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WF-R4640 User's Guide

Contents

WF-R4640 User's Guide 15

Product Basics 16

Using the Control Panel 16

Control Panel Buttons and Lights 17

Status Icon Information 18

Status Button Information 19

Setting a Password and Locking the Control Panel 20

Entering Characters on the LCD Screen 22

Using Presets 22

Setting User Feature Restrictions (Access Control) 24

Changing LCD Screen Language 26

Adjusting Control Panel Sounds 26

Adjusting the Screen Brightness 27

Turning Off the Operation Time Out Setting 28

Preventing PC Connection via USB 29

Product Parts Locations 30

Product Parts - Top 31

Product Parts - Inside 33

Product Parts - Back 34

Using Eco Mode and Other Power Saving Settings 34

Changing the Eco Settings 35

Changing the Sleep Timer Settings 35

Changing the Power Off Timer Settings 36

Epson Connect Solutions for Smartphones, Tablets, and More 37

Using Epson Email Print 38

Using the Epson iPrint Mobile App 38

Using Epson Remote Print 39

Using Epson Scan to Cloud 39

Using AirPrint 40

Using Google Cloud Print 40

Setting Up Google Cloud Print on a Chromebook 41
Wi-Fi or Wired Networking 43
Wi-Fi Infrastructure Mode Setup 43
Selecting Wireless Network Settings From the Control Panel 44
Wi-Fi Direct Mode Setup 46
Enabling Wi-Fi Direct Mode 47
Wi-Fi Protected Setup (WPS) 49
Using WPS to Connect to a Network 50
Printing a Network Status Sheet 51
Changing or Updating Network Connections 52
Accessing the Web Config Utility 52
Changing a USB Connection to a Wi-Fi Connection 53
Changing a Wi-Fi Connection to a Wired Network Connection 53
Connecting to a New Wi-Fi Router 54
Configuring Email Server Settings 54
Disabling Wi-Fi Features 56
Loading Paper 57
Loading Paper in the Cassette 57
Loading Paper and Envelopes in the Rear Paper Feed Slot 61
Paper Loading Capacity 65
Available Epson Papers 66
Paper or Media Type Settings - Printing Software 68
Selecting the Paper Settings for Each Source - Control Panel 69
Paper Type Settings - Control Panel 70
Selecting Default Paper Settings - Administrator 71
Selecting the Default Printer Settings 71
Paper Source Settings Options 72
Setting the Universal Print Settings 73
Universal Print Settings Options 74
Placing Originals on the Product 76
Placing Originals on the Scanner Glass 76
Placing Originals in the Automatic Document Feeder 77

Copying **80**
Copying Documents or Photos 80
Copying Options 81
Printing from a Computer **84**
Printing with Windows 84
Selecting Basic Print Settings - Windows 84
Paper Source Options - Windows 87
Print Quality Options - Windows 87
Multi-Page Printing Options - Windows 87
Selecting Double-sided Printing Settings - Windows 88
Double-sided Printing Options - Windows 90
Print Density Adjustments - Windows 91
Selecting Additional Layout and Print Options - Windows 92
Custom Color Correction Options - Windows 94
Image Options and Additional Settings - Windows 95
Header/Footer Settings - Windows 96
Selecting a Printing Preset - Windows 97
Selecting Extended Settings - Windows 98
Extended Settings - Windows 99
Printing Your Document or Photo - Windows 100
Locking Printer Settings - Windows 101
Administrator Lock Settings 103
Entering a User ID and Password for Printing 104
Selecting Default Print Settings - Windows 105
Changing the Language of the Printer Software Screens 106
Changing Automatic Update Options 107
Printing with OS X 108
Selecting Basic Print Settings - OS X 109
Paper Source Options - OS X 113
Print Quality Options - OS X 113
Print Options - OS X 113
Selecting Page Setup Settings - OS X 114
Selecting Print Layout Options - OS X 115

Selecting Double-sided Printing Settings - OS X ... 116
Double-sided Printing Options and Adjustments - OS X ... 117
Managing Color - OS X ... 118
Color Matching and Color Options - OS X ... 119
Selecting Printing Preferences - OS X ... 120
Printing Preferences - OS X ... 121
Printing Your Document or Photo - OS X ... 122
Checking Print Status - OS X ... 122
Cancelling Printing Using a Product Button ... 123
Scanning ... 124
Starting a Scan ... 124
Starting a Scan Using the Product Control Panel ... 124
Scanning to Email ... 126
Scanning to a Network Folder or FTP Server ... 128
Control Panel Scanning Options ... 130
Creating Contacts for Scanning ... 132
Adding and Assigning Scan Jobs ... 134
Starting a Scan with Document Capture Pro or Document Capture ... 135
Starting a Scan Using the Epson Scan Icon ... 138
Starting a Scan from a Scanning Program ... 140
Selecting Epson Scan Settings ... 142
Scan Modes ... 142
Selecting the Scan Mode ... 143
Scanning in Office Mode ... 143
Available Document Source Settings - Office Mode ... 146
Selecting a Scan Area - Office Mode ... 146
Available Image Adjustments - Office Mode ... 149
Scanning in Professional Mode ... 150
Available Document Source Settings - Professional Mode ... 153
Available Image Types - Professional Mode ... 153
Selecting a Scan Area - Professional Mode ... 154
Available Image Adjustments - Professional Mode ... 157
Selecting a Scan Size - Professional Mode ... 159

