

WF-C869R

User's Guide

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This code illustrates a sample implementation of the Arcfour algorithm.

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About This Manual

Introduction to the Manuals

The following manuals are supplied with your Epson printer. As well as the manuals, check the various types of help information available from the printer itself or from the Epson software applications.

- ❑ Important Safety Instructions (paper manual)
Provides you with instructions to ensure the safe use of this printer.
- ❑ Start Here (paper manual)
Provides you with information on setting up the printer and installing the software.
- ❑ User's Guide (digital manual)
This manual. Provides overall information and instructions on using the printer, on network settings when using the printer on a network, and on solving problems.
- ❑ Administrator's Guide (digital manual)
Provides network administrators with information on management and printer settings.

You can obtain the latest versions of the above manuals with the following methods.

- ❑ Paper manual
Visit the Epson Europe support website at <http://www.epson.eu/Support>, or the Epson worldwide support website at <http://support.epson.net/>.
- ❑ Digital manual
Start EPSON Software Updater on your computer. EPSON Software Updater checks for available updates of Epson software applications and the digital manuals, and allows you to download the latest ones.

Related Information

- ➔ [“EPSON Software Updater” on page 221](#)

Marks and Symbols

**Caution:**

Instructions that must be followed carefully to avoid bodily injury.

**Important:**

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

Note:

Provides complementary and reference information.

- ➔ Related Information

Links to related sections.

Descriptions Used in this Manual

- ❑ Screenshots of the printer driver and the Epson Scan 2 (scanner driver) screens are from Windows 10 or Mac OS X v10.11.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 10", "Windows 8.1", "Windows 8", "Windows 7", "Windows Vista", "Windows XP", "Windows Server 2012 R2", "Windows Server 2012", "Windows Server 2008 R2", "Windows Server 2008", "Windows Server 2003 R2", and "Windows Server 2003" refer to the following operating systems. Additionally, "Windows" is used to refer to all versions.

- ❑ Microsoft® Windows® 10 operating system
- ❑ Microsoft® Windows® 8.1 operating system
- ❑ Microsoft® Windows® 8 operating system
- ❑ Microsoft® Windows® 7 operating system
- ❑ Microsoft® Windows Vista® operating system
- ❑ Microsoft® Windows® XP operating system
- ❑ Microsoft® Windows® XP Professional x64 Edition operating system
- ❑ Microsoft® Windows Server® 2012 R2 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 v10.11.x" refers to OS X El Capitan, "Mac OS X v10.10.x" refers to OS X Yosemite, "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 v10.11.x", "Mac OS X v10.10.x", "Mac OS X v10.9.x", "Mac OS X v10.8.x", "Mac OS X v10.7.x", and "Mac OS X v10.6.8".

Important Instructions

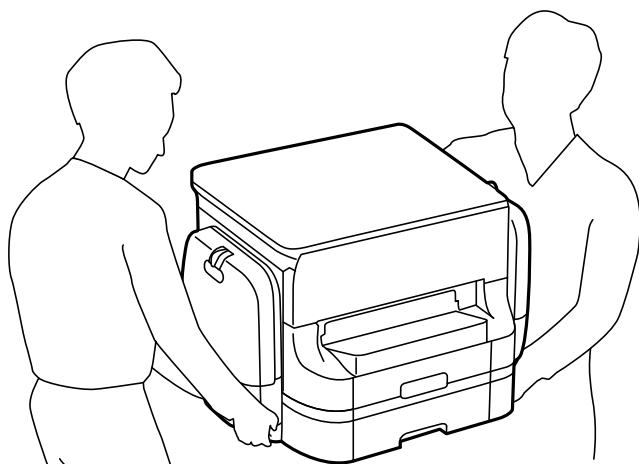
Safety Instructions

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

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

Important Instructions

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



- ❑ Be careful when you handle used ink supply units, 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 supply unit and the maintenance box; otherwise ink may get into your eyes or on your skin.
- ❑ Do not shake ink supply units too vigorously; otherwise ink may leak from the ink supply units.
- ❑ Keep ink supply units 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.

Important Instructions

- ❑ If you use an extension cord with the printer, make sure that the total ampere rating of the devices plugged into the extension cord does not exceed the cord's ampere rating. Also, make sure that the total ampere rating of all devices plugged into the wall outlet does not exceed the wall outlet's ampere rating.
- ❑ If you plan to use the printer in Germany, the building installation must be protected by a 10 or 16 amp circuit breaker to provide adequate short-circuit protection and over-current protection for the printer.
- ❑ When connecting the printer to a computer or other device with a cable, ensure the correct orientation of the connectors. Each connector has only one correct orientation. Inserting a connector in the wrong orientation may damage both devices connected by the cable.
- ❑ Place the printer on a flat, stable surface that extends beyond the base of the printer in all directions. The printer will not operate properly if it is tilted at an angle.
- ❑ When storing or transporting the printer, avoid tilting it, placing it vertically, or turning it upside down; otherwise ink may leak.
- ❑ Allow space above the printer so that you can fully raise the document cover.
- ❑ Leave enough space in front of the printer for the paper to be fully ejected.
- ❑ Avoid places subject to rapid changes in temperature and humidity. Also, keep the printer away from direct sunlight, strong light, or heat sources.
- ❑ Do not insert objects through the slots in the printer.
- ❑ Do not put your hand inside the printer during printing.
- ❑ Do not touch the white flat cable inside the printer.
- ❑ Do not use aerosol products that contain flammable gases inside or around the printer. Doing so may cause fire.
- ❑ Do not move the print head by hand; otherwise, you may damage the printer.
- ❑ Be careful not to trap your fingers when closing the 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 supply units are removed.
- ❑ If you are not going to use the printer for a long period, be sure to unplug the power cord from the electrical outlet.

Advisories and Warnings for Using the Printer with a Wireless Connection

- ❑ Radio waves from this printer may negatively affect the operation of medical electronic equipment, causing them to malfunction. When using this printer inside medical facilities or near medical equipment, follow directions from the authorized personnel representing the medical facilities, and follow all posted warnings and directions on the medical equipment.
- ❑ Radio waves from this printer may negatively affect the operation of automatically controlled devices such as automatic doors or fire alarms, and could lead to accidents due to malfunction. When using this printer near automatically controlled devices, follow all posted warnings and directions on these devices.

Important Instructions

Advisories and Warnings for Using the Touchscreen

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

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 absolutely sure both stands are attached securely, otherwise the printer may fall.
- 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.

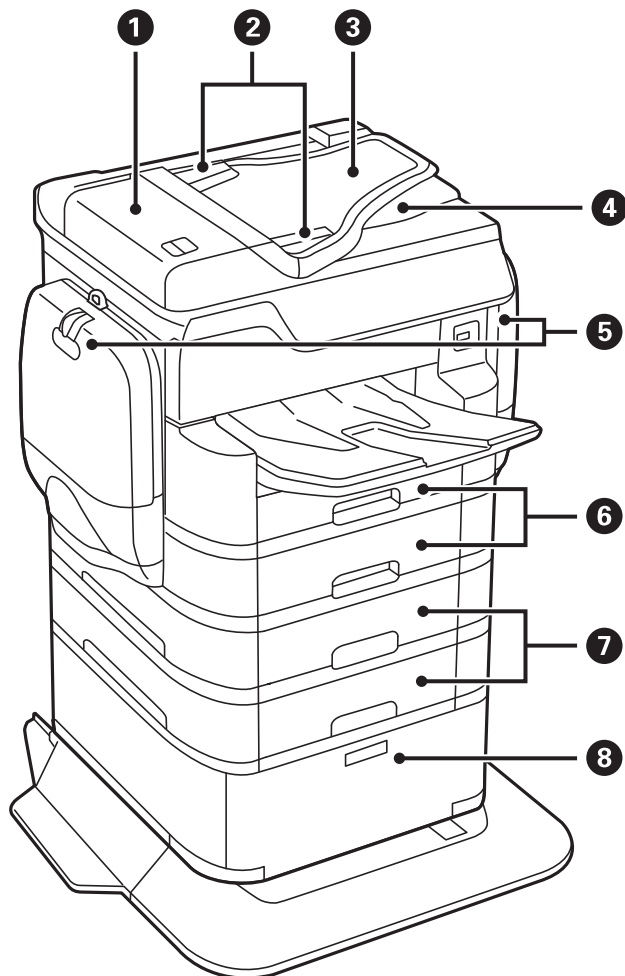
Protecting Your Personal Information

When you give the printer to someone else or dispose of it, erase all the personal information stored in the printer's memory by selecting the menus on the control panel as described below.

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

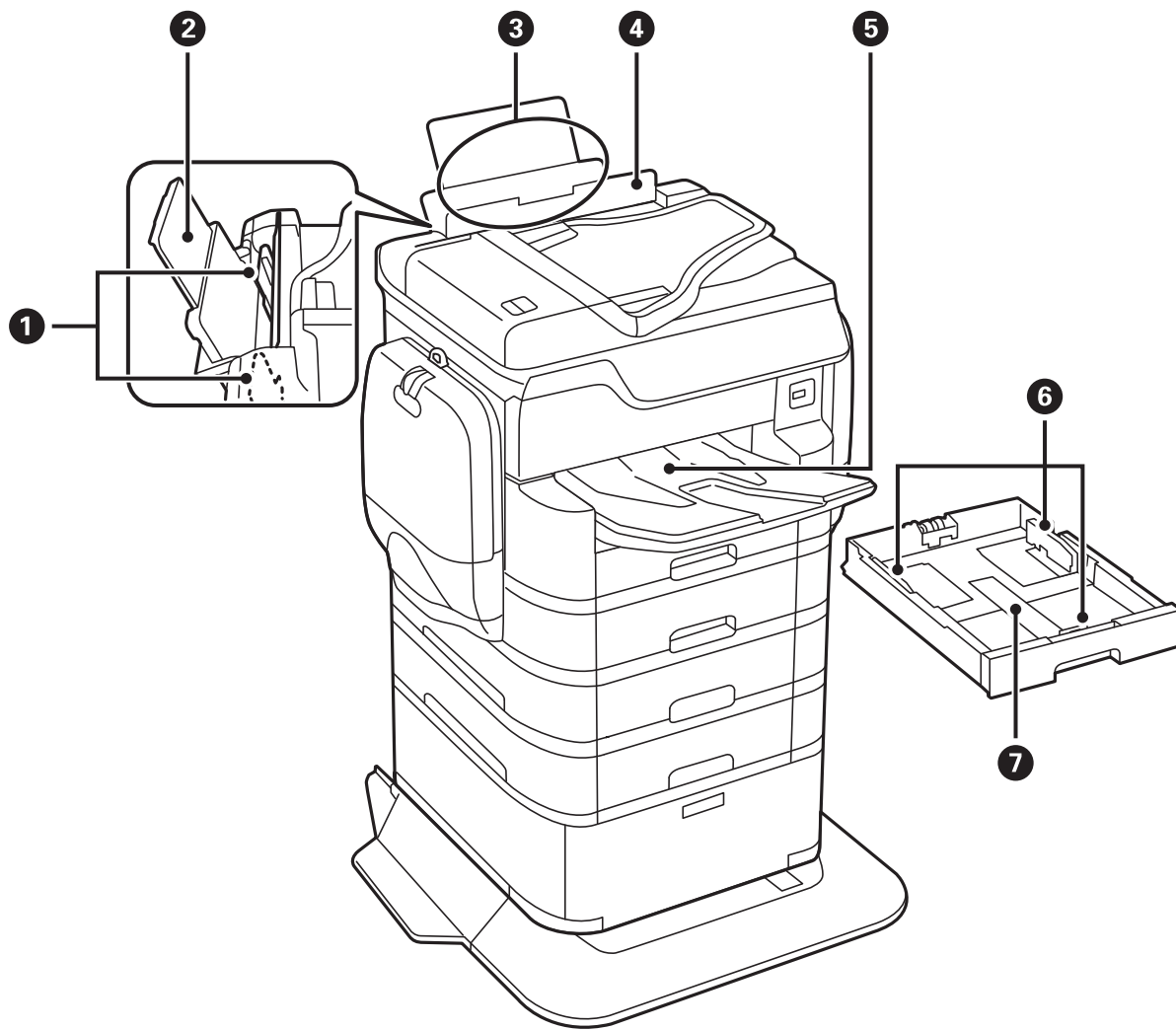
Printer Basics

Part Names and Functions



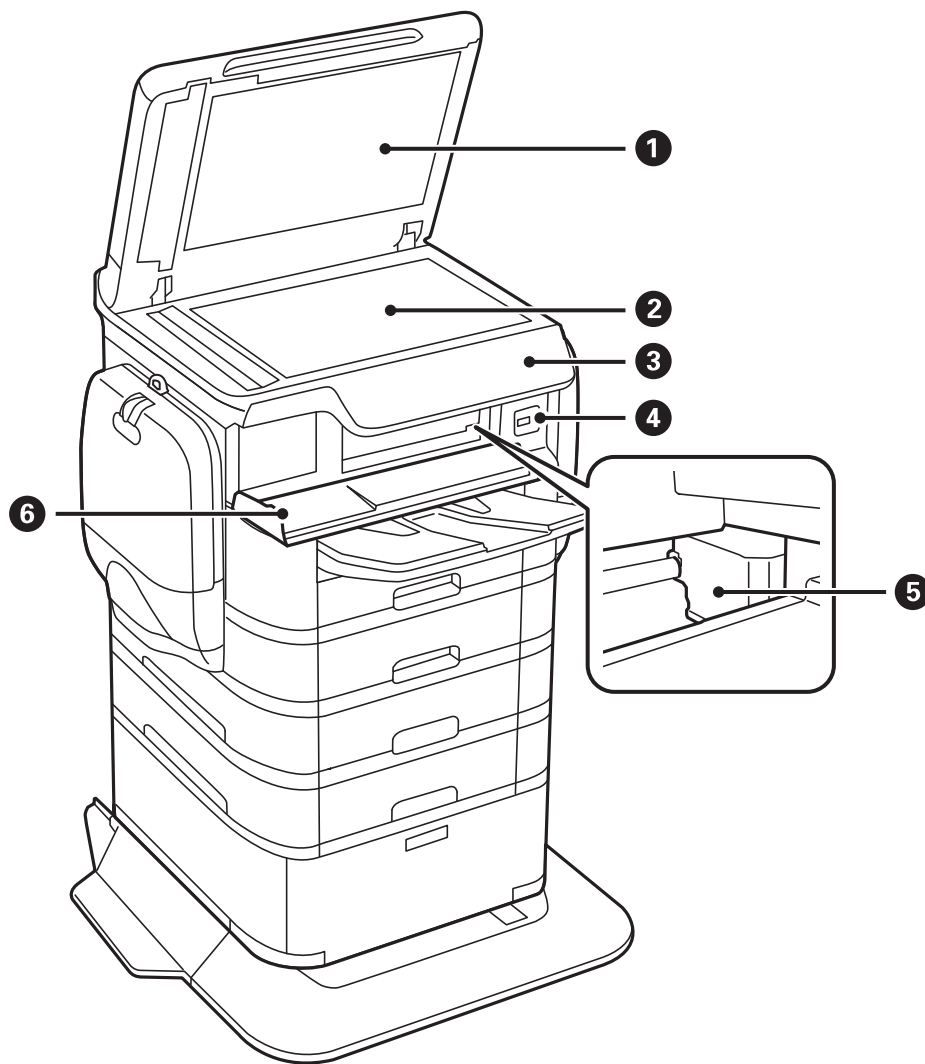
①	ADF (Automatic Document Feeder) cover (F)	Open when removing jammed originals in the ADF.
②	ADF edge guides	Feed originals straight into the printer. Slide to the edges of the originals.
③	ADF input tray (F)	Feeds originals automatically.
④	ADF output tray	Holds originals ejected from the ADF.
⑤	Ink cases (P1, P2)	Insert the ink supply units.
⑥	Paper cassette 1, Paper cassette 2 (C1, C2)	Loads paper.
⑦	Paper cassette 3, Paper cassette 4 (C3, C4)	Optional paper cassette units. Loads paper.
⑧	Cabinet	Optional cabinet. Stores paper or other consumables.

Printer Basics



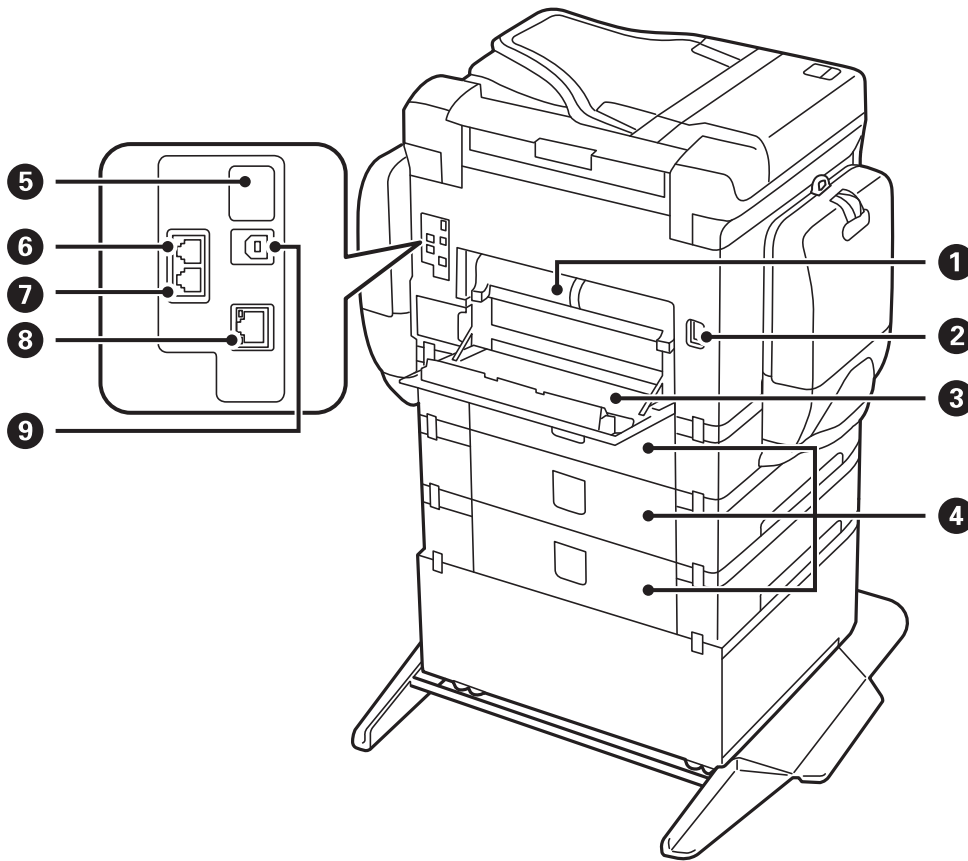
①	Edge guides	Feed the paper straight into the printer. Slide to the edges of the paper.
②	Paper support	Supports loaded paper.
③	Rear paper feed (B1)	Loads paper.
④	Feeder guard	Prevents foreign substance from entering the printer. Usually keep this guard closed.
⑤	Output tray	Holds the ejected paper.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

Printer Basics



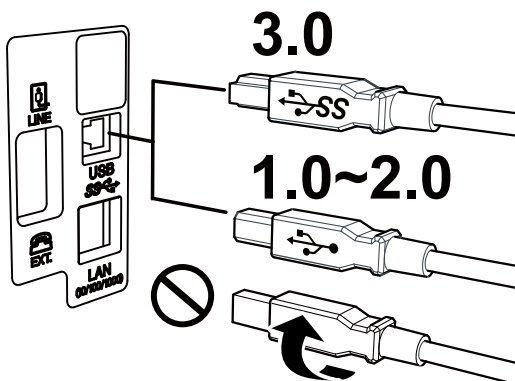
①	Document cover	Blocks external light while scanning.
②	Scanner glass	Scans placed originals.
③	Control panel	Indicates the printer's status and allows you to make print settings.
④	External interface USB port	Connects memory devices.
⑤	Print head	Fires ink.
⑥	Front cover (A)	Open when removing jammed paper inside the printer.

Printer Basics



! Important:

Note the insertion direction when using a USB 1.0 to 2.0 cable, otherwise the printer may be damaged.



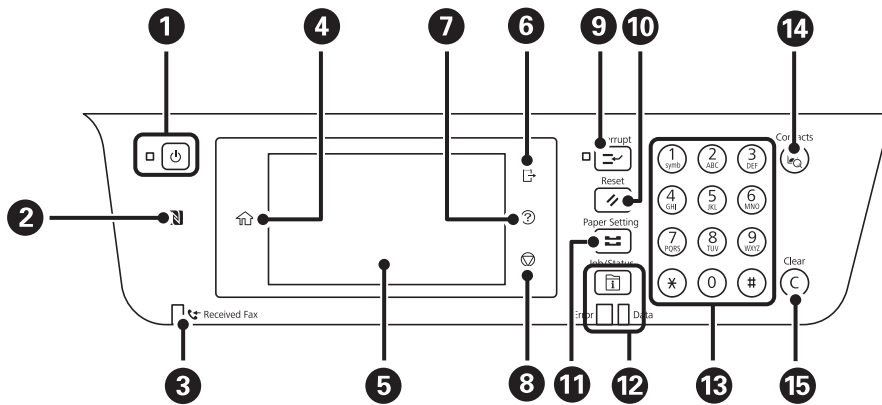
①	Rear cover 2 (D2)	Remove when removing jammed paper.
②	AC inlet	Connects the power cord.
③	Rear cover 1 (D1)	Open when replacing the maintenance box or maintenance rollers, or removing jammed paper.
④	Rear cover (E)	Cover for optional paper cassette units. Open when replacing the maintenance rollers or removing jammed paper.

Printer Basics

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

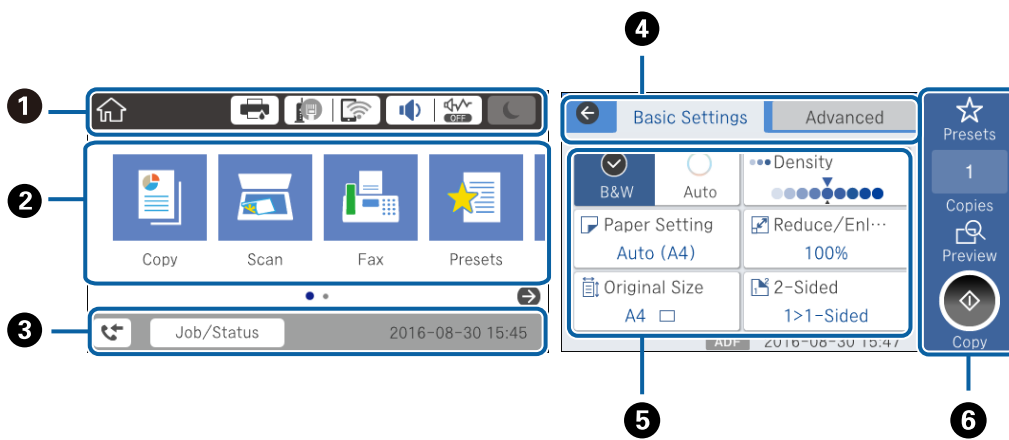


1	Turns the printer on or off. Unplug the power cord when the power light is off.
2	Pass a smart device over this mark to print or scan from the smart device directly.
3	Turns on when received documents that have not yet been read, printed, or saved, are stored in the printer's memory.
4	Displays the home screen.
5	Displays menus and messages.
6	Logs you out if you log in to a printer on which Access Control is set to On. This menu is not available when the user restriction feature is disabled.
7	Displays the solutions when you are in trouble.
8	Stops the current operation.
9	Pauses the current job and allows you to interrupt another job. Press this button again to restart a paused job.
10	Resets the current settings to user default settings. If user default settings have not been made, resets to the factory default.
11	Displays the Paper Setting screen. You can select the paper size and paper type settings for each paper source.

Printer Basics

12	Displays the Job/Status menu. You can check the printer's status and job history. The error light on the left flashes or turns on when an error occurs. The data light on the right flashes when the printer is processing data. It turns on when there are queued jobs.
13	Enters numbers, characters, and symbols.
14	Displays the Contacts list. You can register, edit or delete the contacts.
15	Clears number settings such as the number of copies.


Basic Screen Configuration



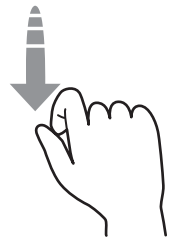
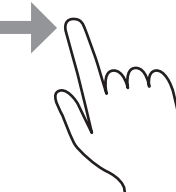
1	Indicates items that have been setup for the printer as icons. Tap to check the current settings or access each setting menu.
2	Displays each mode. You can add or change the sequence.
3	Indicates an ongoing job and the printer's status. Tap message to display the Job/Status menu. Displays the date and time when the printer is not working or there are no errors.
4	Switch tabs.
5	Indicates the setting items. Tap each item to set or change the settings. The grayed out items are not available. Tap the item to check why they are unavailable.
6	Execute the current settings. Available functions vary depending on each mode.

Touch Screen Operations

The touchscreen is compatible with the following operations.
























Tap		Press or select the items or the icons.
-----	---	---

Printer Basics













Flick		Scroll the screen swiftly.
Slide		Hold and move the items around.

Icons displayed in the LCD Screen

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

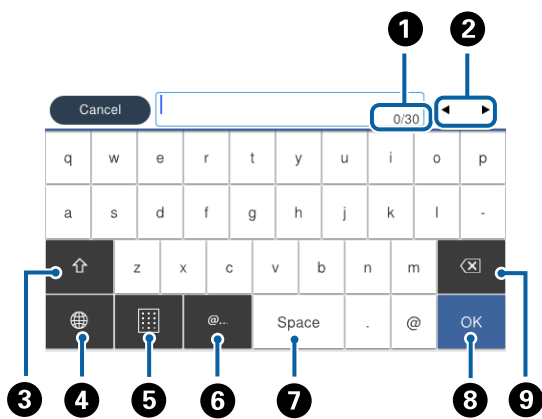
	<p>Displays the Supply Status screen.</p> <p>You can check the approximate ink levels and the approximate service life of the maintenance box.</p>														
	<p>Indicates the network connection status.</p> <p>Tap the icon to check and change the current settings. This is the shortcut for the following menu. Settings > General Settings > Network Settings > Wi-Fi Setup</p> <table border="1" data-bbox="351 1164 1439 1749"> <tr> <td data-bbox="351 1164 430 1238">  </td> <td data-bbox="430 1164 1439 1238">The printer is not connected to a wired (Ethernet) network or unset it.</td> </tr> <tr> <td data-bbox="351 1238 430 1312">  </td> <td data-bbox="430 1238 1439 1312">The printer is connected to a wired (Ethernet) network.</td> </tr> <tr> <td data-bbox="351 1312 430 1386">  </td> <td data-bbox="430 1312 1439 1386">The printer is not connected to a wireless (Wi-Fi) network.</td> </tr> <tr> <td data-bbox="351 1386 430 1460">  </td> <td data-bbox="430 1386 1439 1460">The printer is searching for SSID, unset IP address, or having a problem with a wireless (Wi-Fi) network.</td> </tr> <tr> <td data-bbox="351 1460 430 1610">  </td> <td data-bbox="430 1460 1439 1610"> <p>The printer is connected to a wireless (Wi-Fi) network.</p> <p>The number of bars indicates the signal strength of the connection. The more bars there are, the stronger the connection.</p> </td> </tr> <tr> <td data-bbox="351 1610 430 1684">  </td> <td data-bbox="430 1610 1439 1684">The printer is not connected to a wireless (Wi-Fi) network in Wi-Fi Direct (Simple AP) mode.</td> </tr> <tr> <td data-bbox="351 1684 430 1749">  </td> <td data-bbox="430 1684 1439 1749">The printer is connected to a wireless (Wi-Fi) network in Wi-Fi Direct (Simple AP) mode.</td> </tr> </table>		The printer is not connected to a wired (Ethernet) network or unset it.		The printer is connected to a wired (Ethernet) network.		The printer is not connected to a wireless (Wi-Fi) network.		The printer is searching for SSID, unset IP address, or having a problem with a wireless (Wi-Fi) network.		<p>The printer is connected to a wireless (Wi-Fi) network.</p> <p>The number of bars indicates the signal strength of the connection. The more bars there are, the stronger the connection.</p>		The printer is not connected to a wireless (Wi-Fi) network in Wi-Fi Direct (Simple AP) mode.		The printer is connected to a wireless (Wi-Fi) network in Wi-Fi Direct (Simple AP) mode.
	The printer is not connected to a wired (Ethernet) network or unset it.														
	The printer is connected to a wired (Ethernet) network.														
	The printer is not connected to a wireless (Wi-Fi) network.														
	The printer is searching for SSID, unset IP address, or having a problem with a wireless (Wi-Fi) network.														
	<p>The printer is connected to a wireless (Wi-Fi) network.</p> <p>The number of bars indicates the signal strength of the connection. The more bars there are, the stronger the connection.</p>														
	The printer is not connected to a wireless (Wi-Fi) network in Wi-Fi Direct (Simple AP) mode.														
	The printer is connected to a wireless (Wi-Fi) network in Wi-Fi Direct (Simple AP) mode.														

Printer Basics

	<p>Displays the Device Sound Settings screen. You can set Mute and Quiet Mode.</p> <p>You can also access the Sound menu from this screen. This is the shortcut for the following menu.</p> <p>Settings > General Settings > Basic Settings > Sound</p>
 	<p>Indicates whether or not Quiet Mode is set for the printer. When this feature is enabled, the noise made by printer operations is reduced, but print speed may slow down. However, noises may not be reduced depending on the selected paper type and print quality.</p>
	<p>Indicates that Mute is set for the printer.</p>
	<p>Tap the icon to enter sleep mode. When the icon is grayed out, the printer cannot enter sleep mode.</p>
	<p>Indicates that the user restriction feature is enabled. Tap this icon to log in to the printer. You need to select a user name and then enter a password. Contact your printer administrator for login information.</p>
	<p>Indicates that a user with access permission has logged in.</p> <p>Tap the icon to logout.</p>
	<p>Displays the Fax Data Information screen.</p>
	<p>Indicates that the settings have been changed from the user default or the factory default.</p>
	<p>Indicates that there is additional information. Tap the icon to displays the message.</p>
	<p>Indicates a problem with the items. Tap the icon to check how to solve the problem.</p>
	<p>Indicates that there is data that has not yet been read, printed, or saved. The number displayed indicates the number of data items.</p>

Entering Characters

You can enter characters and symbols by using on-screen keyboard when you register a contact, make network settings, and so on.




Note:
 Available icons vary depending on the setting item.

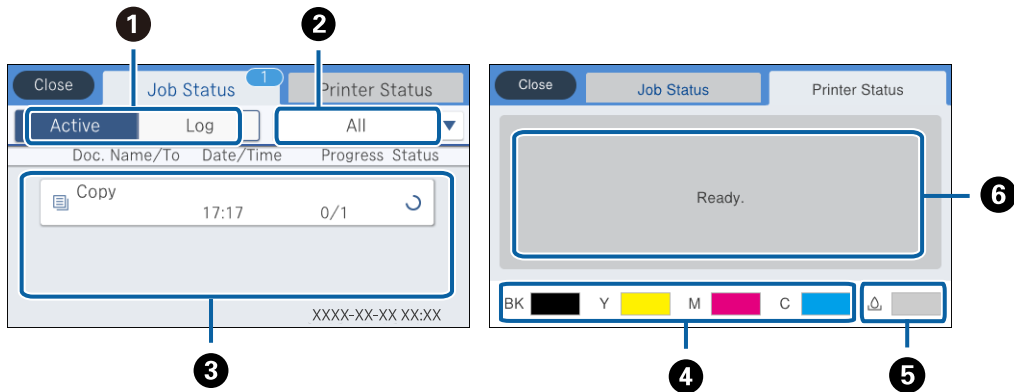
<p>1</p>	<p>Indicates the character count.</p>
<p>2</p>	<p>Moves the cursor to the input position.</p>

Printer Basics

3	Switches between upper case and lower case or numbers and symbols.
4	Switches the character type. You can enter alphanumerics, symbols, and special characters such as umlauts and accents.
5	Changes the keyboard layout.
6	Enters frequently used email domain addresses or URLs by simply selecting the item.
7	Enters a space.
8	Enters character.
9	Deletes a character to the left.

Job/Status Screen Configuration

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




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

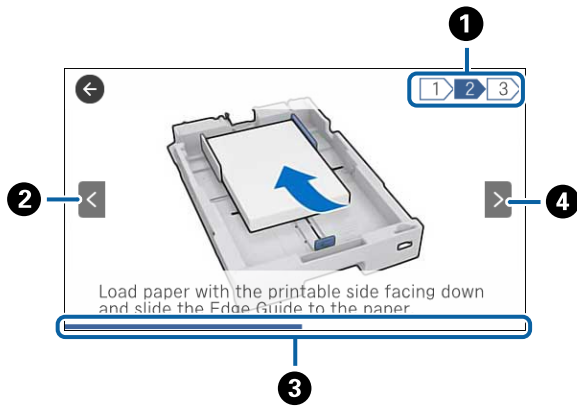
Related Information

➔ [“Error Code on the Status Menu” on page 231](#)

Viewing Animations

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


- ❑ Tap  on the right of the LCD screen: Displays the help screen. Tap **How To** and select the items that you want to view.
- ❑ Tap **How To** at the bottom of the operation screen: Displays the context-sensitive animation.




❶	Indicates the total number of steps and the current step number. In the example above, it shows step 2 from 3 steps.
❷	Returns to the previous step.
❸	Indicates your progress through the current step. The animation repeats when the progress bar reaches the end.
❹	Moves to next step.


Registering Your Favorite Settings as a Preset

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


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

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

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

To change the registered settings, change the settings on the screen for each feature and tap . Tap **Register on Presets** and then select the target that you want to overwrite.

Menu Options for Presets

Tap  on the registered preset to display the details of the registered settings. You can change the registered name by tapping the name on the details screen.

Printer Basics



Delete the registered preset.

Add /Remove:

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

Use This Setting:

Load the registered preset.

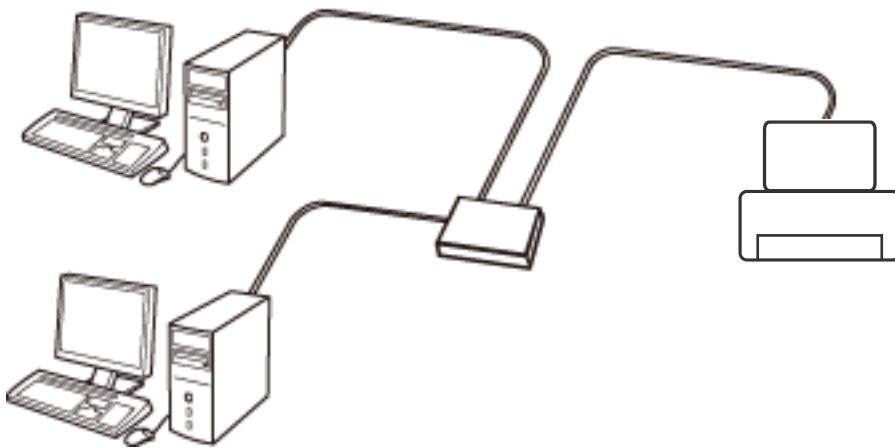
Network Settings

Network Connection Types

You can use the following connection methods.

Ethernet Connection

Connect the printer to a hub with an Ethernet cable.

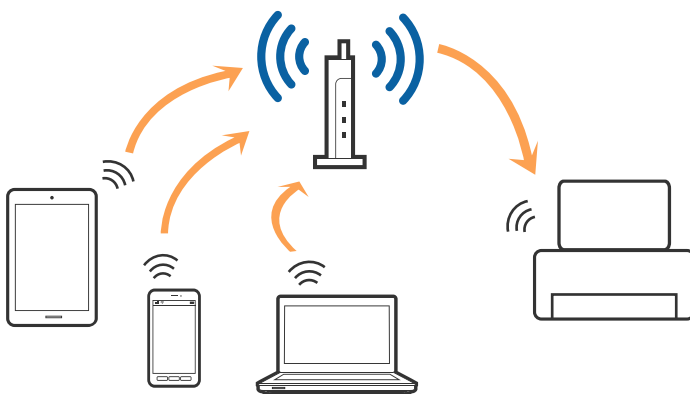


Related Information

➔ [“Making Advanced Network Settings” on page 34](#)

Wi-Fi Connection

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



Related Information

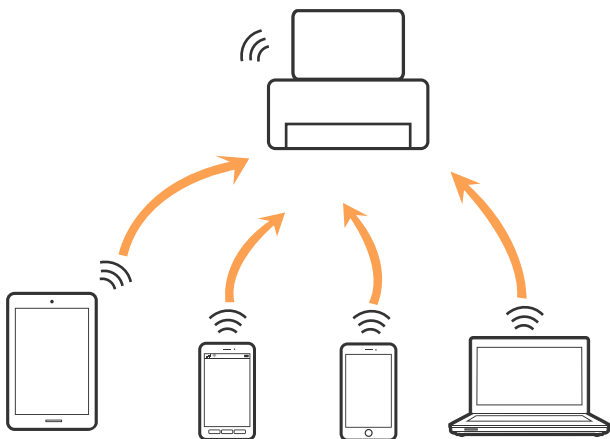
- ➔ “Connecting to a Computer” on page 28
- ➔ “Connecting to a Smart Device” on page 30
- ➔ “Making Wi-Fi Settings from the Printer” on page 30

Wi-Fi Direct (Simple AP) Connection

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

Note:

Wi-Fi Direct (Simple AP) connection is a connection method designed to replace Ad Hoc mode.



The printer can be connected by Wi-Fi or Ethernet, and Wi-Fi Direct (Simple AP) connection simultaneously. However, if you start a network connection in Wi-Fi Direct (Simple AP) connection when the printer is connected by Wi-Fi, the Wi-Fi is temporarily disconnected.

Related Information

- ➔ “Making Wi-Fi Direct (Simple AP) Connection Settings” on page 34

Connecting to a Computer

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

- Setting up from the website

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

<http://epson.sn>

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

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

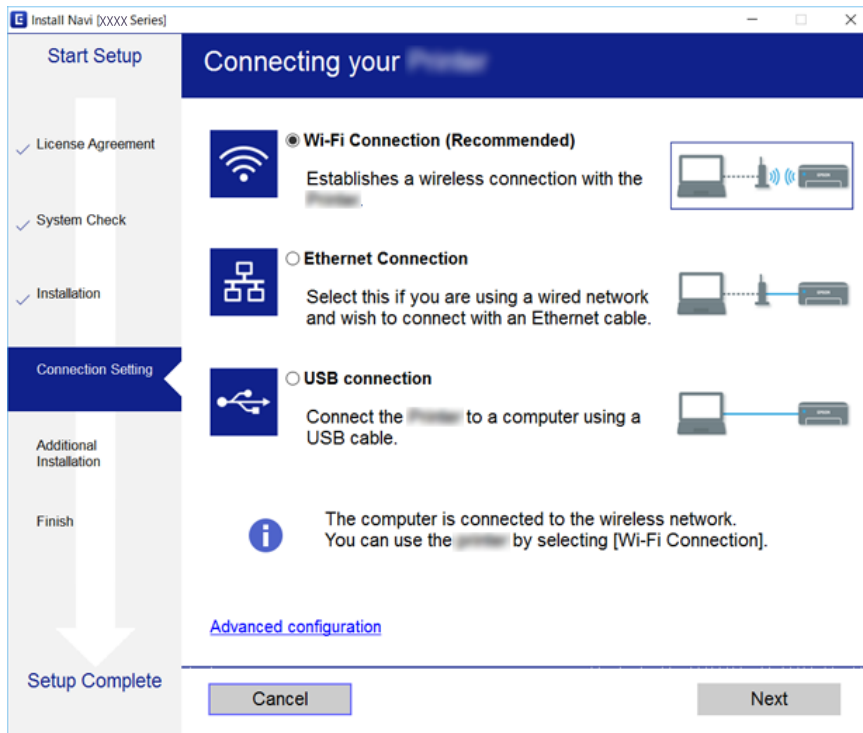
Network Settings

Selecting the Connection Methods

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

Windows

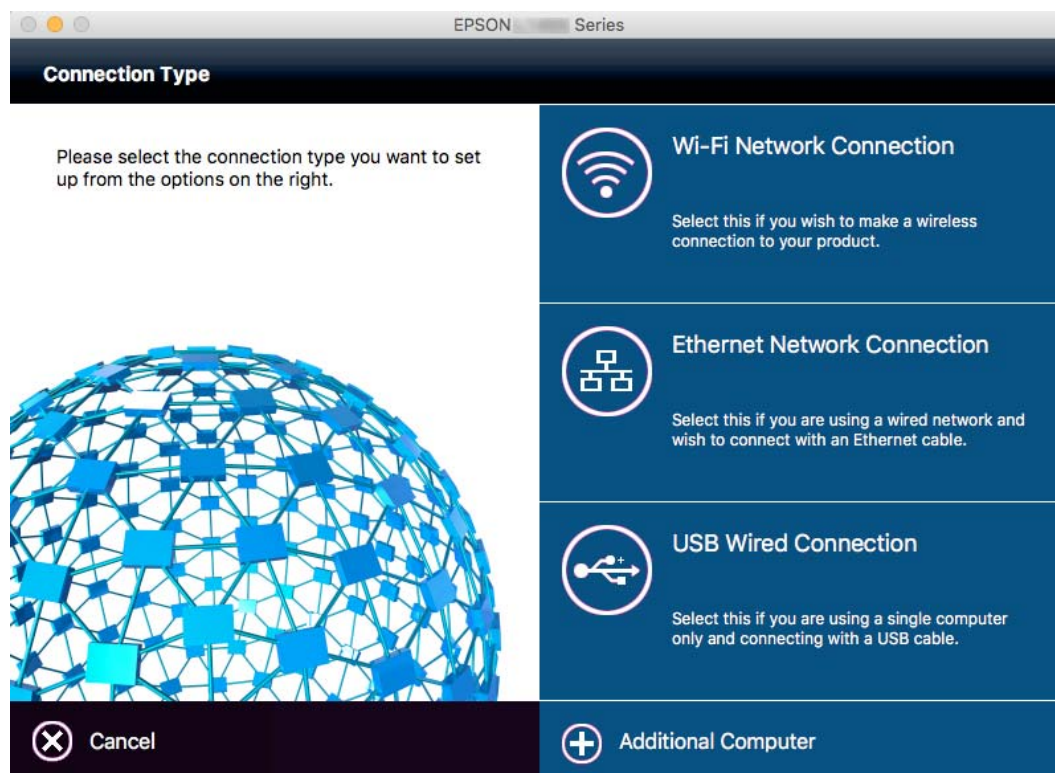
Select the connection type and then click **Next**.



Network Settings

❑ Mac OS X

Select the connection type.



Follow the on-screen instructions. The necessary software is installed.

Connecting to a Smart Device

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

<http://epson.sn> > Setup

Note:

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

Making Wi-Fi Settings from the Printer

You can make network settings from the printer's control panel in several ways. Choose the connection method that matches the environment and conditions that you are using. If you know the information for the access point such as SSID and password, you can make settings manually. If the access point supports WPS, you can make settings by using push button setup.

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

Network Settings

Related Information

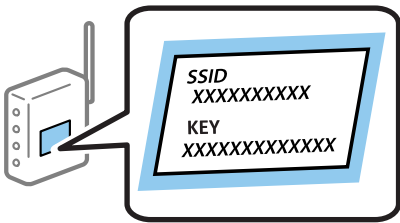
- ➔ “Making Wi-Fi Settings Manually” on page 31
- ➔ “Making Wi-Fi Settings by Push Button Setup (WPS)” on page 32
- ➔ “Making Wi-Fi Settings by PIN Code Setup (WPS)” on page 33
- ➔ “Making Wi-Fi Direct (Simple AP) Connection Settings” on page 34



Making Wi-Fi Settings Manually

You can manually set up the information necessary to connect to an access point from the printer's control panel. To set up manually, you need the SSID and password for an access point.

Note:

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



1. Tap  |  on the home screen.
2. Tap **Router**.
3. Tap **Start Setup**.

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

4. Tap **Wi-Fi Setup Wizard**.
5. Select the SSID for the access point.

Note:

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

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

6. Tap the **Enter Password** field, and then enter the password.

Note:

The password is case-sensitive.

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

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

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

Network Settings

8. Tap **OK** to finish.

Note:

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

9. Tap **Close** on the network connection settings screen.

Related Information

- ➔ [“Entering Characters” on page 23](#)
- ➔ [“Checking the Network Connection Status” on page 36](#)
- ➔ [“When You Cannot Make Network Settings” on page 242](#)



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

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

- The access point is compatible with WPS (Wi-Fi Protected Setup).
- The current Wi-Fi connection was established by pressing a button on the access point.

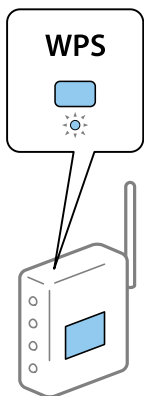
Note:

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

1. Tap  |  on the home screen.
2. Tap **Router**.
3. Tap **Start Setup**.

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

4. Tap **Push Button Setup(WPS)**.
5. Hold down the [WPS] button on the access point until the security light flashes.



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

6. Tap **Start Setup**.

Network Settings

7. Tap **Close**.

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

Note:

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

8. Tap **Close** on the network connection settings screen.

Related Information

- ➔ [“Checking the Network Connection Status” on page 36](#)
- ➔ [“When You Cannot Make Network Settings” on page 242](#)

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

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

1. Tap  |  on the home screen.

2. Tap **Router**.

3. Tap **Start Setup**.

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

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

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

Note:

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

6. Tap **Start Setup**.

7. Tap **Close**.

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

Note:

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

8. Tap **Close** on the network connection settings screen.

Related Information



- ➔ [“Checking the Network Connection Status” on page 36](#)
- ➔ [“When You Cannot Make Network Settings” on page 242](#)

Making Wi-Fi Direct (Simple AP) Connection Settings

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

Important:

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

1. Tap  |  on the home screen.
2. Tap **Wi-Fi Direct**.
3. Tap **Start Setup**.
If you have made Wi-Fi settings, the detailed connection information is displayed. Go to step 5.
4. Tap **Start Setup**.
5. Check the SSID and password displayed on the printer's control panel. On the computer's network connection screen or the smart device's Wi-Fi screen, select the SSID shown on the printer's control panel to connect.

Note:

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

6. Enter the password displayed on the printer's control panel on the computer or smart device.
7. After the connection is established, tap **OK** or **Close** on the printer's control panel.

Note:

You can also make Wi-Fi Direct (Simple AP) connection settings from a smart device. See *Tips* on the following Web site.

<http://epson.sn> > **Support**

Related Information

- ➔ [“Checking the Network Connection Status” on page 36](#)
- ➔ [“When You Cannot Make Network Settings” on page 242](#)

Making Advanced Network Settings

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

1. Tap **Settings** on the home screen.
2. Tap **General Settings** > **Network Settings** > **Advanced**.

Network Settings

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

Related Information

- ➔ [“Setting Items for Advanced Network Settings” on page 35](#)

Setting Items for Advanced Network Settings

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

Device Name

You can enter the following characters.

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

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

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

- Characters you cannot use at the bottom: -

TCP/IP

Auto

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

Manual

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

Proxy Server

Do Not Use

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

Use

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

Email Server

Server Settings

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

Connection Check

You can check the connection for e-mail server. See *Administrator's Guide* if an error occurs when performing **Connection Check**.

IPv6 Address

Enable

Select this when using an IPv6 address.

Disable

Select this when using an IPv4 address.

Network Settings

- MS Network Sharing
 - Enable
 - Use MS Network service.
 - Disable
 - Disables the MS Network service.
 - File Sharing
 - Enables or disables the file sharing function.
- NFC
 - Enable
 - Enables the printer's NFC function. You can print and scan by touching the smart device to the N-Mark.
 - Disable
 - Disables the printer's NFC function.
- Link Speed & Duplex
 - Select an appropriate Ethernet speed and duplex setting. If you select a setting other than Auto, make sure the setting corresponds to the settings on the hub you are using.
 - Auto
 - 10BASE-T Half Duplex
 - 10BASE-T Full Duplex
 - 100BASE-TX Half Duplex
 - 100BASE-TX Full Duplex
- Redirect HTTP to HTTPS
 - Enable
 - Enables the redirect function for HTTP to HTTPS.
 - Disable
 - Disables the redirect function for HTTP to HTTPS.
- Disable IPsec/IP Filtering
 - Disables the IPsec/IP filtering function if you cannot connect to the printer because of the security settings.
- Disable IEEE802.1X
 - Disables the IEEE802.1X function if you cannot connect to the printer because of the security settings.

Checking the Network Connection Status

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

Network Icon

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



Related Information

➔ [“Icons displayed in the LCD Screen” on page 22](#)

Checking Detailed Network Information from the Control Panel

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

1. Tap **Settings** on the home screen.
2. Tap **General Settings** > **Network Settings** > **Network Status**.
3. To check the information, select the menus that you want to check.
 - Wired LAN/Wi-Fi Status**
Displays the network information (device name, connection, signal strength, obtain IP address, and so on) for Ethernet or Wi-Fi connections.
 - Wi-Fi Direct Status**
Displays whether Wi-Fi Direct is enabled or disabled, and the SSID, password and so on for Wi-Fi Direct connections.
 - Email Server Status**
Displays the network information for email server.
 - Print Status Sheet**
Prints a network status sheet. The information for Ethernet, Wi-Fi, Wi-Fi Direct, and so on is printed on two or more pages.

Printing a Network Connection Report

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

1. Load papers.
2. Tap **Settings** on the home screen.

Network Settings

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

The connection check starts.

4. Tap **Print Check Report**.

5. Tap **Print** to print the network connection report.

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

6. Tap **Close**.

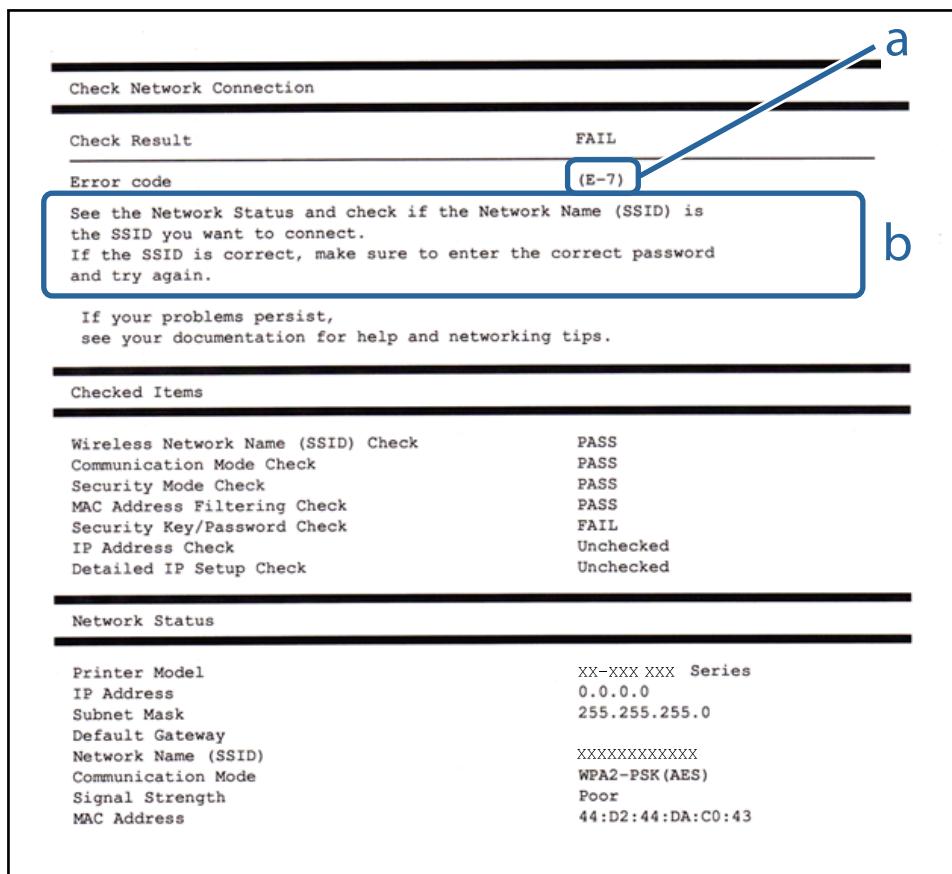
The screen automatically closes after a specific length of time if you do not tap **Close**.

Related Information

- ➔ [“Messages and Solutions on the Network Connection Report” on page 38](#)

Messages and Solutions on the Network Connection Report

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



a. Error code

b. Messages on the Network Environment

Network Settings

a. Error code

Code	Solution
E-1	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure that the Ethernet cable is connected to the printer, a hub, or other network devices. <input type="checkbox"/> Make sure that the hub or other network devices are turned on.
E-2 E-3 E-7	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure that the access point is turned on. <input type="checkbox"/> Check that the computer or other devices are connected correctly to the access point. <input type="checkbox"/> Place the printer close to the access point. Remove any obstacles between them. <input type="checkbox"/> If you have entered the SSID manually, check if it is correct. Check the SSID from the Network Status part on the network connection report. <input type="checkbox"/> To establish a network using push button setup, check that the access point supports WPS. If it does not support WPS, you cannot establish a network using push button setup. <input type="checkbox"/> Check that only ASCII characters (alphanumeric characters and symbols) are used for the SSID. The printer cannot display an SSID which contains any characters other than ASCII characters. <input type="checkbox"/> Check the SSID and password before connecting to the access point. If you are using an access point with its default settings, the SSID and password are on the label. If you do not know the SSID and password, contact the person who set up the access point, or see the documentation provided with the access point. <input type="checkbox"/> When you want to connect to an SSID generated using the tethering function on a smart device, check the SSID and password in the documentation provided with the smart device. <input type="checkbox"/> If the Wi-Fi connection is suddenly disconnected, check the following. If any of these are applicable, reset the network settings using the installer. You can run it from the following website. http://epson.sn > Setup <ul style="list-style-type: none"> <input type="checkbox"/> Another smart device was added to the network using push button setup. <input type="checkbox"/> The Wi-Fi network was set up using any method other than push button setup.
E-5	<p>Make sure the access point's security type is set to one of the following. If it is not, change the security type on the access point, and then reset the printer's network settings.</p> <ul style="list-style-type: none"> <input type="checkbox"/> WEP-64 bit (40 bit) <input type="checkbox"/> WEP-128 bit (104 bit) <input type="checkbox"/> WPA PSK (TKIP/AES)* <input type="checkbox"/> WPA2 PSK (TKIP/AES)* <input type="checkbox"/> WPA (TKIP/AES) <input type="checkbox"/> WPA2 (TKIP/AES) <p>* : WPA PSK is also known as WPA Personal. WPA2 PSK is also known as WPA2 Personal.</p>
E-6	<ul style="list-style-type: none"> <input type="checkbox"/> Check if the MAC address filtering is disabled. If it is enabled, register the printer's MAC address so that it is not filtered. See the documentation provided with the access point for details. You can check the printer's MAC address from the Network Status part on the network connection report. <input type="checkbox"/> If the access point's shared authentication is enabled on the WEP security method, make sure the authentication key and index are correct.
E-8	<ul style="list-style-type: none"> <input type="checkbox"/> Enable DHCP on the access point when the printer's Obtain IP Address is set to Auto. <input type="checkbox"/> If the printer's Obtain IP Address is set to Manual, the IP address you manually set is out of range (for example: 0.0.0.0) and it is disabled. Set a valid IP address from printer's control panel or Web Config.

Network Settings

Code	Solution
E-9	<p>Check the following.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Devices are turned on. <input type="checkbox"/> You can access the Internet and other computers or network devices on the same network from the devices you want to connect to the printer. <p>If it still does not work after checking the above, reset the network settings using the installer. You can run it from the following website.</p> <p>http://epson.sn > Setup</p>
E-10	<p>Check the following.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Other devices on the network are turned on. <input type="checkbox"/> Network addresses (IP address, subnet mask, and default gateway) are correct if you have set the printer's Obtain IP Address to Manual. <p>Reset the network address if these are incorrect. You can check the IP address, subnet mask, and default gateway from the Network Status part on the network connection report.</p> <p>When DHCP is enabled, change the printer's Obtain IP Address to Auto. If you want to set the IP address manually, check the printer's IP address from the Network Status part on the network connection report, and then select Manual on the network settings screen. Set the subnet mask to [255.255.255.0].</p>
E-11	<p>Check the following.</p> <ul style="list-style-type: none"> <input type="checkbox"/> The default gateway address is correct when you set the printer's TCP/IP Setup to Manual. <input type="checkbox"/> The device that is set as the default gateway is turned on. <p>Set the correct default gateway address. You can check the default gateway address from the Network Status part on the network connection report.</p>
E-12	<p>Check the following.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Other devices on the network are turned on. <input type="checkbox"/> The network addresses (IP address, subnet mask, and default gateway) are correct if you are entering them manually. <input type="checkbox"/> The network addresses for other devices (subnet mask and default gateway) are the same. <input type="checkbox"/> The IP address does not conflict with other devices. <p>If it still does not work after checking the above, try the following.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make network settings on the computer that is on the same network as the printer using the installer. You can run it from the following website. <p>http://epson.sn > Setup</p> <ul style="list-style-type: none"> <input type="checkbox"/> You can register several passwords on an access point that uses the WEP security type. If several passwords are registered, check if the first registered password is set on the printer.

Network Settings

Code	Solution
E-13	<p>Check the following.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Network devices such as an access point, hub, and router are turned on. <input type="checkbox"/> The TCP/IP Setup for network devices has not been set up manually. (If the printer's TCP/IP Setup is set automatically while the TCP/IP Setup for other network devices is performed manually, the printer's network may differ from the network for other devices.) <p>If it still does not work after checking the above, try the following.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make network settings on the computer that is on the same network as the printer using the installer. You can run it from the following website. http://epson.sn > Setup <input type="checkbox"/> You can register several passwords on an access point that uses the WEP security type. If several passwords are registered, check if the first registered password is set on the printer.

b. Messages on the Network Environment

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

Related Information

- ➔ [“Connecting to a Computer” on page 28](#)
- ➔ [“Web Config” on page 214](#)
- ➔ [“When You Cannot Make Network Settings” on page 242](#)

Printing a Network Status Sheet

You can check the detailed network information by printing it.

1. Load papers.
2. Tap **Settings** on the home screen.
3. Tap **General Settings** > **Network Settings** > **Network Status**.
4. Tap **Print Status Sheet**.

Network Settings

5. Check the message, and then tap **Print**.

The network status sheet is printed.

