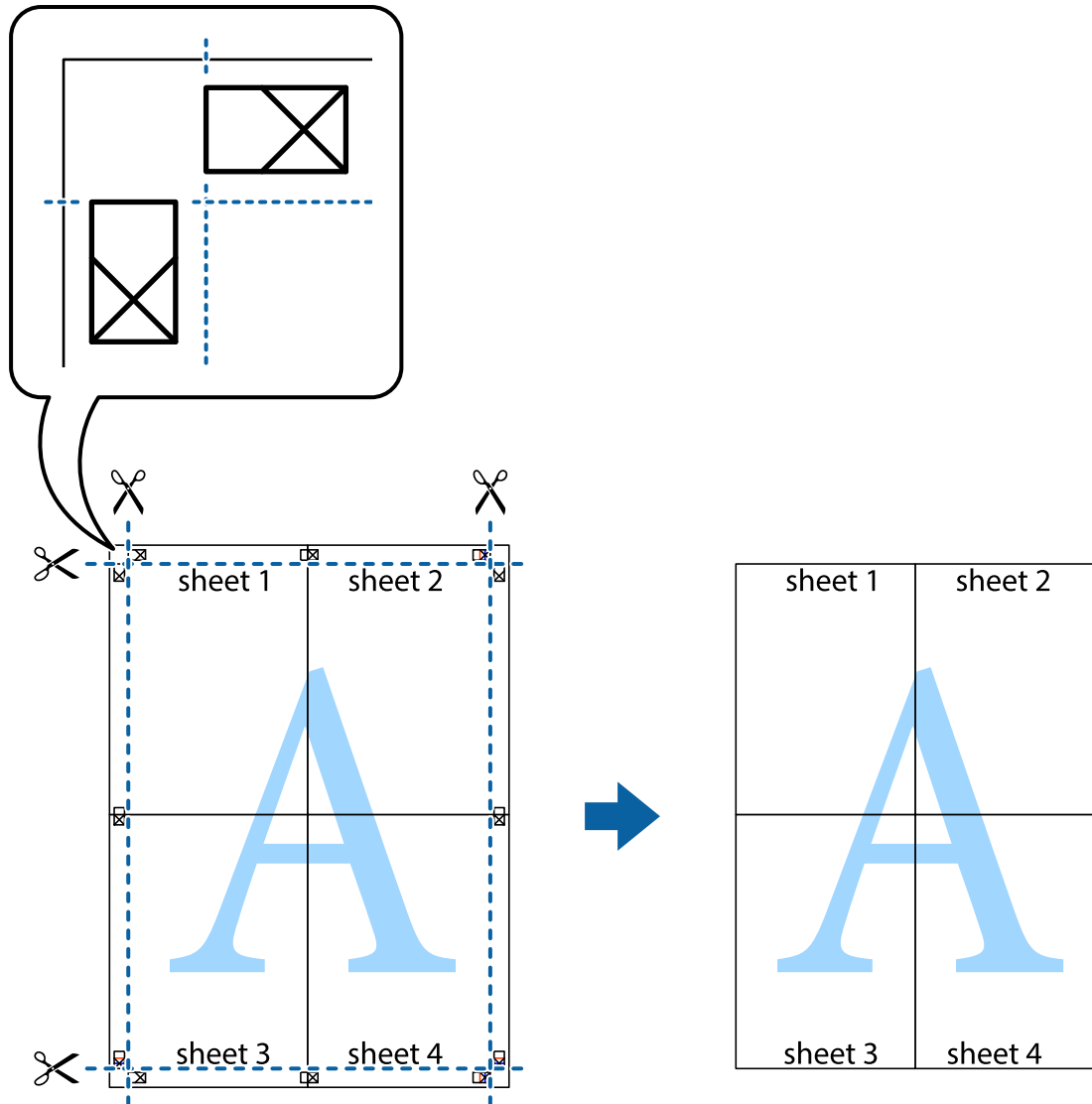


- Tape the sheets together from the back.



Printing

- Cut off the remaining margins along the outer guide.



Printing on Envelopes

Printing on Envelopes - Windows

- Load envelopes in the printer.
- Open the file you want to print.
- Access the printer driver window.
- Make the following settings on the **Main** tab.
 - Paper Source: Select the paper source in which you loaded the envelopes.
 - Document Size: Select the envelope size you set in the application.
 - Orientation: Select landscape.
 - Paper Type: Select **Envelope**.

Printing

5. Set the other items on the **Main** and **More Options** tabs as necessary, and then click **OK**.
6. Click **Print**.

Related Information

- ➔ [“Loading Envelopes and Precautions” on page 47](#)
- ➔ [“Printing Basics - Windows” on page 56](#)

Printing on Envelopes - Mac OS X

1. Load envelopes in the printer.
2. Open the file you want to print.
3. Access the printer driver window.
4. Make the following settings.
 - Paper Size: Select the envelope size you set in the application.
 - Orientation: Select landscape.
5. Select **Print Settings** from the pop-up menu.
6. Make the following settings.
 - Paper Source: Select the paper source in which you loaded the envelopes.
 - Media Type: Select **Envelope**.
7. Click **Print**.

Related Information

- ➔ [“Loading Envelopes and Precautions” on page 47](#)
- ➔ [“Printing Basics - Mac OS X” on page 58](#)

Printing Using Advanced Features

This section introduces a variety of additional layout and printing features available on the printer driver.

Related Information

- ➔ [“Windows Printer Driver” on page 129](#)
- ➔ [“Mac OS X Printer Driver” on page 131](#)

Adding a Printing Preset

If you create your own preset of frequently used print settings on the printer driver, you can print easily by selecting the preset from the list.

Printing

Windows

To add your own preset, set items such as the **Document Size** and **Paper Type** on the **Main** or **More Options** tab, and then click **Add/Remove Presets** in **Printing Presets**.

Mac OS X

Access the printer driver window. To add your own preset, set items such as the **Paper Size** and **Media Type**, and then save the current settings as the preset in the **Presets** setting.

Printing a Reduced or Enlarged Document

You can reduce or enlarge the size of a document by a specific percentage.

Windows

Set the **Document Size** on the **More Options** tab. Select **Reduce/Enlarge Document**, **Zoom to**, and then enter a percentage.

Mac OS X

Access the printer driver window. Select **Scale**, and then enter a percentage.

Adjusting the Print Color

You can adjust the colors used in the print job.

PhotoEnhance produces sharper images and more vivid colors by automatically adjusting the contrast, saturation, and brightness of the original image data.

Note:

- These adjustments are not applied to the original data.*
- PhotoEnhance** adjusts the color by analyzing the location of the subject. Therefore, if you have changed the location of the subject by reducing, enlarging, cropping, or rotating the image, the color may change unexpectedly. Selecting the borderless setting also changes the location of the subject resulting in changes in color. If the image is out of focus, the tone may be unnatural. If the color is changed or becomes unnatural, print in a mode other than **PhotoEnhance**.*

Windows

Select **Custom** as the **Color Correction** setting on the **More Options** tab. Click **Advanced**, select the **Color Management** setting, and then make appropriate settings.

Mac OS X

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

Printing an Anti-Copy Pattern (for Windows Only)

You can print documents with invisible letters such as "Copy". These letters appear when the document is photocopied so that the copies can be distinguished from the original. You can also add your own anti-copy pattern.

Printing

Note:

This feature is only available when the following settings are selected.

- Paper Type: plain papers
- Quality: Standard
- Auto 2-sided printing: Disabled
- Color Correction: Automatic
- Short Grain Paper: Disabled

Click **Watermark Features** on the **More Options** tab, and then select an anti-copy pattern. Click **Settings** to change details such as the size and density.

Printing a Watermark (for Windows Only)

You can print a watermark such as "Confidential" on your printouts. You can also add your own watermark.

Click **Watermark Features** on the **More Options** tab, and then select a watermark. Click **Settings** to change details such as the color and position of the watermark.

Printing a Header and Footer (for Windows Only)

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

Click **Watermark Features** in the **More Options** tab, and then select **Header/Footer**. Click **Settings** and select necessary items from the drop-down list.

Setting a Password for a Print Job (for Windows Only)

You can set a password for a print job to prevent printing until the password is entered on the printer's control panel.

Select **Confidential Job** on the **More Options** tab, and then enter a password.

To print the job, press the **i** button on the printer's control panel, and then select **Confidential Job**. Select the job and enter the password.

Smart Devices Printing

By using the Epson iPrint application you can print photos, documents, and Web pages from a smart device such as a smartphone or tablet. To use Epson iPrint, install it on your smartphone or tablet.

Visit the following website for more details.

<http://ipr.to/c>



Canceling Printing

Note:

- ❑ *In Windows, you cannot cancel a print job from the computer once it has been completely sent to the printer. In this case, cancel the print job by using the printer's control panel.*
- ❑ *When printing several pages from Mac OS X, you cannot cancel all of the jobs by using the control panel. In this case, cancel the print job from the computer.*
- ❑ *If you have sent a print job from Mac OS X v10.6.x or v10.5.8 through the network, you may not be able to cancel printing from the computer. In this case, cancel the print job by using the printer's control panel. If you cannot cancel printing from the control panel, see the Network Guide.*

Canceling Printing - Printer Button

Press the  button to cancel the print job in progress.

Canceling Printing - Status Menu

1. Press the **i** button to display **Status Menu**.
2. Select **Job Monitor > Print Job**.
Ongoing jobs and jobs that are standing by are shown in the list.
3. Select the job that you want to cancel.
4. Press **Cancel**.

Canceling Printing - Windows

1. Access the printer driver window.
2. Select the **Maintenance** tab.
3. Click **Print Queue**.
4. Right-click on the job you want to cancel and then select **Cancel**.


Related Information

➔ [“Windows Printer Driver” on page 129](#)

Canceling Printing - Mac OS X

1. Click the printer icon in the **Dock**.
2. Select the job you want to cancel.
3. Cancel the job.
 - ❑ Mac OS X v10.8.x to Mac OS X v10.9.x

Printing

Click  next to the progress meter.

Mac OS X v10.5.8 to v10.7.x

Click **Delete**.


Copying

1. Load paper in the printer.
2. Place the originals.
3. Enter **Copy** from the home screen.
4. Enter the number of copies by using the numeric keypad.
5. Press **Layout**, and then select the appropriate layout.
6. Make other settings as necessary. You can make detailed settings by pressing **Settings**.

Note:

Press **Preset** to save your settings as a preset.

Press **Preview** to preview the copy results. However, you cannot preview when you have placed the originals on the ADF.

7. Press the  button.

Related Information

- ➔ [“Loading Paper in the Paper Cassette” on page 42](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 44](#)
- ➔ [“Loading Paper in the Front Paper Feed Slot” on page 46](#)
- ➔ [“Placing Originals” on page 49](#)
- ➔ [“Copy Mode” on page 22](#)
- ➔ [“Presets Mode” on page 37](#)

Scanning

Scanning Using the Control Panel

Scanning to an Email

You can send scanned image files by email directly from the printer through a pre-configured email server. Before using this feature, you need to configure the email server. See the *Administrator's Guide* for more details.

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

Note:

*Before you use this feature, make sure you have set the date/time and time differences in **Date/Time Settings** correctly.*

1. Place the originals.
2. Enter **Scan** from the home screen.
3. Select **Email**.
4. Enter the email addresses.
 - To select from the contacts list: Press **Contacts**, press the check box to add a check mark to a contact, and then press **Proceed**.
 - To enter the email address manually: Select **Enter Email Address** > **Enter Email Address**, enter the email address, and then press the enter key at the bottom-right of the screen.


Note:

You can send emails to up to 10 individual email addresses and groups.

5. Press **Format**, and then select the file format.
6. Press **Menu**, and then make settings for **Email Settings** and **Basic Settings**.

Note:

- You can specify the maximum size for files that can be attached to an email in **Attached File Max Size**.*
- When you select PDF as the file format, you can set a password to protect the file. Select **PDF Settings**, and then make settings.*
- Press **Preset** to save your settings as a preset.*

7. Press the  button.

The scanned image is sent by email.

Related Information


- ➔ [“System Administration” on page 30](#)
- ➔ [“Managing Contacts” on page 53](#)
- ➔ [“Placing Originals” on page 49](#)
- ➔ [“Scan Mode” on page 24](#)
- ➔ [“Presets Mode” on page 37](#)

Scanning to a Network Folder or FTP Server

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

1. Place the originals.
2. Enter **Scan** from the home screen.
3. Select **Network Folder/FTP**.
4. Specify the folder.
 - To select from the contacts list: Press **Contacts**, select a contact, and then press **Proceed**.
 - To enter the folder path directly: Press **Enter Location**. Select **Communication Mode**, enter the folder path as **Location**, and then make other folder settings.
5. Press **Format**, and then select the file format.
6. Press **Menu**, and then make settings for **File Settings** and **Basic Settings**.

Note:

 - When you select PDF as the file format, you can set a password to protect the file. Select **PDF Settings**, and then make settings.
 - Press **Preset** to save your settings as a preset.
7. Press the  button.

The scanned image is saved.

Related Information

- ➔ [“Managing Contacts” on page 53](#)
- ➔ [“Placing Originals” on page 49](#)
- ➔ [“Scan Mode” on page 24](#)
- ➔ [“Presets Mode” on page 37](#)

Scanning to a Memory Device

You can save the scanned image to a memory device.


1. Insert a memory device into the printer's external interface USB port.
2. Place the originals.
3. Enter **Scan** from the home screen.
4. Select **Memory Device**.
5. Press **Format**, and then select the file save format.

Scanning

6. Press **Settings**, and then make scan settings.

Note:

- When you select *PDF* as the file format, you can set a password to protect the file. Select **PDF Settings**, and then make settings.
- Press **Preset** to save your settings as a preset.

7. Press the  button.

The scanned image is saved.

Related Information

- ➔ “Part Names and Functions” on page 16
- ➔ “Placing Originals” on page 49
- ➔ “Scan Mode” on page 24
- ➔ “Presets Mode” on page 37

Scanning to the Cloud

You can send scanned images to destinations that you specified on the Epson Connect user page.

See the Epson Connect portal website for details.

<https://www.epsonconnect.com/>

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

Scanning Using Document Capture Pro (for Windows Only)

You can scan the original using the settings specified in Document Capture Pro.

Note:

- Before scanning, install Document Capture Pro and make settings for the job.
- Before scanning, connect the printer and the computer to the network.


1. Place the originals.
2. Enter **Scan** from the home screen.
3. Select **Document Capture Pro**.
4. Press **Select Computer**, and then select the computer registered to the job in Document Capture Pro.

Note:

- If you select **Option** > **Network Scanning Settings**, and enable **Protect with password** in Document Capture Pro, enter a password.
- If you set only one job, proceed to step 6.

5. Select the job.
6. Press the area in which the job content is displayed, and check the job details.

Scanning

7. Press the  button.

The scanned image is saved.


Related Information

- ➔ [“Placing Originals” on page 49](#)
- ➔ [“Document Capture Pro \(for Windows Only\)” on page 133](#)

Scanning to a Computer (WSD)

Note:

- Before using this feature, you need to setup your computer. See the Network Guide for more details.
- This function is only available for computers running Windows 8.1/Windows 8/Windows 7/Windows Vista.

1. Place the originals.
2. Enter **Scan** from the home screen.
3. Select **Computer (WSD)**.
4. Select a computer.
5. Press the  button.

The scanned image is saved.

Note:

See your computer's documentation for information on where the scanned image is stored on the computer.

Related Information

- ➔ [“Placing Originals” on page 49](#)

Scanning from a Computer

See the EPSON Scan help for an explanation of the setting items.

Authenticating Users when Using Access Control in EPSON Scan (for Windows Only)

When the access control function is enabled for a printer, you need to enter a user ID and password when scanning. Register a user name and password in EPSON Scan. If you do not know the password, contact your printer administrator.

1. Access the EPSON Scan Settings.
 - Windows 8.1/Windows 8/Windows Server 2012
Enter "EPSON Scan Settings" in the search charm, and then select the displayed icon.
 - Except Windows 8.1/Windows 8/Windows Server 2012

Scanning

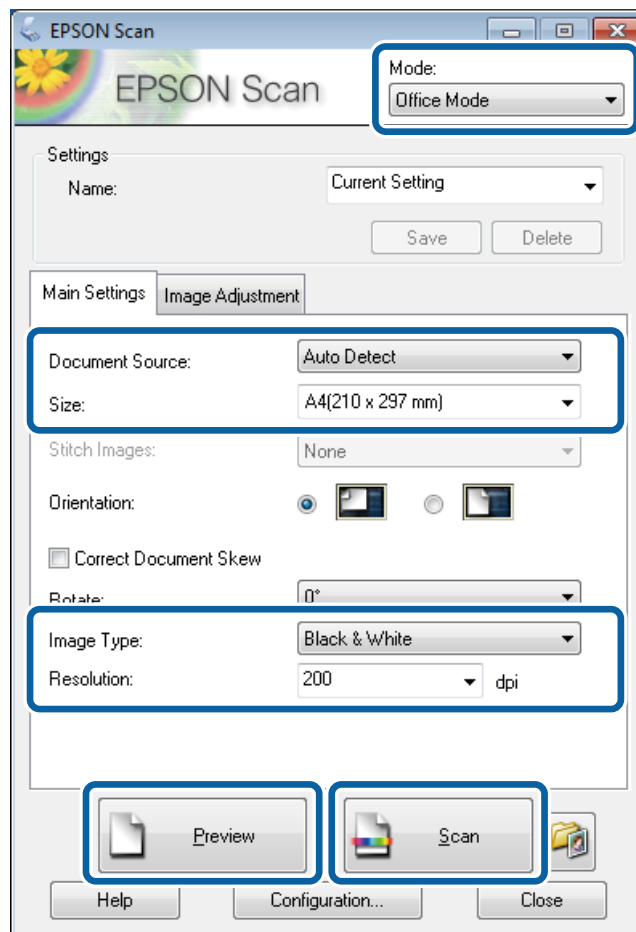
Click the start button, and select **All Programs** or **Programs** > **EPSON** > **EPSON Scan** > **EPSON Scan Settings**.

2. Click **Access Control**.
3. Enter the user name and the password.

Scanning in Office Mode

You can scan many text documents quickly.

1. Place the originals.
2. Start EPSON Scan.
3. Select **Office Mode** from the **Mode** list.



4. Make the following settings on the **Main Settings** tab.
 - Document Source: Select the document source in which you placed your original.
 - Size: Select the size of your original.
 - Image Type: Select the type of image you want to scan.
 - Resolution: Select the resolution of the image you want to scan.

Scanning

5. Click **Preview**.

The preview window opens.

Note:

If you have placed originals in the ADF, the first page of the originals is ejected when the preview is finished. Place your first document page on top of the rest of the pages, and then load the entire original into the ADF.

6. Confirm the preview, and make settings on the **Image Adjustment** tab as necessary.

Note:

You can adjust the image such as making text enhancements.

7. Click **Scan**.

8. In the **File Save Settings** window, make appropriate settings and then click **OK**.

The scanned image is saved in the specified folder.

Note:

*When you select PDF as the **Image Format** setting, you can set a password to protect the file. Click **Options**, select the **Security** tab, and then make settings.*

Related Information

- ➔ [“Placing Originals” on page 49](#)
- ➔ [“EPSON Scan \(Scanner Driver\)” on page 133](#)

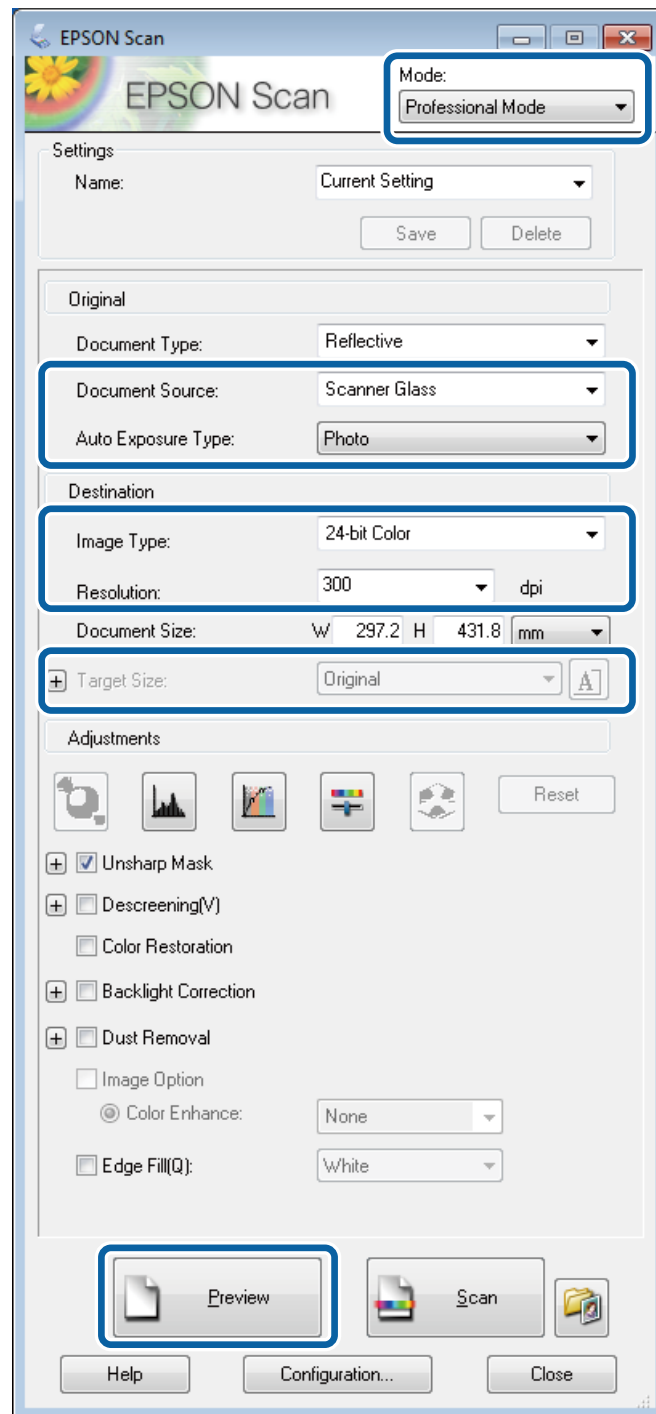
Scanning in Professional Mode

You can scan images while adjusting the quality and color. This mode is recommended for advanced users.

1. Place the originals.
2. Start EPSON Scan.

Scanning

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



4. Make the following settings.

- Document Source: Select the document source in which you placed your original.
- Auto Exposure Type: Select the exposure type that suits your original.
- Image Type: Select the type of image you want to scan.
- Resolution: Select the resolution of the image you want to scan.
- Target Size: Select the output image size you want to scan to.

Scanning

5. Click **Preview**.

The preview window opens.

Note:

If you have placed originals in the ADF, the first page of the originals is ejected when the preview is finished. Place your first document page on top of the rest of the pages, and then load the entire original into the ADF.

6. Check the preview, and adjust the image as necessary.

Note:

You can make various image adjustments such as improving the color, sharpness, and contrast.

7. Click **Scan**.

8. In the **File Save Settings** window, make appropriate settings and then click **OK**.

The scanned image is saved in the specified folder.

Note:

*When you select PDF as the **Image Format** setting, you can set a password to protect the file. Click **Options**, select the **Security** tab, and then make settings.*

Related Information

- ➔ [“Placing Originals” on page 49](#)
- ➔ [“EPSON Scan \(Scanner Driver\)” on page 133](#)

Smart Devices Scanning

By using the Epson iPrint application you can scan photos and documents from smart devices such as smartphones or tablets. To use Epson iPrint, install it on your smartphone or tablet.

Visit the following website for more details.

<http://ipr.to/c>



Faxing

Setting Up a Fax

Connecting to a Phone Line

Compatible Telephone Lines

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

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

- VoIP phone line such as DSL or fiber-optic digital service
- Digital phone line (ISDN)
- Some PBX telephone systems
- When adapters such as terminal adapters, VoIP adapters, splitters, or DSL router are connected between the telephone wall jack and the printer

Connecting the Printer to a Phone Line

Connect the telephone line and the printer using the following phone cable.

- Phone line: RJ-11 (6P2C)
- Telephone set connection: RJ-11 (6P2C)

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

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



Important:

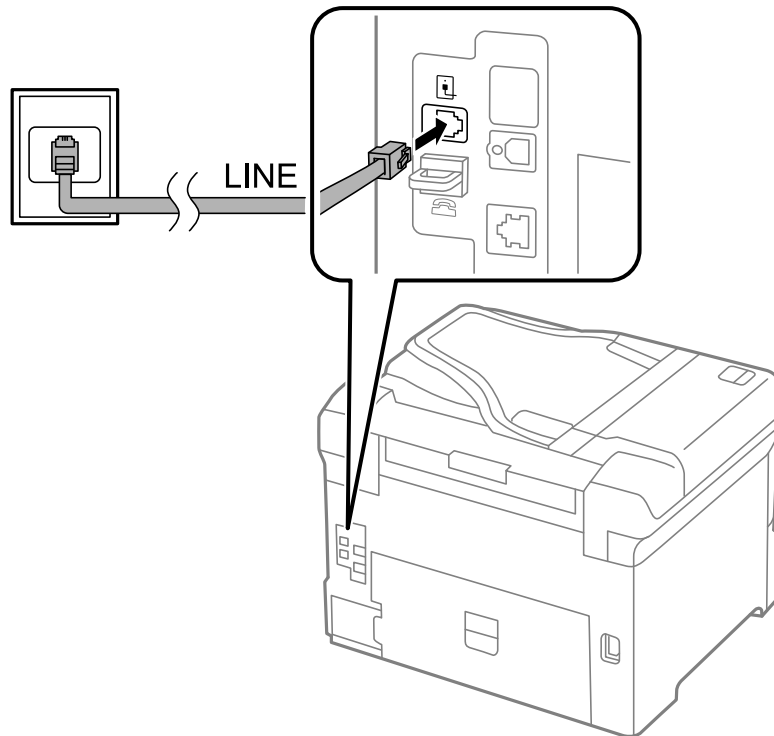
Remove the cap from the EXT. port of the printer only when connecting your telephone to the printer. Do not remove the cap if you are not connecting your telephone.

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

Faxing

Connecting to a Standard Phone Line (PSTN) or PBX

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



Related Information

➔ [“Making Settings for a PBX Phone System” on page 91](#)

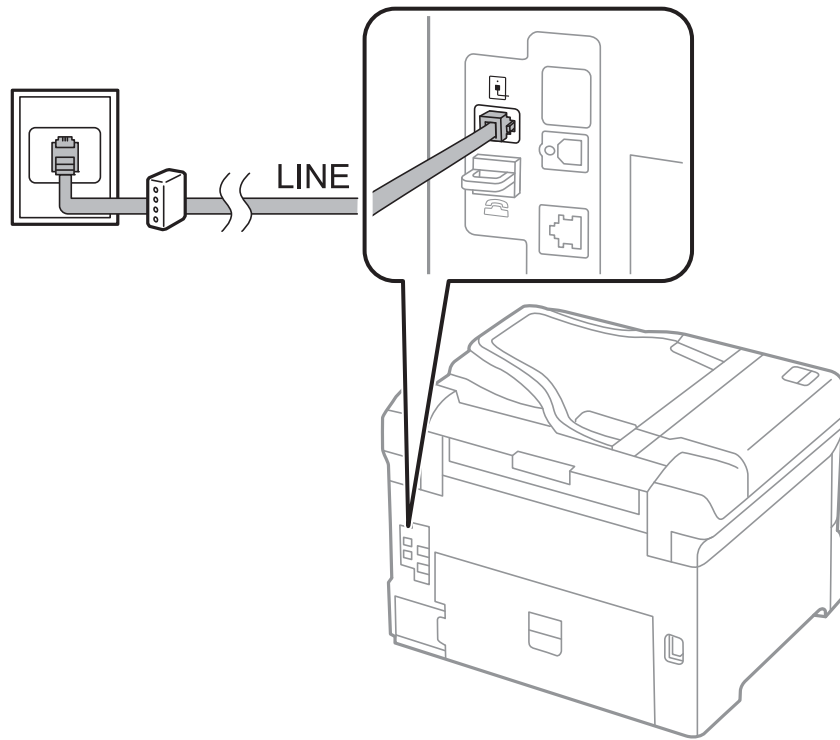
Connecting to DSL or ISDN

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

Faxing

Note:

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



Connecting Your Phone Device to the Printer

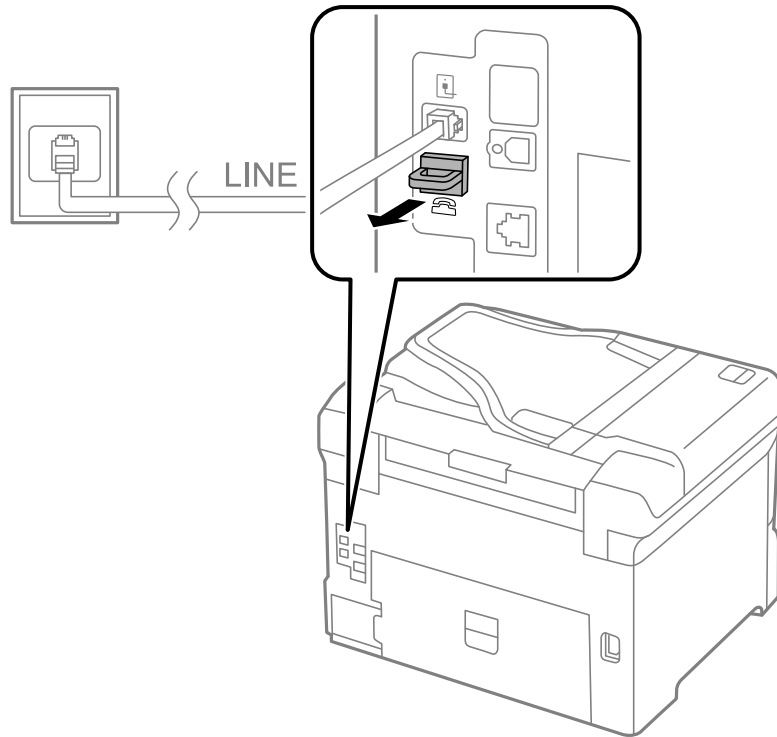
When using the printer and your telephone on a single phone line, connect the telephone to the printer.