Image Preview Guidelines ... 162
Scan Resolution Guidelines ... 162
Selecting Scan File Settings ... 164
Available Scanned File Types and Optional Settings ... 166
Scanning with OS X Using Image Capture ... 167
Available Scan Settings - OS X Image Capture ... 169
Scanning Special Projects ... 170
Scanning to a SharePoint Server or Cloud Service ... 170
Scanning Multi-Page Originals as Separate Files ... 172
Entering a User ID and Password for Scanning - Windows ... 173
Faxing ... 175
Connecting a Telephone or Answering Machine ... 175
Setting Up Fax Features ... 178
Setting Up Basic Fax Features ... 178
Selecting Your Country or Region ... 178
Selecting the Date and Time ... 180
Using the Fax Setup Wizard ... 182
Selecting the Line Type ... 184
Setting the Number of Rings to Answer ... 186
Selecting Advanced Fax Settings ... 188
User Default Settings - Fax ... 190
Send Settings - Fax ... 191
Receive Settings - Fax ... 191
Output Settings - Fax ... 192
Basic Settings - Fax ... 194
Security Settings - Fax ... 195
Setting Up Fax Features Using the Fax Utility - Windows ... 196
Setting Up Fax Features Using the Fax Utility - OS X ... 197
Setting Up Contacts and Contact Groups ... 198
Setting Up Contacts Using the Product Control Panel ... 198
Creating a Contact ... 199
Editing or Deleting a Contact ... 201
Creating a Contact Group ... 202

Editing or Deleting a Contact Group ... 204
Setting Up Speed/Group Dial Lists Using the Fax Utility - Windows ... 206
Setting Up Speed/Group Dial Lists Using the Fax Utility - OS X ... 210
Sending Faxes ... 212
Sending Faxes from the Product Control Panel ... 212
Sending a Fax Using the Keypad, Contact List, or History ... 212
Fax Sending Options ... 214
Sending a Fax at a Specified Time ... 216
Sending a Fax on Demand ... 217
Sending a Stored Fax ... 218
Dialing Fax Numbers from a Connected Telephone ... 219
Sending Faxes Using the Fax Utility - Windows ... 220
Sending Faxes Using the Fax Utility - OS X ... 223
Receiving Faxes ... 226
Fax Reception ... 226
Receiving Faxes Automatically ... 227
Receiving Faxes Manually ... 227
Forwarding Received Faxes ... 228
Receiving a Fax by Polling ... 230
Viewing a Fax on the LCD Screen ... 231
Checking Fax Status ... 231
Printing Fax Reports ... 232
Fax Report Options ... 233
Using USB Flash Drives With Your Product ... 234
Inserting a USB Flash Drive ... 234
USB Device File Specifications ... 234
Removing a USB Flash Drive ... 235
Viewing and Printing From the LCD Screen ... 235
Printing JPEG Photos ... 235
Printing TIFF Files ... 237
Printing PDF Files ... 238
Photo Adjustment Options - Device Mode ... 238
Print Setting Options - Device Mode ... 239

Transferring Files on a USB Flash Drive ... 240
Setting Up File Sharing for File Transfers From Your Computer ... 240
Transferring Files from a USB Flash Drive to Your Computer ... 241
Replacing Ink Supply Units (Ink Packs) and Maintenance Boxes ... 243
Check Ink and Maintenance Box Status ... 243
Checking Ink Status on the LCD Screen ... 243
Checking Ink and Maintenance Box Status With Windows ... 244
Checking Ink and Maintenance Box Status with OS X ... 247
Purchase Epson Ink and Maintenance Box ... 248
Ink Supply Units (Ink Packs) and Maintenance Box Part Numbers ... 248
Removing and Installing Ink Packs ... 249
Printing with Black Ink and Expended Color Ink Packs ... 253
Printing with Expended Color Ink Packs - Windows ... 253
Printing with Expended Color Ink Packs - OS X ... 254
Conserving Low Black Ink with Windows ... 255
Replacing the Maintenance Box ... 256
Adjusting Print Quality ... 259
Print Head Maintenance ... 259
Print Head Nozzle Check ... 259
Checking the Nozzles Using the Product Control Panel ... 259
Checking the Nozzles Using a Computer Utility ... 261
Print Head Cleaning ... 263
Cleaning the Print Head Using the Product Control Panel ... 264
Cleaning the Print Head Using a Computer Utility ... 265
Flushing the Ink Tubes ... 267
Print Head Alignment ... 268
Aligning the Print Head Using the Product Control Panel ... 269
Aligning the Print Head Using a Computer Utility ... 270
Cleaning the Paper Guide ... 272
Cleaning and Transporting Your Product ... 274
Cleaning Your Product ... 274
Transporting Your Product ... 276

Solving Problems 279
Checking for Software Updates 279
Product Status Messages 280
Status Menu Error Codes 281
Running a Product Check 284
Resetting Control Panel Defaults 286
Solving Setup Problems 287
Product Does Not Turn On or Off 288
Noise After Ink Installation 288
Software Installation Problems 288
Solving Network Problems 289
Product Cannot Connect to a Wireless Router or Access Point 289
Network Software Cannot Find Product on a Network 290
Product Does Not Appear in OS X Printer Window 291
Cannot Print Over a Network 292
Cannot Scan Over a Network 293
Solving Copying Problems 294
Product Makes Noise, But Nothing Copies 294
Product Makes Noise When It Sits for a While 295
Originals Do Not Feed From the Automatic Document Feeder 295
Solving Paper Problems 295
Paper Feeding Problems 296
Paper Jam Problems Inside the Product 297
Paper Jam Problems in the Rear Paper Feed Slot 298
Paper Jam Problems in the Cassette 298
Paper Jam Problems in the Duplexer (Rear Cover) 300
Document Jams in the Automatic Document Feeder 302
Paper Ejection Problems 305
Solving Problems Printing from a Computer 305
Nothing Prints 305
Product Icon Does Not Appear in Windows Taskbar 306
Printing is Slow 307
Solving Page Layout and Content Problems 308