6. Tap **Close**.

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

Replacing or Adding New Access Points

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

Related Information

➔ [“Changing the Connection Method to a Computer” on page 42](#)

Changing the Connection Method to a Computer

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

- Setting up from the website

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

<http://epson.sn>

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

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

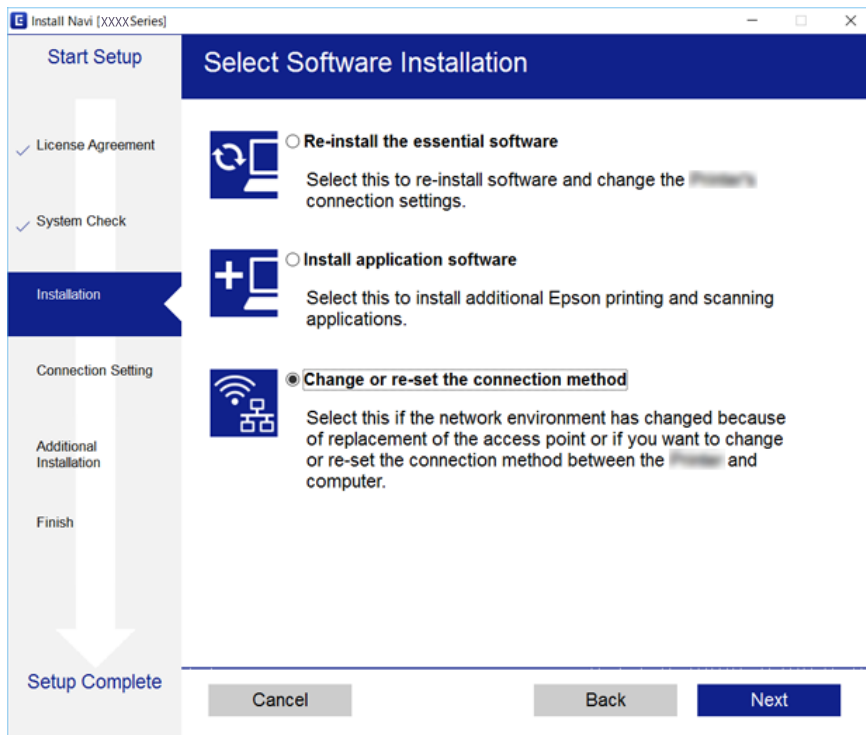
Selecting Change the Connection Methods

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

Network Settings

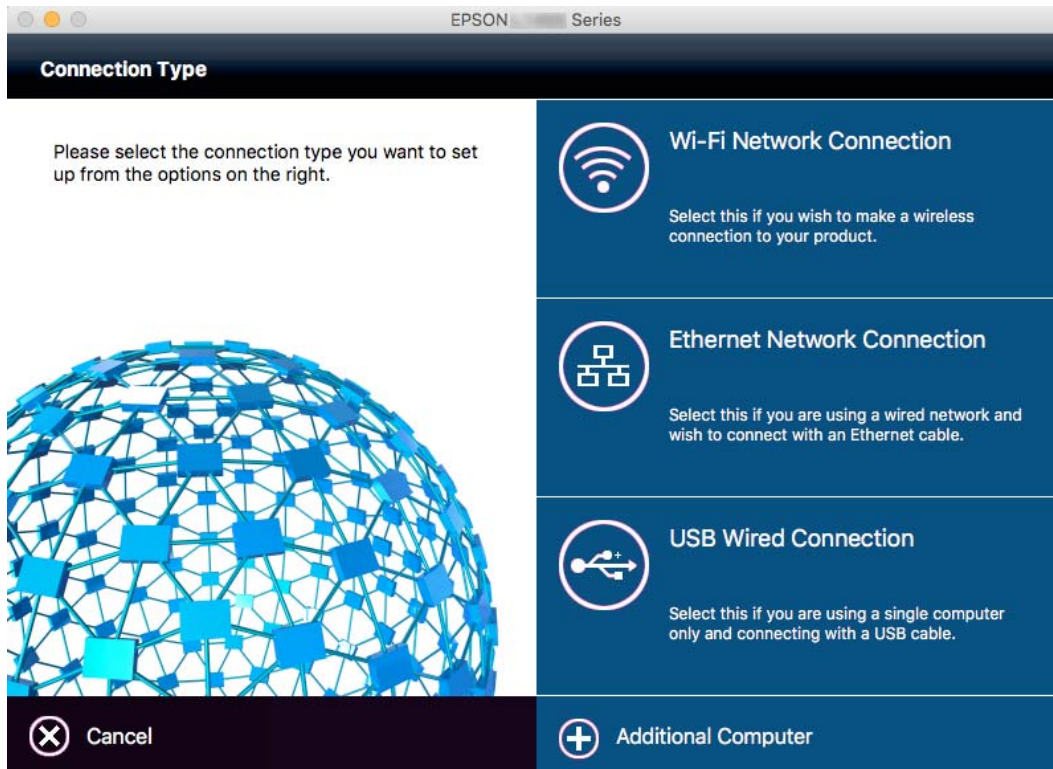
Windows

Select **Change or re-set the connection method** on the Select Software Installation screen, and then click **Next**.



Mac OS X

Select how you want to connect the printer to your computer.





Changing the Network Connection to Ethernet from the Control Panel

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

1. Tap **Settings** on the home screen.
2. Tap **General Settings** > **Network Settings** > **Wired LAN Setup**.
3. Check the message, and then tap **Start Setup**.
4. Check the message, and then tap **OK**.
The screen automatically closes after a specific length of time if you do not tap **OK**.
5. Connect the printer to a router using an Ethernet cable.

Disabling Wi-Fi from the Control Panel



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

1. Tap   on the home screen.
2. Tap **Router**.
The network status is displayed.
3. Tap **Change Settings**.
4. Tap **Others** > **Disable Wi-Fi**.
5. Check the message, and then tap **Start Setup**.
6. When a completion message is displayed, tap **Close**.
The screen automatically closes after a specific length of time if you do not tap **Close**.

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

Note:

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

1. Tap   on the home screen.
2. Tap **Wi-Fi Direct**.
The Wi-Fi Direct information is displayed.

Network Settings

3. Tap **Change Settings**.
4. Tap **Disable Wi-Fi Direct**.
5. Check the message, and then tap **Disable the settings..**
6. When a completion message is displayed, tap **Close**.
The screen automatically closes after a specific length of time if you do not tap **Close**.

Restoring the Network Settings from the Control Panel

You can restore all network settings to their defaults.

1. Tap **Settings** on the home screen.
2. Tap **General Settings > System Administration > Restore Default Settings > Network Settings**.
3. Check the message, and then tap **Yes**.
4. When a completion message is displayed, tap **Close**.
The screen automatically closes after a specific length of time if you do not tap **Close**.

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. A password prompt is displayed on the screen if the administrator's lock is set.

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 Epson support.

1. Tap **Settings** on the home screen.
2. Tap **General Settings** > **System Administration** > **Security Settings** > **Admin Settings** > **Admin Password**.
3. Tap **Register**, and then enter a password.
4. Enter the password again.
5. Tap **Lock Setting**, and then enable it.

Unlocking the Printer Settings

1. Tap **Settings** on the home screen.
2. Tap **General Settings** > **System Administration**.
3. Enter the administrator's password.
4. Tap **Security Settings** > **Admin Settings**.
5. Enter the administrator's password again.
6. Tap **Lock Setting**, and then disable it.

User Feature Restrictions

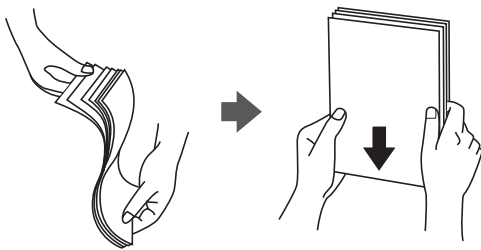
The administrator can restrict printer features for individual users. To use a restricted feature, the user has to enter an ID and password on the control panel. Use this feature to prevent misuse of the printer.

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

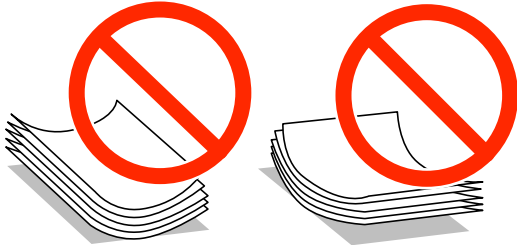
Loading Paper

Paper Handling Precautions

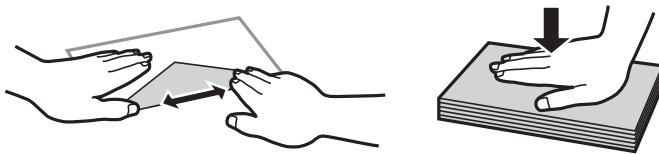
- ❑ Read the instruction sheets supplied with the paper.
- ❑ To achieve high-quality printouts with genuine Epson paper, use the paper in the environment stated on the sheets supplied with the paper.
- ❑ Fan and align the edges of the paper before loading. Do not fan or curl photo paper. Doing so may 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.
- ❑ Do not use short-grain paper with a width of less than 105 mm.
- ❑ 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.

Loading Paper

Related Information

➔ [“Printer Specifications” on page 281](#)

Available Paper and Capacities

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

Genuine Epson Paper

Note:

Genuine Epson paper is not available when printing with the Epson universal printer driver.

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

*1 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.

*2 Only printing from computer is available.

Loading Paper

Note:

- ❑ The availability of paper varies by location. For the latest information on paper available in your area, contact Epson support.
- ❑ When printing on genuine Epson paper at a user defined size, only **Standard** or **Normal** print quality settings are available. Although some printer drivers allow you to select a better print quality, the printouts are printed using **Standard** or **Normal**.

Commercially Available Paper

Note:

8K (270×390 mm), 16K (195×270 mm) and the half letter sizes are not available when printing with the PostScript printer driver.

Media Name	Size	Loading Capacity (Sheets or Envelopes)			2-Sided Printing
		Paper Cassette 1	Paper Cassette 2 to 4	Rear Paper Feed	
Plain paper	A3, B4	Up to the line indicated by the triangle symbol on the edge guide.		50	Auto, Manual ^{*1*2}
Copy paper Letterhead Recycled paper Color paper Preprinted paper	Legal, Letter ^{*3} , A4, Executive ^{*3} , B5, A5, 16K (195×270 mm), 8K (270×390 mm)			85	
High quality plain paper	Half letter ^{*3} , A6, B6	Up to the line indicated by the triangle symbol on the edge guide.	–	85	Manual ^{*1*2}
	User Defined (mm) ^{*3} 55×127 to 329×1200	–	–	1	Manual
	User Defined (mm) ^{*3} 100×148 to 297×431.8	Up to the line indicated by the triangle symbol on the edge guide.	–	–	–
	User Defined (mm) ^{*3} 148×210 to 297×431.8	Up to the line indicated by the triangle symbol on the edge guide.		50	Auto, Manual ^{*1*2}

Loading Paper

Media Name	Size	Loading Capacity (Sheets or Envelopes)			2-Sided Printing
		Paper Cassette 1	Paper Cassette 2 to 4	Rear Paper Feed	
Thick paper (91 to 150 g/m ²)	A3, B4, Legal, 8K (270×390 mm)	150	250	20	Auto, Manual* ¹
	Letter* ³ , A4, Executive* ³ , B5, A5, 16K (195×270 mm)		300	40	
	Half letter* ³ , A6, B6	150	–	40	Manual* ¹
	User Defined (mm)* ³ 55×127 to 329×1200	–	–	1	Manual
	User Defined (mm)* ³ 100×148 to 297×431.8	150	–	–	–
	User Defined (mm)* ³ 148×210 to 297×431.8	150	250	20	Auto, Manual* ¹
Thick paper (151 to 200 g/m ²)	A3, B4, Legal, 8K (270×390 mm)	120	200	15	Manual* ¹
	Letter* ³ , A4, Executive* ³ , B5, A5, 16K (195×270 mm)		250	30	Manual* ¹
	Half letter* ³ , A6, B6	120	–	30	Manual* ¹
	User Defined (mm)* ³ 55×127 to 329×1200	–	–	1	Manual
	User Defined (mm)* ³ 100×148 to 297×431.8	120	–	–	–
	User Defined (mm)* ³ 148×210 to 297×431.8	120	200	15	Manual* ¹

Loading Paper

Media Name	Size	Loading Capacity (Sheets or Envelopes)			2-Sided Printing
		Paper Cassette 1	Paper Cassette 2 to 4	Rear Paper Feed	
Thick paper (201 to 256 g/m ²)	A3, B4, Legal, 8K (270×390 mm)	–	–	10	Manual
	Letter* ³ , A4, Executive* ³ , B5, A5, Half letter* ³ , A6, B6, 16K (195×270 mm)			20	
	User Defined (mm)* ³ 55×127 to 329×1200			1	
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 Only printing from computer is available.


Related Information


- ➔ [“Part Names and Functions” on page 16](#)
- ➔ [“Technical Support Web Site” on page 304](#)

List of Detected Paper Sizes

When you enable **Paper Size Auto Detect**, the following paper sizes are detected automatically when they are loaded in the paper cassette.

A6, B6, A5, Half letter, B5, A4, Letter, B4, Legal, A3, Ledger

Similar paper sizes such as A4 and Letter may not be detected correctly. If Half letter, Letter, Legal, and Ledger sizes are detected as A5, A4, B4, and A3 sizes, press the  button and then set the correct size.

If the sizes cannot be automatically detected, press the  button, disable the **Paper Size Auto Detect** feature, and then set the paper size that you loaded.

List of Paper Type

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

Loading Paper

Media Name	Media Type			
	Control Panel	Printer Driver	PostScript Printer Driver	Epson Universal Printer Driver
Copy paper, Plain paper Epson Bright White Ink Jet Paper	plain papers	plain papers	Plain	Plain
Letterhead	Letterhead	Letterhead	Letterhead	Letterhead
Recycled paper	Recycled	Recycled	Recycled	Recycled
Colored paper	Color	Color	Color	Color
Preprinted paper	Preprinted	Preprinted	Preprinted	Preprinted
High quality plain paper	High Quality Plain Paper	High quality plain paper	High quality plain paper	High quality plain paper
Epson Ultra Glossy Photo Paper	Ultra Glossy	Epson Ultra Glossy	Epson Ultra Glossy	-
Epson Premium Glossy Photo Paper	Prem. Glossy	Epson Premium Glossy	Epson Premium Glossy	-
Epson Premium Semigloss Photo Paper	Prem. Semigloss	Epson Premium Semigloss	Epson Premium Semigloss	-
Epson Photo Paper Glossy	Glossy	Photo Paper Glossy	Photo Paper Glossy	-
Epson Matte Paper-Heavyweight	Matte	Epson Matte	Epson Matte	-
Epson Photo Quality Ink Jet Paper	Matte	Epson Matte	Photo Quality Ink Jet Paper	-
Thick paper (91 to 150 g/m ²)	Thick-Paper1	Thick-Paper1	Thick-Paper1	Thick-Paper1
Thick paper (151 to 200 g/m ²)	Thick-Paper2	Thick-Paper2	Thick-Paper2	Thick-Paper2
Thick paper (201 to 256 g/m ²)	Thick-Paper3	Thick-Paper3	Thick-Paper3	Thick-Paper3
Envelope	Envelope	Envelope	Envelope	Envelope

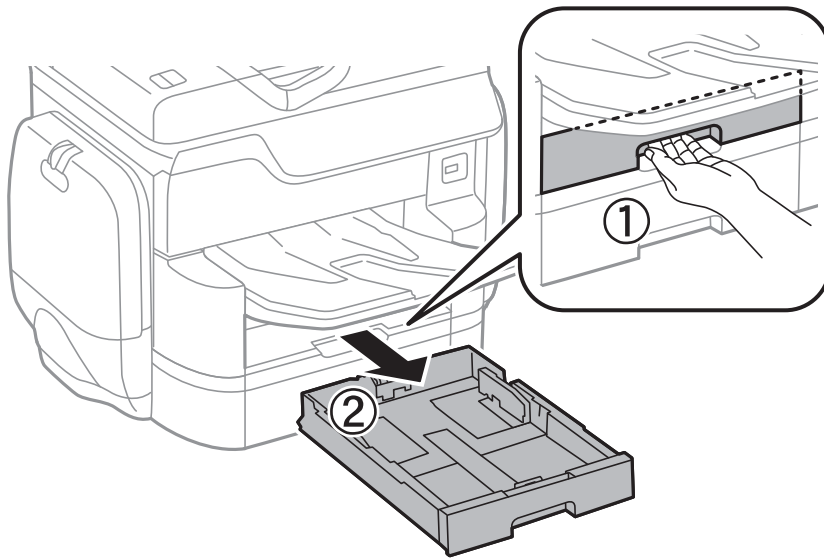
Loading Paper in the Paper Cassette

Note:

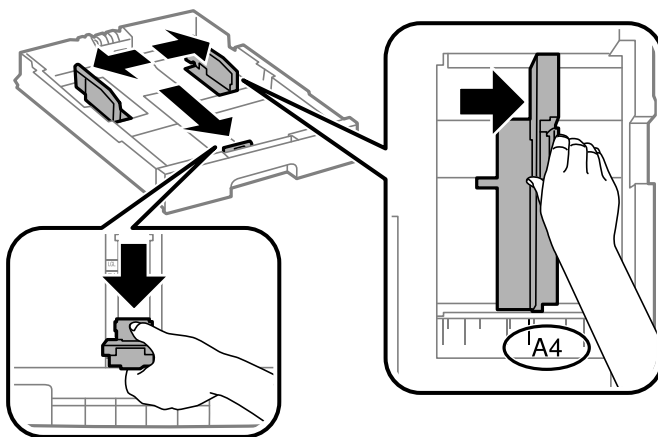
If the optional cabinet and the paper cassette units are installed, do not pull out two or more paper cassettes at the same time.

Loading Paper

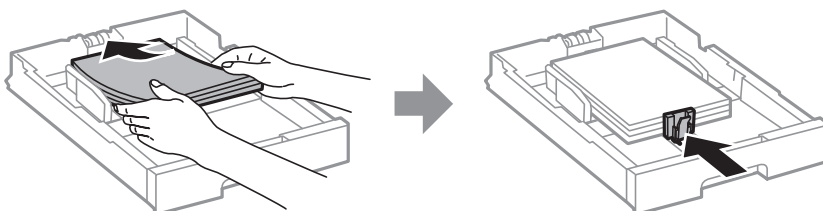
1. Check that the printer is not operating, and then pull out the paper cassette.



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.

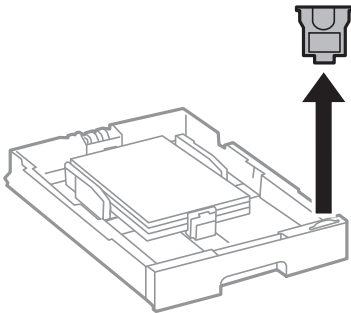



! **Important:**

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

Loading Paper

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. When loading a paper type that differs from the last time, set the paper type on the control panel. Press the  button, select the paper cassette in which you loaded the paper, and then set the paper type.

Note:

You also need to set the paper size when loading paper other than the following sizes.

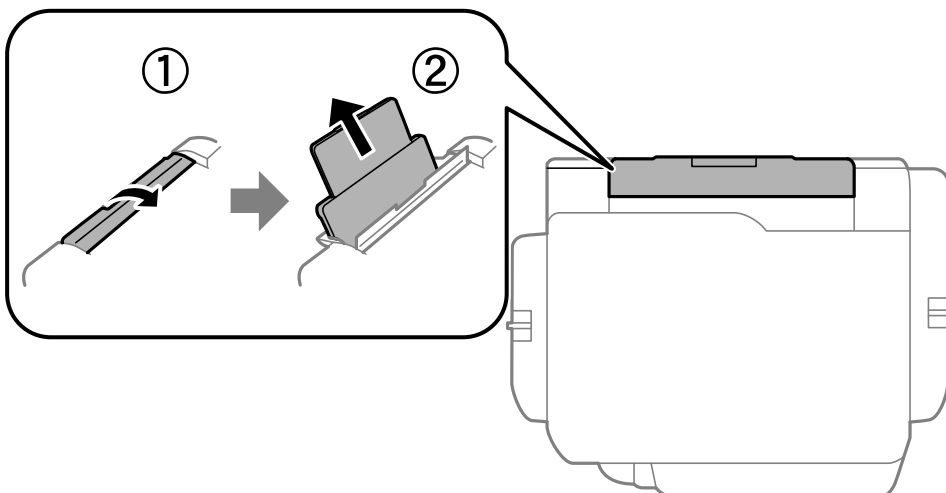
A3, B4, A4, B5, A5, B6, A6

Related Information

- ➔ [“Paper Handling Precautions” on page 47](#)
- ➔ [“Available Paper and Capacities” on page 48](#)
- ➔ [“List of Detected Paper Sizes” on page 51](#)

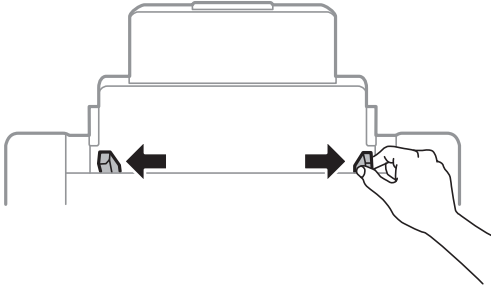
Loading Paper in the Rear Paper Feed

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

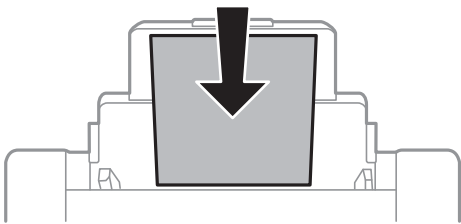


Loading Paper

- Slide the edge guides.



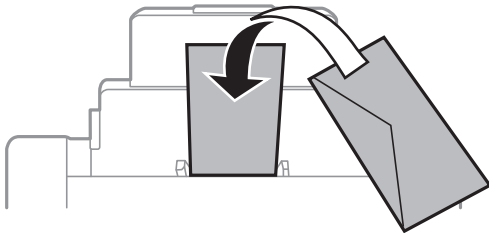
- Load paper at the center of the rear paper feed with the printable side facing up.



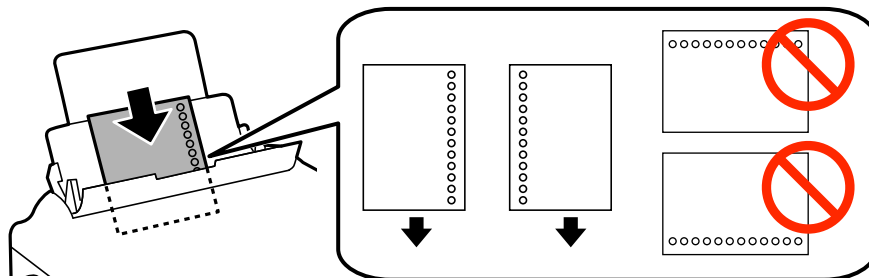
! **Important:**

- ❑ 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 triangle 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.

❑ Envelopes



❑ Pre-punched paper

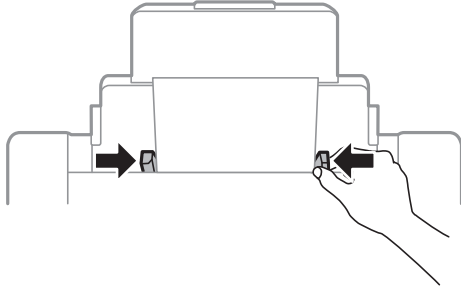


Loading Paper

Note:


- Load a single sheet of defined size plain paper with binding holes at the left or right.
- Adjust the print position of your file to avoid printing over the holes.
- Automatic 2-sided printing is not available for pre-punched paper.

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



5. On the control panel, set the size and type of the paper you loaded in the rear paper feed.

Note:

- You can also display the paper size and paper type settings screen by pressing the  button on the control panel.
- Return the remaining paper to its package. If you leave it in the printer, the paper may curl or the print quality may decline.

Related Information

- ➔ [“Paper Handling Precautions” on page 47](#)
- ➔ [“Available Paper and Capacities” on page 48](#)
- ➔ [“List of Detected Paper Sizes” on page 51](#)

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 to A3/Ledger (Maximum 297×431.8 mm)
Paper Type	Plain paper, High-quality paper, Recycled paper
Paper Thickness (Weight of Paper)	52 to 128 g/m ²
Loading Capacity	50 sheets or 5.5 mm

Even when the original meets the specifications for media that can be placed in the ADF, it may not feed from the ADF or the scan quality may decline depending on the paper properties or quality.



Important:

Do not feed photographs or valuable original artwork into the ADF. Misfeeding may wrinkle or damage the original. Scan these documents on the scanner glass instead.

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

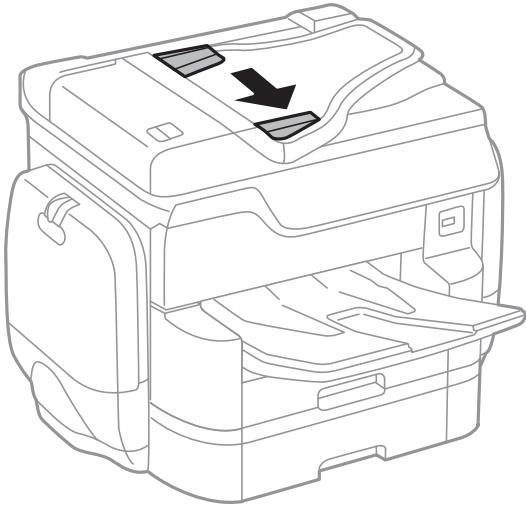
- Originals that are torn, folded, wrinkled, deteriorated, or curled
- Originals with binder holes
- Originals held together with tape, staples, paper clips etc.
- Originals that have stickers or labels stuck to them
- Originals that are cut irregularly or not right angled
- Originals that are bound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

Placing Originals on the ADF

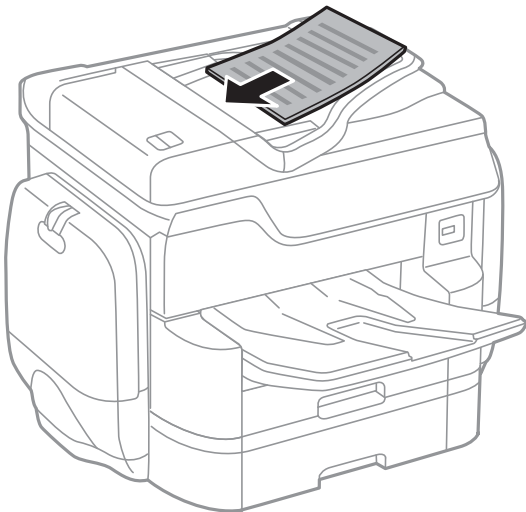
1. Align the edges of the originals.

Placing Originals

2. Slide the ADF edge guides.



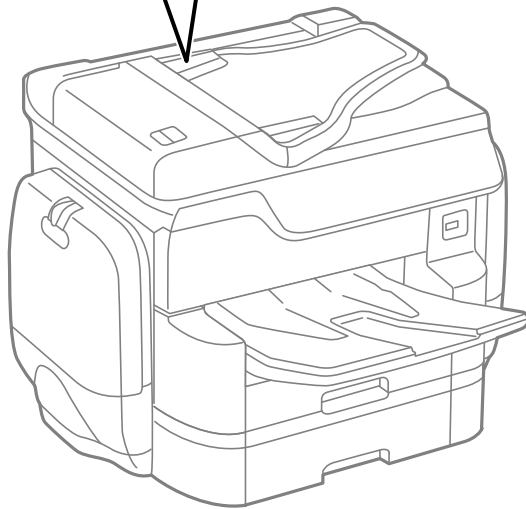
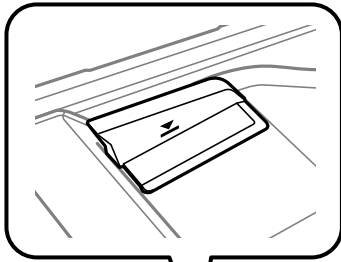
3. Place the originals in the center of the ADF, facing up.



Placing Originals

! *Important:*

- ❑ *Do not load originals above the line just under the triangle symbol inside the ADF edge guide.*



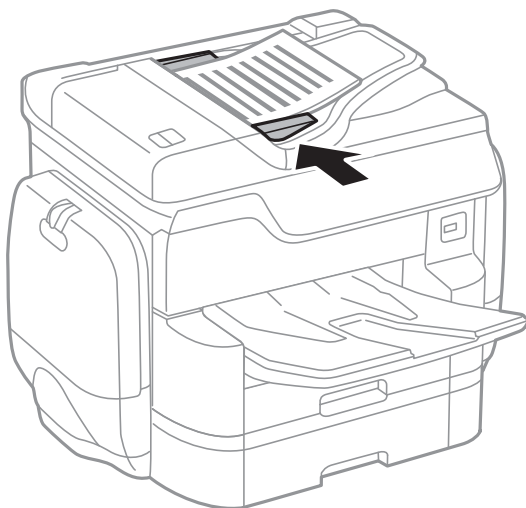
- ❑ *Do not add originals while scanning.*

Note:

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

4. Slide the ADF edge guides to the edges of the originals.

The size of the originals is automatically detected.



Placing Originals

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 57](#)

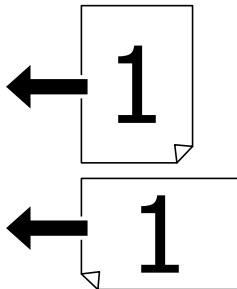
Placing Originals on the ADF for 2-up Copying

Place the originals in the direction shown in the illustration, and then select the orientation setting.

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

Copy > Advanced > Orientation (Original) > Up Direction

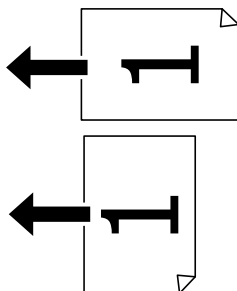
Place the originals on the ADF in the direction of the arrow.



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

Copy > Advanced > Orientation (Original) > Left Direction


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



Placing Originals on the Scanner Glass

 **Caution:**

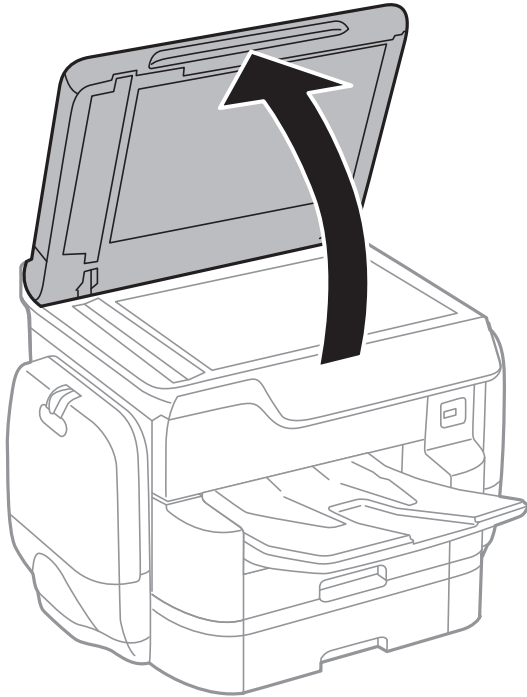
Be careful not to trap your fingers when closing the document cover. Otherwise you may be injured.

 **Important:**

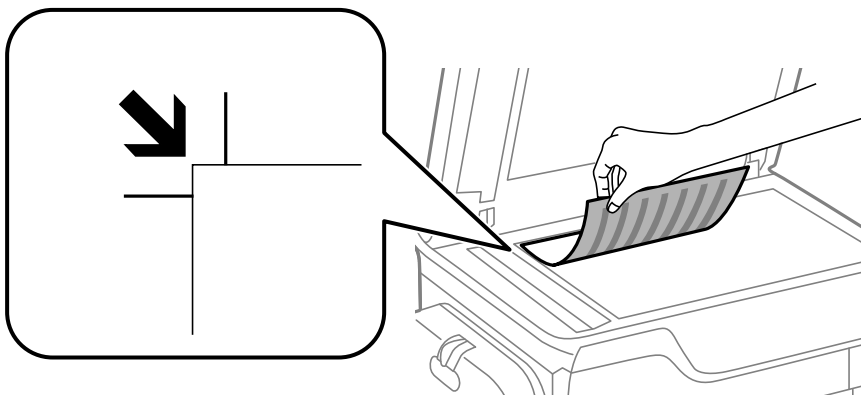
When placing bulky originals such as books, prevent exterior light from shining directly onto the scanner glass.

Placing Originals

1. Open the document cover.



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



Note:

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

4. Close the cover gently.

The size of the originals is automatically detected. If the size is not detected, place the originals again.



Important:

Do not apply too much force to the scanner glass or the document cover. Otherwise, they may be damaged.

Note:

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

Placing Originals

5. Remove the originals after scanning.

Note:

If you leave the originals on the scanner glass for a long time, they may stick to the surface of the glass.

Managing Contacts

Registering a contacts list allows you to easily enter destinations. You can register up to 2,000 entries, and you can use the contacts list when you enter a fax number, enter a destination for attaching a scanned image to an email, and saving a scanned image to a network folder.

You can also register contacts in the LDAP server.

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

Registering or Editing Contacts

Note:

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

See the Administrator's Guide for details.

1. Tap **Settings** on the home screen.
2. Tap **Contacts Manager**, and then tap **Register/Delete**.
3. Do one of the following.
 - To register a new contact, tap **Add Entry**, and then tap **Add Contact**.
 - To edit a contact, select the target contact, and then tap **Edit**.
 - To delete a contact, select the target contact, tap **Delete**, and then tap **Yes**. You do not have to perform following procedures.

Note:

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

4. When registering a new contact, select the type of contact you want to register. Skip this procedure when you want to edit or delete a contact.
 - Fax: Register a contact (fax number) to send a fax.
 - Email: Register an email address to send a scanned image.
 - Network Folder/FTP: Register a network folder to save a scanned image
5. Make the necessary settings.

Note:

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

6. Tap **OK**.

Related Information

➔ [“Using an Email Server” on page 302](#)

Registering or Editing Grouped Contacts

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

1. Tap **Settings** on the home screen.
2. Tap **Contacts Manager**, and then tap **Register/Delete**.
3. Do one of the following.
 - To register a new group, tap **Add Entry**, and then tap **Add Group**.
 - To edit a group, select the target group, and then tap **Edit**.
 - To delete a group, select the target group, tap **Delete**, and then tap **Yes**. You do not have to perform following procedures.
4. When registering a new group, select the type of group you want to register. Skip this procedure when you want to edit a group.
 - Fax: Register a contact (fax number) to send a fax.
 - Email: Register an email address to send a scanned image.
5. Enter or edit the **Group Name** for the group.
6. Tap **Contact(s) Added to the Group (Required)**.
7. Select the contacts that you want to register in the group.

Note:

 - You can register up to 200 contacts.
 - To deselect a contact, tap it again.
8. Tap **Close**.
9. Make the other necessary settings.
 - Registry Number: Set the number for a group.
 - Index Word: Set index word for the group.
 - Assign to Frequent Use: Register as a frequently used group. The group is displayed at the top of the screen where you specify the address.
10. Tap **OK**.

Registering Frequently Used Contacts

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

1. Tap **Settings** on the home screen.
2. Tap **Contacts Manager**, and then tap **Frequent**.

Managing Contacts

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

4. Tap **Edit**.

Note:

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

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

Note:

To deselect a contact, tap it again.

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

6. Tap **Close**.

Register Contacts on a Computer

Using EpsonNet Config or Web Config, you can create a contact list on your computer and import it to the printer. See the *Administrator's Guide* for details.

Related Information

➔ ["EpsonNet Config" on page 222](#)

Backing up Contacts using a Computer

Using EpsonNet Config or Web Config, you can back up the contact data stored in the printer to the computer. See the *Administrator's Guide* for details.

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

Related Information

➔ ["EpsonNet Config" on page 222](#)

Printing

Printing from the Control Panel

You can print data from an external USB device connected to your printer.


Printing JPEG Files from a Memory Device

Note:

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




1. Connect the memory device to the printer's external interface USB port.
2. Tap **Memory Device** on the home screen.
3. Tap **JPEG**.


The images on the memory device are displayed as thumbnails.

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

4. Tap the files you want to print.

Selected images have check marks on them.

To preview one image, tap **Single View**. You can enlarge the image by tapping . Tap  or  to preview the previous or next image.



5. Tap **Proceed to Print** to make the print settings.
6. Set the paper source and the color mode that you want to use on the **Basic Settings** tab.
7. Set the other items on the **Advanced** tab as necessary.
For more information on detailed settings, see the menus for Memory Device.
8. Enter the number of prints by using the keypad.
9. Tap  to start printing.
10. Remove the memory device from the printer.

Related Information

- ➔ [“Loading Paper in the Paper Cassette” on page 52](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 54](#)
- ➔ [“JPEG Settings” on page 67](#)

Printing

Printing PDF or TIFF Files from a Memory Device

1. Connect the memory device to the printer's external interface USB port.
2. Tap **Memory Device** on the home screen.
3. Tap **PDF** or **TIFF**.
The files on the memory device are displayed as a list.
To change the order of the files, tap .
4. Tap the file you want to print.
5. Set the paper source and the color mode that you want to use on the **Basic Settings** tab.
6. Set the other items on the **Advanced** tab as necessary.
For more information on detailed settings, see the menus for the memory device.
7. Enter the number of prints by using the keypad.
8. Tap  to start printing.
9. Remove the memory device from the printer.

Related Information

- ➔ [“Loading Paper in the Paper Cassette” on page 52](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 54](#)
- ➔ [“PDF Settings” on page 68](#)
- ➔ [“TIFF Settings” on page 68](#)

Menu Options for Memory Device

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

JPEG Settings

 (Options) :

Make settings for ordering, selecting, and deselecting image data.

Basic Settings:

- Paper Setting
Specify the paper source settings which you want to print on.
- Color Mode
Select a color setting whether you normally print in **B&W** or **Color**.

Printing

Advanced:

Layout

Select the way of layout the JPEG files. **1-up** is for printing a file per a page. **20-up** is for printing 20 files per a page. **Index** is for making index printing with information.

Fit Frame

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

Quality

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

Date

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

Fix Photo

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

Fix Red-Eye

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

PDF Settings

You can make print settings for PDF format files on your memory devices.

 (Display order) :

Select a sort setting to display the files on the LCD screen.

Basic Settings:

Paper Setting

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

Color Mode

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

Advanced:

2-Sided

Select **On** to print PDF files using 2-Sided printing. You can also select the binding method by tapping **Binding(Copy)**.

Print Order

Select the order for printing multi-page PDF files.

TIFF Settings

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

Printing

(Display order) :

Make a sort setting to display the file on the LCD screen.

Basic Settings:

Paper Setting

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

Color Mode

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

Advanced:

Layout

Select the way of layout the Multi-TIFF file to print a page. **1-up** is to print a file per a page. **20-up** is to print 20 files per a page. **Index** is to make index printing with information.

Fit Frame

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

Quality

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

Print Order

Select the order for printing multi-page TIFF files.

Date

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

Printing from 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.

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 216](#)

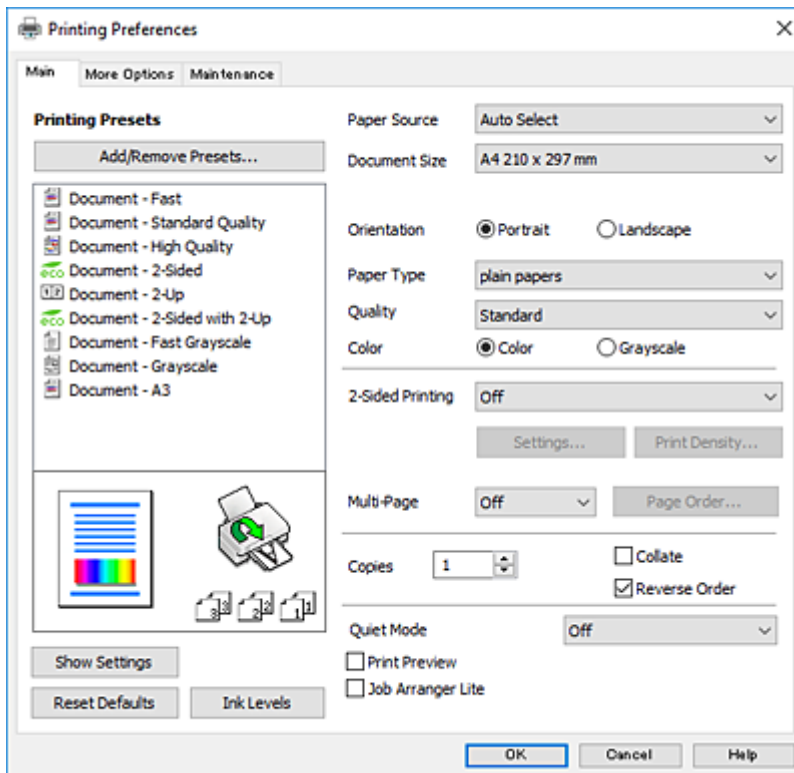
Printing

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.
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. If the printer has only one paper source, this item is not displayed.
 - ❑ Document Size: Select the paper size you loaded in the printer.
 - ❑ Orientation: Select the orientation you set in the application.
 - ❑ Paper Type: Select the type of paper you loaded.
 - ❑ Quality: Select the print quality. Selecting **High** provides higher quality printing, but the printing speed may be slower.
 - ❑ Color: Select **Grayscale** when you want to print in black or shades of gray.

Printing

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.
- When printing on envelopes, select *Landscape* as the **Orientation** setting.

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

Related Information

- ➔ “Available Paper and Capacities” on page 48
- ➔ “Loading Paper in the Paper Cassette” on page 52
- ➔ “Loading Paper in the Rear Paper Feed” on page 54
- ➔ “List of Paper Type” on page 51

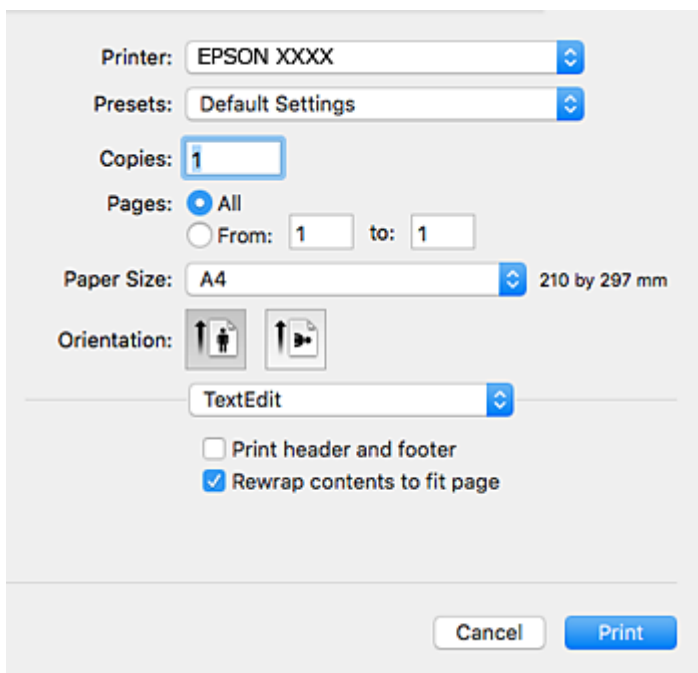
Printing Basics - Mac OS X

Note:

Explanations in the section use *TextEdit* as an example. Operations and screens 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 print dialog.

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



Printing

4. Make the following settings.

- Printer: Select your printer.
- Presets: Select when you want to use the registered settings.
- Paper Size: Select the paper size you loaded in the printer.
- Orientation: Select the orientation you set in the application.


Note:

- If the above setting menus are not displayed, close the print window, select **Page Setup** from the **File** menu, and then make settings.
- When printing on envelopes, select landscape orientation.

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

Note:

On Mac OS X v10.8.x or later, if the **Print Settings** menu is not displayed, the Epson printer driver has not been installed correctly.

Select **System Preferences** from the  menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), remove the printer, and then add the printer again. See the following to add a printer.

<http://epson.sn>

6. Make the following settings.

- Paper Source: Select the paper source in which you loaded the paper. If the printer has only one paper source, this item is not displayed.
- Media Type: Select the type of paper you loaded.

Printing

- Print Quality:** Select the print quality.
Selecting a higher quality setting may reduce the printing speed.
- Grayscale:** Select to print in black or shades of gray.

7. Click **Print**.

Related Information

- ➔ [“Available Paper and Capacities” on page 48](#)
- ➔ [“Loading Paper in the Paper Cassette” on page 52](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 54](#)
- ➔ [“List of Paper Type” on page 51](#)

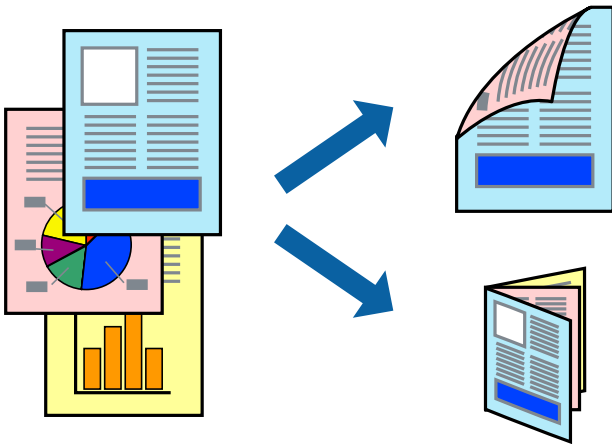
Printing on 2-Sides

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.

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 48](#)

Printing

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**, make the appropriate settings, and then click **OK**.

Note:

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

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

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.

For manual 2-sided printing, the **Print Density Adjustment** setting is not available.

7. Set the other items on the **Main** and **More Options** tabs as necessary, and then click **OK**.
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 52](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 54](#)
- ➔ [“Printing Basics - Windows” on page 70](#)

Printing on 2-Sides - Mac OS X

1. Load paper in the printer.
2. Open the file you want to print.
3. Access the print dialog.
4. Select **Two-sided Printing Settings** from the pop-up menu.

Printing

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**.

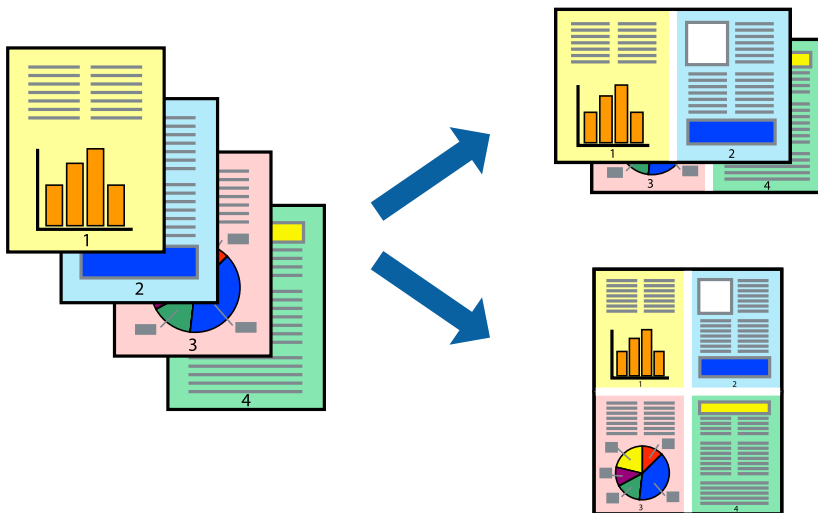
6. Set the other items as necessary.
7. Click **Print**.

Related Information

- ➔ “Loading Paper in the Paper Cassette” on page 52
- ➔ “Loading Paper in the Rear Paper Feed” on page 54
- ➔ “Printing Basics - Mac OS X” on page 71

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**.

Printing

7. Click **Print**.

Related Information

- ➔ [“Loading Paper in the Paper Cassette” on page 52](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 54](#)
- ➔ [“Printing Basics - Windows” on page 70](#)

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 print dialog.
4. Select **Layout** from the pop-up menu.
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 52](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 54](#)
- ➔ [“Printing Basics - Mac OS X” on page 71](#)

Printing to Fit the Paper Size

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



Printing

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 52](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 54](#)
- ➔ [“Printing Basics - Windows” on page 70](#)

Printing to Fit the Paper Size - Mac OS X

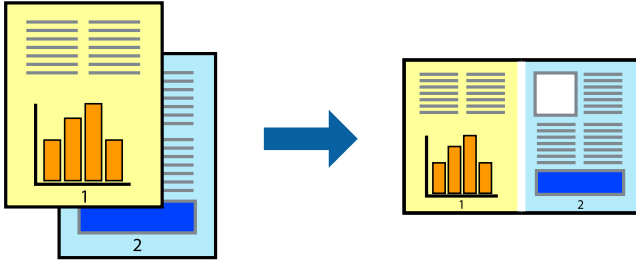
1. Load paper in the printer.
2. Open the file you want to print.
3. Access the print dialog.
4. Select the size of the paper you set in the application as the **Paper Size** setting.
5. Select **Paper Handling** from the pop-up menu.
6. Select **Scale to fit paper size**.
7. Select the paper size you 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 52](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 54](#)
- ➔ [“Printing Basics - Mac OS X” on page 71](#)

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.



1. Load paper in the printer.
2. Open the file you want to print.
3. Access the printer driver window.
4. Select **Job Arranger Lite** on the **Main** tab.
5. Click **OK** to close the printer driver window.
6. Click **Print**.

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

7. 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 6.

Note:

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

8. Select the **Layout** and **Edit** menus in **Job Arranger Lite** to edit the **Print Project** as necessary. See the help of **Job Arranger Lite** for details.
9. Select **Print** from the **File** menu.

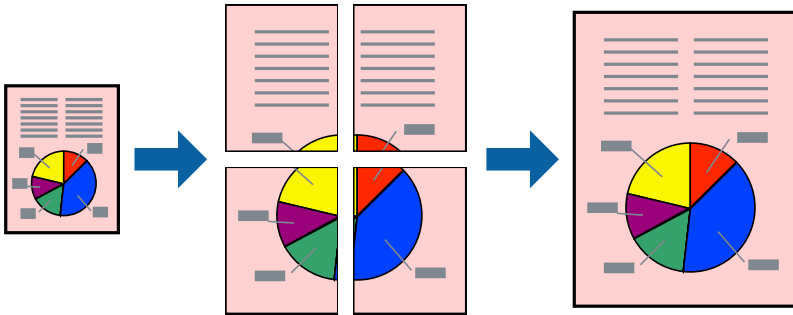
Related Information

- ➔ [“Loading Paper in the Paper Cassette” on page 52](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 54](#)
- ➔ [“Printing Basics - Windows” on page 70](#)

Printing

Printing One Image on Multiple Sheets to Create a Poster (for Windows Only)

This feature allows you to print one image on multiple sheets of paper. You can create a larger poster by taping them 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.
5. Click **Settings**, make the appropriate settings, and then click **OK**.

Note:

Print Cutting Guides allows you to print a cutting guide.

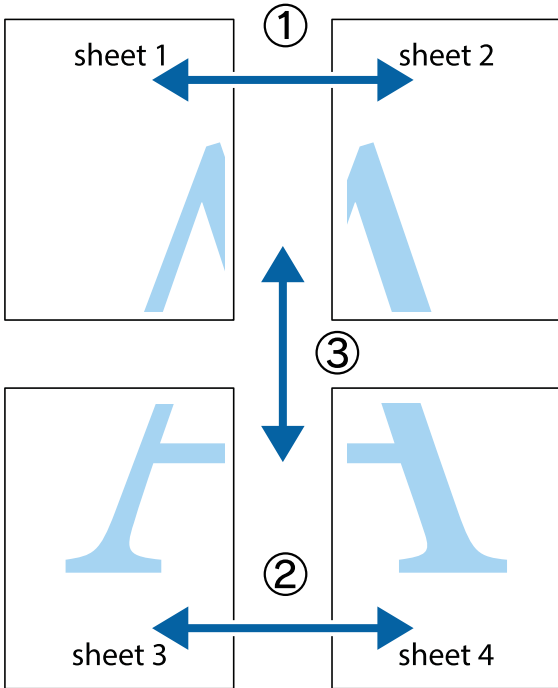
6. Set the other items on the **Main** and **More Options** tabs as necessary, and then click **OK**.
7. Click **Print**.

Related Information

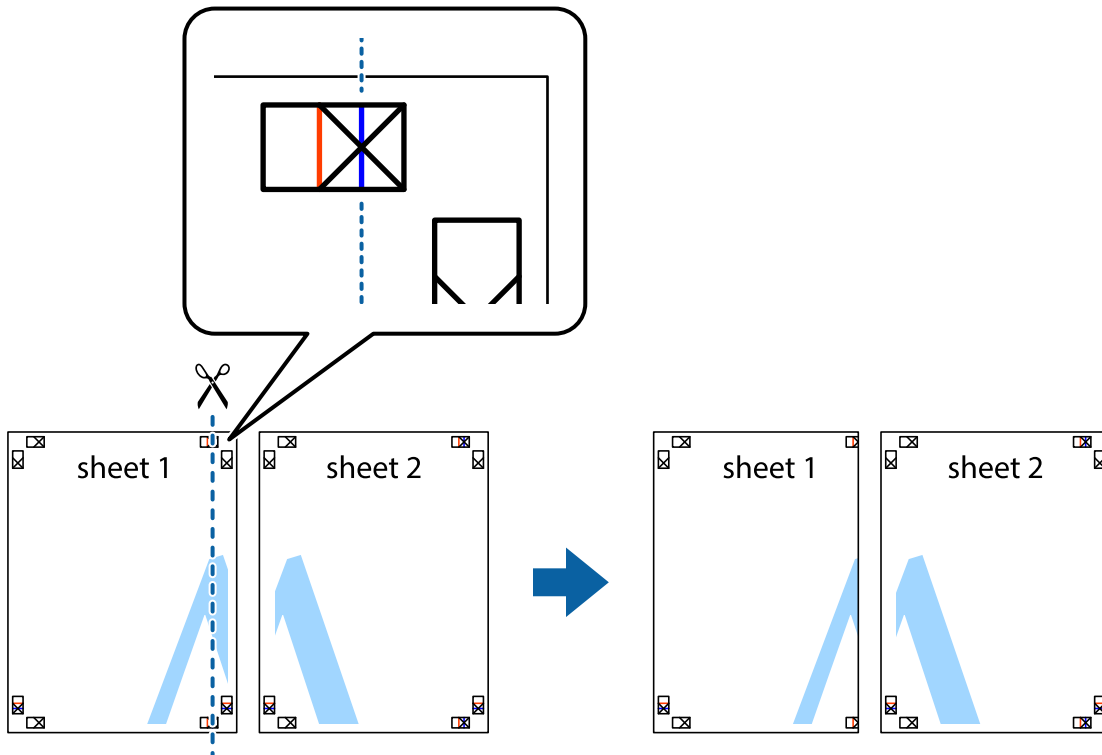
- ➔ [“Loading Paper in the Paper Cassette” on page 52](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 54](#)
- ➔ [“Printing Basics - Windows” on page 70](#)

Making Posters Using Overlapping Alignment Marks

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

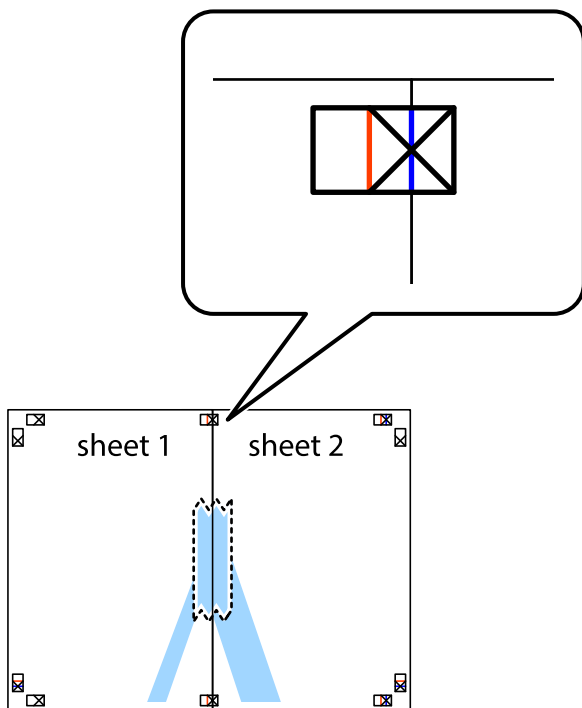


1. Prepare Sheet 1 and Sheet 2. Cut off the margins of Sheet 1 along the vertical blue line through the center of the top and bottom cross marks.

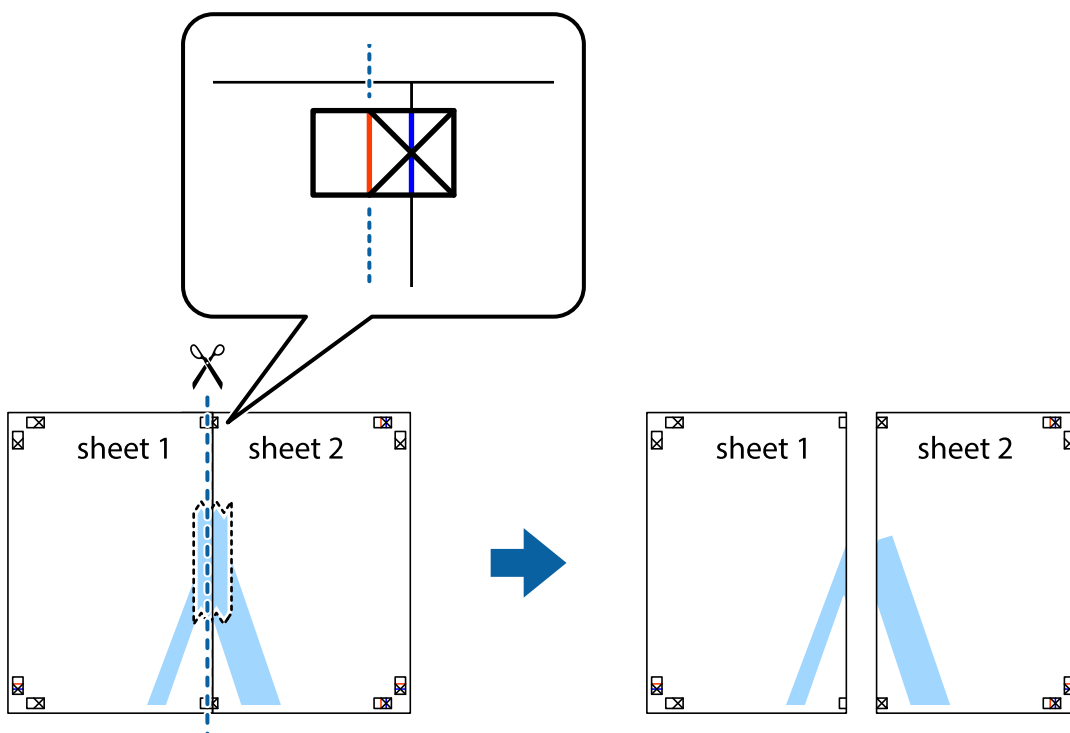


Printing

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

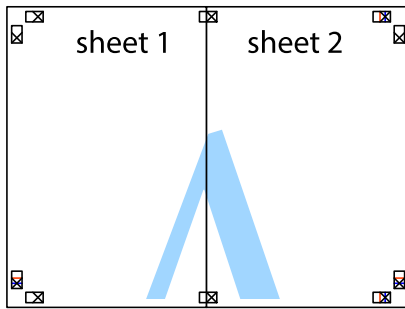


3. Cut the taped sheets in two along the vertical red line through the alignment markers (this time, the line to the left of the cross marks).