Note:

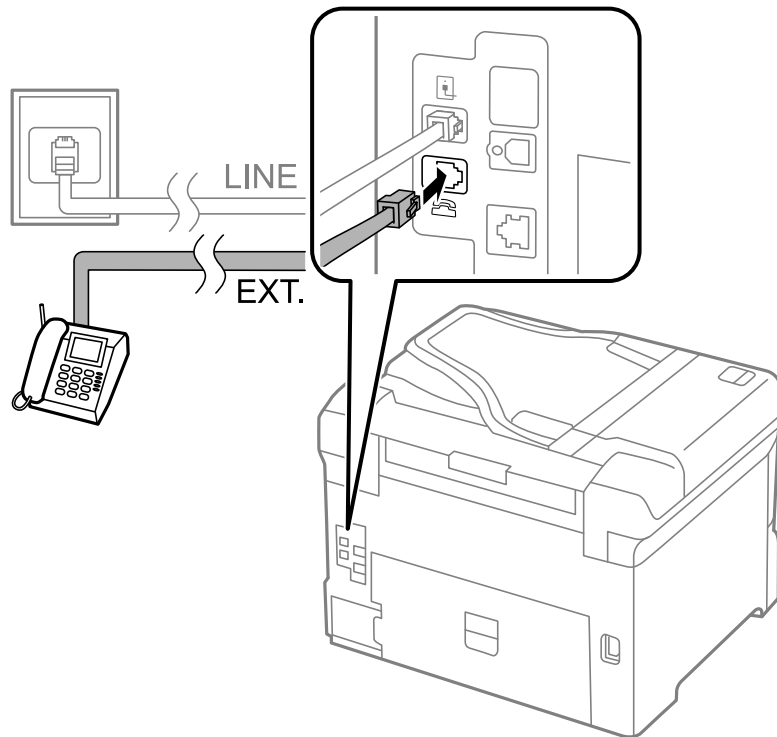
- If your phone device has a fax function, disable the fax function before connecting. See the manuals that came with the phone device for details.
- When connecting an answering machine, make sure you set the **Rings to Answer** setting correctly.

Faxing

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



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



Faxing

 **Important:**

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

- Pick up the handset of the connected phone device and confirm that the [The phone line is in use.] message is displayed on the LCD screen.

If the message is not displayed, check that the phone cable is securely connected to the EXT. port.

Related Information

➔ [“Settings for the Answering Machine” on page 98](#)

Making Basic Fax Settings

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

The **Fax Setting Wizard** is automatically displayed when the printer is turned on for the first time. Once you have made the settings, you do not need to make them again unless the connection environment is changed.

If an administrator has locked the settings, only the administrator can make the settings.

Making Basic Fax Settings Using the Fax Setting Wizard

Make basic settings by following the on-screen instructions.

- Connect the printer to the phone line.

 **Important:**

Because an automatic fax connection check runs at the end of the wizard, make sure you connect the printer to the phone line before starting the wizard.

- Enter **Setup** from the home screen.
- Select **System Administration > Fax Settings > Fax Setting Wizard**, and then press **Start**.

The wizard begins.

- On the fax header entry screen, enter your sender name such as your company name.

Note:

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



- On the phone number entry screen, enter your fax number.

- On the **DRD Setting** screen, make the following settings.

- If you have subscribed to a distinctive ring service from your telephone company: Press **Proceed**, select the ring pattern to be used for incoming faxes, and then go to step 9. **Receive Mode** is automatically set to **Auto**.
- If you do not need to set this option: Press **Skip**, and then go to the next step.

Faxing

Note:

- Distinctive ring services, offered by many telephone companies (the service name differs by company), allows you to have several phone numbers on one phone line. Each number is assigned a different ring pattern. You can use one number for voice calls and another for fax calls. Select the ring pattern assigned to fax calls in **DRD**.*
 - Depending on the region, **On** and **Off** are displayed as the **DRD** options. Select **On** to use the distinctive ring feature.*
7. On the **Receive Mode Setting** screen, select whether you are using your phone device connected to the printer.
 - When connected: Press **Yes**, and go to the next step.
 - When not connected: Press **No** and go to step 9. **Receive Mode** is set to **Auto**.
 8. On the **Receive Mode Setting** screen, select whether you want to receive faxes automatically.
 - To receive automatically: Press **Yes**. **Receive Mode** is set to **Auto**.
 - To receive manually: Press **No**. **Receive Mode** is set to **Manual**.
 9. On the **Confirm Settings** screen, check the settings you made, and then press **Proceed**.
To correct or change settings, press the  button.
 10. Press **Start** to run the fax connection check, and when the screen prompts you to print the check result, press the  button.
A report of the check result that shows the connection status is printed.

Note:

- If there are any errors reported, follow the instructions on the report to solve them.*
- If the **Select Line Type** screen is displayed, select the line type. When you are connecting the printer to a PBX phone system or terminal adapter, select **PBX**.*
- If the **Select Dial Tone Detection** screen is displayed, select **Disable**.
However, setting this to **Disable** may cause the printer to skip the first digit of a fax number when dialing and send the fax to the wrong number.*

Related Information

- ➔ [“Connecting the Printer to a Phone Line” on page 86](#)
- ➔ [“Setting Receiving Mode” on page 98](#)
- ➔ [“Making Settings for a PBX Phone System” on page 91](#)
- ➔ [“Fax Settings” on page 33](#)

Making Basic Fax Settings Individually

You can make fax settings without using the fax setting wizard by selecting each setting menu individually. The settings configured using the wizard can also be changed. For more details, see the list of menus in fax settings.

Related Information

- ➔ [“Fax Settings” on page 33](#)

Making Settings for a PBX Phone System

Make the following settings when using the printer in offices that use extensions and require external access codes, such as 0 and 9, to get an outside line.

Faxing

1. Enter **Setup** from the home screen.
2. Select **System Administration > Fax Settings > Basic Settings > Line Type**.
3. Select **PBX**.
4. On the **Access Code** screen, select **Use**.
5. Press the **Access Code** field, enter the external access code used for your phone system, and then press the enter key at the bottom-right of the screen.

The access code is stored in the printer. When sending a fax to an outside fax number, enter # (hash) instead of the actual access code.

Note:

When # (hash) is entered at the beginning of the fax number, the printer replaces the # with the stored access code when dialing. Using # helps avoid connection problems when connecting to an outside line.

Making Paper Source Settings to Receive Faxes

Set the paper sources that you do not want to use for printing received documents or fax reports. Make this setting if you have loaded special paper such as photo paper in one paper source and you do not want to use the paper for printing faxes.

1. Enter **Setup** from the home screen.
2. Select **System Administration > Printer Settings > Paper Source Settings > Auto Select Settings > Fax**.
3. Select the paper source that you do not want to use for printing faxes, and then disable it.

Sending Faxes

Basic Fax Sending Operations

Send faxes in color or monochrome (B&W). When sending a fax in monochrome, you can preview the scanned image on the LCD screen before sending.

Note:

- If the fax number is busy or there is some problem, the printer automatically redials after one minute.*
- You can reserve up to 50 monochrome fax jobs even while the phone line is in use for a voice call, sending another fax, or receiving a fax. You can check or cancel reserved fax jobs from **Job Monitor** in **Status Menu**.*
- If you have enabled the **Save Failure Data** feature, failed faxes are saved, and you can resend them from **Job Monitor** in **Status Menu**.*

Sending Faxes Using the Control Panel

1. Place the originals.

Note:

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


2. Enter **Fax** from the home screen.

Faxing

3. Specify the recipient.

- To enter manually: Enter numbers using the numerical keypad on the control panel or the LCD screen, and then press the enter key at the bottom-right of the screen.
- To select from the contacts list: Press **Contacts**, press the check box to add a check mark to a contact, and then press **Proceed**.
- To select from the sent fax history: Press **History**, select a recipient, and then press **Menu > Send to this number**.

Note:




- You can send the same monochrome fax to up to 200 recipients. A color fax can only be sent to one recipient at a time.
- To add a pause (pause for three seconds) during dialing, enter a hyphen by pressing .
- When **Direct Dialing Restrictions** in **Security Settings** is enabled, you can only select fax recipients from the contacts list or the sent fax history. You cannot manually enter a fax number.
- If you set an external access code in **Line Type**, enter "#" (hash) instead of the actual external access code at the beginning of the fax number.
- To delete recipients you entered, display the list of recipients by pressing the field on the screen that shows a fax number or the number of recipients, select the recipient from the list, and then select **Delete from the List**.

4. Press **Menu**, select **Fax Send Settings**, and then make settings such as the resolution and the sending method as necessary.

Note:

- To send 2-sided originals, enable **ADF 2-Sided**. However, you cannot send in color with this setting.
- Press **Preset** on the fax top screen to save the current settings and the recipients in **Preset**.

5. When sending a monochrome fax, press **Preview** on the fax top screen to check the scanned document.


- : Moves the screen in the direction of the arrows.
- : Reduces or enlarges.
- : Moves to the previous or the next page.
- Retry: Cancels the preview.
- View: Displays or hides the operation icons.

Note:

- You cannot send the fax in color after previewing.
- When **Direct Send** is enabled, you cannot preview.
- When the preview screen is left untouched for 20 seconds, the fax is sent automatically.
- The image quality of a sent fax may be different from what you previewed depending on the capability of the recipient machine.

6. Press the button.

Note:

- To cancel sending, press the  button.
- It takes longer to send a fax in color because the printer performs scanning and sending simultaneously. While the printer is sending a color fax, you cannot use the other features.

Faxing

Related Information

- ➔ [“Placing Originals” on page 49](#)
- ➔ [“Fax Mode” on page 26](#)
- ➔ [“Checking Fax Jobs” on page 103](#)
- ➔ [“Managing Contacts” on page 53](#)
- ➔ [“Presets Mode” on page 37](#)


Sending Faxes Dialing from the External Phone Device

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

1. Place the originals.

Note:

You can send up to 100 pages in one transmission.

2. Pick up the handset of the connected telephone, and then dial the recipient's fax number using the phone.
3. Press **Start Fax** on the printer's control panel, and then press **Send**.
4. Press **Menu**, select **Fax Send Settings**, and then make settings such as the resolution and the sending method as necessary.
5. When you hear a fax tone, press the  button, and then hang up the handset.

Note:

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

Related Information

- ➔ [“Placing Originals” on page 49](#)
- ➔ [“Fax Mode” on page 26](#)

Various Ways of Sending Faxes

Sending Faxes After Confirming the Recipient's Status

You can send a fax while listening to sounds or voices through the printer's speaker while dialing, communicating, and transmitting. You can also use this feature when you want to receive a fax from a fax polling service by following audio guidance.

1. Place the originals.
2. Enter **Fax** from the home screen.
3. Press **On Hook**.

Note:


You can adjust the sound volume of the speaker.

Faxing

4. Specify the recipient.
5. When you hear a fax tone, press **Send/Receive**, and then press **Send**.

Note:

When receiving a fax from a fax polling service, and you hear the audio guidance, follow the guidance to make the printer operations.


6. Press the  button.

Related Information

- ➔ [“Sending Faxes Using the Control Panel” on page 92](#)
- ➔ [“Receiving Faxes by Polling \(Polling Receive\)” on page 100](#)
- ➔ [“Placing Originals” on page 49](#)
- ➔ [“Fax Mode” on page 26](#)

Sending Faxes at a Specified Time (Send Fax Later)

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

1. Place the originals.
2. Enter **Fax** from the home screen.
3. Specify the recipient.
4. Press **Menu**, and then select **Send Fax Later**.
5. Press **On**, enter the time to send the fax, and then press **OK**.
6. Press **Menu**, select **Fax Send Settings**, and then make settings such as the resolution and the sending method as necessary.
7. Press the  button.

Note:

*To cancel the fax, cancel it from **Job Monitor** in **Status Menu**.*


Related Information

- ➔ [“Sending Faxes Using the Control Panel” on page 92](#)
- ➔ [“Placing Originals” on page 49](#)
- ➔ [“Fax Mode” on page 26](#)
- ➔ [“Checking Fax Jobs” on page 103](#)

Storing a Fax Without Specifying a Recipient (Store Fax Data)

You can store up to 100 pages of a single document in monochrome. This allows you to save the time spent scanning the document when you need to send the same document frequently.

Faxing

1. Place the originals.
2. Enter **Fax** from the home screen.
3. Press **Menu**, select **Store Fax Data**, and then enable the function.
4. Press **Menu**, select **Fax Send Settings**, and then make settings such as the resolution and the sending method as necessary.
5. Press the  (B&W) button.


You can send the stored document from **Job Monitor** in **Status Menu**.

Related Information

- ➔ [“Sending Faxes Using the Control Panel” on page 92](#)
- ➔ [“Placing Originals” on page 49](#)
- ➔ [“Fax Mode” on page 26](#)
- ➔ [“Checking Fax Jobs” on page 103](#)

Sending Faxes on Demand (Polling Send)

You can store up to 100 pages of a single document in monochrome for polling fax. The stored document is sent upon request from another fax machine that has a polling receive feature.

1. Place the originals.
2. Enter **Fax** from the home screen.
3. Press **Menu**, select **Polling Send**, and then enable the function.
4. Press **Menu**, select **Fax Send Settings**, and then make settings such as the resolution and the sending method as necessary.
5. Press the  (B&W) button.

To delete the stored document, delete it from **Job Monitor** in **Status Menu**.

Related Information

- ➔ [“Sending Faxes Using the Control Panel” on page 92](#)
- ➔ [“Placing Originals” on page 49](#)
- ➔ [“Fax Mode” on page 26](#)
- ➔ [“Checking Fax Jobs” on page 103](#)

Sending Many Pages of a Monochrome Document (Direct Send)

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

Faxing

From the home screen, select **Fax > Menu > Fax Send Settings > Direct Send > On**.

Sending a Fax Preferentially (Priority Send)

You can send an urgent document ahead of the other faxes waiting to be sent.

From the home screen, select **Fax > Menu > Fax Send Settings > Priority Send > On**.

Note:

You cannot send your document preferentially while one of the following is in progress because the printer cannot accept another fax.

- Sending a monochrome fax with Direct Send enabled*
- Sending a color fax*
- Sending a fax using a connected telephone*
- Sending a fax sent from the computer*

Sending Different Size Documents Using ADF (Continuous Scan from ADF)

If you place different sized originals in the ADF, all of the originals are sent at the largest size among them. You can send them in their original sizes by sorting and placing them by size, or placing them one by one.

Before placing originals, select **Fax > Menu > Fax Send Settings > Continuous Scan from ADF > On** from the home screen. Follow the on-screen instructions to place originals.

The printer stores the scanned documents, and sends as one document.

Note:

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

Sending Multiple Faxes to the Same Recipient at Once (Batch Send)

If there are multiple faxes waiting to be sent to the same recipient, you can set the printer to group them together to send them at once. Up to 5 documents (up to 100 pages in total) can be sent at one time. This helps you save on connection fees by reducing the number of transmission times.

From the home screen, select **Setup > System Administration > Fax Settings > Send Settings > Batch Send > On**.

Note:

- Scheduled faxes are also grouped together when the recipient and the time to send the fax match.*
- Batch Send** is not applied to the following fax jobs.
 - Monochrome fax with **Priority Send** enabled*
 - Monochrome fax with **Direct Send** enabled*
 - Color faxes*
 - Faxes sent from the computer*

Sending a Fax from a Computer

You can send faxes from the computer by using the FAX Utility and PC-FAX driver. See the help of FAX Utility and PC-FAX driver for the operating instructions.

Related Information

- ➔ [“PC-FAX Driver \(Fax Driver\)” on page 134](#)
- ➔ [“FAX Utility” on page 134](#)

Receiving Faxes

Setting Receiving Mode

You can set **Receive Mode** using the **Fax Setting Wizard**. When you set up the fax feature for the first time, we recommend using the **Fax Setting Wizard**. If you want to change the **Receive Mode** settings individually, follow the steps below.

1. Enter **Setup** from the home screen.
2. Select **System Administration > Fax Settings > Receive Settings > Receive Mode**.
3. Select how to receive.
 - Auto**: Recommended for heavy fax users. The printer automatically receives a fax after the number of rings you specified.

**Important:**

*When you do not connect a telephone to the printer, select the **Auto** mode.*

- Manual**: Recommended for users who do not fax often, or who want to receive a fax after answering calls with the connected telephone. When receiving a fax, pick up the handset, and then operate the printer.

Note:

*If you enable the **Remote Receive** feature, you can only start receiving a fax by operating the connected telephone.*

Related Information

- ➔ [“Making Basic Fax Settings Using the Fax Setting Wizard” on page 90](#)
- ➔ [“Receiving Faxes Manually” on page 99](#)
- ➔ [“Receiving Faxes Using a Connected Telephone \(Remote Receive\)” on page 99](#)

Settings for the Answering Machine

You need settings to use an answering machine.

- Set the **Receive Mode** of the printer to **Auto**.
- Set the **Rings to Answer** setting of the printer to a higher number than the number of rings for the answering machine. Otherwise, the answering machine cannot receive voice calls to record voice messages. See the manuals that came with the answering machine for its settings.

The **Rings to Answer** setting may not be displayed depending on the region.

Related Information

- ➔ [“Fax Settings” on page 33](#)

Various Ways of Receiving Faxes


Receiving Faxes Manually

When you connect a telephone and set the **Receive Mode** setting of the printer to **Manual**, follow the steps below to receive faxes.

1. When the telephone rings, pick up the handset.
2. When you hear a fax tone, press **Start Fax** on the LCD screen of the printer.

Note:

*When you enable the **Remote Receive** feature, you can only start receiving the fax by operating the telephone.*

3. Press **Receive**.
4. Press the  button, and then hang up the handset.

Related Information

- ➔ [“Receiving Faxes Using a Connected Telephone \(Remote Receive\)” on page 99](#)
- ➔ [“Making Output Settings for Received Faxes” on page 100](#)
- ➔ [“Making Paper Source Settings to Receive Faxes” on page 92](#)

Receiving Faxes Using a Connected Telephone (Remote Receive)

To receive a fax manually, you need to operate the printer after you pick up the handset of the telephone. By using the **Remote Receive** feature, you can start receiving a fax just by operating the phone.

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

Related Information

- ➔ [“Receiving Faxes Manually” on page 99](#)

Setting Up Remote Receive

1. Enter **Setup** from the home screen.
2. Select **System Administration > Fax Settings > Receive Settings > Remote Receive**.
3. After enabling **Remote Receive**, enter a two digit code (0 to 9, *, and # can be entered) in the **Start Code** field.
4. Press **OK**.

Using Remote Receive

1. When the telephone rings, pick up the handset.
2. When you hear a fax tone, enter the start code using the telephone.
3. After confirming that the printer has started receiving the fax, hang up the handset.

Faxing

Receiving Faxes by Polling (Polling Receive)

You can receive a fax stored on another fax machine for fax polling by dialing the fax number. You can receive a specific document from a fax information service by following the audio guidance of the service.


Note:

When you follow the audio guidance, dial the fax number using the **On Hook** feature, or using the connected telephone.

1. Enter **Fax** from the home screen.
2. Select **Menu > Polling Receive**, and then enable the function.
3. Enter the fax number.

Note:

When **Direct Dialing Restrictions in Security Settings** is enabled, you can only select fax recipients from the contacts list or the sent fax history. You cannot manually enter a fax number.

4. Press the  button.

Related Information

- ➔ [“Sending Faxes After Confirming the Recipient's Status” on page 94](#)
- ➔ [“Sending Faxes Dialing from the External Phone Device” on page 94](#)

Making Output Settings for Received Faxes

You can set to save received faxes in the printer's inbox, a memory device, or a computer. You can also make settings to forward received documents automatically. If you set none of them, received documents are printed automatically.

1. Enter **Setup** from the home screen.
2. Select **System Administration > Fax Settings > Output Settings > Fax Output**.
3. Press **Settings**, select the option you want, and then make settings.

Save to Inbox:

Saves all received documents in the printer's inbox. The stored documents are not automatically printed. You can view the documents on the LCD screen of the printer and print them if needed.

Save to Computer:

On the computer connected to the printer, make settings to save received documents on the computer using FAX Utility. See the help of FAX Utility for more details.

Once the received documents are saved on the computer, they are deleted from the printer. To print the documents automatically while saving them on the computer, select **Yes and Print** on the printer after finishing the FAX Utility settings.

Note:

When the computer is not turned on, the printer temporarily saves the received documents in its memory. If the memory becomes full, the printer cannot send or receive faxes.

Save to Memory Device:

Faxing

Converts received documents into PDF format and saves them in a memory device connected to the printer. Once the received documents are saved in the memory device, they are deleted from the printer. To print the documents automatically while saving them in the memory device, select **Yes and Print** on the printer.

Before using this feature, you need to create a folder in the memory device in which received documents are saved. Select **Other Settings > Create Folder to Save**, and then create a folder.

Note:

Make sure the memory device is connected to the printer. If you leave the device disconnected, sending and receiving faxes may become impossible due to a memory full error because the printer temporarily saves the received documents while the device is disconnected.

Forward:

Forwards received documents to another fax machine, or converts the documents into PDF format and forwards them to a folder on a server or to an email address. Forwarded documents are deleted from the printer. To print the documents automatically while forwarding them, select **Yes and Print**.

You can specify up to five destinations to forward. Select **Other Settings > Where to Forward**, and then select the destinations from the contacts list.

Note:

- Color faxes cannot be forwarded.
- When forwarding to an email address, you can specify a subject for the email. Select **Other Settings > Email Subject to Forward**, and enter the subject.
- When forwarding to an email address, make sure the **Date/Time** and **Time Difference** settings of the printer are correct. If they are incorrect, time stamps on your emails may not display correctly on the recipient's computer.
- You can select whether to print the documents or save them in the printer's memory when the printer failed to forward. Select **Other Settings > Options When Forwarding Failed**, and then select one of the options.

Related Information


- ➔ ["FAX Utility" on page 134](#)
- ➔ ["Managing Contacts" on page 53](#)
- ➔ ["System Administration" on page 30](#)

Checking the Received Faxes on the LCD Screen




You can check the received documents saved in the printer's inbox on the LCD screen.

1. On the home screen, check the icon that lights up when there are faxes to be processed, such as new faxes and faxes waiting to be forwarded.
2. Enter **Fax** from the home screen.
3. Select **Open Inbox**.
4. If the inbox has been password protected, enter the inbox password or the administrator password.
5. Select the fax to view from the list.

The contents of the fax are displayed.

- : Rotates the image to the right by 90 degrees.

Faxing

- : Moves the screen in the direction of the arrows.
- : Reduces or enlarges.
- : Moves to the previous or the next page.
- View: Displays or hides the operation icons.

6. Press **Menu**, select whether to print or delete the document you have viewed, and then follow the on-screen instructions.

Note:

The printer cannot receive and send faxes when the memory is full. We recommend deleting the viewed or printed documents.

Related Information

- ➔ [“Icons Displayed on the LCD Screen” on page 20](#)
- ➔ [“Fax Settings” on page 33](#)

Using Other Faxing Features

Printing Fax Report and List

Printing Fax Report Manually

1. Enter **Fax** from the home screen.
2. Select **Menu > Fax Report**.
3. Select the report to print, and then follow the on-screen instruction.

Note:

*You can change the report format. From the home screen, select **Setup > System Administration > Fax Settings > Output Settings**, and then change the **Attach Image to Report** or **Report Format** settings.*

Related Information

- ➔ [“Fax Mode” on page 26](#)
- ➔ [“Fax Settings” on page 33](#)

Setting Up to Print Fax Reports Automatically

You can make settings to print the following fax reports automatically.

Transmission Report

From the home screen, select **Setup > System Administration > Fax Settings > User Default Settings > Transmission Report**, and then select **Print** or **Print on Error**.

Faxing

Note:

To change the setting when sending a fax, press **Menu** on the fax top screen, and then select **Fax Send Settings > Transmission Report**.

Forwarding Report

From the home screen, select **Setup > System Administration > Fax Settings > Output Settings > Forwarding Report**, and then select **Print** or **Print on Error**.

Fax Log

From the home screen, select **Setup > System Administration > Fax Settings > Output Settings > Fax Log Auto Print**, and then select **On(Every 30)** or **On(Time)**.

Related Information

- ➔ [“Fax Mode” on page 26](#)
- ➔ [“Fax Settings” on page 33](#)

Setting Security for Faxing

You can make security settings to prevent sending a fax to the wrong recipient, or prevent received documents from being leaked or lost. You can also delete backed-up fax data.

1. Enter **Setup** from the home screen.
2. Select **System Administration > Fax Settings > Security Settings**.
3. Select the menu, and then make the settings.

Related Information

- ➔ [“Fax Settings” on page 33](#)

Checking Fax Jobs

Checking Fax Jobs in Progress

You can check, cancel, print, resend, or delete the following fax documents.

- Received documents that have not been printed yet.
- Documents that have not be sent yet
- Documents stored using **Polling Send** or **Store Fax Data**.
- Documents that have failed to be sent (if you have enabled **Save Failure Data**)

1. Press the **i** button.
2. Select **Job Monitor**, and then select **Communication Job** or **Print Job**.
3. Select a job to check.

Faxing

Checking the Fax Job History

You can check the history of sent or received fax jobs. The received fax logs include the received documents so that you can reprint them. You cannot print or resend sent documents from the sent log.

1. Press the **i** button.
2. Select **Job History**, and then select **Receive Job** or **Send Job**.
3. Select a job to check.

Note:

*All the received documents are stored in **Job History** so that you can reprint them, but they are deleted in chronological order when the printer runs out of memory.*

Checking the Received Documents in the Inbox

You can check received documents stored in the printer's inbox.

1. Press the **i** button.
2. Select **Job Storage** and then select **Inbox**.

Note:

*Press **Menu** to display menus for printing or deleting all the documents in the inbox.*

3. Select a fax to check.

The content of the document is displayed.

Note:

- Press **Menu**, and then select **Details** to see detailed information such as the date and time, and the sender.*
- The printer cannot receive and send faxes when the memory is full. We recommend deleting the viewed or printed documents.*

Replacing Ink Cartridges and Other Consumables

Checking the Status of the Ink Cartridges and the Maintenance Box

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

Checking the Status of the Ink Cartridges and the Maintenance Box - Control Panel

1. Press the **i** button on the control panel.
2. Select **Printer Information**.

Note:

The indicator on the far right indicates the available space in the maintenance box.

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

1. Access the printer driver window.
2. Click **EPSON Status Monitor 3** on the **Maintenance** tab, and then click **Details**.

Note:

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

Related Information

➔ [“Windows Printer Driver” on page 129](#)

Checking the Status of the Ink Cartridges and the Maintenance Box - Mac OS X

1. Start the printer driver utility:

- Mac OS X v10.6.x to v10.9.x

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

- Mac OS X v10.5.8

Select **System Preferences** from the  menu > **Print & Fax**, and then select the printer. Click **Open Print Queue** > **Utility**.

Replacing Ink Cartridges and Other Consumables

2. Click EPSON Status Monitor.

Ink Cartridge Codes

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.

The following are the codes for genuine Epson ink cartridges.

Black	Cyan	Magenta	Yellow
T7561	T7562	T7563	T7564
T7551	T7552	T7553	T7554

Note:

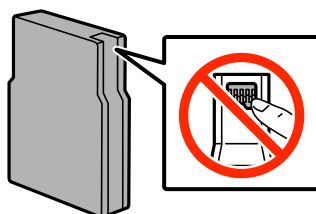
- Not all cartridges are available in all regions.
- For information on Epson's ink cartridge yields, visit the following website.
<http://www.epson.eu/pageyield>

Ink Cartridge Handling Precautions

Read the following instructions before replacing ink cartridges.