Inverted Image ... 309
Too Many Copies Print ... 309
Blank Pages Print ... 309
Incorrect Margins on Printout ... 310
Incorrect Characters Print ... 310
Incorrect Image Size or Position ... 311
Slanted Printout ... 311
Solving Print Quality Problems ... 312
White or Dark Lines in Printout ... 312
Blurry or Smeared Printout ... 313
Faint Printout or Printout Has Gaps ... 314
Grainy Printout ... 315
Incorrect Colors ... 316
Solving Scanning Problems ... 317
Scanning Software Does Not Operate Correctly ... 317
Cannot Start Epson Scan ... 318
Solving Scanned Image Quality Problems ... 318
Image Consists of a Few Dots Only ... 319
Line of Dots Appears in All Scanned Images ... 319
Straight Lines in an Image Appear Crooked ... 320
Image is Distorted or Blurry ... 320
Image Colors are Patchy at the Edges ... 320
Image is Too Dark ... 321
Back of Original Image Appears in Scanned Image ... 321
Ripple Patterns Appear in an Image ... 321
Scanned Image Colors Do Not Match Original Colors ... 321
Scan Area is Not Adjustable in Thumbnail Preview ... 322
Scanned Image Edges are Cropped ... 322
Solving Faxing Problems ... 322
Cannot Send or Receive Faxes ... 323
Cannot Receive Faxes with a Telephone Connected to Your Product ... 325
Fax Memory Full Error Appears ... 325
Sent Fax Quality is Poor ... 326

Sent Fax is Received in an Incorrect Size ... 326
Received Fax Quality is Poor ... 327
Received Fax is Not Printed ... 327
Solving USB Flash Drive Problems ... 327
Cannot View or Print from a USB Flash Drive ... 327
Cannot Save Files on a USB Flash Drive ... 328
Cannot Transfer Files To or From a USB Flash Drive ... 328
When to Uninstall Your Product Software ... 329
Uninstalling Product Software - Windows ... 329
Uninstalling Product Software - OS X ... 330
Where to Get Help ... 331
Technical Specifications ... 332
Windows System Requirements ... 332
OS X System Requirements ... 333
Printing Specifications ... 333
Scanning Specifications ... 334
Automatic Document Feeder (ADF) Specifications ... 334
Fax Specifications ... 335
Paper Specifications ... 335
Printable Area Specifications ... 336
Ink Pack Specifications ... 338
Dimension Specifications ... 338
Electrical Specifications ... 339
Environmental Specifications ... 339
Interface Specifications ... 340
Network Interface Specifications ... 340
Safety and Approvals Specifications ... 341
Notices ... 343
General Product Safety Instructions ... 343
Ink Pack Safety Instructions ... 345
LCD Screen Safety Instructions ... 345
Wireless Connection Safety Instructions ... 346
Telephone Equipment Safety Instructions ... 346

FCC Compliance Statement ... 346
Software Notice ... 349
Trademarks ... 397
Copyright Notice ... 398
libTIFF Software Acknowledgment ... 398
A Note Concerning Responsible Use of Copyrighted Materials ... 399
Default Delay Times for Power Management for Epson Products ... 399
Copyright Attribution ... 399

WF-R4640 User's Guide

Welcome to the WF-R4640 *User's Guide*.

For a printable PDF copy of this guide, click here.

Product Basics

See these sections to learn about the basic features of your product.

Using the Control Panel
Product Parts Locations
Using Eco Mode and Other Power Saving Settings
Epson Connect Solutions for Smartphones, Tablets, and More
Using AirPrint
Using Google Cloud Print

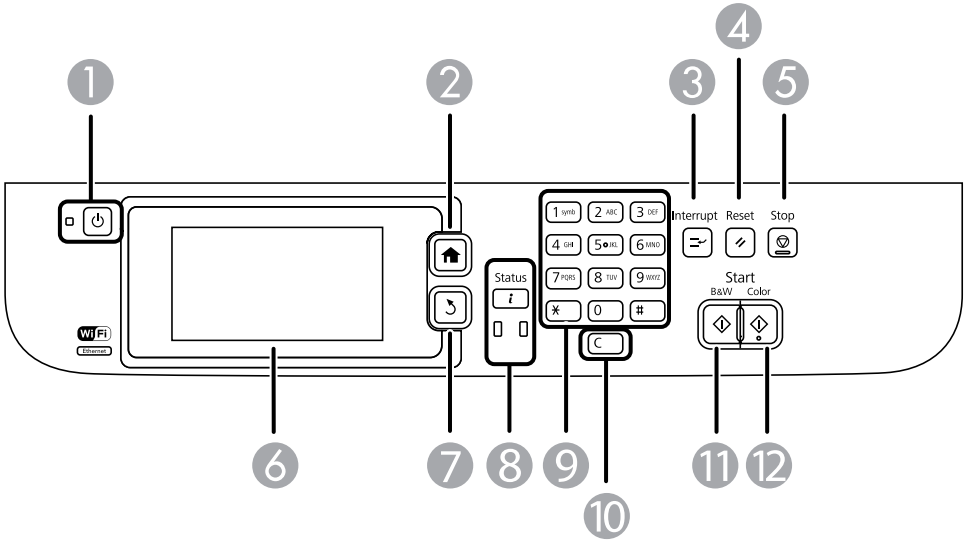
Using the Control Panel

See these sections to learn about the control panel and select control panel settings.

Control Panel Buttons and Lights
Setting a Password and Locking the Control Panel
Setting User Feature Restrictions (Access Control)
Changing LCD Screen Language
Adjusting Control Panel Sounds
Adjusting the Screen Brightness
Turning Off the Operation Time Out Setting
Preventing PC Connection via USB

Parent topic: Product Basics

Control Panel Buttons and Lights



1 The ⏻ power button and light
2 The 🏠 home button
3 The **Interrupt** button
4 The **Reset** button
5 The **Stop** button
6 The LCD screen
7 The ↩ back button
8 The **Status** button and lights
9 The numeric keypad
10 The **C** clear button
11 The **B&W** button
12 The **Color** button

Status Icon Information
Status Button Information
Parent topic: Using the Control Panel

Status Icon Information

Your product may display status icons on the LCD screen for certain product status conditions. Press to view or change the current network settings.