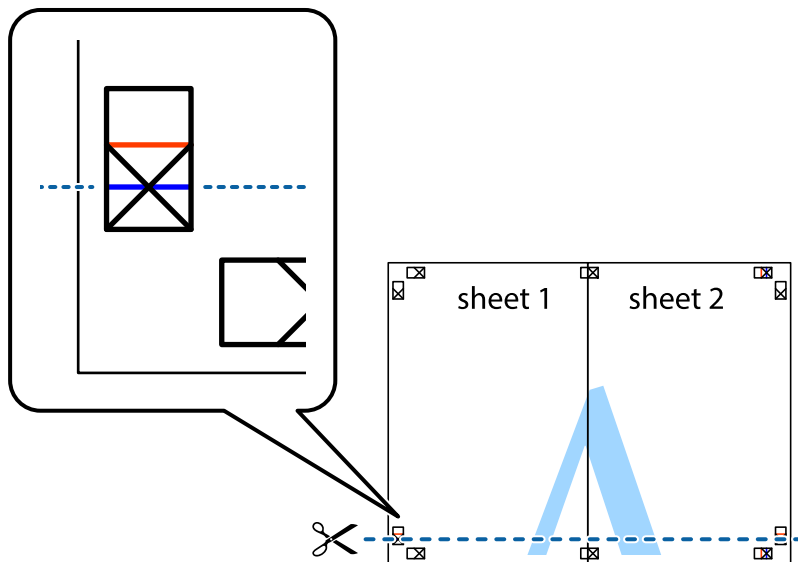


Printing

4. Tape the sheets together from the back.

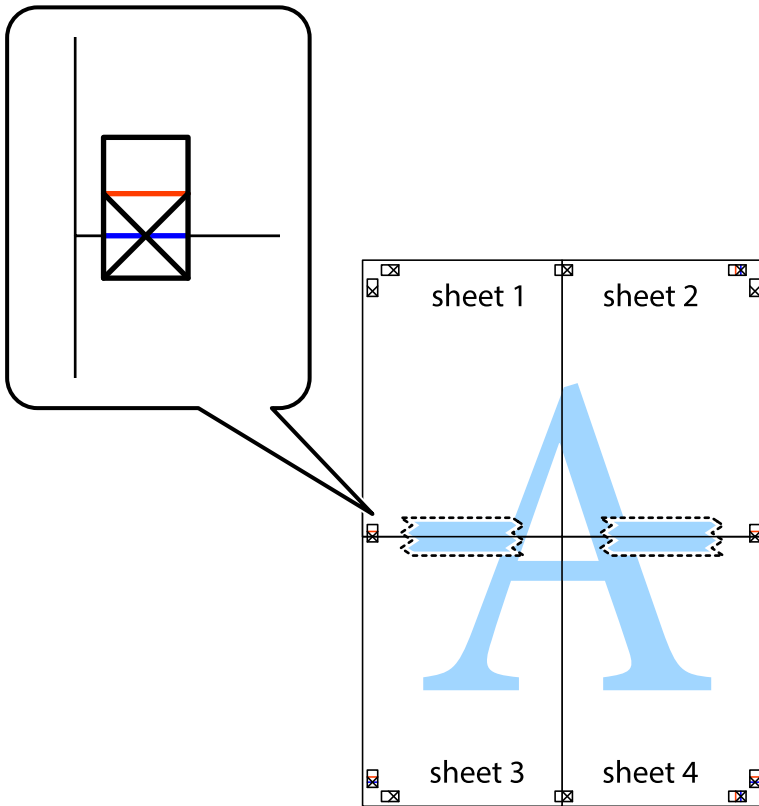


5. Repeat steps 1 to 4 to tape Sheet 3 and Sheet 4 together.
6. Cut off the margins of Sheet 1 and Sheet 2 along the horizontal blue line through the center of the left and right side cross marks.



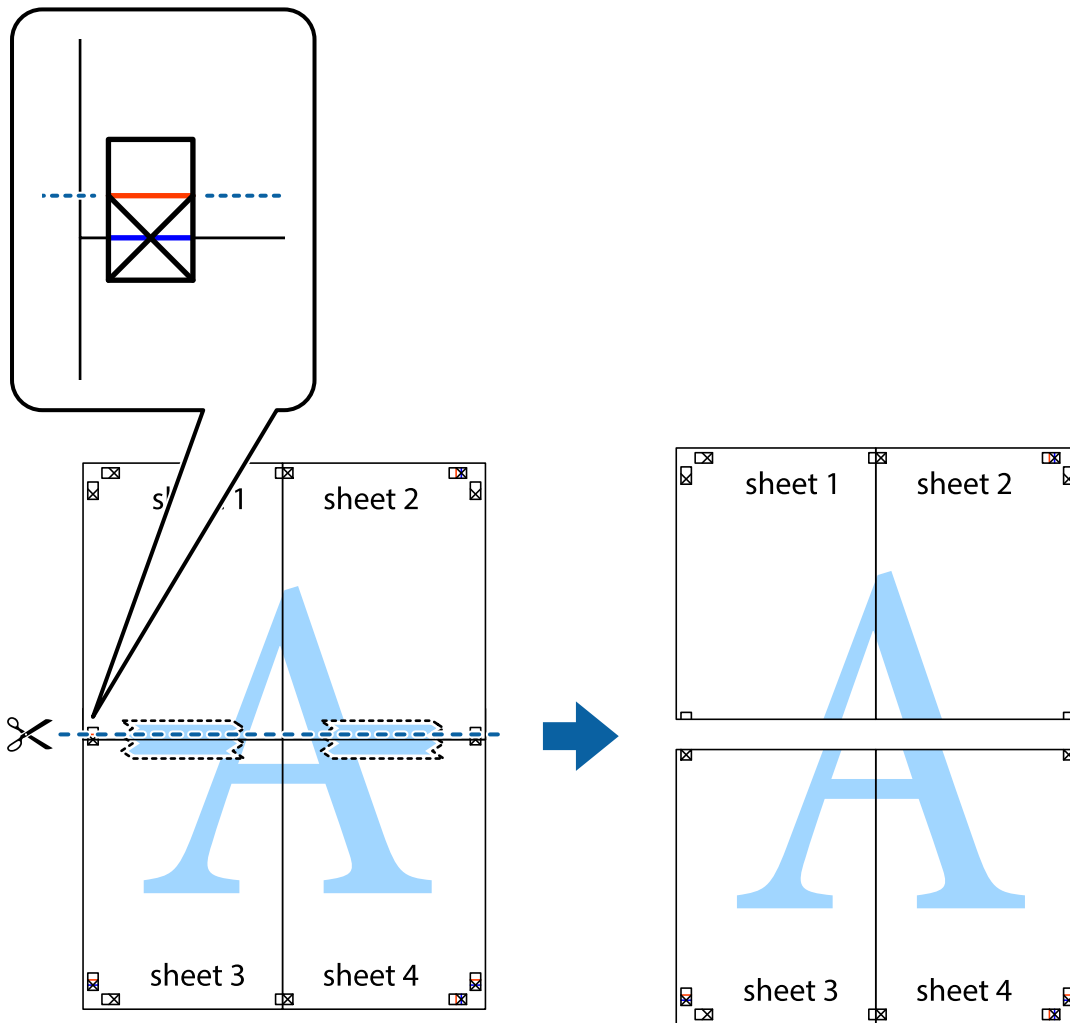
Printing

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.

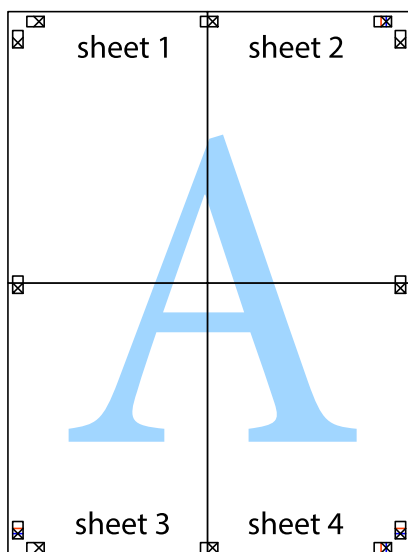


Printing

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

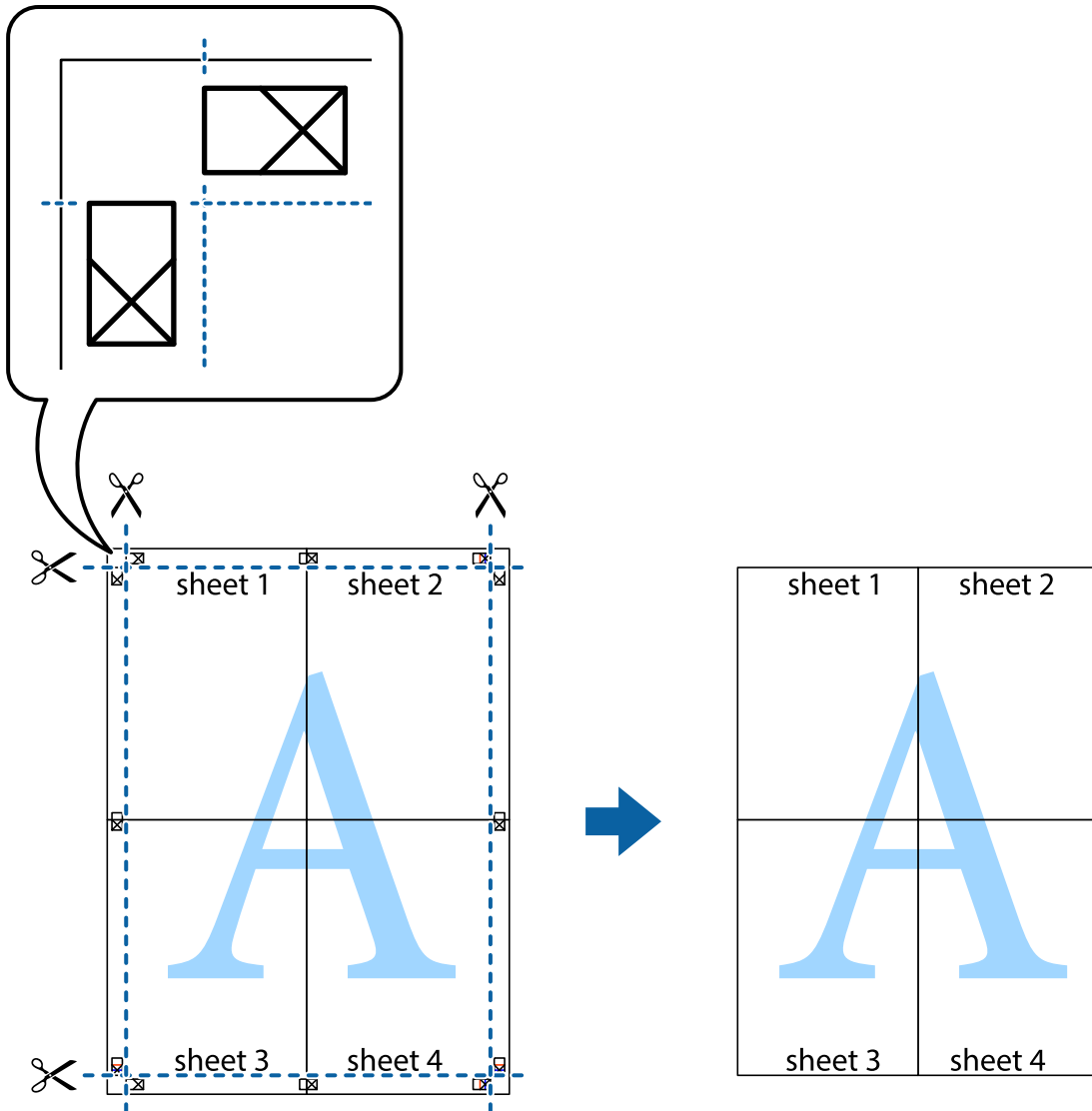


- Tape the sheets together from the back.



Printing

10. Cut off the remaining margins along the outer guide.



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 216](#)
- ➔ [“Mac OS X Printer Driver” on page 218](#)

Adding a Printing Preset to Print Easily

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**.

Note:

To delete an added preset, click **Add/Remove Presets**, select the preset name you want to delete from the list, and then delete it.

Mac OS X

Access the print dialog. 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.

Note:

To delete an added preset, click **Presets > Show Presets**, select the preset name you want to delete from the list, and then delete it.

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

Note:

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

Select **Page Setup** (or **Print**) from the **File** menu. Select the printer from **Format For**, select the paper size, and then enter a percentage in **Scale**. Close the window, and then print following the basic printing instructions.

Related Information

➔ [“Printing Basics - Mac OS X” on page 71](#)

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. 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 the method of color correction from **Color Correction** on the **More Options** tab.

Printing

If you select **Automatic**, the colors are automatically adjusted to match the paper type and print quality settings. If you select **Custom** and click **Advanced**, you can make your own settings.

Mac OS X

Access the print dialog. 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.

Note:

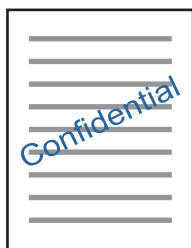
This feature is only available when the following settings are selected.

- 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 density 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.

Printing

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.

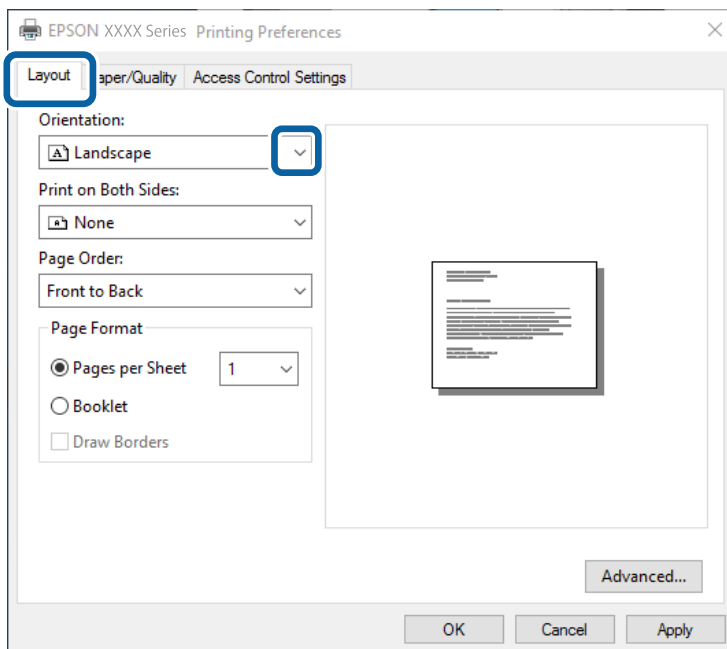
Select **Confidential Job** on the **More Options** tab, and then enter a password.

To print the job, tap **Confidential Job** from the home screen, and then select the job and enter the password.

Printing Using a PostScript Printer Driver

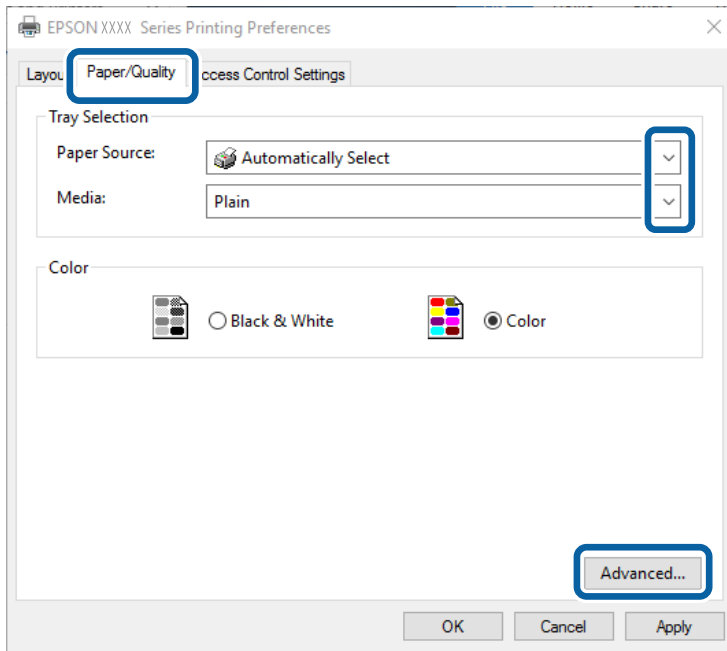
Printing Using a PostScript Printer Driver - Windows

1. Load paper in the printer.
2. Open the file you want to print.
3. Access the PostScript printer driver window.
4. Select the orientation you set in the application as the **Orientation** on the **Layout** tab.



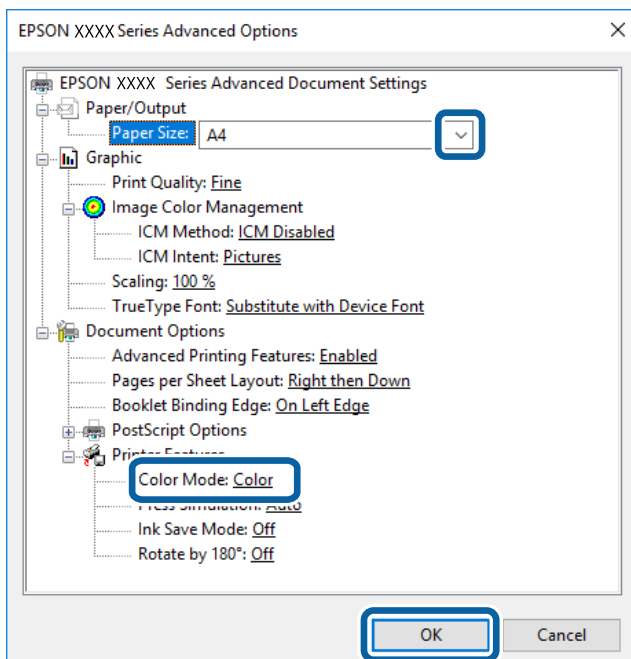
Printing

5. Make the following settings on the **Paper/Quality** tab.



- Paper Source: Select the paper source in which you loaded the paper.
- Media: Select the type of paper you loaded.

6. Click **Advanced**, make the following settings, and then click **OK**.



- Paper Size: Select the paper size you loaded in the printer.
- Color Mode: Select to print in full color or monochrome.

7. Click **OK**.

Printing

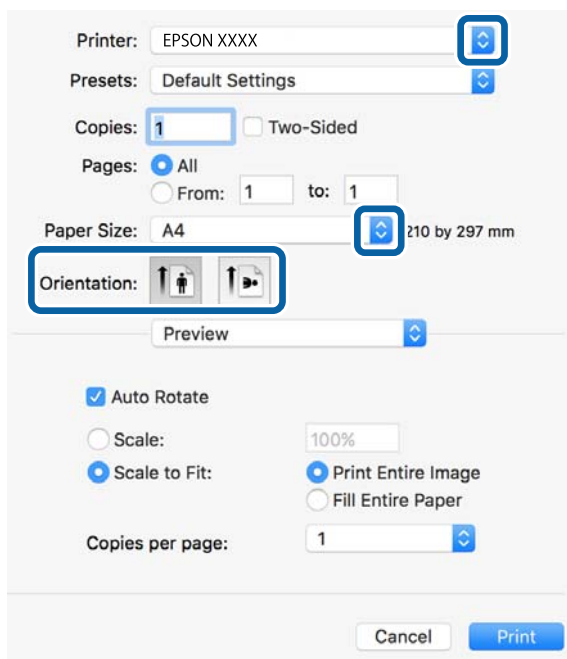
8. Click **Print**.

Related Information

- ➔ “Available Paper and Capacities” on page 48
- ➔ “Loading Paper in the Paper Cassette” on page 52
- ➔ “Loading Paper in the Rear Paper Feed” on page 54
- ➔ “List of Paper Type” on page 51

Printing Using a PostScript Printer Driver - Mac OS X

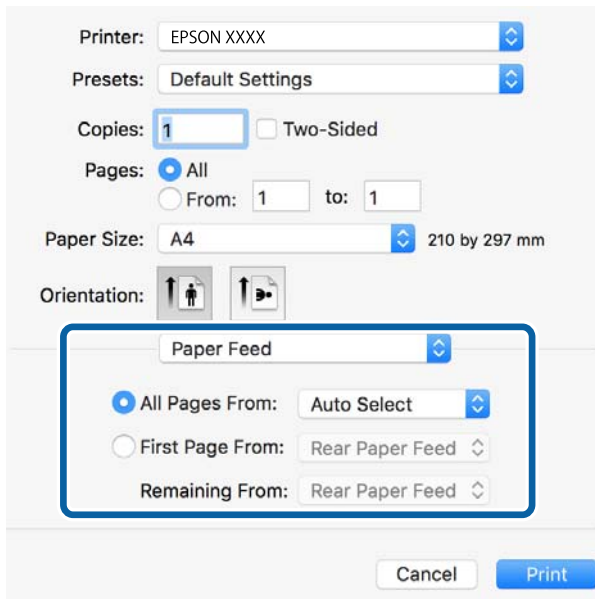
1. Load paper in the printer.
2. Open the file you want to print.
3. Access the print dialog.



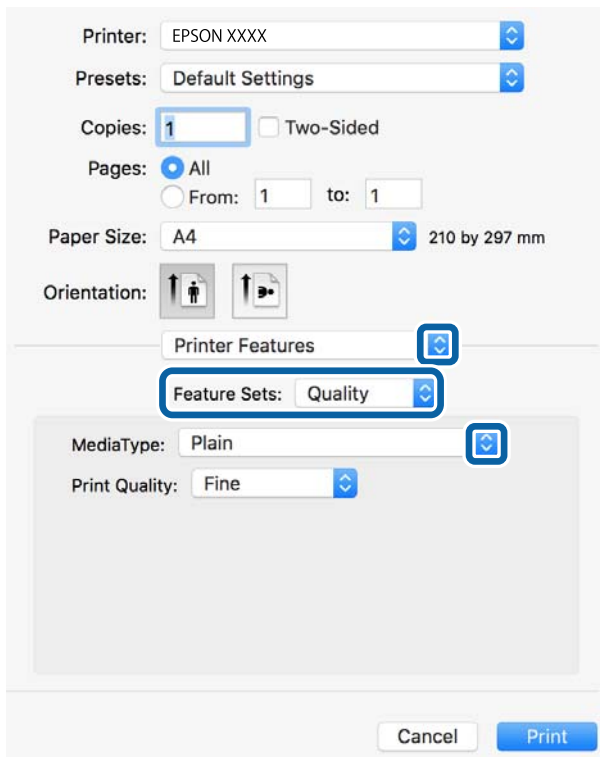
4. Make the following settings.
 - ❑ Printer: Select your printer.
 - ❑ Paper Size: Select the paper size you loaded in the printer.
 - ❑ Orientation: Select the orientation you set in the application.

Printing

5. Select **Paper Feed** from the pop-up menu, and then select the paper source in which you loaded the paper.

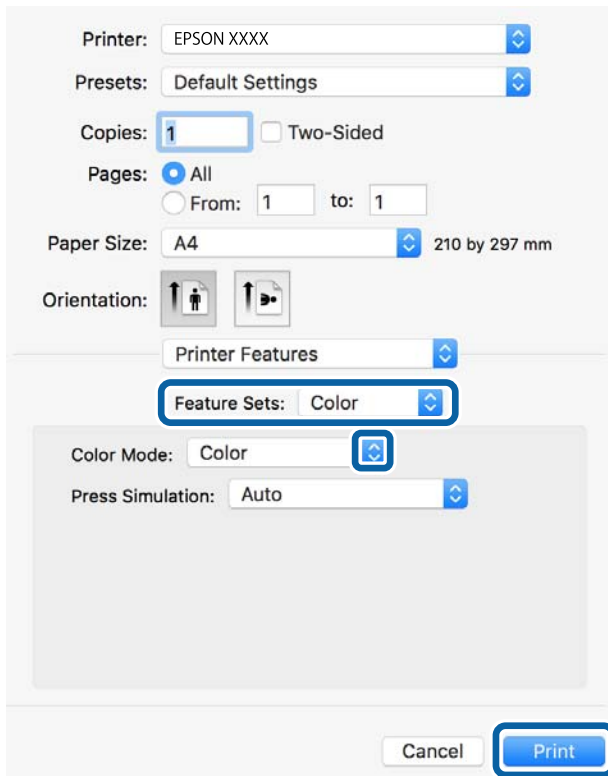


6. Select **Printer Features** from the pop-up menu, select **Quality** as the **Feature Sets** setting, and then select the type of paper you loaded as the **Media Type** setting.



Printing

7. Select **Color** as the **Feature Sets** setting, and then select the setting for **Color Mode**.



8. Click **Print**.

Related Information

- ➔ [“Available Paper and Capacities” on page 48](#)
- ➔ [“Loading Paper in the Paper Cassette” on page 52](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 54](#)
- ➔ [“List of Paper Type” on page 51](#)

Setting Items for the PostScript Printer Driver

Note:

The availability of these settings varies by model.

Color Mode	Select whether to print in color or in monochrome.
Press Simulation	You can select a CMYK ink color to simulate when you print by reproducing the CMYK ink color of the offset press.
Ink Save Mode	Conserves ink by reducing the print density.
Rotate by 180°	Rotates the data 180 degrees before printing.

Printing from Smart Devices

Using Epson iPrint

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



Related Information

➔ [“Epson Connect Service” on page 214](#)

Installing Epson iPrint

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

<http://ipr.to/c>

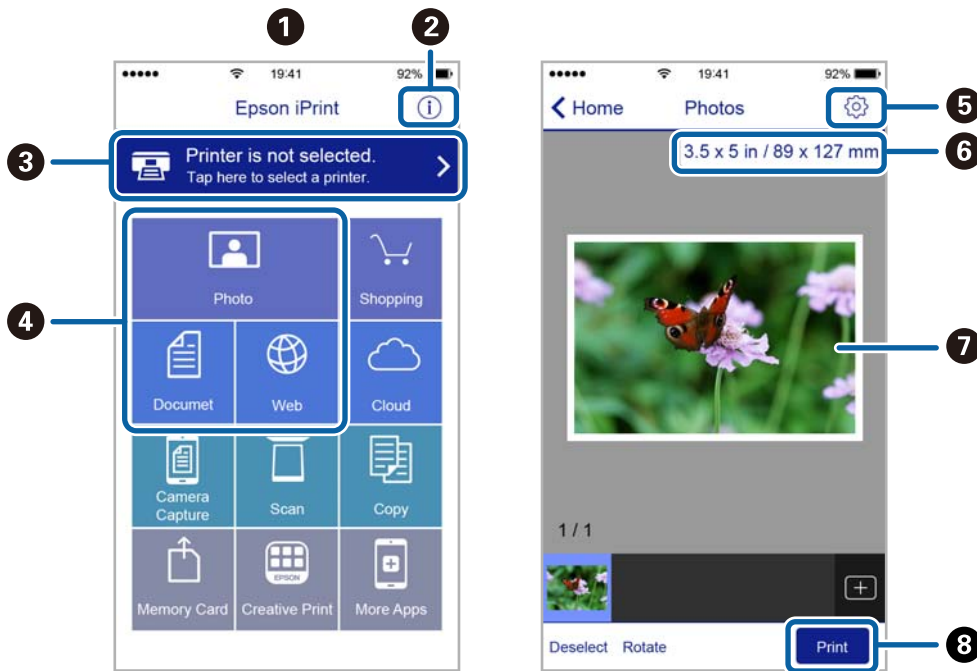


Printing Using Epson iPrint

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

Printing

The following screens are subject to change without notice.



1	Home screen displayed when the application is started.
2	Displays information on how to setup the printer and a FAQ.
3	Displays the screen where you can select the printer and make printer settings. Once you have selected the printer, you do not need to select it again from the next time.
4	Select what you want to print such as photos, documents, and web pages.
5	Displays the screen to make print settings such as paper size and paper type.
6	Displays the paper size. When this is displayed as a button, press it to display the paper settings currently set on the printer.
7	Displays photos and documents you selected.
8	Starts printing.

Note:

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

Printing by Touching Smart Devices to the N-Mark

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

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

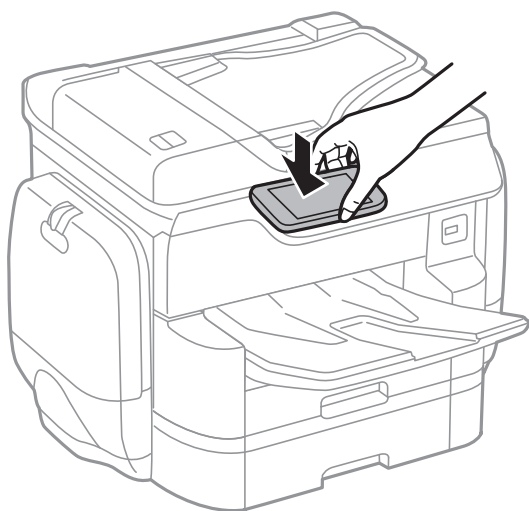
- Enable the NFC function on your smart device.

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

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

Printing

- ❑ Install Epson iPrint on your smart device.
Touch your smart device to the printer's N-Mark to install it.
 - ❑ Enable Wi-Fi Direct on your printer.
See the *Administrator's Guide* for details.
1. Load paper in the printer.
 2. Touch your smart device to the printer's N-Mark.
Epson iPrint starts.



Note:

- ❑ *The printer may not be able to communicate with the smart device when there are obstacles such as metal between the printer's N-Mark and the smart device.*
 - ❑ *Administrators may block this feature. In this case, smart devices only make a sound and do not start any applications even if you touch them to the printer's N-Mark.*
3. Select the file you want to print in Epson iPrint.
 4. On the preview screen with the Print icon, touch the smart device to the printer's N-Mark.
Printing starts.

Related Information

- ➔ [“Loading Paper in the Paper Cassette” on page 52](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 54](#)

Using AirPrint

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



Note:

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

1. Load paper in your product.
2. Set up your product for wireless printing. See the link below.
<http://epson.sn>
3. Connect your Apple device to the same wireless network that your product is using.
4. Print from your device to your product.

Note:

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

Related Information


- ➔ [“Loading Paper in the Paper Cassette” on page 52](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 54](#)

Printing the Password Setting File

Password protected files are stored in the printer's memory without being printed. To print the job, enter the password for the confidential job on the control panel. You can make the print timing on your own that prevent from reading to the outsiders by leaving on the printer's output tray.

1. Load paper in the printer.
2. Tap **Confidential Job** on the home screen.
3. Select your user name.
4. Enter the password.

Printing

5. Select the job you want to print.
The selected job has a check mark next to it.
6. Tap  to start printing.

Related Information

- ➔ [“Loading Paper in the Paper Cassette” on page 52](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 54](#)


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 v10.6.8 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.

Canceling Printing - Job/Status Menu

Note:

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

1. Press the  button to display Job/Status screen.
2. Tap **Job Status** tab > **Active**.
Ongoing print jobs and jobs that are standing by are shown in the list.
3. Select the job that you want to cancel.
4. Tap **Cancel**.

Related Information

- ➔ [“Job/Status Screen Configuration” on page 24](#)


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 216](#)

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 or later
Click  next to the progress meter.
 - Mac OS X v10.6.8 to v10.7.x
Click **Delete**.

Copying

Copying Basics

This section explains the steps for basic copying.

1. Place the originals.

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


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


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

Tap the setting item to change it as necessary.


Note:

If you tap **Advanced**, you can make settings such as **Multi-Page** or **Original Type**.

If you tap , you can register frequently used copy settings as presets.

If the combination of paper related settings you require is not available,  is displayed. Tap the icon to check the details, and then change the settings.

4. Tap the value of the number of copies, and then enter the number of copies using the on-screen keypad.

5. Tap , and then check the scanned image and the settings such as the paper size.

6. Tap .

Related Information

- ➔ [“Placing Originals” on page 57](#)
- ➔ [“Basic Menu Options for Copying” on page 99](#)
- ➔ [“Advanced Menu Options for Copying” on page 101](#)

Basic Menu Options for Copying

Note:

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

Color Mode:

Select whether to copy in color or in monochrome.

B&W

Copies the original in black and white (monochrome).

Color

Copies the original in color.

Copying

Density:

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

Paper Setting:

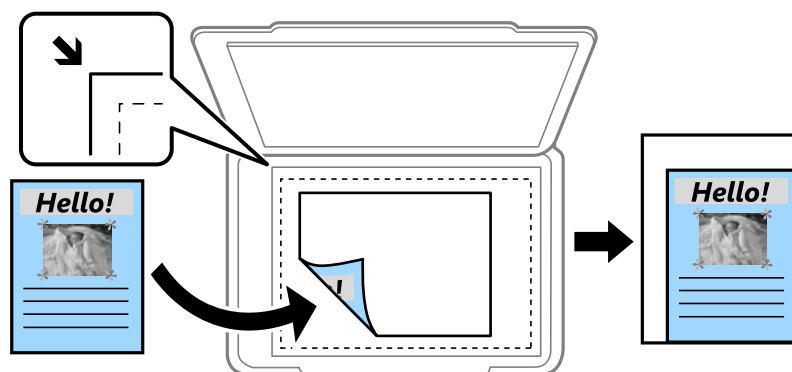
Select the paper source that you want to use. When **Auto** is selected, a suitable size is fed automatically depending on the auto detected original size and the specified magnification ratio.

Reduce/Enlarge:

Configures the magnification ratio of the enlargement or reduction. Tap the value and specify the magnification used to enlarge or reduce the original within a range of 25 to 400%.

Auto

Detects the scan area and automatically enlarges or reduces the original to fit to the paper size you selected. When there are white margins around the original, the white margins from the corner mark (↘) of the scanner glass are detected as the scan area, but the margins at the opposite side may be cropped.



Reduce to Fit Paper

Copies the scanned image at a smaller size than the Reduce/Enlarge value to fit within the paper size. If the Reduce/Enlarge value is larger than the paper size, data may be printed beyond the edges of the paper.

Actual Size

Copies at 100 % magnification.

A3→A4 and others

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

Original Size:

Select the size of your original. When you select **Auto Detect**, the size of your original is automatically detected. When copying non-standard size originals, select the size closest to your original.

2-Sided:

Select 2-sided layout.

1→1-Sided

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

Copying

2→2-Sided

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

1→2-Sided

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

2→1-Sided

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

Advanced Menu Options for Copying

Note:

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

Multi-Page:

Select the copy layout.

Single Page

Copies a single-sided original onto a single sheet.

2-up

Copies two single-sided originals onto a single sheet in 2-up layout. Select the layout order and the orientation of your original.

4-up

Copies four single-sided originals onto a single sheet in 4-up layout. Select the layout order and the orientation of your original.

Original Type:

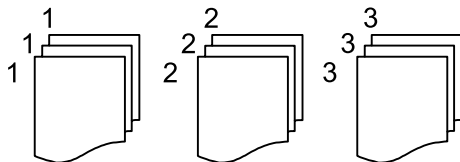
Select the type of your original. Copies in optimal quality to match the type of original.

Finishing:

Select how to eject the paper for multiple copies of multiple originals.

Group (Same Pages)

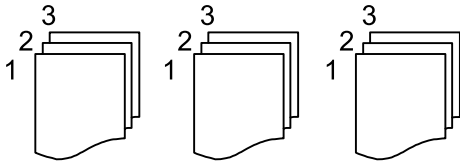
Copies the originals by page as a group.



Copying

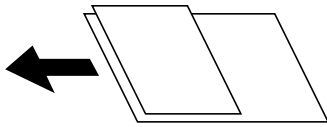
Collate (Page Order)

Copies the originals collated in order and sorted into sets.



Mixed Size Originals:

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. Place your originals by aligning the width of the originals as shown below.



Orientation (Original):

Select the orientation of your original.

Book → 2Pages:

Copies two facing pages of a booklet onto separate sheets of paper.

Select which page of a booklet to scan.

Image Quality:

Adjust image settings.

Contrast

Adjust the difference between the bright and dark parts.

Saturation

Adjust the vividness of the colors.

Red Balance, Green Balance, Blue Balance

Adjust the density for each color.

Sharpness

Adjust the outline of the image.

Hue Regulation

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

Remove Background

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

Binding Margin:

Select the binding position, margin, and orientation of your original for 2-sided copy.

Copying

Reduce to Fit Paper:

Copies the scanned image at a smaller size than the Reduce/Enlarge value to fit within the paper size. If the Reduce/Enlarge value is larger than the paper size, data may be printed beyond the edges of the paper.

Remove Shadow:

Removes shadows that appear around copies when copying thick paper or that appear in the center of copies when copying a booklet.

Remove Punch Holes:

Removes the binding holes when copying.

ID Card Copy:

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

Scanning

Scanning Using the Control Panel

Scanning to a Network Folder or FTP Server

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

Note:

- Before you use this feature, make sure the printer's **Date/Time** and **Time Difference** settings are correct. Access the menus from **Settings > General Settings > Basic Settings > Date/Time Settings**.
- You can check destination before scanning. Select **Settings > General Settings > Scan Settings**, and then enable **Confirm Recipient**.

1. Place the originals.

Note:

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

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

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

4. Specify the folder.

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

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

Enter the folder path in the following format.


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

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

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


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

Note:

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

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

Note:

Tap  to save your settings as a preset.

6. Tap .

Related Information

➔ [“Managing Contacts” on page 63](#)

Scanning

- ➔ [“Placing Originals” on page 57](#)
- ➔ [“Registering Your Favorite Settings as a Preset” on page 25](#)

Menu Options for Scanning to a Folder

Note:

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

Edit Location:

- Communication Mode
Select the communication mode.
- Location (Required)
Enter a folder path in which to save the scanned image.
- User Name
Enter a user name for the specified folder.
- Password
Enter a password for the specified folder.
- Connection Mode
Select the connection mode.
- Port Number
Enter a port number.

Contacts:

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

Color Mode:

Select whether to scan in color or in monochrome.

File Format:

Select the format in which to save the scanned image.

- Compression Ratio
Select how much to compress the scanned image.
- PDF Settings
When you have selected **PDF** as the save format setting, use these settings to protect PDF files.
To create a PDF file that requires a password when opening, set Document Open Password. To create a PDF file that requires a password when printing or editing, set Permissions Password.

Resolution:

Select the scanning resolution.

2-Sided:

Scan both sides of the original.

Scanning

Orientation (Original)

Select the orientation of the original.

Binding(Original)

Select the binding direction of the original.

Scan Area:

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

Orientation (Original)

Select the orientation of the original.

Original Type:

Select the type of your original.

Density:

Select the contrast of the scanned image.

Remove Shadow:

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

Surround

Remove the shadows at the edge of the original.

Center

Remove the shadows of the binding margin of the booklet.

Remove Punch Holes:

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

Erasing Position

Select the position to remove the punch holes.

Orientation (Original)

Select the orientation of the original.

File Name:

Filename Prefix:

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

Add Date:

Add the date to the file name.

Add Time:

Add the time to the file name.

Clear All Settings

Resets the scan settings to their defaults.

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 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 the printer's **Date/Time** and **Time Difference** settings are correct. Access the menus from **Settings > General Settings > Basic Settings > Date/Time Settings**.
- ❑ By using the **Document Capture Pro** function on the control panel instead of this function, you can send emails directly. Before using this function, make sure you have registered a job to send emails in Document Capture Pro and that the computer is turned on.
- ❑ You can check destination before scanning. Select **Settings > General Settings > Scan Settings**, and then enable **Confirm Recipient**.

1. Place the originals.

Note:

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

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

3. Tap **Email**.


4. Specify the addresses.

- ❑ To select frequently used addresses: Tap the icons displayed on the screen.
- ❑ To enter the email address manually: Tap **Keyboard**, enter the email address, and then tap **OK**.
- ❑ To select from the contacts list: Tap **Contacts**, select a contact or a group, and then tap **Close**.
You can search for the address from the contacts list. Enter the search keyword into the box at the top of the screen.
- ❑ To select from the history list: Tap **History**, select a contact, and then tap **Close**.

Note:


- ❑ The number of recipients you selected is displayed on the right of the screen. You can send emails to up to 10 addresses and groups.

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

- ❑ Tap the address box at the top of the screen to display the list of selected addresses.
- ❑ Tap  to display or print the sending history, or change the email server settings.

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

Note:

Tap  to save your settings as a preset.

6. Tap .

Related Information

- ➔ [“Configuring Mail Server” on page 302](#)
- ➔ [“Managing Contacts” on page 63](#)
- ➔ [“Scanning Using Document Capture Pro” on page 109](#)
- ➔ [“Placing Originals” on page 57](#)
- ➔ [“Registering Your Favorite Settings as a Preset” on page 25](#)

Menu Options for Scanning to an Email**Note:**

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

Color Mode:

Select whether to scan in color or in monochrome.

File Format:

Select the format in which to save the scanned image.

 Compression Ratio

Select how much to compress the scanned image.

 PDF Settings

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

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

Resolution:

Select the scanning resolution.

2-Sided:

Scan both sides of the original.

 Orientation (Original)

Select the orientation of the original.

 Binding(Original)

Select the binding direction of the original.

Scan Area:

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

 Orientation (Original)

Select the orientation of the original.

Original Type:

Select the type of your original.

Density:

Select the contrast of the scanned image.

Scanning

Remove Shadow:

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

Surround

Remove the shadows at the edge of the original.

Center

Remove the shadows of the binding margin of the booklet.

Remove Punch Holes:

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

Erasing Position

Select the position to remove the punch holes.

Orientation (Original)

Select the orientation of the original.

Subject:

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

Attached File Max Size:

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

File Name:

Filename Prefix:

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

Add Date:

Add the date to the file name.

Add Time:

Add the time to the file name.

Clear All Settings

Resets the scan settings to their defaults.

Scanning Using Document Capture Pro

You can scan the original using the settings specified in Document Capture Pro. Set the operation mode on the control panel before scanning.

Related Information

➔ [“Placing Originals” on page 57](#)

➔ [“Document Capture Pro” on page 219](#)

Scanning

Setting Operation Mode

Before scanning, set the operation mode on the control panel to match the computer on which Document Capture Pro is installed.

1. Tap **Settings** from the home screen.
2. Tap **General Settings > Scan Settings > Document Capture Pro**.
3. Select the operation mode.
 - Client Mode: Select this if Document Capture Pro is installed on Windows or Mac OS X.
 - Server Mode: Select this if Document Capture Pro is installed on a Windows Server. Next, enter the server address.
4. If you have changed the operation mode, check that the settings are correct, and then tap **OK**.

Scanning Using the Document Capture Pro Settings

Before scanning, prepare the followings.

- Install Document Capture Pro on your computer (server) and create the job.
- Connect the printer and the computer (server) to the network.
- Set the operation mode on the control panel.

1. Place the originals.

Note:

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

2. Tap **Scan** on the home screen.
3. Tap **Document Capture Pro**.
4. Tap **Select Computer.**, and then select the computer on which you created the job in Document Capture Pro.


Note:

- The printer's control panel displays up to 100 computers on which Document Capture Pro is installed.*
- If you have selected **Option > Network Scanning Settings**, and enabled **Protect with password** in Document Capture Pro or Document Capture, enter a password.*
- If **Server Mode** is set as the operation mode, you do not need to perform this step.*

5. Tap **Select Job.**, and then select the job.

Note:

- If you have selected **Protect with password** in the settings in Document Capture Pro Server, enter a password.*
- If you have set only one job, you do not need to select the job. Proceed to the next step.*

6. Tap the area in which the job content is displayed, and then check the job details.
7. Tap .

Scanning to a Memory Device

You can save the scanned image to a memory device.

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

2. Place the originals.

Note:

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


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

4. Tap **Memory Device**.

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

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

Note:

Tap  to save your settings as a preset.

7. Tap .

Related Information

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

➔ [“Placing Originals” on page 57](#)

➔ [“Registering Your Favorite Settings as a Preset” on page 25](#)

Basic Menu Options for Scanning to a Memory Device

Note:

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

B&W/Color:

Select whether to scan in color or in monochrome.

Resolution:

Select the scanning resolution.

Scan Area:

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

Orientation (Original)

Select the orientation of the original.

File Format:

Select the format in which to save the scanned image.

Scanning

Compression Ratio

Select how much to compress the scanned image.

PDF Settings

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

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

2-Sided:

Scan both sides of the original.

Orientation (Original)

Select the orientation of the original.

Binding(Original)

Select the binding direction of the original.

Original Type:

Select the type of your original.

Advanced Menu Options for Scanning to a Memory Device

Note:

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

Density:

Select the contrast of the scanned image.

Remove Shadow:

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

Surround

Remove the shadows at the edge of the original.

Center

Remove the shadows of the binding margin of the booklet.

Remove Punch Holes:

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

Erasing Position

Select the position to remove the punch holes.

Orientation (Original)

Select the orientation of the original.

File Name:

Filename Prefix:

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

Scanning

- Add Date:
Add the date to the file name.
- Add Time:
Add the time to the file name.

Clear All Settings

Resets the scan settings to their defaults.

Scanning to the Cloud

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

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

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

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


2. Place the originals.

Note:

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

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


4. Tap **Cloud**.

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

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

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

Note:

Tap  to save your settings as a preset.

8. Tap .

Related Information

➔ [“Placing Originals” on page 57](#)

Basic Menu Options for Scanning to the Cloud

Note:

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

B&W/Color:

Select whether to scan in color or in monochrome.

Scanning

2-Sided:

Scan both sides of the original.

- Orientation (Original)

Select the orientation of the original.

- Binding(Original)

Select the binding direction of the original.

JPEG/PDF:

Select the format in which to save the scanned image.

Scan Area:

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

- Orientation (Original)

Select the orientation of the original.

Advanced Menu Options for Scanning to the Cloud

Note:

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

Original Type:

Select the type of your original.

Density:

Select the contrast of the scanned image.

Remove Shadow:

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

- Surround

Remove the shadows at the edge of the original.

- Center

Remove the shadows of the binding margin of the booklet.

Remove Punch Holes:

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

- Erasing Position

Select the position to remove the punch holes.

- Orientation (Original)

Select the orientation of the original.

Clear All Settings

Resets the scan settings to their defaults.

Scanning to a Computer (WSD)


Note:

- ❑ *This feature is only available for computers running Windows 10/Windows 8.1/Windows 8/Windows 7/Windows Vista.*
- ❑ *If you are using Windows 7/Windows Vista, you need to setup your computer in advance using this feature.*

1. Place the originals.

Note:

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

2. Tap **Scan** on the home screen.
3. Tap **Computer (WSD)**.
4. Select a computer.
5. Tap .

Related Information

➔ [“Placing Originals” on page 57](#)

Setting Up a WSD Port

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

Note:

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

The following is necessary to set up a WSD port.

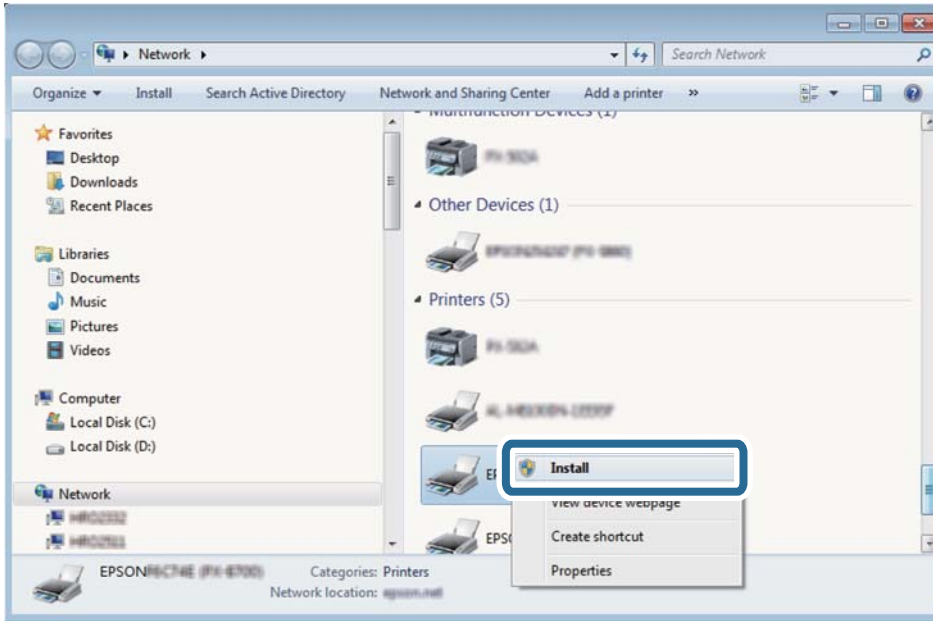
- ❑ The printer and the computer are connected to the network.
- ❑ The printer driver is installed on the computer.

1. Turn the printer on.
2. Click start, and then click **Network** on the computer.
3. Right-click the printer, and then click **Install**.

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

Scanning

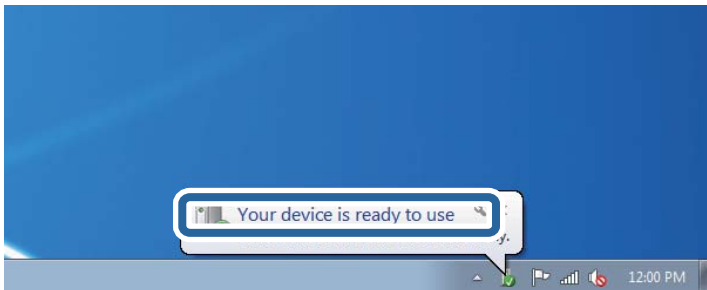
Click **Uninstall** and start again if the **Uninstall** screen is displayed.



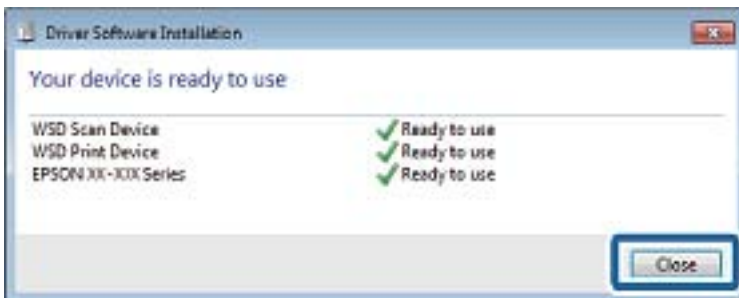
Note:

The printer name you set on the network and model name (EPSON XXXXXX (XX-XXXX)) are displayed on the network screen. You can check the printer's name set on the network from the printer's control panel or by printing a network status sheet.

4. Click **Your device is ready to use**.



5. Check the message, and then click **Close**.



6. Open the **Devices and Printers** screen.

- ❑ Windows 7

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

Scanning

- ❑ Windows Vista

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

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

Related Information

- ➔ [“Printing a Network Status Sheet” on page 41](#)

Scanning from a Computer

Authenticating Users on Epson Scan 2 when Using Access Control

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

1. Start Epson Scan 2.
2. On the Epson Scan 2 screen, make sure that your printer is selected in the **Scanner** list.
3. Select **Settings** from the **Scanner** list to open the **Scanner Settings** screen.
4. Click **Access Control**.
5. On the **Access Control** screen, enter the **User Name** and the **Password** for an account that has permission to scan.
6. Click **OK**.

Scanning Using Epson Scan 2

You can scan using the scanner driver "Epson Scan 2". You can scan originals using detailed settings that are suitable for text documents.

See the Epson Scan 2 help for an explanation of each setting item.

1. Place the original.

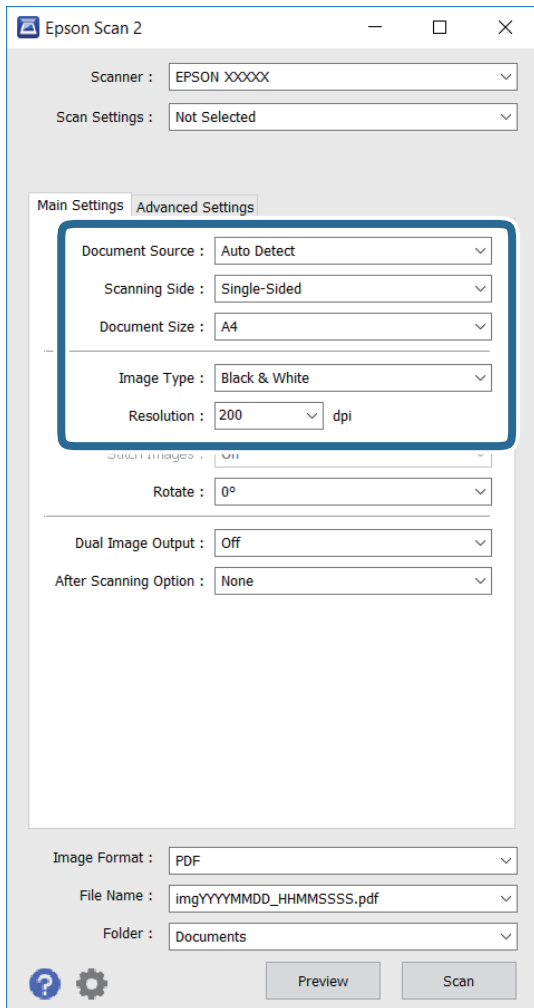
Note:

If you want to scan multiple originals, place them in the ADF.

2. Start Epson Scan 2.

Scanning

3. Make the following settings on the **Main Settings** tab.



- Document Source:** Select the source where the original is placed.
 - Scanning Side:** Select the side of the original you want to scan when scanning from ADF.
 - Document Size:** Select the size of the original you placed.
 - Image Type:** Select the color for saving the scanned image.
 - Resolution:** Select the resolution.
4. Make other scan settings if necessary.
- You can preview the scanned image by clicking the **Preview** button. The preview window opens, and the previewed image is displayed.
When you preview using the ADF, the original is ejected from the ADF. Place the ejected original again.

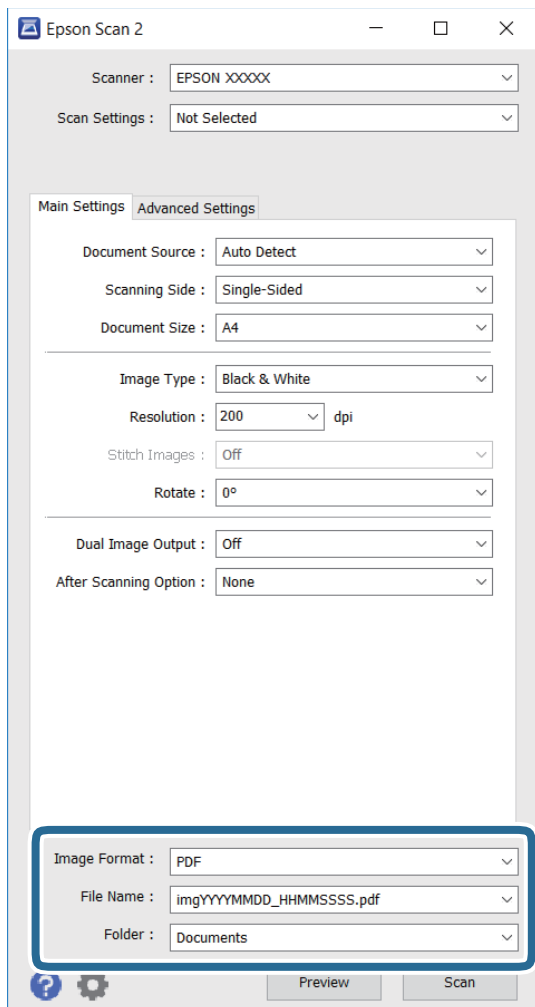
Scanning

- ❑ On the **Advanced Settings** tab, you can make detailed image adjustment settings that are suitable for text documents, such as the following.
 - ❑ **Unsharp Mask:** You can enhance and sharpen the outlines of the image.
 - ❑ **Descreening:** You can remove moiré patterns (web-like shadows) that appear when scanning printed papers such as a magazine.
 - ❑ **Text Enhancement:** You can make blurred letters in the original clear and sharp.
 - ❑ **Auto Area Segmentation:** You can make letters clear and images smooth when performing black and white scanning for a document that contains images.

Note:

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

5. Set the file saving settings.



- ❑ **Image Format:** Select the save format from the list.
You can make detailed settings for each save format except BITMAP and PNG. Select **Options** from the list after selecting the save format.
- ❑ **File Name:** Confirm the save file name displayed.
You can change settings for the file name by selecting **Settings** from the list.

Scanning

- ❑ **Folder:** Select the save folder for the scanned image from the list.

You can select another folder or create a new folder by selecting **Select** from the list.

6. Click **Scan**.

Related Information

- ➔ “Placing Originals” on page 57
- ➔ “Epson Scan 2 (Scanner Driver)” on page 219

Scanning from Smart Devices

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



Installing Epson iPrint

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

<http://ipr.to/c>

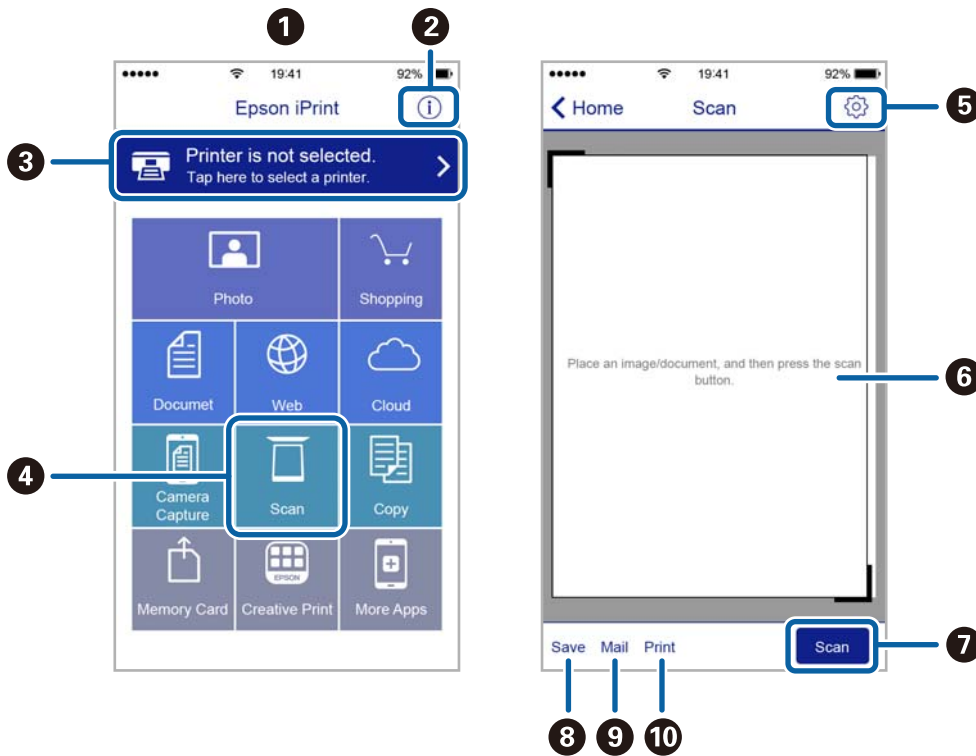


Scanning Using Epson iPrint

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

Scanning

The following screens are subject to change without notice.



1	Home screen displayed when the application is started.
2	Displays information on how to setup the printer and a FAQ.
3	Displays the screen where you can select the printer and make printer settings. Once you have selected the printer, you do not need to select it again from the next time.
4	Displays the scanning screen.
5	Displays the screen where you can make scan settings such as resolution.
6	Displays scanned images.
7	Starts scanning.
8	Displays the screen where you can save scanned data to a smart device or Cloud services.
9	Displays the screen where you can send scanned data by email.
10	Displays the screen where you can print scanned data.

Scanning by Touching Smart Devices to the N-Mark

You can simply connect and scan by touching your smart device to the printer's N-Mark. Make sure that you prepare the following before using this feature.

Scanning

- ❑ Enable the NFC function on your smart device.

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

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

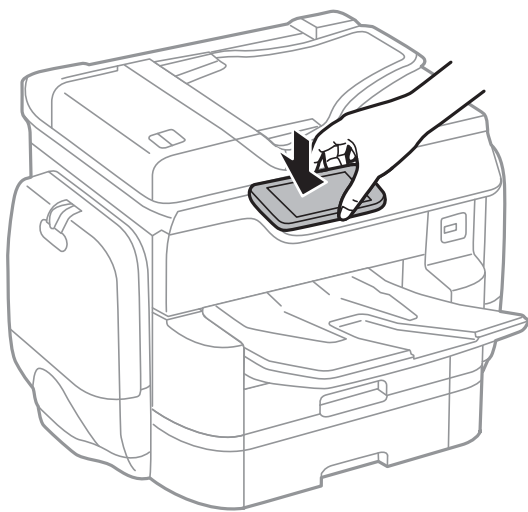
- ❑ Installed Epson iPrint on your smart device.