Handling precautions

- Store ink cartridges at normal room temperature and keep them away from direct sunlight.
- Epson recommends using the ink cartridge before the date printed on the package.
- For best results, use up ink cartridge within six months of opening the package.
- After bringing an ink cartridge inside from a cold storage site, allow it to warm up at room temperature for at least three hours before using it.
- Do not touch the sections shown in the illustration. Doing so may prevent normal operation and printing.



- Install all ink cartridges; otherwise you cannot print.
- Do not move the print head by hand; otherwise, you may damage the printer.
- Do not turn off the printer during ink charging. If the ink charging is incomplete, you may not be able to print.
- Do not leave the printer with the ink cartridges removed; otherwise, ink remaining in the print head nozzles may dry out and you may not be able to print.

Replacing Ink Cartridges and Other Consumables

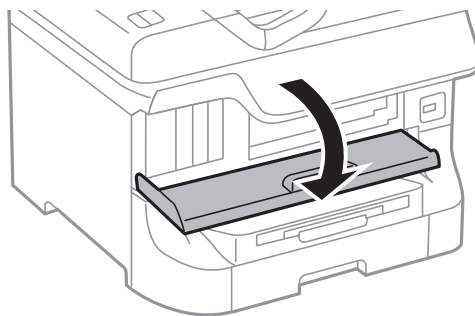
- ❑ If you need to remove an ink cartridge temporarily, make sure you protect the ink supply area from dirt and dust. Store the ink cartridge in the same environment as the printer. Because the ink supply port is equipped with a valve designed to contain the release of excess ink, there is no need to supply your own covers or plugs.
- ❑ Removed ink cartridges may have ink around the ink supply port, so be careful not to get any ink on the surrounding area when removing the cartridges.
- ❑ This printer uses ink cartridges equipped with an IC chip that monitors information such as the amount of remaining ink for each cartridge. This means that even if the cartridge is removed from the printer before it is expended, you can still use the cartridge after reinserting it back into the printer.
- ❑ To ensure you receive premium print quality and to help protect your print head, a variable ink safety reserve remains in the cartridge when your printer indicates to replace the cartridge. The yields quoted for you do not include this reserve.
- ❑ Although the ink cartridges may contain recycled materials, this does not affect printer function or performance.
- ❑ Do not disassemble or remodel the ink cartridge, otherwise you may not be able to print normally.
- ❑ Do not drop or knock it against hard objects; otherwise, the ink may leak.
- ❑ You cannot use the cartridges that came with the printer for the replacement.
- ❑ Quoted yields may vary depending on the images that you are printing, the paper type that you are using, the frequency of your prints and environmental conditions such as temperature.

Consumption of Ink

- ❑ To maintain optimum print head performance, some ink is consumed from all cartridges not only during printing but also during maintenance operations such as print head cleaning.
- ❑ When printing in monochrome or grayscale, color inks instead of black ink may be used depending on the paper type or print quality settings. This is because a mixture of color inks is used to create black.
- ❑ The ink in the ink cartridges supplied with your printer is partly used during initial setup. In order to produce high quality printouts, the print head in your printer will be fully charged with ink. This one-off process consumes a quantity of ink and therefore these cartridges may print fewer pages compared to subsequent ink cartridges.

Replacing Ink Cartridges

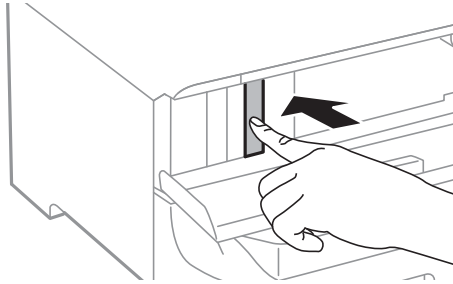
1. Open the front cover.



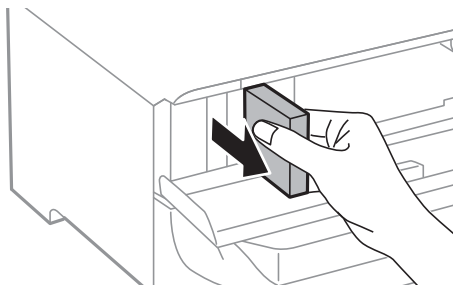
Replacing Ink Cartridges and Other Consumables

2. Push the ink cartridge that you want to replace.

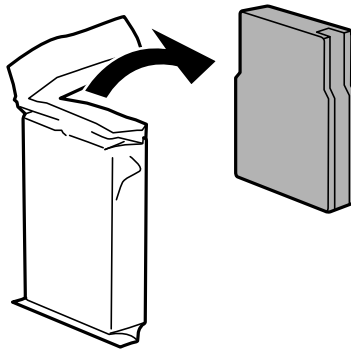
The ink cartridge will pop out slightly.



3. Remove the ink cartridge from the printer.

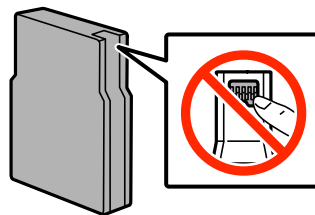


4. Remove the new ink cartridge from its package.



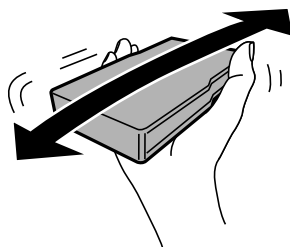
! **Important:**

Do not touch the sections shown in the illustration. Doing so may prevent normal operation and printing.



Replacing Ink Cartridges and Other Consumables

5. Shake the ink cartridge horizontally for 5 seconds, moving it back and forth about 10 cm 15 times.



6. Insert the cartridge into the printer until it clicks.

Note:

If **Check** is displayed on the control panel, press it to check if the cartridges are installed correctly.

7. Close the front cover.

Note:

Put used ink cartridges in a plastic bag and dispose of them according to your local laws and regulations.

Related Information

- ➔ [“Ink Cartridge Codes” on page 106](#)
- ➔ [“Ink Cartridge Handling Precautions” on page 106](#)

Maintenance Box Code

Epson recommends the use of a genuine Epson maintenance box.

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

T6712

Maintenance Box Handling Precautions

Read the following instructions before replacing the maintenance box.

- Do not touch the green chip on the side of the maintenance box. Doing so may prevent normal operation and printing.
- Do not tilt the used maintenance box until after it is sealed in the plastic bag; otherwise ink may leak.
- Keep the maintenance box out of direct sunlight.
- Do not replace the maintenance box during printing; otherwise, ink may leak.
- Do not reuse a maintenance box which has been removed and left detached for a long period. Ink inside the box will have solidified and no more ink can be absorbed.

Replacing a Maintenance Box

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

Replacing Ink Cartridges and Other Consumables

maintenance box has reached its limit. Whether and how often this is required will vary according to the number of pages you print, the type of material that you print and the number of cleaning cycles that the printer performs. Replace the maintenance box when you are promoted to do so. The Epson Status Monitor, your LCD, or lights on the control panel will advise you when this part needs replacing. The need for replacement of the box does not mean that your printer has ceased to operate in accordance with its specifications. The Epson warranty does not cover the cost of this replacement. It is a user-serviceable part.

Note:

When it is full, you cannot print until the maintenance box is replaced to avoid ink leakage. However, you can perform operations such as sending faxes and saving data to an external USB device.

1. Remove the new maintenance box from its package.



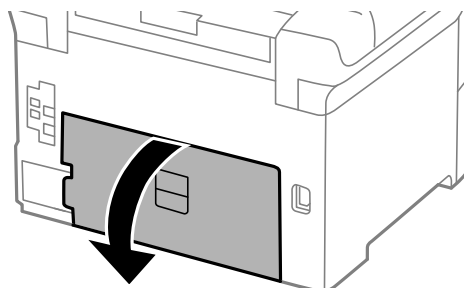
Important:

- ❑ Do not touch the green chip on the side of the maintenance box. Doing so may prevent normal operation and printing.
- ❑ Do not remove the film on the top of the box; otherwise ink may leak.

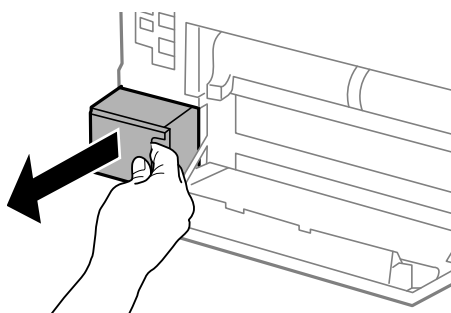
Note:

A transparent bag for the used maintenance box is provided with the new maintenance box.

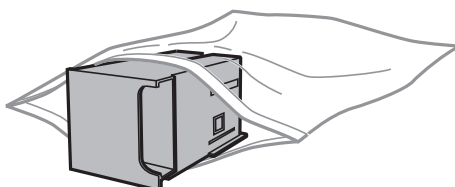
2. Open rear cover 1.



3. Remove the used maintenance box.



4. Put the used maintenance box in the transparent bag that came with the new maintenance box and seal the bag shut.



Replacing Ink Cartridges and Other Consumables

! Important:

- ❑ *Dispose the used maintenance box without removing the film.*
- ❑ *Do not tilt the used maintenance box until after it is sealed in the plastic bag; otherwise ink may leak.*

5. Insert the new maintenance box all the way into the printer.
6. Close rear cover 1.

Related Information

- ➔ [“Maintenance Box Code” on page 109](#)
- ➔ [“Maintenance Box Handling Precautions” on page 109](#)

Maintenance Rollers Codes

Epson recommends the use of genuine Epson maintenance rollers.

The following are the codes.

Maintenance rollers of paper cassette 1: S990011

Maintenance rollers of paper cassette 2 to 4: S990021

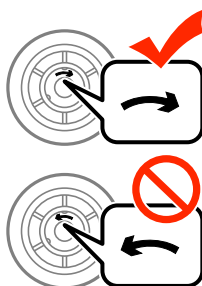
Replacing Maintenance Rollers in Paper Cassette 1

There are two places for replacing the maintenance rollers: on the back of the printer (two rollers) and on the paper cassette (one roller).


1. Remove the new maintenance rollers from their package.

! Important:

- ❑ *The maintenance rollers for the paper cassette 1 and paper cassette 2 to 4 are different. Check the direction of the arrow at the center of the maintenance rollers, and make sure the maintenance rollers are the ones for paper cassette 1. If you attach the wrong rollers, the printer may not feed the paper.*

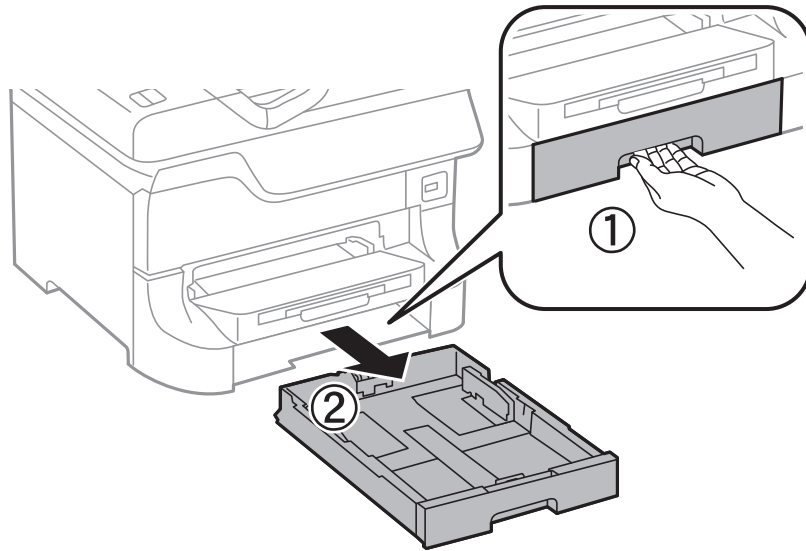


- ❑ *Be careful not to stain the surface of the maintenance rollers. If dust collects on the surface of the maintenance rollers, clean the rollers by using a soft and dry cloth.*

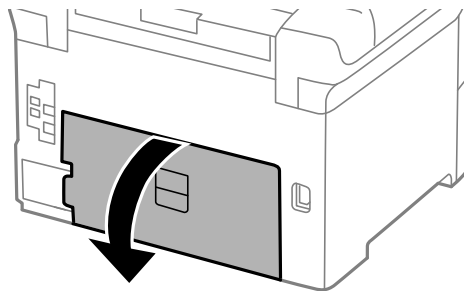
2. Turn off the printer by pressing the  button, and then unplug the power cord.

Replacing Ink Cartridges and Other Consumables

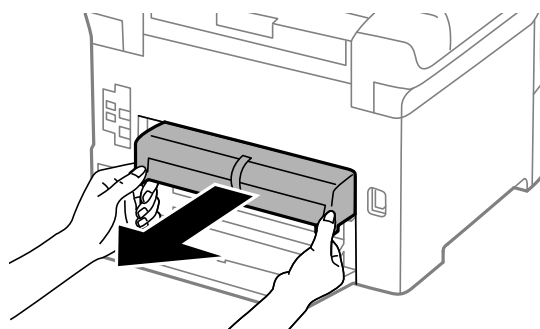
3. Pull out paper cassette 1.



4. Turn the printer around, and open rear cover 1.

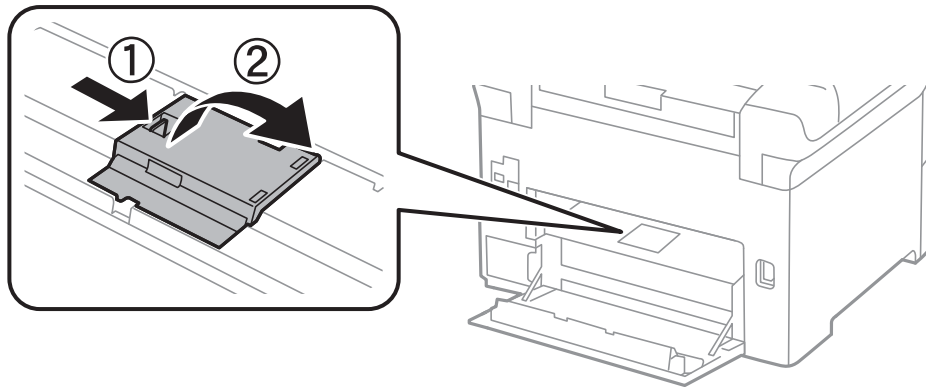


5. Pull out rear cover 2.

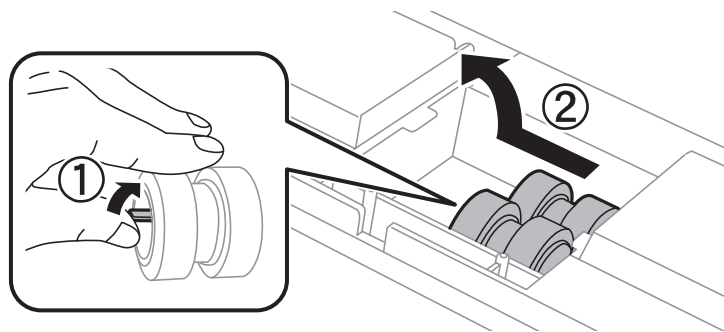


Replacing Ink Cartridges and Other Consumables

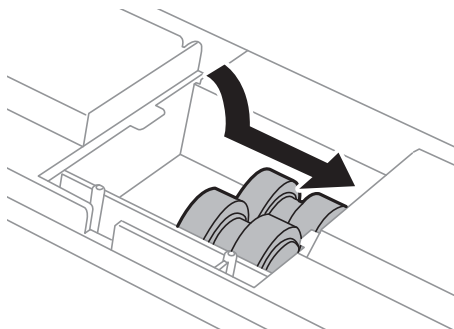
6. Remove the cover inside the back of the printer.



7. Slide out the two used maintenance rollers, and remove them.



8. Insert two new maintenance rollers until they click into place.

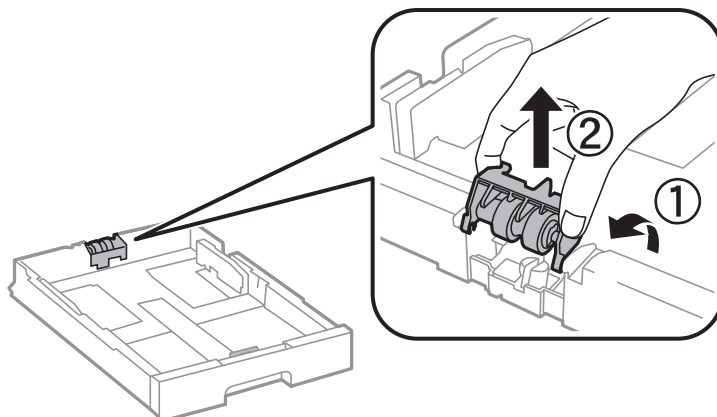


Note:

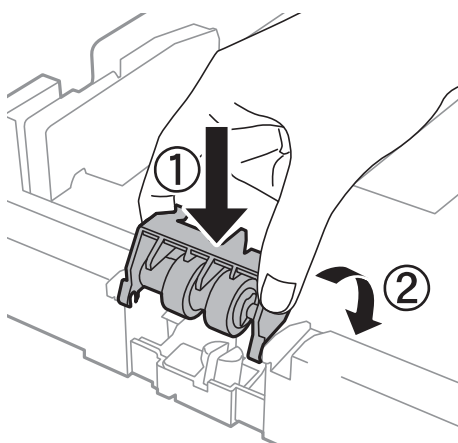
Insert the maintenance rollers by rolling them so that you can insert them smoothly.

Replacing Ink Cartridges and Other Consumables

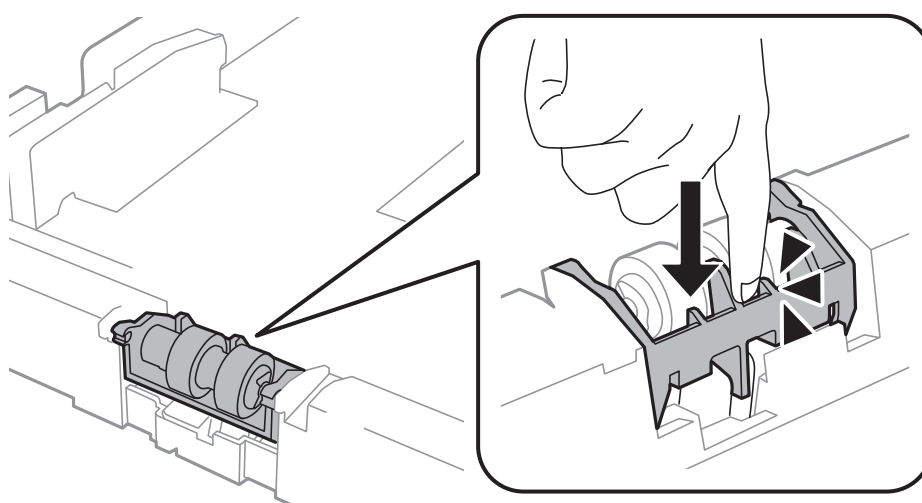
9. Hold up the maintenance roller for the paper cassette by rolling it up, and then remove it.



10. Install the new maintenance roller in the paper cassette.



11. Hold down the maintenance roller firmly.



12. Insert rear cover 2, close rear cover 1, and then insert the paper cassette.
13. Turn on the printer, select **Setup > Maintenance > Maintenance Roller Information > Reset Maintenance Roller Counter**, and then select the paper cassette in which you replaced the maintenance rollers.

Replacing Ink Cartridges and Other Consumables

Related Information

➔ [“Maintenance Rollers Codes” on page 111](#)

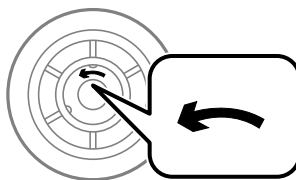
Replacing Maintenance Rollers in Paper Cassette 2 to 4

There are two places for replacing the maintenance rollers: on the back of the optional paper cassette unit (two rollers) and on the paper cassette (one roller).


1. Remove the new maintenance rollers from their package.

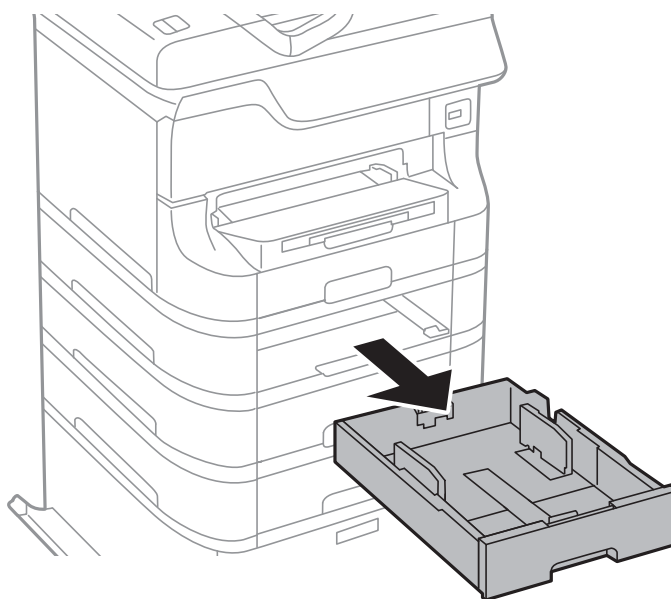
! *Important:*

- ❑ *The maintenance rollers for the paper cassette 1 and paper cassette 2 to 4 are different. Check the direction of arrow on the center of the maintenance rollers, and make sure the maintenance rollers are the ones for paper cassette 2 to 4. If you attach the wrong rollers, the printer may not feed the paper.*



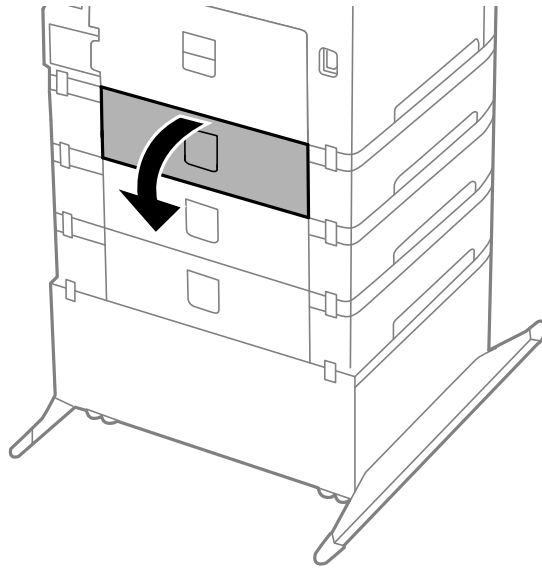
- ❑ *Be careful not to stain the surface of the maintenance rollers. If the dust collects on the surface of the maintenance rollers, clean the rollers by using a soft and dry cloth.*

2. Turn off the printer by pressing the  button, and then unplug the power cord.
3. Pull out the optional paper cassette of which you want to replace the rollers.

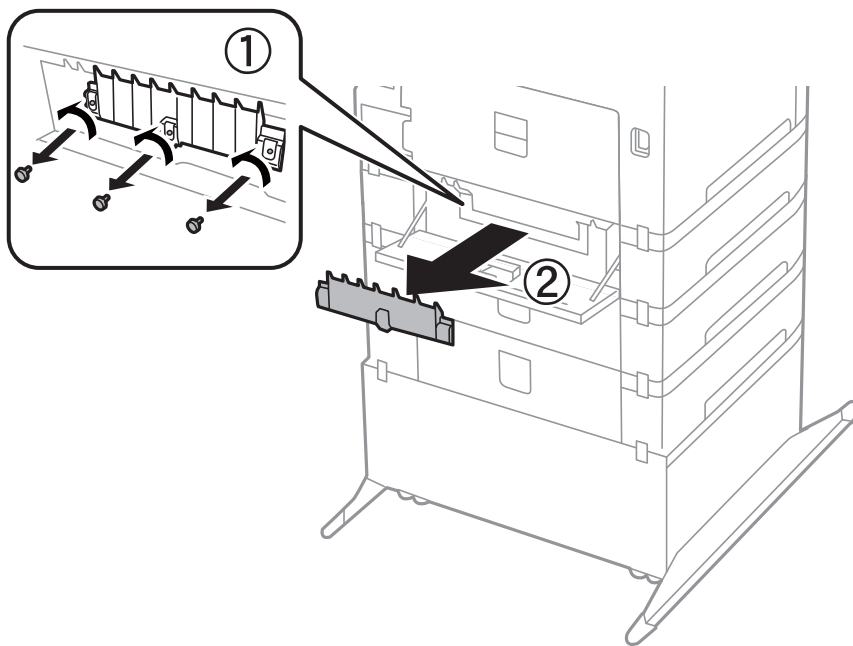


Replacing Ink Cartridges and Other Consumables

4. Turn the printer around, and open the rear cover of the optional paper cassette unit.

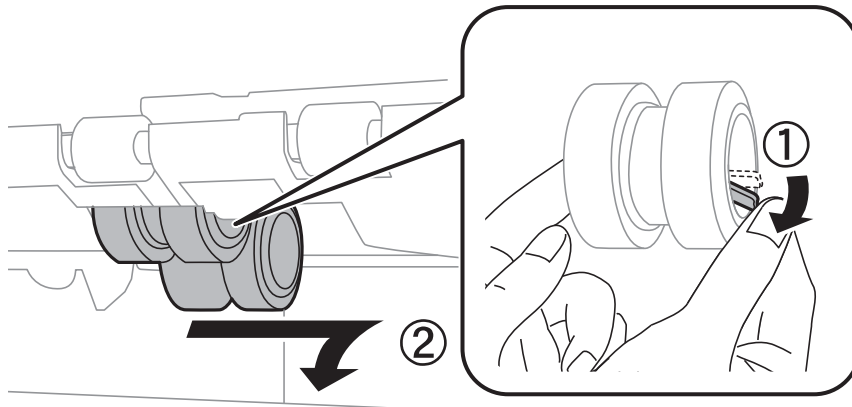


5. Remove the screws by a screwdriver and remove the cover on the rear of inside the printer.

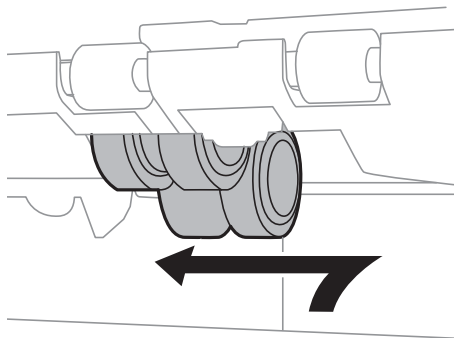


Replacing Ink Cartridges and Other Consumables

- Slide out two used maintenance rollers, and remove both of them.



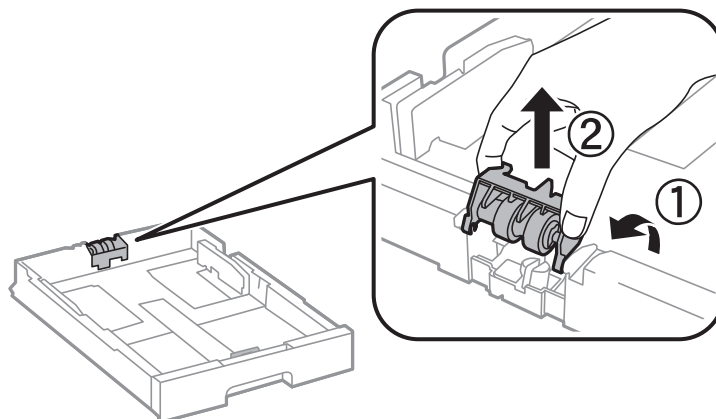
- Insert two new maintenance rollers until they click into place.



Note:

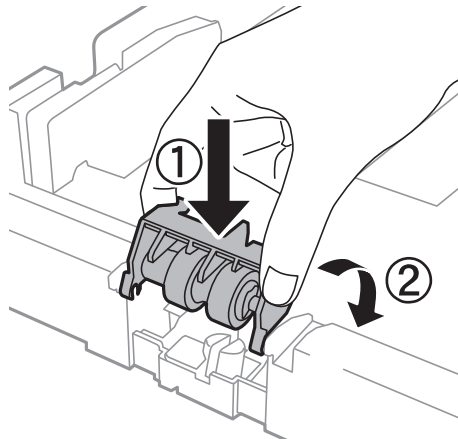
Insert the maintenance rollers by rolling them so that you can insert them smoothly.

- Hold up the maintenance roller for the paper cassette by rolling it up, and then remove it.