Icons	Description
	Displays additional information or instructions, such as on loading paper or placing a document.
	A document is in the Automatic Document Feeder (ADF).
	One or more of the ink cartridges are running low on ink or the maintenance box is nearly full. Press the **Status** button to open the Status Menu, select **Printer Information**, and check the status of the consumables.
	One or more of the ink cartridges are expended or the maintenance box is full. Press the **Status** button to open the Status Menu, select **Printer Information**, and check the status of the consumables.
	Unread or unprinted fax data is stored in the product. If you have set up the product to save received faxes on a computer or external storage device, this icon may also indicate that received faxes have not been saved on the computer or storage device.
	Fax memory usage.
	Fax memory is full. Delete received faxes you have already read or printed. If you have set up the product to save received faxes on a computer or external storage device, turn on the computer or connect the storage device to the product.
	A Wi-Fi or an Ethernet connection is being processed.
	No Ethernet connection.
	An Ethernet connection has been established.

Icons	Description
	No Wi-Fi connection.
	A Wi-Fi network error has occurred or the product is searching for a connection.
	A Wi-Fi connection has been established. The number of bars indicates the connection's signal strength.
	An Ad hoc connection has been established.
	A Wi-Fi Direct mode connection has been established.
	A Simple AP mode connection has been established.
	Access to the product's functions are restricted to authorized users. Press the icon to log in to the printer. (You need to enter a user name and password.) Contact your administrator if you do not know the login information.
	Access to the product's functions are restricted to authorized users and a user is currently logged in. Press the icon to log out.

Parent topic: Control Panel Buttons and Lights

Status Button Information

Press the **Status** button on the control panel to view the current product and job status.

Function	Description
Printer Information	Displays the status of consumables and any errors that have occurred with the product. Select the error from the list to display the error message.
Job Monitor	Displays the current job and any jobs waiting to be processed.
Job History	Displays the job history and any error codes for failed jobs in the history.
Job Storage	Select **Inbox** to display received faxes stored in the product's history.

Function	Description
Confidential Job	Displays jobs that require a password to print.

Parent topic: Control Panel Buttons and Lights

Setting a Password and Locking the Control Panel

You can set an administrator password to lock the following settings and prevent them from being changed:

- System Administration Setup settings
- Eco mode settings
- Presets
- Contacts

Note: For more information on administration settings, see the *Administrator's Guide*.

1. Press the home button, if necessary.
2. Select **Setup**.

   You see a screen like this:

3. Scroll down and select **Admin Settings**.
4. Select **Admin Password**.
5. Select **Register**.

You see a screen like this:

6. Use the displayed keyboard to enter a password, and press .
7. Enter your password again to confirm.
8. Select **OK**.
9. Select **Lock Setting** and select **On**.

When the control panel is locked, you must enter the password to access any of the locked settings.

Note: If you forget your password, contact Epson for assistance.

Entering Characters on the LCD Screen
Using Presets

Parent topic: Using the Control Panel

Related tasks
Setting User Feature Restrictions (Access Control)

Entering Characters on the LCD Screen

Follow these guidelines to enter characters for passwords and other settings.

- To move the cursor, select ◄ or ►.
- To change the case of letters, select ⇧.
- To delete the previous character, select ⌫.
- To enter numbers or symbols, select 123#.
- To enter accented characters, select AÀÂ.
- To change the keyboard layout, select 🌐.
- To enter a space, select ␣.
- To enter a hyphen on the fax number screen, select -.

Parent topic: Setting a Password and Locking the Control Panel

Using Presets

You can save frequently used copy, fax, and scan settings as presets. This lets you easily reuse them whenever necessary.

Note: Presets can be locked by an administrator. If you cannot access or change presets, contact your administrator for assistance.

1. Press the ⌂ home button, if necessary.

2. Select **Presets**. Enter the Administrator password, if necessary.
   You see a screen like this:

3. Select **Add New**.
4. Select the function for which you want to set up a preset.
   You see the main screen for that function, such as the Copy screen:

5. Select the settings you want to save, and select **Save**.

You see a screen like this:

6. Use the displayed keyboard to enter a name for the preset and press .
7. Select **Save**.

When you copy, fax, or scan, you can use the preset by selecting **Presets** and selecting your preset from the list.

Parent topic: Setting a Password and Locking the Control Panel

Related tasks

Entering Characters on the LCD Screen

Setting User Feature Restrictions (Access Control)

Using Web Config Access Control Settings, you can restrict product features for individual users to prevent misuse of the product. Restricted features require the user to enter an ID and password when printing or scanning.

After feature restrictions have been set up in Web Config, you must enable them using the product control panel.

Note: For more information on administration settings, see the *Administrator's Guide*.

1. Press the home button, if necessary.
2. Select **Setup**.

You see a screen like this:

3. Scroll down and select **System Administration**.
4. Scroll down and select **Security Settings**.

   You see a screen like this:

5. Select **Access Control**.
6. Select **On**.
7. Select whether to allow **Jobs Without Authentication**.
8. Select **Done** to return to the Security Settings menu.
9. To delete all saved confidential jobs, select **Delete All Confidential Jobs**, and select **Yes**.

Parent topic: Using the Control Panel

Related tasks

Setting a Password and Locking the Control Panel
Entering a User ID and Password for Printing
Entering a User ID and Password for Scanning - Windows

Changing LCD Screen Language

You can change the language used on the LCD screen.

Note: This setting can be locked by an administrator. If you cannot access or change this setting, contact your administrator for assistance.

1. Press the home button, if necessary.
2. Select **Setup**.

   You see a screen like this:

3. Scroll down and select **System Administration**.
4. Select **Common Settings**.
5. Scroll down and select **Language**.
6. Select a language.

Parent topic: Using the Control Panel

Adjusting Control Panel Sounds

You can adjust the sound level heard when you press buttons on the control panel.

Note: This setting can be locked by an administrator. If you cannot access or change this setting, contact your administrator for assistance.

1. Press the home button, if necessary.
2. Select **Setup**.

   You see a screen like this:

3. Scroll down and select **System Administration**.
4. Select **Common Settings**.
5. Select **Sound**.
6. Select **Button Press**.
7. Press to decrease or to increase the sound.
8. Select **OK**.