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

- ❑ Enable the Wi-Fi Direct on your printer.

See *Administrator's Guide* for details.

1. Place the originals in the printer.
2. Touch your smart device to the printer's N-Mark.



Note:

- ❑ *The printer may not be able to communicate with the smart device when there are obstacles such as metal between the printer's N-Mark and the smart device.*
- ❑ *Administrators may block this feature. In this case, smart devices only make a sound and do not start any applications even if you touch them to the printer's N-Mark.*

Epson iPrint starts.

3. Select the scan menu in Epson iPrint.
4. Touch the smart device to the printer's N-Mark again.

Scanning starts.

Faxing

Setting Up a Fax

Connecting to a Phone Line

Compatible Telephone Lines

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

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

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

Connecting the Printer to a Phone Line

Connect the printer to a telephone wall jack using an RJ-11 (6P2C) phone cable. When connecting a telephone to the printer, use a second RJ-11 (6P2C) phone cable.

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

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

Note:

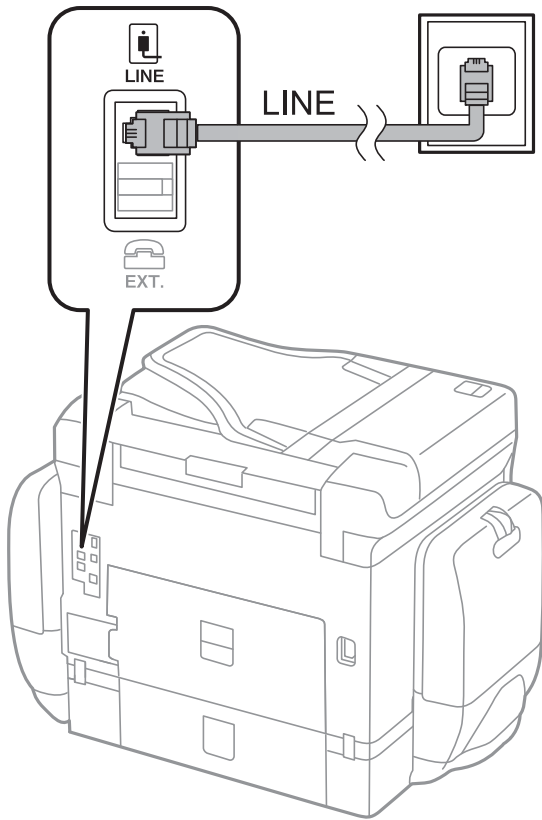
Remove the cap from the EXT. port of the printer only when connecting your telephone to the printer. Do not remove the cap if you are not connecting your telephone.

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

Faxing

Connecting to a Standard Phone Line (PSTN) or PBX

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



Related Information

➔ [“Making Settings for a PBX Phone System” on page 129](#)

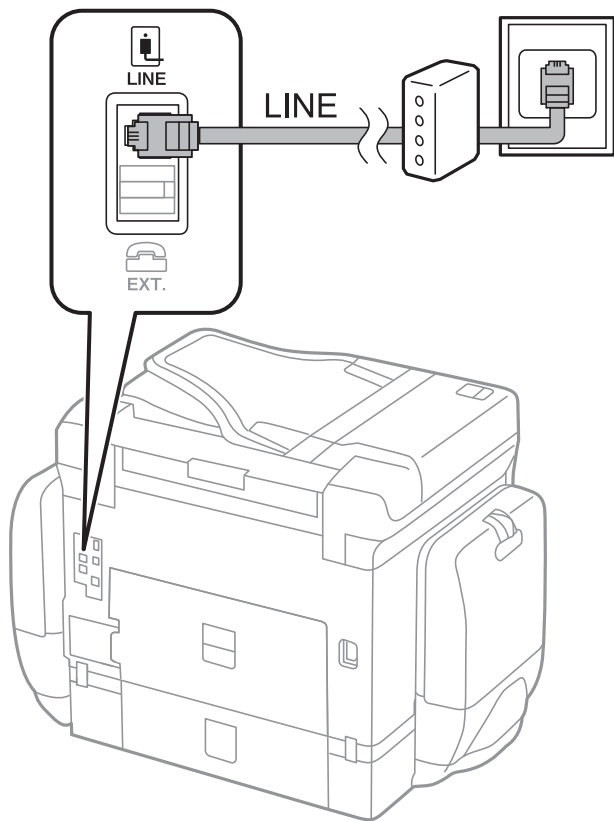
Connecting to DSL or ISDN

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

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

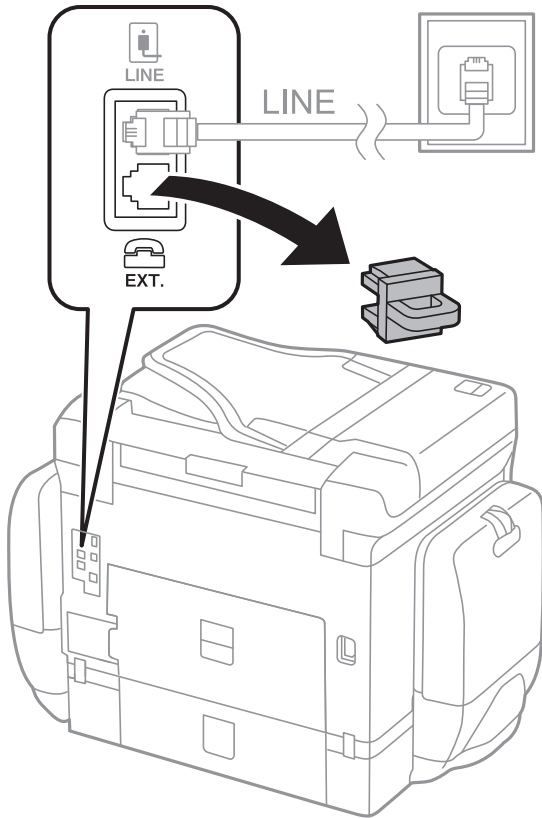
When using the printer and your telephone on a single phone line, connect the telephone to the printer.

Note:

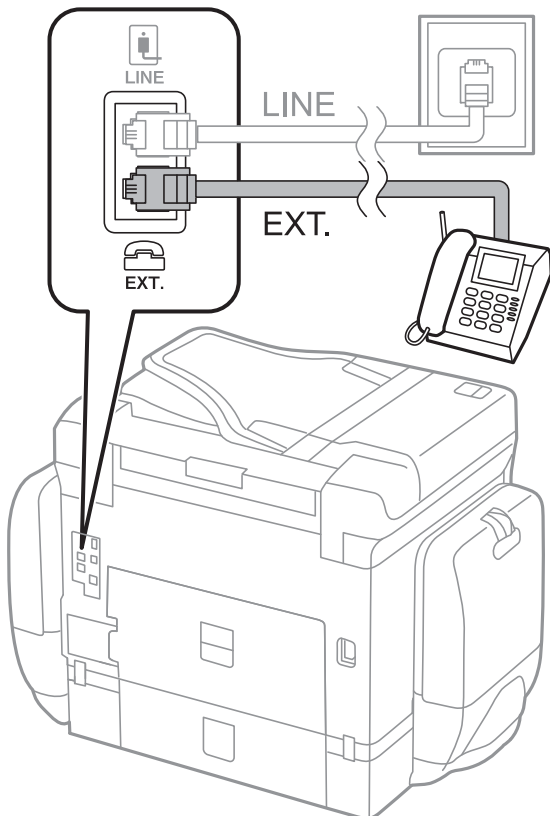
- If your phone device has a fax function, disable the fax function before connecting. See the manuals that came with the phone device for details.
- If you connect an answering machine, make sure the printer's **Rings to Answer** setting is set higher than the number of rings your answering machine is set to answer a call.

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.



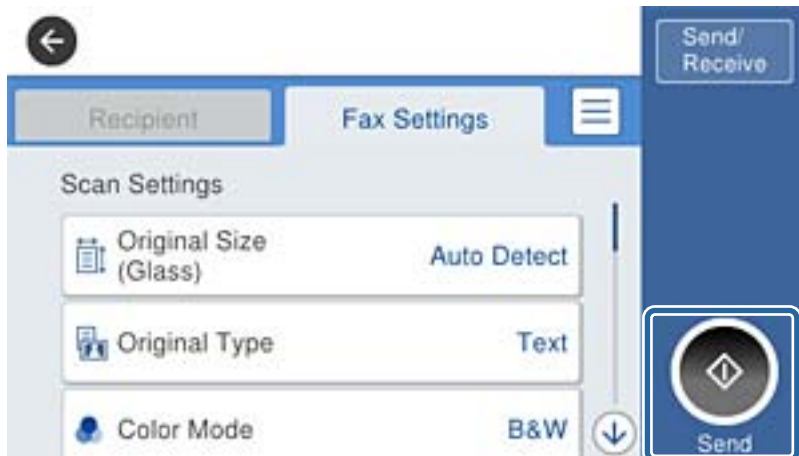
Faxing

Note:

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

3. Tap **Fax**.
4. Pick up the handset.

The connection is established when **Send** is enabled as the following screen.



Related Information

➔ [“Settings for the Answering Machine” on page 141](#)

Making Basic Fax Settings

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

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

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

Making Basic Fax Settings Using the Fax Setting Wizard

Make basic settings by following the on-screen instructions.

1. Connect the printer to the phone line.

Note:

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

2. Tap **Settings** on the home screen.
3. Tap **General Settings > Fax Settings > Fax Setting Wizard**.

Faxing

4. On the **Confirmation** screen, tap **OK**.

The wizard begins.

5. On the fax header entry screen, enter the sender name such as your company name, and then tap **OK**.

Note:

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

6. On the phone number entry screen, enter your fax number, and then tap **OK**.

7. On the **Distinctive Ring Detection (DRD) Setting** screen, make the following settings.

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

Note:

- Distinctive ring services, offered by many telephone companies (the service name differs by company), allows you to have several phone numbers on one phone line. Each number is assigned a different ring pattern. You can use one number for voice calls and another for fax calls. Select the ring pattern assigned to fax calls in **DRD**.*
- Depending on the region, **On** and **Off** are displayed as the **DRD** options. Select **On** to use the distinctive ring feature.*


8. On the **Receive Mode Setting** screen, select whether you are using your phone device connected to the printer.

- When connected: Tap **Yes**, and then go to the next step.
- When not connected: Tap **No**, and then go to step 9. **Receive Mode** is set to **Auto**.

9. On the **Receive Mode Setting** screen, select whether you want to receive faxes automatically.

- To receive automatically: Tap **Yes**. **Receive Mode** is set to **Auto**.
- To receive manually: Tap **No**. **Receive Mode** is set to **Manual**.

10. On the **Proceed** screen, check the settings you made, and then tap **Proceed**.

To correct or change settings, tap .

11. Tap **Start Checking** to run the fax connection check, and when the screen prompts you to print the check result, tap **Print**.

A report of the check result that shows the connection status is printed.

Note:

- If there are any errors reported, follow the instructions on the report to solve them.*
- If the **Select Line Type** screen is displayed, select the line type.*
 - *When you are connecting the printer to a PBX phone system or terminal adapter, select **PBX**.*
 - *When you are connecting the printer to a standard phone line (PSTN), select **Disable** on the **Confirmation** screen displayed. 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 123](#)
- ➔ [“Setting Receiving Mode” on page 140](#)
- ➔ [“Making Settings for a PBX Phone System” on page 129](#)
- ➔ [“Menu Options for Fax Settings” on page 171](#)

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

➔ [“Menu Options for Fax Settings” on page 171](#)

Making Settings for a PBX Phone System

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

1. Tap **Settings** on the home screen.
2. Tap **General Settings > Fax Settings > Basic Settings**.
3. Tap **Line Type**, and then tap **PBX**.
4. On the **Access Code** screen, tap **Use**.
5. Tap the **Access Code** box, enter the external access code used for your phone system, and then tap **OK**.

The access code is stored in the printer.

Note:

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

You can set the printer so that specific paper sources are not used for printing received documents and fax reports. By default, all of the paper sources are enabled for fax printing. Use this feature if you do not want to use paper in a specific paper source for fax printing.

1. Tap **Settings** on the home screen.
2. Tap **General Settings > Printer Settings > Paper Source Settings > Auto Select Settings > Fax**.
3. Tap each box of the paper source that you do not want to use for printing faxes.

The paper source setting is changed to **Off** and is disabled for printing faxes.

Saving the Operation Time for Sending Faxes

The quick memory send feature starts sending the fax when the printer finishes scanning the first page. If you do not enable this feature, the printer starts sending after saving all of the scanned images to memory. By using this feature you can reduce the overall operation time as scanning and sending are performed in parallel.

1. Tap **Settings** on the home screen.
2. Tap **General Settings > Fax Settings > Send Settings**.

Faxing

3. Tap the **Quick memory send** box to set this to **On**.

Related Information

➔ [“Send Settings” on page 171](#)

Printing Information for Received Faxes

You can set to print reception information in the footer of the received fax, even if the sender has not set the header information. The reception information includes the received date and time, sender's ID, reception ID (such as "#001"), and page number (such as "P1"). When **Split Page Settings** is enabled, the split page number is also included.

1. Tap **Settings** on the home screen.
2. Tap **General Settings** > **Fax Settings** > **Receive Settings**.
3. Tap **Print Settings**, and then tap the **Add Reception Information** box to set this to **On**.

Related Information

➔ [“Print Settings” on page 174](#)

Printing Received Faxes on 2-Sides

You can print multiple pages of received documents on both sides of the paper.

1. Tap **Settings** on the home screen.
2. Tap **General Settings** > **Fax Settings** > **Receive Settings**.
3. Tap **Print Settings**, and then tap **2-Sided**.
4. Tap the **2-Sided** box to set this to **On**.
5. In **Binding(Copy)**, select **Short Side** or **Long Side**.
6. Tap **OK**.

Related Information

➔ [“Print Settings” on page 174](#)

Printing Received Faxes by Splitting Pages

Make split page settings when the size of the received document is larger than the size of the paper loaded in the printer.

1. Tap **Settings** on the home screen.
2. Tap **General Settings** > **Fax Settings** > **Receive Settings**.

Faxing

3. Tap **Print Settings** > **Split Page Settings** > **Delete Print Data After Split**.
4. Select the options for deleting print data after splitting.
5. If you select **Off** in step 4, tap **OK** and go to step 7. If you select **Delete Top** or **Delete Bottom**, go to step 6.
6. In **Threshold**, set the threshold, and then tap **OK**.
7. Tap **Overlap When Split**.
8. Tap the **Overlap Print When Split** box to set this to **On**.
9. In **Overlapping Width**, set the width, and then tap **OK**.

Related Information

➔ [“Print Settings” on page 174](#)

Making Print Settings to Receive Reduced or Split Faxes (Acting Print)

Make print settings when the size of the received document is larger than the size of the paper loaded in the printer.


1. Tap **Settings** on the home screen.
2. Tap **General Settings** > **Fax Settings** > **Receive Settings**.
3. Tap **Print Settings** > **Acting Print**, and then select the options.
 - Off**: Select this option if you do not want to use this function.
 - On(Split to pages)**: Select this to print the received document by splitting it with other paper sizes. For example, when the received fax is A3 size, the fax is printed at A4 size on 2 pages without shrinking the image.
 - On (Reduce to Fit)**: Select this to print the received document by shrinking. For example, when the received fax is A3 size, the fax is printed at A4 size by shrinking the image.

Sending Faxes

Basic Fax Sending Operations

Send faxes in color or monochrome (B&W).

Note:


- When sending a fax in monochrome, you can preview the scanned image on the LCD screen before sending.*
- If you have enabled the **Save Failure Data** feature, failed faxes are saved, and you can resend them from .*

Faxing

Sending Faxes Using the Control Panel

You can enter fax numbers for recipients and send faxes by using the control panel. The printer automatically dials the recipients and sends the fax.

Note:

- When sending a fax in monochrome, you can preview the scanned image on the LCD screen before sending.
- You can reserve up to 50 monochrome fax jobs even while the phone line is in use for a voice call, sending another fax, or receiving a fax. You can check or cancel reserved fax jobs from .
- If the fax number is busy or there is some problem, the printer automatically redials after one minute.

1. Place the originals.

Note:

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

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

3. Specify the recipient.

You can send the same monochrome fax to up to 200 recipients. However, a color fax can only be sent to one recipient at a time.

- To enter manually: Enter numbers using the numerical keypad on the LCD screen, and then tap **OK**.
 - To add a pause (pause for three seconds during dialing), enter a hyphen(-).
 - If you have set an external access code in **Line Type**, enter "#" (hash) instead of the actual external access code at the beginning of the fax number.
- To select from the contacts list: Tap **Contacts**, tap the check box to add a check mark to a contact, and then tap **Proceed**.
- To select from the sent fax history: Tap **Recent**, and then select a recipient.


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.
- To delete recipients you entered, display the list of recipients by tapping on the field of a fax number or the number of recipients on the LCD screen, select the recipient from the list, and then select **Remove**.

4. Tap the **Fax Settings** tab, and then make settings such as the resolution and the sending method as necessary.







When you set **Color Mode** to **Color**, proceed to step 6.

Note:



- To send 2-sided originals, enable **ADF 2-Sided**. However, you cannot send in color with this setting.
- Tap  (**Presets**) on the fax top screen to save the current settings and the recipients in **Presets**. Recipients may not be saved depending on how you specified the recipients, such as entering a fax number manually.

5. When sending a fax in monochrome, tap  on the fax top screen to confirm the scanned document.

To send the fax as is, tap **Start Sending**, and then go to step 7. Otherwise, cancel the preview by tapping **Cancel**.


-     : Moves the screen in the direction of the arrows.
-   : Reduces or enlarges.

Faxing


- ❑   : Moves to the previous or the next page.

Note:

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

6. Tap .

Note:

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

7. When sending is complete, remove the originals.

Related Information

- ➔ [“Placing Originals” on page 57](#)
- ➔ [“Menu Options for Fax Mode” on page 168](#)
- ➔ [“Checking Fax Jobs” on page 166](#)
- ➔ [“Managing Contacts” on page 63](#)
- ➔ [“Registering Your Favorite Settings as a Preset” on page 25](#)


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. Tap **Fax** on the home screen.
4. Tap the **Fax Settings** tab, and then make settings such as the resolution and the sending method as necessary.
5. When you hear a fax tone, tap , and then hang up the handset.

Note:

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

6. When sending is complete, remove the originals.


Related Information

- ➔ [“Placing Originals” on page 57](#)
- ➔ [“Fax Settings” on page 168](#)

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. Tap **Fax** on the home screen.
3. Tap the **Fax Settings** tab, and then make settings such as the resolution and the sending method as necessary. When you have finished making settings, tap the **Recipient** tab.

4. Tap  and then specify the recipient.

Note:

You can adjust the sound volume of the speaker.

5. When you hear a fax tone, tap **Send/Receive** at the upper right corner of the LCD screen, and then tap **Send**.

Note:

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

6. Tap .
7. When sending is complete, remove the originals.

Related Information

- ➔ [“Sending Faxes Using the Control Panel” on page 132](#)
- ➔ [“Receiving Faxes by Polling \(Polling Receive\)” on page 142](#)
- ➔ [“Placing Originals” on page 57](#)
- ➔ [“Menu Options for Fax Mode” on page 168](#)

Various Ways of Sending Faxes**Sending Many Pages of a Monochrome Document (Direct Send)**

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

Tap **Fax** on the home screen, tap the **Fax Settings** tab, and then tap the **Direct Send** box in the **Fax Send Settings** group to set this to **On**.

Faxing

Sending a Fax Preferentially (Priority Send)

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

Tap **Fax** on the home screen, tap the **Fax Settings** tab, and then tap the **Priority Send** box in the **Fax Send Settings** group to set this to **On**.

Note:

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


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

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. Tap **Fax** on the home screen.
2. Specify the recipient.
3. Tap the **Fax Settings** tab.
4. Tap the **Send Fax Later** box in the **Fax Send Settings** group to set this to **On**.
5. Tap the **Time** box, enter the time you want to send the fax, and then press OK.
6. Tap OK to apply the settings.

Note:

To cancel the fax, cancel it from .

Related Information

- ➔ [“Sending Faxes Using the Control Panel” on page 132](#)
- ➔ [“Placing Originals” on page 57](#)
- ➔ [“Fax Settings” on page 168](#)
- ➔ [“Checking Fax Jobs” on page 166](#)

Sending a Fax with a Selected Header

You can send a fax with sender information that is suitable for the recipient. You need to register multiple headers of sender information in advance in the printer by following the steps below.

Registering Multiple Headers for Sending Faxes

You can register up to 21 fax headers as sender information.

Faxing

1. Tap **Settings** on the home screen.
2. Tap **General Settings** > **Fax Settings** > **Basic Settings**.
3. Tap > **Header**, tap the **Your Phone Number** box, there enter your phone number, and then tap **OK**.
4. Tap one of the boxes under the **Fax Header** list, enter the fax header information, and then tap **OK**.

Related Information

➔ [“Basic Settings” on page 176](#)

Sending a Fax with a Selected Header

When you send a fax, you can select header information for the recipient. To use this feature, you must register multiple headers in advance.

1. Tap **Fax** on the home screen.
2. Tap the **Fax Settings** tab.
3. Tap **Add Sender Information** in the **Fax Send Settings** group.
4. Select where you want to add your sender information.
 - Outside of Image:** Sends a fax with header information in the top white margin of the fax. This keeps the header from overlapping with the scanned image, however, the fax received by the recipient may be printed across two sheets depending on the size of the originals.
 - Inside of Image:** Sends a fax with header information approximately 7 mm lower than the top of the scanned image. The header may overlap with the image, however, the fax received by the recipient will not be split into two documents.
 - Off:** Sends a fax with no header information.
5. Tap **Fax Header**, select the header you want to use, and then tap **OK**.
6. Tap one of the Additional Information options as necessary.

Related Information

➔ [“Fax Settings” on page 168](#)

Sending a Fax Notification

You can send an email containing information on the results of sending the fax.

Note:

To use this feature, you must do the followings on advance:

- Make mail server settings in the printer*
- Register the email address to which you want to send the results*

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

Faxing

2. Tap the **Fax Settings** tab.
3. Tap **Notify Send Result** in the **Fax Send Settings** group.
4. Tap the **Notify Send Result** box to set this to **On**.
5. On the **Notify Send Result** screen, Tap **Recipient**, and then select the recipient who will receive the notification.

Sending a Fax and Backing Up the Data

When scanning a fax, you can automatically save the scanned document to the printer's memory. This feature is available when:

- sending a fax in monochrome
- sending a fax using the **Send Fax Later** feature
- sending a fax using the **Batch Send** feature
- sending a fax using the **Store Fax Data** feature
- sending a fax using the **Polling Send/Board** feature

Note:

Documents that fail to be sent can also be backed up to be sent later.

1. Tap **Fax** on the home screen.
2. Tap the **Fax Settings** tab.
3. Tap **Backup** in the **Fax Send Settings** group.
4. Tap the **Fax Send Settings** box to set this to **On**.
5. Tap **Backup Destination**, and then specify a recipient.

Related Information

➔ [“Fax Settings” on page 168](#)

Sending a Fax with a Subaddress(SUB) and Password(SID)

You can send a fax to the confidential box or the relay box of the recipient's fax machine. Recipients can receive the fax securely, or send the fax to specified forwarding destinations.

To use this feature, you must register the recipient with a subaddress and password to **Contacts** before you send the fax.

Tap **Fax** on the home screen. Tap **Contacts** and select a recipient with a registered subaddress and password. You can also select the recipient from **Recent** if it was sent with a subaddress and password.

Faxing

Sending Faxes On Demand (Using Polling Send/Bulletin Board Box)

Using the **Polling Send** feature, you can store up to 100 pages of a single document in monochrome for polling fax. The stored document is sent upon request from another fax machine that has a polling receive feature.

Up to 10 bulletin boards are also available. Note that the fax machine of the recipient must support the subaddress/password feature.


Registering a Polling Send/Bulletin Board Box

1. Tap **Fax Box** on the home screen, and then tap **Polling Send/Board**.
2. Tap the **Polling Send/Board** box or one of the boxes named **Unregistered Bulletin Board**.
3. If a password entry screen is displayed, enter the password.
4. If you are registering a bulletin board, Do all of the following:
 - Tap **Name (Required)**, enter the name, and then tap **OK**
 - Tap **Subaddress(SEP)**, enter the subaddress, and then tap **OK**
 - Tap **Password(PWD)**, enter the password, and then tap **OK**
5. Tap the boxes shown below such as **Notify Send Result** and make the appropriate settings as necessary.


Note:

*If you set a password in **Box Open Password**, you will be asked to enter the password the next time you open the box.*

6. Tap **OK**.

To change or delete, tap **Fax Box** on the home screen, tap the box you want to change or delete, tap , and then follow the on-screen instructions.

Storing a Document in the Polling Send/Bulletin Board Box

1. Tap **Fax Box** on the home screen, and then tap **Polling Send/Board**.
2. Tap the **Polling Send** box or one of the bulletin board boxes that have already been registered.
If the password entry screen is displayed, enter the password to open the box.
3. Tap **Add Document**.
4. On the fax top screen that is displayed, tap  to scan and store the document.

To check the document you stored, tap **Fax Box** on the home screen, tap the box containing the document you want to check, and then tap **Check Document**. On the screen that is displayed, you can view, print or delete the scanned document.

Related Information



- ➔ [“Sending Faxes Using the Control Panel” on page 132](#)
- ➔ [“Placing Originals” on page 57](#)
- ➔ [“More” on page 170](#)


Faxing

➔ [“Checking Fax Jobs” on page 166](#)

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

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

1. Tap **Fax** on the home screen.
2. Tap  (More).
3. Tap **Extended Fax** > **Store Fax Data** to set this to **On**.
4. Tap **Close** until the fax top screen appears.
5. Tap  to store the document.

You can view the stored document. Tap **Fax Box** on the home screen, tap **Stored Documents**, and then tap the left of the box containing the document you want to view. If you want to delete the document, tap  on the right of the box, and then follow the on-screen instructions.

Related Information

- ➔ [“Sending Faxes Using the Control Panel” on page 132](#)
- ➔ [“Placing Originals” on page 57](#)
- ➔ [“More” on page 170](#)
- ➔ [“Checking Fax Jobs” on page 166](#)

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.

Tap **Settings** on the home screen, tap **General Settings** > **Fax Settings** > **Send Settings**, and then tap the **Batch Send** box to make the setting to **On**.

Note:

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

Faxing

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

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

Before placing originals, make the following setting.

Tap **Fax** on the home screen, tap the **Fax Settings** tab, and then tap the **Continuous Scan(ADF)** box in the **Scan Settings** group to set this to **On**. 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 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 220](#)
- ➔ [“FAX Utility” on page 220](#)

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. Tap **Settings** on the home screen.
2. Tap **General Settings** > **Fax Settings** > **Basic 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 start receiving a fax just by using the connected telephone.*

Faxing

Related Information

- ➔ [“Making Basic Fax Settings Using the Fax Setting Wizard” on page 127](#)
- ➔ [“Receiving Faxes Manually” on page 141](#)
- ➔ [“Receiving Faxes Using a Connected Telephone \(Remote Receive\)” on page 142](#)

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

- ➔ [“Basic Settings” on page 176](#)

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, tap **Fax** on the home screen of the printer.

Note:

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

3. Tap **Send/Receive**.
4. Tap **Receive**.
5. Tap , and then hang up the handset.

Related Information

- ➔ [“Receiving Faxes Using a Connected Telephone \(Remote Receive\)” on page 142](#)
- ➔ [“Saving Received Faxes in the Inbox \(Unconditional Save/Forward\)” on page 144](#)
- ➔ [“Making Paper Source Settings to Receive Faxes” on page 129](#)

Faxing

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 141](#)

Setting Up Remote Receive

1. Tap **Settings** on the home screen.
2. Tap **General Settings** > **Fax Settings** > **Basic 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. Tap **OK**, and then tap **OK** again.

Using Remote Receive


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

Receiving Faxes by Polling (Polling Receive)

You can receive a fax stored on another fax machine by dialing the fax number. Use this feature to receive a document from a fax information service. However, if the fax information service has an audio guidance feature that you need to follow to receive a document, you cannot use this feature.

Note:

*To receive a document from a fax information service that uses audio guidance, just dial the fax number using the **On Hook** feature or the connected telephone, and operate the phone and the printer following the audio guidance.*


1. Tap **Fax** on the home screen.
2. Tap  (More).
3. Tap **Extended Fax**.
4. Tap the **Polling Receive** box to set this to **On**.
5. Tap **Close**, and then tap **Close** again.

Faxing

6. Enter the fax number.

Note:

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



7. Tap .

Related Information

- ➔ [“Sending Faxes After Confirming the Recipient's Status” on page 134](#)
- ➔ [“Sending Faxes Dialing from the External Phone Device” on page 133](#)

Receiving Faxes from a Board with a Subaddress (SEP) and Password (PWD) (Polling Receive)

You can receive faxes from a board stored on another fax machine with a subaddress (SEP) and password (PWD) feature. To use this feature, you need to register the contact with the subaddress (SEP) and password (PWD) in the contact list in advance.

1. Tap **Fax** on the home screen.
2. Tap  (More).
3. Tap **Extended Fax**.
4. Tap the **Polling Receive** box to set this to **On**.
5. Tap **Close**, and then tap **Close** again.
6. Tap **Contacts**, and then select the contact with the registered subaddress (SEP) and password (PWD) to match the destination board.
7. Tap .

Related Information

- ➔ [“Managing Contacts” on page 63](#)


Making Settings for Blocking Junk Faxes

You can block junk faxes.

1. Tap **Settings** on the home screen.
2. Tap **General Settings** > **Fax Settings** > **Basic Settings** > **Rejection Fax**.
3. Tap **Rejection Fax** and then enable the following options.
 - Rejection Number List: Reject faxes that are in the Rejection Number List.
 - Fax Header Blank Blocked: Reject faxes that have blank header information.

Faxing

- Unregistered Contacts: Reject fax that have not been registered in the contact list.

4. If you use the **Rejection Number List**, tap , and then tap **Edit Rejection Number List** and edit the list.

Related Information

➔ [“Basic Settings” on page 176](#)

Saving and Forwarding Received Faxes (Unconditional Save/Forward)

You can set to save and forward received faxes from unspecified senders.

Note:


You can use the **Conditional Save/Forward** feature to save or forward received faxes from a specified sender or at a specified time.

The printer provides the following features to save and forward received faxes.

- Saving in the printer's inbox
- Saving in an external memory device
- Saving on a computer
- Forwarding to another fax machine, an email address, or to a shared folder on a network

Note:

The above features can be used at the same time. If you do use them all at the same time, received documents are saved to the inbox, to an external memory device, on a computer, and forwarded to the specified destination.

When there are received documents that have not been read, saved or forwarded yet, the number of the unprocessed jobs is displayed on the  on the home screen.

Related Information

- ➔ [“Saving Received Faxes in the Inbox \(Unconditional Save/Forward\)” on page 144](#)
- ➔ [“Saving Received Faxes in an External Memory Device \(Unconditional Save/Forward\)” on page 146](#)
- ➔ [“Saving Received Faxes on a Computer \(Unconditional Save/Forward\)” on page 147](#)
- ➔ [“Forwarding Received Faxes \(Unconditional Save/Forward\)” on page 148](#)
- ➔ [“Sending Email Notifications on the Results of Processing Received Faxes \(Unconditional Save/Forward\)” on page 149](#)
- ➔ [“Notification of Unprocessed Received Faxes” on page 166](#)

Saving Received Faxes in the Inbox (Unconditional Save/Forward)

You can set to save received faxes in the printer's inbox. Up to 200 documents can be saved. If you use this feature, received documents are not automatically printed. You can view them on the printer's LCD screen and print only when needed.

Note:

Saving 200 documents may not be possible depending on the usage conditions such as the file size of saved documents, and using of multiple fax saving features at a time.

Faxing

Related Information

- ➔ “Setting to Save Received Faxes in the Inbox (Unconditional Save/Forward)” on page 145
- ➔ “Checking the Received Faxes on the LCD Screen (Unconditional Save/Forward)” on page 145
- ➔ “Using the Inbox” on page 160

Setting to Save Received Faxes in the Inbox (Unconditional Save/Forward)

1. Tap **Settings** on the home screen.
2. Tap **General Settings > Fax Settings > Receive Settings > Save/Forward Settings > Unconditional Save/Forward**.
If a message is displayed, check the content, and then tap **OK**.
3. Tap the **Save to Inbox** box to set this to **On**.
If a message is displayed, check the content, and then tap **OK**.
4. Tap **Close**.
5. Tap **Common Settings**.
6. Tap **Operation Fax Data Full**, and then select the option to use when the inbox is full.
 - Receive and print faxes:** The printer prints all received documents that cannot be saved in the Inbox.
 - Reject incoming faxes:** The printer does not answer incoming fax calls.
7. You can set a password for the inbox. Tap **Inbox Password Settings**, and then set the password. Tap **Close** after setting the password.


Note:

*You cannot set a password when **Receive and print faxes** is selected.*

Checking the Received Faxes on the LCD Screen (Unconditional Save/Forward)








1. Tap **Fax Box** on the home screen.

Note:



When there are received faxes that have not been read, the number of unread documents is displayed on the  on the home screen.

2. Tap **Inbox/Confidential > Inbox**.
3. If the inbox has been password protected, enter the inbox password or the administrator password.
4. Select the fax you want to view from the list.

The contents of the fax are displayed.

-  : Rotates the image to the right by 90 degrees.
-     : Moves the screen in the direction of the arrows.
-   : Reduces or enlarges.

Faxing

- ❑   : Moves to the previous or the next page.
 - ❑ To hide the operation icons, tap anywhere on the preview screen except for the icons. Tap again to display the icons.
5. Select whether to print or delete the document you have viewed, and then follow the on-screen instructions.



Important:

If the printer runs out of memory, receiving and sending faxes is disabled. Delete documents that you have already read or printed.

Related Information


- ➔ [“Notification of Unprocessed Received Faxes” on page 166](#)
- ➔ [“Menu Options for Fax Settings” on page 171](#)

Saving Received Faxes in an External Memory Device (Unconditional Save/Forward)

You can set to convert received documents into PDF format and save them in an external memory device connected to the printer. You can also set to automatically print the documents while saving them in the memory device.



Important:

Received documents are saved in the printer's memory temporarily before the documents are saved in the memory device connected to the printer. Because a memory full error disables sending and receiving faxes, keep the memory device connected to the printer. The number of documents that have saved in the printer's memory temporarily is displayed on the  on the home screen.

1. Connect an external memory device to the printer.
2. Tap **Settings** on the home screen.
3. Tap **General Settings** > **Fax Settings** > **Receive Settings** > **Save/Forward Settings** > **Unconditional Save/Forward**.
If a message is displayed, check the content, and then tap **OK**.
4. Tap **Save to Memory Device**.
5. Select **Yes**. To print the documents automatically while saving them in the memory device, select **Yes and Print**.
6. Check the message that is displayed, and then tap **Create**.
A folder for saving received documents is created in the memory device.

Related Information

- ➔ [“Notification of Unprocessed Received Faxes” on page 166](#)

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Saving Received Faxes on a Computer (Unconditional Save/Forward)

You can set to convert received documents into PDF format and save them on a computer connected to the printer. You can also set to automatically print the documents while saving them on the computer.

You need to use FAX Utility to make the setting. Install FAX Utility on the computer.

The Windows FAX Utility instructions differ depending on the version being used. This document provides the instructions for Version 1.XX. For Windows FAX Utility Version 2.XX, see **Basic Operations** in the FAX Utility Online Help. To check which version you are using, right-click the FAX Utility title bar, and then click **Version Information**.

! **Important:**

- Set the printer's receive mode to **Auto**.
- Received documents are saved in the printer's memory temporarily before the documents are saved on the computer that is set to save the faxes. Because a memory full error disables sending and receiving faxes, keep the computer that is set to save the faxes turned on. The number of documents that have saved in the printer's memory temporarily is displayed on the  on the home screen.

1. Start FAX Utility on the computer connected to the printer.

2. Open the setting screen of FAX Utility.

Note:

If a password entry screen is displayed, enter the password. If you do not know the password, contact your printer administrator.

 Windows

Click **Fax Settings for Printer**, select the printer, and then click **Received Fax Output Settings**.

 Mac OS X

Click **Fax Receive Monitor**, select the printer, and then click **Receive Settings**.

3. Click **Save faxes on this computer**, and then click **Browse** to specify the folder to save received documents.

4. Make the other settings as necessary.

Note:

For details on the setting items and instructions, see the FAX Utility help settings screen.

5. Send the settings information to your printer.

 Windows

Click **OK**.

 Mac OS X

Click **Send**.

If you want to save and print at the same time, go to the next step.

6. On the printer's control panel, select **Settings > General Settings > Fax Settings > Receive Settings**.

Faxing

7. Select **Save/Forward Settings**, **Unconditional Save/Forward**, **Save to Computer**, and then select **Yes and Print**.

Note:

To stop saving received document on the computer, set **Save to Computer** to **No**. You can also use FAX Utility to change the setting, however, changing from FAX Utility is not allowed while there are received faxes that have not been saved on the computer.

Related Information

- ➔ [“Setting Receiving Mode” on page 140](#)
- ➔ [“FAX Utility” on page 220](#)
- ➔ [“Notification of Unprocessed Received Faxes” on page 166](#)

Forwarding Received Faxes (Unconditional Save/Forward)

You can set to forward received documents to another fax machine, or convert the documents into PDF format and forward them to a shared folder on a network or to an email address. Forwarded documents are deleted from the printer. First register the forwarding destinations to the contacts list. To forward to an email address, you also need to configure the email server settings.

Note:

- Color documents cannot be forwarded to another fax machine. They are processed as documents that failed to be forwarded.
- Before you use this feature, make sure the printer's **Date/Time** and **Time Difference** settings are correct. Access the menus from **Settings > General Settings > Basic Settings > Date/Time Settings**.

1. Tap **Settings** on the home screen.
2. Tap **General Settings > Fax Settings > Receive Settings > Save/Forward Settings > Unconditional Save/Forward**.

If a message is displayed, check the content, and then tap **OK**.

3. Tap **Forward**.
4. Select **Yes**.

Note:

To print the documents automatically while forwarding them, select **Yes and Print**.

5. Tap **Add Entry**.
6. Select forwarding destinations from the contacts list.

Note:

You can specify up to five forwarding destinations. Tap the check mark to select the destination. Tap the mark again to cancel the selection.

7. When you have finished selecting forwarding destinations, tap **Close**.
8. Check that the forwarding destinations you selected are correct, and then tap **OK**.

Faxing

- In **Options When Forwarding Failed**, select whether to print received documents or save them in the printer's inbox when forwarding fails.



Important:

When the inbox is full, sending and receiving faxes is disabled. You should delete the documents from the inbox once they have been checked. The number of documents that have failed to be forwarded is displayed on the



on the home screen, in addition to other unprocessed jobs.

- Tap **OK**.

If a message is displayed, check the content, and then tap **OK**.

- Tap **Close**.

- When forwarding to an email address, you can specify a subject for the email. Tap **Common Settings**, tap the box under **Forward Settings**, and then enter the subject.

Note:

- If you have selected a shared folder on a network or an email address as the forwarding destination, we recommend that you test if you can send a scanned image to the destination in the scan mode. Select **Scan > Email**, or **Scan > Network Folder/FTP** from the home screen, select the destination, and then start scanning.
- You can set to receive a new fax notification on a Windows computer when received documents are saved to a shared folder on a network. Use FAX Utility to make the settings. For details, see the help of FAX Utility.

Related Information

- ➔ [“Receive Settings” on page 172](#)
- ➔ [“Managing Contacts” on page 63](#)
- ➔ [“Using an Email Server” on page 302](#)
- ➔ [“Checking the Received Faxes on the LCD Screen \(Unconditional Save/Forward\)” on page 145](#)
- ➔ [“Notification of Unprocessed Received Faxes” on page 166](#)
- ➔ [“Scanning to an Email” on page 107](#)
- ➔ [“Scanning to a Network Folder or FTP Server” on page 104](#)
- ➔ [“FAX Utility” on page 220](#)

Sending Email Notifications on the Results of Processing Received Faxes (Unconditional Save/Forward)

You can send an email containing the results of processing the received fax.

- Tap **Settings** on the home screen.
- Tap **General Settings > Fax Settings > Receive Settings > Save/Forward Settings > Unconditional Save/Forward**.

If a message is displayed, check the content, and then tap **OK**.

- Tap **Email Notifications**.

Faxing

4. Enable the following options as necessary.

Note:

The following options can be used at the same time.

- Notify on Receive: send email to the recipient when the printer has finished receiving the fax.
- Notify on Print: send email to the recipient when the printer has finished printing the received fax.
- Notify on Save: send email to the recipient when the printer has finished saving the received document to the memory device.
- Notify on Forward: send email to the recipient when the printer has finished forwarding the received fax.

5. Tap the box under **Recipient**.

6. Select a recipient from the contacts list.

Note:

You can specify one recipient only. Tap the check mark to select the recipient. Tap the mark again to clear the selection.

7. When you have finished selecting the recipient, tap **Close**.

8. Tap **OK**.

Saving and Forwarding Received Faxes from a Specified Sender or at a Specified Time (Conditional Save/Forward)

You can set to save and forward received faxes from a specified sender or at a specified time.

Note:


*You can use the **Unconditional Save/Forward** feature to save or forward received faxes from an unspecified sender.*

The printer provides the following features to save and forward received faxes.

- Saving in the inbox or the confidential box
- Saving in an external memory device
- Forwarding to another fax machine, an email address, or to a shared folder on a network

Note:

The above features can be used at the same time. If you do use them all at the same time, received documents are saved to the inbox or confidential box, to an external memory device, and forwarded to the specified destination.

When there are received documents that have not been read, saved or forwarded yet, the number of the unprocessed jobs is displayed on the .


Related Information

- ➔ [“Setting Conditions for Saving and Forwarding Received Faxes \(Conditional Save/Forward\)” on page 151](#)
- ➔ [“Saving Received Faxes in the Inbox or the Confidential Box \(Conditional Save/Forward\)” on page 152](#)
- ➔ [“Saving Received Faxes in an External Memory Device \(Conditional Save/Forward\)” on page 154](#)
- ➔ [“Forwarding Received Faxes \(Conditional Save/Forward\)” on page 155](#)
- ➔ [“Printing Received Faxes \(Conditional Save/Forward\)” on page 157](#)
- ➔ [“Sending Email Notifications on the Results of Processing Received Faxes \(Conditional Save/Forward\)” on page 158](#)

Faxing

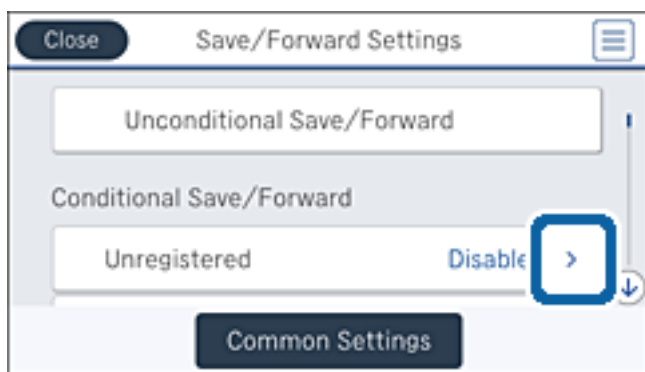
➔ “Notification of Unprocessed Received Faxes” on page 166

Setting Conditions for Saving and Forwarding Received Faxes (Conditional Save/Forward)

1. Tap **Settings** on the home screen.
2. Tap **General Settings > Fax Settings > Receive Settings > Save/Forward Settings**.
3. Tap  from one of the unregistered boxes under **Conditional Save/Forward**.

Note:

You can change the conditions by tapping  on the registered box.



4. Tap the box under **Name**, and then enter name for the condition.
5. Tap the box under **Condition(s)**.
6. Select the conditions and make the settings.

Note:

The following options can be used at the same time.

- Sender Fax Number match:** When the sender fax number matches, the received document is saved and forwarded. Tap **Sender Fax Number match**, and then select options. Scroll the screen to the bottom, and then tap the **Fax Number** box and enter the phone number (maximum 20 digit).
- Subaddress(SUB) perfect match:** When the subaddress (SUB) matches perfectly, the received document is saved and forwarded. Tap **Subaddress(SUB) perfect match**, and then tap the top box to set this to **On**, and then tap the **Subaddress(SUB)** box and enter the subaddress(SUB).
- Password(SID) perfect match:** When the password (SID) matches perfectly, the received document is saved and forwarded. Tap **Password(SID) perfect match**, and then tap the top box to set this to **On**, and then tap the **Password(SID)** box and enter the password.
- Receiving Time:** Saves and forwards documents received during the specified time period. Tap **Receiving Time**, and then tap the **Receiving Time** box to set this to **On**. Set the time period in **Start Time** and **End Time**.

7. When you have finished making settings, tap **Close** to return to the Conditional Save/Forward screen, and then tap **OK** to save the conditions.

Faxing

Saving Received Faxes in the Inbox or the Confidential Box (Conditional Save/Forward)

You can set to save received faxes in the printer's inbox and confidential box. You can save up to 200 documents in total.

Note:

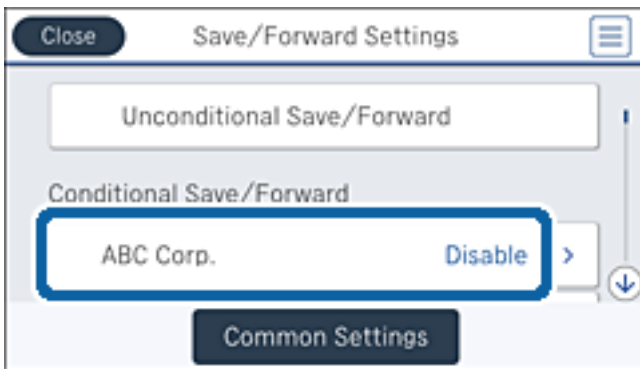
Saving 200 documents may not be possible depending on the usage conditions such as the file size of saved documents, and using of multiple fax saving features at a time.

Related Information

- ➔ [“Setting to Save Received Faxes in the Inbox and Confidential Box \(Conditional Save/Forward\)” on page 152](#)
- ➔ [“Checking the Received Faxes on the LCD Screen \(Conditional Save/Forward\)” on page 153](#)
- ➔ [“Using the Inbox” on page 160](#)
- ➔ [“Using the Confidential Box” on page 161](#)

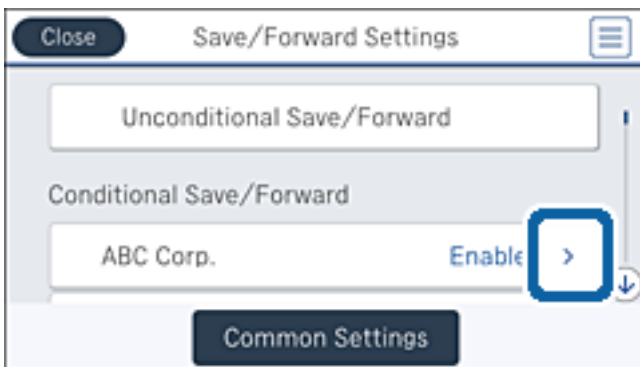
Setting to Save Received Faxes in the Inbox and Confidential Box (Conditional Save/Forward)

1. Tap **Settings** on the home screen.
2. Tap **General Settings** > **Fax Settings** > **Receive Settings** > **Save/Forward Settings**.
3. Select the registered box under **Conditional Save/Forward**.



4. Tap **Enable**.

5. Tap .



Faxing


6. Check the conditions.
7. Tap the box under **Save/Forward Destination**.
8. Tap **Save to Fax Box**.
9. Tap the top box to set this to **On**.
10. Select the box in which to save the document.

Note:
If the inbox or the confidential box has been password protected, enter the password.
11. Tap **OK** three times to return to the Save/Forward Settings screen.
12. Tap **Common Settings**.
13. Tap **Operation Fax Data Full**, and then select the option to use when the inbox is full.
 - Receive and print faxes:** The printer prints all received documents that cannot be saved in the Inbox.
 - Reject incoming faxes:** The printer declines incoming fax calls.
14. You can set a password for the inbox if necessary. Tap **Inbox Password Settings** and setup the password. Tap **Close** after setting the password.










Note:
You cannot set a password if you selected **Receive and print faxes**.

Checking the Received Faxes on the LCD Screen (Conditional Save/Forward)

1. Tap **Fax Box** on the home screen.

Note:
When there are received faxes that have not been read, the number of unread documents is displayed on the  on the home screen.
2. Tap **Inbox/Confidential**.
3. Select the inbox or the confidential box you want to view.
4. If the inbox, or the confidential box has been password protected, enter the inbox password, the confidential box password, or the administrator password.
5. Select the fax you want to view from the list.

The contents of the fax are displayed.

 -  : Rotates the image to the right by 90 degrees.
 -     : Moves the screen in the direction of the arrows.
 -   : Reduces or enlarges.
 -   : Moves to the previous or the next page.
 - To hide the operation icons, tap anywhere on the preview screen except for the icons. Tap again to display the icons.

Faxing

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



Important:

If the printer runs out of memory, receiving and sending faxes is disabled. Delete documents that you have already read or printed.

Related Information


- ➔ [“Notification of Unprocessed Received Faxes” on page 166](#)
- ➔ [“Menu Options for Fax Settings” on page 171](#)

Saving Received Faxes in an External Memory Device (Conditional Save/Forward)

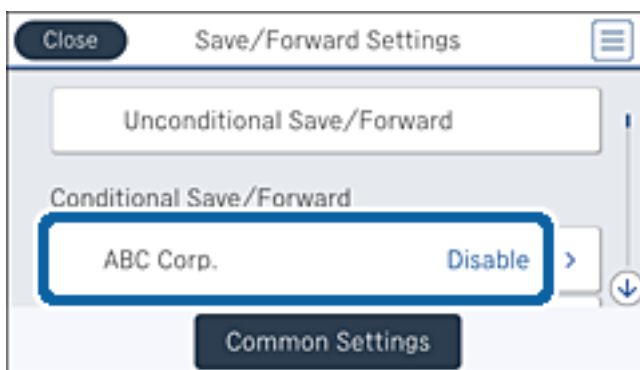
You can set to convert received documents into PDF format and save them in an external memory device connected to the printer.



Important:

Received documents are saved in the printer's memory temporarily before the documents are saved in the memory device connected to the printer. Because a memory full error disables sending and receiving faxes, keep the memory device connected to the printer. The number of documents that have saved in the printer's memory temporarily is displayed on the  on the home screen.

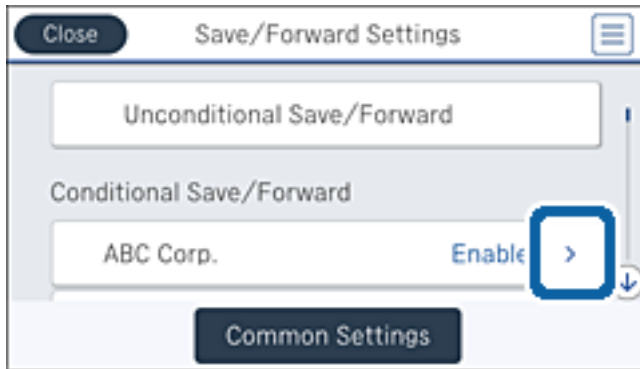
1. Connect an external memory device to the printer.
2. Tap **Settings** on the home screen.
3. Tap **General Settings > Fax Settings > Receive Settings > Save/Forward Settings**.
4. Select the registered box under **Conditional Save/Forward**.



5. Tap **Enable**.

Faxing

6. Tap .



7. Check the conditions.
8. Tap the box under **Save/Forward Destination**.
9. Tap **Save to Memory Device**.
10. Tap the **Save to Memory Device** box to set this to **On**.
11. Check the message displayed on the screen, and then tap **Create**.
A folder to save received documents is created in the memory device.
12. Tap **OK** three times to return to the Save/Forward Settings screen.

Related Information

- ➔ [“Notification of Unprocessed Received Faxes” on page 166](#)

Forwarding Received Faxes (Conditional Save/Forward)

You can set to forward received documents to another fax machine, or convert the documents into PDF format and forward them to a shared folder on a network or to an email address. Forwarded documents are deleted from the printer. First register the forwarding destinations to the contacts list. To forward to an email address, you also need to configure the email server settings.

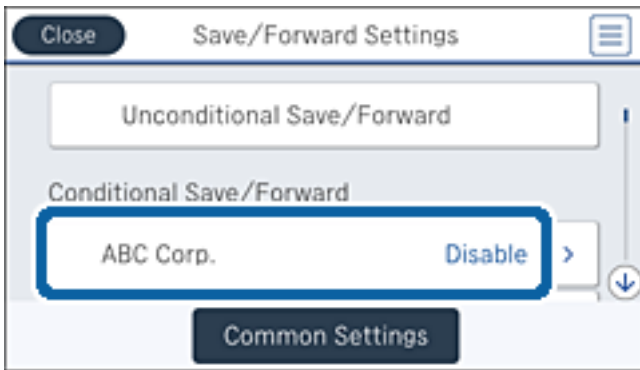
Note:

- Color documents cannot be forwarded to another fax machine. They are processed as documents that failed to be forwarded.*
- Before you use this feature, make sure the printer's **Date/Time** and **Time Difference** settings are correct. Access the menus from **Settings > General Settings > Basic Settings > Date/Time Settings**.*

1. Tap **Settings** on the home screen.
2. Tap **General Settings > Fax Settings > Receive Settings > Save/Forward Settings**.

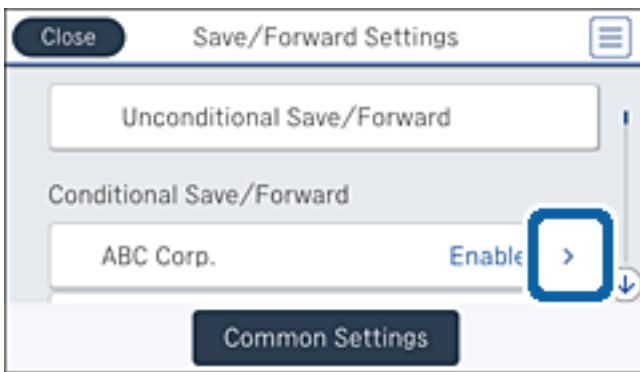
Faxing

3. Select the registered box under **Conditional Save/Forward**.



4. Tap **Enable**.

5. Tap .



6. Check the conditions.
7. Tap the box under **Save/Forward Destination**.
8. Tap **Forward**.
9. Tap the top box to set this to **On**.
10. Tap **Add Entry**.
11. Select forwarding destinations from the contacts list.

Note:

You can specify one forwarding destination only. Tap the check mark to select the destination. Tap the mark again to clear the selection.

12. When you have finished selecting the forwarding destination, tap **Close**.
13. Check that the forwarding destination you selected is correct, and then tap **OK**.

Faxing

14. In **Options When Forwarding Failed**, select whether to print received documents or save them in the printer's inbox when forwarding fails.



Important:

When the inbox is full, sending and receiving faxes is disabled. You should delete the documents from the inbox once they have been checked. The number of documents that have failed to be forwarded is displayed on the



on the home screen, in addition to other unprocessed jobs.

15. Tap **OK** three times to return to the Save/Forward Settings screen.
16. When forwarding to an email address, you can specify a subject for the email. Tap **Common Settings > Forward Settings**, and enter the subject.

Note:

- If you have selected a shared folder on a network or an email address as the forwarding destination, we recommend that you test if you can send a scanned image to the destination in the scan mode. Select **Scan > Email**, or **Scan > Network Folder/FTP** from the home screen, select the destination, and then start scanning.
- You can set to receive a new fax notification on a Windows computer when received documents are saved to a shared folder on a network. Use FAX Utility to make the settings. For details, see the help of FAX Utility.

Related Information

- ➔ [“Receive Settings” on page 172](#)
- ➔ [“Managing Contacts” on page 63](#)
- ➔ [“Using an Email Server” on page 302](#)
- ➔ [“Checking the Received Faxes on the LCD Screen \(Conditional Save/Forward\)” on page 153](#)
- ➔ [“Notification of Unprocessed Received Faxes” on page 166](#)
- ➔ [“Scanning to an Email” on page 107](#)
- ➔ [“Scanning to a Network Folder or FTP Server” on page 104](#)
- ➔ [“FAX Utility” on page 220](#)

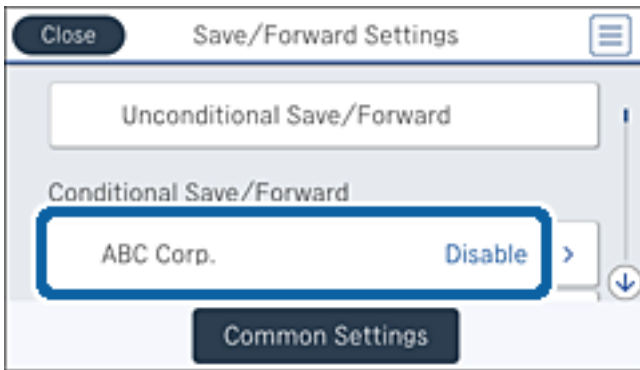
Printing Received Faxes (Conditional Save/Forward)

You can set to print received documents that meet conditions for saving or forwarding.

1. Tap **Settings** on the home screen.
2. Tap **General Settings > Fax Settings > Receive Settings > Save/Forward Settings**.

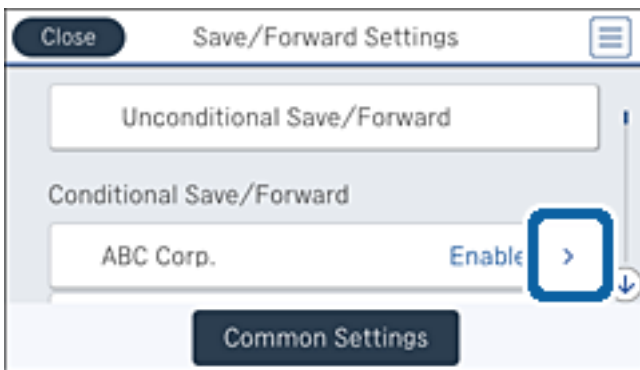
Faxing

3. Select the registered box under **Conditional Save/Forward**.



4. Tap **Enable**.

5. Tap .



6. Check the conditions.
7. Tap the box under **Save/Forward Destination**.
8. Tap the **Print** box to set this to **On**.
9. Tap **OK** twice to return to the Save/Forward Settings screen.

Related Information

➔ [“Print Settings” on page 174](#)

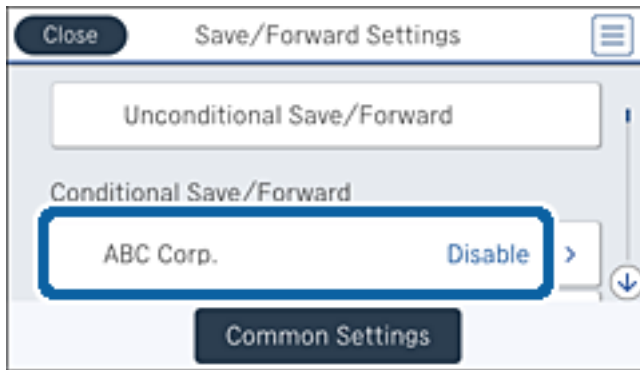
Sending Email Notifications on the Results of Processing Received Faxes (Conditional Save/Forward)

You can send an email containing the results of processing the received fax.