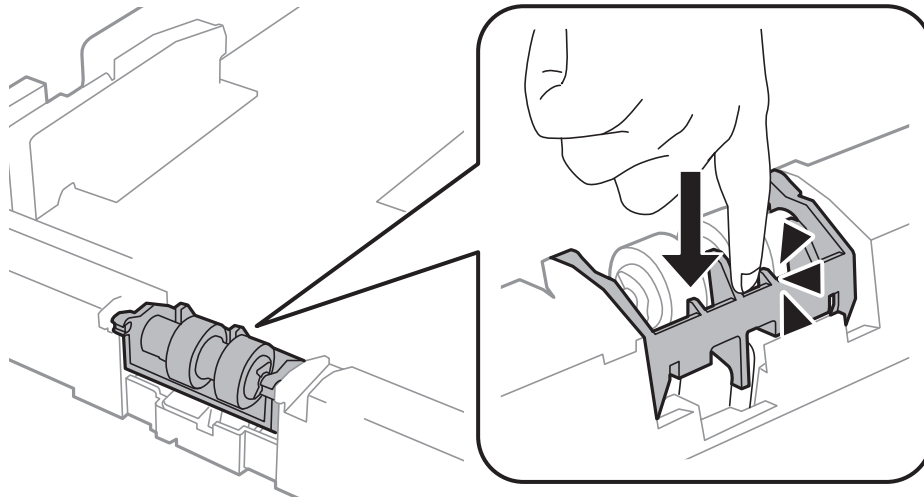


Replacing Ink Cartridges and Other Consumables

9. Install the new maintenance roller in the paper cassette.



10. Hold down the maintenance roller firmly.



11. Fasten the screws to attach the cover back on, and close the rear cover.
12. Insert the paper cassette.
13. Turn on the printer, select **Setup > Maintenance > Maintenance Roller Information > Reset Maintenance Roller Counter**, and then select the paper cassette in which you replaced the maintenance rollers.

Related Information

➔ [“Maintenance Rollers Codes” on page 111](#)

Temporarily Printing with Black Ink

When color ink is expended and black ink still remains, you can use the following settings to continue printing for a short time using only black ink.

- Type of paper: plain papers, Envelope
- Color: **Grayscale**

Replacing Ink Cartridges and Other Consumables

- EPSON Status Monitor 3: Enabled (for Windows only)

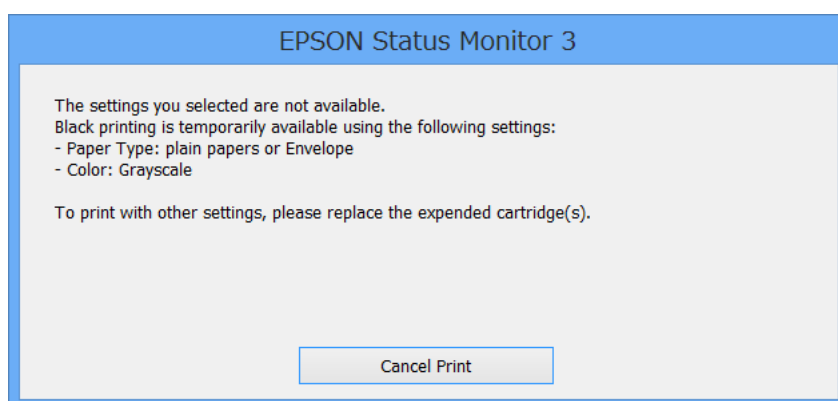
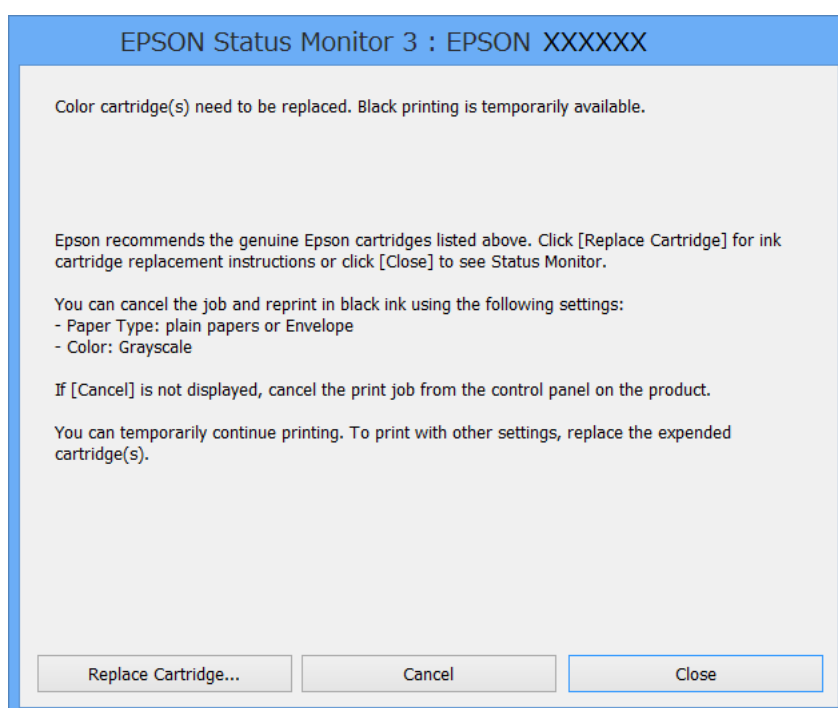
Because this feature is only available for approximately five days, replace the expended ink cartridge as soon as possible.

Note:

- If **EPSON Status Monitor 3** is disabled, access the printer driver, click **Extended Settings** on the **Maintenance** tab, and then select **Enable EPSON Status Monitor 3**.
- The available period varies depending on the usage conditions.

Temporarily Printing with Black Ink - Windows

1. When the following window is displayed, cancel printing.



Note:

If you cannot cancel printing from the computer, cancel using the printer's control panel.

2. Access the printer driver window.

Replacing Ink Cartridges and Other Consumables

3. Select **plain papers** or **Envelope** as the **Paper Type** setting on the **Main** tab.
4. Select **Grayscale**.
5. Set the other items on the **Main** and **More Options** tabs as necessary, and then click **OK**.
6. Click **Print**.
7. Click **Print in Black** in the window displayed.


Related Information

- ➔ [“Loading Paper in the Paper Cassette” on page 42](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 44](#)
- ➔ [“Loading Paper in the Front Paper Feed Slot” on page 46](#)
- ➔ [“Printing Basics - Windows” on page 56](#)

Temporarily Printing with Black Ink - Mac OS X


Note:

To use this feature through a network, connect with **Bonjour**.

1. Click the printer icon in the **Dock**.
2. Cancel the job.
 - Mac OS X v10.8.x to Mac OS X v10.9.x
Click  next to the progress meter.
 - Mac OS X v10.5.8 to v10.7.x
Click **Delete**.

Note:

If you cannot cancel printing from the computer, cancel using the printer's control panel.

3. Select **System Preferences** from the  menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then select the printer. Click **Options & Supplies** > **Options** (or **Driver**).
4. Select **On** as the **Permit temporary black printing** setting.
5. Access the printer driver window.
6. Select **Print Settings** from the pop-up menu.
7. Select **plain papers** or **Envelope** as the **Media Type** setting.
8. Select **Grayscale**.
9. Set the other items as necessary.
10. Click **Print**.

Replacing Ink Cartridges and Other Consumables

Related Information

- ➔ [“Loading Paper in the Paper Cassette” on page 42](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 44](#)
- ➔ [“Loading Paper in the Front Paper Feed Slot” on page 46](#)
- ➔ [“Printing Basics - Mac OS X” on page 58](#)

Conserving Black Ink when the Black Ink Is Low (for Windows Only)

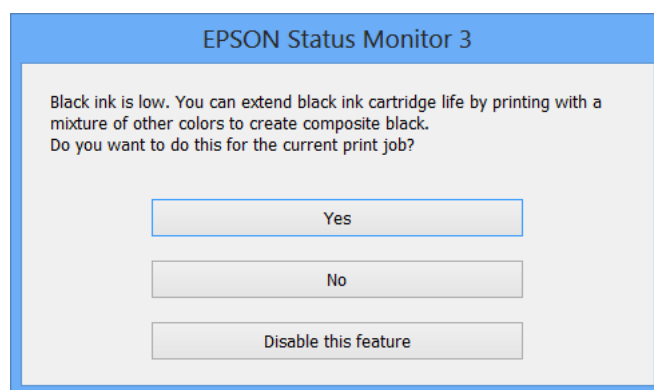
When black ink is running low and there is enough color ink remaining, you can use a mixture of color inks to create black. You can continue printing while preparing a replacement black ink cartridge.

This feature is only available when you select the following settings in the printer driver.

- Paper Type: **plain papers**
- Quality: **Standard**
- EPSON Status Monitor 3: Enabled

Note:

- If EPSON Status Monitor 3 is disabled, access the printer driver, click **Extended Settings** on the **Maintenance** tab, and then select **Enable EPSON Status Monitor 3**.*
- Composite black looks slightly different from pure black. In addition, the print speed is reduced.*
- To maintain the quality of the print head, black ink is also consumed.*



Options	Description
Yes	Select to use a mixture of color inks to create black. This window is displayed the next time you print a similar job.
No	Select to continue using the remaining black ink. This window is displayed the next time you print a similar job.
Disable this feature	Select to continue using the remaining black ink. This window is not displayed until you replace the black ink cartridge and it runs low again.

Improving Print and Scan Quality


Checking and Cleaning the Print Head

If the nozzles are clogged, the printouts become faint, there is visible banding, or unexpected colors appear. When print quality has declined, use the nozzle check feature and check if the nozzles are clogged. If the nozzles are clogged, clean the print head. You can perform a nozzle check and head cleaning from the control panel or the computer.

! **Important:**

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

Note:

- Because print head cleaning uses some ink, clean the print head only if quality declines.
- When ink is low you may not be able to clean the print head. Replace the appropriate ink cartridge first.
- If print quality has not improved after repeating nozzle check and head cleaning about four times, wait for at least six hours without printing, and then run the nozzle check again and repeat the head cleaning if necessary. If the printer operates printing while waiting, extend the waiting time. We recommend to turn off the printer. If print quality has still not improved, contact Epson support.
- To prevent the print head from drying out, always turn the printer off by pressing the  button.
- To keep the print head operating at its best, we recommend printing a few pages on a regular basis.

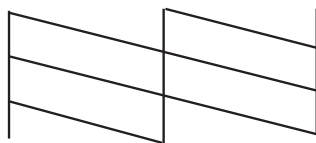
Checking and Cleaning the Print Head - Control Panel

1. Make sure that A4-size plain paper is loaded in the printer.
2. Enter **Setup** from the home screen.
3. Select **Maintenance > Print Head Nozzle Check**.
4. Follow the on-screen instructions to print the nozzle check pattern.

Note:

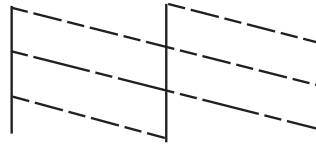
The test pattern may vary by model.

5. Compare the printed check pattern with the sample shown below.
 - All lines are printed: The print head nozzles are not clogged. Select **Done**.



Improving Print and Scan Quality

- ❑ There are broken lines or missing segments: The print head nozzles may be clogged. Go to the next step.



6. Select **Clean the Print Head**.
7. When cleaning is finished, select **Print Nozzle Check Pattern** to print the nozzle check pattern again. Repeat cleaning and printing the pattern until all lines are printed completely.



Checking and Cleaning the Print Head - Windows

1. Make sure that A4-size plain paper is loaded in the printer.
2. Access the printer driver window.
3. Click **Nozzle Check** on the **Maintenance** tab.
4. Follow the on-screen instructions.

Related Information

- ➔ [“Windows Printer Driver” on page 129](#)

Checking and Cleaning the Print Head - Mac OS X

1. Make sure that A4-size plain paper is loaded in the printer.
2. Start the printer driver utility:
 - ❑ Mac OS X v10.6.x to v10.9.x
 Select **System Preferences** from the  menu > **Printers & Scanners** (or **Print & Scan, Print & Fax**), and then select the printer. Click **Options & Supplies** > **Utility** > **Open Printer Utility**.
 - ❑ Mac OS X v10.5.8
 Select **System Preferences** from the  menu > **Print & Fax**, and then select the printer. Click **Open Print Queue** > **Utility**.
3. Click **Nozzle Check**.
4. Follow the on-screen instructions.

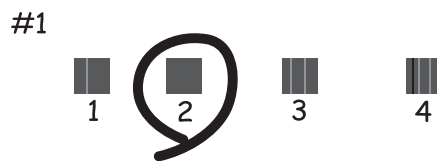
Aligning the Print Head

If you notice a misalignment of vertical lines or blurred images, align the print head. You can perform print head alignment from the control panel or the computer.

Improving Print and Scan Quality

Aligning the Print Head - Control Panel

1. Make sure that A4-size plain paper is loaded in the printer.
 2. Enter **Setup** from the home screen.
 3. Select **Maintenance > Print Head Alignment**.
 4. Select **Vertical Alignment** or **Horizontal Alignment**, and then follow the on-screen instructions to print an alignment pattern.
 - Vertical Alignment: Select this if your printouts look blurry or vertical ruled lines appear misaligned.
 - Horizontal Alignment: Select this if you see horizontal banding at regular intervals.
- Note:**
The test pattern may vary by model.
5. Follow the on-screen instructions to align the print head.
 - Vertical Alignment: Find and enter the number for the most solid pattern in each group.



- Horizontal Alignment: Find and enter the number for the least separated and overlapping pattern.



Aligning the Print Head - Windows



1. Make sure that A4-size plain paper is loaded in the printer.
2. Access the printer driver window.
3. Click **Print Head Alignment** on the **Maintenance** tab.
4. Follow the on-screen instructions.

Improving Print and Scan Quality

Related Information

➔ [“Windows Printer Driver” on page 129](#)

Aligning the Print Head - Mac OS X

1. Make sure that A4-size plain paper is loaded in the printer.
2. Start the printer driver utility:
 - Mac OS X v10.6.x to v10.9.x
Select **System Preferences** from the  menu > **Printers & Scanners** (or **Print & Scan, Print & Fax**), and then select the printer. Click **Options & Supplies > Utility > Open Printer Utility**.
 - Mac OS X v10.5.8
Select **System Preferences** from the  menu > **Print & Fax**, and then select the printer. Click **Open Print Queue > Utility**.
3. Click **Print Head Alignment**.
4. Follow the on-screen instructions.

Cleaning the Paper Path

When the printouts are smeared or scuffed or paper does not feed correctly, clean the roller inside.

**Important:**

Do not use tissue paper to clean the inside of the printer. The print head nozzles may be clogged with lint.

1. Load a sheet of paper for cleaning the printer.
 - When the printouts are smeared or scuffed, load A3-size plain paper in the paper source that you want to clean.
 - When paper does not feed correctly from the rear paper feed, load the cleaning sheet that came with the Epson genuine paper in the rear paper feed. If you do not have a cleaning sheet, you can use plain paper instead of the cleaning sheet.
2. Enter **Setup** from the home screen.
3. Select **Maintenance > Paper Guide Cleaning**.
4. Select the paper source, and then follow the on-screen instructions to clean the paper path.

Note:

 - Repeat this procedure until the paper is not smeared with ink. If the printouts are still smeared or scuffed, clean the other paper sources.*
 - When paper does not feed correctly, repeat these steps two or three times.*

Cleaning the ADF

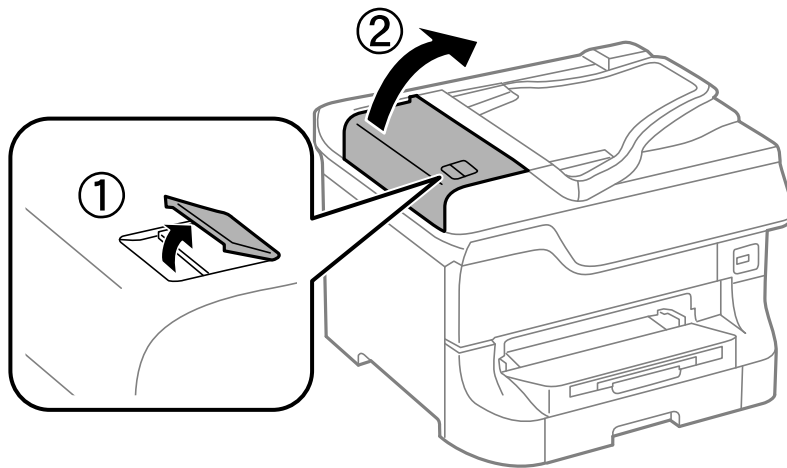
When the copies, faxes, or scanned images are smeared or the originals do not feed in the ADF correctly, clean the ADF.



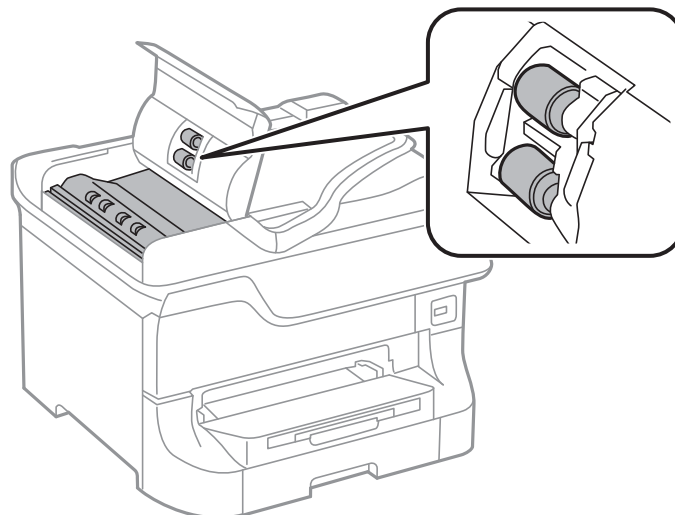
Important:

Never use alcohol or thinner to clean the printer. These chemicals can damage the printer.

1. Raise the lever and open the ADF cover.

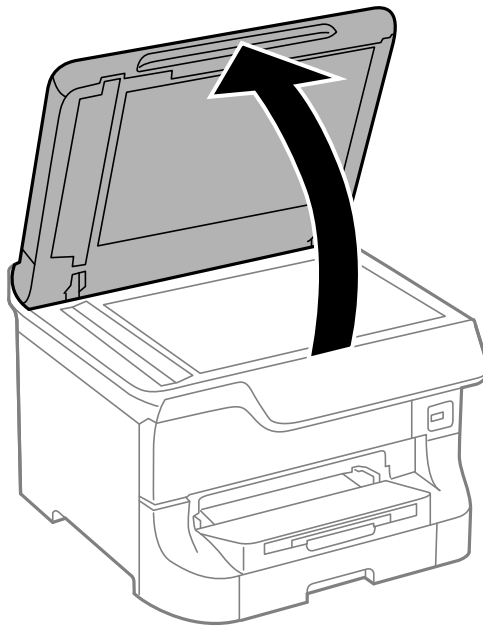


2. Use a soft, dry, clean cloth to clean the roller and the interior of the ADF.

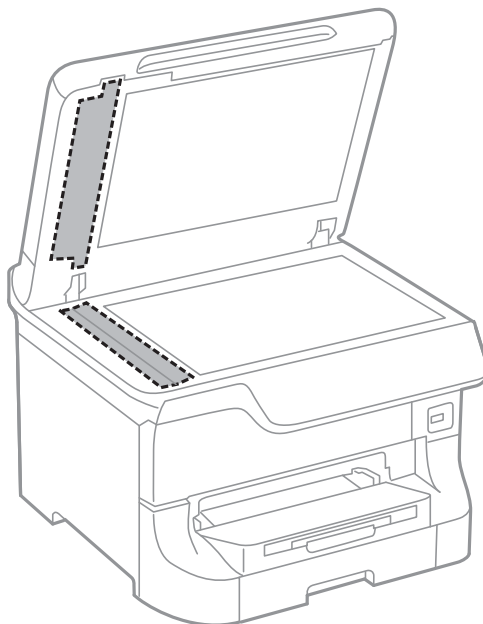


Improving Print and Scan Quality

3. Open the document cover.



4. Clean the part that is shown in the illustration.



Note:

- ❑ *If the glass surface is stained with grease or some other hard-to-remove material, use a small amount of glass cleaner and a soft cloth to remove it. Wipe off all remaining liquid.*
- ❑ *Do not press the glass surface too hard.*
- ❑ *Be careful not to scratch or damage the surface of the glass. A damaged glass surface can decrease the scan quality.*

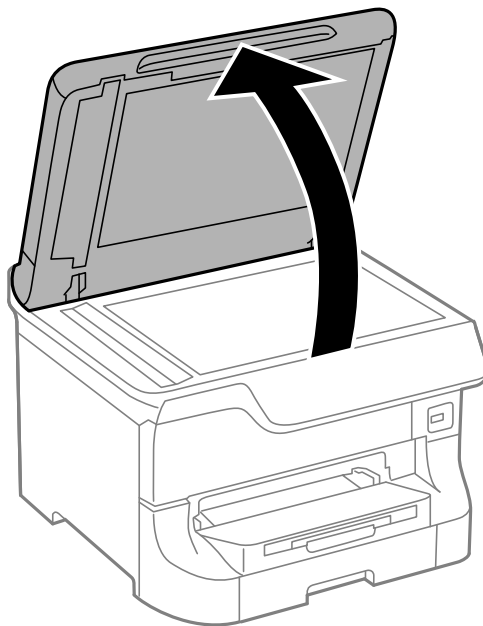
Cleaning the Scanner Glass

When the copies or scanned images are smeared or scuffed, clean the scanner glass.

**Important:**

Never use alcohol or thinner to clean the printer. These chemicals can damage the printer.

1. Open the document cover.



2. Use a soft, dry, clean cloth to clean the surface of the scanner glass.

Note:

- If the glass surface is stained with grease or some other hard-to-remove material, use a small amount of glass cleaner and a soft cloth to remove it. Wipe off all remaining liquid.
- Do not press the glass surface too hard.
- Be careful not to scratch or damage the surface of the glass. A damaged glass surface can decrease the scan quality.

Applications and Network Service Information

Epson Connect Service

Using Epson Connect, you can easily print or scan from your smartphone, tablet PC, or laptop, anytime and practically anywhere.

See the Epson Connect portal website for details.

<https://www.epsonconnect.com/>

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

Web Config

Web Config is an application that allows you to change the printer settings on a Web browser and it is embedded in the printer. See the *Network Guide* or the *Administrator's Guide* for details.

Note:

To use Web Config, you need the printer's IP address. Select **Setup > Network Status > Wi-Fi/Network Status** from the home screen, and then check the printer's IP address.

Necessary Applications

Windows Printer Driver

The printer driver is an application that controls the printer according to the print commands from other applications. Making settings on the printer driver provides the best printing results. You can also check the status of the printer or keep it in top operating condition using the printer driver utility.

Note:

You can change the language of the printer driver. Select the language you want to use from the **Language** setting on the **Maintenance** tab.

Accessing the printer driver from applications

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

Select **Print** or **Print Setup** from the **File** menu. Select your printer, and then click **Preferences** or **Properties**.

Note:

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

Accessing the printer driver from the control panel

To make settings that apply to all of the applications, access from the control panel.

Applications and Network Service Information

- Windows 8.1/Windows 8/Windows Server 2012

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

- Windows 7/Windows Server 2008 R2

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

- Windows Vista/Windows Server 2008

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

- Windows XP/Windows Server 2003 R2/Windows Server 2003

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

Starting the utility

Access the printer driver window. Click the **Maintenance** tab.

Restricting Available Settings for the Windows Printer Driver

Administrators can restrict the following printer driver settings for each user to prevent unintended changes of the settings.

- Anti-Copy Pattern
- Watermark
- Header/Footer
- Color
- 2-Sided Printing
- Multi-Page

Note:

Log on to your computer as an administrator.

1. Open the **Optional Settings** tab in printer properties.

- Windows 8.1/Windows 8/Windows Server 2012

Select **Desktop > Settings > Control Panel > View devices and printers** in **Hardware and Sound**. Right-click on your printer, or press and hold it and then select **Printer properties**. Click the **Optional Settings** tab.

- Windows 7/Windows Server 2008 R2

Click the start button, and select **Control Panel > View devices and printers** in **Hardware and Sound**. Right-click on your printer, and then select **Printer properties**. Click the **Optional Settings** tab.

- Windows Vista/Windows Server 2008

Click the start button, and select **Control Panel > Printers** in **Hardware and Sound**. Right-click on your printer, and then select **Properties**. Click the **Optional Settings** tab.

- Windows XP/Windows Server 2003 R2/Windows Server 2003

Click the start button, and select **Control Panel > Printers and Other Hardware > Printers and Faxes**. Right-click on your printer, and then select **Properties**. Click the **Optional Settings** tab.

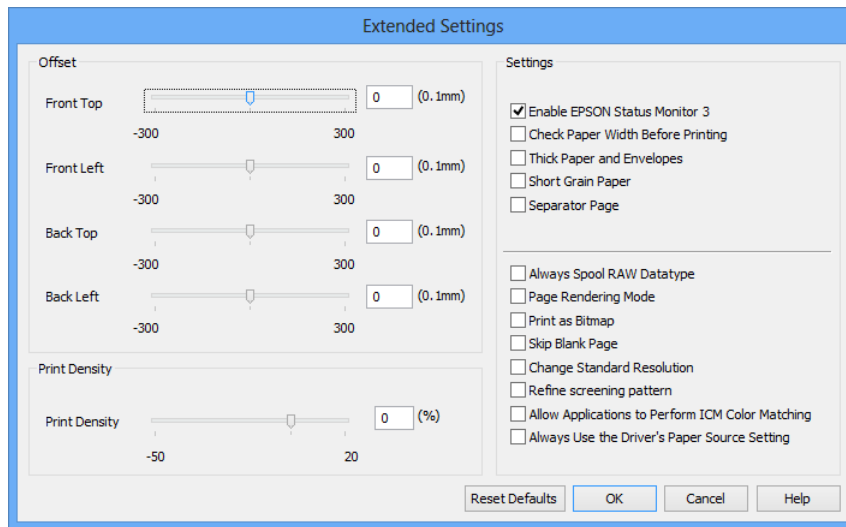
2. Click **Driver Settings**.

Applications and Network Service Information

3. Select the feature that you want to restrict.
See the online help for explanations of the setting items.
4. Click **OK**.

Making Operation Settings for the Windows Printer Driver

You can make various settings such as skipping blank pages, checking the paper width, and fine tuning the printing position.



1. Access the printer driver window.
2. Click **Extended Settings** on the **Maintenance** tab.
3. Make the appropriate settings, and then click **OK**.
See the online help for explanations of the setting items.

Related Information

➔ [“Windows Printer Driver” on page 129](#)

Mac OS X Printer Driver

The printer driver is an application that controls the printer according to the print commands from other applications. Making settings on the printer driver provides the best printing results. You can also check the status of the printer or keep it in top operating condition using the printer driver utility.

Accessing the printer driver from applications

Select **Print** from the **File** menu. If necessary, click **Show Details** (or ▼) to expand the print window.

Note:

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

Applications and Network Service Information

Starting the utility

- ❑ Mac OS X v10.6.x to v10.9.x

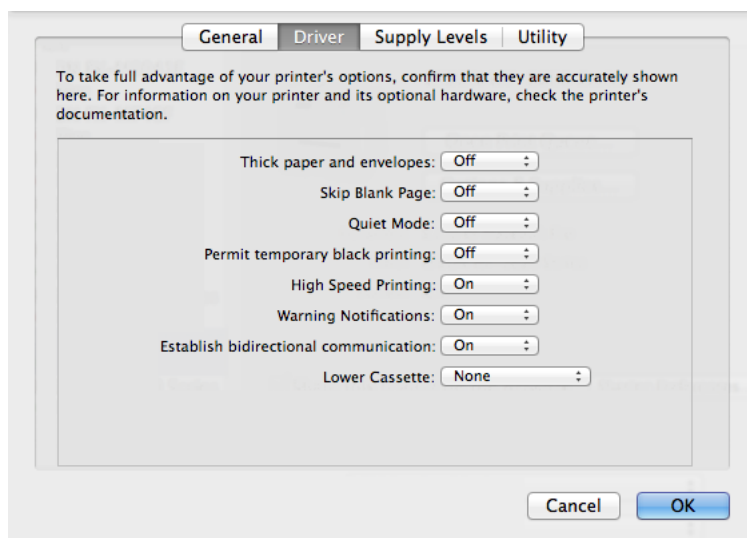
Select **System Preferences** from the  menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then select the printer. Click **Options & Supplies** > **Utility** > **Open Printer Utility**.


- ❑ Mac OS X v10.5.8

Select **System Preferences** from the  menu > **Print & Fax**, and then select the printer. Click **Open Print Queue** > **Utility**.

Making Operation Settings for the Mac OS X Printer Driver

You can make various settings such as skipping blank pages and enabling/disabling high speed printing.