Note: You can also adjust the **Sound Type** and the sound level for various product functions.

Parent topic: Using the Control Panel

Adjusting the Screen Brightness

You can adjust the brightness of the LCD screen.

1. Press the home button, if necessary.
2. Select **Setup**.

You see a screen like this:

3. Scroll down and select **System Administration**.
4. Select **Common Settings**.
5. Select **LCD Brightness**.
6. Adjust the screen brightness by selecting a brightness level or by pressing the left and right arrow buttons.
7. Select **OK** to exit.

Parent topic: Using the Control Panel

Turning Off the Operation Time Out Setting

The Operation Time Out setting causes the LCD screen to return to the Home screen after a few minutes of inactivity. This feature is enabled by default, but you can turn it off.

Note: This setting can be locked by an administrator. If you cannot access or change this setting, contact your administrator for assistance.

1. Press the home button, if necessary.
2. Select **Setup**.

You see a screen like this:

3. Scroll down and select **System Administration**.
4. Select **Common Settings**.
5. Scroll down and select **Operation Time Out**.
6. Select **Off**.

Parent topic: Using the Control Panel

Preventing PC Connection via USB

You can disable access from a USB-connected computer. This restricts non-network access to the product and protects the security of confidential scanned documents.

Note: This setting can be locked by an administrator. If you cannot access or change this setting, contact your administrator for assistance.

1. Press the home button, if necessary.
2. Select **Setup**.

You see a screen like this:

3. Scroll down and select **System Administration**.
4. Select **Printer Settings**.

   You see a screen like this:

5. Select **PC Connection via USB**.
6. Select **Disable**.

Parent topic: Using the Control Panel

Product Parts Locations

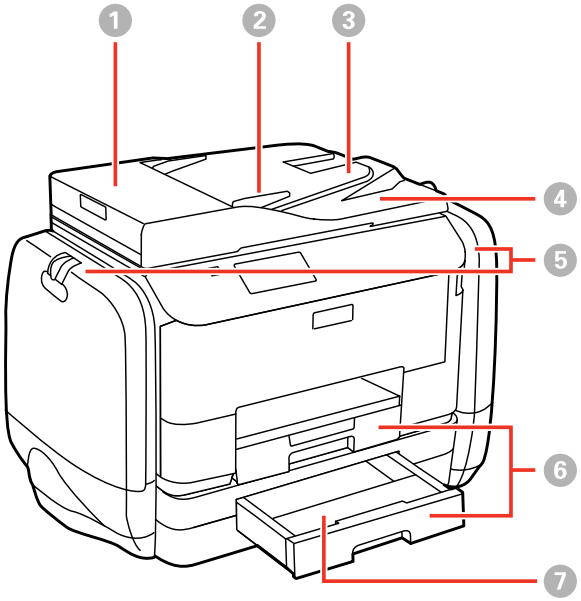
See these sections to identify the parts on your product.

Product Parts - Top
Product Parts - Inside

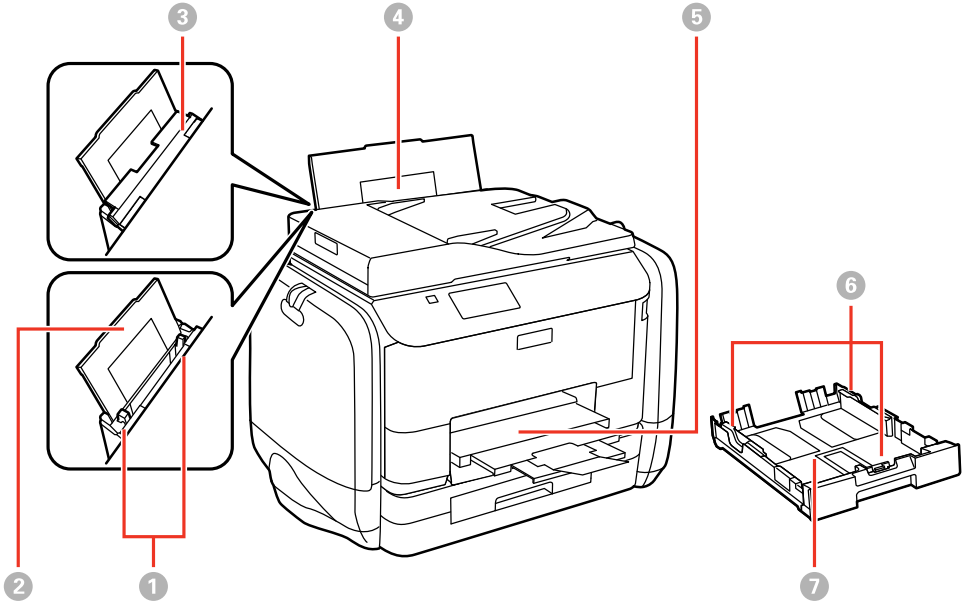
Product Parts - Back

Parent topic: Product Basics

Product Parts - Top



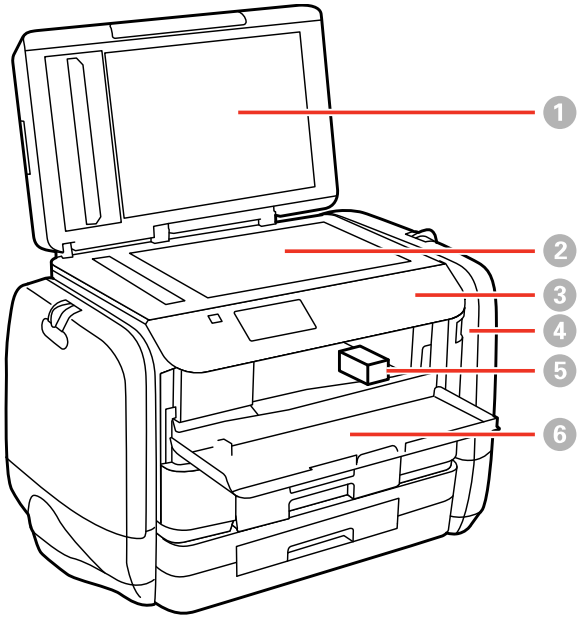
1 ADF (Automatic Document Feeder) cover
2 ADF edge guide
3 ADF input tray
4 ADF output tray
5 Ink cases
6 Paper cassettes
7 Paper cassette cover