1. Tap **Settings** on the home screen.
2. Tap **General Settings > Fax Settings > Receive Settings > Save/Forward Settings**.

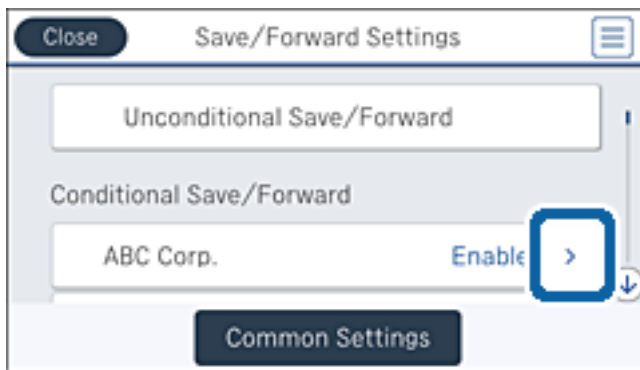
Faxing

3. Select the registered box under **Conditional Save/Forward**.



4. Tap **Enable**.

5. Tap .



6. Check the conditions.
7. Tap the box under **Email Notifications**.
8. Enable the following options as necessary.

Note:

The following options can be selected at the same time.

- Notify on Receive:** send email to the recipient when the printer has finished receiving the fax.
- Notify on Save:** send email to the recipient when the printer has finished saving the received document to the memory device.
- Notify on Forward:** send email to the recipient when the printer has finished forwarding the received fax.
- Notify on Print:** send email to the recipient when the printer has finished printing the received fax.

9. Tap the box under **Recipient**.
10. Select a recipient from the contacts list.

Note:

You can specify one recipient only. Tap the check mark to select the recipient. Tap the mark again to clear the selection.

11. When you have finished selecting the recipient, tap **Close**.

12. Tap **OK** twice to return to the Save/Forward Settings screen.

Using the Fax Box Features

The Fax Box is made up of five boxes.

- Inbox:** Saves the received document.
- Confidential Box:** Saves the received document. You can receive confidential faxes by specifying a document storage destination using the Conditional Save/Forward setting.
- Stored Documents Box:** Stores the document to be sent.
- Polling Send Box:** Stores the document for polling send.
- Board Box:** Stores the document for selective polling send.

Related Information

- ➔ [“Using the Inbox” on page 160](#)
- ➔ [“Using the Confidential Box” on page 161](#)
- ➔ [“Using the Stored Documents Box” on page 162](#)
- ➔ [“Using the Polling Send Box” on page 162](#)
- ➔ [“Using the Board Box” on page 163](#)

Using the Inbox

You can set to save received faxes in the printer's inbox. Up to 200 documents can be saved in the inbox and the confidential box in total. If you use this feature, received documents are not automatically printed. You can view them on the printer's LCD screen and print only when needed.

Note:

Saving 200 documents may not be possible depending on the usage conditions such as the file size of saved documents, and using of multiple fax saving features at a time.

Related Information

- ➔ [“Checking the Received Documents in the Inbox” on page 160](#)
- ➔ [“Making Settings for the Inbox” on page 161](#)

Checking the Received Documents in the Inbox

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

1. Tap **Fax Box** on the home screen.
2. Tap **Inbox/Confidential**.
3. Tap the **Inbox** box.


Faxing

4. Select the fax you want to check.

The content of the document is displayed.

Making Settings for the Inbox

You can print, save to a memory device, or delete the document saved in the inbox. You can also setup a password and clear the inbox settings.

1. Tap **Fax Box** on the home screen.
2. Tap **Inbox/Confidential**.
3. Tap the **Inbox** box.
4. Tap .
5. Select the menu you want to use, and then follow the on-screen instructions.

Using the Confidential Box

You can set to save received faxes in the printer's confidential box. Up to 200 documents can be saved in the inbox and the confidential box in total.

Note:

Saving 200 documents may not be possible depending on the usage conditions such as the file size of saved documents, and using of multiple fax saving features at a time.

Related Information

- ➔ [“Checking the Received Documents in the Confidential Box” on page 161](#)
- ➔ [“Making Settings for the Confidential Box” on page 161](#)

Checking the Received Documents in the Confidential Box

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


1. Tap **Fax Box** on the home screen.
2. Tap **Inbox/Confidential**.
3. Tap one of the Confidential boxes.
4. Select the fax you want to check.

The content of the document is displayed.

Making Settings for the Confidential Box

You can print, save to a memory device, or delete the document saved in the confidential box. You can also setup a password and clear the confidential box settings.

Faxing

1. Tap **Fax Box** on the home screen.
2. Tap **Inbox/Confidential**.
3. Tap one of the Confidential boxes.
4. Tap .
5. Select the menu you want to use, and then follow the on-screen instructions.

Using the Stored Documents Box

You can store 10 documents (up to 100 monochrome pages per document) in the printer's stored documents box.

Note:

Saving 10 documents may not be possible depending on the usage conditions such as the file size of stored documents.

Related Information

- ➔ [“Checking the Documents in the Stored Documents Box” on page 162](#)
- ➔ [“Making Settings for the Stored Documents Box” on page 162](#)


Checking the Documents in the Stored Documents Box

You can check the documents stored in the printer's stored documents box.

1. Tap **Fax Box** on the home screen.
2. Tap **Stored Documents**.
3. Select the document you want to check.
The content of the document is displayed.

Making Settings for the Stored Documents Box

You can store fax data in the stored documents box. You can also print, save to a memory device, or delete the document saved in the stored documents box, and setup a password for opening the box.

1. Tap **Fax Box** on the home screen.
2. Tap **Stored Documents**.
3. Tap .
4. Select the menu you want to use, and then follow the on-screen instructions.

Using the Polling Send Box

You can store up to 100 pages of a single document in monochrome in the printer's polling send box.

Faxing

Related Information

- ➔ [“Registering a Polling Send/Bulletin Board Box” on page 138](#)
- ➔ [“Storing a Document in the Polling Send/Bulletin Board Box” on page 138](#)
- ➔ [“Checking the Documents in the Polling Send Box” on page 163](#)
- ➔ [“Making Settings for the Polling Send Box” on page 163](#)

Checking the Documents in the Polling Send Box


You can check the documents stored in the printer's polling send box.

1. Tap **Fax Box** on the home screen.
2. Tap **Polling Send/Board**.
3. Tap the **Polling Send** box.
4. Tap **Check Document**.

The content of the document is displayed.

Making Settings for the Polling Send Box

You can delete documents stored in the polling send box. You can also setup a password for opening the box, automatically delete document settings after polling send, and send an email notification of the results of processing the document.

1. Tap **Fax Box** on the home screen.
2. Tap **Polling Send/Board**.
3. Tap the **Polling Send** box.
4. Tap .
5. Select the menu you want to use, and then follow the on-screen instructions.

Using the Board Box

You can store a single document (up to 100 pages in monochrome) in one of the printer's board boxes. The printer has 10 board boxes allowing you to store up to 10 documents in total.

Note:

Storing 10 documents may not be possible depending on the usage conditions such as the file size of stored documents.

Related Information

- ➔ [“Registering a Polling Send/Bulletin Board Box” on page 138](#)
- ➔ [“Storing a Document in the Polling Send/Bulletin Board Box” on page 138](#)
- ➔ [“Checking the Documents in the Board Box” on page 164](#)
- ➔ [“Making Settings for the Board Boxes” on page 164](#)

Checking the Documents in the Board Box


You can check the documents stored in the printer's board box.

1. Tap **Fax Box** on the home screen.
2. Tap **Polling Send/Board**.
3. Tap one of the Board boxes.
4. Tap **Check Document**.

The content of the document is displayed.

Making Settings for the Board Boxes


You can make subaddress and password settings for the board boxes. You can also setup a password for opening the box, delete document settings after polling send, send an email notification of the results of processing the document, delete the document, and clear the box settings.

1. Tap **Fax Box** on the home screen.
2. Tap **Polling Send/Board**.
3. Tap one of the Board boxes.
4. Tap .
5. Select the menu you want to use, and then follow the on-screen instructions.

Using Other Faxing Features

Printing Fax Report and List

Printing Fax Report Manually

1. Tap **Fax** on the home screen.
2. Tap  (More).
3. Tap **Fax Report**.
4. Select the report you want to print, and then follow the on-screen instructions.

Note:

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

Faxing

Related Information

- ➔ [“More” on page 170](#)
- ➔ [“Report Settings” on page 176](#)

Setting Up to Print Fax Reports Automatically

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

Transmission Report

From the home screen, tap **Fax > Fax Settings > Transmission Report**, and then select **Print** or **Print on Error**.

Forwarding Report

From the home screen, tap **Settings > General Settings > Fax Settings > Report Settings > Forwarding Report**, and then select **Print** or **Print on Error**.

Fax Log Auto Print

From the home screen, tap **Settings > General Settings > Fax Settings > Report Settings > Fax Log Auto Print**, and then select **On(Every 30)** or **On(Time)**.

Related Information

- ➔ [“Menu Options for User Settings” on page 178](#)
- ➔ [“Report Settings” on page 176](#)

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. Tap **Settings** on the home screen.
2. Tap **General Settings > Fax Settings > Security Settings**.
3. Select the menu, and then make the settings.

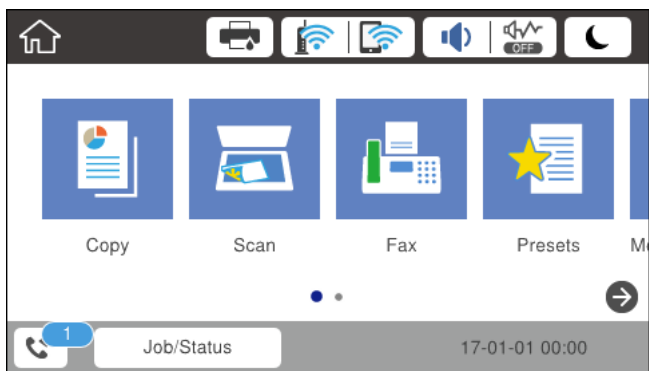
Related Information

- ➔ [“Security Settings” on page 177](#)

Checking Fax Jobs

Notification of Unprocessed Received Faxes

When there are unprocessed received documents, the number of unprocessed jobs is displayed on the  on the home screen. See the table below for a definition of the "unprocessed".



Received Fax Save/Forward Setting	Unprocessed Status
Printing* ¹	Received documents are waiting to be printed or printing is in progress.
Saving in the inbox or the confidential box	There are unread received documents in the inbox or the confidential box.
Saving in an external memory device	There are received documents that have not been saved in the device because there is no device containing a folder specifically created to save received documents connected to the printer or for other reasons.
Saving on a computer	There are received documents that have not been saved on the computer because the computer is in sleep mode or for other reasons.
Forwarding	There are received documents that have not been forwarded or failed to be forwarded* ² .

*1 : When you have not set any of the fax save/forward settings, or when you have set to print received documents while saving them to an external memory device or a computer.

*2 : When you have set to save documents that could not be forwarded in the inbox, there are unread documents that failed to be forwarded in the inbox. When you have set to print documents that failed to be forwarded, printing is not complete.

Note:

If you are using more than one of the fax save/forward settings, the number of unprocessed jobs may be displayed as "2" or "3" even if only one fax has been received. For example, if you have set to save faxes in the inbox and on a computer and one fax is received, the number of unprocessed jobs is displayed as "2" if the fax has not been saved to the inbox and on a computer.

Related Information

- ➔ [“Saving Received Faxes in the Inbox \(Unconditional Save/Forward\)” on page 144](#)
- ➔ [“Saving Received Faxes in the Inbox or the Confidential Box \(Conditional Save/Forward\)” on page 152](#)
- ➔ [“Saving Received Faxes in an External Memory Device \(Unconditional Save/Forward\)” on page 146](#)
- ➔ [“Saving Received Faxes in an External Memory Device \(Conditional Save/Forward\)” on page 154](#)

Faxing

- ➔ [“Saving Received Faxes on a Computer \(Unconditional Save/Forward\)” on page 147](#)
- ➔ [“Forwarding Received Faxes \(Unconditional Save/Forward\)” on page 148](#)
- ➔ [“Forwarding Received Faxes \(Conditional Save/Forward\)” on page 155](#)
- ➔ [“Checking the Received Faxes on the LCD Screen \(Unconditional Save/Forward\)” on page 145](#)
- ➔ [“Checking the Received Faxes on the LCD Screen \(Conditional Save/Forward\)” on page 153](#)
- ➔ [“Checking Fax Jobs in Progress” on page 167](#)

Checking Fax Jobs in Progress

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

- Received documents that have not been printed yet
- Documents that have not be sent yet
- Documents that have failed to be sent (if you have enabled **Save Failure Data**)
- Received documents that have not been saved on a computer or in an external memory device

1. Tap **Job/Status** on the home screen.
2. Tap the **Job Status** tab, and then tap **Active**.
3. Select a job to check.

Related Information

- ➔ [“Job/Status Screen Configuration” on page 24](#)

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. Tap **Job/Status** on the home screen.
2. Tap the **Job Status** tab, and then tap **Log**.
3. Select a job to check.

Note:

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

Related Information

- ➔ [“Job/Status Screen Configuration” on page 24](#)

Menu Options for Fax Mode

Recipient

Select the menus on the control panel as described below.

Fax > Recipient

Direct Input

Manually enter a fax number.

Contacts

Select a recipient from the contacts list. You can also add or edit a contact.

Recent

Select a recipient from the sent fax history. You can also add the recipient to the contacts list.

Fax Settings

Select the menus on the control panel as described below.

Fax > Fax Settings

Quick Operation Button:

Quick Operation Button 1

Allows you to quickly access the menu you use often. Use the following menu to register the frequently used menu.

Settings > General Settings > Quick Operation Button > Quick Operation Button 1

Quick Operation Button 2

Allows you to quickly access the menu you use often. Use the following menu to register the frequently used menu.

Settings > General Settings > Quick Operation Button > Quick Operation Button 2

Quick Operation Button 3

Allows you to quickly access the menu you use often. Use the following menu to register the frequently used menu.

Settings > General Settings > Quick Operation Button > Quick Operation Button 3

Scan Settings:

Original Size (Glass)

Select the size and orientation of the original you placed on the scanner glass.

Original Type

Select the type of your original.

Color Mode

Select whether to scan in color or in monochrome.

Faxing

- Resolution
Select the resolution of the outgoing fax.
- Density
Sets the density of the outgoing fax.
- Remove Background
Detects the paper color (background color) of the original document, and removes or lightens the color. Depending on the darkness and vividness of the color, it may not be removed or lightened
- Sharpness
Enhances or defocuses the outline of the image.
- ADF 2-Sided
Scans both sides of originals placed in the ADF and sends a monochrome fax.
- Continuous Scan(ADF)
When sending a fax from the ADF, you cannot add originals in the ADF after starting scanning. If you place different sized originals in the ADF, all of the originals are sent at the largest size among them. Enable this option so that the printer asks if you want to scan another page after an original in the ADF has finished scanning. Then you can sort and scan your originals by size and send them as a single fax.

Fax Send Settings:

- Direct Send
Sends monochrome faxes to a single recipient as soon as the connection is made, without saving the scanned image to memory. If you do not enable this option, the printer starts the transmission after saving the scanned image to memory and may cause a memory full error when sending many pages. By using this option, you can avoid the error, but it takes longer to send the fax. You cannot use this option when using the ADF 2-Sided option and when sending a fax to multiple recipients.
- Priority Send
Sends the current fax before other faxes waiting to be sent.
- Send Fax Later
Sends a fax at a time you specified. Only a monochrome fax is available when using this option.
- Add Sender Information
 - Add Sender Information:
Select the position where you want to include the header information (sender name and fax number) in the outgoing fax, or not to include the information.
Select **Off** to send a fax with no header information.
Select **Outside of Image** to send a fax with header information in the top white margin of the fax. This keeps the header from overlapping with the scanned image, however, the fax received by the recipient may be printed across two sheets depending on the size of the originals.
Select **Inside of Image** to send a fax with header information approximately 7 mm lower than the top of the scanned image. The header may overlap with the image, however, the fax received by the recipient will not be split into two documents.
 - Fax Header: Select the header for the recipient. To use this feature, you should register multiple headers in advance.
 - Additional Information: Select the information you want to add.

Faxing

- Notify Send Result
Sends a notification after you send a fax.
- 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.
- Backup
Saves a backup of the sent fax that is scanned and saved to the printer's memory automatically.

More

Select the menus on the control panel as described below.

Fax >  (More)

Transmission Log:

You can check the history of sent or received fax jobs.

Fax Report:

- Last Transmission
Prints a report for the previous fax that was sent or received through polling.
- Fax Log
Prints a transmission report. You can set to print this report automatically using the following menu.
Settings > General Settings > Fax Settings > Report Settings > Fax Log Auto Print
- Stored Fax Documents
Prints a list of fax documents stored in the printer's memory, such as unfinished jobs.
- Fax Settings List
Prints the current fax settings.
- Conditional Save/Forward list
Prints the Conditional Save/Forward List.
- Protocol Trace
Prints a detailed report for the previous fax that was sent or received.

Extended Fax:

- Polling Receive
Connects to the fax number you entered and receives a fax stored on the fax machine. You can use this option for receiving a fax from a fax information service.
- Polling Send/Board
The Polling Send/Board is made up of one polling send box and ten board boxes. The polling send box stores one scanned document (up to 100 monochrome pages) for polling and sends it automatically when another fax machine requests it using the device's polling receive function. Each board box stores one scanned document for polling and sends it automatically when another fax machine requests it using the device's polling receive function and subaddress function.

Faxing

Store Fax Data

Stores ten scanned document (up to 100 monochrome pages) and allows you to send it whenever necessary.

Fax Box:

Access the **Fax Box** feature. For details, see the page that describes Fax Box settings.

Fax Settings:

Access the **Fax Settings** feature. For details, see the page that describes Fax Settings.

Related Information

➔ [“Menu Options for Fax Box” on page 179](#)

➔ [“Menu Options for Fax Settings” on page 171](#)

Menu Options for Fax Settings

Select the menus on the control panel as described below.

Settings > General Settings > Fax Settings

Quick Operation Button

Select the menus on the control panel as described below.

Settings > General Settings > Fax Settings > Quick Operation Button

Quick Operation Button 1:

Registers a shortcut allowing you to quickly access the menu you use often. You can access the button from the following menu.

Fax > Fax Settings > Quick Operation Button 1

Quick Operation Button 2:

Registers a shortcut allowing you to quickly access the menu you use often. You can access the button from the following menu.

Fax > Fax Settings > Quick Operation Button 2

Quick Operation Button 3:

Registers a shortcut allowing you to quickly access the menu you use often. You can access the button from the following menu.

Fax > Fax Settings > Quick Operation Button 3

Send Settings

Select the menus on the control panel as described below.

Settings > General Settings > Fax Settings > Send Settings

Faxing

Auto Rotation:

An A4 size original placed in the ADF or on the scanner glass with its long edge facing to the left is sent as an A3 size fax. Enable this to rotate the scanned image to send it at A4 size.

Quick memory send:

The quick memory send feature starts sending the fax when the printer finishes scanning the first page. If you do not enable this feature, the printer starts sending after saving all of the scanned images to memory. By using this feature you can reduce the overall operation time as scanning and sending are performed in parallel.

Batch Send:

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

Auto Redial Count:

Select the number of times that the printer automatically redials if the fax number is busy or a problem occurs.

Auto Redial Interval:

Select the time that the printer automatically redials if the fax number is busy or a problem occurs.

Save Failure Data:

Saves documents that failed to be sent in the printer's memory. You can resend the documents from the **Job/Status**.

Receive Settings

Select the menus on the control panel as described below.

Settings > General Settings > Fax Settings > Receive Settings

Save/Forward Settings

Select the menus on the control panel as described below.

Settings > General Settings > Fax Settings > Receive Settings > Save/Forward Settings

Unconditional Save/Forward

You can set to save received documents in the inbox, on a memory device, or on a computer, or forward the documents.

Save to Inbox:

Saves received faxes in the printer's inbox.

Save to Computer:

Converts received documents into PDF format and saves them on a computer connected to the printer.

Faxing

Save to Memory Device:

Converts received documents into PDF format and saves them to an external memory device connected to the printer.

Forward:

You can set to forward received documents to another fax machine, or convert the documents into PDF format and forward them to a shared folder on a network or to an email address. Forwarded documents are deleted from the printer. First register the forwarding destinations to the contacts list. To forward to an email address, you also need to configure the email server settings.

Email Notifications:


Sends an email notification when receiving, printing, saving to a memory device, or forwarding faxes is complete.

Conditional Save/Forward

You can set to save received documents in the inbox, on a memory device, or forward the documents, according to the conditions you set in advance.

To switch between enabling or disabling the conditions, tap anywhere in the box except for



To register the conditions, tap .

Name:

Enter name of the condition.

Condition(s):

Select conditions and make settings.

Sender Fax Number match

When the sender fax number matches, the received document is saved and forwarded.

Subaddress(SUB) perfect match

When the subaddress (SUB) matches perfectly, the received document is saved and forwarded.

Password(SID) perfect match

When the password (SID) matches perfectly, the received document is saved and forwarded.

Receiving Time

Saves and forwards documents received during the specified time period.

Save/Forward Destination:

Select the destination to save and forward received documents that match the conditions.

Save to Fax Box

Saves received faxes in the printer's inbox or confidential box.

Faxing

Save to Memory Device

Converts received documents into PDF format and saves them to an external memory device connected to the printer.

Forward

You can set to forward received documents to another fax machine, or convert the documents into PDF format and forward them to a shared folder on a network or to an email address. Forwarded documents are deleted from the printer. First register the forwarding destinations to the contacts list. To forward to an email address, you also need to configure the email server settings.

Print

Select whether or not to print.

Email Notifications:

Sends an email notification when receiving, printing, saving to a memory device, or forwarding faxes is complete.

Transmission Report:

Prints a transmission report automatically after you send a fax. Select **Print on Error** to print a report only when an error occurs.

Common Settings

Inbox settings:

Operation Fax Data Full

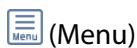
Select the operation to perform when the inbox is full. Select **Receive and print faxes** to print all received documents that cannot be saved in the inbox. Select **Reject incoming faxes** to decline incoming fax calls.

Inbox Password Settings

Password protects the inbox to restrict users from viewing received faxes. Select **Change** to change the password, and select **Reset** to cancel password protection. When changing or resetting the password, you need the current password.

Forward Settings:

When forwarding to an email address, you can specify a subject for the email.



Print Conditional Save/Forward list

Tap at top right of the screen. Prints the Conditional Save/Forward List.

Print Settings

Select the menus on the control panel as described below.

Settings > General Settings > Fax Settings > Receive Settings > Print Settings

Faxing

Auto Reduction:

Reduces large received documents to fit on the paper in the paper source. Reducing may not always be possible depending on the received data. If this is turned off, large documents are printed at their original size on multiple sheets, or a blank second page may be ejected.

Split Page Settings:

Make split page settings when the size of the received document is larger than the size of the paper loaded in the printer.

Acting Print:

Make print settings when the size of the received document is larger than the size of the paper loaded in the printer.

Auto Rotation:

Rotates a landscape-oriented A5, B5, A4, or Letter size received document so that it is printed on the correct paper size. This setting is applied when two or more paper sources are set for fax printing in **Paper Source Settings > Auto Select Settings**, and the paper size settings of the paper sources are A3 and A4, B4 and B5, or A4 and A5.

Add Reception Information:

Prints reception information in the header of the received fax, even if the sender does not set the header information. The reception information includes the received date and time, sender's ID, reception ID (such as "#001"), and page number (such as "P1"). When **Split Page Settings** is enabled, the split page number is also included.

2-Sided:

You can print multiple pages of received documents on both sides of the paper.

Print Start Timing:

Select options to start printing the received documents.

All Pages Received: After receiving all of the pages, printing starts from the first page. If the **Collation Stack** feature is enabled, printing starts from the last page and then the pages are arranged in the correct order.

First Page Received: Starts printing when the first page is received, and then prints in order as the pages are received. If the printer cannot start printing, such as when it is printing other jobs, the printer starts printing received pages as a batch when it is available.

Collation Stack:

Prints received documents from the last page (print in descending order) so that the printed documents are stacked in the correct page order. When the printer is running low on memory, this feature may not be available.

Print Suspend Time:

Saves documents received during the specified time period in the printer's memory without printing them. At the time specified to restart printing, the documents are automatically printed. This feature can be used for noise prevention at night or to prevent confidential documents from being disclosed while you are away. Before using this feature, make sure there is enough free memory. Even before the restarting time, you can check and print the received documents individually from **Job/Status**.

Faxing

Quiet Mode:

Reduces the noise the printer makes when printing faxes, however, print speed may be reduced.

Report Settings

Select the menu on the control panel as described below.

Settings > General Settings > Fax Settings > Report Settings

Forwarding Report:

Prints a report after forwarding a received document.

Backup Error Report:

Prints a report when a backup error for sending faxes occurs.

Fax Log Auto Print:

Prints the fax log automatically. Select **On(Every 30)** to print a log every time 30 fax jobs are completed. Select **On(Time)** to print the log at a specified time. However, if the number of fax jobs exceeds 30, the log is printed before the specified time.

Attach Image to Report:

Prints a **Transmission Report** with an image of the first page of the sent document. Select **On(Large Image)** to print the upper part of the page without reducing. Select **On(Small Image)** to print the entire page reducing it to fit onto the report.

Report Format:

Select a format for fax reports other than **Protocol Trace**. Select **Detail** to print with error codes.

Output Method:

Select an output method for fax reports.

Basic Settings

Select the menus on the control panel as described below.

Settings > General Settings > Fax Settings > Basic Settings

Fax Speed:

Select the fax transmission speed. We recommend selecting **Slow(9,600bps)** when a communication error occurs frequently, when sending/receiving a fax to/from abroad, or when you are using an IP (VoIP) phone service.

ECM:

Automatically corrects errors in the fax transmission (Error Correction Mode), mostly caused by telephone line noise. If this is disabled, you cannot send or receive documents in color.

Faxing

Dial Tone Detection:

Detects a dial tone before starting to dial. If the printer is connected to a PBX (Private Branch Exchange) or digital phone line, the printer may fail to start dialing. In this situation, change the **Line Type** setting to **PBX**. If this does not work, disable this feature. However, disabling this feature may drop the first digit of a fax number and send the fax to the wrong number.

Dial Mode:

Select the type of phone system to which you have connected the printer. When set to **Pulse**, you can temporarily switch the dialing mode from pulse to tone by pressing * ("T" is entered) while entering numbers on the fax top screen. Depending on the region, this setting may not be displayed.

Line Type:

Select the line type to which you have connected the printer. When using the printer in an environment that uses extensions and requires an external access code, such as 0 and 9, to get an outside line, select **PBX** and register the access code. Once you have registered the access code, enter # (hash) instead of the access code when sending a fax to an outside fax number. For an environment that uses a DSL modem or terminal adapter, setting to **PBX** is also recommended.

Header:

Enter your sender name and fax number. These appear as a header on outgoing faxes. You can enter up to 40 characters for your name, and up to 20 digits for your fax number.

Receive Mode:

Select the receive mode.

DRD:

If you have subscribed to a distinctive ring service from your telephone company, select the ring pattern to be used for incoming faxes. The distinctive ring service, offered by many telephone companies (the service name differs by company), allows you to have several phone numbers on one phone line. Each number is assigned different ring pattern. You can use one number for voice calls and another for fax calls. Depending on the region, this option may be **On** or **Off**.

Rings to Answer:

Select the number of rings that must occur before the printer automatically receives a fax.

Remote Receive:

When you answer an incoming fax call on a phone connected to the printer, you can start receiving the fax by entering the code using the phone.

Rejection Fax:

Select options to reject junk faxes.

Receiving Paper Size:

Select the maximum paper size for faxes that the printer can receive.

Security Settings

Select the menus on the control panel as described below.

Faxing

Settings > General Settings > Fax Settings > Security Settings

Direct Dialing Restrictions:

Enable this to disable the manual entry of recipient's fax numbers 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 the number was manually entered.

Confirm Address List:

Displays a recipient confirmation screen before starting the transmission.

Backup Data Auto Clear:

To prepare for an unexpected power off due to an electricity failure or an incorrect operation, the printer temporarily stores backup copies of sent and received documents in its memory. Enable this option to automatically erase the backups when sending or receiving a document completes successfully and the backups become unnecessary.

Clear Backup Data:

Erases all backup copies temporarily stored in the printer's memory. Run this before you give the printer to someone else or dispose of it.

Check Fax Connection

Select the menus on the control panel as described below.

Settings > General Settings > Fax Settings > Check Fax Connection

Checks if the printer is connected to the phone line and ready for fax transmission, and prints the check result on A4 size plain paper.

Fax Setting Wizard

Select the menus on the control panel as described below.

Settings > General Settings > Fax Settings > Fax Setting Wizard

Select to make basic fax settings by following the on-screen instructions. For details, see the page that describes basic fax settings.

Menu Options for User Settings

Select the menus on the control panel as described below.

Settings > User Settings > Fax

The settings made in this menu become your default settings for sending faxes. For explanations on the setting items, see the **Fax Settings** in Fax mode.

Related Information

➔ [“Fax Settings” on page 168](#)

Menu Options for Fax Box

Tap **Fax Box** on the home screen on the control panel.

Inbox/Confidential:

Tap to access the Inbox/Confidential box.

Stored Documents:

Tap to access the Stored Documents box.

Polling Send/Board:

Tap to access the Polling Send/Board box.

For details, see the page that describes Fax Box settings.

Related Information


➔ [“Using the Fax Box Features” on page 160](#)

Replacing Ink Supply Units and Other Consumables

Checking the Status of the Remaining Ink and the Maintenance Box

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

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

Tap  on the home screen.

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

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

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


Note:

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

Related Information

➔ [“Windows Printer Driver” on page 216](#)

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

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

Ink Supply Unit Codes

The following are the codes for genuine Epson ink supply units.

Black	Cyan	Magenta	Yellow
T9741	T9742	T9743	T9744
T9731	T9732	T9733	T9734

Epson recommends the use of genuine Epson ink supply units. Epson cannot guarantee the quality or reliability of non-genuine ink. The use of non-genuine ink may cause damage that is not covered by Epson's warranties, and under certain circumstances, may cause erratic printer behavior. Information about non-genuine ink levels may not be displayed.

Note:

- ❑ Ink supply unit codes may vary by location. For the correct codes in your area, contact Epson support.
- ❑ Not all ink supply units are available in all regions.
- ❑ For users in Europe, visit the following website for information on Epson's ink supply unit yields.
<http://www.epson.eu/pageyield>

Related Information

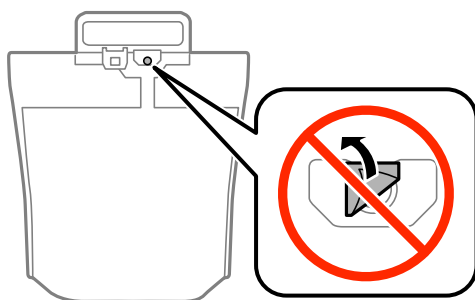
- ➔ [“Technical Support Web Site” on page 304](#)

Ink Supply Unit Handling Precautions

Read the following instructions before replacing ink supply units.

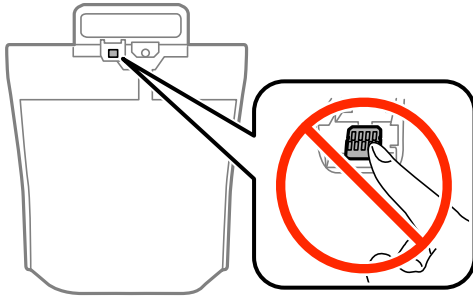
Handling precautions

- ❑ Store ink supply units at normal room temperature and keep them away from direct sunlight.
- ❑ Epson recommends using the ink supply unit before the date printed on the package.
- ❑ For best results, store ink supply unit packages with their bottom down.
- ❑ After bringing an ink supply unit inside from a cold storage site, allow it to warm up at room temperature for at least 12 hours before using it.
- ❑ Do not remove the transparent seal from the ink supply area; otherwise the ink supply unit may become unusable.



Replacing Ink Supply Units and Other Consumables

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



- ❑ Install all ink supply units; otherwise you cannot print.
- ❑ 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 supply units removed; otherwise, ink remaining in the print head nozzles may dry out and you may not be able to print.
- ❑ If you need to remove an ink supply unit temporarily, make sure you protect the ink supply area from dirt and dust. Store the ink supply unit 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 supply units may have ink around the ink supply port, so be careful not to get any ink on the surrounding area when removing the ink supply units.
- ❑ This printer uses ink supply unit equipped with a green chip that monitors information such as the amount of remaining ink for each ink supply unit. This means that even if the ink supply unit is removed from the printer before it is expended, you can still use the ink supply unit 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 ink supply unit when your printer indicates to replace the ink supply unit. The yields quoted for you do not include this reserve.
- ❑ Although the ink supply units may contain recycled materials, this does not affect printer function or performance.
- ❑ Specifications and appearance of the ink supply unit are subject to change without prior notice for improvement.
- ❑ Do not disassemble or remodel the ink supply unit, otherwise you may not be able to print normally.
- ❑ Do not drop or knock the ink supply unit against hard objects; otherwise, the ink may leak.
- ❑ You cannot use the ink supply units 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 ink supply units 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 supply units 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 ink supply units may print fewer pages compared to subsequent ink supply units.

Replacing Ink Supply Units

When a message is displayed prompting you to replace the ink supply units, tap **How To** and then view the animations displayed on the control panel to learn how to replace the ink supply units.

Related Information

- ➔ [“Ink Supply Unit Codes” on page 181](#)
- ➔ [“Ink Supply Unit Handling Precautions” on page 181](#)

Maintenance Box Code

Epson recommends the use of a genuine Epson maintenance box.

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

T6714

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 remove the film on the top of the box; otherwise ink may leak.
- Do not tilt the used maintenance box until after it is sealed in the plastic bag; otherwise ink may leak.
- Keep the maintenance box out of direct sunlight.
- Do not replace the maintenance box during printing; otherwise, ink may leak.
- Do not reuse a maintenance box which has been removed and left detached for a long period. Ink inside the box will have solidified and no more ink can be absorbed.
- Do not remove the maintenance box except when replacing it; otherwise ink may leak.

Replacing the Maintenance Box

In some print cycles a very small amount of surplus ink may be collected in the maintenance box. To prevent ink leakage from the maintenance box, the printer is designed to stop printing when the absorbing capacity of the maintenance box has reached its limit. Whether and how often this is required will vary according to the number of pages you print, the type of material that you print and the number of cleaning cycles that the printer performs.

When a message is displayed prompting you to replace the maintenance box, refer to the animations displayed on the control panel. The need for replacement of the box does not mean that your printer has ceased to operate in accordance with its specifications. The Epson warranty does not cover the cost of this replacement. It is a user-serviceable part.

Note:

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

Replacing Ink Supply Units and Other Consumables

Related Information

- ➔ [“Maintenance Box Code” on page 183](#)
- ➔ [“Maintenance Box Handling Precautions” on page 183](#)

Maintenance Rollers Codes

Epson recommends the use of genuine Epson maintenance rollers.

The following are the codes.

Maintenance rollers of paper cassette 1: S210048

Maintenance rollers of paper cassette 2 to 4: S210049

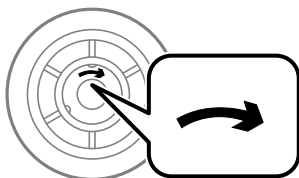
Replacing Maintenance Rollers in Paper Cassette 1

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.*

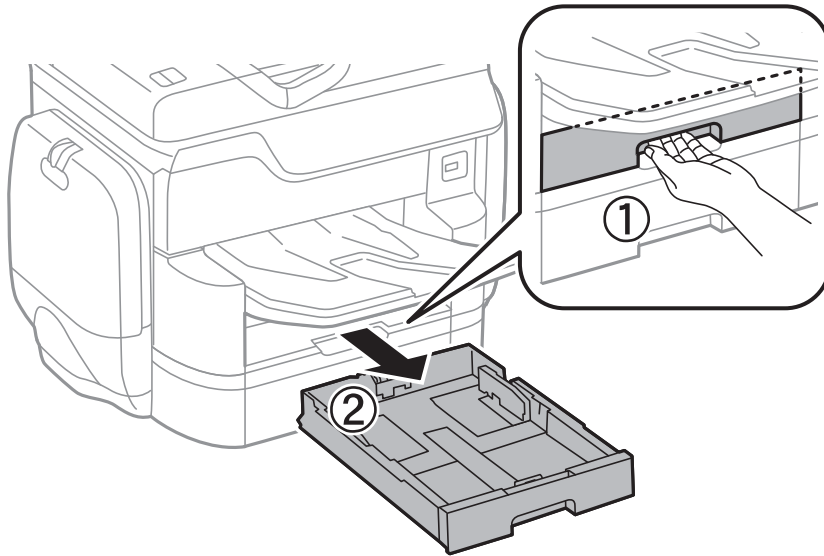


- ❑ *Be careful not to stain the surface of the maintenance rollers. If dust collects on the surface of the maintenance rollers, clean the rollers by using a soft and moist cloth. Using a dry cloth may damage the surface of the rollers.*

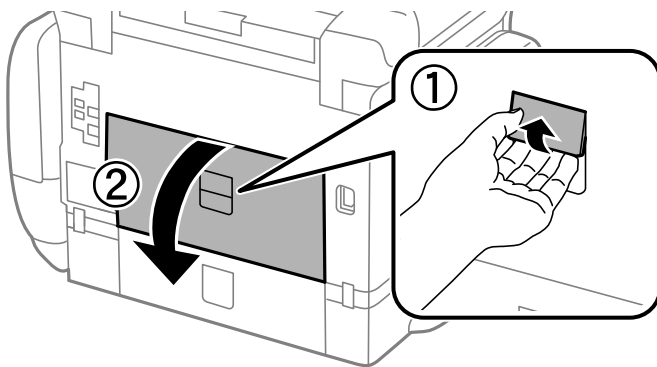
2. Turn off the printer by pressing the  button, and then unplug the power cord.

Replacing Ink Supply Units and Other Consumables

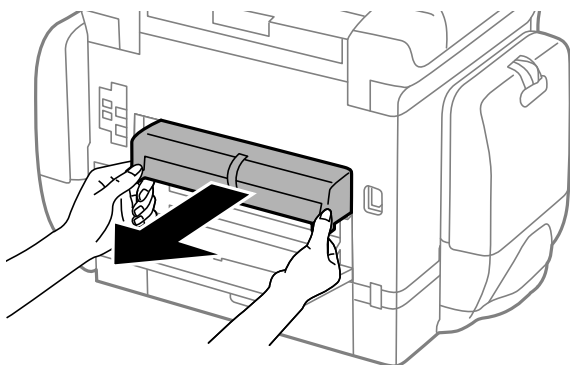
3. Pull out paper cassette 1.



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

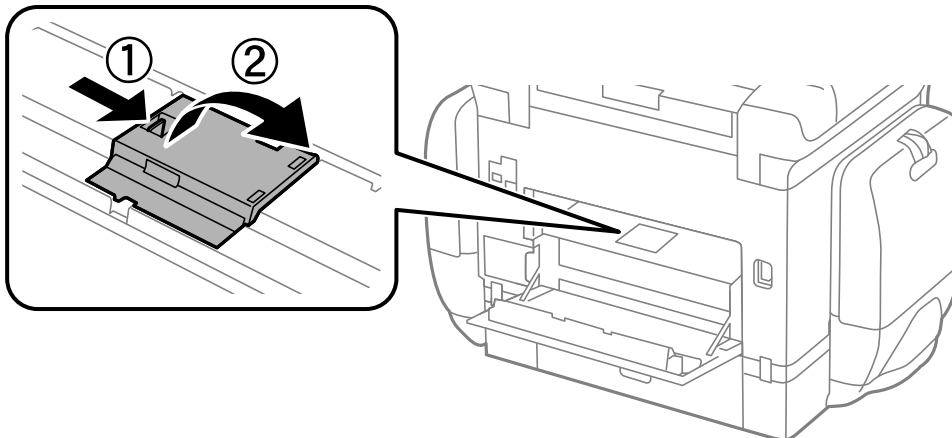


5. Pull out rear cover 2.

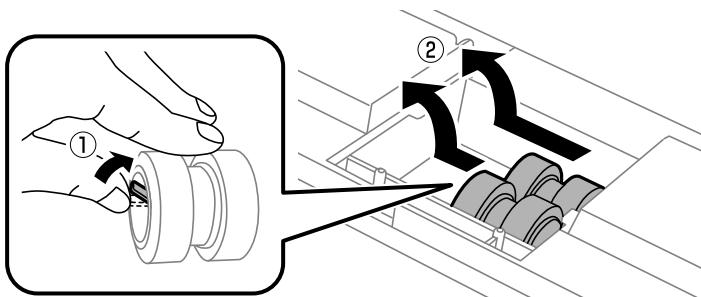


Replacing Ink Supply Units and Other Consumables

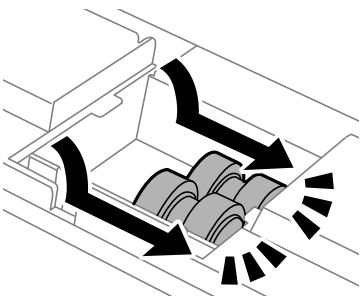
6. Remove the cover inside the back of the printer.



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



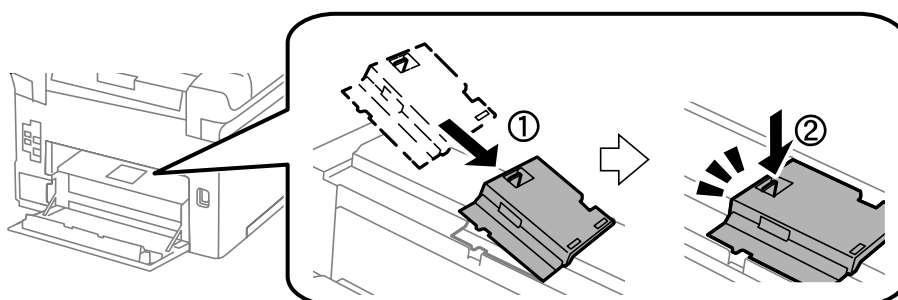
8. Insert two new maintenance rollers until they click into place.



Note:

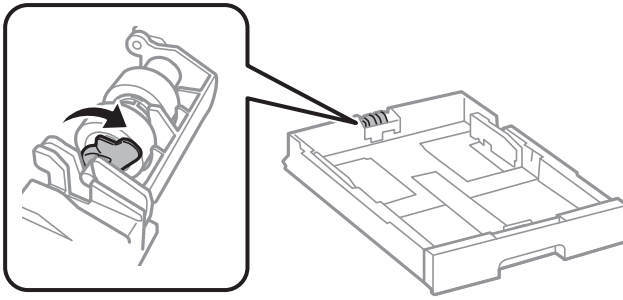
Insert the maintenance rollers by rolling them so that you can insert them smoothly.

9. Reattach the cover inside the back of the printer.

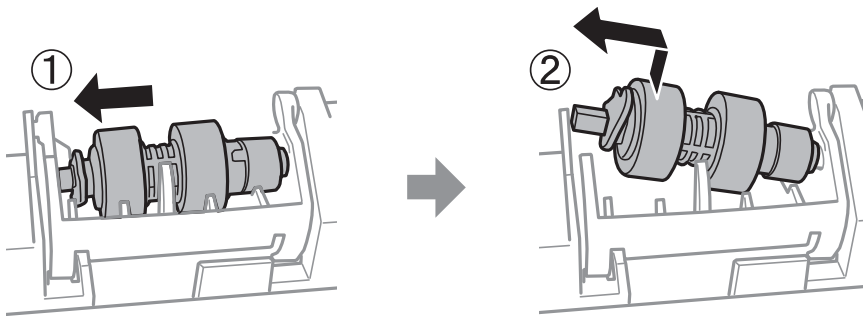


Replacing Ink Supply Units and Other Consumables

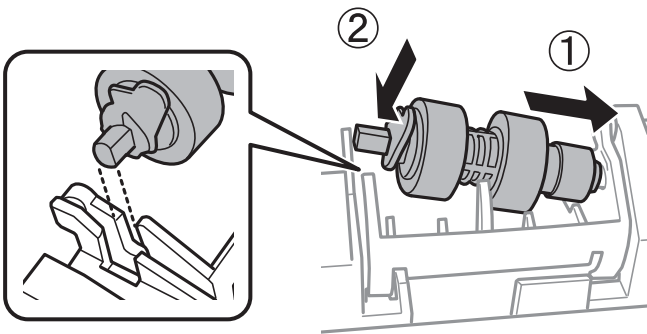
10. Release the lever.



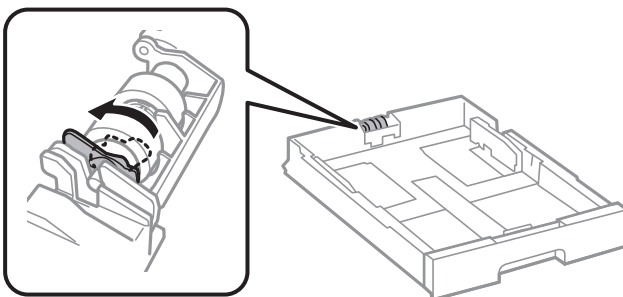
11. Slide the maintenance roller toward the lever, and then remove them by taking the shaft out of the holder.



12. Insert the shaft of the new maintenance roller into the hole in the holder, and then slide the shaft on the lever side along the slot while it is facing the flat surface at the front.



13. Lock the lever.



14. Insert rear cover 2, close rear cover 1, and then insert the paper cassette.

Replacing Ink Supply Units and Other Consumables

15. Turn on the printer, select **Settings > 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 184](#)

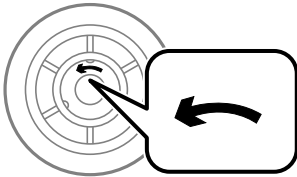
Replacing Maintenance Rollers in Paper Cassette 2 to 4

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 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.*

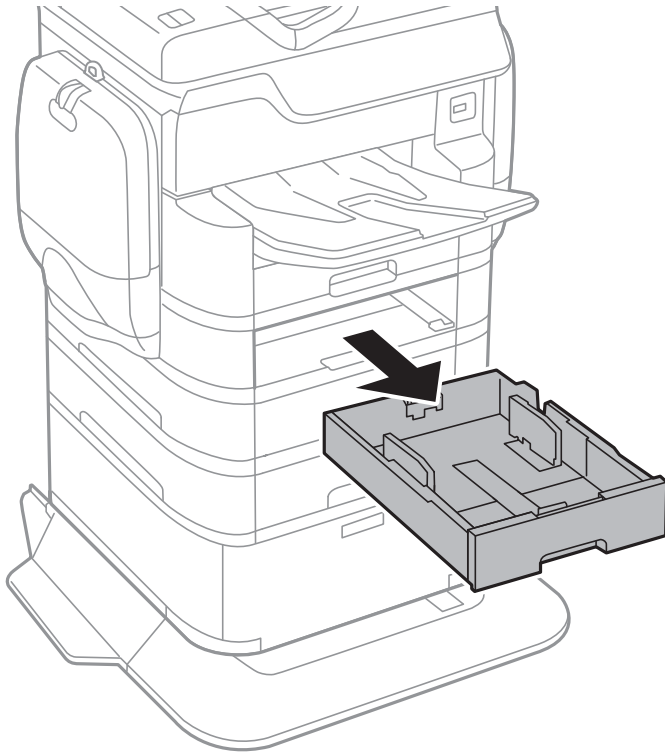


- ❑ *Be careful not to stain the surface of the maintenance rollers. If the dust collects on the surface of the maintenance rollers, clean the rollers by using a soft and moist cloth. Using a dry cloth may damage the surface of the rollers.*

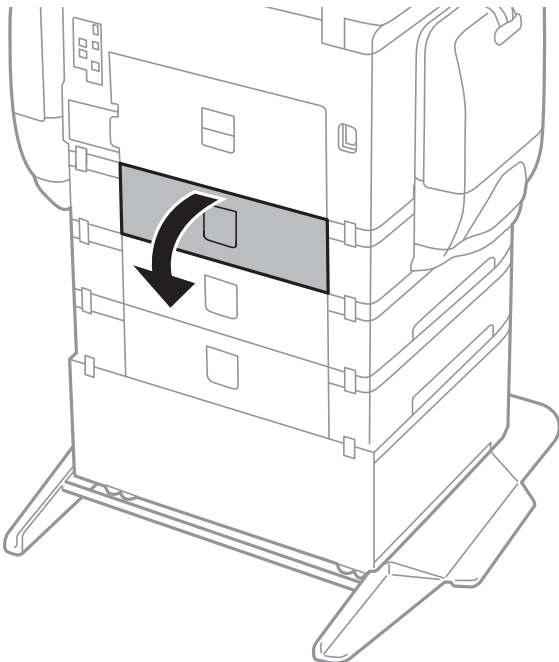
2. Turn off the printer by pressing the  button, and then unplug the power cord.

Replacing Ink Supply Units and Other Consumables

3. Pull out the paper cassette for which you want to replace the rollers.

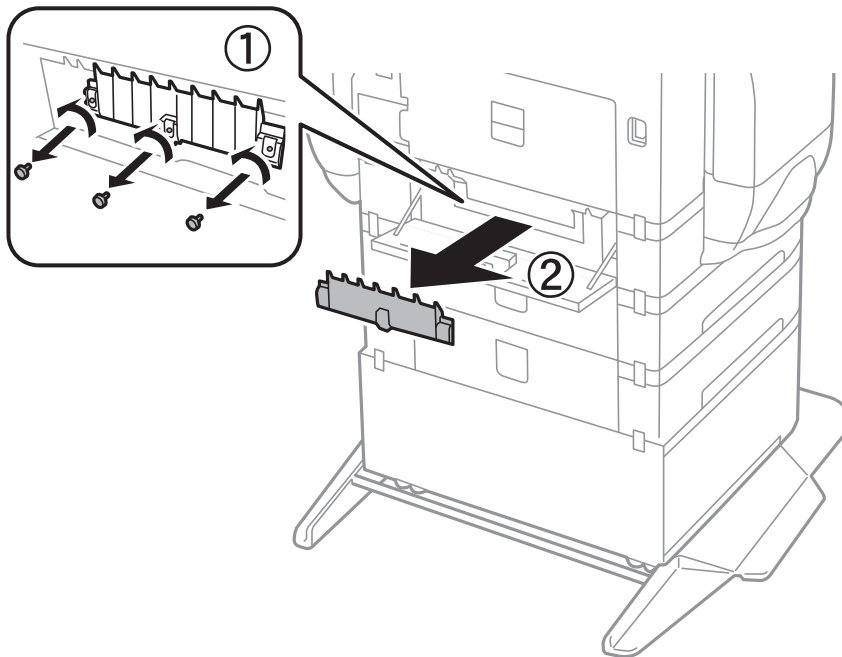


4. Turn the printer around, and then open the printer's rear cover.

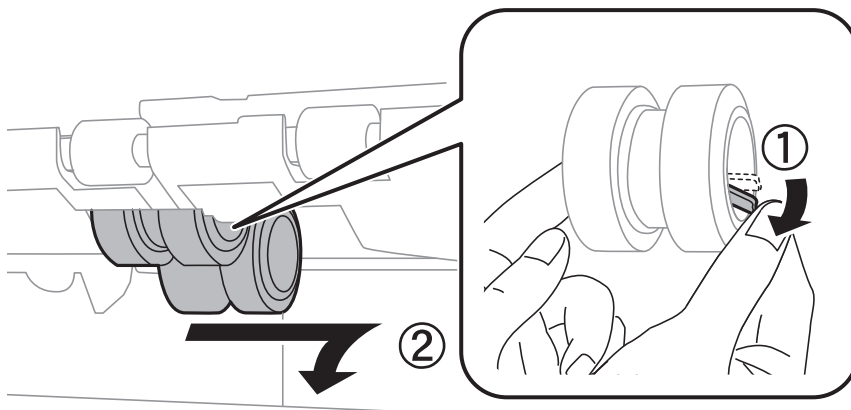


Replacing Ink Supply Units and Other Consumables

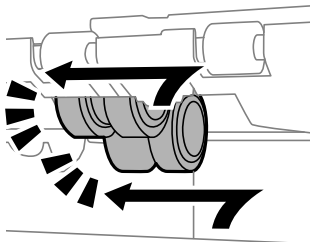
5. Remove the screws by a screwdriver and remove the cover on the rear of inside the printer.



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



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

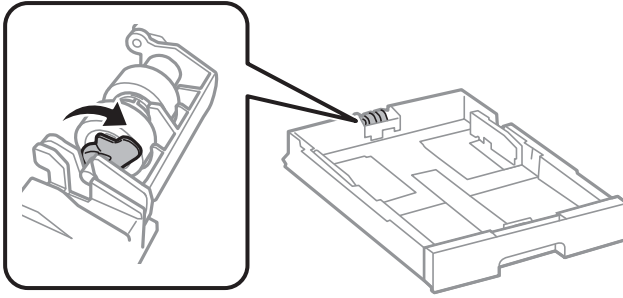


Note:

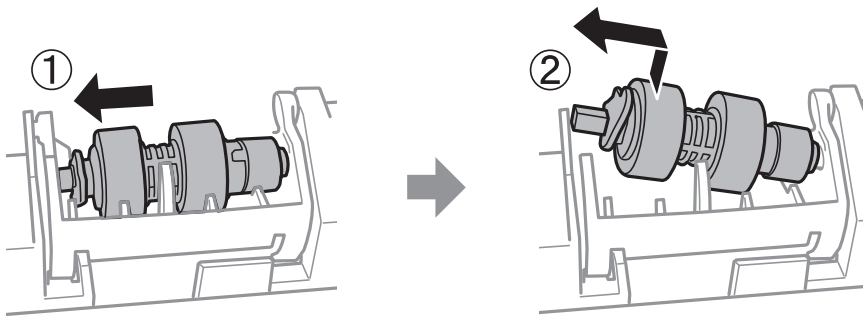
Insert the maintenance rollers by rolling them so that you can insert them smoothly.

Replacing Ink Supply Units and Other Consumables

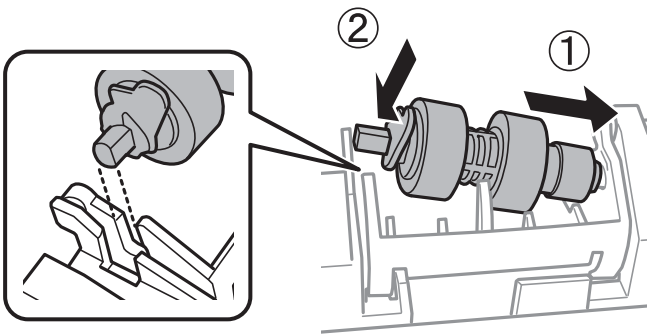
8. Release the lever.



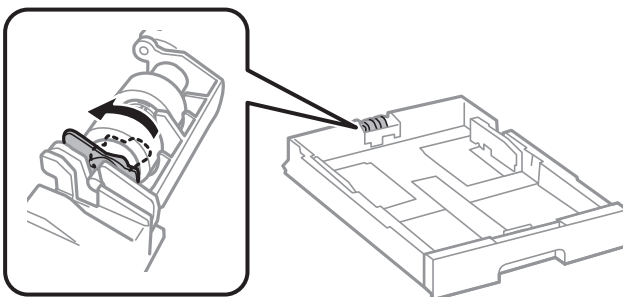
9. Slide the maintenance roller toward the lever, and then remove them by taking the shaft out of the holder.



10. Insert the shaft of the new maintenance roller into the hole in the holder, and then slide the shaft on the lever side along the slot while it is facing the flat surface at the front.



11. Lock the lever.



12. Fasten the screws to attach the cover back on, and close the rear cover.

13. Insert the paper cassette.

Replacing Ink Supply Units and Other Consumables

14. Turn on the printer, select **Settings > Maintenance > Maintenance Roller Information > Reset Maintenance Roller Counter**, and then select the paper cassette in which you replaced the maintenance rollers.

Related Information

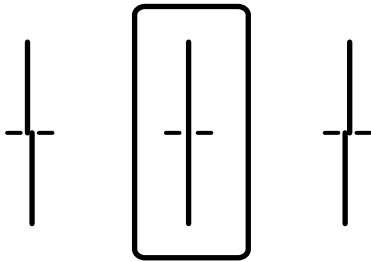
- ➔ [“Maintenance Rollers Codes” on page 184](#)

Maintaining the Printer

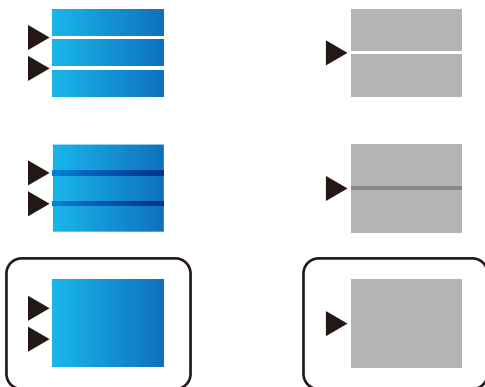
Adjusting the Print Quality

If you notice a misaligned vertical lines, blurred images, or horizontal banding, adjust the print quality.

1. Load A4-size plain paper in the printer.
2. Tap **Settings** on the home screen.
3. Tap **Maintenance > Print Quality Adjustment**.
4. Follow the on-screen instructions to check the printer to improve print quality.
If a message is displayed recommending that you clean the print head, perform print head cleaning.
5. Follow the on-screen instructions to print the patterns for print head alignment, and then align the print head.
 - This pattern allows you to perform alignment if vertical ruled lines appear misaligned or your printouts look blurry.
Find and enter the number for the pattern that has the least misaligned vertical line.



- This pattern allows you to perform alignment if you see horizontal banding at regular intervals.
Find and enter the number for the least separated and overlapping pattern.



Related Information

➔ [“Loading Paper in the Paper Cassette” on page 52](#)

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 ink case or turn off the printer during head cleaning. If the head cleaning is incomplete, you may not be able to print.

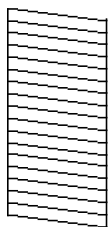
Note:

- 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 ink supply unit first.
- If print quality has not improved after repeating nozzle check and head cleaning about four times, wait for at least six hours without printing, and then run the nozzle check again and repeat the head cleaning if necessary. We recommend to turn off the printer. If print quality has still not improved, contact Epson support.
- To prevent the print head from drying out, do not unplug the printer while the power is on.

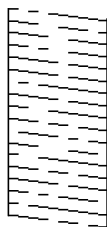
Checking and Cleaning the Print Head - Control Panel

1. Load A4-size plain paper in the printer.
2. Tap **Settings** on the home screen.
3. Tap **Maintenance > Print Head Nozzle Check**.
4. Follow the on-screen instructions to print the nozzle check pattern.
5. Examine the printed pattern. If there are broken lines or missing segments as shown in the "NG" pattern, the print head nozzles may be clogged. Go to the next step. If you cannot see any broken lines or missing segments as in the following "OK" pattern, the nozzles are not clogged. Tap **OK** to close the nozzle check feature.