1. Select **System Preferences** from the  menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then select the printer. Click **Options & Supplies** > **Options** (or **Driver**).
2. Make the appropriate settings, and then click **OK**.
 - ❑ **Thick paper and envelopes:** Prevents the ink from smearing when printing on thick paper. However, the print speed may be slower.
 - ❑ **Skip Blank Page:** Avoids printing blank pages.
 - ❑ **Quiet Mode:** Prints quietly. However, the print speed may be slower.
 - ❑ **Permit temporary black printing:** Prints only with black ink temporarily.
 - ❑ **High Speed Printing:** Prints when the print head moves in both directions. The print speed is faster, but the quality may decline.
 - ❑ **Warning Notifications:** Allows the printer driver to display warning notifications.
 - ❑ **Establish bidirectional communication:** Usually, this should be set to **On**. Select **Off** when acquiring the printer information is impossible because the printer is shared with Windows computers on a network or for any other reason.
 - ❑ **Lower Cassette:** Add the optional paper cassette units to the paper source.

Note:

The availability of these settings varies by model.

Applications and Network Service Information

Related Information

➔ [“Temporarily Printing with Black Ink” on page 118](#)

EPSON Scan (Scanner Driver)

EPSON Scan is an application for controlling scanning. You can adjust the size, resolution, brightness, contrast, and quality of the scanned image.

Note:

You can also start EPSON Scan from a TWAIN-compliant scanning application.

Starting on Windows

Note:

*For Windows Server operating systems, you need to install the **Desktop Experience** feature.*

- Windows 8.1/Windows 8/Windows Server 2012

Enter the software name in the search charm, and then select the displayed icon.

- Except Windows 8.1/Windows 8/Windows Server 2012

Click the start button, and select **All Programs** or **Programs > EPSON > EPSON Scan > EPSON Scan**.

Starting on Mac OS X

Note:

EPSON Scan does not support the Mac OS X fast user switching feature. Turn off fast user switching.

Select **Go > Applications > Epson Software > EPSON Scan**.

Document Capture Pro (for Windows Only)

Document Capture Pro is an application that allows you to set the method for processing scanned images from a printer connected to the computer over a network.

You can register up to 30 jobs (separation settings after scanning, save format, folders to save, destination, and so on) that you want the software to perform after scanning a document. Registered jobs are can be performed not only from the computer, but also from the control panel of the printer; select **Scan > Document Capture Pro**.

See the Document Capture Pro help for details on using the software.

Note:

- Windows Server operating systems are not supported.*
- You can register up to 100 computers in Document Capture Pro.*

Starting

- Windows 8.1/Windows 8

Enter the application name in the search charm, and then select the displayed icon.

- Windows 7/Windows Vista/Windows XP

Click the start button, and select **All Programs** or **Programs > Epson Software > Document Capture Pro**.

Applications and Network Service Information

PC-FAX Driver (Fax Driver)

PC-FAX driver is an application that allows you to send a document created on a separate application as a fax directly from the computer. PC-FAX driver is installed when you install FAX Utility.

Note:

- Windows Server operating systems are not supported.*
- The operation differs depending on the application you used to create the document. See the application's help for details.*

Accessing from Windows

In the application, select **Print** or **Print Setup** from the **File** menu. Select your printer (FAX), and then click **Preferences** or **Properties**.

Accessing from Mac OS X

In the application, select **Print** from the **File** menu. Select your printer (FAX) as the **Printer** setting, and then select **Fax Settings** or **Recipient Settings** from the pop-up menu.

FAX Utility

FAX Utility is an application that allows you to configure various settings for sending faxes from a computer. You can create or edit the contacts list to be used when sending a fax, configure to save received faxes in PDF format on the computer, and so on.



Note:

- Windows Server operating systems are not supported.*
- Make sure you have installed the printer driver before installing FAX Utility.*

Starting on Windows

- Windows 8.1/Windows 8
Enter the application name in the search charm, and then select the displayed icon.
- Windows 7/Windows Vista/Windows XP
Click the start button, and select **All Programs** (or **Programs**) > **Epson Software** > **FAX Utility**.

Starting on Mac OS X

- Mac OS X v10.6.x to v10.9.x
Select **System Preferences** from the  menu > **Printers & Scanners** (or **Print & Scan, Print & Fax**), and then select the printer (FAX). Click **Options & Supplies** > **Utility** > **Open Printer Utility**.
- Mac OS X v10.5.8
Select **System Preferences** from the  menu > **Print & Fax**, and then select the printer (FAX). Click **Open Print Queue** > **Utility**.

E-Web Print (for Windows Only)

E-Web Print is an application that allows you to print Web pages with various layouts.

Note:

Windows Server operating systems are not supported.

Applications and Network Service Information

Starting

When you install E-Web Print, it is displayed in your browser. Click **Print** or **Clip**.

EPSON Software Updater

EPSON Software Updater is an application that checks for new or updated software on the internet and installs it. You can also update the printer's firmware and manual.

Note:

Windows Server operating systems are not supported.

Starting on Windows

- Windows 8.1/Windows 8

Enter the application name in the search charm, and then select the displayed icon.

- Windows 7/Windows Vista/Windows XP

Click the start button, and select **All Programs (or Programs) > Epson Software > EPSON Software Updater**.

Starting on Mac OS X

Select **Go > Applications > Epson Software > EPSON Software Updater**.

EpsonNet Config

EpsonNet Config is an application that allows you to set the network interface addresses and protocols. See the *Network Guide* for more details.

Starting on Windows

- Windows 8.1/Windows 8/Windows Server 2012

Enter the application name in the search charm, and then select the displayed icon.

- Except Windows 8.1/Windows 8/Windows Server 2012

Click the start button, and select **All Programs (or Programs) > EpsonNet > EpsonNet Config V4 > EpsonNet Config**.

Starting on Mac OS X


Select **Go > Applications > Epson Software > EpsonNet > EpsonNet Config V4 > EpsonNet Config**.

Uninstalling Applications

Note:

Log on to your computer as an administrator. Enter the administrator password if the computer prompts you.

Uninstalling Applications - Windows



1. Press the  button to turn off the printer.
2. Quit all running applications.

Applications and Network Service Information

3. Open **Control Panel**:
 - Windows 8.1/Windows 8/Windows Server 2012
Select **Desktop > Settings > Control Panel**.
 - Except Windows 8.1/Windows 8/Windows Server 2012
Click the start button and select **Control Panel**.
4. Open **Uninstall a program** (or **Add or Remove Programs**):
 - Windows 8.1/Windows 8/Windows 7/Windows Vista/Windows Server 2012/Windows Server 2008 R2/
Windows Server 2008
Select **Uninstall a program** in **Programs**.
 - Windows XP/Windows Server 2003 R2/Windows Server 2003
Click **Add or Remove Programs**.
5. Select the application you want to uninstall.
6. Uninstall the applications:
 - Windows 8.1/Windows 8/Windows 7/Windows Vista/Windows Server 2012/Windows Server 2008 R2/
Windows Server 2008
Click **Uninstall/Change** or **Uninstall**.
 - Windows XP/Windows Server 2003 R2/Windows Server 2003
Click **Change/Remove** or **Remove**.

Note:
If the **User Account Control** window is displayed, click **Continue**.
7. Follow the on-screen instructions.

Uninstalling Applications - Mac OS X

1. Download the Uninstaller using EPSON Software Updater.
Once you have downloaded the Uninstaller, you do not need to download it again each time you uninstall the application.
2. Press the  button to turn off the printer.
3. To uninstall the printer driver or PC-FAX driver, select **System Preferences** from the  menu > **Printers & Scanners** (or **Print & Scan, Print & Fax**), and then remove the printer from the enabled printers list.
4. Quit all running applications.
5. Select **Go > Applications > Epson Software > Uninstaller**.
6. Select the application you want to uninstall, and then click **Uninstall**.



Important:

The Uninstaller removes all drivers for Epson inkjet printers on the computer. If you use multiple Epson inkjet printers and you only want to delete some drivers, delete all of them first, and then install the necessary printer driver again.

Applications and Network Service Information

Note:

If you cannot find the application you want to uninstall in the application list, you cannot uninstall using the Uninstaller. In this situation, select **Go > Applications > Epson Software**, select the application you want to uninstall, and then drag it to the trash icon.

Related Information

➔ “EPSON Software Updater” on page 135

Installing Applications

You can install the applications described in this manual by following the instructions below.

Note:

- Log on to your computer as an administrator. Enter the administrator password if the computer prompts you.
- When reinstalling an application, you need to uninstall it first.

1. Quit all running applications.
2. When installing the printer driver or EPSON Scan, disconnect the printer and the computer temporarily.

Note:

Do not connect the printer and the computer until you are instructed to do so.

3. Install the applications by following the instructions on the website below.

<http://support.epson.net/setupnavi/>

Note:

- Install Document Capture Pro from the website below.
<http://support.epson.net/>
http://assets.epson-europe.com/gb/en/document_capture_pro/index.html (Europe)
- For Windows, you can also use the software disc that came with the printer.

Related Information

➔ “Uninstalling Applications” on page 135

Updating Applications and Firmware

You may be able to clear certain problems and improve or add functions by updating the applications and the firmware. Make sure you use the latest version of the applications and firmware.

1. Make sure that the printer and the computer are connected, and the computer is connected to the internet.
2. Start EPSON Software Updater, and update the applications or the firmware.

**Important:**

Do not turn off the computer or the printer while updating.

Applications and Network Service Information

Note:

If you cannot find the application you want to update in the list, you cannot update using the EPSON Software Updater. Check for the latest versions of the applications from your local Epson website.

<http://www.epson.com>

Related Information

➔ [“EPSON Software Updater” on page 135](#)

Solving Problems

Checking the Printer Status

You can check error messages and the approximate ink levels on the LCD screen or the computer.

Checking Messages on the LCD Screen

If an error message is displayed on the LCD screen, follow the on-screen instructions or the solutions below to solve the problem.

Error Messages	Solutions
Printer error. Turn the power off and on again. For details, see your documentation.	Remove any paper or protective material in the printer. If the error message is still displayed, contact your dealer.
Printer error. For details, see your documentation.	The printer may be damaged. Contact Epson or an authorised Epson service provider to request repairs. However, non-printing features such as scanning are available.
Too many paper cassette units are installed. Turn the power off and uninstall the extra units. See your documentation for details.	You can install up to three optional paper cassette units. For other optional paper cassette units, uninstall them by following the reverse steps to installation.
Cannot print because XX is out of order. You can print from another paper source.	Turn the power off and on again, and then reinsert the paper cassette. If the error message is still displayed, contact Epson or an authorised Epson service provider to request repairs.
Maintenance rollers on XX are nearing the end of their service life.	The maintenance rollers need to be replaced periodically. Paper is not fed correctly from the paper cassette when it is time for replacement. Prepare new maintenance rollers.
Maintenance rollers on XX are at the end of their service life.	Replace the maintenance rollers. After replacing the rollers, select Setup > Maintenance > Maintenance Roller Information > Reset Maintenance Roller Counter , and then select the paper cassette for which you replaced the maintenance rollers.
You need to replace the following ink cartridge(s).	To ensure you receive premium print quality and to help protect your print head, a variable ink safety reserve remains in the cartridge when your printer indicates it is time to replace the cartridge. Replace the cartridge when a message prompts you to do so.
Communication error. Check if the computer is connected.	Connect the computer and the printer correctly. If you are connecting over a network, see the <i>Network Guide</i> . If the error message is still displayed, make sure that EPSON Scan and Document Capture Pro are installed on the computer.
No dial tone detected.	This problem might be resolved by selecting Setup > System Administration > Fax Settings > Basic Settings > Line Type , and then selecting PBX . If your phone system requires an external access code to get an outside line, set the access code after selecting PBX . Use # (hash) instead of the actual access code when entering an outside fax number. This makes connection more secure. If the error message is still displayed, set the Dial Tone Detection settings to disabled. However, disabling this feature may drop the first digit of a fax number and send the fax to the wrong number.

Solving Problems

Error Messages	Solutions
Combination of the IP address and the subnet mask is invalid. See your documentation.	See the <i>Network Guide</i> .
Recovery Mode	<p>The printer has started in recovery mode because the firmware update failed. Follow the steps below to try to update the firmware again.</p> <ol style="list-style-type: none"> 1. Connect the computer and the printer with a USB cable. (During recovery mode, you cannot update the firmware over a network connection.) 2. Visit your local Epson website for further instructions.

Related Information

- ➔ [“Contacting Epson Support” on page 189](#)
- ➔ [“Installing the Optional Units” on page 178](#)
- ➔ [“Replacing Maintenance Rollers in Paper Cassette 1” on page 111](#)
- ➔ [“Replacing Maintenance Rollers in Paper Cassette 2 to 4” on page 115](#)
- ➔ [“Installing Applications” on page 137](#)
- ➔ [“Updating Applications and Firmware” on page 137](#)

Error Code on the Status Menu

If a job does not complete successfully, check the error code displayed on the history of each job. You can check the error code by pressing the **i** button, and then selecting **Job History**. See the following table to find the problem and its solution.

Code	Problem	Solution
001	The product was turned off by a power failure.	-
106	Cannot print from the computer due to the access control settings.	Contact your printer administrator.
107	User authentication failed. The job has been canceled.	Contact your printer administrator.
108	Confidential job data was deleted when the product was turned off.	-
109	The received fax was already deleted.	-
110	The job was printed on one side only because the paper loaded does not support double sided printing.	If you want to perform 2-sided printing, load paper that supports 2-sided printing.
201	The memory is full.	<ul style="list-style-type: none"> <input type="checkbox"/> Print received faxes from Job Monitor in Job Storage. <input type="checkbox"/> Delete received faxes saved in the inbox from Job Storage in Status Menu. <input type="checkbox"/> If you are sending a monochrome fax to a single destination, you can send it by using Direct Send. <input type="checkbox"/> Divide your originals in two or more to send them in several batches.

Solving Problems

Code	Problem	Solution
202	The line was disconnected by the recipient machine.	Wait for a while and then try again.
203	The product cannot detect the dial tone.	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure that the phone cable is connected correctly and the phone line is working. <input type="checkbox"/> When the printer is connected to the PBX or the terminal adapter, change the Line Type setting to PBX. <input type="checkbox"/> Select Setup > System Administration > Fax Settings > Basic Settings > Dial Tone Detection, and then disable the dial tone setting.
204	The recipient machine is busy.	Wait for a while and then try again.
205	The recipient machine does not answer.	Wait for a while and then try again.
206	The phone cable is incorrectly connected to the LINE and EXT. port of the product.	Check the connection of the LINE port and the EXT. port of the printer.
207	The product is not connected to the phone line.	Connect the phone cable to the phone line.
208	The fax could not be sent to some of the specified recipients.	Print a Fax Log or Transmission Report for previous faxes from Fax Report in the Fax mode to check the failed destination. When the Save Failure Data setting is enabled, you can resend a fax from Job Monitor in Status Menu .
301	There is not enough storage space available to save the data in the memory device.	<ul style="list-style-type: none"> <input type="checkbox"/> Increase the storage space in the memory device. <input type="checkbox"/> Reduce the number of documents. <input type="checkbox"/> Lower the scanning resolution or increase the compression ratio to reduce the size of the scanned image.
302	The memory device is write-protected.	Disable write protection on the memory device.
303	No folder has been created to save the scanned image.	Insert another memory device.
304	The memory device has been removed.	Reinsert the memory device.
305	An error occurred while saving the data to the memory device.	-
306	The memory is full.	Wait until other ongoing jobs are finished.
311	A DNS error has occurred.	<ul style="list-style-type: none"> <input type="checkbox"/> Select Setup > System Administration > Wi-Fi/ Network Settings > Advanced Setup > DNS Server, and then check the DNS settings. <input type="checkbox"/> Check the DNS settings for the server, the computer, or the access point.
312	An authentication error has occurred.	Select Setup > System Administration > Wi-Fi/ Network Settings > Advanced Setup > Email Server > Server Settings , and then check the server settings.

Solving Problems

Code	Problem	Solution
313	A communication error has occurred.	<ul style="list-style-type: none"> <input type="checkbox"/> Select Setup > System Administration > Wi-Fi/ Network Settings > Advanced Setup > Email Server > Server Settings, and then check the server settings. <input type="checkbox"/> Check the network connection. See the <i>Network Guide</i> for more details.
314	The data size exceeds the maximum size for attached files.	<ul style="list-style-type: none"> <input type="checkbox"/> Increase the Attached File Max Size setting in the scan settings. <input type="checkbox"/> Lower the scanning resolution or increase the compression ratio to reduce the size of the scanned image.
315	The memory is full.	Retry after other ongoing jobs are finished.
321	A DNS error has occurred.	<ul style="list-style-type: none"> <input type="checkbox"/> Select Setup > System Administration > Wi-Fi/ Network Settings > Advanced Setup > DNS Server, and then check the DNS settings. <input type="checkbox"/> Check the DNS settings for the server, the computer, or the access point.
322	An authentication error has occurred.	Check the Location settings.
323	A communication error has occurred.	<ul style="list-style-type: none"> <input type="checkbox"/> Check the Location settings. <input type="checkbox"/> Check the network connection. See the <i>Network Guide</i> for more details.
324	A file with the same name already exists in the specified folder.	<ul style="list-style-type: none"> <input type="checkbox"/> Delete the file with the same name. <input type="checkbox"/> Change the file name prefix in File Settings.
325	There is not enough storage space available in the specified folder.	<ul style="list-style-type: none"> <input type="checkbox"/> Increase the storage space in the specified folder. <input type="checkbox"/> Reduce the number of documents. <input type="checkbox"/> Lower the scanning resolution or increase the compression ratio to reduce the size of the scanned image.
327	The memory is full.	Wait until other ongoing jobs are finished.
328	The destination was wrong or the destination does not exist.	Check the Location settings.
331	A communication error occurred while acquiring the destination list.	Check the network connection. See the <i>Network Guide</i> for more details.
332	There is not enough storage space available to save the scanned image in the destination storage.	Reduce the number of documents.
333	The destination could not be found because the destination information was uploaded to the server before sending the scanned image.	Select the destination again.
334	An error occurred while sending the scanned image.	-

Solving Problems

Code	Problem	Solution
341	A communication error has occurred.	<ul style="list-style-type: none"> <input type="checkbox"/> Check the connections for the printer and the computer. If you are connecting over a network, see the <i>Network Guide</i>. <input type="checkbox"/> Make sure that Document Capture Pro is installed on the computer.
401	There is not enough storage space available to save the data in the memory device.	Increase the storage space in the memory device.
402	The memory device is write-protected.	Disable write protection on the memory device.
404	The memory device has been removed.	Reinsert the memory device.
405	An error occurred while saving the data to the memory device.	<ul style="list-style-type: none"> <input type="checkbox"/> Reinsert the memory device. <input type="checkbox"/> Use a different memory device on which you have created a folder using the Create Folder to Save function.
411	A DNS error has occurred.	<ul style="list-style-type: none"> <input type="checkbox"/> Select Setup > System Administration > Wi-Fi/ Network Settings > Advanced Setup > DNS Server, and then check the DNS settings. <input type="checkbox"/> Check the DNS settings for the server, the computer, or the access point.
412	An authentication error has occurred.	Select Setup > System Administration > Wi-Fi/ Network Settings > Advanced Setup > Email Server > Server Settings , and then check the server settings.
413	A communication error has occurred.	<ul style="list-style-type: none"> <input type="checkbox"/> Select Setup > System Administration > Wi-Fi/ Network Settings > Advanced Setup > Email Server > Server Settings, and then check the server settings. <input type="checkbox"/> Check the network connection. See the <i>Network Guide</i> for more details.
421	A DNS error has occurred.	<ul style="list-style-type: none"> <input type="checkbox"/> Select Setup > System Administration > Wi-Fi/ Network Settings > Advanced Setup > DNS Server, and then check the DNS settings. <input type="checkbox"/> Check the DNS settings for the server, the computer, or the access point.
422	An authentication error has occurred.	Select Setup > System Administration > Fax Settings > Output Settings > Fax Output > Other Settings and then check the settings of the folder selected in Where to Forward .
423	A communication error has occurred. It is also possible that a file with the same name is open or the file is a read-only file.	<ul style="list-style-type: none"> <input type="checkbox"/> Check the network connection. See the <i>Network Guide</i> for more details. <input type="checkbox"/> Select Setup > System Administration > Fax Settings > Output Settings > Fax Output > Other Settings, and then check the settings of the folder selected in Where to Forward. <input type="checkbox"/> Close the file with the same name or disable the read-only protection.

Solving Problems

Code	Problem	Solution
425	There is not enough storage space available in the forwarding destination folder.	Increase the storage space in the forwarding destination folder.
428	The destination was wrong or the destination does not exist.	Select Setup > System Administration > Fax Settings > Output Settings > Fax Output > Other Settings , and then check the settings of the folder selected in Where to Forward .

Related Information

- ➔ [“Connecting to a Phone Line” on page 86](#)
- ➔ [“Scan Mode” on page 24](#)
- ➔ [“Fax Settings” on page 33](#)
- ➔ [“Available Paper and Capacities” on page 38](#)

Checking the Printer Status - Windows

1. Access the printer driver window.
2. Click **EPSON Status Monitor 3** on the **Maintenance** tab, and then click **Details**.

Note:


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


Related Information

- ➔ [“Windows Printer Driver” on page 129](#)

Checking Printer Status - Mac OS X

1. Start the printer driver utility:
 - Mac OS X v10.6.x to v10.9.x

Select **System Preferences** from the  menu > **Printers & Scanners** (or **Print & Scan, Print & Fax**), and then select the printer. Click **Options & Supplies > Utility > Open Printer Utility**.
 - Mac OS X v10.5.8

Select **System Preferences** from the  menu > **Print & Fax**, and then select the printer. Click **Open Print Queue > Utility**.
2. Click **EPSON Status Monitor**.

Removing Jammed Paper

Follow the on-screen instructions on the printer's control panel to locate and remove the jammed paper including any torn pieces.

Solving Problems



Caution:

Never touch the buttons on the control panel while your hand is inside the printer. If the printer starts operating, it could cause an injury. Be careful not to touch the protruding parts to avoid injury.

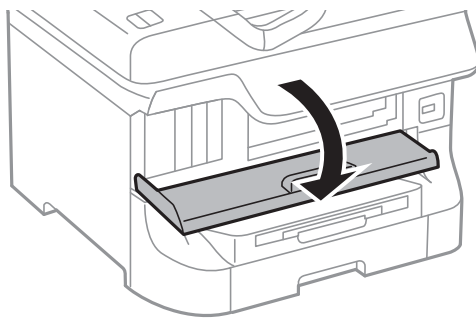


Important:

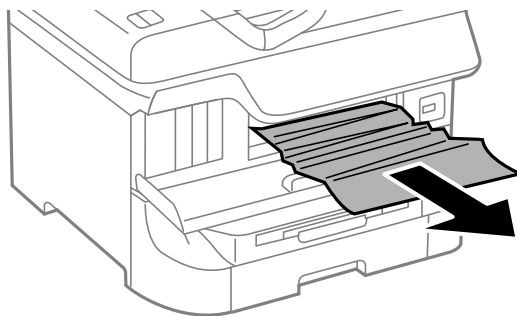
Remove the jammed paper carefully. Removing the paper vigorously may cause damage to the printer.

Removing Jammed Paper from the Front Cover (A)

1. Open the front cover.



2. Remove the jammed paper.



Important:

Do not touch the parts inside the printer. Doing so may cause a malfunction.

3. Close the front cover.

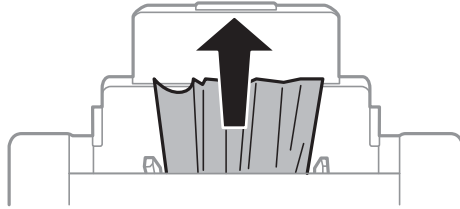
Note:

If any torn pieces of paper remain, select **Setup > Maintenance > Remove Paper** after clearing the paper jam error. This helps you to remove the remaining pieces of paper.

Solving Problems

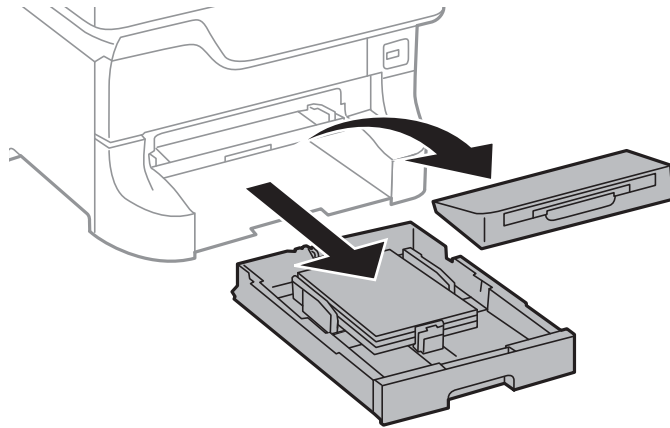
Removing Jammed Paper from the Rear Paper Feed (B1)

Remove the jammed paper.

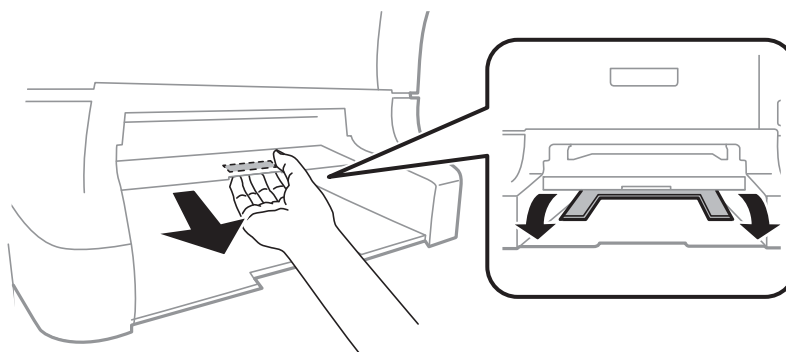


Removing Jammed Paper from the Front Paper Feed Slot (B2)

1. Remove the output tray and pull out the paper cassette.

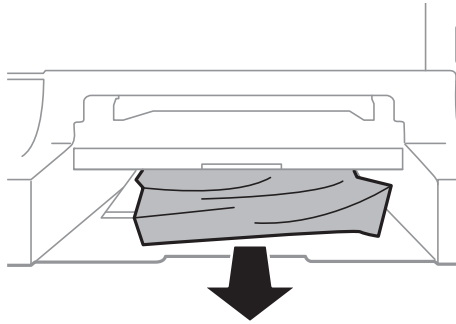


2. Pull the lever.
The cover comes off.

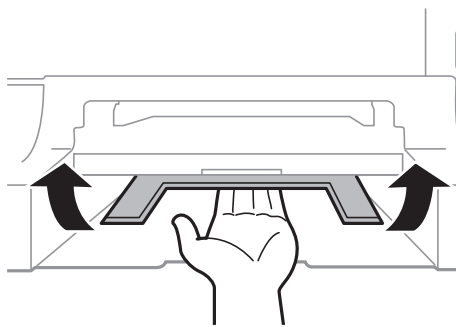


Solving Problems

3. Remove the jammed paper.



4. Reattach the cover.



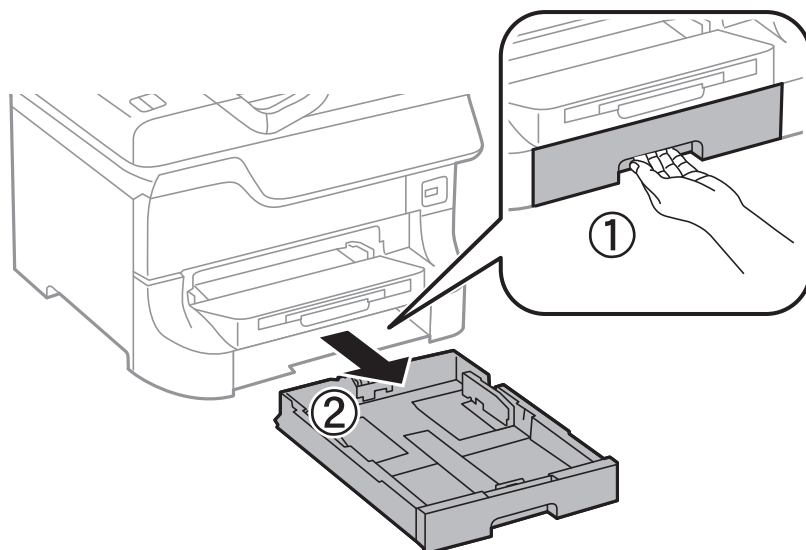
5. Insert the paper cassette, and then set the output tray.

Removing Jammed Paper from the Paper Cassette (C1/C2/C3/C4)

Note:

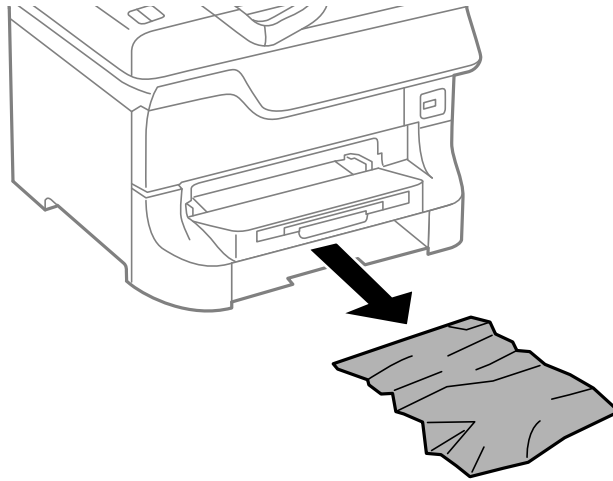
If the optional cabinet and the paper cassette units are installed, do not pull out two or more paper cassettes at the same time.