1 Edge guides
2 Paper support
3 Feeder guard
4 Rear paper feed
5 Output tray
6 Edge guides
7 Paper cassette

Parent topic: Product Parts Locations

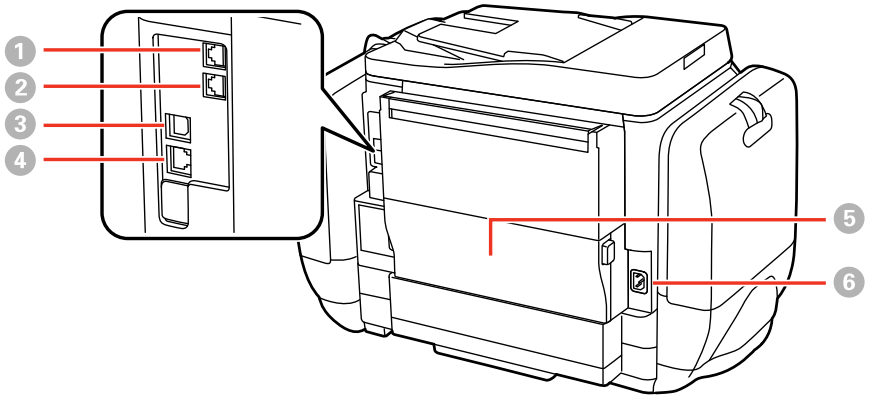
Product Parts - Inside



1 Document cover
2 Scanner glass
3 Control panel
4 USB Type A port for external devices
5 Print head
6 Front cover (opened)

Parent topic: Product Parts Locations

Product Parts - Back



1 **Line** port
2 **EXT** port
3 **USB** port
4 **LAN** port
5 Rear cover (duplexer)
6 AC inlet

Parent topic: Product Parts Locations

Using Eco Mode and Other Power Saving Settings

Your product enters sleep mode automatically and turns off the LCD screen if it is not used for a period of time. You can make the time period shorter and select other options to save energy and resources.

Changing the Eco Settings
Changing the Sleep Timer Settings
Changing the Power Off Timer Settings

Parent topic: Product Basics

Changing the Eco Settings

You can use the product's control panel to change the Eco settings.

Note: The Sleep Timer setting in Eco Mode overrides the Sleep Timer setting in the Common Settings menu. If you turn on Eco Mode, 2-sided copying is selected by default. The Eco Mode setting can be locked by an administrator. If you cannot access or change this setting, contact your administrator for assistance.

1. Press the home button, if necessary.
2. Select **Eco Mode**. Enter the administrator password, if necessary.

   You see a screen like this:

3. Select **On**.
4. Select **Configure**.
5. Change any settings as necessary.
6. Select **OK** to exit.

Parent topic: Using Eco Mode and Other Power Saving Settings

Related tasks

Changing the Sleep Timer Settings

Changing the Sleep Timer Settings

You can adjust the time period before your product enters sleep mode and turns off the LCD screen.

Note: This setting can be locked by an administrator. If you cannot access or change this setting, contact your administrator for assistance. The Sleep Timer setting in Eco Mode overrides this Sleep Timer setting.

1. Press the home button, if necessary.
2. Select **Setup**.
3. Scroll down and select **System Administration**. Enter the administrator password, if necessary.
4. Select **Common Settings**.
5. Select **Sleep Timer**.

   You see a screen like this:

6. Do one of the following:
   - Press the **–** or **+** icons to reduce or increase the number of minutes.
   - Press the number of minutes on the LCD screen, select the number of minutes from the on-screen keypad, then press .
7. Select **OK**.

Parent topic: Using Eco Mode and Other Power Saving Settings

Related tasks

Changing the Eco Settings

Changing the Power Off Timer Settings

You can have the product turn off automatically if it is not used for a specified period of time.

Note: This setting can be locked by an administrator. If you cannot access or change this setting, contact your administrator for assistance.

1. Press the home button, if necessary.
2. Select **Setup**.

   You see a screen like this:

3. Scroll down and select **System Administration**. Enter the administrator password, if necessary.
4. Select **Common Settings**.
5. Select **Power Off Timer**.
6. Select a time period between **30minutes** and **12h** (12 hours).

Parent topic: Using Eco Mode and Other Power Saving Settings

Epson Connect Solutions for Smartphones, Tablets, and More

You can print documents, photos, emails, and web pages from your home, office, or even across the globe. You can use your smartphone, tablet, or computer. Epson offers these solutions to print from anywhere: Epson Email Print, Epson iPrint Mobile App, Epson Remote Print, and Epson Scan to Cloud.

Using Epson Email Print
Using the Epson iPrint Mobile App
Using Epson Remote Print
Using Epson Scan to Cloud

Parent topic: Product Basics

Related tasks

Using AirPrint

Using Google Cloud Print

Using Epson Email Print

With Epson Email Print, you can print from any device that can send email, such as your smartphone, tablet, or laptop. Just activate your product's unique email address. When you want to print, attach a PDF, Microsoft Office document, or photo to an email and send it to your product.

1. Set up your product for network printing as described in this manual. See the link below.
2. If you did not already set up Email Print when you installed your product software, visit epson.com/connect to learn more about Email Print, check compatibility, and get detailed setup instructions.
3. Send an email with attachments to your product's Email Print address.

   Note: Both the email and any attachments print by default. You can change these printing options by logging into your Epson Connect account.

Parent topic: Epson Connect Solutions for Smartphones, Tablets, and More

Related topics

Wi-Fi or Wired Networking

Using the Epson iPrint Mobile App

Use this free Apple and Android app to print to nearby Epson networked products. The Epson iPrint Mobile App lets you print PDFs, Microsoft Office documents, photos, and web pages over a wireless network. You can even scan and save a file on your device, send it as an email, or upload it to an online service such as Box, Dropbox, Evernote, or Google Drive.