OK



NG



6. Tap **NG**, and then follow the on-screen instructions to clean the print head.
7. When cleaning is finished, print the nozzle check pattern again. Repeat cleaning and printing the pattern until all lines are printed completely.

Related Information

➔ [“Loading Paper in the Paper Cassette” on page 52](#)

Checking and Cleaning the Print Head - Windows


1. Load A4-size plain paper 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

➔ [“Loading Paper in the Paper Cassette” on page 52](#)

➔ [“Windows Printer Driver” on page 216](#)

Checking and Cleaning the Print Head - Mac OS X

1. Load A4-size plain paper in the printer.
2. Select **System Preferences** from the  menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then select the printer.
3. Click **Options & Supplies** > **Utility** > **Open Printer Utility**.
4. Click **Nozzle Check**.
5. Follow the on-screen instructions.

Related Information

➔ [“Loading Paper in the Paper Cassette” on page 52](#)

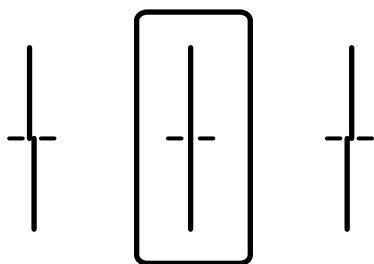
Aligning Ruled Lines

If vertical lines look misaligned, align the ruled lines.

1. Load A4-size plain paper in the printer.
2. Tap **Settings** on the home screen.
3. Tap **Maintenance** > **Ruled Line Alignment**.
4. Follow the on-screen instructions to print an alignment pattern.

Maintaining the Printer

5. Follow the on-screen instructions to align the ruled lines. Find and enter the number for the pattern that has the least misaligned vertical line.



Related Information

- ➔ [“Loading Paper in the Paper Cassette” on page 52](#)

Adjusting the Print Quality for Each Paper Type

If print quality does not improve after using the **Print Quality Adjustment** feature, you can adjust the print quality for each paper type. See the *Administrator's Guide* for details.

Cleaning the Paper Path

When the printouts are smeared 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.

Cleaning the Paper Path for Ink Smears

1. Load A3-size plain paper in the paper source that you want to clean.
2. Tap **Settings** on the home screen.
3. Tap **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, clean the other paper sources.

Related Information

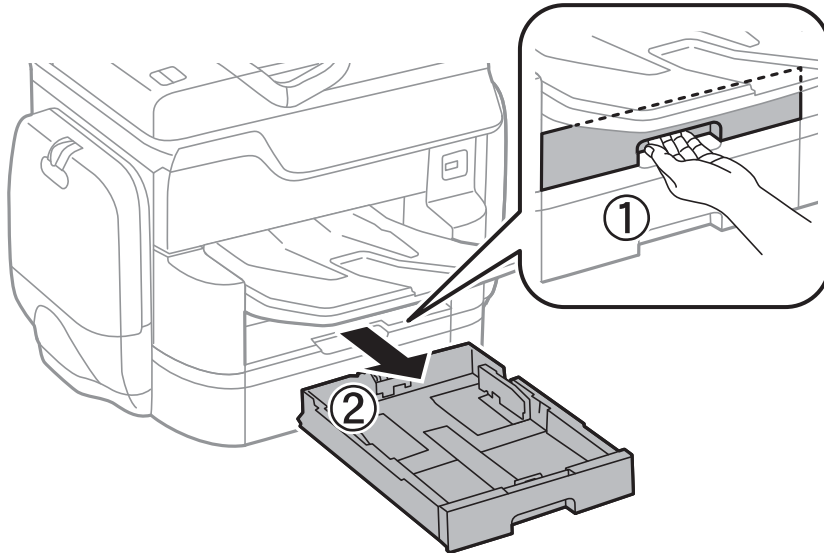
- ➔ [“Loading Paper in the Paper Cassette” on page 52](#)

Maintaining the Printer

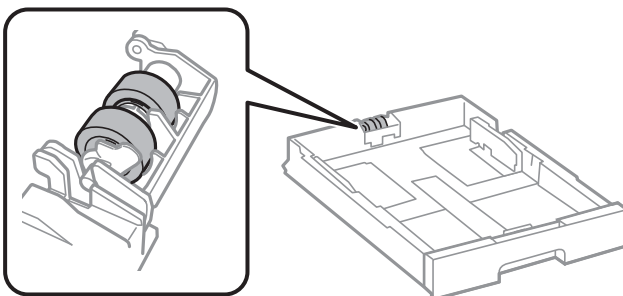
Cleaning the Paper Path for Paper Feeding Problems (Paper Cassette)

When paper is not fed from paper cassette correctly, clean the roller inside.

1. Pull out the paper cassette.



2. Wipe the roller using a soft, moist cloth.



Important:

Using a dry cloth may damage the surface of the roller.

3. Insert the paper cassette.

Cleaning the ADF

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

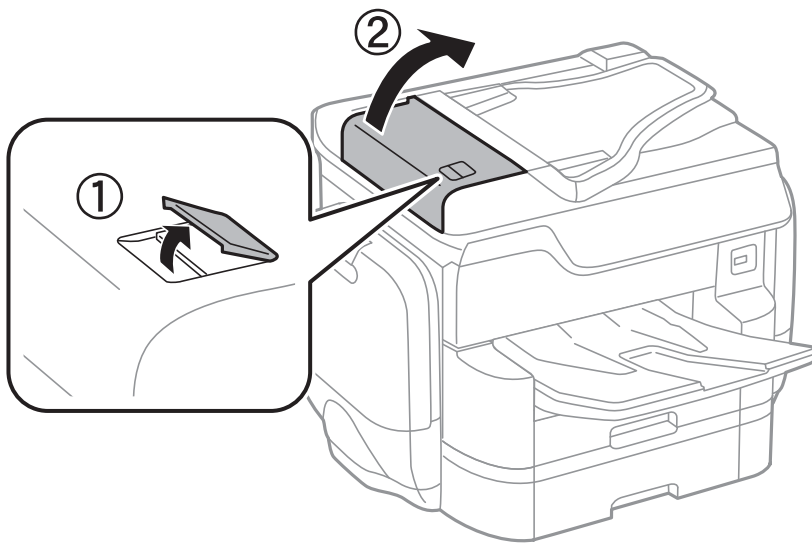


Important:

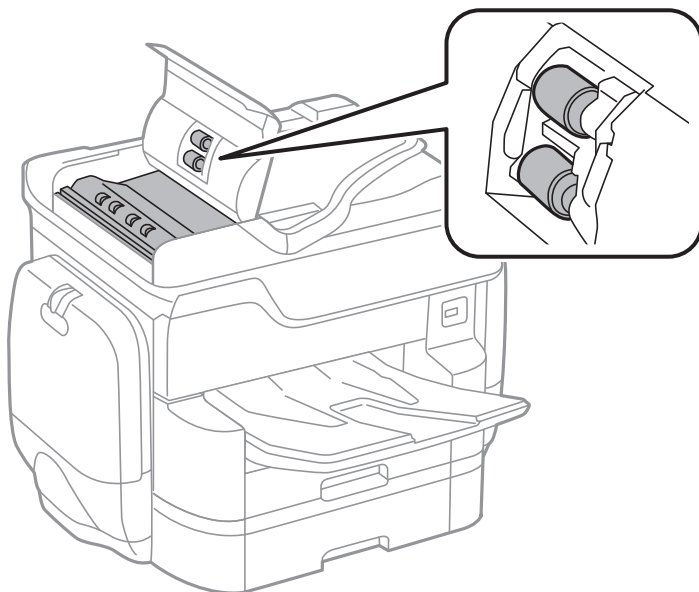
Never use alcohol or thinner to clean the printer. These chemicals can damage the printer.

Maintaining the Printer

1. Open the ADF cover.



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

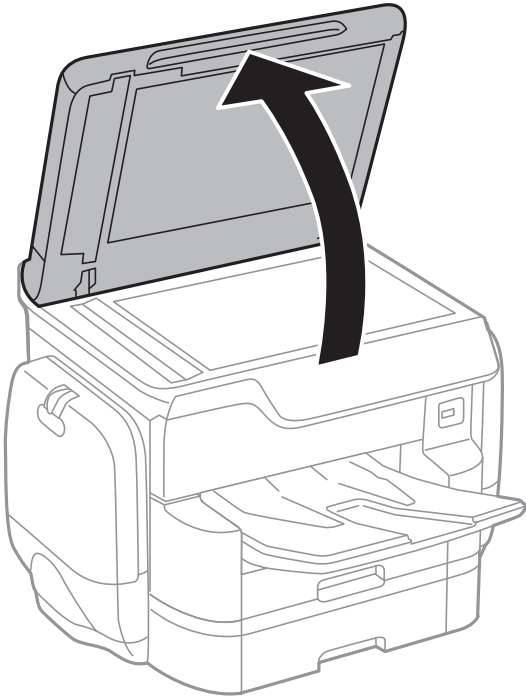


Important:

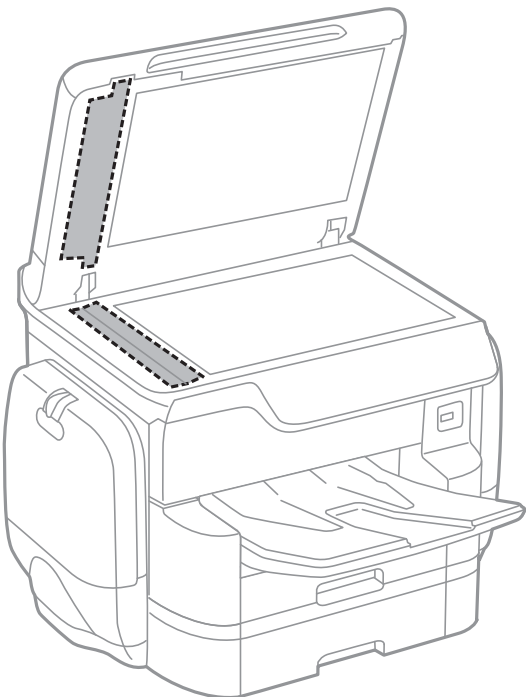
Using a dry cloth may damage the surface of the roller. Use the ADF after the roller has dried.

Maintaining the Printer

3. Open the document cover.



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



Maintaining the Printer

! *Important:*

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

Cleaning the Scanner Glass

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

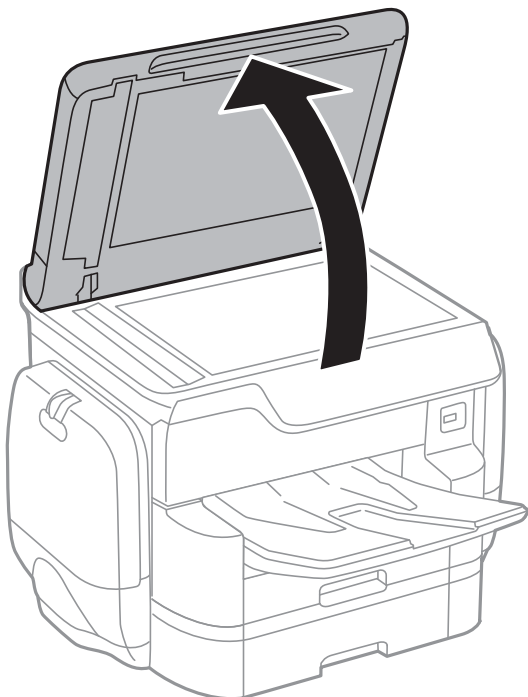
! *Caution:*

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

! *Important:*

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

1. Open the document cover.



Maintaining the Printer

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

**Important:**

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

Saving Power

The printer enters sleep mode or turns off automatically if no operations are performed for a set period. You can adjust the time before power management is applied. Any increase will affect the product's energy efficiency. Please consider the environment before making any change.

Depending on the location of purchase, the printer may have a feature that turns it off automatically if it is not connected to the network for 30 minutes.

Saving Power - Control Panel

1. Tap **Settings** on the home screen.
2. Tap **General Settings > Basic Settings**.
3. Do one of the following.
 - Select **Sleep Timer** or **Power Off Settings > Power Off If Inactive** or **Power Off If Disconnected**, and then make settings.
 - Select **Sleep Timer** or **Power Off Timer**, and then make settings.

Note:

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

Menu Options for Settings

Tap **Settings** on the home screen of the printer to make various settings.

Menu Options for General Settings

Select the menus on the control panel as described below.

Settings > General Settings

Basic Settings

Select the menus on the control panel as described below.

Settings > General Settings > Basic Settings

LCD Brightness:

Adjust the brightness of the LCD screen.

Sound:

Adjust the volume and select the type of the sound.

Sleep Timer:

Adjust the time period to enter a sleep mode (energy saving mode) when the printer has not performed any operations. The LCD screen turns black when the setting time passes.

Power Off Settings:

Power Off If Inactive

Select this setting to turn the printer off automatically if it is not used for a specified period of time. Any increase will affect the product's energy efficiency. Please consider the environment before making any change.

Power Off If Disconnected

Select this setting to turn the printer off after 30 minutes when all network ports including the LINE port are disconnected. This feature may not be available depending on your region.

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).

Menu Options for Settings

Country/Region:

Select the country or region in which you are using your printer. If you change the country or region, your fax settings return to their defaults and you must select them again.

Language:

Select the language used on the LCD screen.

Start-up Screen:

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

Edit Home:

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

Wall Paper:

Change the background color of the LCD screen.


Operation Time Out:

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

Keyboard:

Change the layout of the keyboard on the LCD screen.

Default Screen(Job/Status):

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

Related Information

- ➔ [“Saving Power” on page 201](#)
- ➔ [“Entering Characters” on page 23](#)

Printer Settings

Select the menus on the control panel as described below.

Settings > General Settings > Printer Settings

Paper Source Settings:

Paper Setting:

Select the paper source to specify the paper size and paper type you loaded. When **Paper Size Auto Detect** is enabled, the printer detects the paper size you loaded.

Rear Paper Feed Priority:

Select **On** to give printing priority to paper loaded in the rear paper feed.

Menu Options for Settings

A4/Letter Auto Switching:

Select **On** to feed paper from the paper source set as A4 size when there is no paper source set as Letter, or feed from the paper source set as Letter size when there is no paper source set as A4.

Auto Select Settings:

Select **On** for any of following settings to automatically print on paper from any source containing paper that matches your paper settings.

- Copy
- Fax
- Other

Error Notice:

Select **On** to display an error message when the selected paper size or type does not match the loaded paper.

Paper Setup Auto Display:

Select **On** to display the **Paper Setting** screen when loading paper in the paper source. If you disable this feature, you cannot print from an iPhone or iPad using AirPrint.

Printing Language:

Select the printing language for the USB interface or the network interface.

Universal Print Settings:

These print settings are applied when you print by an external device without using the printer driver.

Top Offset:

Adjust the top margin of the paper.

Left Offset:

Adjust the left margin of the paper.

Top Offset in Back:

Adjust the top margin for the back of the page when performing 2-sided printing.

Left Offset in Back:

Adjust the left margin for the back margin of the page when performing 2-sided printing.

Check Paper Width:

Select **On** to check the paper width before printing. This prevents printing beyond the edges of the paper when the paper size setting are incorrect, but may reduce the printing speed.

Skip Blank Page:

Skips blank pages in the print data automatically.

Menu Options for Settings

PDL Print Configuration:

Common Settings:

- Paper Size
Select the default paper size for PCL or PostScript printing.
- Paper Type
Select the default paper type for PCL or PostScript printing.
- Orientation
Select the default orientation for PCL or PostScript printing.
- Quality
Select the print quality for PCL or PostScript printing.
- Ink Save Mode
Select **On** to save ink by reducing the print density.
- Print Order
Last Page on Top:
Starts printing from the first page of a file.
First Page on Top:
Starts printing from the last page of a file.
- Number of Copies
Set the number of copies to print.
- Binding Margin
Select the binding position.
- Auto Paper Ejection
Select **On** to eject paper automatically when printing is stopped during a print job.
- 2-Sided Printing
Select **On** to perform 2-sided printing.

PCL Menu:

- Font Source
Resident
Select to use a font preinstalled on the printer.
Download
Select to use a font you have downloaded.
- Font Number
Select the default font number for the default font source. The available number varies depending on the settings you made.
- Pitch
Set the default font pitch if the font is scalable and of fixed-pitch. You can select from 0.44 to 99.99 cpi (characters per inch), in 0.01 increments.
This item may not appear depending on the font source or font number settings.

Menu Options for Settings

Height

Set the default font height if the font is scalable and proportional. You can select from 4.00 to 999.75 points, in 0.25 increments.

This item may not appear depending on the font source or font number settings.

Symbol Set

Select the default symbol set. If the font that you selected in the font source and the font number setting is not available in the new symbol set setting, the font source and the font number settings are automatically replaced with the default value, IBM-US.

Form

Set the number of lines for the selected paper size and orientation. This also causes a line spacing (VMI) change, and the new VMI value is stored in the printer. This means that later changes in the page size or orientation settings cause changes in the Form value based on the stored VMI.

CR Function

Select the line feed command when printing with a driver from a specific operating system.

LF Function

Select the line feed command when printing with a driver from a specific operating system.

Paper Source Assign

Set the assignment for the paper source select command. When **4** is selected, the commands are set as compatible with the HP LaserJet 4. When **4K** is selected, the commands are set as compatible with the HP LaserJet 4000, 5000, and 8000. When **5S** is selected, the commands are set as compatible with the HP LaserJet 5S.

PS3 Menu:

Error Sheet

Select **On** to print a sheet showing the status when an error occurs during PostScript or PDF printing.

Coloration

Select the color mode for PostScript printing.

Image Protect

Select **Off** to lower the print quality automatically if the printer's memory becomes full.

Binary

Select **On** when printing data that contains binary images. The application may send the binary data even if the printer driver setting is set to ASCII, but you can print the data when this feature is enabled.

Text Detection

This feature is available when Printing Language is set to **PS3**. Converts a text file to a PostScript file when printing.

PDF Page Size

Select the paper size when printing a PDF file. If **Auto** is selected, the paper size is determined based on the size of the first page.

Auto Error Solver:

Select an action to perform when a 2-sided printing error or a memory full error occurs.

Menu Options for Settings

On

Displays a warning and prints in single-sided mode when a 2-sided printing error occurs, or prints only what the printer could process when a memory full error occurs.

Off

Displays an error message and cancels printing.

Memory Device Interface:

Memory Device:

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

File Sharing:

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

Thick Paper:

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

Quiet Mode:

Select **On** to reduce noise during printing, however, this may lower the print speed. Depending on the paper type and print quality settings you selected, there may be no difference in the printer's noise level.

Ink Drying Time:

Select the ink drying time you want to use when performing 2-sided printing. The printer prints the other side after printing one side. If your printout is smeared, increase the time setting.

Bidirectional:

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

PC Connection via USB:

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

USB I/F Timeout Setting:

Specify the length of time in seconds that must elapse before ending USB communication with a computer after the printer receives a print job from a PostScript printer driver or PCL printer driver. If the job ending is not clearly defined from a PostScript printer driver or PCL printer driver, it can cause endless USB communication. When this occurs, the printer ends communication after the specified time has elapsed. Enter 0 (zero) if you do not want to end communication.

Related Information

- ➔ [“Loading Paper” on page 47](#)
- ➔ [“Printing JPEG Files from a Memory Device” on page 66](#)
- ➔ [“Printing PDF or TIFF Files from a Memory Device” on page 67](#)

Network Settings

Select the menus on the control panel as described below.

Settings > General Settings > Network Settings

Wi-Fi Setup:

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

- Router
- Wi-Fi Direct

Wired LAN Setup:

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

Network Status:

Displays or prints the current network settings.

Connection Check:

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

Advanced:

Make the following detailed settings.

- Device Name
- TCP/IP
- Proxy Server
- Email Server
- IPv6 Address
- MS Network Sharing
- NFC
- Link Speed & Duplex
- Redirect HTTP to HTTPS
- Disable IPsec/IP Filtering
- Disable IEEE802.1X

Related Information

- ➔ [“Making Wi-Fi Settings Manually” on page 31](#)
- ➔ [“Making Wi-Fi Settings by Push Button Setup \(WPS\)” on page 32](#)
- ➔ [“Making Wi-Fi Settings by PIN Code Setup \(WPS\)” on page 33](#)
- ➔ [“Making Wi-Fi Direct \(Simple AP\) Connection Settings” on page 34](#)
- ➔ [“Checking Detailed Network Information from the Control Panel” on page 37](#)
- ➔ [“Printing a Network Status Sheet” on page 41](#)

Menu Options for Settings

- ➔ “Checking the Network Connection Status” on page 36
- ➔ “Changing the Network Connection to Ethernet from the Control Panel” on page 44
- ➔ “Making Advanced Network Settings” on page 34

Web Service Settings

Select the menus on the control panel as described below.

Settings > General Settings > Web Service Settings

Epson Connect Services:

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

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

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

Suspend/Resume

Unregister

For details, see the following web site.

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

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

Google Cloud Print Services:

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

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

Enable/Disable

Unregister

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

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

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

Related Information

- ➔ “Epson Connect Service” on page 214

System Administration Settings

Administrators use this feature. See the *Administrator's Guide* for details.

Menu Options for Print Counter

Select the menus on the control panel as described below.

Settings > Print Counter

Menu Options for Settings

Displays the total number of prints, B&W prints, and color prints from the time you purchased the printer. Tap **Print Sheet** when you want to print the result.

Menu Options for Supply Status

Select the menu on the control panel as described below.

Settings > Supply Status

Displays the approximate level of the ink and service life of the maintenance box. When an exclamation mark is displayed, ink is running low or the maintenance box is nearly full. When a x icon is displayed, you need to replace the item as ink is expended or the maintenance box is full.

Menu Options for Maintenance

Select the menus on the control panel as described below.

Settings > Maintenance

Print Quality Adjustment:

Select this feature if there are any problems with your print outs. You can check for clogged nozzles and clean the print head if necessary, and then adjust some parameters to improve print quality.

Print Head Nozzle Check:

Select this feature to check if the print head nozzles are clogged. The printer prints a nozzle check pattern.

Print Head Cleaning:

Select this feature to clean clogged nozzles in the print head.

Ruled Line Alignment:

Select this feature to align vertical lines.

Paper Guide Cleaning:

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

Remove Paper:

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

Maintenance Roller Information:

Maintenance Roller Status

Displays the status of the maintenance rollers for the selected paper cassette.

Menu Options for Settings

Reset Maintenance Roller Counter

After replacing maintenance rollers, reset the counter for the paper cassette in which you replaced the maintenance rollers.

Print Quality Adjustment per Paper:

Depending on the paper type, ink feathering is differs. Select this feature if there is banding in the print outs or misalignment for a specific paper type.

Related Information

- ➔ [“Adjusting the Print Quality” on page 193](#)
- ➔ [“Checking and Cleaning the Print Head” on page 194](#)
- ➔ [“Aligning Ruled Lines” on page 195](#)
- ➔ [“Adjusting the Print Quality for Each Paper Type” on page 196](#)
- ➔ [“Cleaning the Paper Path” on page 196](#)

Menu Options for Language

Select the menus on the control panel as described below.

Settings > Language

Select the language used on the LCD screen.

Menu Options for Printer Status/Print

Select the menus on the control panel as described below.

Settings > Printer Status/Print

Network:

Displays the current network settings.

Print Status Sheet:

Configuration Status Sheet:

Print information sheets showing the current printer status and settings.

Supply Status Sheet:

Print information sheets showing the status of consumables.

Usage History Sheet:

Print information sheets showing the usage history of the printer.

PS3 Font List:

Print a list of fonts that are available for a PostScript printer.

Menu Options for Settings

PCL Font List:

Print a list of fonts that are available for a PCL printer.

Menu Options for Contacts Manager

Select the menus on the control panel as described below.

Settings > Contacts Manager

Register/Delete:

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

Frequent:

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

Print Contacts:

Print your contact list.

View Options:

Change the way the contact list is displayed.

Search Options:

Change the method for searching contacts.

Menu Options for User Settings

Select the menus on the control panel as described below.

Settings > User Settings

You can change the default settings of the following menus.

- Scan to Network Folder/FTP
- Scan to Email
- Scan to Memory Device
- Scan to Cloud
- Copy Settings
- Fax

Menu Options for Authentication Device Status

Select the menus on the control panel as described below.

Settings > Authentication Device Status

Menu Options for Settings

Displays the status of the authentication device.

Menu Options for Epson Open Platform Information

Select the menus on the control panel as described below.

Settings > Epson Open Platform Information

Displays the status of the Epson Open Platform.

Network Service and Software Information

This section introduces the network services and software products available for your printer from the Epson website or the supplied software disc.

Epson Connect Service

By using Epson Connect service available on the Internet, you can print from your smartphone, tablet PC, or laptop, anytime and practically anywhere.

The features available on the Internet are as follows.

Email Print	Epson iPrint remote print	Scan to Cloud	Remote Print Driver
✓	✓	✓	✓

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 runs in a web browser, such as Internet Explorer and Safari, on a computer or smart device. You can confirm the printer status or change the network service and printer settings. To use the Web Config, connect the printer and the computer or device to the same network.

Note:

The following browsers are supported.

OS	Browser
Windows XP SP3 or later	Internet Explorer 8 or later, Firefox [*] , Chrome [*]
Mac OS X v10.6.8 or later	Safari [*] , Firefox [*] , Chrome [*]
iOS [*]	Safari [*]
Android 2.3 or later	Default browser
Chrome OS [*]	Default browser

^{*} Use the latest version.

Running Web Config on a Web Browser

1. Check the printer's IP address.

Tap the network icon on the printer's home screen, and then tap the active connection method to confirm the printer's IP address.

Note:

You can also check the IP address by printing the network connection report.

2. Launch a Web browser from a computer or smart device, and then enter the printer's IP address.

Format:

IPv4: http://the printer's IP address/

IPv6: http://[the printer's IP address]/

Examples:

IPv4: http://192.168.100.201/

IPv6: http://[2001:db8::1000:1]/

Note:

Using the smart device, you can also run Web Config from the maintenance screen of Epson iPrint.

Related Information

- ➔ [“Printing Using Epson iPrint” on page 93](#)
- ➔ [“Printing a Network Connection Report” on page 37](#)

Running Web Config on Windows

When connecting a computer to the printer using WSD, follow the steps below to run Web Config.

1. Access the devices and printers screen in Windows.

- Windows 10

Right-click the start button or press and hold it, and then select **Control Panel > View devices and printers** in **Hardware and Sound**.

- Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012

Select **Desktop > Settings > Control Panel > View devices and printers** in **Hardware and Sound** (or **Hardware**).

- Windows 7/Windows Server 2008 R2

Click the start button, and select **Control Panel > View devices and printers** in **Hardware and Sound**.


- Windows Vista/Windows Server 2008

Click the start button, and select **Control Panel > Printers** in **Hardware and Sound**.

2. Right-click on your printer and select **Properties**.

3. Select the **Web Service** tab and click the URL.

Running Web Config on Mac OS X

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

Windows Printer Driver

The printer driver controls the printer according to the commands from an application. 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.

Windows 10

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

Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012

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

Windows 7/Windows Server 2008 R2

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

Windows Vista/Windows Server 2008

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

Windows XP/Windows Server 2003 R2/Windows Server 2003

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

Accessing the printer driver from the printer icon on the task bar

The printer icon on the desktop task bar is a shortcut icon allowing you to quickly access the printer driver.

If you click the printer icon and select **Printer Settings**, you can access the same printer settings window as the one displayed from the control panel. If you double-click this icon, you can check the status of the printer.

Network Service and Software Information

Note:

If the printer icon is not displayed on the task bar, access the printer driver window, click **Monitoring Preferences** on the **Maintenance** tab, and then select **Register the shortcut icon to the taskbar**.

Starting the utility

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

Restricting Settings for the Windows Printer Driver

You can lock some settings of the printer driver so that other users cannot change them.

Note:

Log on to your computer as an administrator.

1. Open the **Optional Settings** tab in printer properties.
 - Windows 10
Right-click the start button or press and hold it, and then select **Control Panel > View devices and printers** in **Hardware and Sound**. Right-click on your printer, or press and hold it and then select **Printer properties**. Click the **Optional Settings** tab.
 - Windows 8.1/Windows 8/Windows Server 2012R2/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**.
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 settings such as enabling **EPSON Status Monitor 3**.

1. Access the printer driver window.
2. Click **Extended Settings** on the **Maintenance** tab.

Network Service and Software Information

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 216](#)

Mac OS X Printer Driver

The printer driver controls the printer according to the commands from an application. 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

Click **Page Setup** or **Print** on the **File** menu of your application. If necessary, click **Show Details** (or ▼) to expand the print window.

Note:


Depending on the application being used, **Page Setup** may not be displayed in the **File** menu, and the operations for displaying the print screen may differ. See the application's help for details.

Starting the utility

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**.

Making Operation Settings for the Mac OS X Printer Driver

Accessing the Operation Settings Window of the 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**).

Operation Settings of the Mac OS X Printer Driver

- Thick paper and envelopes:** Prevents the ink from smearing when printing on thick paper. However, this may reduce print speed.
- Skip Blank Page:** Avoids printing blank pages.
- Quiet Mode:** Reduces the noise the printer makes, however, may reduce print speed.
- Output documents for filing:** Feed the paper so that it is easy to file when printing landscape data or 2-sided printing. Envelope printing is not supported.
- 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.

Network Service and Software Information

- 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.

Epson Scan 2 (Scanner Driver)

Epson Scan 2 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 2 from a TWAIN-compliant scanning application.

Starting on Windows

Note:

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

- Windows 10
 - Click the start button, and then select **EPSON > Epson Scan 2**.
- Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012
 - Enter the application name in the search charm, and then select the displayed icon.
- Windows 7/Windows Vista/Windows XP/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003 R2/Windows Server 2003
 - Click the start button, and then select **All Programs** or **Programs > EPSON > Epson Scan 2 > Epson Scan 2**.

Starting on Mac OS X

Note:

Epson Scan 2 does not support the Mac OS X fast user switching feature. Turn off fast user switching.

Select **Go > Applications > Epson Software > Epson Scan 2**.

Related Information

➔ [“Installing Applications” on page 224](#)

Document Capture Pro

Document Capture Pro is an application that allows you to configure settings for scanned images sent from the printer to a computer over a network.

Document Capture Pro is for Windows. For Mac OS X, use Document Capture, and for Windows Server, use Document Capture Pro Server.

You can configure various scan settings on the computer such as the file saving format, a folder to save, and forwarding destination, and save as a scan job. You can save up to 30 scan jobs and run those jobs from the computer or from the printer using the control panel. Tap **Scan > Document Capture Pro** from the home screen.

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

Network Service and Software Information

Starting on Windows

Windows 10

Click the start button, and then select **Epson Software > Document Capture Pro**.

Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012

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

Windows 7/Windows Vista/Windows XP/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003 R2/Windows Server 2003

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

Starting on Mac OS X

Select **Go > Applications > Epson Software > Document Capture**.

Related Information

➔ [“Installing Applications” on page 224](#)

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. See the application's help for details.

Note:

Windows Server operating systems are not supported.

The operation differs depending on the application you used to create the document. See the application's help for details.

Accessing from Windows

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

Accessing from Mac OS 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. See the application's help for details.

Note:

Windows Server operating systems are not supported.

Before installing the FAX Utility, make sure you have installed the printer driver for this printer; this does not include the PostScript printer driver and Epson universal printer driver.

Network Service and Software Information

Starting on Windows

Windows 10

Click the start button, and select **Epson Software > FAX Utility**.

Windows 8.1/Windows 8

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

Windows 7/Windows Vista/Windows XP

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

Starting on Mac OS 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**.

Related Information

➔ [“Installing Applications” on page 224](#)

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 10

Click the start button, and then select **Epson Software > EPSON Software Updater**.

Windows 8.1/Windows 8

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

Windows 7/Windows Vista/Windows XP

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

Note:

*You can also start EPSON Software Updater by clicking the printer icon on the task bar on the desktop, and then selecting **Software Update**.*

Starting on Mac OS X

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

Related Information

➔ [“Installing Applications” on page 224](#)

EpsonNet Config

EpsonNet Config is an application that allows you to set the network interface addresses and protocols. See the operations guide for EpsonNet Config or the application's help for more details.

Starting on Windows

Windows 10

Click the start button, and then select **EpsonNet > EpsonNet Config**.

Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012

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

Windows 7/Windows Vista/Windows XP/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003 R2/Windows Server 2003

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

Starting on Mac OS X

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


Related Information

➔ [“Installing Applications” on page 224](#)

Uninstalling Applications

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

Uninstalling Applications - Windows

1. Press the  button to turn off the printer.

2. Quit all running applications.

3. Open **Control Panel**:

Windows 10

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

Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012

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



Windows 7/Windows Vista/Windows XP/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003 R2/Windows Server 2003

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

Network Service and Software Information

4. Open **Uninstall a program** (or **Add or Remove Programs**):
 - Windows 10/Windows 8.1/Windows 8/Windows 7/Windows Vista/Windows Server 2012 R2/Windows Server 2012/Windows Server 2008 R2/Windows Server 2008
Select **Uninstall a program** in **Programs**.
 - Windows XP/Windows Server 2003 R2/Windows Server 2003
Click **Add or Remove Programs**.
 5. Select the application you want to uninstall.
 6. Uninstall the applications:
 - Windows 10/Windows 8.1/Windows 8/Windows 7/Windows Vista/Windows Server 2012 R2/Windows Server 2012/Windows Server 2008 R2/Windows Server 2008
Click **Uninstall/Change** or **Uninstall**.
 - Windows XP/Windows Server 2003 R2/Windows Server 2003
Click **Change/Remove** or **Remove**.
- Note:**
If the **User Account Control** window is displayed, click **Continue**.
7. Follow the on-screen instructions.

Uninstalling Applications - Mac OS 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.

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 221](#)

Installing Applications

Connect your computer to the network and install the latest version of applications from the website.

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 2, 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://epson.sn>

Note:

- ❑ Install Document Capture Pro from the website below.
 - <http://support.epson.net/> (outside Europe)
 - http://assets.epson-europe.com/gb/en/document_capture_pro/index.html (Europe)
- ❑ If you are using a Windows computer and unable to download the applications from the website, you can install them from the supplied CD except for Document Capture Pro.

Related Information

➔ [“Uninstalling Applications” on page 222](#)

Installing a PostScript Printer Driver

Installing a PostScript Printer Driver Using USB Interface - Windows

1. Turn off all virus protection applications.
2. Insert the software disc that came with the printer into the computer, and download the "Driver/PostScript/eppsnt.inf" file.

Note:

If your computer does not have a CD/DVD drive, download the printer driver from the Epson support website.

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

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

3. Connect the printer to the computer with a USB cable, and then turn on the printer.

Note:

*For Windows Vista/Windows XP, when the **Found New Hardware** screen appears, click **Ask me again later**.*

Network Service and Software Information

4. Add a printer.
 - Windows 10
Right-click the start button or press and hold it, and then select **Control Panel > View devices and printers in Hardware and Sound** and then click **Add a Printer**.
 - Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012
Select **Desktop > Settings > Control Panel > View devices and printers in Hardware and Sound**, and then click **Add a Printer**.
 - Windows 7/Windows Server 2008 R2
Click the start button, select **Control Panel > View devices and printers in Hardware and Sound**, and then click **Add a Printer**.
 - Windows Vista/Windows Server 2008
Click the start button, select **Control Panel > Printers in Hardware and Sound**, and then click **Add a Printer**.
 - Windows XP/Windows Server 2003 R2/Windows Server 2003
Click the start button, select **Control Panel > Printers and Other Hardware > Printers and Faxes > Add a Printer**, and then click **Next**.
5. Add a local printer.
 - Windows 10/Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012
Click **The printer that I want isn't listed**, select **Add a local printer or network printer with manual settings**, and then click **Next**.
 - Windows 7/Windows Vista/Windows Server 2008 R2/Windows Server 2008
Click **Add a local printer**.
 - Windows XP/Windows Server 2003 R2/Windows Server 2003
Select **Local printer attached to this computer**, clear **Automatically detect and install my Plug and Play printer**, and then click **Next**.
6. Select **Use an existing port**, select **USB001 (Virtual printer port for USB)**, and then click **Next**.
7. Click **Have Disk**, specify the "eppsnt.inf" file that is on the software disc or that you have downloaded from the website, and then click **OK**.
8. Select your printer, and then click **Next**.
9. Follow the on-screen instructions for the rest of the installation.

Installing a PostScript Printer Driver Using Network Interface - Windows

1. Turn off all virus protection applications.
2. Insert the software disc that came with the printer into the computer, and download the "Driver/PostScript/eppsnt.inf" file.

Note:

If your computer does not have a CD/DVD drive, download the printer driver from the Epson support website.

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

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

Network Service and Software Information

3. Add a printer.
 - Windows 10
Right-click the start button or press and hold it, and then select **Control Panel > View devices and printers in Hardware and Sound** and then click **Add a Printer**.
 - Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012
Select **Desktop > Settings > Control Panel > View devices and printers in Hardware and Sound**, and then click **Add a Printer**.
 - Windows 7/Windows Server 2008 R2
Click the start button, select **Control Panel > View devices and printers in Hardware and Sound**, and then click **Add a Printer**.
 - Windows Vista/Windows Server 2008
Click the start button, select **Control Panel > Printers in Hardware and Sound**, and then click **Add a Printer**.
 - Windows XP/Windows Server 2003 R2/Windows Server 2003
Click the start button, select **Control Panel > Printers and Other Hardware > Printers and Faxes > Add a Printer**, and then click **Next**.
4. Add a local printer.
 - Windows 10/Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012
Click **The printer that I want isn't listed**, select **Add a local printer or network printer with manual settings**, and then click **Next**.
 - Windows 7/Windows Vista/Windows Server 2008 R2/Windows Server 2008
Click **Add a local printer**.
 - Windows XP/Windows Server 2003 R2/Windows Server 2003
Select **Local printer attached to this computer**, clear **Automatically detect and install my Plug and Play printer**, and then click **Next**.
5. Select **Create a new port**, select **Standard TCP/IP Port**, and then click **Next**.

Note:
*For Windows XP/Windows Server 2003 R2/Windows Server 2003, when the **Add Standard TCP/IP Printer Port Wizard** screen appears, click **Next**.*
6. Enter the printer's IP address, and then click **Next**.

Note:

 - Tap the network icon on the printer's home screen, and then tap the active connection method to confirm the printer's IP address.
 - For Windows XP/Windows Server 2003 R2/Windows Server 2003, when the **Add Standard TCP/IP Printer Port Wizard** screen appears, click **Finish**.
7. Click **Have Disk**, specify the "eppsnt.inf" file that is on the software disc or that you have downloaded from the website, and then click **OK**.
8. Select your printer, and then click **Next**.
9. Follow the on-screen instructions for the rest of the installation.

Installing a PostScript Printer Driver - Mac OS X

Download the printer driver from the Epson Support website, and then install it.


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

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

You need the IP address of the printer while installing the printer driver.

Tap the network icon on the printer's home screen, and then tap the active connection method to confirm the printer's IP address.

Adding the Printer Driver (for Mac OS X Only)

1. Select **System Preferences** from the  menu > **Printers & Scanners** (or **Print & Scan, Print & Fax**).
2. Click +, and then select **Add Other Printer or Scanner**.
3. Select your printer, and then click **Add**.

Note:

- If your printer is not listed, check that it is correctly connected to the computer and that the printer is on.
- For a USB, IP, or Bonjour connection, set the optional paper cassette unit manually after adding the printer driver.

Installing the Epson Universal Printer Driver (for Windows Only)

The Epson universal printer driver is the universal PCL6 compatible print driver. Once you install this printer driver*, you can print from every Epson printer that supports this printer driver.

* Since this is a generic printer driver, printing features are limited compared to the printer driver specifically designed for this printer.

Connect the printer to the same network as the computer, and then follow the procedure below to install the printer driver.

1. Download the executable file of the driver from the Epson support website.
<http://www.epson.eu/Support> (Europe only)
<http://support.epson.net/>

2. Double-click the executable file.
3. Follow the on-screen instructions for the rest of the installation.

Note:

If you are using a Windows computer and you cannot download the driver from the website, install it from the software disc that came with the printer. Access "Driver\Universal".

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.

Network Service and Software Information

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 or unplug the printer until the update is complete; otherwise, the printer may malfunction.

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 221](#)

Updating the Printer's Firmware using the Control Panel

If the printer is connected to the Internet, you can update the printer's firmware using the control panel. You can also set the printer to regularly check for firmware updates and notify you if any are available.

1. Tap **Settings** on the home screen.
2. Tap **General Settings** > **System Administration** > **Firmware Update** > **Update**.

Note:

*Tap **Notification** > **On** to set the printer to regularly check for available firmware updates.*

3. Tap **Start Checking**.

The printer starts searching for available updates.

4. If a message is displayed on the LCD screen informing you that a firmware update is available, follow the on-screen instructions to start the update.

**Important:**

- ❑ *Do not turn off or unplug the printer until the update is complete; otherwise, the printer may malfunction.*
- ❑ *If the firmware update is not completed or is unsuccessful, the printer does not start up normally and "Recovery Mode" is displayed on the LCD screen the next time the printer is turned on. In this situation, you need to update the firmware again using a computer. Connect the printer to the computer with a USB cable. While "Recovery Mode" is displayed on the printer, you cannot update the firmware over a network connection. On the computer, access your local Epson website, and then download the latest printer firmware. See the instructions on the website for the next steps.*

Solving Problems



Checking the Printer Status

Checking Messages on the LCD Screen

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

Error Messages	Solutions
Printer error. Turn the power off and on again. For details, see your documentation.	<ul style="list-style-type: none"> <input type="checkbox"/> Remove any paper or protective material in the printer and the paper cassette. If the error message is still displayed after turning the power off and on again, contact Epson support. <input type="checkbox"/> When the following error codes are displayed, check the paper for the maximum number of sheets that can be loaded in each paper source. 000181, 000184, 000201, 000204, 000221, 000224
Printer error. For details, see your documentation. Non-printing features are available.	The printer may be damaged. Contact Epson support or an authorised Epson service provider to request repairs. However, non-printing features such as scanning are available.
Printer error. For details, see your documentation.	The printer may be damaged. Contact Epson support or an authorised Epson service provider to request repairs.
Paper out in XX. Load paper. Paper Size: XX/Paper Type: XX	Load paper, and then insert the paper cassette all the way.
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 two optional paper cassette units. For other optional paper cassette units, uninstall them by following the reverse steps to installation.
Unsupported Paper Cassette Units have been installed. Turn the power off and uninstall. For details, see your documentation.	Unsupported optional paper cassette units have been installed. Uninstall them by following the reverse steps to installation.
Cannot print because XX is out of order. You can print from another cassette.	Turn the power off and on again, and then reinsert the paper cassette. If the error message is still displayed, contact Epson support or an authorised Epson service provider to request repairs.
Maintenance Roller in XX is nearing the end of its 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 Roller in XX is at the end of its service life. Replace it and reset the maintenance roller counter.	Replace the maintenance rollers. After replacing the rollers, tap Settings > 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 Ink Supply Unit(s).	To ensure you receive premium print quality and to help protect your print head, a variable ink safety reserve remains in the ink supply unit when your printer indicates it is time to replace the ink supply unit. Replace to new ink supply units.

Solving Problems


Error Messages	Solutions
Paper Setup Auto Display is set to Off. Some features such as paper size and type settings may be unavailable. For details, see your documentation.	If Paper Setup Auto Display is disabled, you cannot use AirPrint.
No dial tone is detected.	<p>This problem might be resolved by tapping Settings > General Settings > Fax Settings > Basic Settings > Line Type, and then selecting PBX. If your phone system requires an external access code to get an outside line, set the access code after selecting PBX. Use # (hash) instead of the actual access code when entering an outside fax number. This makes connection more secure.</p> <p>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.</p>
Failed to receive faxes because the fax data capacity is full. Touch the Job/Status at the bottom of the Home Screen for details.	<p>Received faxes may accumulate without being processed due to the following reasons.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cannot print because a printer error has occurred. Clear the printer error. To check the details and solutions to the error, press the  button and then tap Printer Status. <input type="checkbox"/> Cannot save in the computer or the memory device. To check whether or not received faxes have been saved, press the  button and then tap Job Status. To save received faxes, turn on the computer or connect a memory device to the printer.
The combination of the IP address and the subnet mask is invalid. See your documentation for more details.	Enter the correct IP address or default gateway. Contact your network administrator for assistance.
Update the root certificate to use cloud services.	Run Web Config, and then update the root certificate.
Check if the port settings of printer (such as IP Address) or printer driver is correct by a computer.	<p>Make sure the printer port is selected correctly in Property > Port from the Printer menu as follows.</p> <p>Select "USBXXX" for a USB connection, or "EpsonNet Print Port" for a network connection.</p>
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 304](#)
- ➔ [“Installing the Optional Units” on page 269](#)
- ➔ [“Replacing Maintenance Rollers in Paper Cassette 1” on page 184](#)
- ➔ [“Replacing Maintenance Rollers in Paper Cassette 2 to 4” on page 188](#)
- ➔ [“Installing Applications” on page 224](#)
- ➔ [“Updating Applications and Firmware” on page 227](#)

Solving Problems

Error Code on the Status Menu

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

Code	Problem	Solution
001	The product was turned off by a power failure.	-
101	The memory is full.	<p>Try the methods below to reduce the size of the print job.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lower the print quality and the resolution. <input type="checkbox"/> Change the format setting. <input type="checkbox"/> Reduce the number of images, letters or fonts used in the print job.
102	Collated printing has failed due to a lack of available memory.	<ul style="list-style-type: none"> <input type="checkbox"/> Tap Settings > General Settings > System Administration > Clear Internal Memory Data > PDL Font, Macro, and then clear the fonts and the macros that you have downloaded. <input type="checkbox"/> Try the methods below to reduce the size of the print job. If you do not want to use these methods, try printing one copy at a time. <ul style="list-style-type: none"> <input type="checkbox"/> Lower the print quality and the resolution. <input type="checkbox"/> Change the format setting. <input type="checkbox"/> Reduce the number of images, letters or fonts used in the print job.
103	Printing quality has been lowered due to a lack of available memory.	<p>If you do not want to lower the print quality, try the following methods to reduce the size of the print job.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Change the format setting. <input type="checkbox"/> Reduce the number of images, letters or fonts used in the print job.
104	Reverse printing has failed due to a lack of available memory.	<ul style="list-style-type: none"> <input type="checkbox"/> Tap Settings > General Settings > System Administration > Clear Internal Memory Data > PDL Font, Macro, and then clear the fonts and the macros that you have downloaded. <input type="checkbox"/> If you want to print in reverse, try the following methods to reduce the size of the print job. <ul style="list-style-type: none"> <input type="checkbox"/> Lower the print quality and the resolution. <input type="checkbox"/> Change the format setting. <input type="checkbox"/> Reduce the number of images, letters or fonts used in the print job.
106	Cannot print from the computer due to the access control settings.	Contact your printer administrator.

Solving Problems

Code	Problem	Solution
107	User authentication failed. The job has been canceled.	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure that the user name and password are correct. <input type="checkbox"/> Tap Settings > General Settings > System Administration > Security Settings > Access Control. Enable the user restriction function, and then allow the job without an authentication information.
108	Confidential job data was deleted when the printer 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.
111	Available memory is running low.	<p>Try the methods below to reduce the size of the print job.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lower the print quality and the resolution. <input type="checkbox"/> Change the format setting. <input type="checkbox"/> Reduce the number of images, letters or fonts used in the print job.
120	Cannot communicate with the server that is connected using an open platform.	Make sure there are no errors on the server or the network.
201	The memory is full.	<ul style="list-style-type: none"> <input type="checkbox"/> Print received faxes from Job Status in Job/Status. <input type="checkbox"/> Delete received faxes saved in the inbox from Job Status in Job/Status. <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.
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"/> Tap Settings > General Settings > Fax Settings > Basic Settings > Dial Tone Detection, and then disable the dial tone setting.
204	The recipient machine is busy.	Wait for a while and then try again.
205	The recipient machine does not answer.	Wait for a while and then try again.
206	The phone cable is incorrectly connected to the LINE and EXT. port of the product.	Check the connection of the LINE port and the EXT. port of the printer.
207	The product is not connected to the phone line.	Connect the phone cable to the phone line.

Solving Problems

Code	Problem	Solution
208	The fax could not be sent to some of the specified recipients.	Print a Fax Log or Last Transmission report for previous faxes from Fax Report in the Fax mode to check the failed destination. When the Save Failure Data setting is enabled, you can resend a fax from Job Status in Job/Status .
301	There is not enough storage space available to save the data in the memory device.	<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.	If the external device is accessed from a computer, wait for a while and then try again.
306	The memory is full.	Wait until other ongoing jobs are finished.
311	A DNS error has occurred.	<ul style="list-style-type: none"> <input type="checkbox"/> Tap Settings > General Settings > Network Settings > Advanced > TCP/IP, 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.	Tap Settings > General Settings > Network Settings > Advanced > Email Server > Server Settings , and then check the server settings.
313	A communication error has occurred.	<ul style="list-style-type: none"> <input type="checkbox"/> Print a network connection report to check if the printer is connected to the network. <input type="checkbox"/> Tap Settings > General Settings > Network Settings > Advanced > Email Server > Server Settings to check the email server settings. You can check the cause of the error by running connection check. <input type="checkbox"/> The authentication method of the settings and the email server may not match. When you select Off as the authentication method, make sure the authentication method of the email server is set to None.
314	The data size exceeds the maximum size for attached files.	<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.

Solving Problems

Code	Problem	Solution
321	A DNS error has occurred.	<ul style="list-style-type: none"> <input type="checkbox"/> Tap Settings > General Settings > Network Settings > Advanced > TCP/IP, 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"/> Print a network connection report to check if the printer is connected to the network.
324	A file with the same name already exists in the specified folder.	<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.
325 326	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.	Print a network connection report to check if the printer is connected to the network.
332	There is not enough storage space available to save the scanned image in the destination storage.	Reduce the number of documents.
333	The destination could not be found because the destination information was uploaded to the server before sending the scanned image.	Select the destination again.
334	An error occurred while sending the scanned image.	-
341	A communication error has occurred.	<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, print a network connection report to check if the printer is connected to the network. <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.

Solving Problems

Code	Problem	Solution
411	A DNS error has occurred.	<ul style="list-style-type: none"> <input type="checkbox"/> Tap Settings > General Settings > Network Settings > Advanced > TCP/IP, 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.	Tap Settings > General Settings > Network Settings > Advanced > 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"/> Tap Settings > General Settings > Network Settings > Advanced > Email Server > Server Settings to check the email server settings. You can check the cause of the error by running connection check. <input type="checkbox"/> The authentication method of the settings and the email server may not match. When you select Off as the authentication method, make sure the authentication method of the email server is set to None. <input type="checkbox"/> Print a network connection report to check if the printer is connected to the network.
421	A DNS error has occurred.	<ul style="list-style-type: none"> <input type="checkbox"/> Tap Settings > General Settings > Network Settings > Advanced > TCP/IP, 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.	Tap Settings > General Settings > Fax Settings > Receive Settings > Save/Forward Settings , and then check the settings of the folder selected in Destination .
423	A communication error has occurred.	<ul style="list-style-type: none"> <input type="checkbox"/> Print a network connection report to check if the printer is connected to the network. <input type="checkbox"/> Tap Settings > General Settings > Fax Settings > Receive Settings > Save/Forward Settings, and then check the settings of the folder selected in Destination.
425	There is not enough storage space available in the forwarding destination folder.	Increase the storage space in the forwarding destination folder.
428	The destination was wrong or the destination does not exist.	Tap Settings > General Settings > Fax Settings > Receive Settings > Save/Forward Settings , and then check the settings of the folder selected in Destination .

Related Information

- ➔ [“Connecting to a Phone Line” on page 123](#)
- ➔ [“Printing a Network Connection Report” on page 37](#)
- ➔ [“Checking an Email Server Connection” on page 303](#)
- ➔ [“Epson Connect Service” on page 214](#)

- ➔ [“Menu Options for Fax Settings” on page 171](#)
- ➔ [“Available Paper and Capacities” on page 48](#)

Checking the Printer Status - Windows

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

You can check the printer status, ink levels, and error status.


Note:

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

Related Information

- ➔ [“Windows Printer Driver” on page 216](#)

Checking the Printer Status - Mac OS X

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

You can check the printer status, ink levels, and error status.

Checking the Software Status

You may be able to clear the problem by updating the software to the latest version. To check the software status, use the software update tool.

Related Information

- ➔ [“EPSON Software Updater” on page 221](#)
- ➔ [“Updating Applications and Firmware” on page 227](#)

Removing Jammed Paper

Follow the on-screen instructions on the printer's control panel to locate and remove the jammed paper including any torn pieces. The LCD screen displays an animation that shows you how to remove jammed paper.

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.

Note:

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

Paper Does Not Feed or Eject Correctly

Check the following points, and then take the appropriate actions to solve the problem.

- Place the printer on a flat surface and operate in the recommended environmental conditions.
- Use paper supported by this printer.
- Follow the paper handling precautions.
- Do not load more than the maximum number of sheets specified for the paper. For plain paper, do not load above the line indicated by the triangle symbol on the edge guide.
- Make sure the paper size and paper type settings match the actual paper size and paper type loaded in the printer.
- Clean the roller inside the printer.

Related Information

- ➔ [“Environmental Specifications” on page 289](#)
- ➔ [“Paper Handling Precautions” on page 47](#)
- ➔ [“Available Paper and Capacities” on page 48](#)
- ➔ [“List of Paper Type” on page 51](#)
- ➔ [“Cleaning the Paper Path for Paper Feeding Problems \(Paper Cassette\)” on page 197](#)

Paper Jams

- Load paper in the correct direction, and slide the edge guides against the edges of the paper.
- Do not open the rear cover while printing. This causes a paper jam.

Related Information

- ➔ [“Removing Jammed Paper” on page 236](#)
- ➔ [“Loading Paper in the Paper Cassette” on page 52](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 54](#)

Solving Problems

Paper Feeds at a Slant

Load paper in the correct direction, and slide the edge guides against the edges of the paper.

Related Information

- ➔ [“Loading Paper in the Paper Cassette” on page 52](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 54](#)

Several Sheets of Paper are Fed at a Time

When several sheets of paper are fed at a time during manual 2-sided printing, remove any paper which is loaded in the printer before you reload the paper.

Paper Does Not Feed from the Optional Paper Cassette Units

If you have added optional paper cassette units, you need to make settings in the printer driver. When the printer driver is updated, the optional paper cassette unit settings are cleared. Make the settings again.

Related Information

- ➔ [“Setting the Optional Paper Cassette Unit in the Printer Driver” on page 279](#)

Paper Does Not Feed Correctly After Replacing the Maintenance Rollers

The maintenance rollers may not have been replaced correctly. Check if they have been installed correctly.

Related Information

- ➔ [“Replacing Maintenance Rollers in Paper Cassette 1” on page 184](#)
- ➔ [“Replacing Maintenance Rollers in Paper Cassette 2 to 4” on page 188](#)

Paper Out Error Occurs

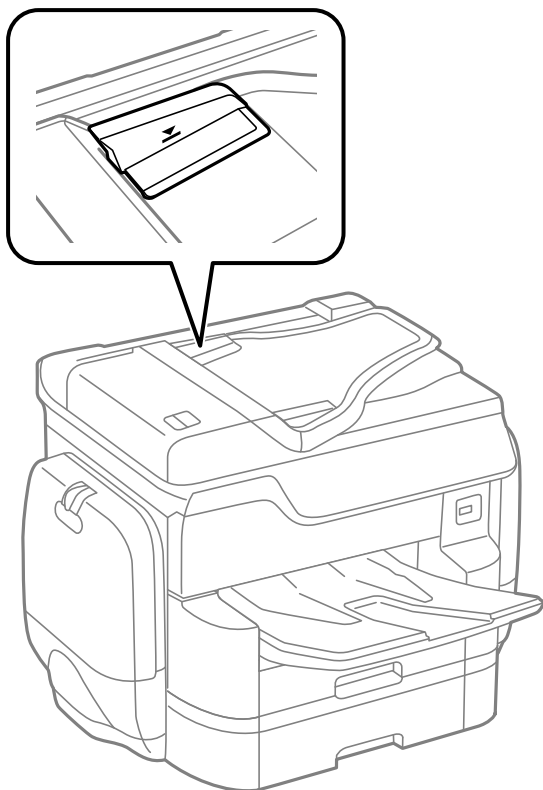
When a paper out error occurs although paper is loaded in the rear paper feed, reload paper in the center of the rear paper feed.

Original Does Not Feed in the ADF

- Use originals supported by the ADF.
- Load originals in the correct direction, and slide the ADF edge guides against the edges of the originals.
- Clean the inside of the ADF.

Solving Problems

- ❑ Do not load originals above the line indicated by the triangle symbol on the ADF.



- ❑ Check that the ADF icon is on at the bottom of the screen. If it is off, place the originals again.

Related Information

- ➔ [“Available Originals for the ADF” on page 57](#)
- ➔ [“Placing Originals on the ADF” on page 57](#)
- ➔ [“Cleaning the ADF” on page 197](#)

Paper is Not Stacked in Order

If you pull the lever on the center of the output tray, the problem may be improved, but the holding capacity will be reduced.

Paper is Ejected in an Unexpected Direction


If paper is ejected in an unexpected direction when landscape pages and portrait pages are mixed, or 2-sided printing and 1-sided printing are mixed, enable the **Output documents for filing** setting in the printer driver. This ejects pages in the same direction for easy filing.

- ❑ Windows

Select **Output documents for filing** in **Extended Settings** on the **Maintenance** tab.


Solving Problems

❑ 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 **Output documents for filing** setting.

Power and Control Panel Problems

Power Does Not Turn On

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

Power Does Not Turn Off

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

Power Turns Off Automatically

- ❑ Tap **Settings > General Settings > Basic Settings > Power Off Settings**, and then disable the **Power Off If Inactive** and **Power Off If Disconnected** settings.
- ❑ Tap **Settings > General Settings > Basic Settings**, and then disable the **Power Off Timer** Setting.

Note:

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

LCD Screen Gets Dark

The printer is in sleep mode. Tap anywhere on the LCD screen to return it to its former state.

Touchscreen Does Not Respond

- ❑ If you stick a protective label on the touchscreen, the optical touch screen may not respond.
- ❑ Turn off the printer, and then wipe the screen using a soft, dry cloth. If the screen is smeared, it may not respond.

Cannot Operate from the Control Panel

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

Cannot Print from a Computer

Checking the connection

- Connect the USB cable securely to the printer and the computer.
- If you are using a USB hub, try to connect the printer directly to the computer.
- If you connect the printer to a SuperSpeed USB port using a USB 2.0 cable, a communication error may occur on some computers. In this case, re-connect the printer using one of the following methods.
 - Use a USB 3.0 cable.
 - Connect to a Hi-Speed USB port on the computer.
 - Connect to a SuperSpeed USB port other than the port that generated the communication error.
- If you cannot print over a network, see the page that describes the network connection method from the computer.

Checking the software and data


- Install the printer driver.
- If you are printing a large data size image, the computer may run out of memory. Print the image at a lower resolution or a smaller size.

Checking the printer status from the computer (Windows)

Click **Print Queue** on the printer driver's **Maintenance** tab, and then check the following.

- Check if there are any paused print jobs.
 - 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.
- Make sure the printer port is selected correctly in **Property** > **Port** from the **Printer** menu as follows.
 - Select "**USBXXX**" for a USB connection, or "**EpsonNet Print Port**" for a network connection.