1. Pull out the paper cassette.



Solving Problems

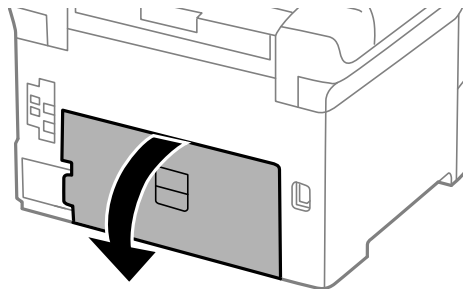
2. Remove the jammed paper.



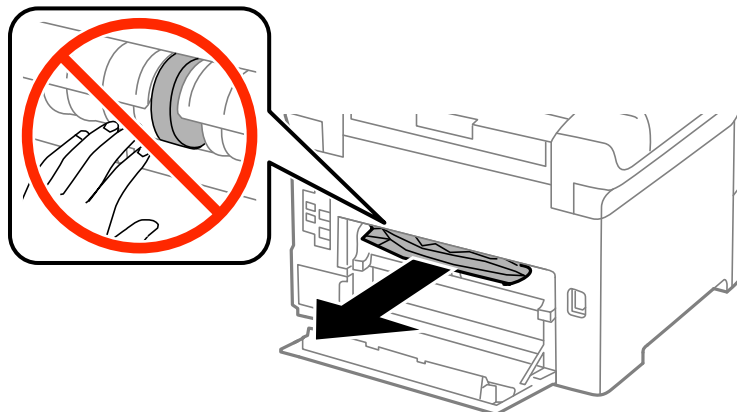
3. Insert the paper cassette.

Removing Jammed Paper from Rear Cover 1 (D1) and Rear Cover 2 (D2)

1. Open rear cover 1.



2. Remove the jammed paper.

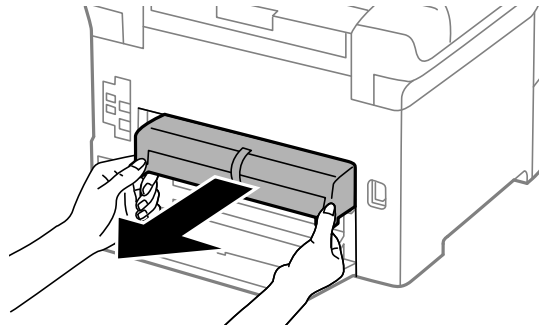


Note:

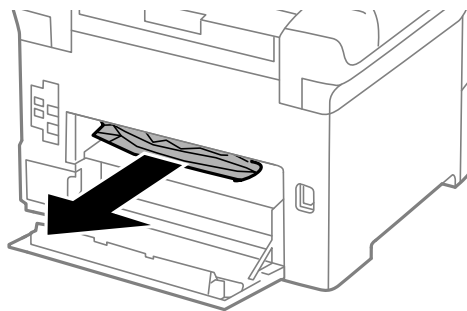
If you cannot remove the paper, pull rear cover 2 a little.

Solving Problems

3. Pull out rear cover 2.



4. Remove the jammed paper.

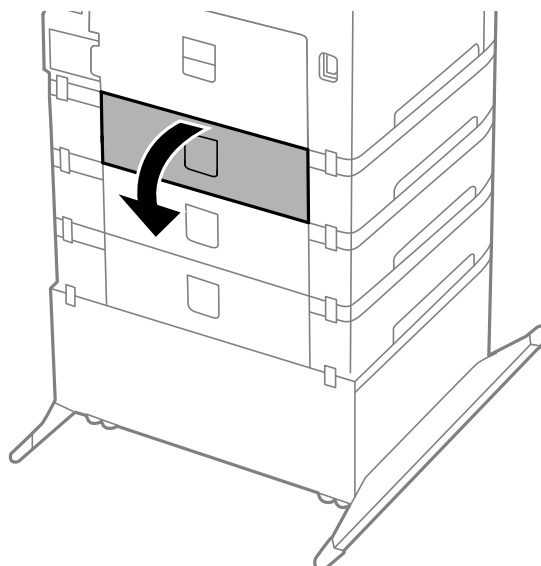


5. Insert rear cover 2.

6. Close rear cover 1.

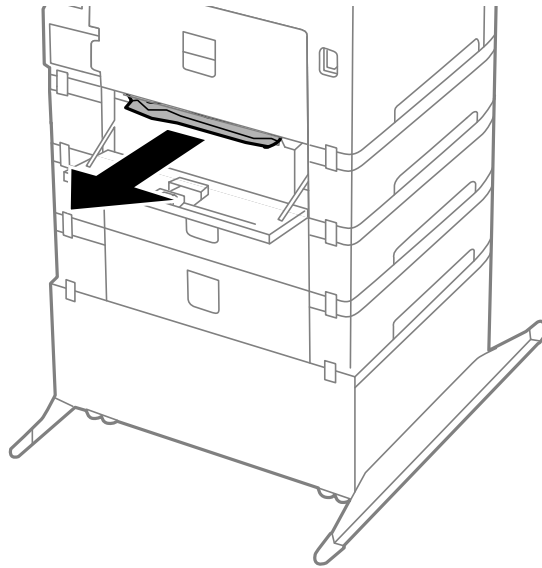
Removing Jammed Paper from the Rear Cover (E) of the Optional Paper Cassette Unit

1. Open the rear cover.



Solving Problems

2. Remove the jammed paper.



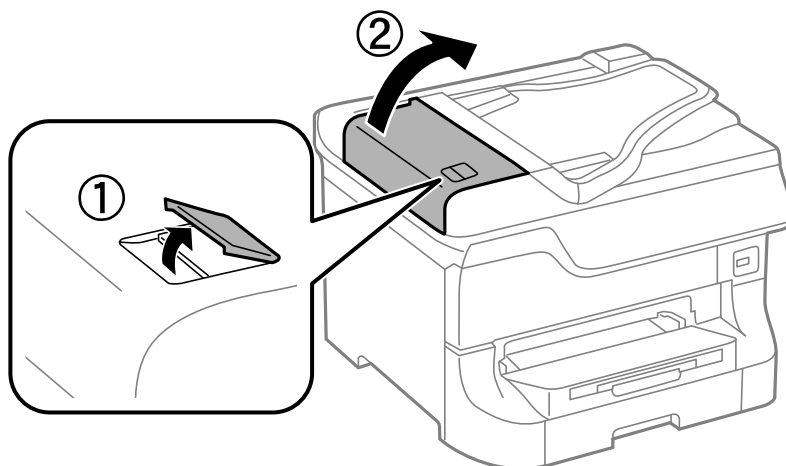
3. Close the rear cover.

Removing Jammed Paper from the ADF (F)

 **Caution:**

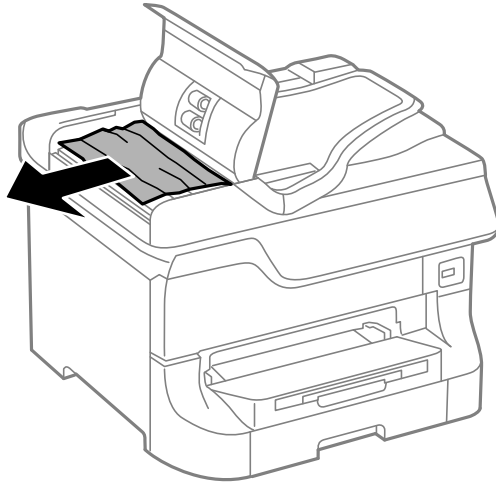
Be careful not to trap your hand or fingers when opening or closing the document cover. Otherwise you may be injured.

1. Raise the lever and open the ADF cover.



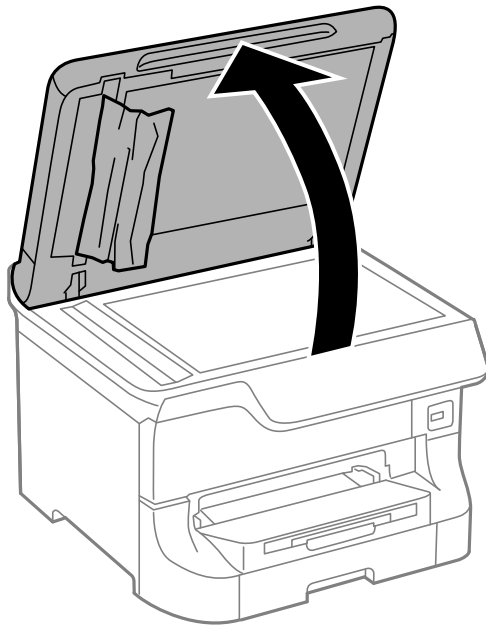
Solving Problems

2. Remove the jammed paper.



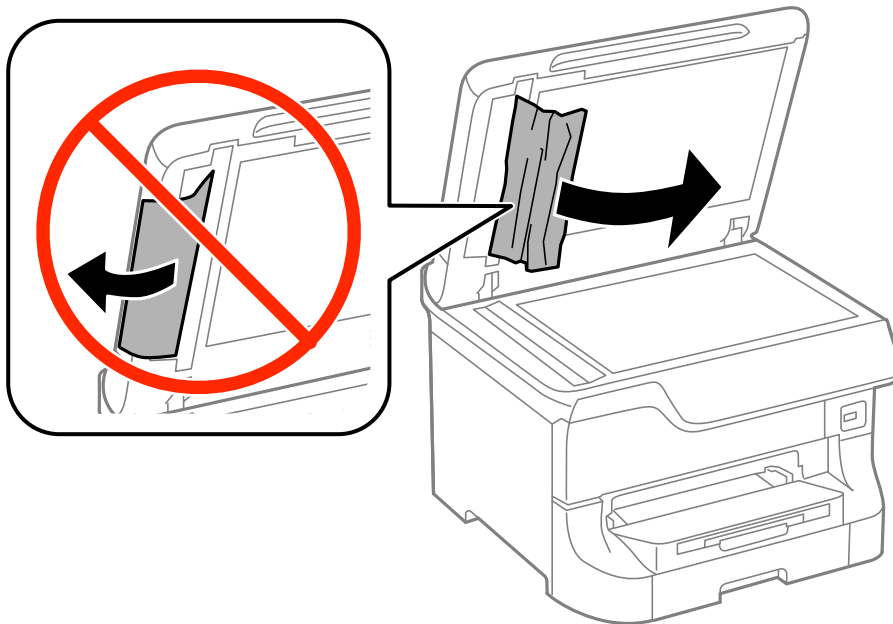
3. Close the ADF cover.

4. Open the document cover.

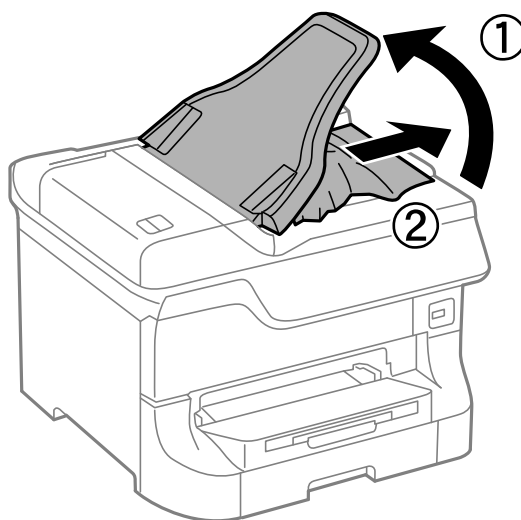


Solving Problems

5. Remove the jammed paper.



6. Close the document cover.
7. Raise the ADF input tray, and then remove the jammed paper.



Paper Does Not Feed Correctly

Check the following if the paper jams, paper feeds at a slant, several sheets of paper feed at a time, no paper feeds, or paper is ejected.

- Place the printer on a flat surface and operate in the recommended environmental conditions.
- Use paper supported by this printer.
- Follow the paper handling precautions.
- Load paper in the correct direction, and slide the edge guides against the edges of the paper.

Solving Problems

- Do not load more than the maximum number of sheets specified for the paper. For plain paper, do not load above the line just under the ▼ symbol inside the edge guide.
- Insert the paper cassette all the way.
- When paper does not feed after replacing the maintenance rollers, the rollers may not have been replaced correctly. Check if they have been replaced correctly.
- If you have added optional paper cassette units, you need to make settings in the printer driver.
- When a no-paper error occurs although paper is loaded in the rear paper feed, load paper again in the center of the rear paper feed.
- When multiple sheets of paper feed at once during manual 2-sided printing, remove any paper which is loaded in the paper source before you reload the paper.
- Load and eject paper without printing to clean the paper path.
- Close the front cover if you opened it during printing. Keeping the front cover open during printing pauses the print job.
- Do not open rear cover 1 of paper cassette 1 or the rear cover of the optional paper cassette unit while printing. This causes a paper jam.
- The maintenance rollers may be at the end of their service life. Select **Setup > Maintenance > Maintenance Roller Information > Maintenance Roller Status**, and then replace the maintenance rollers as necessary.
- Make sure the paper size and paper type settings of the paper source are correct.

Related Information

- ➔ [“Environmental Specifications” on page 175](#)
- ➔ [“Available Paper and Capacities” on page 38](#)
- ➔ [“Paper Handling Precautions” on page 38](#)
- ➔ [“Loading Paper in the Paper Cassette” on page 42](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 44](#)
- ➔ [“Loading Paper in the Front Paper Feed Slot” on page 46](#)
- ➔ [“Replacing Maintenance Rollers in Paper Cassette 1” on page 111](#)
- ➔ [“Replacing Maintenance Rollers in Paper Cassette 2 to 4” on page 115](#)
- ➔ [“Setting the Optional Paper Cassette Unit in the Printer Driver” on page 188](#)
- ➔ [“Cleaning the Paper Path” on page 125](#)
- ➔ [“Setting the Paper Size and Paper Type for Each Paper Source” on page 47](#)

Original Does Not Feed in the ADF

- Use originals supported by the ADF.
- Load originals in the correct direction, and slide the edge guides against the edges of the originals.
- Clean the inside of the ADF.
- Do not load above the line just under the ▼ symbol inside the edge guide.


Related Information

- ➔ [“Available Originals for the ADF” on page 49](#)
- ➔ [“Placing Originals on the ADF” on page 49](#)



➔ [“Cleaning the ADF” on page 126](#)

Power and Control Panel Problems

Power Does Not Turn On

- Hold down the  button for a little longer.
- Make sure the power cord is securely plugged in.

Power Does Not Turn Off

Hold down the  button for a little longer. If you still cannot turn off the printer, unplug the power cord. To prevent the print head from drying out, turn the printer back on and turn it off by pressing the  button.

LCD Screen Gets Dark

The printer is in sleep mode. Press any button on the control panel to return the LCD screen to its former state.


Printer Does Not Print

Check the following if the printer does not operate or prints nothing.

- When the user feature restriction is enabled, a user ID and password are required to print. If you do not know the password, contact your printer administrator.
- For Mac OS X, the printer may not print when the user feature restriction is enabled. Contact your printer administrator.
- Connect the interface cable securely to the printer and the computer.
- If you are using a USB hub, try to connect the printer directly to the computer.
- If you are using the printer over a network, make sure the printer is connected to the network. See the *Network Guide* for details.
- If you are printing a large image, the computer may not have enough memory. Print the image at a lower resolution or a smaller size.
- In Windows, click **Print Queue** on the printer driver's **Maintenance** tab, and then check the following.
 - Check if there are any paused print jobs.
Cancel printing if necessary.
 - Make sure the printer is not offline or pending.
If the printer is offline or pending, clear the offline or pending setting from the **Printer** menu.
 - Make sure the printer is selected as the default printer from the **Printer** menu (there should be a check mark on the menu item).
If the printer is not selected as the default printer, set it as the default printer.

Solving Problems

- In Mac OS X, make sure the printer status is not **Pause**.

Select **System Preferences** from the  menu > **Printers & Scanners** (or **Print & Scan, Print & Fax**), and then double-click the printer. If the printer is paused, click **Resume** (or **Resume Printer**).

- Perform a nozzle check, and then clean the print head if any of the print head nozzles are clogged.

Related Information

- ➔ [“Canceling Printing” on page 75](#)
- ➔ [“Checking and Cleaning the Print Head” on page 122](#)

Printout Problems

Print Quality Is Poor

Check the following if the print quality is poor due to blurry prints, banding, missing colors, faded colors, misalignment, and mosaic-like patterns in the prints.


- Do not print on paper that is damp, damaged, or too old.
- If the paper is curled or the envelope is puffed up, flatten it.
- When printing images or photos, print using high-resolution data. Images on websites are often low resolution although they look good enough on the display, and so print quality may decline.
- Select the appropriate paper type setting on the control panel or in the printer driver for the type of paper loaded in the printer.
- Print using a high quality setting on the control panel or in the printer driver.
- If you have selected **Standard-Vivid** as the quality setting on the Windows printer driver, change to **Standard**. If you have selected **Normal-Vivid** as the quality setting on the Mac OS X printer driver, change to **Normal**.
- When using certain color adjustment features, the colors may change or the tone may be unnatural. Try disabling the features.
 - Control panel
When printing a JPEG, select **Adjustments** > **Fix Photo**, and then select anything other than **On**.
 - Windows
Select **Custom** as the **Color Correction** setting on the printer driver's **More Options** tab. Click **Advanced**, and then select anything other than **PhotoEnhance** as the **Color Management** setting.
 - Mac OS X
Select **Color Matching** from the printer driver's pop-up menu, and then select **EPSON Color Controls**. Select **Color Options** from the pop-up menu, and then select anything other than **PhotoEnhance**.

Solving Problems

- Disable the bidirectional (or high speed) setting. When this setting is enabled, the print head prints while moving in both directions, and vertical lines may be misaligned. If you disable this feature, printing may slow down.
 - Control panel

When printing JPEGs or TIFFs, press **Settings**, and then disable **Bidirectional**.
 - Windows

Clear **High Speed** on the printer driver's **More Options** tab.
 - Mac OS X

Select **System Preferences** from the  menu > **Printers & Scanners** (or **Print & Scan, Print & Fax**), and then select the printer. Click **Options & Supplies** > **Options** (or **Driver**). Select **Off** as the **High Speed Printing** setting.
- Perform a nozzle check, and then clean the print head if any of the print head nozzles are clogged.
- Align the print head.
- Do not stack the paper immediately after printing.
- Dry the printouts completely before filing or displaying them. When drying the printouts, avoid direct sun light, do not use a dryer, and do not touch the printed side of paper.
- Try to use genuine Epson ink cartridges. This product is designed to adjust colors based on the use of genuine Epson ink cartridges. The use of non-genuine ink cartridges may cause print quality to decline.
- Epson recommends using the ink cartridge before the date printed on the package.
- For best results, use up ink cartridge within six months of opening the package.
- When printing images or photos, Epson recommends using genuine Epson paper rather than plain paper. Print on the printable side of the genuine Epson paper.

Related Information

- ➔ [“Paper Handling Precautions” on page 38](#)
- ➔ [“List of Paper Types” on page 41](#)
- ➔ [“Checking and Cleaning the Print Head” on page 122](#)
- ➔ [“Aligning the Print Head” on page 123](#)
- ➔ [“Available Paper and Capacities” on page 38](#)

Copy Quality Is Poor

Check the following if uneven colors, smears, dots, or straight lines appear in the copied image.

- Load and eject paper without printing to clean the paper path.
- Clean the scanner glass and the document cover.
- Clean the roller in the ADF.
- Do not press too hard on the original or the document cover when you are placing the originals on the scanner glass. Uneven colors, smears, or dots may appear when the original or the document cover are pressed too hard.
- If a moiré (cross-hatch) pattern appears, change the reduce and enlarge setting or place the original at a slightly different angle.

Solving Problems

Related Information

- ➔ [“Cleaning the Paper Path” on page 125](#)
- ➔ [“Cleaning the Scanner Glass” on page 128](#)
- ➔ [“Cleaning the ADF” on page 126](#)
- ➔ [“Print Quality Is Poor” on page 155](#)

An Image of the Reverse Side of the Original Appears in the Copied Image

- For a thin original, place the original on the scanner glass and then place a piece of black paper over it.
- Lower the copy density setting on the control panel.

The Position, Size, or Margins of the Printout Are Incorrect

- Load paper in the correct direction, and slide the edge guides against the edges of the paper.
- When placing the originals on the scanner glass, align the corner of the original with the corner indicated by a symbol on the frame of the scanner glass. If the edges of the copy are cropped off, move the original slightly away from the corner.
- When you place multiple originals on the scanner glass to copy them separately, but they are copied onto a single sheet, place the originals at least 20 mm (0.8 inch) apart. If the problem continues, place one original at a time.
- Clean the scanner glass and the document cover. If there is dust or stains on the glass, the copy area may extend to include the dust or stains, resulting in the wrong printing position or small images.
- Select the appropriate size setting for the original on the control panel.
- Select the appropriate paper size setting on the control panel or in the printer driver.
- Adjust the margin setting in the application so that it falls within the printable area.

Related Information

- ➔ [“Loading Paper in the Paper Cassette” on page 42](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 44](#)
- ➔ [“Loading Paper in the Front Paper Feed Slot” on page 46](#)
- ➔ [“Placing Originals” on page 49](#)
- ➔ [“Cleaning the Scanner Glass” on page 128](#)
- ➔ [“Printable Area” on page 170](#)

Paper Is Smearred or Scuffed

Check the following if the paper is smeared or scuffed when printing.


- Clean the paper path.
- Clean the scanner glass and the document cover.
- Load paper in the correct direction.
- When performing manual 2-sided printing, make sure that the ink is completely dry before reloading the paper.

Solving Problems

- ❑ Enable the reduce smear setting for thick paper. If you enable this feature, print quality may decline or the printing may slow down. Therefore, this feature should normally be disabled.
 - ❑ Control panel

Select **Setup** > **Maintenance** from the home screen, and then enable **Thick Paper**.
 - ❑ Windows

Click **Extended Settings** on the printer driver's **Maintenance** tab, and then select **Thick Paper and Envelopes**.
 - ❑ Mac OS X

Select **System Preferences** from the  menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then select the printer. Click **Options & Supplies** > **Options** (or **Driver**). Select **On** as the **Thick paper and envelopes** setting.
- ❑ For Windows, if the paper is still smeared after selecting the **Thick Paper and Envelopes** setting, select **Short Grain Paper** in the **Extended Settings** window of the printer driver.
- ❑ When printing high-density data such as images or graphs using automatic 2-sided printing, lower the print density setting and choose a longer drying time.
 - ❑ Control panel

When you are printing or copying, adjust the **Density** and **Dry Time**.
 - ❑ Windows

Click **Print Density** on the printer driver's **Main** tab, and then adjust the **Increase Ink Drying Time** slider.
 - ❑ Mac OS X

Click the arrow next to **Adjustments** in the printer driver's **Two-sided Printing Settings** menu, and then adjust the **Increased Ink Drying Time** slider.

Related Information

- ➔ [“Cleaning the Paper Path” on page 125](#)
- ➔ [“Cleaning the Scanner Glass” on page 128](#)
- ➔ [“Loading Paper in the Paper Cassette” on page 42](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 44](#)
- ➔ [“Loading Paper in the Front Paper Feed Slot” on page 46](#)
- ➔ [“Print Quality Is Poor” on page 155](#)

Printed Characters Are Incorrect or Garbled

- ❑ Connect the interface cable securely to the printer and the computer.
- ❑ Cancel any paused print jobs.
- ❑ Do not put the computer manually into the **Hibernate** mode or the **Sleep** mode while printing. Pages of garbled text may be printed next time you start the computer.

Related Information

- ➔ [“Canceling Printing” on page 75](#)

The Printed Image Is Inverted

Clear any mirror image settings in the printer driver or the application.

Windows

Clear **Mirror Image** on the printer driver's **More Options** tab.

Mac OS X

Clear **Mirror Image** from the printer driver's **Print Settings** menu.

The Printout Problem Could Not be Cleared

If you have tried all of the solutions and have not solved the problem, try uninstalling and then reinstalling the printer driver.

Related Information

➔ [“Uninstalling Applications” on page 135](#)

➔ [“Installing Applications” on page 137](#)

Printing Is Too Slow

When printing continuously for approximately more than 10 minutes, printing slows down to prevent the printer mechanism from overheating and being damaged. However, you can continue printing. To return the printer to normal printing speed, cancel printing, and leave the printer idle for at least 30 minutes with the power on. The printer does not recover if the power is off.

Close any unnecessary applications.


Lower the quality setting on the control panel or the printer driver. High quality printing slows down the printing speed.

Disable quiet mode. This feature slows down the printing speed.

Windows

Select **Off** as the **Quiet Mode** setting on the printer driver's **Main** tab.

Mac OS X

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

Cannot Start Scanning

When the access control function is enabled for a printer, you need to enter a user ID and password when scanning. If you do not know the password, contact your system administrator.

When the access control function is enabled, Mac OS X might not be able to scan. Contact your system administrator.

If you are scanning with the ADF, check that the document cover and ADF cover are closed.

Connect the interface cable securely to the printer and the computer.

Solving Problems

- ❑ If you are using a USB hub, connect the printer directly to the computer.
- ❑ When using the printer on a network, make sure the printer is connected to the network properly. See the *Network Guide* for more details.
- ❑ Make sure you select the correct printer (scanner) if a scanner list is displayed when you start EPSON Scan.
- ❑ If you are using any TWAIN-compliant applications, select the printer (scanner) you are using.
- ❑ In Windows, make sure the printer (scanner) is displayed in **Scanner and Camera**. The printer (scanner) should be displayed as "EPSON XXXXX (printer name)". If the printer (scanner) is not displayed, uninstall and then re-install EPSON Scan. See the following to access **Scanner and Camera**.
 - ❑ Windows 8.1/Windows 8/Windows Server 2012
Select **Desktop > Settings > Control Panel**, enter "Scanner and Camera" in the search charm, click **Show Scanner and Camera**, and then check if the printer is displayed.
 - ❑ Windows 7/Windows Server 2008 R2
Click the start button and select **Control Panel**, enter "Scanner and Camera" in the search charm, click **View scanners and cameras**, and then check if the printer is displayed.
 - ❑ Windows Vista/Windows Server 2008
Click the start button, select **Control Panel > Hardware and Sound > Scanners and Cameras**, and then check if the printer is displayed.
 - ❑ Windows XP/Windows Server 2003 R2/Windows Server 2003
Click the start button, select **Control Panel > Printers and Other Hardware > Scanner and Cameras**, and then check if the printer is displayed.
- ❑ If you cannot scan using any TWAIN-compliant applications, uninstall and then reinstall the TWAIN-compliant application.
- ❑ For Mac OS X with an Intel processor, if other Epson scanner drivers except for EPSON Scan, such as Rosetta or PPC are installed, uninstall them and EPSON Scan, and then reinstall EPSON Scan.

Related Information

- ➔ ["Uninstalling Applications" on page 135](#)
- ➔ ["Installing Applications" on page 137](#)

Scanned Image Problems

Scan Quality Is Poor

- ❑ Clean the scanner glass and the document cover.
- ❑ Clean the roller in the ADF.
- ❑ Do not press too hard on the original or the document cover when you are placing the originals on the scanner glass. Uneven colors, smears, or dots may appear when the original or the document cover are pressed too hard.
- ❑ Remove dust from the original.
- ❑ Make the appropriate document type settings on the control panel.
- ❑ Scan at a higher resolution.
- ❑ Adjust the image in EPSON Scan, and then scan. See the EPSON Scan help for details.

Solving Problems

Related Information

- ➔ [“Cleaning the Scanner Glass” on page 128](#)
- ➔ [“Cleaning the ADF” on page 126](#)
- ➔ [“Scan Mode” on page 24](#)

Characters Are Blurred

- In **Office Mode** in EPSON Scan, select **Image Option** on the **Image Adjustment** tab, and then select **Text Enhancement**.
- In **Professional Mode** in EPSON Scan, select **Document** as the **Auto Exposure Type** in the **Original** settings.
- Adjust the threshold settings in EPSON Scan.
 - Office Mode**
Select **Black & White** as the **Image Type** on the **Main Settings** tab, and then adjust the threshold setting on the **Image Adjustment** tab.
 - Professional Mode**
Select **Black & White** as the **Image Type** setting, and then adjust the threshold setting.
- Scan at a higher resolution.

An Image of the Reverse Side of the Original Appears in the Scanned Image

- For a thin original, place the original on the scanner glass and then place a piece of black paper over it.
- Make the appropriate document type settings on the control panel or in EPSON Scan.
- In **Office Mode** in EPSON Scan, select **Image Option** on the **Image Adjustment** tab, and then select **Text Enhancement**.