1. Set up your product on a network as described in this manual. See the link below.
2. Visit epson.com/connect to learn more about Epson iPrint and check the compatibility of your mobile device.
3. Download Epson iPrint from the Apple App Store or Google Play.
4. Connect your mobile device to the same wireless network that your product is using.
5. Print from your mobile device to your Epson product.

Parent topic: Epson Connect Solutions for Smartphones, Tablets, and More

Related topics

Wi-Fi or Wired Networking

Using Epson Remote Print

With Epson Remote Print software on your Windows computer or laptop, you can print to an Epson Email-enabled product anywhere in the world.

1. Set up your product for network printing as described in this manual. See the link below.
2. Visit epson.com/connect to learn more about Remote Print and how to download the software.
3. Download and install the Remote Print software.
4. Obtain the email address and optional access key of the Epson product you want to use for printing, and enter this address during Remote Print setup.
5. Select the print command in your application and choose the Remote Print driver for your Epson product.

Parent topic: Epson Connect Solutions for Smartphones, Tablets, and More

Related topics

Wi-Fi or Wired Networking

Using Epson Scan to Cloud

The Epson Scan to Cloud service sends your scanned files to a destination that you have registered with Epson Connect.

1. Set up your product for network scanning as described in this manual. See the link below.
2. Visit epson.com/connect for instructions on registering an account and your product with Epson Connect.
3. After registering, sign in to the Epson Connect web page with the email address and password you selected.
4. Select **Destination List** for Scan to Cloud.
5. Click **Add**, then follow the instructions on the screen to create your destination list.
6. When you're ready to scan, select the setting for the Scan to Cloud service on your product control panel.

Parent topic: Epson Connect Solutions for Smartphones, Tablets, and More

Related topics

Wi-Fi or Wired Networking

Using AirPrint

AirPrint allows you to wirelessly print to your AirPrint-enabled product from your iOS device running the latest version of iOS, and from your Mac running OS X 10.7 or later.

1. Set up your product for wireless printing as described in this manual. See the link below.
2. Connect your Apple device to the same wireless network that your product is using.
3. Print from your device to your product.

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

Parent topic: Product Basics

Related topics

Wi-Fi or Wired Networking

Using Google Cloud Print

With a Google Account, you can print from your Apple or Android device to your Epson product. You can also print from Chromebooks and the Google Chrome browser without drivers or cables.

Set up your Epson product for network printing as described in this manual. See the link below.

Note: Make sure your Epson printer and computer are connected to the same network before starting the Google Cloud Print setup.

1. Connect your device to the same network that your Epson product is using.
2. Print a network status sheet.
3. Locate your product's IP address on the network status sheet.
4. Enter the IP address into the address bar of a web browser.

5. Select the **Google Cloud Print Services** option.

   Note: If you don't see the **Google Cloud Print Services** option, turn your product off and back on. If the option still doesn't appear, select the **Firmware Update** option and follow the on-screen instructions to update your product.

6. Click **Register**.
7. Select the checkbox to agree to the Usage Advisory and click **Next**.
8. Click **OK** to launch the sign-in page.

   A separate browser window opens.

9. Enter your Google Account username and password and click **Sign in**, or, if you don't have an account, click **Sign up for a new Google Account** and follow the on-screen instructions.
10. Click **Finish printer registration** to complete setup and print a test page.

    Your product is now linked to your Google Account and can be accessed from any Chromebook, computer, Apple or Android device with Internet access. Visit Epson Support for more information on using Google Cloud Print, or the Google Cloud Print website for a list of supported apps.

Setting Up Google Cloud Print on a Chromebook

Parent topic: Product Basics

Related topics
Wi-Fi or Wired Networking

Setting Up Google Cloud Print on a Chromebook

With a Google Account, you can print from a Chromebook without drivers or cables.

Set up your Epson product for network printing as described in this manual. See the link below.

Note: Make sure your Epson product is connected to your wireless network before starting the Google Cloud Print setup.

1. Turn on your Chromebook and connect it to the same wireless network as your product.

   Note: See your Chromebook's documentation for details on connecting to a network.

2. Do one of the following:
   - Click **Add to Cloud Print** in the notification that appears in the corner of your Chromebook screen.

     Note: If you do not see a notification, check to see if a number appears in the status area at the lower-right corner of the screen. Click this number to open the notifications menu, then click **Add to Cloud Print**.

   - Open a web browser and enter **chrome://devices** in the address bar. Skip to step 4.
3. Click **Add Device**.
4. Click the **Register** button that appears next to your product.
5. Click **Register** on the confirmation screen. Your product's LCD screen displays a confirmation message.
6. Select **OK** or press the **OK** button on your product to confirm the Google Cloud Print connection and print a test page.

   Your product is now linked to your Google Account and can be accessed from any Chromebook, iPhone, or Android phone with Internet access. For more information on using Google Cloud Print, visit Epson Support.