Checking the printer status from the computer (Mac OS X)

- The printer may not print when the user feature restriction is enabled. Contact your printer administrator.
- Make sure the printer status is not **Pause**.
 - Select **System Preferences** from the  menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then double-click the printer. If the printer is paused, click **Resume** (or **Resume Printer**).

Related Information

- ➔ [“Connecting to a Computer” on page 28](#)
- ➔ [“Installing Applications” on page 224](#)
- ➔ [“Canceling Printing” on page 97](#)

When You Cannot Make Network Settings

- ❑ Turn off the devices you want to connect to the network. Wait for about 10 seconds, and then turn on the devices in the following order; access point, computer or smart device, and then printer. Move the printer and computer or smart device closer to the access point to help with radio wave communication, and then try to make network settings again.
- ❑ Tap **Settings > General Settings > Network Settings > Connection Check**, and then print the network connection report. If an error has occurred, check the network connection report and then follow the printed solutions.

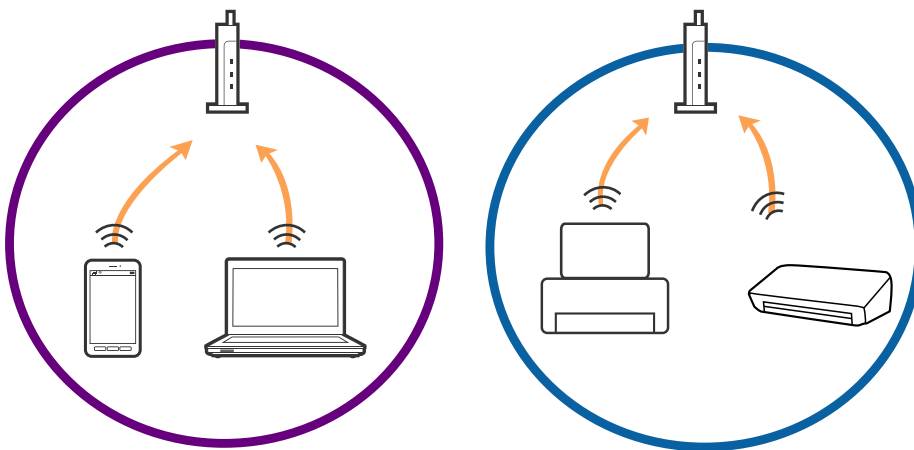
Related Information

- ➔ [“Printing a Network Connection Report” on page 37](#)
- ➔ [“Messages and Solutions on the Network Connection Report” on page 38](#)

Cannot Connect from Devices Even Though Network Settings are No Problems

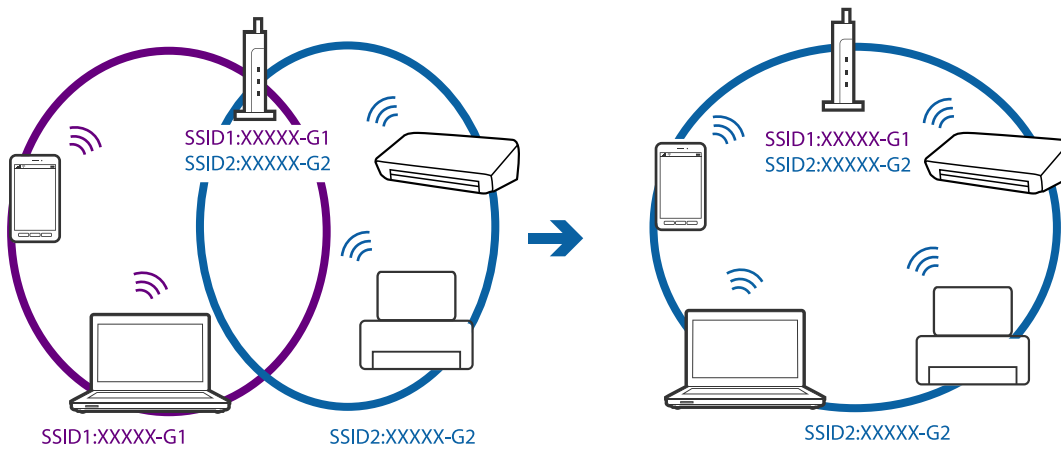
If you cannot connect from the computer or smart device to the printer even though the network connection report does not show any problems, see the following.

- ❑ When you are using multiple access points at the same time, you may not be able to use the printer from the computer or smart device depending on the settings of the access points. Connect the computer or smart device to the same access point as the printer.

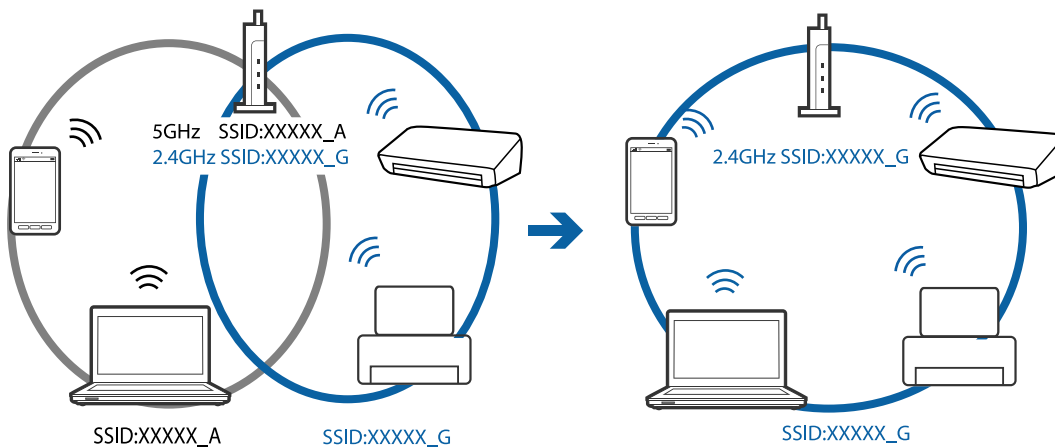


Solving Problems

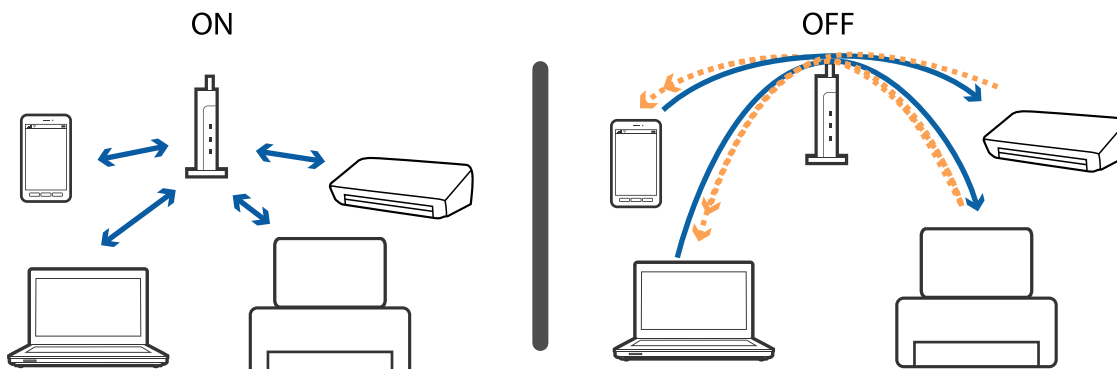
- ❑ You may not be able to connect to the access point when the access point has multiple SSIDs and devices are connected to different SSIDs on the same access point. Connect the computer or smart device to the same SSID as the printer.



- ❑ An access point that is compliant with both IEEE802.11a and IEEE802.11g has SSIDs of 2.4 GHz and 5 GHz. If you connect the computer or smart device to a 5 GHz SSID, you cannot connect to the printer because the printer only supports communication over 2.4 GHz. Connect the computer or smart device to the same SSID as the printer.



- ❑ Most access points have a privacy separator feature that blocks communication between connected devices. If you cannot communicate between the printer and the computer or smart device even if they are connected to the same network, disable the privacy separator on the access point. See the manual provided with the access point for details.



Solving Problems

Related Information


- ➔ [“Checking the SSID Connected to the Printer” on page 244](#)
- ➔ [“Checking the SSID for the Computer” on page 244](#)

Checking the SSID Connected to the Printer

Tap **Settings** > **General Settings** > **Network Settings** > **Network Status**. You can check the SSID for Wi-Fi and Wi-Fi Direct from each menu.

Checking the SSID for the Computer

Windows

Click  in the task tray on the desktop. Check the name of the connected SSID from the list displayed.



Solving Problems

Mac OS X

Click the Wi-Fi icon at the top of the computer screen. A list of SSIDs is displayed and the connected SSID is indicated with a check mark.



Suddenly the Printer Cannot Print over a Network Connection

Checking the network environment

- When you have changed your access point or provider, try making network settings for the printer again. Connect the computer or smart device to the same SSID as the printer.
- Turn off the devices you want to connect to the network. Wait for about 10 seconds, and then turn on the devices in the following order; access point, computer or smart device, and then printer. Move the printer and computer or smart device closer to the access point to help with radio wave communication, and then try to make network settings again.

Checking the computer

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.
- Check if the selected port is correct in **Printer Properties > Port**.

Checking the network connection report

Tap **Settings > General Settings > Network Settings > Connection Check**, and then print the network connection report. If the report shows that the network connection failed, check the network connection report and then follow the printed solutions.

Solving Problems

Checking the network connection of the computer

Try accessing any website from your computer to make sure that your computer's network settings are correct. If you cannot access any website, there is a problem on the computer. Check the network connection of the computer.

Related Information

- ➔ [“Checking the SSID Connected to the Printer” on page 244](#)
- ➔ [“Printing a Network Connection Report” on page 37](#)
- ➔ [“Messages and Solutions on the Network Connection Report” on page 38](#)
- ➔ [“Windows Printer Driver” on page 216](#)

Suddenly the Printer Cannot Print Using a USB Connection

- Disconnect the USB cable from the computer. Right-click on the printer icon displayed on the computer, and then select **Remove Device**. Next, connect the USB cable to the computer and try a test print. If printing is possible, the setup is complete.
- Re-set the USB connection following the steps in [Changing a Connection Method to a Computer] in this manual.

Related Information

- ➔ [“Changing the Connection Method to a Computer” on page 42](#)

Cannot Print from an iPhone or iPad

- Connect the iPhone or iPad to the same network (SSID) as the printer.
- Enable **Paper Setup Auto Display** in the following menus.
Settings > General Settings > Printer Settings > Paper Source Settings > Paper Setup Auto Display
- Enable the AirPrint setting on Web Config.

Related Information

- ➔ [“Connecting to a Smart Device” on page 30](#)
- ➔ [“Web Config” on page 214](#)

Printing is Paused

Keeping the covers of the printer open during printing pauses the print job. Close the covers if you have opened them during printing.

Printout Problems

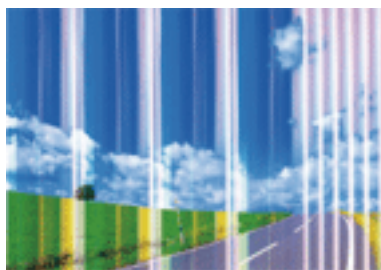
Printout is Scuffed or Color is Missing

If you have not used the printer for a long time, the print head nozzles may be clogged and ink drops may not be discharged. Perform a nozzle check, and then clean the print head if any of the print head nozzles are clogged.

Related Information

➔ [“Checking and Cleaning the Print Head” on page 194](#)

Banding or Unexpected Colors Appear

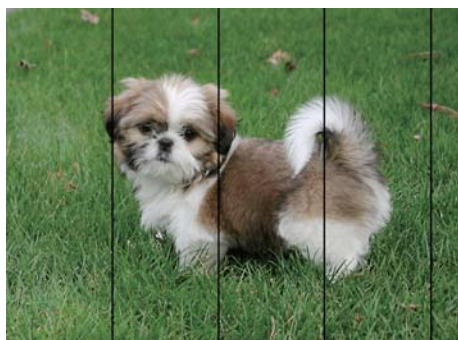


The print head nozzles may be clogged. Perform a nozzle check to check if the print head nozzles are clogged. Clean the print head if any of the print head nozzles are clogged.

Related Information

➔ [“Checking and Cleaning the Print Head” on page 194](#)

Colored Banding Appears at Intervals of Approximately 3.3 cm



- Select the appropriate paper type setting for the type of paper loaded in the printer.
- Align the print head using the **Print Quality Adjustment** feature.
- When printing on plain paper, print using a higher quality setting.

Related Information

- ➔ [“List of Paper Type” on page 51](#)
- ➔ [“Adjusting the Print Quality” on page 193](#)

Blurry Prints, Vertical Banding, or Misalignment

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Align the print head using the **Print Quality Adjustment** feature.

Related Information

- ➔ [“Adjusting the Print Quality” on page 193](#)

Print Quality Does Not Improve Even After Aligning the Print Head

During bidirectional (or high speed) printing, the print head prints while moving in both directions, and vertical lines may be misaligned. If print quality does not improve, disable the bidirectional (or high speed) setting. Disabling this setting may slow down printing speed.


 Control panel

Disable **Bidirectional** in **Settings > General Settings > Printer Settings**.

 Windows

Clear **High Speed** on the printer driver's **More Options** tab.

 Mac OS 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.

Related Information

- ➔ [“Menu Options for Memory Device” on page 67](#)

Print Quality is Poor

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

Checking the printer

Use the **Print Quality Adjustment** feature.

Solving Problems

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

Checking the paper

- Use paper supported by this printer.
- Do not print on paper that is damp, damaged, or too old.
- If the paper is curled or the envelope is puffed up, flatten it.
- Do not stack the paper immediately after printing.
- Dry the printouts completely before filing or displaying them. When drying the printouts, avoid direct sun light, do not use a dryer, and do not touch the printed side of paper.
- When printing images or photos, Epson recommends using genuine Epson paper rather than plain paper. Print on the printable side of the genuine Epson paper.

Checking the print settings

- Select the appropriate paper type setting for the type of paper loaded in the printer.
- Print using a higher quality setting.
- If you have selected **Standard-Vivid** as the quality setting on the Windows printer driver, change to **Standard**. If you have selected **Normal-Vivid** as the quality setting on the Mac OS X printer driver, change to **Normal**.

Checking the ink supply unit

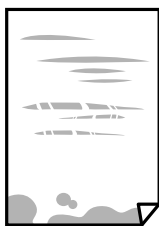
- Try to use genuine Epson ink supply units. This product is designed to adjust colors based on the use of genuine Epson ink supply units. The use of non-genuine ink supply units may cause print quality to decline.
- Epson recommends using the ink supply unit before the date printed on the package.

Related Information

- ➔ [“Adjusting the Print Quality” on page 193](#)
- ➔ [“Available Paper and Capacities” on page 48](#)
- ➔ [“List of Paper Type” on page 51](#)
- ➔ [“Paper Handling Precautions” on page 47](#)

Paper Is Smearred or Scuffed


- When horizontal banding appears or the top or bottom of the paper is smearred, load paper in the correct direction and slide the edge guides to the edges of the paper.



Solving Problems

- ❑ When vertical banding appears or the paper is smeared, clean the paper path.



- ❑ Place the paper on a flat surface to check if it is curled. If it is, flatten it.
- ❑ When printing on thick paper, the print head is close to the printing surface and the paper may be scuffed. In this case, enable the reduce scuff setting. If you enable this setting, print quality may decline or printing may slow down.
 - ❑ Control panel
 - Tap **Settings** > **General Settings** > **Printer Settings** from the home screen, and then enable **Thick Paper**.
 - ❑ Windows
 - Click **Extended Settings** on the printer driver's **Maintenance** tab, and then select **Thick Paper and Envelopes**.
 - If the paper is still scuffed after selecting the **Thick Paper and Envelopes** setting, select **Short Grain Paper** in the **Extended Settings** window of the printer driver.
 - ❑ Mac OS 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.
- ❑ When performing manual 2-sided printing, make sure that the ink is completely dry before reloading the paper.

Related Information

- ➔ [“Loading Paper in the Paper Cassette” on page 52](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 54](#)
- ➔ [“Cleaning the Paper Path for Ink Smears” on page 196](#)

Paper is Smeared During Automatic 2-Sided Printing

When using the automatic 2-sided printing feature and printing high density data such as images and graphs, set the print density to lower and the drying time to longer.

Related Information

- ➔ [“Printer Settings” on page 203](#)

Printed Photos are Sticky

You may be printing on the wrong side of the photo paper. Make sure you are printing on the printable side.

When printing on the wrong side of the photo paper, you need to clean the paper path.

Solving Problems

Related Information

- ➔ [“Cleaning the Paper Path for Ink Smears” on page 196](#)

Images or Photos are Printed in Unexpected Colors

When printing from the control panel or from the Windows printer driver, the Epson auto photo adjustment setting is applied by default depending on the paper type. Try change the setting.

- Control panel

Change the **Fix Photo** setting from **Auto** to any other option. If changing the setting does not work, select **Enhance Off** as the **Fix Photo** setting.

- Windows printer driver

On the **More Options** tab, select **Custom** in **Color Correction**, and then click **Advanced**. Change the **Scene Correction** setting from **Auto Correct** to any other option. If changing the setting does not work, use any color correction method other than **PhotoEnhance** in **Color Management**.

Related Information

- ➔ [“Menu Options for Memory Device” on page 67](#)
- ➔ [“Adjusting the Print Color” on page 86](#)

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

- Load paper in the correct direction, and slide the edge guides against the edges of the paper.
- When placing the originals on the scanner glass, align the corner of the original with the corner indicated by a symbol on the frame of the scanner glass. If the edges of the copy are cropped off, move the original slightly away from the corner.
- When placing the originals on the scanner glass, clean the scanner glass and the document cover. If there is dust or stains on the glass, the copy area may extend to include the dust or stains, resulting in the wrong copying position or small images.
- Select the appropriate **Original Size** in the copy settings.
- Select the appropriate paper size setting.
- Adjust the margin setting in the application so that it falls within the printable area.

Related Information

- ➔ [“Loading Paper in the Paper Cassette” on page 52](#)
- ➔ [“Loading Paper in the Rear Paper Feed” on page 54](#)
- ➔ [“Placing Originals on the Scanner Glass” on page 60](#)
- ➔ [“Cleaning the Scanner Glass” on page 200](#)
- ➔ [“Printable Area” on page 281](#)

Printed Characters Are Incorrect or Garbled

- Connect the USB cable securely to the printer and the computer.

Solving Problems

- Cancel any paused print jobs.
- Do not put the computer manually into the **Hibernate** mode or the **Sleep** mode while printing. Pages of garbled text may be printed next time you start the computer.
- If you use the printer driver you had previously used, printed characters may be garbled. Make sure that the printer driver you are using is for this printer. Check the printer name on the top of the printer driver window.

Related Information

- ➔ [“Canceling Printing” on page 97](#)

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 print dialog's **Print Settings** menu.

Mosaic-Like Patterns in the Prints

When printing images or photos, print using high-resolution data. Images on websites are often low resolution although they look good enough on the display, and so print quality may decline.

Uneven Colors, Smears, Dots, or Straight Lines Appear in the Copied Image

- Clean the paper path.
- Clean the scanner glass.
- Clean the ADF.
- Do not press too hard on the original or the document cover when you are placing the originals on the scanner glass.
- When the paper is smeared, lower the copy density setting.

Related Information

- ➔ [“Cleaning the Paper Path for Ink Smears” on page 196](#)
- ➔ [“Cleaning the Scanner Glass” on page 200](#)
- ➔ [“Cleaning the ADF” on page 197](#)
- ➔ [“Basic Menu Options for Copying” on page 99](#)

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

Change the reduce and enlarge setting or place the original at a slightly different angle.

Related Information

➔ [“Basic Menu Options for Copying” on page 99](#)

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

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

Related Information

➔ [“Basic Menu Options for Copying” on page 99](#)

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 222](#)



➔ [“Installing Applications” on page 224](#)

Other Printing Problems

Printing Is Too Slow

- Close any unnecessary applications.
- Lower the quality setting. High quality printing slows down the printing speed.
- Enable the bidirectional (or high speed) setting. When this setting is enabled, the print head prints while moving in both directions, and the printing speed increases.
 - Control Panel
From the home screen, tap **Settings** > **General Settings** > **Printer Settings** > **Bidirectional**, and then enable it.
 - Windows
Select **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 **On** as the **High Speed Printing** setting.

Solving Problems


- ❑ Disable quiet mode. This feature slows down the printing speed.
 - ❑ Control Panel
 - Tap  on the home screen, and then disable **Quiet Mode**.
 - ❑ Windows
 - Select **Off** as the **Quiet Mode** setting on the printer driver's **Main** tab.
 - ❑ Mac OS 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.
- ❑ For 2-sided printing, one side of paper is printed and dried, and then the other side is printed. Because the drying time differs depending on the environment, such as temperature or humidity, or the print data, the printing speed may be slower.

Printing Slows Down Dramatically During Continuous Printing

Printing slows down to prevent the printer mechanism from overheating and being damaged. However, you can continue printing. To return to normal printing speed, leave the printer idle for at least 30 minutes. Printing speed does not return to normal if the power is off.

Cannot Cancel Printing from a Computer Running Mac OS X v10.6.8

If you want to stop printing from your computer, make the following settings.

Run Web Config, and then select **Port9100** as the **Top Priority Protocol** setting in **AirPrint Setup**. Select **System Preferences** from the  menu > **Printers & Scanners** (or **Print & Scan, Print & Fax**), remove the printer, and then add the printer again.

PostScript Printer Driver Problems

Note:

The menu items and text on the printer driver vary depending on your computer's environment.

Printer Does Not Print While Using PostScript Printer Driver

- ❑ Set the **Printing Language** setting to **Auto** or **PS3** on the control panel.
- ❑ If you cannot print text data, even when **Text Detection** is enabled on the control panel, set the **Printing Language** setting to **PS3**.
- ❑ In Windows, if a large number of jobs are sent, the printer may not print. Select **Print directly to the printer** on the **Advanced** tab in the printer properties.

Related Information

➔ [“Printer Settings” on page 203](#)

Printer Does Not Print Correctly While Using PostScript Printer Driver

- If the file is created in an application that allows you to change the data format, such as Adobe Photoshop, make sure that the settings in the application match the settings in the printer driver.
- EPS files made in binary format may not be printed correctly. Set the format to ASCII when making EPS files in an application.
- For Windows, the printer cannot print binary data when it is connected to the computer using a USB interface. Set the **Output Protocol** setting on the **Device Settings** tab in the printer properties to **ASCII** or **TBCP**.
- For Windows, select the appropriate substitution fonts on the **Device Settings** tab in the printer properties.

Print Quality Is Poor While Using PostScript Printer Driver

You cannot make color settings on the **Paper/Quality** tab in the printer driver. Click **Advanced**, and then set the **Color Mode** setting.

Printing Is Too Slow While Using PostScript Printer Driver

Set the **Print Quality** setting to **Fast** in the printer driver.

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 USB cable securely to the printer and the computer. If you are using a USB hub, try to connect the printer directly to the computer.
- If you connect the printer to a SuperSpeed USB port using a USB 2.0 cable, a communication error may occur on some computers. In this case, re-connect the printer using one of the following methods.
 - Use a USB 3.0 cable.
 - Connect to a Hi-Speed USB port on the computer.
 - Connect to a SuperSpeed USB port other than the port that generated the communication error.
- If you scan at a high resolution over a network, a communication error may occur. Lower the resolution.
- Make sure that the correct printer (scanner) is selected on Epson Scan 2.

Check whether or not the printer is recognized when using Windows

In Windows, make sure the printer (scanner) is displayed in **Scanner and Camera**. The printer (scanner) should be displayed as "EPSON XXXXX (printer name)". If the printer (scanner) is not displayed, uninstall and then re-install Epson Scan 2. See the following to access **Scanner and Camera**.

Solving Problems

❑ Windows 10

Right-click the start button or press and hold it, select **Control Panel**, enter "Scanner and Camera" in the search charm, click **View scanners and cameras**, and then check if the printer is displayed.

❑ Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012

Select **Desktop > Settings > Control Panel**, enter "Scanner and Camera" in the search charm, click **Show Scanner and Camera**, and then check if the printer is displayed.

❑ Windows 7/Windows Server 2008 R2

Click the start button and select **Control Panel**, enter "Scanner and Camera" in the search charm, click **View scanners and cameras**, and then check if the printer is displayed.

❑ Windows Vista/Windows Server 2008

Click the start button, select **Control Panel > Hardware and Sound > Scanners and Cameras**, and then check if the printer is displayed.

❑ Windows XP/Windows Server 2003 R2/Windows Server 2003

Click the start button, select **Control Panel > Printers and Other Hardware > Scanner and Cameras**, and then check if the printer is displayed.

Related Information

➔ ["Uninstalling Applications" on page 222](#)

➔ ["Installing Applications" on page 224](#)

Scanned Image Problems

Uneven Colors, Dirt, Spots, and so on Appear when Scanning from the Scanner Glass

❑ Clean the scanner glass.

❑ Remove any trash or dirt that adheres to the original.

❑ Do not press with too much force on the original or the document cover. If you press with too much force, blurring, smudges, and spots may occur.

Related Information

➔ ["Cleaning the Scanner Glass" on page 200](#)

Straight Lines Appear when Scanning from ADF

❑ Clean the ADF.

Straight lines may appear in the image when trash or dirt gets into the ADF.

❑ Remove any trash or dirt that adheres to the original.

Related Information

➔ ["Cleaning the ADF" on page 197](#)

Solving Problems

The Image Quality Is Rough

- In Epson Scan 2, adjust the image using items on the **Advanced Settings** tab, and then scan.
- If the resolution is low, try increasing the resolution and then scanning.

Related Information

- ➔ [“Scanning Using Epson Scan 2” on page 117](#)

Offset Appears in the Background of Images

Images on the back of the original may appear in the scanned image.

- In Epson Scan 2, select the **Advanced Settings** tab, and then adjust the **Brightness**.
This feature may not be available depending on the settings on the **Main Settings** tab > **Image Type** or other settings on the **Advanced Settings** tab.
- In Epson Scan 2, select the **Advanced Settings** tab, and then **Image Option** > **Text Enhancement**.
- When scanning from the scanner glass, place black paper or a desk pad over the original.

Related Information

- ➔ [“Scanning Using Epson Scan 2” on page 117](#)
- ➔ [“Placing Originals” on page 57](#)

Text is Blurred

- In Epson Scan 2, select the **Advanced Settings** tab, and then **Image Option** > **Text Enhancement**.
- In Epson Scan 2, when **Image Type** on the **Main Settings** tab is set to **Black & White**, adjust the **Threshold** on the **Advanced Settings** tab. When you increase the **Threshold**, black becomes stronger.
- If the resolution is low, try increasing the resolution and then scanning.

Related Information

- ➔ [“Scanning Using Epson Scan 2” on page 117](#)

Moiré Patterns (Web-Like Shadows) Appear

If the original is a printed document, moiré patterns (web-like shadows) may appear in the scanned image.

- On the **Advanced Settings** tab in Epson Scan 2, set **Descreening**.



Solving Problems

- Change the resolution, and then scan again.

Related Information

- ➔ [“Scanning Using Epson Scan 2” on page 117](#)

Cannot Scan the Correct Area on the Scanner Glass

- Make sure the original is placed correctly against the alignment marks.
- If the edge of the scanned image is missing, move the original slightly away from the edge of the scanner glass.
- When scanning from the control panel and selecting the auto scan area cropping function, remove any trash or dirt from the scanner glass and document cover. If there is any trash or dirt around the original, the scanning range expands to include it.

Related Information

- ➔ [“Placing Originals” on page 57](#)
- ➔ [“Cleaning the Scanner Glass” on page 200](#)

Text is Not Recognized Correctly when Saving as a Searchable PDF

- On the **Image Format Options** window in Epson Scan 2, check that **Text Language** is set correctly on the **Text** tab.
- Check that the original is placed straight.
- Use an original with clear text. Text recognition may decline for the following types of originals.
 - Originals that have been copied a number of times
 - Originals received by fax (at low resolutions)
 - Originals on which the letter spacing or line spacing is too small
 - Originals with ruled lines or underlining over the text
 - Originals with hand-written text
 - Originals with creases or wrinkles
- In Epson Scan 2, when **Image Type** on the **Main Settings** tab is set to **Black & White**, adjust the **Threshold** on the **Advanced Settings** tab. When you increase the **Threshold**, the black color area becomes larger.
- In Epson Scan 2, select the **Advanced Settings** tab, and then **Image Option > Text Enhancement**.

Related Information

- ➔ [“Scanning Using Epson Scan 2” on page 117](#)

Cannot Solve Problems in the Scanned Image

If you have tried all of the solutions and have not solved the problem, initialize the Epson Scan 2 settings using Epson Scan 2 Utility.

Solving Problems

Note:

Epson Scan 2 Utility is an application that comes with Epson Scan 2.

1. Start Epson Scan 2 Utility.
 - Windows 10/Windows Server 2016
Click the start button, and then select **EPSON > Epson Scan 2 Utility**.
 - Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012
Enter the application name in the search charm, and then select the displayed icon.
 - Windows 7/Windows Vista/Windows XP/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003 R2/Windows Server 2003
Click the start button, and then select **All Programs** or **Programs > EPSON > Epson Scan 2 > Epson Scan 2 Utility**.
 - Mac OS
Select **Go > Applications > Epson Software > Epson Scan 2 Utility**.
2. Select the **Other** tab.
3. Click **Reset**.

Note:


If initialization does not solve the problem, uninstall and re-install Epson Scan 2.

Related Information

- ➔ [“Uninstalling Applications” on page 222](#)
- ➔ [“Installing Applications” on page 224](#)

Other Scanning Problems

Scanning Speed Is Slow

- Lower the resolution, and then scan again. When the resolution is high, scanning may take some time.
- The scanning speed may be reduced depending on the image adjustment features in Epson Scan 2.
- On the **Configuration** screen which is displayed by clicking the  button in Epson Scan 2, if you set **Quiet Mode** on the **Scan** tab, the scanning speed may be reduced.

Related Information

- ➔ [“Scanning Using Epson Scan 2” on page 117](#)

Cannot Send the Scanned Image by Email

Make sure you have configured the email server settings.

Related Information

➔ [“Configuring Mail Server” on page 302](#)

Scanning Stops when Scanning to PDF/Multi-TIFF

- ❑ When scanning using Epson Scan 2, you can continuously scan up to 999 pages in PDF format and up to 200 pages in Multi-TIFF format. When scanning using the control panel, you can continuously scan up to 50 pages in single-sided scanning using the ADF, and up to 100 pages in 2-sided scanning using the ADF and when scanning using the scanner glass.
- ❑ When scanning large volumes, we recommend scanning in grayscale.
- ❑ Increase the free space on the computer's hard disk. Scanning may stop if there is not enough free space.
- ❑ Try scanning at a lower resolution. Scanning stops if the total data size reaches the limit.

Related Information



➔ [“Scanning Using Epson Scan 2” on page 117](#)

Problems when Sending and Receiving Faxes

Cannot Send or Receive Faxes

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

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 10
 - Right-click on the start button, or press and hold it and then select **Control Panel > View devices and printers** in **Hardware and Sound**.
 - ❑ Windows 8.1/Windows 8
 - Select **Desktop > Settings > Control Panel > View devices and printers** in **Hardware and Sound** or **Hardware**.
 - ❑ Windows 7
 - Click the start button, and select **Control Panel > View devices and printers** in **Hardware and Sound** or **Hardware**.
 - ❑ Windows Vista
 - Click the start button, and select **Control Panel > Printers** in **Hardware and Sound**.
 - ❑ Windows XP
 - Click the start button, and select **Settings > Control Panel > Printers and Other Hardware > Printers and Faxes**.
- ❑ In Mac OS X, check the following.
 - ❑ Select **System Preferences** from the  menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then make sure the printer (fax) is displayed. The printer (fax) is displayed as "FAX XXXX (USB)" or "FAX XXXX (IP)". If the printer (fax) is not displayed, click [+] and then register the printer (fax).
 - ❑ Select **System Preferences** from the  menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then double-click the printer (fax). If the printer is paused, click **Resume** (or **Resume Printer**).

Related Information

- ➔ [“Check Fax Connection” on page 178](#)
- ➔ [“Basic Settings” on page 176](#)
- ➔ [“Error Code on the Status Menu” on page 231](#)
- ➔ [“Making Settings for a PBX Phone System” on page 129](#)
- ➔ [“Connecting the Printer to a Phone Line” on page 123](#)
- ➔ [“Uninstalling Applications” on page 222](#)
- ➔ [“Installing Applications” on page 224](#)

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.

Solving Problems


- ❑ If you have blocked your caller ID, unblock it. Some phones or fax machines automatically reject anonymous calls.
- ❑ Ask the recipient if the fax number is correct and the recipient's fax machine is ready to receive a fax.
- ❑ Check if you accidentally sent a fax using the subaddress feature. If you select a recipient with a subaddress from the contact list, the fax may be sent using the subaddress feature.
- ❑ When sending faxes using the subaddress feature, ask the recipient if their fax machine is capable of receiving faxes using the subaddress feature.
- ❑ When sending faxes using the subaddress feature, check that the subaddress and password are correct. Check with the recipient that the subaddress and password match.

Related Information

- ➔ [“Basic Settings” on page 176](#)
- ➔ [“Cannot Send or Receive Faxes” on page 260](#)
- ➔ [“Sending a Fax with a Subaddress\(SUB\) and Password\(SID\)” on page 137](#)
- ➔ [“Sending Faxes On Demand \(Using Polling Send/Bulletin Board Box\)” on page 138](#)

Cannot Send Faxes to a Specific Recipient

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

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

Related Information

- ➔ [“Sending Faxes After Confirming the Recipient's Status” on page 134](#)
- ➔ [“Sending Faxes Dialing from the External Phone Device” on page 133](#)
- ➔ [“Managing Contacts” on page 63](#)
- ➔ [“Cannot Send or Receive Faxes” on page 260](#)

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 135](#)
- ➔ [“Basic Settings” on page 202](#)

Solving Problems

Cannot Receive Faxes

- If you have subscribed to a call forwarding service, the printer may not be able to receive faxes. Contact the service provider.
- If you have not connected a telephone to the printer, set the **Receive Mode** setting to **Auto** on the control panel.
- Under the following conditions, the printer runs out of memory and cannot receive faxes. See the troubleshooting for information on handling a memory full error.
 - 200 received documents have been saved in the inbox and the confidential box in total.
 - The printer's memory is full (100%).
- When receiving faxes using the subaddress feature, check that the subaddress and password are correct. Check with the sender that the subaddress and password match.
- Check if the sender's fax number has been registered to the Rejection Number List. Faxes sent from numbers that have been added to this list are blocked when **Rejection Number List** in **Rejection Fax** is enabled.
- Check if the sender's fax number is registered in the contact list. Faxes sent from numbers that have not been registered to this list are blocked when **Unregistered Contacts** in **Rejection Fax** is enabled.
- Ask the sender if header information is setup on their fax machine. Faxes that do not include header information are blocked when **Fax Header Blank Blocked** in **Rejection Fax** is enabled.

Related Information

- ➔ [“Basic Settings” on page 176](#)
- ➔ [“Cannot Send or Receive Faxes” on page 260](#)
- ➔ [“Memory Full Error Occurs” on page 263](#)
- ➔ [“Receiving Faxes from a Board with a Subaddress \(SEP\) and Password \(PWD\) \(Polling Receive\)” on page 143](#)
- ➔ [“Setting Conditions for Saving and Forwarding Received Faxes \(Conditional Save/Forward\)” on page 151](#)

Cannot Save Received Faxes to a Memory Device

Check if the memory device is connected to the printer, and then check the **Receive Settings**.

Related Information

- ➔ [“Saving Received Faxes in an External Memory Device \(Unconditional Save/Forward\)” on page 146](#)
- ➔ [“Saving Received Faxes in an External Memory Device \(Conditional Save/Forward\)” on page 154](#)

Memory Full Error Occurs

- If the printer has been set to save received faxes in the inbox or the confidential box, delete faxes you have already read from the inbox or the confidential box.
- If the printer has been set to save received faxes on a computer, turn on the computer that is set to save the faxes. Once the faxes are saved in the computer, they are deleted from the printer's memory.
- If the printer has been set to save received faxes on a memory device, connect the device, in which you have created a folder to save faxes, to the printer. Once the faxes are saved in the device, they are deleted from the printer's memory. Make sure that the device has enough available memory and is not write protected.

Solving Problems

- ❑ Even though the memory is full, you can send a monochrome fax by using the **Direct Send** feature. Or you can also send a fax by dialing from the external phone device, or by using the **On Hook** feature. You can also 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, the memory full error may occur. Clear the printer problem, and then contact the sender and ask them to send the fax again.

Related Information

- ➔ [“Saving Received Faxes in the Inbox \(Unconditional Save/Forward\)” on page 144](#)
- ➔ [“Saving Received Faxes in the Inbox or the Confidential Box \(Conditional Save/Forward\)” on page 152](#)
- ➔ [“Saving Received Faxes on a Computer \(Unconditional Save/Forward\)” on page 147](#)
- ➔ [“Saving Received Faxes in an External Memory Device \(Unconditional Save/Forward\)” on page 146](#)
- ➔ [“Saving Received Faxes in an External Memory Device \(Conditional Save/Forward\)” on page 154](#)
- ➔ [“Sending Many Pages of a Monochrome Document \(Direct Send\)” on page 134](#)
- ➔ [“Sending Faxes Dialing from the External Phone Device” on page 133](#)
- ➔ [“Sending Faxes After Confirming the Recipient's Status” on page 134](#)
- ➔ [“Removing Jammed Paper” on page 236](#)

Sent Fax Quality Is Poor

- ❑ Clean the scanner glass.
- ❑ Clean the ADF.
- ❑ Change the **Original Type** setting on the control panel. If your originals contain both text and photos, select **Photo**.
- ❑ Change the **Density** setting on the control panel.
- ❑ If you are not sure about the capabilities of the recipient fax machine, enable the Direct Send feature or select **Fine** as the **Resolution** setting.
If you select **Super Fine** or **Ultra Fine** for a monochrome fax, and send the fax without using the **Direct Send** feature, the printer may automatically lower the resolution.
- ❑ Enable the **ECM** setting on the control panel.

Related Information

- ➔ [“Fax Settings” on page 168](#)
- ➔ [“Basic Settings” on page 176](#)
- ➔ [“Cleaning the Scanner Glass” on page 200](#)
- ➔ [“Cleaning the ADF” on page 197](#)

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.

Solving Problems

- Clean the scanner glass and the document cover. If there is dust or stains on the glass, the scanning area may extend to include the dust or stains, resulting in the wrong scanning position or small images.

Related Information

- ➔ [“Fax Settings” on page 168](#)
- ➔ [“Placing Originals” on page 57](#)
- ➔ [“Cleaning the Scanner Glass” on page 200](#)

Received Fax Quality Is Poor

- Enable the **ECM** setting on the control panel.
- Contact the sender and ask them to send using a higher quality mode.
- Reprint the received fax. Select **Log** from **Job/Status** to reprint the fax.

Related Information

- ➔ [“Basic Settings” on page 176](#)
- ➔ [“Checking the Fax Job History” on page 167](#)

Cannot Receive A3 Size Faxes

- Check that the paper size setting of the paper source that contains A3 paper has been set to A3, and that the paper source is set for use with the fax feature. Select **Settings > General Settings > Printer Settings > Paper Source Settings > Auto Select Settings > Fax**, and then check the enabled paper source(s).
- Check that A3 is selected in **Receiving Paper Size**. Select **Settings > General Settings > Fax Settings > Basic Settings > Receiving Paper Size**, and then check that A3 is selected.

Related Information

- ➔ [“Printer Settings” on page 203](#)
- ➔ [“Basic Settings” on page 176](#)

Received Faxes Are Not Printed

- If an error has occurred on the printer, such as a paper jam, the printer cannot print received faxes. Check the printer.
- If the printer has been set to save received faxes in the inbox or the confidential box, the received faxes are not automatically printed. Check the **Receive Settings**.

Related Information

- ➔ [“Checking the Printer Status” on page 229](#)
- ➔ [“Removing Jammed Paper” on page 236](#)
- ➔ [“Saving Received Faxes in the Inbox \(Unconditional Save/Forward\)” on page 144](#)
- ➔ [“Saving Received Faxes in the Inbox or the Confidential Box \(Conditional Save/Forward\)” on page 152](#)

Pages are Blank or only a Small Amount of Text is Printed on the Second Page in Received Faxes

You can print on one page by using the **Delete Print Data After Split** feature in **Split Page Settings**. Select **Delete Top** or **Delete Bottom** in **Delete Print Data After Split**, and then adjust **Threshold**.

Related Information

➔ [“Print Settings” on page 174](#)

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 125](#)

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

➔ [“Basic Settings” on page 176](#)

➔ [“Settings for the Answering Machine” on page 141](#)

Sender's Fax Number Not Displayed on Received Faxes or the Number Is Wrong

The sender may not have set the fax header information or may have set it incorrectly. Contact the sender.

Other Problems


Slight Electric Shock when Touching the Printer

If many peripherals are connected to the computer, you may feel a slight electric shock when touching the printer. Install a ground wire to the computer that is connected to the printer.

Operation Sounds Are Loud

If operations sounds are too loud, enable **Quiet Mode**. Enabling this feature may reduce printing speed.


Control panel

Tap  on the home screen, and then enable **Quiet Mode**.


Windows printer driver

Enable **Quiet Mode** 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.

Epson Scan 2

Click the  button to open the **Configuration** window. Next, set the **Quiet Mode** on the **Scan** tab.

The Date and Time Are Incorrect

Set the date and the time correctly on the control panel. After a power failure caused by a lightning strike or if the power is left off for a long time, the clock may show the wrong time.

Related Information

➔ [“Basic Settings” on page 202](#)

Memory Device Is not Recognized

Enable the memory device in the **Memory Device Interface** settings on the control panel.

Related Information

➔ [“Printer Settings” on page 203](#)

Cannot Save Data to a Memory Device

Check that the memory device is not write protected.

Check that the memory device has enough available memory. If the available memory is low, data cannot be saved.

Related Information

➔ [“External USB Device Specifications” on page 286](#)

Forgot Your Password

If you forget the administrator's password, contact Epson support.

Related Information

➔ [“Contacting Epson Support” on page 304](#)

Application Is Blocked by a Firewall (for Windows Only)

Add the application to the Windows Firewall allowed program in security settings on the **Control Panel**.

"!" Is Displayed on the Photo Selection Screen

"!" is displayed on the LCD screen when the image file is not supported by the product.

Related Information

➔ [“Supported Data Specifications” on page 287](#)

Installing the Optional Units

Optional Cabinet Code

The following is the code for the optional cabinet.

For worldwide users: Optional Cabinet (C12C932891)

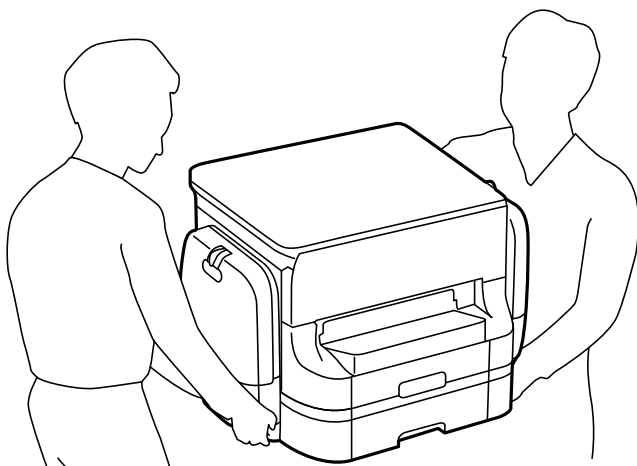
For users in India: Optional Cabinet (C12C932901)


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.



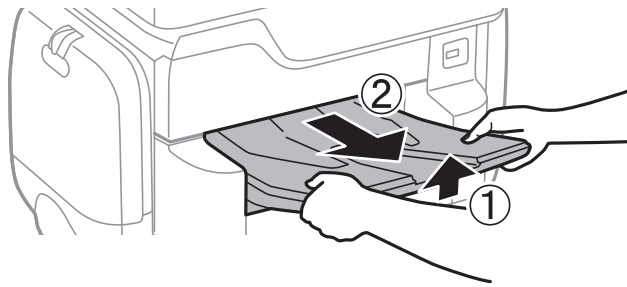
1. Turn off the printer by pressing the  button, and then unplug the power cord.
2. Disconnect any connected cables.

Note:

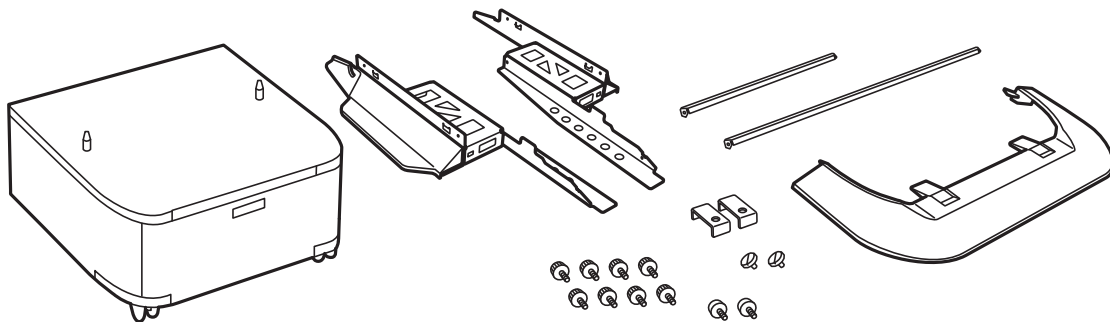
if the optional paper cassette unit has been installed, uninstall it as well.

Installing the Optional Units

3. Remove the output tray.

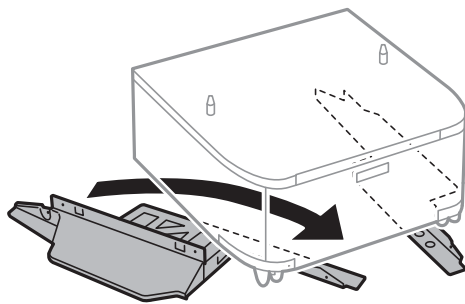


4. Remove the cabinet from the box, and then remove any protective materials.
5. Check the items supplied.

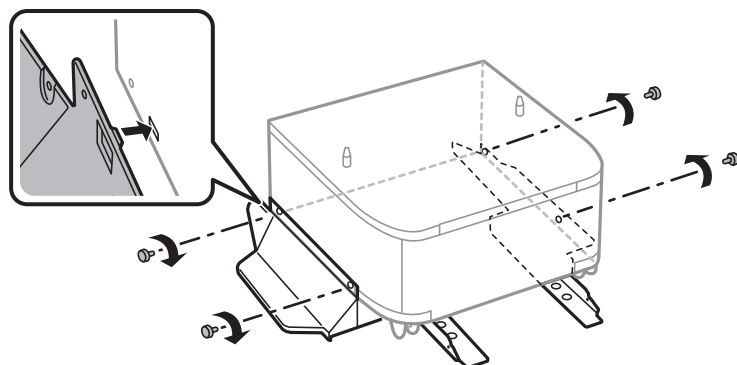


Note:
The shape of the stands may differ from this illustration.

6. Place the stands inside the cabinet's casters.



7. Secure the stands with the attachments and screws.

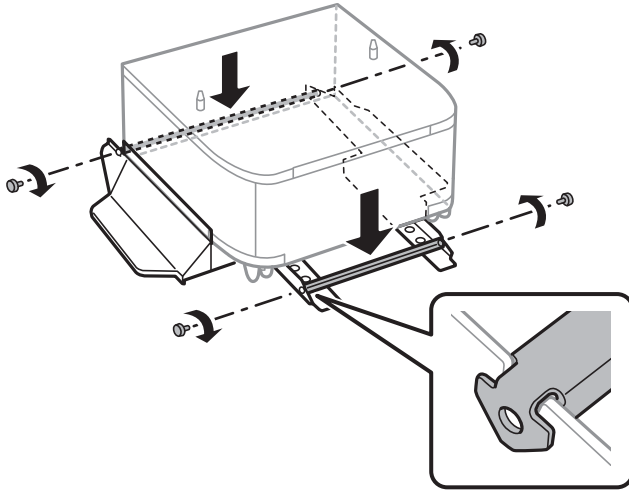


Installing the Optional Units

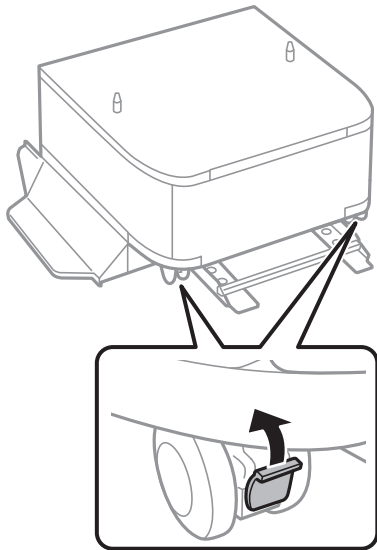
! *Important:*

Make absolutely sure both stands are attached securely, otherwise the printer may fall.

8. Secure the reinforcing bars with the attachments and screws.

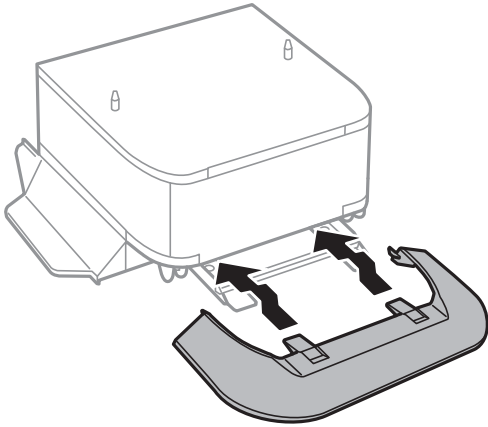


9. Place the cabinet on a flat surface and lock the casters at the front.

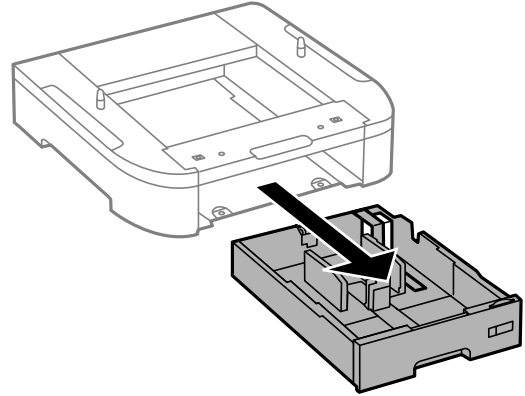
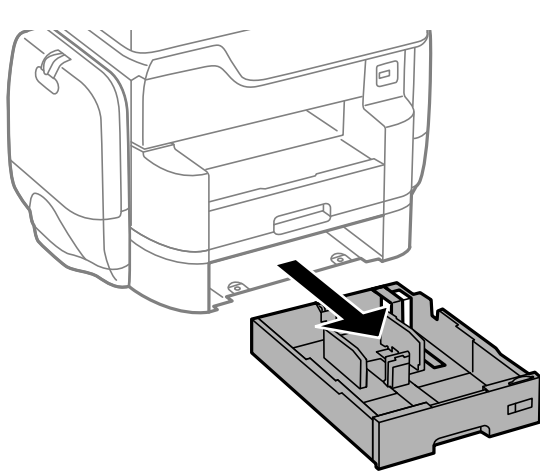


Installing the Optional Units

10. Secure the cover to the stands.

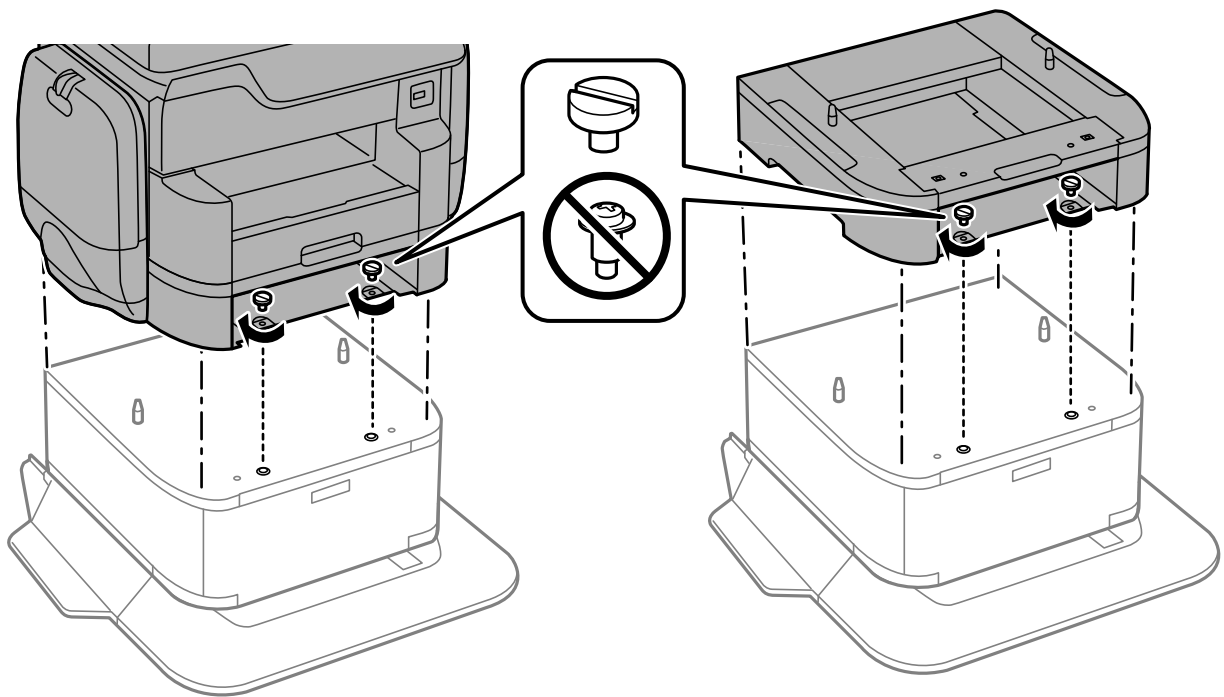


11. Pull out the paper cassette.



Installing the Optional Units

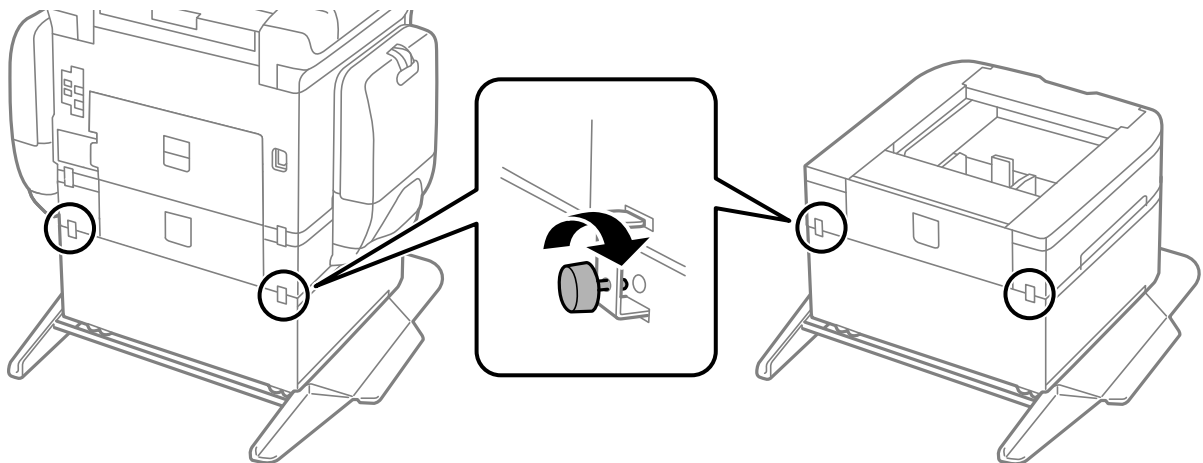
12. Lower the printer or an optional paper cassette unit gently onto the cabinet aligning the corners, and then secure them with the screws.



Note:

Some screws will be left over after assembly.

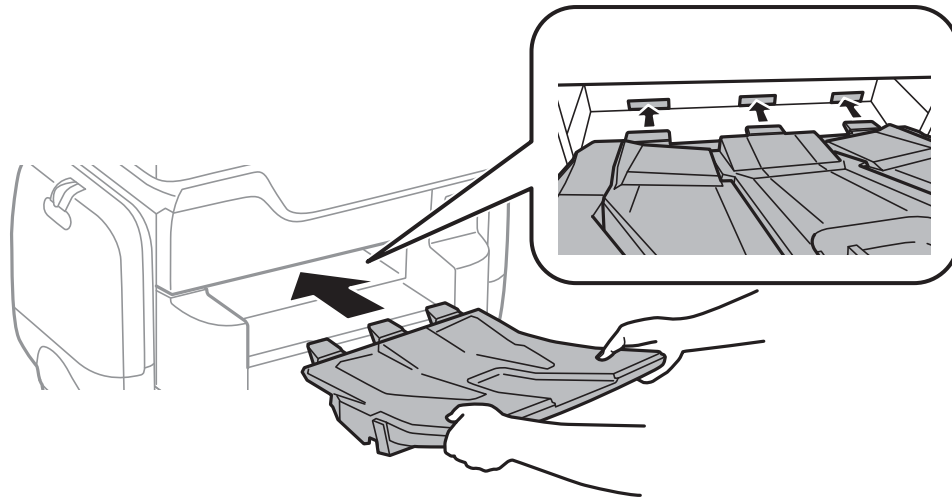
13. Secure the printer or an optional paper cassette unit at the back with the attachments and screws.



14. Insert the paper cassette.

Installing the Optional Units

15. Insert the output tray.



16. 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 269](#)

Optional Paper Cassette Unit Code

The following is the code for the optional paper cassette unit.

For worldwide users: Optional Cassette Unit (C12C932611)

For users in India: Optional Cassette Unit (C12C932621)

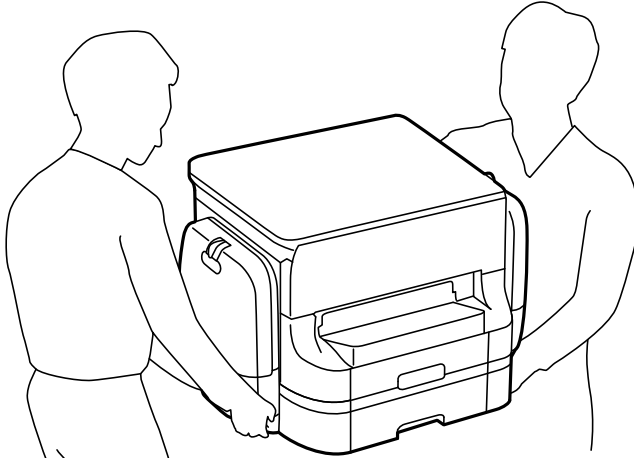
Installing the Optional Paper Cassette Units

You can install up to 2 paper cassette units.

Installing the Optional 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:

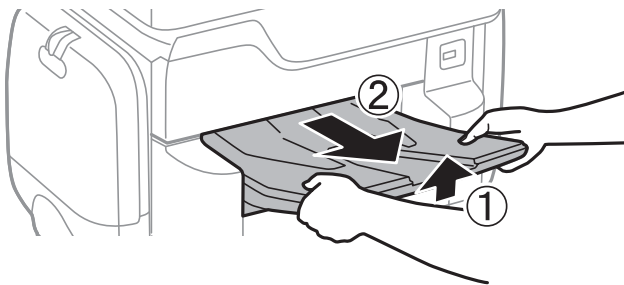
If you are using the optional cabinet, install it under the bottom of the paper cassette unit in advance.