Related Information

- ➔ [“Scan Mode” on page 24](#)

Moiré (Cross-Hatch) Patterns Appear in the Scanned Image

- Place the original at a slightly different angle.
- Select **Descreening** in EPSON Scan.
- Change the resolution setting on the control panel or in EPSON Scan.

Related Information

- ➔ [“Scan Mode” on page 24](#)

Solving Problems

Scanning Area or Direction Is Not Correct

- ❑ When placing the originals on the scanner glass, align the corner of the original with the corner indicated by a symbol on the frame of the scanner glass. If the edges of the scanned image are cropped off, move the original slightly away from the corner.
- ❑ Clean the scanner glass and the document cover. If there is dust or stains on the glass, the scanning area may extend to include the dust or stains, resulting in the wrong scanning position or small images.
- ❑ When you place multiple originals on the scanner glass to scan them separately, but they are scanned onto a single file, place the originals at least 20 mm (0.8 inch) apart. If the problem continues, place one original at a time.
- ❑ When scanning from the control panel, set the scan area correctly.
- ❑ When scanning using the thumbnail preview in EPSON Scan, move the original 4.5 mm (0.18 inch) away from the edges of the scanner glass. In other situations, move the original 1.5 mm (0.06 inch) away from the edges of the scanner glass.
- ❑ When using the thumbnail preview for a large original in **Professional Mode**, the scanning area may not be correct. When previewing in EPSON Scan, create marquees of the area you want to scan on the **Normal** tab in the **Preview** window.
- ❑ Click **Configuration** in EPSON Scan, and then clear **Auto Photo Orientation** on the **Preview** tab.
- ❑ If **Auto Photo Orientation** in EPSON Scan does not work as intended, see the EPSON Scan help.
- ❑ When scanning with EPSON Scan the available scanning area may be restricted if the resolution setting is too high. Lower the resolution or adjust the scanning area in the **Preview** window.

Related Information

- ➔ [“Placing Originals” on page 49](#)
- ➔ [“Cleaning the Scanner Glass” on page 128](#)
- ➔ [“Scan Mode” on page 24](#)

The Scanned Image Problem Could Not be Cleared

If you have tried all of the solutions and have not solved the problem, click **Configuration** in the EPSON Scan window, and then click **Reset All** on the **Other** tab to initialize the EPSON Scan settings. If initialization does not solve the problem uninstall and re-install EPSON Scan.

Related Information

- ➔ [“Uninstalling Applications” on page 135](#)
- ➔ [“Installing Applications” on page 137](#)

Other Scanning Problems

Thumbnail Preview Does Not Work Properly

See the EPSON Scan help.

Scanning Is Too Slow

Lower the resolution.

Related Information

➔ [“Scan Mode” on page 24](#)

Scanning Stops when Scanning to PDF/Multi-TIFF

- When scanning using EPSON Scan, you can scan up to 999 pages in PDF format and up to 200 pages in Multi-TIFF format. When scanning using the control panel, you can scan up to 50 pages in PDF format and in Multi-TIFF format.
- When scanning large volumes, we recommend scanning in grayscale.
- Increase the free space on the computer's hard disk. Scanning may stop if there is not enough free space.
- Try scanning at a lower resolution. Scanning stops if the total data size reaches the limit.

Related Information



➔ [“Scan Mode” on page 24](#)

Problems when Sending and Receiving Faxes

Cannot Send or Receive Faxes

- Use **Check Fax Connection** on the control panel to run the automatic fax connection check. Try the solutions printed on the report.
- Check the error code displayed for the failed fax job, and try the solutions described in the error code list.
- Check the **Line Type** setting. Setting to **PBX** may solve the problem. If your phone system requires an external access code to get an outside line, register the access code to the printer, and enter # (hash) at the beginning of a fax number when sending.
- If a communication error occurs, change the **Fax Speed** setting to **Slow(9,600bps)** on the control panel.
- Check that the telephone wall jack works by connecting a phone to it and testing it. If you cannot make or receive calls, contact your telecommunication company.
- To connect to a DSL phone line, you need to use a DSL modem equipped with a built-in DSL filter, or install a separate DSL filter to the line. Contact your DSL provider.
- If you are connecting to a DSL phone line, connect the printer directly to a telephone wall jack to see if the printer can send a fax. If it works, the problem may be caused by the DSL filter. Contact your DSL provider.
- Enable the **ECM** setting on the control panel. Color faxes cannot be sent or received when **ECM** is off.
- To send or receive faxes using the computer, make sure that the printer is connected using a USB cable or a network, and that the printer driver and the PC-FAX Driver have been installed on the computer. The PC-FAX Driver is installed together with FAX Utility.

Solving Problems

- ❑ In Windows, make sure the printer (fax) is displayed in **Devices and Printers**, **Printer**, or **Printers and Other Hardware**. The printer (fax) is displayed as "EPSON XXXXX (FAX)". If the printer (fax) is not displayed, uninstall and then re-install the FAX Utility. See the following to access **Devices and Printers**, **Printer**, or **Printers and Other Hardware**.
 - ❑ Windows 8.1/Windows 8
 - Select **Desktop > Settings > Control Panel > View devices and printers in Hardware and Sound or Hardware**.
 - ❑ Windows 7
 - Click the start button, and select **Control Panel > View devices and printers in Hardware and Sound or Hardware**.
 - ❑ Windows Vista
 - Click the start button, and select **Control Panel > Printers in Hardware and Sound**.
 - ❑ Windows XP
 - Click the start button, and select **Control Panel > Printers and Other Hardware > Printers and Faxes**.
- ❑ In Mac OS X, check the following.
 - ❑ Select **System Preferences** from the  menu, select **Printers & Scanners** (or **Print & Scan, Print & Fax**), and then make sure the printer (fax) is displayed. The printer (fax) is displayed as "FAX XXXX (USB)" or "FAX XXXX (IP)". If the printer (fax) is not displayed, click [+] and then register the printer (fax).
 - ❑ Select **System Preferences** from the  menu, select **Printers & Scanners** (or **Print & Scan, Print & Fax**), and then double-click the printer (fax). If the printer is paused, click **Resume** (or **Resume Printer**).

Related Information

- ➔ [“Fax Settings” on page 33](#)
- ➔ [“Error Code on the Status Menu” on page 140](#)
- ➔ [“Making Settings for a PBX Phone System” on page 91](#)
- ➔ [“Connecting the Printer to a Phone Line” on page 86](#)
- ➔ [“Uninstalling Applications” on page 135](#)
- ➔ [“Installing Applications” on page 137](#)

Cannot Send Faxes

- ❑ If the user restriction feature has been enabled, a user name and password are required to operate the printer. Contact your administrator if you do not know the password.
- ❑ If the user restriction feature has been enabled, and you send a fax from a computer, user authentication is performed using the user name and password set in the printer driver. When you cannot send a fax due to an authentication error, contact your administrator.
- ❑ Set up the header information for outgoing faxes on the control panel. Some fax machines automatically reject incoming faxes that do not include header information.
- ❑ If you have blocked your caller ID, unblock it. Some phones or fax machines automatically reject anonymous calls.
- ❑ Ask the recipient if the fax number is correct and the recipient's fax machine is ready to receive a fax.

Related Information


- ➔ [“Fax Settings” on page 33](#)

Solving Problems

➔ [“Cannot Send or Receive Faxes” on page 163](#)

Cannot Send Faxes to a Specific Recipient

Check the following if you cannot send faxes to a specific recipient due to an error.

- If the recipient machine does not pick up your call within 50 seconds after the printer has finished dialing, the call ends with an error. Dial using the **On Hook** feature or using a connected telephone to check how long it takes before you hear a fax tone. If it takes more than 50 seconds, add pauses after the fax number to send the fax. Press  to enter the pause. A hyphen is entered as the pause mark. One pause is about three seconds. Add multiple pauses as needed.
- If you have selected the recipient from the contacts list, verify that the registered information is correct. If the information is correct, select the recipient from the contacts list, press **Edit** and change **Fax Speed** to **Slow(9,600bps)**.

Related Information

- ➔ [“Sending Faxes After Confirming the Recipient's Status” on page 94](#)
- ➔ [“Sending Faxes Dialing from the External Phone Device” on page 94](#)
- ➔ [“Managing Contacts” on page 53](#)
- ➔ [“Cannot Send or Receive Faxes” on page 163](#)

Cannot Send Faxes at a Specified Time

Set the date and the time correctly on the control panel.

Related Information

- ➔ [“Sending Faxes at a Specified Time \(Send Fax Later\)” on page 95](#)
- ➔ [“System Administration” on page 30](#)

Cannot Receive Faxes

- If you have subscribed to a call forwarding service, the printer may not be able to receive faxes. Contact the service provider.
- If you have not connected a telephone to the printer, set the **Receive Mode** setting to **Auto** on the control panel.

Related Information

- ➔ [“Fax Settings” on page 33](#)
- ➔ [“Cannot Send or Receive Faxes” on page 163](#)

Memory Full Error Occurs

- If the printer has been set to save received faxes in the inbox, delete faxes you have already read from the inbox.
- If the printer has been set to save received faxes on a computer, turn on the computer that is set to save the faxes. Once the faxes are saved in the computer, they are deleted from the printer's memory.

Solving Problems

- ❑ If the printer has been set to save received faxes on a memory device, connect the device, in which you have created a folder to save faxes, to the printer. Once the faxes are saved in the device, they are deleted from the printer's memory. Make sure that the device has enough available memory and is not write protected.
- ❑ Even though the memory is full, you can send a monochrome fax by using the **Direct Send** feature. Or divide your originals into two or more to send them in several batches.
- ❑ If the printer cannot print a received fax due to a printer error, such as a paper jam or expended ink cartridges, the memory full error may occur. Solve the printer problem, and then contact the sender and ask them to send the fax again.

Related Information

- ➔ [“Making Output Settings for Received Faxes” on page 100](#)
- ➔ [“Checking the Received Faxes on the LCD Screen” on page 101](#)
- ➔ [“Fax Mode” on page 26](#)
- ➔ [“Removing Jammed Paper” on page 144](#)
- ➔ [“Replacing Ink Cartridges” on page 107](#)

Sent Fax Quality Is Poor

- ❑ Clean the scanner glass and the document cover.
- ❑ Clean the roller in the ADF.
- ❑ Change the **Resolution** setting on the control panel. If your originals contain both text and photos, select **Photo**.
- ❑ Change the **Contrast** setting on the control panel.
- ❑ If you are not sure about the capabilities of the recipient fax machine, enable the Direct Send feature or select **Fine** as the **Resolution** setting.
If you select **Super Fine** or **Ultra Fine** for a monochrome fax, and send the fax without using the **Direct Send** feature, the printer may automatically lower the resolution.
- ❑ Enable the **ECM** setting on the control panel.

Related Information

- ➔ [“Fax Mode” on page 26](#)
- ➔ [“Fax Settings” on page 33](#)
- ➔ [“Cleaning the Scanner Glass” on page 128](#)
- ➔ [“Cleaning the ADF” on page 126](#)

Faxes Are Sent at the Wrong Size

- ❑ Before you send an A3 size document, ask the recipient if the recipient's machine supports A3 size. If you see **OK (Reduced Size)** in the fax transmission report, the recipient's fax machine does not support A3 size.
- ❑ When sending a fax using the scanner glass, place the original correctly aligning its corner with the origin mark. Select your original size on the control panel.
- ❑ Clean the scanner glass and the document cover. If there is dust or stains on the glass, the scanning area may extend to include the dust or stains, resulting in the wrong scanning position or small images.

Solving Problems

Related Information

- ➔ [“Fax Mode” on page 26](#)
- ➔ [“Placing Originals” on page 49](#)
- ➔ [“Cleaning the Scanner Glass” on page 128](#)

Received Fax Quality Is Poor

- Enable the **ECM** setting on the control panel.
- Contact the sender and ask them to send using a higher quality mode.
- Reprint the received fax. Select **Job History** from **Status Menu** to reprint the fax.

Related Information

- ➔ [“Fax Settings” on page 33](#)
- ➔ [“Checking the Fax Job History” on page 104](#)

Cannot Receive A3 Size Faxes

Check that the paper size setting of the paper source that contains A3 paper has been set to A3, and that the paper source is set for use with the fax feature. Select **Setup > System Administration > Printer Settings > Paper Source Settings > Auto Select Settings > Fax**, and then check the enabled paper source(s).

Related Information

- ➔ [“System Administration” on page 30](#)

Received Faxes Are Not Printed

- If an error has occurred on the printer, such as a paper jam or expended ink cartridges, the printer cannot print received faxes. Check the printer.
- If the printer has been set to save received faxes in the inbox, the received faxes are not automatically printed. Check the **Fax Output** setting.

Related Information

- ➔ [“Checking the Printer Status” on page 139](#)
- ➔ [“Removing Jammed Paper” on page 144](#)
- ➔ [“Replacing Ink Cartridges” on page 107](#)
- ➔ [“Making Output Settings for Received Faxes” on page 100](#)

Other Faxing Problems

Cannot Make Calls on the Connected Telephone

Connect the telephone to the EXT. port on the printer, and pick up the receiver. If you cannot hear a dial tone through the receiver, connect the phone cable correctly.

Related Information

➔ [“Connecting Your Phone Device to the Printer” on page 88](#)

Answering Machine Cannot Answer Voice Calls

On the control panel, set the printer's **Rings to Answer** setting to a number higher than the number of rings for your answering machine.

Related Information

➔ [“Fax Settings” on page 33](#)

➔ [“Settings for the Answering Machine” on page 98](#)

Sender's Fax Number Not Displayed on Received Faxes or the Number Is Wrong

The sender may not have set the fax header information or may have set it incorrectly. Contact the sender.

Other Problems

Slight Electric Shock when Touching the Printer

If many peripherals are connected to the computer, you may feel a slight electric shock when touching the printer. Install a ground wire to the computer that is connected to the printer.


Operation Sounds Are Loud

If operations sounds are too loud, enable quiet mode. However, this may slow down printer operations.

Windows printer driver

Select **On** as the **Quiet Mode** setting on the **Main** tab.

Mac OS X printer driver

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

The Date and Time Are Incorrect

Set the date and the time correctly on the control panel. After a power failure caused by a lightning strike or if the power is left off for a long time, the clock may show the wrong time.

Related Information

➔ [“System Administration” on page 30](#)

Memory Device Is not Recognized

Enable the memory card in the **Memory Device Interface** settings on the control panel.

Related Information

➔ [“System Administration” on page 30](#)

Cannot Save Data to a Memory Device

- Insert the memory device in the printer, and then select **Fax Output > Other Settings > Create Folder to Save** to create a folder to save documents in the memory device. You cannot use a memory device that does not have a folder.
- Check that the memory device is not write protected.
- Check that the memory device has enough available memory. If the available memory is low, data cannot be saved.

Related Information

➔ [“Making Output Settings for Received Faxes” on page 100](#)

➔ [“System Administration” on page 30](#)

Forgot Your Password

If you forget the administrator's password, contact your dealer.

Related Information

➔ [“Contacting Epson Support” on page 189](#)

Application Is Blocked by a Firewall (for Windows Only)

See the *Network Guide* for details.

Appendix

Technical Specifications

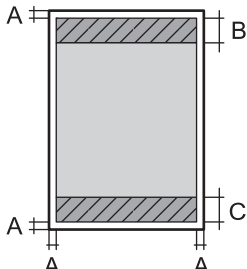
Printer Specifications

Print Head Nozzle Placement		Black ink nozzles: 400 × 2 rows Color ink nozzles: 400 × 2 rows for each color
Weight of Paper	Plain Paper	64 to 90 g/m ² (17 to 24 lb)
	Thick Paper	91 to 256 g/m ² (25 to 68 lb)
	Envelope	Envelope #10, DL, C6: 75 to 90 g/m ² (20 to 24 lb) Envelope C4: 80 to 100 g/m ² (21 to 26 lb)

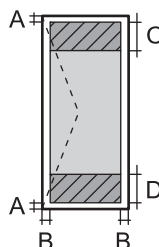
Printable Area

Print quality may decline in the shaded areas due to the printer's mechanism.

Single sheets

	A	3.0 mm (0.12 in.)
	B	46.0 mm (1.81 in.)
	C	51.0 mm (2.01 in.)

Envelopes

	A	3.0 mm (0.12 in.)
	B	5.0 mm (0.20 in.)
	C	18.0 mm (0.71 in.)
	D	46.0 mm (1.81 in.)

Scanner Specifications

Scanner Type	Flatbed
Photoelectric Device	CIS

Appendix

Effective Pixels	14040 × 20400 pixels at 1200 dpi
Maximum Document Size	297 × 431.8 mm (11.7 × 17 in.) A3
Scanning Resolution	1200 dpi (main scan) 2400 dpi (sub scan)
Output Resolution	50 to 4800, 7200, 9600 dpi (50 to 4800 dpi in 1 dpi increments.)
Color Depth	Color <input type="checkbox"/> 10 bits per pixel per color internal <input type="checkbox"/> 8 bits per pixel per color external Black and white <input type="checkbox"/> 10 bits per pixel per color internal <input type="checkbox"/> 1 or 8 bits per pixel per color external
Light Source	LED

Interface Specifications

For Computer	Hi-Speed USB
For External USB Device	Hi-Speed USB

Fax Specifications

Fax Type	Walk-up black and white and color fax capability (ITU-T Super Group 3)
Supported Lines	Standard analogue telephone lines, PBX (Private Branch Exchange) telephone systems
Speed	Up to 33.6 kbps
Resolution	Monochrome <input type="checkbox"/> Standard: 8 pel/mm × 3.85 line/mm (203 pel/in. × 98 line/in.) <input type="checkbox"/> Fine: 8 pel/mm × 7.7 line/mm (203 pel/in. × 196 line/in.) <input type="checkbox"/> Super Fine: 8 pel/mm × 15.4 line/mm (203 pel/in. × 392 line/in.) <input type="checkbox"/> Ultra Fine: 16 pel/mm × 15.4 line/mm (406 pel/in. × 392 line/in.) <input type="checkbox"/> Photo: 8 pel/mm × 7.7 line/mm (203 pel/in. × 196 line/in.) Color <input type="checkbox"/> Fine: 200 × 200 dpi <input type="checkbox"/> Photo: 200 × 200 dpi
Page Memory	Up to 550 pages (when received ITU-T No.1 chart in monochrome draft mode)
Redial*	2 times (with 1 minute intervals)

Appendix

Interface	RJ-11 Phone Line, RJ-11 Telephone set connection
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* The specifications may differ by country or region.

Wi-Fi Specifications

Standards	IEEE802.11b/g/n* ¹
Frequency Range	2.4 GHz
Coordination Modes	Infrastructure, Ad hoc* ² , Wi-Fi Direct* ^{3*4}
Wireless Securities	WEP (64/128bit), WPA-PSK (AES)* ⁵ , WPA2-Enterprise

*¹ Complies with either IEEE802.11b/g/n or IEEE802.11b/g depending on location of purchase.

*² Not supported for IEEE 802.11n.

*³ Not supported for IEEE 802.11b and IEEE 802.11n.

*⁴ Simple AP mode is compatible with Ethernet connection.

*⁵ Complies with WPA2 standards with support for WPA/WPA2 Personal.

Ethernet Specifications

Standards	IEEE802.3i (10BASE-T) IEEE802.3u (100BASE-TX) IEEE802.3ab (1000BASE-T)* ¹ IEEE802.3az (Energy Efficient Ethernet)* ²
Communication Mode	Auto, 10Mbps Full duplex, 10Mbps Half duplex, 100Mbps Full duplex, 100Mbps Half duplex
Connector	RJ-45

*¹ To prevent risk of radio interference, we recommend using a Category-5e or higher Shielded Twisted Pair cable.

*² The connected device should comply with IEEE802.3az standards.

Security Protocol

IEEE802.1X*	
IPsec/IP Filtering	
SSL/TLS	HTTPS Server/Client
	IPPS
SNMPv3	

* You need to use a device for connection that complies with IEEE802.1X.

Appendix

External USB Device Specifications

Devices	Maximum Capacities
MO Drive*	1.3 GB
Hard Disk Drive* USB Flash Drive	2 TB (formatted in FAT, FAT32, or exFAT.)

* We do not recommend using external USB devices that are powered by USB. Use only external USB devices with independent AC power sources.

You cannot use the following devices:

- A device that requires a dedicated driver
- A device with security settings (password, encryption, and so on)
- A device with a built-in USB hub

Epson cannot guarantee all operations of externally connected devices.

Supported Data Specifications

File Format	JPEG with the Exif Version 2.3 standard taken by digital cameras DCF* ¹ version 1.0 or 2.0* ² compliant TIFF 6.0 compliant images as below <input type="checkbox"/> RGB full color images (not compressed) <input type="checkbox"/> Binary images (not compressed or CCITT encoded)
Image Size	Horizontal: 80 to 10200 pixels Vertical: 80 to 10200 pixels
File Size	Up to 2 GB
Maximum Number of Files	JPEG: 9990* ³ TIFF: 999

*1 Design rule for Camera File system.

*2 Photo data stored on digital cameras with a built-in memory is not supported.

*3 Up to 999 files can be displayed at a time. (If the number of files exceeds 999, the files are displayed in groups.)

Note:

"?" is displayed on the LCD screen when the printer cannot recognize the image file. In this situation, if you select a multiple image layout, blank sections will be printed.

Appendix

Dimensions

Only the printer

Dimensions	<p>Storage</p> <ul style="list-style-type: none"> <input type="checkbox"/> Width: 590 mm (23.2 in.) <input type="checkbox"/> Depth: 570 mm (22.4 in.) <input type="checkbox"/> Height: 464 mm (18.3 in.) <p>Printing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Width: 590 mm (23.2 in.) <input type="checkbox"/> Depth: 902 mm (35.5 in.) <input type="checkbox"/> Height: 562 mm (22.1 in.)
Weight*	Approx. 35.3 kg (77.8 lb)

* Without the ink cartridges and the power cord.

Printers with options

These are the dimensions of printers with three optional paper cassette units and an optional cabinet.

Dimensions	<p>Storage</p> <ul style="list-style-type: none"> <input type="checkbox"/> Width: 615 mm (24.2 in.) <input type="checkbox"/> Depth: 794 mm (31.3 in.) <input type="checkbox"/> Height: 1132 mm (44.6 in.) <p>Printing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Width: 615 mm (24.2 in.) <input type="checkbox"/> Depth: 907 mm (35.7 in.) <input type="checkbox"/> Height: 1230 mm (48.4 in.)
Weight*	Approx. 87.8 kg (193.6 lb)

* Without the ink cartridges and the power cord.

Electrical Specifications

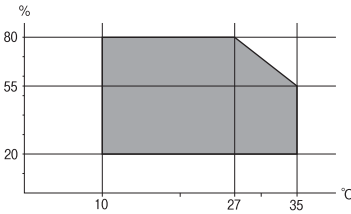
Rated Power Supply Voltage	100 to 240 V
Rated Frequency Range	50 to 60 Hz
Rated Current	1.2 to 0.6 A
Power Consumption (with USB Connection)	<p>Standalone copying: Approx. 39 W (ISO/IEC24712)</p> <p>Ready mode: Approx. 17 W</p> <p>Sleep mode: Approx. 2.3 W</p> <p>Power off: Approx. 0.4 W</p>

Appendix

Note:

Check the label on the printer for its voltage.

Environmental Specifications

Operation	<p>Use under the conditions shown in gray.</p>  <p>Temperature: 10 to 35°C (50 to 95°F) Humidity: 20 to 80% RH (without condensation)</p>
Storage	<p>Temperature: -20 to 40°C (-4 to 104°F)* Humidity: 5 to 85% RH (without condensation)</p>

* You can store for one month at 40°C (104°F).

Environmental Specifications for Ink Cartridges

Storage Temperature	-20 to 40 °C (-4 to 104 °F)*
Freezing Temperature	<p>-23 °C (-9.4 °F) Ink thaws and is usable after approximately three hours at 25 °C (77 °F).</p>

* You can store for one month at 40 °C (104 °F).

System Requirements

- Windows 8.1 (32-bit, 64-bit)/Windows 8 (32-bit, 64-bit)/Windows 7 (32-bit, 64-bit)/Windows Vista (32-bit, 64-bit)/Windows XP Professional x64 Edition/Windows XP (32-bit)/Windows Server 2012/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003 R2/Windows Server 2003
- Mac OS X v10.9.x/Mac OS X v10.8.x/Mac OS X v10.7.x/Mac OS X v10.6.x/Mac OS X v10.5.8

Note:

- Windows Server operating systems only support the printer driver and EPSON Scan; other applications are not supported.
- Mac OS X may not support some applications and features.
- The UNIX File System (UFS) for Mac OS X is not supported.

Regulatory Information

Standards and Approvals

Standards and Approvals for European Model

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	EN300 328 EN301 489-1 EN301 489-17 TBR21 EN60950-1

For European users

We, Seiko Epson Corporation, hereby declare that the following equipment Model is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC:

C521A

For use only in Ireland, UK, Austria, Germany, Liechtenstein, Switzerland, France, Belgium, Luxembourg, Netherlands, Italy, Portugal, Spain, Denmark, Finland, Norway, Sweden, Iceland, Cyprus, Greece, Slovenia, Malta, Bulgaria, Czech, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, and Slovakia.

Epson cannot accept responsibility for any failure to satisfy the protection requirements resulting from a non-recommended modification of the products.



Restrictions on Copying

Observe the following restrictions to ensure the responsible and legal use of the printer.

Copying of the following items is prohibited by law:

- Bank bills, coins, government-issued marketable securities, government bond securities, and municipal securities
- Unused postage stamps, pre-stamped postcards, and other official postal items bearing valid postage
- Government-issued revenue stamps, and securities issued according to legal procedure

Exercise caution when copying the following items:

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

Appendix

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

Note:

Copying these items may also be prohibited by law.

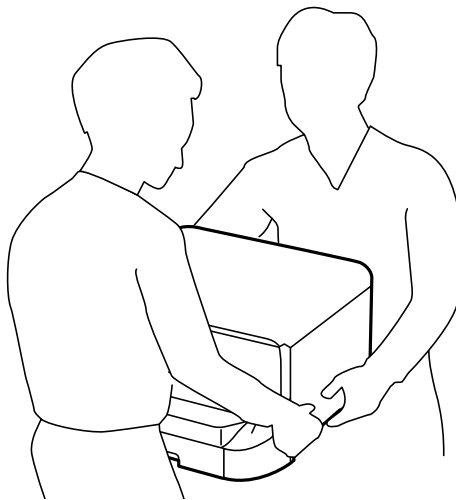
Responsible use of copyrighted materials:

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

Printer Transfer and Transportation

⚠ Caution:

- ❑ *When carrying the printer, lift it using a stable position. Lifting the printer using an unstable position may result in injury.*
- ❑ *Because this printer is heavy, always use two people to carry it when unpacking or transporting.*
- ❑ *When lifting the printer, place your hands in the positions shown below. If you lift the printer holding other positions, the printer may fall or you may trap your fingers when placing the printer.*



- ❑ *When carrying the printer, do not tilt it more than 10 degrees; otherwise the printer may fall.*
- ❑ *When installing the printer on the optional cabinet, lock the casters before starting installation. If the cabinet moves unexpectedly, you may be injured.*

Printer Transfer Within a Short Distance

Turn off the printer and disconnect the power cord and cables. Do not apply vibrations to the printer and keep it level while carrying.

When lifting the printer

If you have installed the optional cabinet and the paper cassette units, remove them, and then lift the printer.

When moving the printer on the casters


If you have installed the optional cabinet, you can move the printer without lifting it because the cabinet has casters. However, do not move over uneven or rough surfaces to avoid impacts to the printer. Uninstall the stands for the cabinet and unlock the casters before moving.

Transporting the Printer

Prepare the printer for transport as described here.

**Important:**

- When storing or transporting the printer, avoid tilting it, placing it vertically, or turning it upside down; otherwise ink may leak.
- Leave the ink cartridges installed. Removing the cartridges can dry out the print head and may prevent the printer from printing.
- Leave the maintenance box installed; otherwise ink may leak during transporting.

1. Turn off the printer by pressing the  button, and then unplug the power cord.
2. Disconnect any connected cables.
3. Remove all of the paper from the printer.
4. Make sure there are no originals on the printer.
5. Store the paper support and the output tray.
6. Uninstall the optional cabinet or paper cassette units.
7. Repack the printer in its box, using the protective materials.

Remove the protective materials before you use the printer again.

If print quality has declined the next time you print, clean and align the print head.

Related Information

- ➔ [“Part Names and Functions” on page 16](#)
- ➔ [“Checking and Cleaning the Print Head” on page 122](#)
- ➔ [“Aligning the Print Head” on page 123](#)

Installing the Optional Units

Optional Cabinet Code

The following is the code for the optional cabinet.

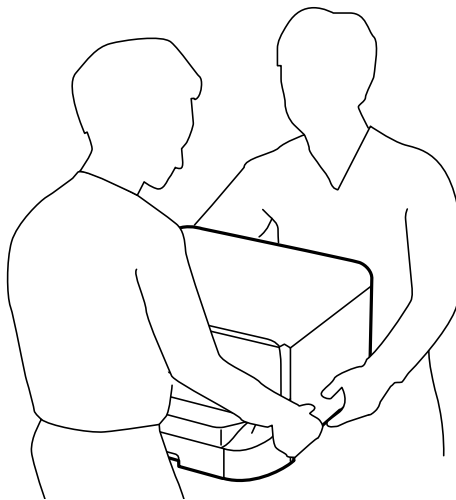
Optional Cabinet


Installing the Optional Cabinet

The cabinet can be attached to the printer and the optional paper cassette units.

**Caution:**

- ❑ Make sure you turn off the printer, unplug the power cord from the printer, and disconnect any cables before starting installation. Otherwise, the power cord may be damaged resulting in fire or electric shock.
- ❑ Lock the casters of the cabinet before starting installation. If the cabinet moves unexpectedly, you may be injured.
- ❑ When lifting the printer, place your hands in the positions shown below. If you lift the printer holding other positions, the printer may fall or you may trap your fingers when placing the printer.

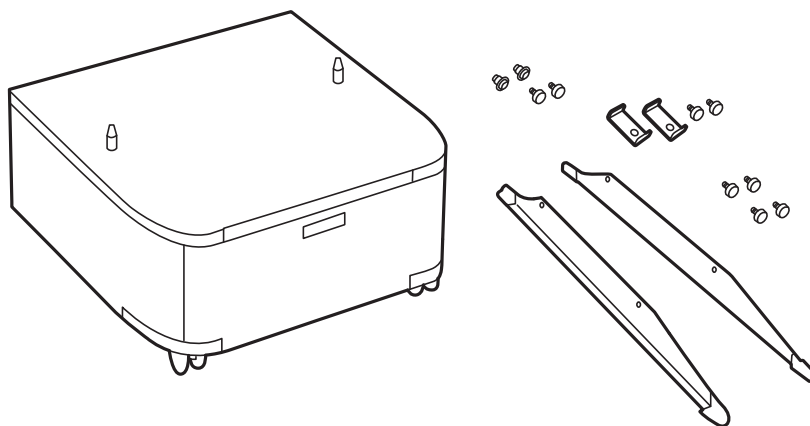


1. Turn off the printer by pressing the  button, and then unplug the power cord.
2. Disconnect any connected cables.

Note:

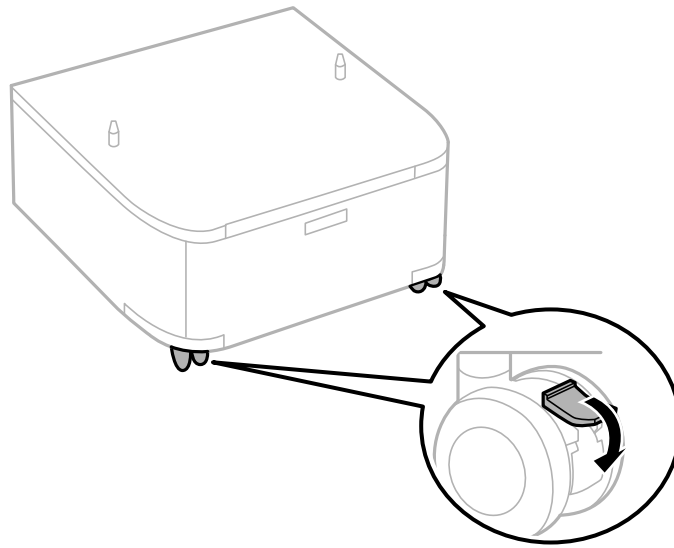
If optional paper cassette units have been installed, uninstall them as well.

3. Remove the cabinet from the box, and then remove any protective materials.
4. Check the items supplied.

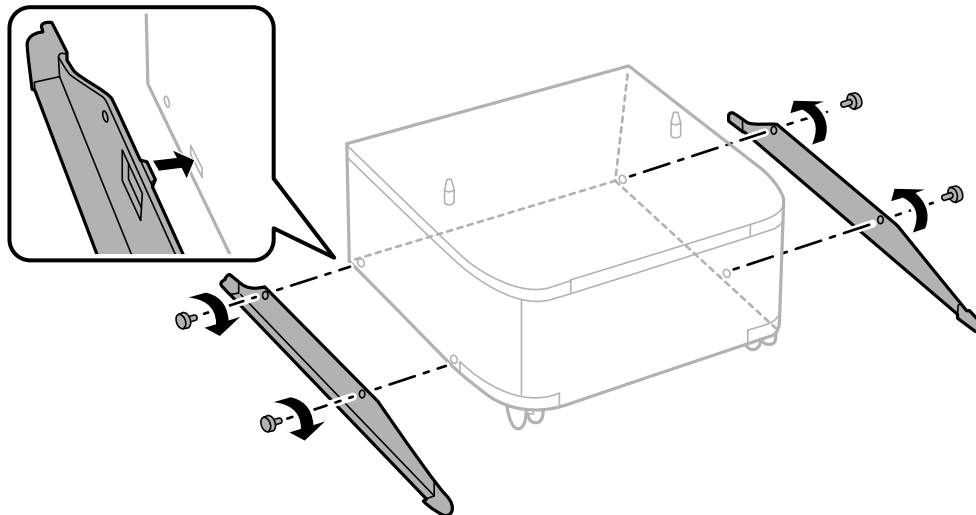


Appendix

5. Place the cabinet on a flat surface and lock the casters at the front.

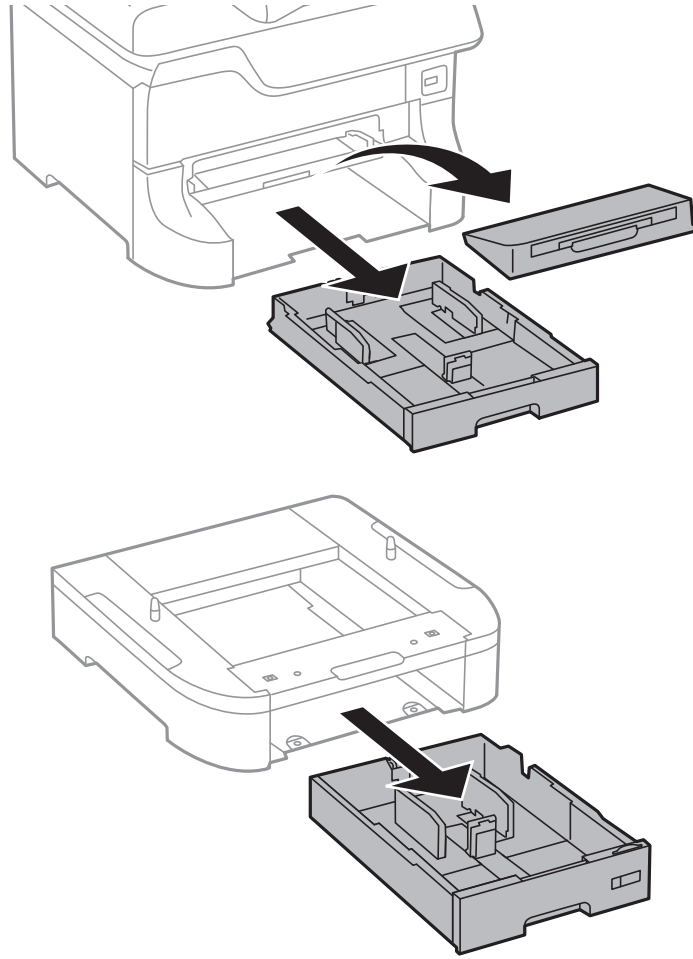


6. Secure the stands with the attachments and screws.



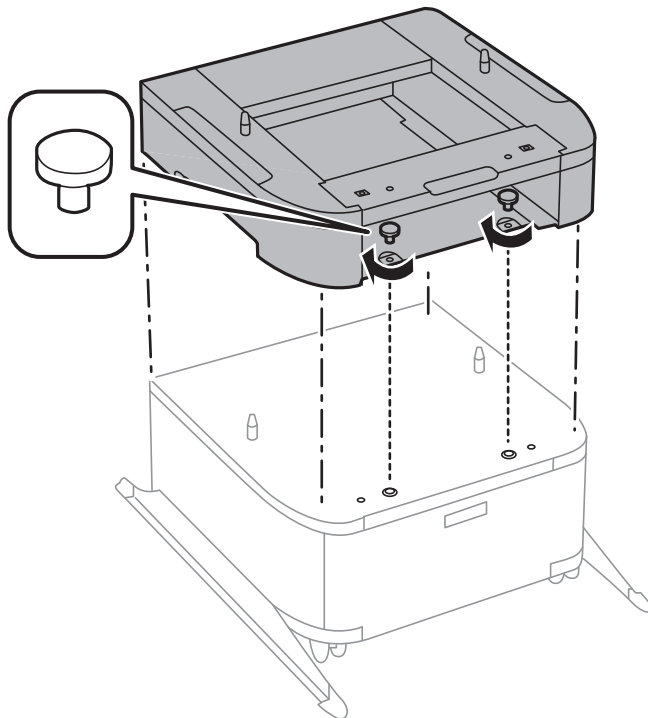
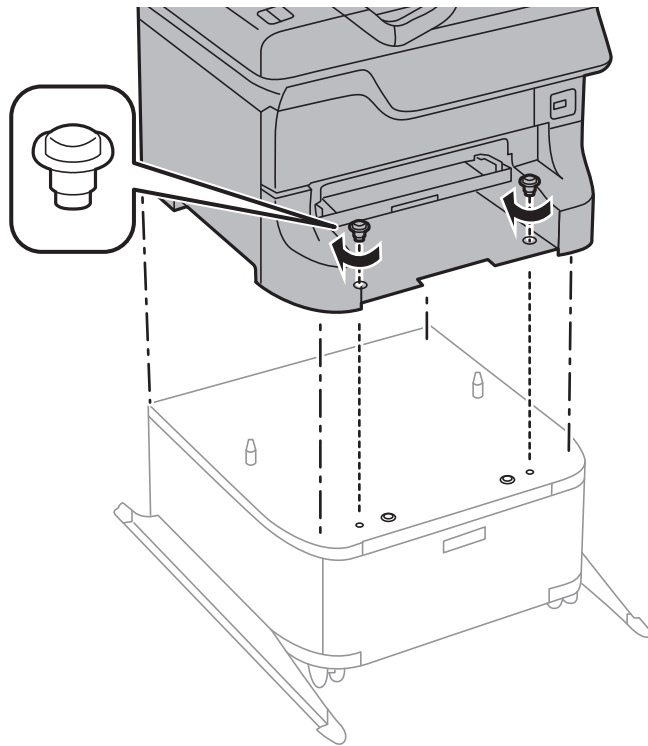
Appendix

7. Remove the output tray and pull out the paper cassette.



Appendix

8. Lower the printer or an optional paper cassette unit gently onto the cabinet aligning the corners, and then secure them with the screws.

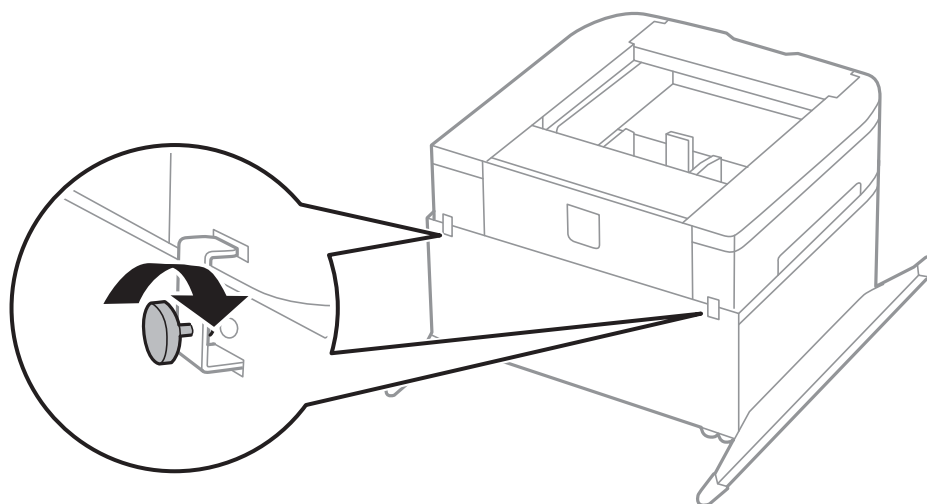
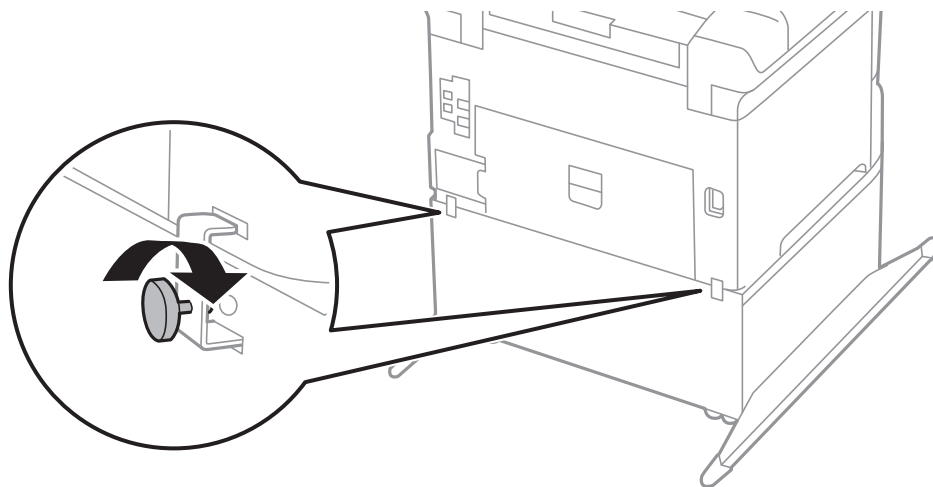


Note:

- ❑ Use a screwdriver to tighten the screws when securing the printer.
- ❑ Depending on the configuration, some screws may be left over after assembly.

Appendix

- Secure the printer or an optional paper cassette unit at the back with the attachments and screws.



- Insert the paper cassette, and then attach the output tray.
- Connect the cables and plug in the printer.

Note:

When uninstalling the cabinet, turn off the printer, unplug the power cord, disconnect any cables, and then perform the installation procedure in reverse.

Related Information

➔ [“Optional Cabinet Code” on page 178](#)

Optional Paper Cassette Unit Code

The following is the code for the optional paper cassette unit.

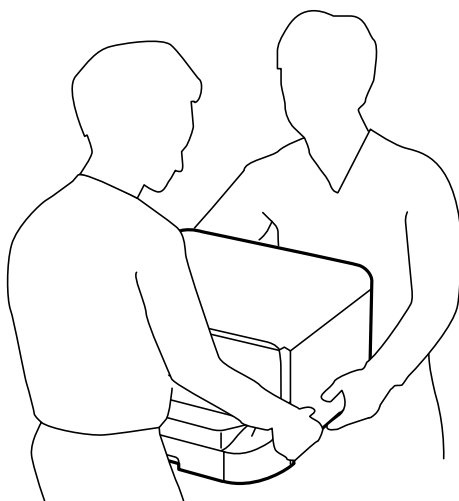
500-Sheet Optional Cassette Unit

Installing the Optional Paper Cassette Units

You can install up to three paper cassette units.


 **Caution:**

- ❑ Make sure you turn off the printer, unplug the power cord from the printer, and disconnect any cables before starting installation. Otherwise, the power cord may be damaged resulting in fire or electric shock.
- ❑ When lifting the printer, place your hands in the positions shown below. If you lift the printer holding other positions, the printer may fall or you may trap your fingers when placing the printer.



 **Important:**

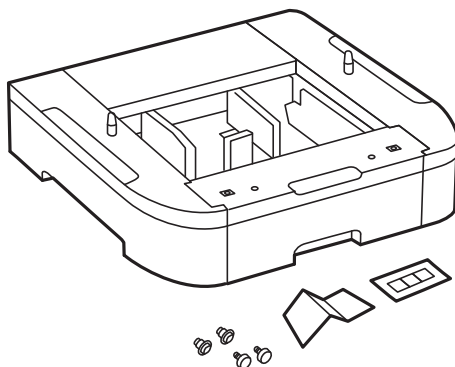
If you are using the optional cabinet, install it under the bottom of the paper cassette unit in advance.

1. Turn off the printer by pressing the  button, and then unplug the power cord.
2. Disconnect any connected cables.

Note:

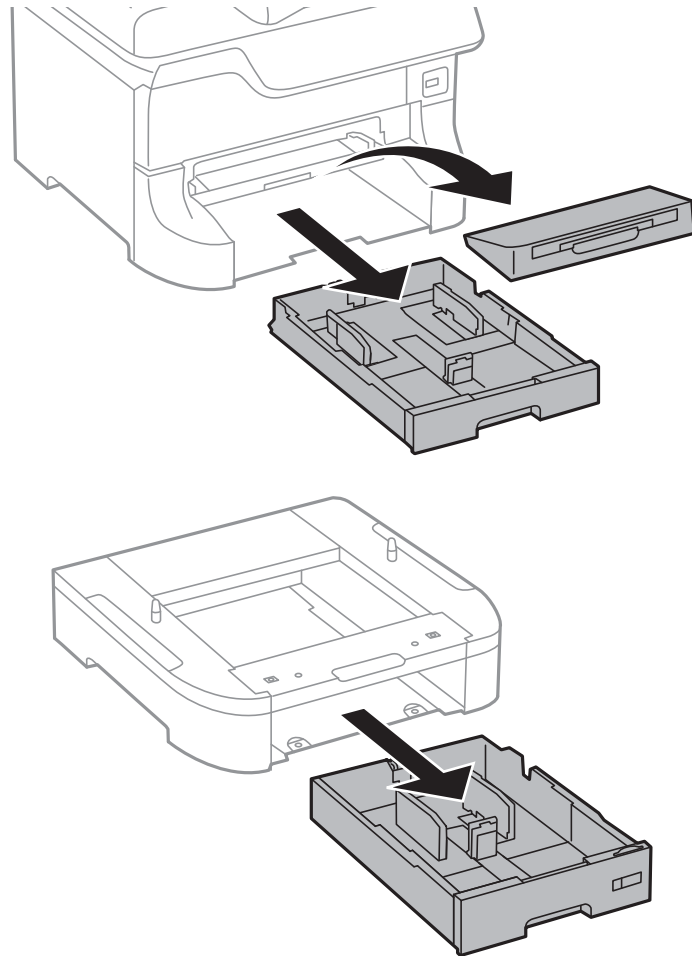
If other optional paper cassette units have been installed, uninstall them as well.

3. Remove the optional paper cassette unit from its box, and then remove any protective materials.
4. Check the items supplied.

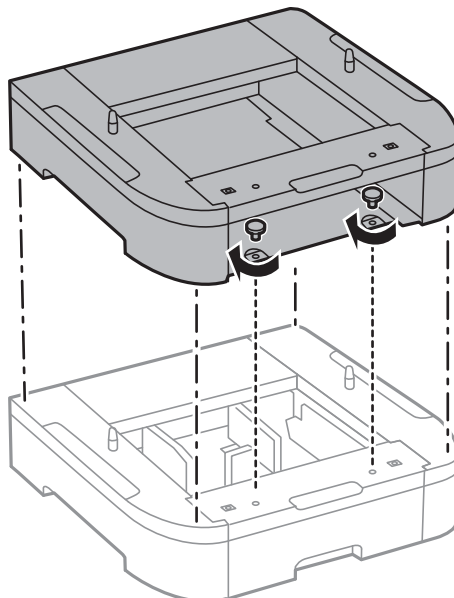


Appendix

5. Place the optional paper cassette unit where you want to set up the printer.
6. Remove the output tray and pull out the paper cassette.

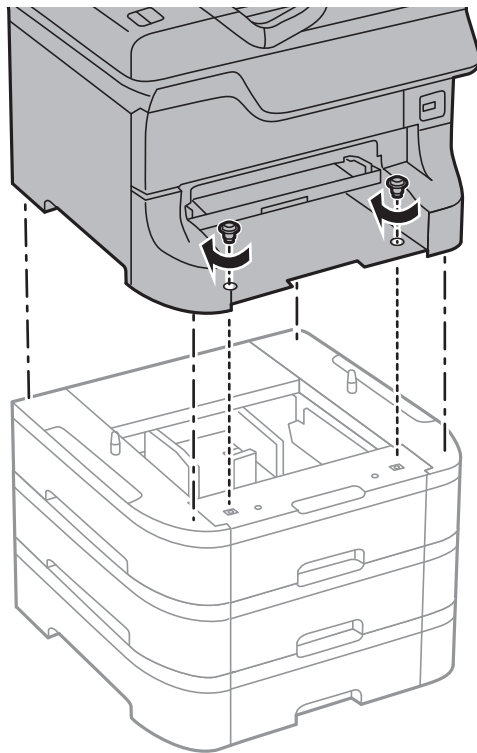


7. Stack all optional paper cassette units on top of each other, and then secure them with the screws.



Appendix

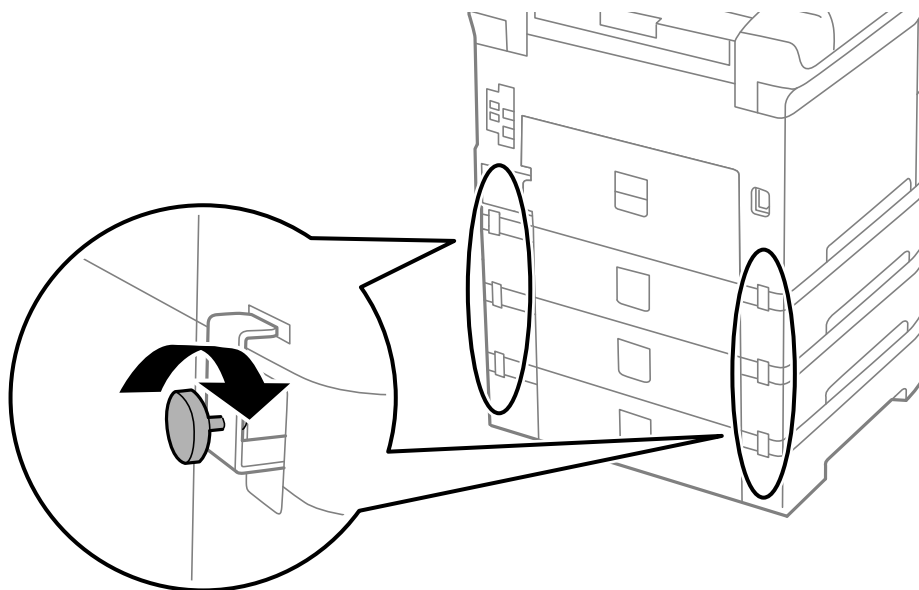
8. Lower the printer gently onto the optional paper cassette aligning the corners, and then secure them with the screws using a screw driver.



Note:

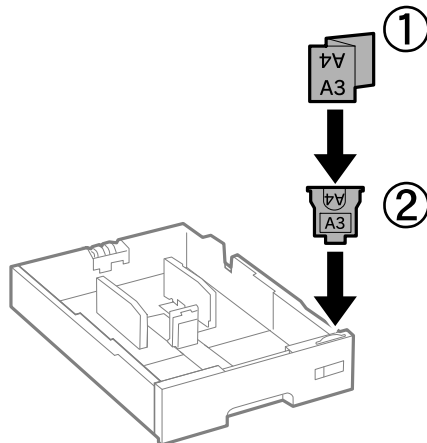
Depending on the configuration, some screws may be left over after assembly.

9. Secure the optional paper cassette unit and the printer at the back with the attachments and screws.

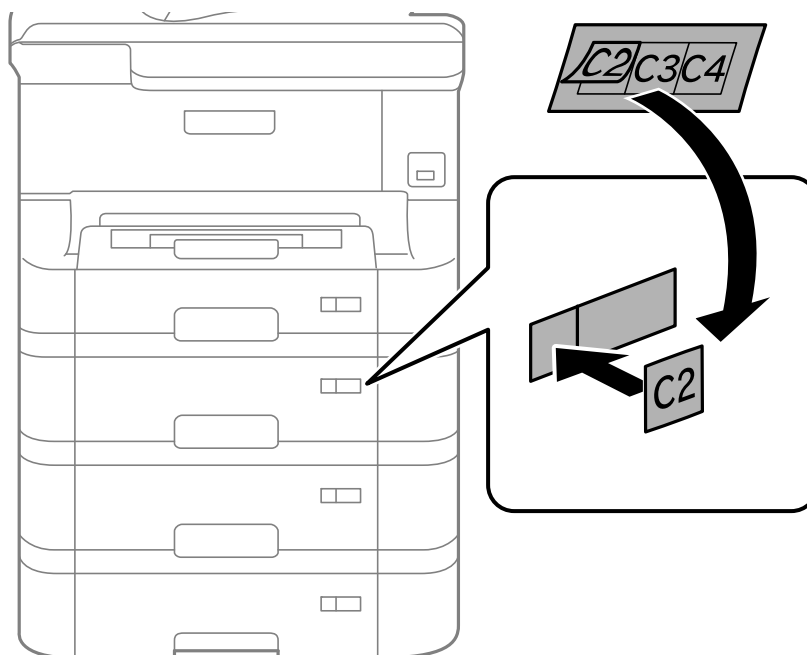



Appendix

10. Insert a label showing the size of the paper to be loaded in the cassette into the holder.



11. Insert the paper cassette, and then attach the output tray.
12. Place the sticker indicating the cassette number.



13. Reconnect the power cord and any other cables, and then plug in the printer.
14. Turn on the printer by pressing the  button.
15. Pull out and reinsert the optional paper cassette unit to check that the optional paper cassette unit is displayed on the **Paper Setup** screen.

Note:

When uninstalling the optional paper cassette unit, turn off the printer, unplug the power cord, disconnect any cables, and then perform the installation procedure in reverse.

Proceed with the printer driver settings.

Related Information

- ➔ [“Optional Paper Cassette Unit Code” on page 183](#)
- ➔ [“Installing the Optional Cabinet” on page 179](#)

Setting the Optional Paper Cassette Unit in the Printer Driver


To use the installed optional paper cassette unit, the printer driver needs to acquire the necessary information.

Setting the Optional Paper Cassette Unit in the Printer Driver - Windows**Note:**

Log on to your computer as an administrator.

1. Open the **Optional Settings** tab from the printer properties.
 - Windows 8.1/Windows 8/Windows Server 2012
Select **Desktop > Settings > Control Panel > View devices and printers in Hardware and Sound**. Right-click on your printer, or press and hold it, select **Printer properties**, and then click the **Optional Settings** tab.
 - Windows 7/Windows Server 2008 R2
Click the start button, and select **Control Panel > View devices and printers in Hardware and Sound**. Right-click on your printer, select **Printer properties**, and then click the **Optional Settings** tab.
 - Windows Vista/Windows Server 2008
Click the start button, and then select **Control Panel > Printers in Hardware and Sound**. Right-click on your printer, select **Property**, and then click **Optional Settings**.
 - Windows XP/Windows Server 2003 R2/Windows Server 2003
Click the start button, and select **Control Panel > Printers and Other Hardware > Printers and Faxes**. Right-click on your printer, select **Property**, and then click the **Optional Settings** tab.
2. Select **Acquire from Printer**, and then click **Get**.
Optional Paper Sources information is displayed in **Current Printer Information**.
3. Click **OK**.

Setting the Optional Paper Cassette Unit in the Printer Driver - Mac OS X

1. Select **System Preferences** from the  menu > **Printers & Scanners** (or **Print & Scan, Print & Fax**), and then select the printer. Click **Options & Supplies > Options** (or **Driver**).
2. Set **Lower Cassette** according to the number of paper cassettes.
3. Click **OK**.

Printer Sharing

Sharing the printer allows you to use the printer from other computers on the network.

The computer connected directly to the printer acts as a server. Other computers on the network access the "server" and share the printer.

See the computer's help for details.

Note:

To use the printer on a network, see the Network Guide.

Where to Get Help

Technical Support Web Site

If you need further help, visit the Epson support website shown below. Select your country or region and go to the support section of your local Epson website. The latest drivers, FAQs, manuals, or other downloadables are also available from the site.

<http://support.epson.net/>

<http://www.epson.eu/Support> (Europe)

If your Epson product is not operating properly and you cannot solve the problem, contact Epson support services for assistance.

Contacting Epson Support

Before Contacting Epson

If your Epson product is not operating properly and you cannot solve the problem using the troubleshooting information in your product manuals, contact Epson support services for assistance. If Epson support for your area is not listed below, contact the dealer where you purchased your product.

Epson support will be able to help you much more quickly if you give them the following information:

- Product serial number
(The serial number label is usually on the back of the product.)
- Product model
- Product software version
(Click **About**, **Version Info**, or a similar button in the product software.)
- Brand and model of your computer
- Your computer operating system name and version
- Names and versions of the software applications you normally use with your product

Note:

Depending on the product, the dial list data for fax 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.