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.

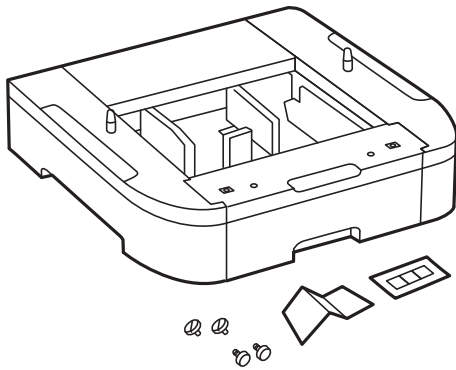
3. Remove the output tray.



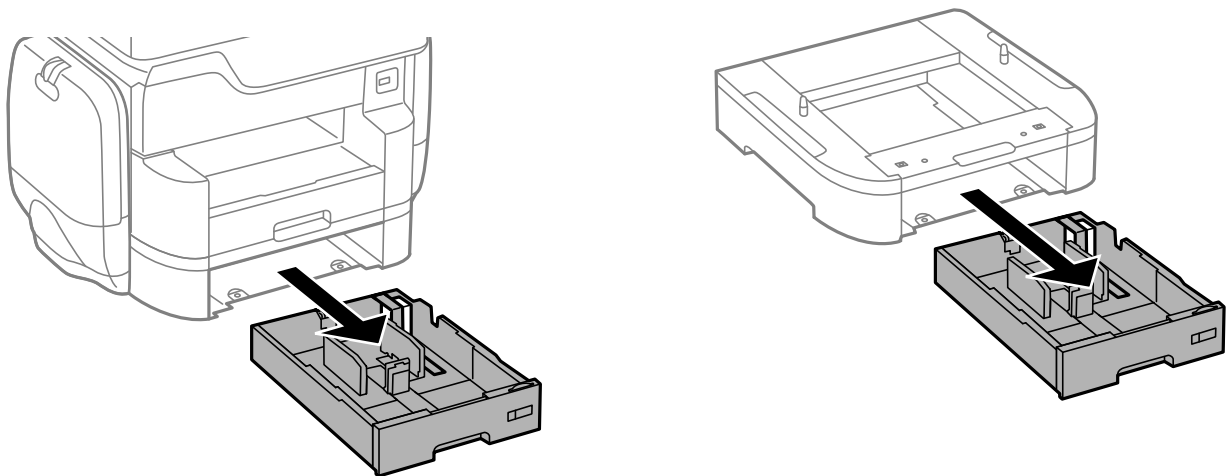
4. Remove the optional paper cassette unit from its box, and then remove any protective materials.

Installing the Optional Units

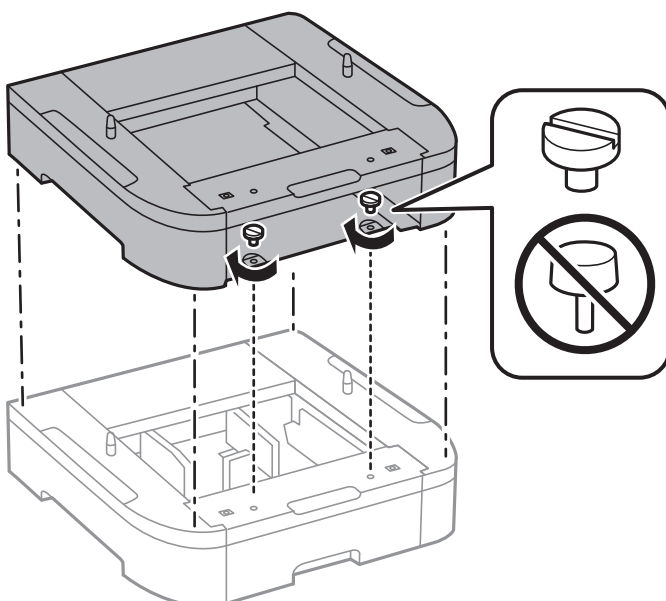
5. Check the items supplied.



6. Place the optional paper cassette unit where you want to set up the printer.
7. Pull out the paper cassette.

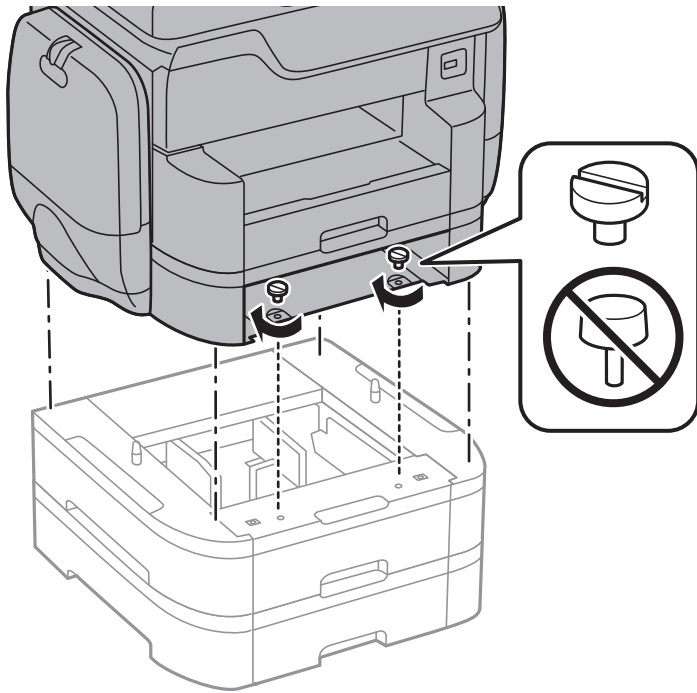


8. If you use multiple optional cassette units, stack all optional paper cassette units on top of each other, and then secure them with the screws.



Installing the Optional Units

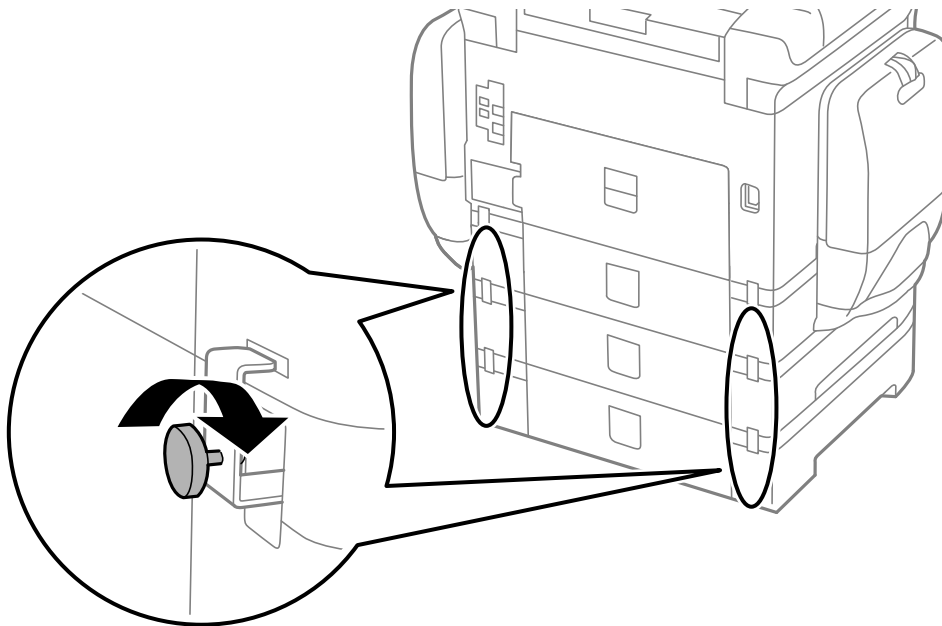
9. Lower the printer gently onto the optional paper cassette aligning the corners, and then secure them with the screws.



Note:

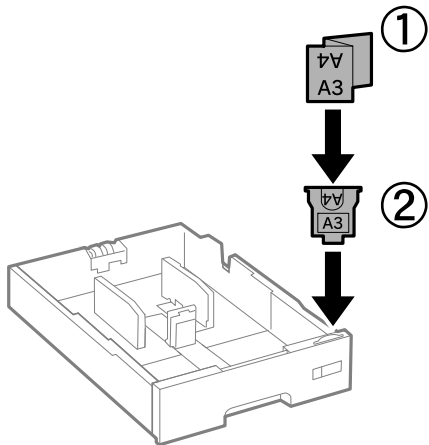
Some screws will be left over after assembly.

10. Secure the optional paper cassette unit and the printer at the back with the attachments and screws.

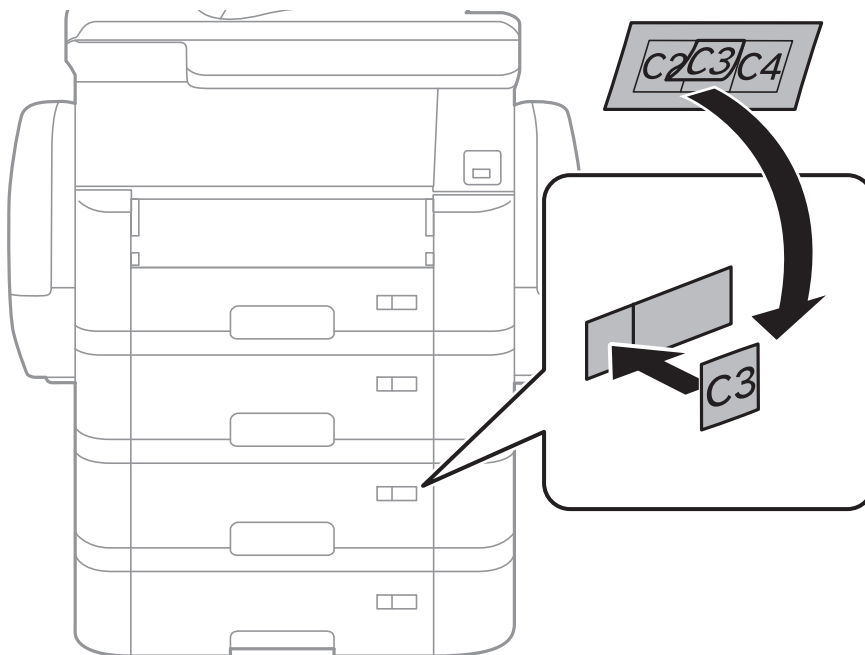


Installing the Optional Units

11. Insert a label showing the size of the paper to be loaded in the cassette into the holder.

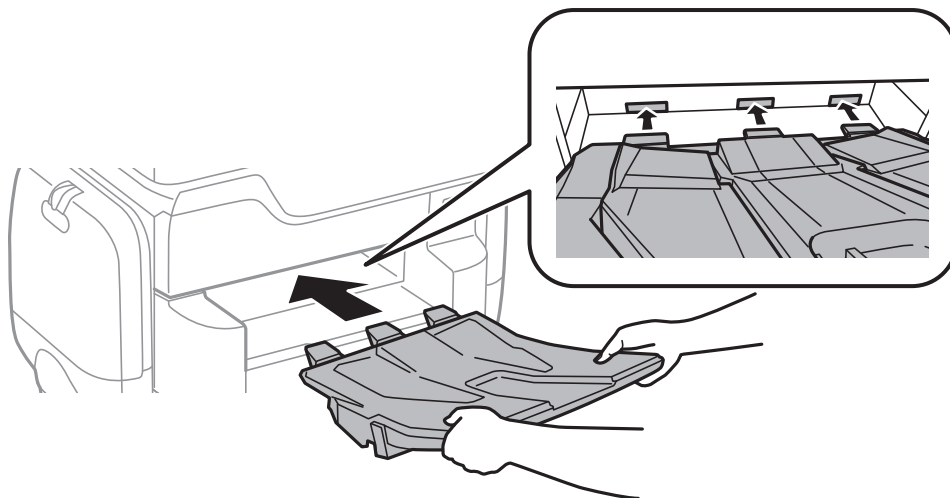




12. Insert the paper cassette.
13. Place the sticker indicating the cassette number.



Installing the Optional Units

14. Insert the output tray.



15. Reconnect the power cord and any other cables, and then plug in the printer.
16. Turn on the printer by pressing the  button.
17. Press the  button, and check that the optional cassette unit that you installed is displayed on the **Paper Setting** 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 274](#)
- ➔ [“Installing the Optional Cabinet” on page 269](#)

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 10

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

Installing the Optional Units

- ❑ Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012

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

Appendix

Technical Specifications

Printer Specifications

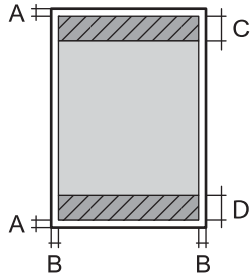
Print Head Nozzle Placement		Black ink nozzles: 800 Color ink nozzles: 800 for each color
Weight of Paper *	Plain Paper	64 to 90 g/m ² (17 to 24lb)
	Thick Paper	91 to 256 g/m ² (25 to 68 lb)
	Envelopes	Envelope #10, DL, C6: 75 to 90 g/m ² (20 to 24 lb) Envelope C4: 80 to 100 g/m ² (21 to 26 lb)

* Even when the paper thickness is within this range, the paper may not feed in the printer or print result may adversely affected depending on the paper property or quality.

Printable Area

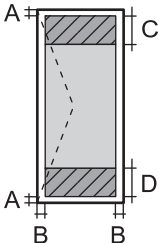
Printable Area for Single Sheets

Print quality may decline in the shaded areas due to the printer's mechanism.

	A	3.0 mm (0.12 in.)
	B	3.0 mm (0.12 in.)
	C	49.0 mm (1.93 in.)
	D	54.0 mm (2.13 in.)

Printable Area for Envelopes

Print quality may decline in the shaded areas due to the printer's mechanism.

	A	3.0 mm (0.12 in.)
	B	5.0 mm (0.20 in.)
	C	54.0 mm (2.13 in.)
	D	49.0 mm (1.93 in.)

Appendix

Scanner Specifications

Scanner Type	Flatbed
Photoelectric Device	CIS
Effective Pixels	14040×20400 pixels (1200 dpi)
Maximum Document Size	297×431.8 mm (11.7×17 in.) A3,Ledger
Scanning Resolution	1200 dpi (main scan) 2400 dpi (sub scan)
Output Resolution	50 to 9600 dpi in 1 dpi increments
Color Depth	<p>Color</p> <ul style="list-style-type: none"> <input type="checkbox"/> 30 bits per pixel internal (10 bits per pixel per color internal) <input type="checkbox"/> 24 bits per pixel external (8 bits per pixel per color external) <p>Grayscale</p> <ul style="list-style-type: none"> <input type="checkbox"/> 16 bits per pixel internal <input type="checkbox"/> 8 bits per pixel external <p>Black and white</p> <ul style="list-style-type: none"> <input type="checkbox"/> 16 bits per pixel internal <input type="checkbox"/> 1 bits per pixel external
Light Source	LED

Interface Specifications

For Computer	SuperSpeed USB
For External USB Devices	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

Appendix

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.) Color 200×200 dpi
Page Memory	Up to 550 pages (when received ITU-T No.1 chart in monochrome draft mode)
Redial*	2 times (with 1 minute intervals)
Interface	RJ-11 Phone Line, RJ-11 Telephone set connection

* The specifications may differ by country or region.

Network Function List

Functions		Supported	Remarks	
Network Interfaces	Ethernet	✓	-	
	Wi-Fi	Infrastructure	✓	-
		Ad hoc	-	-
		Wi-Fi Direct (Simple AP)	✓	-
Concurrent Connection	Ethernet and Wi-Fi Direct (Simple AP)	✓	-	
	Wi-Fi (Infrastructure) and Wi-Fi Direct (Simple AP)	✓	-	

Appendix

Functions			Supported	Remarks
Panel Operation	Wi-Fi Setup	Wi-Fi Setup Wizard	✓	-
		Push Button Setup (WPS)	✓	-
		PIN Code Setup	✓	-
		Wi-Fi Auto Connect	✓	-
		Epson iPrint Connection	-	-
		Wi-Fi Direct Setup	✓	-
	General Network Setup (device name, TCP/IP address, DNS server, proxy Server)		✓	-
	Network Connection Check		✓	-
	Network Status		✓	-
	Network Status Sheet Printing		✓	-
	Disable Wi-Fi		✓	-
	Restore the Factory Default Settings		✓	-
File Sharing Setup		✓	External USB storage only	
Network Printing	EpsonNet Print (Windows)	IPv4	✓	-
	Standard TCP/IP (Windows)	IPv4, IPv6	✓	-
	WSD Printing (Windows)	IPv4, IPv6	✓	Windows Vista or later
	Bonjour Printing (Mac OS X)	IPv4, IPv6	✓	-
	IPP Printing (Windows, Mac OS X)	IPv4, IPv6	✓	-
	UPnP Printing	IPv4	-	Information appliance
	PictBridge Printing (Wi-Fi)	IPv4	-	Digital camera
	Epson Connect (Email Print)	IPv4	✓	-
	AirPrint (iOS, Mac OS X)	IPv4, IPv6	✓	iOS 5 or later, Mac OS X v10.7 or later
	Google Cloud Print	IPv4, IPv6	✓	-

Appendix

Functions		Supported	Remarks	
Network Scanning	Epson Scan 2	IPv4, IPv6	✓	-
	Event Manager	IPv4	-	-
	Document Capture Pro(Win) / Document Capture(Mac)	IPv4	✓	-
	Epson Connect (Scan to Cloud)	IPv4	✓	-
	AirPrint (Scan)	IPv4, IPv6	✓	Mac OS X v10.9 or later
	ADF (2-sided scanning)		✓	-
Fax	Send a fax	IPv4	✓	-
	Receive a fax	IPv4	✓	-
	AirPrint (Faxout)	IPv4, IPv6	✓	Mac OS X v10.8 or later

Wi-Fi Specifications

Standards	IEEE802.11b/g/n* ¹
Frequency Range	2.4 GHz
Maximum Radio-Frequency Power Transmitted	19.8 dBm (EIRP)
Coordination Modes	Infrastructure, Wi-Fi Direct (Simple AP)* ²
Wireless Securities	WEP (64/128bit), WPA2-PSK (AES)* ³ , WPA2-Enterprise

*1 IEEE802.11n is only available for the HT20.

*2 Not supported for IEEE 802.11b.

*3 Complies with WPA2 standards with support for WPA/WPA2 Personal.

Ethernet Specifications

Standards	IEEE802.3i (10BASE-T)* ¹ 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

Appendix

- *1 Use a category 5e or higher STP (Shielded twisted pair) cable to prevent risk of radio interference.
- *2 The connected device should comply with IEEE802.3az standards.

Security Protocol

IEEE802.1X*	
IPsec/IP Filtering	
SSL/TLS	HTTPS Server/Client
	IPPS
SMTPS (STARTTLS, SSL/TLS)	
SNMPv3	

- * You need to use a device for connection that complies with IEEE802.1X.

PostScript Level 3 Compatibility

The PostScript used on this printer is compatible with PostScript Level 3.

Supported Third Party Services

AirPrint	Print	iOS 5 or later/Mac OS X v10.7.x or later
	Scan	Mac OS X v10.9.x or later
	Fax	Mac OS X v10.8.x or later
Google Cloud Print		

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

Appendix

Epson cannot guarantee all operations of externally connected devices.

Supported Data Specifications

File Format	JPEG taken by digital cameras DCF* ¹ version 1.0 or 2.0* ² compliant TIFF 6.0 compliant images as below <input type="checkbox"/> RGB full color images (not compressed) <input type="checkbox"/> Binary images (not compressed or CCITT encoded) PDF Version 1.7 compliant data file
Image Size	Horizontal: 80 to 10200 pixels Vertical: 80 to 10200 pixels
File Size	Less than 2 GB
Maximum Number of Files	JPEG: 9990* ³ TIFF: 999 PDF: 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.

Dimensions

Only the printer

Dimensions	Storage <input type="checkbox"/> Width: 787 mm (31.0 in.) <input type="checkbox"/> Depth: 758 mm (29.8 in.) <input type="checkbox"/> Height: 621 mm (24.4in.) Printing <input type="checkbox"/> Width: 787 mm (31.0 in.) <input type="checkbox"/> Depth: 866 mm (34.1 in.) <input type="checkbox"/> Height: 699 mm (27.5in.)
Weight*	Approx. 64.1 kg (141.3 lb)

* Without the ink supply units and the power cord.

Appendix

Printers with options

These are the dimensions of printers with 2 optional paper cassette units and an optional cabinet.

Dimensions	<p>Storage</p> <ul style="list-style-type: none"> <input type="checkbox"/> Width: 787 mm (31.0 in.) <input type="checkbox"/> Depth: 873 mm (34.4 in.) <input type="checkbox"/> Height: 1162 mm (45.7in.) <p>Printing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Width: 787 mm (31.0 in.) <input type="checkbox"/> Depth: 873 mm (34.4 in.) <input type="checkbox"/> Height: 1240 mm (48.8in.)
Weight*	Approx. 111.5 kg (245.8 lb)

* Without the ink supply units and the power cord.

Electrical Specifications

Model	100 to 240 V Model	220 to 240 V Model
Rated Frequency Range	50 to 60 Hz	50 to 60 Hz
Rated Current	1.3 to 0.7 A	0.8 A
Power Consumption (with USB Connection)	<p>Standalone copying: Approx. 40 W (ISO/IEC24712)</p> <p>Ready mode: Approx. 20 W</p> <p>Sleep mode: Approx. 1.6 W</p> <p>Power off: Approx. 0.45 W</p>	<p>Standalone copying: Approx. 40 W (ISO/IEC24712)</p> <p>Ready mode: Approx. 20 W</p> <p>Sleep mode: Approx. 1.7 W</p> <p>Power off: Approx. 0.45 W</p>

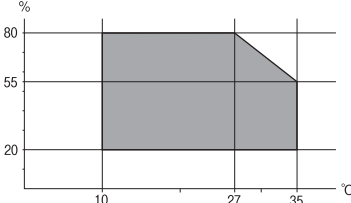
Note:

- Check the label on the printer for its voltage.
- For European users, see the following Website for details on power consumption.

<http://www.epson.eu/energy-consumption>

Appendix

Environmental Specifications

<p>Operation</p>	<p>Use the printer within the range shown in the following graph.</p>  <p>Temperature: 10 to 35°C (50 to 95°F) Humidity: 20 to 80% RH (without condensation)</p>
<p>Storage</p>	<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 Supply Units

<p>Storage Temperature</p>	<p>-20 to 40 °C (-4 to 104 °F)*</p>
<p>Freezing Temperature</p>	<p>-23 °C (9.4 °F) Ink thaws and is usable after approximately 12 hours at 25 °C (77 °F).</p>

* You can store for one month at 40 °C (104 °F).

System Requirements

- Windows 10 (32-bit, 64-bit)/Windows 8.1 (32-bit, 64-bit)/Windows 8 (32-bit, 64-bit)/Windows 7 (32-bit, 64-bit)/Windows Vista (32-bit, 64-bit)/Windows XP SP3 or later (32-bit)/Windows XP Professional x64 Edition SP2 or later/Windows Server 2012 R2/Windows Server 2012/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003 R2/Windows Server 2003 SP2 or later
- Mac OS X v10.11.x/Mac OS X v10.10.x/Mac OS X v10.9.x/Mac OS X v10.8.x/Mac OS X v10.7.x/Mac OS X v10.6.8

Note:

- Mac OS X may not support some applications and features.
- The UNIX File System (UFS) for Mac OS X is not supported.

Font Information

Available Fonts for PostScript

Font Name	Family	HP Equivalent
Nimbus Mono	Medium, Bold, Italic, Bold Italic	Courier
Letter Gothic	Medium, Bold, Italic	Letter Gothic
Nimbus Mono PS	Regular, Bold, Oblique, Bold Oblique	CourierPS
Nimbus Roman No4	Medium, Bold, Italic, Bold Italic	CG Times
URW Classico	Medium, Bold, Italic, Bold Italic	CG Omega
URW Coronet	-	Coronet
URW Clarendon Condensed	-	Clarendon Condensed
URW Classic Sans	Medium, Bold, Italic, Bold Italic	Univers
URW Classic Sans Condensed	Medium, Bold, Italic, Bold Italic	Univers Condensed
Antique Olive	Medium, Bold, Italic	Antique Olive
Garamond	Antiqua, Halbfett, Kursiv, Kursiv Halbfett	Garamond
Mauritius	-	Marigold
Algiers	Medium, Extra Bold	Albertus
NimbusSansNo2	Medium, Bold, Italic, Bold Italic	Arial
Nimbus Roman No9	Medium, Bold, Italic, Bold Italic	Times New Roman
Nimbus Sans	Medium, Bold, Oblique, Bold Oblique	Helvetica
Nimbus Sans Narrow	Medium, Bold, Oblique, Bold Oblique	Helvetica Narrow
Palladio	Roman, Bold, Italic, Bold Italic	Palatino
URW Gothic	Book, Demi, Book Oblique, Demi Oblique	ITC Avant Garde
URW Bookman	Light, Demi, Light Italic, Demi Italic	ITC Bookman
URW Century Schoolbook	Roman, Bold, Italic, Bold Italic	New Century Schoolbook
Nimbus Roman	Medium, Bold, Italic, Bold Italic	Times
URW Chancery Medium Italic	-	ITC Zapf Chancery Italic
Symbol	-	Symbol
URW Dingbats	-	Wingdings
Dingbats	-	ITC Zapf Dingbats
Standard Symbol	-	SymbolPS

Appendix

Available Fonts for PCL (URW)

Scalable Font

Font Name	Family	HP Equivalent	Symbol Set for PCL5
Nimbus Mono	Medium, Bold, Italic, Bold Italic	Courier	1
Letter Gothic	Medium, Bold, Italic	Letter Gothic	1
Nimbus Mono PS	Regular, Bold, Oblique, Bold Oblique	CourierPS	3
Nimbus Roman No4	Medium, Bold, Italic, Bold Italic	CG Times	2
URW Classico	Medium, Bold, Italic, Bold Italic	CG Omega	3
URW Coronet	-	Coronet	3
URW Clarendon Condensed	-	Clarendon Condensed	3
URW Classic Sans	Medium, Bold, Italic, Bold Italic	Univers	2
URW Classic Sans Condensed	Medium, Bold, Italic, Bold Italic	Univers Condensed	3
Antique Olive	Medium, Bold, Italic	Antique Olive	3
Garamond	Antiqua, Halbfett, Kursiv, Kursiv Halbfett	Garamond	3
Mauritius	-	Marigold	3
Algiers	Medium, Extra Bold	Albertus	3
NimbusSansNo2	Medium, Bold, Italic, Bold Italic	Arial	3
Nimbus Roman No9	Medium, Bold, Italic, Bold Italic	Times New	3
Nimbus Sans	Medium, Bold, Oblique, Bold Oblique	Helvetica	3
Nimbus Sans Narrow	Medium, Bold, Oblique, Bold Oblique	Helvetica Narrow	3
Palladio	Roman, Bold, Italic, Bold Italic	Palatino	3
URW Gothic	Book, Demi, Book Oblique, Demi Oblique	ITC Avant Garde Gothic	3
URW Bookman	Light, Demi, Light Italic, Demi Italic	ITC Bookman	3
URW Century Schoolbook	Roman, Bold, Italic, Bold Italic	New Century Schoolbook	3
Nimbus Roman	Medium, Bold, Italic, Bold Italic	Times	3
URW Chancery Medium Italic	-	ITC Zapf Chancery Medium Italic	3
Symbol	-	Symbol	4
URW Dingbats	-	Wingdings	5
Dingbats	-	ITC Zapf Dingbats	6
Standard Symbol	-	SymbolPS	4

Appendix

Font Name	Family	HP Equivalent	Symbol Set for PCL5
URW David	Medium, Bold	HP David	7
URW Narkis	Medium, Bold	HP Narkis	7
URW Miryam	Medium, Bold, Italic	HP Miryam	7
URW Koufi	Medium, Bold	Koufi	8
URW Naskh	Medium, Bold	Naskh	8
URW Ryadh	Medium, Bold	Ryadh	8

Bitmap Font

Font Name	Symbol Set
Line Printer	9

OCR/Barcode Bitmap Font (for PCL5 only)

Font Name	Family	Symbol Set
OCR A	-	10
OCR B	-	11
Code39	9.37cpi, 4.68cpi	12
EAN/UPC	Medium, Bold	13

Note:

Depending on the print density, or on the quality or color of the paper, OCR A, OCR B, Code39, and EAN/UPC fonts may not be readable. Print a sample and make sure the fonts can be read before printing large quantities.

List of Symbol Sets

Your printer can access a variety of symbol sets. Many of these symbol sets differ only in the international characters specific to each language.

When you are considering which font to use, you should also consider which symbol set to combine with the font.

Note:

Since most software handles fonts and symbols automatically, you will probably never need to adjust the printer's settings. However, if you are writing your own printer control programs, or if you are using older software that cannot control fonts, refer to the following sections for symbol set details.

Appendix

List of Symbol Sets for PCL 5

Symbol Set Name	Attribute	Font Classification												
		1	2	3	4	5	6	7	8	9	10	11	12	13
Norweg1	0D	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
Roman Extension	0E	-	-	-	-	-	-	-	-	✓	-	-	-	-
Italian	0I	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
ECM94-1	0N	✓	✓	✓	-	-	-	-	-	✓	-	-	-	-
Swedis2	0S	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
ANSI ASCII	0U	✓	✓	✓	-	-	-	✓	✓	-	-	-	-	-
UK	1E	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
French2	1F	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
German	1G	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
Legal	1U	✓	✓	✓	-	-	-	-	-	✓	-	-	-	-
8859-2 ISO	2N	✓	✓	✓	-	-	-	-	-	✓	-	-	-	-
Spanish	2S	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
ISO 8859/4 Latin 4	4N	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
Roman-9	4U	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
PsMath	5M	✓	✓	✓	-	-	-	✓	✓	-	-	-	-	-
8859-9 ISO	5N	✓	✓	✓	-	-	-	-	-	✓	-	-	-	-
WiTurkish	5T	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
MsPublishin	6J	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
VeMath	6M	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
8859-10ISO	6N	✓	✓	✓	-	-	-	-	-	✓	-	-	-	-
DeskTop	7J	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
Math-8	8M	✓	✓	✓	-	-	-	✓	✓	-	-	-	-	-
Roman-8	8U	✓	✓	✓	-	-	-	-	-	✓	-	-	-	-
WiE.Europe	9E	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
Pc1004	9J	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
8859-15ISO	9N	✓	✓	✓	-	-	-	-	-	✓	-	-	-	-
PcTk437	9T	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
Windows	9U	✓	✓	✓	-	-	-	-	-	-	-	-	-	-

Appendix

Symbol Set Name	Attribute	Font Classification												
		1	2	3	4	5	6	7	8	9	10	11	12	13
PsText	10J	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
IBM-US	10U	✓	✓	✓	-	-	-	-	-	✓	-	-	-	-
IBM-DN	11U	✓	✓	✓	-	-	-	-	-	✓	-	-	-	-
McText	12J	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
PcMultiling	12U	✓	✓	✓	-	-	-	-	-	✓	-	-	-	-
VeInternati	13J	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
PcEur858	13U	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
VeUS	14J	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
PiFont	15U	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
PcE.Europe	17U	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
Unicode 3.0	18N	✓	✓	✓	-	-	-	✓	✓	-	-	-	-	-
WiBALT	19L	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
WiAnsi	19U	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
PcBlT775	26U	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
Pc866Cyr	3R	✓	✓	-	-	-	-	-	-	-	-	-	-	-
Greek8	8G	✓	✓	-	-	-	-	-	-	-	-	-	-	-
WinGrk	9G	✓	✓	-	-	-	-	-	-	-	-	-	-	-
WinCyr	9R	✓	✓	-	-	-	-	-	-	-	-	-	-	-
Pc851Grk	10G	✓	✓	-	-	-	-	-	-	-	-	-	-	-
ISOCyr	10N	✓	✓	-	-	-	-	-	-	✓	-	-	-	-
Pc8Grk	12G	✓	✓	-	-	-	-	-	-	-	-	-	-	-
ISOGrk	12N	✓	✓	-	-	-	-	-	-	-	-	-	-	-
Pc866Ukr	14R	✓	✓	-	-	-	-	-	-	-	-	-	-	-
Hebrew7	0H	✓	-	-	-	-	-	✓	-	-	-	-	-	-
8859-8 ISO	7H	✓	-	-	-	-	-	✓	-	-	-	-	-	-
Hebrew8	8H	✓	-	-	-	-	-	✓	-	-	-	-	-	-
Pc862Heb	15H	✓	-	-	-	-	-	✓	-	-	-	-	-	-
PC-862, Hebrew	15Q	✓	-	-	-	-	-	✓	-	-	-	-	-	-
Arabic8	8V	-	-	-	-	-	-	-	✓	-	-	-	-	-
HPWARA	9V	-	-	-	-	-	-	-	✓	-	-	-	-	-

Appendix

Symbol Set Name	Attribute	Font Classification												
		1	2	3	4	5	6	7	8	9	10	11	12	13
Pc864Ara	10V	-	-	-	-	-	-	-	✓	-	-	-	-	-
Symbol	19M	-	-	-	✓	-	-	-	-	-	-	-	-	-
Wingdings	579L	-	-	-	-	✓	-	-	-	-	-	-	-	-
ZapfDingbats	14L	-	-	-	-	-	✓	-	-	-	-	-	-	-
OCR A	00	-	-	-	-	-	-	-	-	-	✓	-	-	-
OCR B	10	-	-	-	-	-	-	-	-	-	-	✓	-	-
OCR B Extension	3Q	-	-	-	-	-	-	-	-	-	-	✓	-	-
Code3-9	0Y	-	-	-	-	-	-	-	-	-	-	-	✓	-
EAN/UPC	8Y	-	-	-	-	-	-	-	-	-	-	-	-	✓

Regulatory Information

Standards and Approvals

Standards and Approvals for U.S. Model

Safety	UL60950-1 CAN/CSA-C22.2 No.60950-1
EMC	FCC Part 15 Subpart B Class B CAN/CSA-CEI/IEC CISPR 22 Class B

This equipment contains the following wireless module.

Manufacturer: Askey Computer Corporation

Type: WLU6320-D69 (RoHS)

This product conforms to Part 15 of the FCC Rules and RSS-210 of the IC Rules. Epson cannot accept responsibility for any failure to satisfy the protection requirements resulting from a non-recommended modification of the product. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation of the device.

To prevent radio interference to the licensed service, this device is intended to be operated indoors and away from windows to provide maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.

This equipment complies with FCC/IC radiation exposure limits set forth for an uncontrolled environment and meets the FCC radio frequency (RF) Exposure Guidelines in Supplement C to OET65 and RSS-102 of the IC radio

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frequency (RF) Exposure rules. This equipment should be installed and operated so that the radiator is kept at least 7.9 inches (20 cm) or more away from a person's body (excluding extremities: hands, wrists, feet and ankles).

Standards and Approvals for European Model

For European users

Hereby, Seiko Epson Corporation declares that the following radio equipment model is in compliance with Directive 2014/53/EU. The full text of the EU declaration of conformity is available at the following website.

<http://www.epson.eu/conformity>

C522A

For use only in Ireland, UK, Austria, Germany, Liechtenstein, Switzerland, France, Belgium, Luxemburg, Netherlands, Italy, Portugal, Spain, Denmark, Finland, Norway, Sweden, Iceland, Croatia, Cyprus, Greece, Slovenia, Malta, Bulgaria, Czech, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, and Slovakia.

Epson cannot accept responsibility for any failure to satisfy the protection requirements resulting from a non-recommended modification of the products.



Standards and Approvals for Australian Model

EMC	AS/NZS CISPR22 Class B
-----	------------------------

Epson hereby declares that the following equipment Models are in compliance with the essential requirements and other relevant provisions of AS/NZS4268:

C522A

Epson cannot accept responsibility for any failure to satisfy the protection requirements resulting from a non-recommended modification of the products.

German Blue Angel

See the following website to check whether or not this printer meets the standards for the German Blue Angel.

<http://www.epson.de/blauerengel>

Restrictions on Copying

Observe the following restrictions to ensure the responsible and legal use of the printer.

Copying of the following items is prohibited by law:

- Bank bills, coins, government-issued marketable securities, government bond securities, and municipal securities
- Unused postage stamps, pre-stamped postcards, and other official postal items bearing valid postage
- Government-issued revenue stamps, and securities issued according to legal procedure

Appendix

Exercise caution when copying the following items:

- Private marketable securities (stock certificates, negotiable notes, checks, etc.), monthly passes, concession tickets, etc.
- Passports, driver's licenses, warrants of fitness, road passes, food stamps, tickets, etc.

Note:

Copying these items may also be prohibited by law.

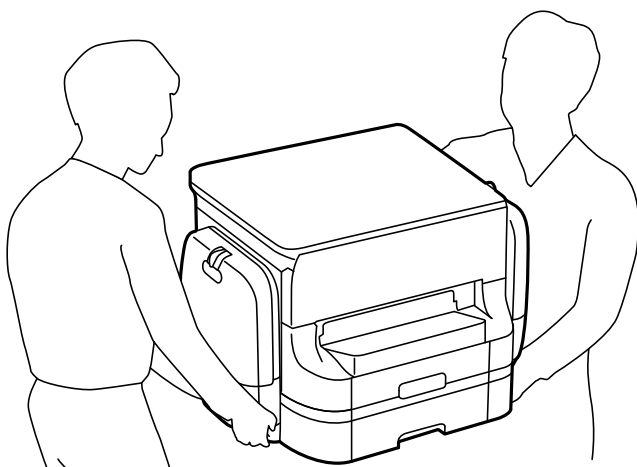
Responsible use of copyrighted materials:

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

Moving and Transporting the Printer

 **Caution:**

- When carrying the printer, lift it using a stable position. Lifting the printer using an unstable position may result in injury.
- Because this printer is heavy, it should always be carried by two or more people when unpacking and transporting.
- When lifting the printer, place your hands in the positions shown below. If you lift the printer holding other positions, the printer may fall or you may trap your fingers when placing the printer.




- When carrying the printer, do not tilt it more than 10 degrees; otherwise the printer may fall.

Moving the Printer

 **Caution:**

Do not attach the output tray to the ADF as it is unstable. If the printer moves unexpectedly while it is being moved, you may be injured.

Appendix

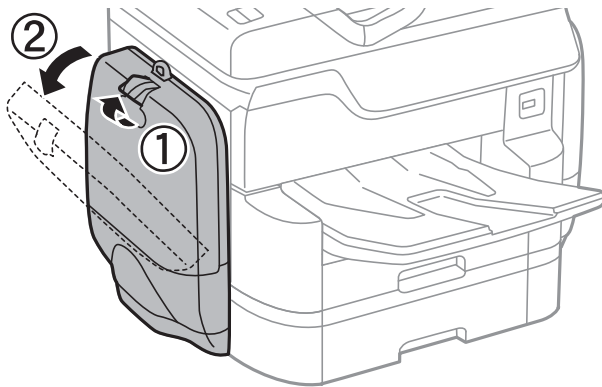
1. Turn off the printer by pressing the  button.
2. Make sure the power light turns off, and then unplug the power cord.



Important:

Unplug the power cord when the power light is off. Otherwise, the print head does not return to the home position causing the ink to dry, and printing may become impossible.

3. Disconnect all cables such as the power cord and USB cable.
4. Remove the output tray.
5. Remove all of the paper from the printer.
6. Make sure there are no originals on the printer.
7. Store the paper support.
8. Open the ink case.

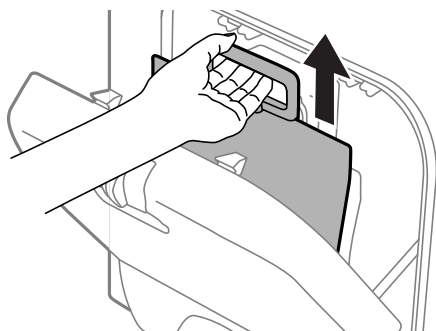


9. Push the handle on the ink supply unit.
The ink supply unit will pop out.



Appendix

10. Lift up the ink supply unit.

**Note:**

- ❑ If you cannot lift up the ink supply unit, pull the handle forward.
- ❑ Transport the removed ink supply units with the ink supply port facing up and the ink supply units laying down.
- ❑ Do not drop or knock the ink supply unit against hard objects; otherwise, the ink may leak.

11. Close the ink case.

12. Open another ink case on the opposite side of the printer, remove all ink supply units.

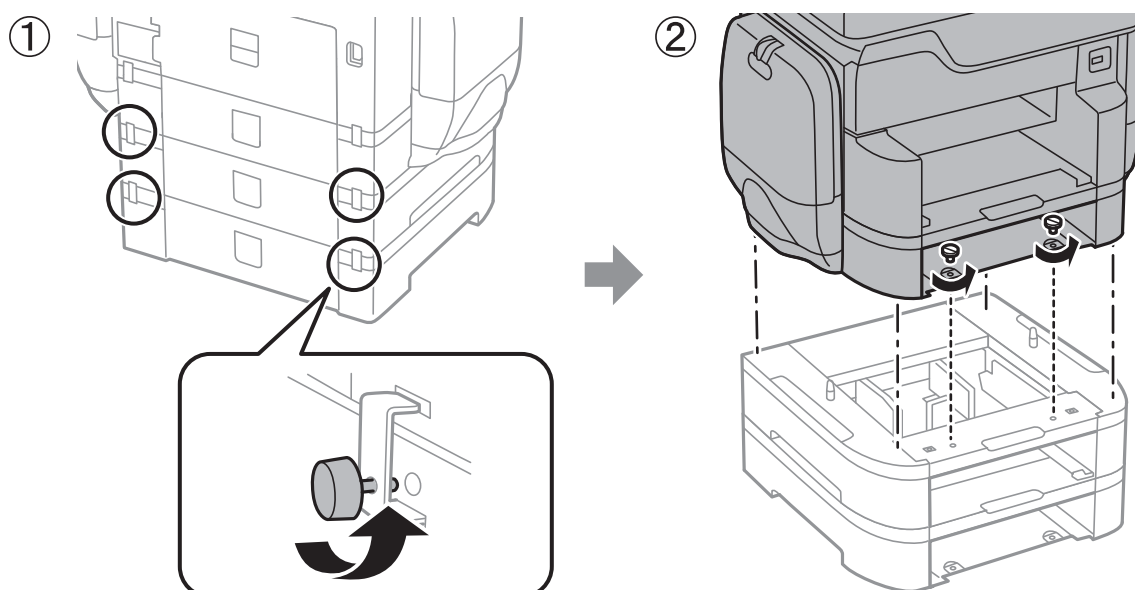
The printer is ready to be moved.

Related Information

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

Moving the Printer While the Optional Paper Cassette Units are Attached

Complete the steps for moving the printer and then remove paper cassette 3 and 4. Next, perform the steps in the following images.



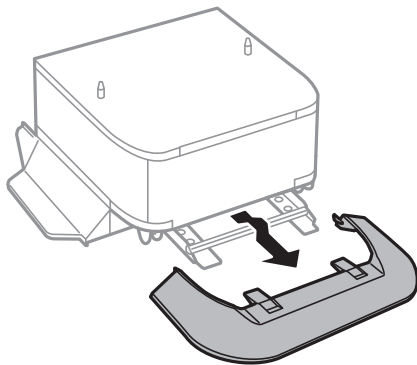
Related Information

➔ [“Moving the Printer” on page 297](#)

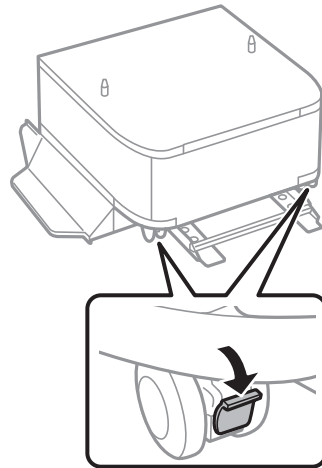
Moving the Printer While the Optional Cabinet is Attached

Before moving the printer, uninstall the cabinet's stand. Complete the steps for moving the printer, and then perform the steps in the following images .

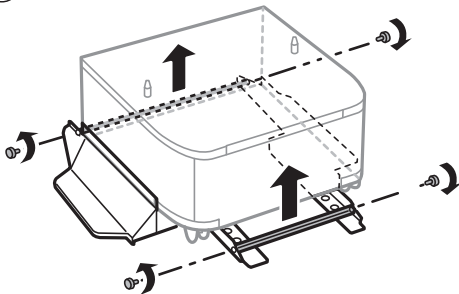
①



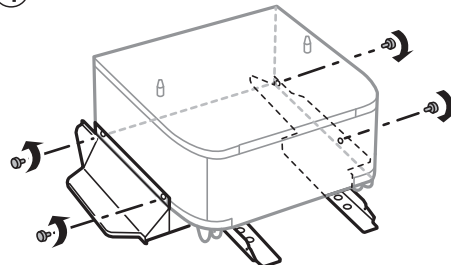
②



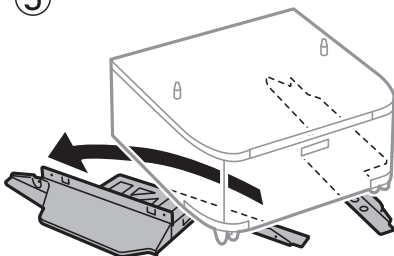
③



④



⑤

**Related Information**

➔ [“Moving the Printer” on page 297](#)

Transporting the Printer

Uninstall the optional cabinet and paper cassette units, and then pack the printer in its box using the protective materials.

1. Uninstall the optional paper cassette units and cabinet if installed.
2. Follow the steps for moving the printer.
3. Pack the printer in its box using the protective material.
 - When storing or transporting the printer, avoid tilting it, placing it vertically, or turning it upside down; otherwise ink may leak.
 - Remove the ink supply units before you transport the printer; otherwise ink may leak during transporting. After the transportation, re-install the ink supply units as soon as possible to prevent the print head drying out.
 - Leave the maintenance box installed; otherwise ink may leak during transporting.

Note:

If print quality has declined the next time you print, clean and align the print head.

Related Information

- ➔ [“Checking and Cleaning the Print Head” on page 194](#)
- ➔ [“Adjusting the Print Quality” on page 193](#)

Accessing an External USB Device From a Computer

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



Important:

When sharing an external device inserted in the printer between computers connected over USB and over a network, write access is only allowed to the computers that are connected by the method you selected on the printer. To write to the external USB device, select a connection method from the following menu on the printer's control panel.

Settings > General Settings > Printer Settings > Memory Device Interface > File Sharing.

Note:

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

Windows

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

Note:

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

Appendix

Mac OS X

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

Note:

- To remove an external USB device, drag and drop the device icon to the trash icon. Otherwise, data in the shared drive may not be displayed correctly when another external USB device is inserted.
- To access an external storage device through the network, select **Go > Connect to Server** from the menu on the desktop. Enter a printer name `cifs://XXXXXX` or `smb://XXXXXX` (Where "xxxxx" is the printer name) in the **Server Address**, and then click **Connect**.

Using an Email Server

To use email features, such as scan or fax forwarding features, you need to configure the email server.

Configuring Mail Server


Check the following before configuring the email server.

- The printer is connected to the network.
- The email server information, such as the documents from your service provider that you used to setup the email on your computer.

Note:

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

1. Tap **Settings** on the home screen.
2. Tap **General Settings > Network Settings > Advanced**.
3. Tap **Email Server > Server Settings**.
4. Select the authentication method of the email server you are using.

 **Important:**

The following authentication methods are available.

- Off
- POP before SMTP
- SMTP-AUTH

Contact your internet service provider to confirm the authentication method of the email server.

The printer may not be able to communicate with an email server even if the authentication method is available since security may be enhanced (for example SSL communication is necessary). Visit the Epson support website for the latest information.

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

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

Appendix

5. Make the appropriate settings.

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

6. Tap **Proceed**.

Note:

- If an error message is displayed, check if the email server settings are correct.
- When you cannot send an email even if the connection check succeeds, check the authentication method for the email server you are using.

Related Information

➔ [“Email Server Setting Items” on page 303](#)

Email Server Setting Items

Items	Explanations
Authenticated Account	If you select SMTP-AUTH or POP before SMTP as the Authentication Method , enter the user name (email address) registered to the email server within 255 characters or less.
Authenticated Password	If you select SMTP-AUTH or POP before SMTP as the Authentication Method , enter the password of the authenticated account within 20 characters or less.
Sender's Address	Specify the email address that the printer uses to send emails. You can specify the existing email address. To make it clear that the email is being sent from the printer, you can acquire an address specifically for the printer and enter it here.
SMTP Server Address	Enter the server address of the server that sends the email (SMTP server).
SMTP Server Port Number	Enter the port number of the server that sends the email (SMTP server).
POP3 Server Address	If you select POP before SMTP as the Authentication Method , enter the server address of the server that receives the email (POP3 server).
POP3 Server Port Number	If you select POP before SMTP as the Authentication Method , enter the port number of the email server that receives the email (POP3 server).
Secure Connection	If you select SMTP-AUTH or Off as the Authentication Method , select the method of the secure connection.

Checking an Email Server Connection

1. Tap **Settings** on the home screen.
2. Tap **General Settings** > **Network Settings** > **Advanced**.

Appendix

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

Note:

- If an error message is displayed, check if the email server settings are correct.
- When you cannot send an email even if the connection check succeeds, check the authentication method for the email server you are using.

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.

Appendix

Help for Users in Europe

Check your Pan-European Warranty Document for information on how to contact Epson support.

Help for Users in Taiwan

Contacts for information, support, and services are:

World Wide Web

<http://www.epson.com.tw>

Information on product specifications, drivers for download, and products enquiry are available.

Epson HelpDesk

Phone: +886-2-80242008

Our HelpDesk team can help you with the following over the phone:

- Sales enquiries and product information
- Product usage questions or problems
- Enquiries on repair service and warranty

Repair service center:

<http://www.tekcare.com.tw/branchMap.page>

TekCare corporation is an authorized service center for Epson Taiwan Technology & Trading Ltd.

Help for Users in Australia

Epson Australia wishes to provide you with a high level of customer service. In addition to your product manuals, we provide the following sources for obtaining information:

Internet URL

<http://www.epson.com.au>

Access the Epson Australia World Wide Web pages. Worth taking your modem here for the occasional surf! The site provides a download area for drivers, Epson contact points, new product information and technical support (e-mail).

Epson Helpdesk

Phone: 1300-361-054

Epson Helpdesk is provided as a final backup to make sure our clients have access to advice. Operators on the Helpdesk can aid you in installing, configuring and operating your Epson product. Our Pre-sales Helpdesk staff can provide literature on new Epson products and advise where the nearest dealer or service agent is located. Many types of queries are answered here.

We encourage you to have all the relevant information on hand when you ring. The more information you prepare, the faster we can help solve the problem. This information includes your Epson product manuals, type of computer, operating system, application programs, and any information you feel is required.

Appendix

Transportation of Product

Epson recommends retaining product packaging for future transportation.

Help for Users in New Zealand

Epson New Zealand wishes to provide you with a high level of customer service. In addition to your product documentation, we provide the following sources for obtaining information:

Internet URL

<http://www.epson.co.nz>

Access the Epson New Zealand World Wide Web pages. Worth taking your modem here for the occasional surf! The site provides a download area for drivers, Epson contact points, new product information and technical support (e-mail).

Epson Helpdesk

Phone: 0800 237 766

Epson Helpdesk is provided as a final backup to make sure our clients have access to advice. Operators on the Helpdesk can aid you in installing, configuring and operating your Epson product. Our Pre-sales Helpdesk staff can provide literature on new Epson products and advise where the nearest dealer or service agent is located. Many types of queries are answered here.

We encourage you to have all the relevant information on hand when you ring. The more information you prepare, the faster we can help solve the problem. This information includes your Epson product documentation, type of computer, operating system, application programs, and any information you feel is required.

Transportation of Product

Epson recommends retaining product packaging for future transportation.

Help for Users in Singapore

Sources of information, support, and services available from Epson Singapore are:

World Wide Web

<http://www.epson.com.sg>

Information on product specifications, drivers for download, Frequently Asked Questions (FAQ), Sales Enquiries, and Technical Support via e-mail are available.

Epson HelpDesk

Toll Free: 800-120-5564

Our HelpDesk team can help you with the following over the phone:

- Sales enquiries and product information
- Product usage questions or problem troubleshooting
- Enquiries on repair service and warranty

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Help for Users in Thailand

Contacts for information, support, and services are:

World Wide Web

<http://www.epson.co.th>

Information on product specifications, drivers for download, Frequently Asked Questions (FAQ), and e-mail are available.

Epson Hotline

Phone: 66-2685-9899

Email: support@eth.epson.co.th

Our Hotline team can help you with the following over the phone:

- Sales enquiries and product information
- Product usage questions or problems
- Enquiries on repair service and warranty

Help for Users in Indonesia

Contacts for information, support, and services are:

World Wide Web

<http://www.epson.co.id>

- Information on product specifications, drivers for download
- Frequently Asked Questions (FAQ), Sales Enquiries, questions through e-mail

Epson Hotline

Phone: +62-1500-766

Fax: +62-21-808-66-799

Our Hotline team can help you with the following over the phone or fax:

- Sales enquiries and product information
- Technical support

Epson Service Center

Province	Company Name	Address	Phone E-mail
DKI JAKARTA	ESS Jakarta MG. DUA	RUKO MANGGA DUA MALL NO. 48 JL. ARTERI MANGGA DUA - JAKARTA UTARA- DKI	(+6221)62301104 jkt-technical1@epson-indonesia.co.id

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Province	Company Name	Address	Phone E-mail
NORTH SUMATERA	ESC Medan	Kompleks Graha Niaga, Jl. Bambu II No. A-4, Medan- 20114	(+6261)42066090/42066091 mdn-technical@epson-indonesia.co.id
WEST JAWA	ESC Bandung	JL. CIHAMPELAS NO. 48A-BANDUNG JABAR 40116	(+6222)4207033 bdg-technical@epson-indonesia.co.id
DI YOGYAKARTA	ESC Yogyakarta	YAP Square, Blok A No.6 Jl. C Simanjutak YOGYAKARTA - DIY	(+62274)581065 ygy-technical@epson-indonesia.co.id
EAST JAWA	ESC Surabaya	HITECH MALL LT.2 BLOK A NO. 24 JL. KUSUMA BANGSA NO. 116 -118 - SURABAYA JATIM	(+6231)5355035 sby-technical@epson-indonesia.co.id
SOUTH SULAWESI	ESC Makassar	JL. GUNUNG BAWAKARAENG NO. 68E - MAKASSAR SULSEL	(+62411)328212 mksr-technical@epson-indonesia.co.id
WEST KALIMANTAN	ESC Pontianak	JL. NUSA INDAH I NO. 40A PONTIANAK KALBAR 78117	(+62561)735507 pontianak-technical@epson-indonesia.co.id
PEKANBARU	ESC PEKANBARU	JL. TUANKU TAMBUSAI NO. 353 - PEKANBARU RIAU	(+62761)21420 pkb-technical@epson-indonesia.co.id
DKI JAKARTA	ESS JAKARTA KEIAI	WISMA KEIAI LT. 1 JL. JEND. SUDIRMAN KAV. 3 JAKPUS DKI JAKARTA	(+6221)5724335 ess.support@epson-indonesia.co.id
EAST JAWA	ESS SURABAYA	JL. JAWA NO. 2-4 KAV. 29, RUKO SURYA INTI, SURABAYA - JATIM	(+6231)5014949 esssby.support@epson-indonesia.co.id
BANTEN	ESS SERPONG	Ruko mall WTC MATAHARI no. 953 SERPONG - Banten	(+6221)53167051 esstag.support@epson-indonesia.co.id
CENTRAL JAWA	ESS SEMARANG	Komplek Ruko Metro Plaza Blok C20 , Jl. MT Haryono No 970 Semarang - Jawa tengah	(+6224)8313807 esssmg.support@epson-indonesia.co.id
EAST KALIMANTAN	ESC SAMARINDA	Jl. KH. Wahid Hasyim (M. Yamin) Kel. Sempaja Selatan Kec. Samarinda Utara Samarinda- Kalimantan Timur (samping kantor pos)	(+62541)7272904 escsmd.support@epson-indonesia.co.id
SOUTH SUMATERA	ESC PALEMBANG	Jl. H.M. Rasyid Nawawi no.249, kelurahan 9 ilir Palembang - Sumsel	(+62711)311330 escplg.support@epson-indonesia.co.id

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Province	Company Name	Address	Phone E-mail
EAST JAVA	ESC JEMBER	Jl. Panglima Besar Sudirman No.1 D JEMBER - JAWA TIMUR (Depan Balai Penelitian dan Pengolahan Kakao)	(+62331) 486468,488373 jmr-admin@epson-indonesia.co.id jmr-technical@epson- indonesia.co.id
NORTH SULAWESI	ESC MANADO	Tekno @Megamall, Megamall LG TK-21 Jl. Piere Tendean Kawasan Megamas Boulevard Manado 95111	(+62431)7210033 MND-ADMIN@EPSON- INDONESIA.CO.ID

For other cities not listed here, call the Hot Line: 08071137766.

Help for Users in Hong Kong

To obtain technical support as well as other after-sales services, users are welcome to contact Epson Hong Kong Limited.

Internet Home Page

<http://www.epson.com.hk>

Epson Hong Kong has established a local home page in both Chinese and English on the Internet to provide users with the following information:

- Product information
- Answers to Frequently Asked Questions (FAQs)
- Latest versions of Epson product drivers

Technical Support Hotline

You can also contact our technical staff at the following telephone and fax numbers:

Phone: 852-2827-8911

Fax: 852-2827-4383

Help for Users in Malaysia

Contacts for information, support, and services are:

World Wide Web

<http://www.epson.com.my>

- Information on product specifications, drivers for download
- Frequently Asked Questions (FAQ), Sales Enquiries, questions through e-mail

Epson Call Centre

Phone: +60 1800-8-17349

- Sales enquiries and product information

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- Product usage questions or problems
- Enquiries on repair services and warranty

Head Office

Phone: 603-56288288

Fax: 603-5628 8388/603-5621 2088

Help for Users in India

Contacts for information, support, and services are:

World Wide Web

<http://www.epson.co.in>

Information on product specifications, drivers for download, and products enquiry are available.

Helpline

- Service, product information, and ordering consumables (BSNL Lines)
Toll-free number: 18004250011
Accessible 9am to 6pm, Monday through Saturday (Except public holidays)
- Service (CDMA & Mobile Users)
Toll-free number: 186030001600
Accessible 9am to 6pm, Monday through Saturday (Except public holidays)

Help for Users in the Philippines

To obtain technical support as well as other after sales services, users are welcome to contact the Epson Philippines Corporation at the telephone, fax numbers and e-mail address below:

World Wide Web

<http://www.epson.com.ph>

Information on product specifications, drivers for download, Frequently Asked Questions (FAQ), and E-mail Enquiries are available.

Epson Philippines Customer Care

Toll Free: (PLDT) 1800-1069-37766

Toll Free: (Digital) 1800-3-0037766

Metro Manila: (+632)441-9030

Web Site: <https://www.epson.com.ph/contact>

E-mail: customercare@epc.epson.com.ph

Our Customer Care team can help you with the following over the phone:

- Sales enquiries and product information
- Product usage questions or problems

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- Enquiries on repair service and warranty

Epson Philippines Corporation

Trunk Line: +632-706-2609

Fax: +632-706-2665