Parent topic: Using Google Cloud Print

Related topics

Wi-Fi or Wired Networking

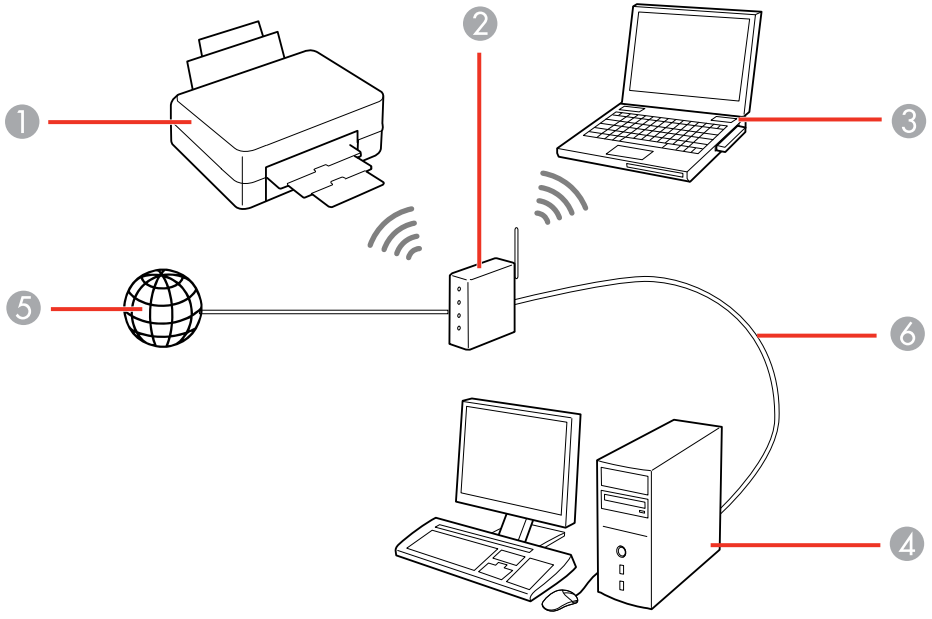
Wi-Fi or Wired Networking

See these sections to use your product on a Wi-Fi or wired network.

Wi-Fi Infrastructure Mode Setup
Wi-Fi Direct Mode Setup
Wi-Fi Protected Setup (WPS)
Printing a Network Status Sheet
Changing or Updating Network Connections

Wi-Fi Infrastructure Mode Setup

You can set up your product to communicate with your computer using a wireless router or access point. The wireless router or access point can be connected to your computer over a wireless or wired network.



1 Epson product
2 Wireless router or access point

3 Computer with a wireless interface

4 Computer

5 Internet

6 Ethernet cable (used only for wired connection to the wireless router or access point)

Selecting Wireless Network Settings From the Control Panel

Parent topic: Wi-Fi or Wired Networking

Selecting Wireless Network Settings From the Control Panel

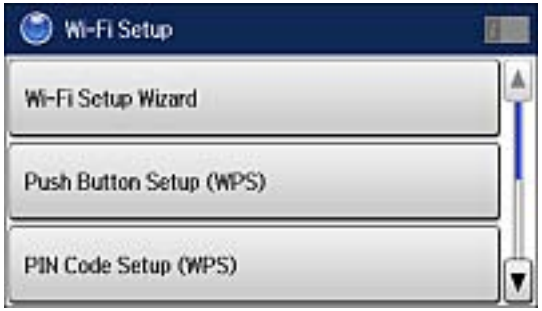
You can select or change wireless network settings using your product control panel.

To install your product on a wireless network, follow the instructions on the *Start Here* sheet and install the necessary software by downloading it from the Epson website. The installer program guides you through network setup.

Note: Breakdown or repair of this product may cause loss of fax and network data and settings. Epson is not responsible for backing up or recovering data and settings during or after the warranty period. We recommend that you make your own backup or print out your fax and network data and settings.

1. Press the home button, if necessary.
2. Press .
3. Select **Wi-Fi Setup**.

   You see a screen like this:



4. Select **Wi-Fi Setup Wizard**.

   Note: If you need to disable the wireless network to set up your product on an Ethernet network, scroll down and select **Disable Wi-Fi** instead. Then follow the instructions on changing to a wired network connection in this guide.

5. Select the name of your wireless network or enter the name manually.

   Note: To enter the wireless network name manually, select **Other Networks** and select the **Network (SSID)** field. Use the displayed keypad to enter your network name.

6. Select the **Password** field and enter your wireless password using the displayed keypad.

   Note: The network name and password are case sensitive. Be sure to correctly enter uppercase and lowercase letters, and numeric or special characters.

7. Press ↵ when you finish entering your password and select **Proceed**.
8. Confirm the displayed network settings and select **OK** to save them.

   Note: If you need to change a setting, press the ↩ back button.

9. If you want to print a network setup report, press one of the ◇ buttons. (Otherwise, select **Done**.)
10. Press the ⌂ home button.

If the network connection is successful, the Wi-Fi icon in the upper-right corner of the LCD screen is lit as shown.

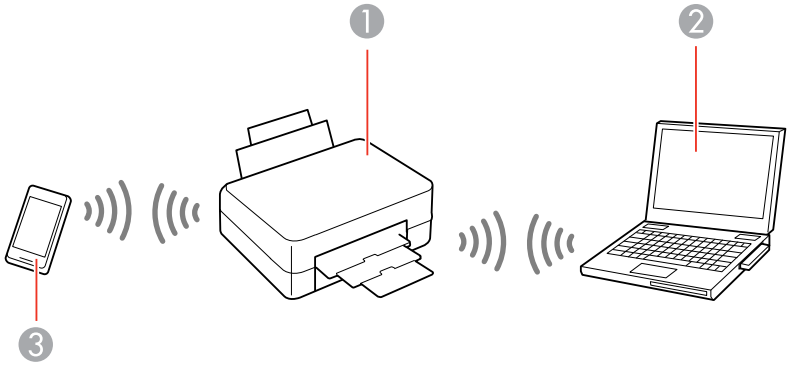
Parent topic: Wi-Fi Infrastructure Mode Setup

Related tasks

Entering Characters on the LCD Screen

Wi-Fi Direct Mode Setup

You can set up your product to communicate directly with your computer or another device without requiring a wireless router or access point.



1 Epson product

2 Computer with a wireless interface

3 Other wireless device

Your product automatically selects one of these modes to communicate with your computer or device:

Access point mode
If your product is not already connected to a wireless network, it enters access point mode and the product itself acts as the network access point for up to 4 devices. When operating in this mode, your product displays an **AP** connection symbol on the LCD screen.

Peer-to-peer mode
If your product is already connected to a wireless network, it enters peer-to-peer mode and disconnects from any other networks. This also disables any other product features requiring access to the Internet. When operating in this mode, your product displays a **Direct** or **D** connection symbol on the LCD screen.

Note: To disconnect a peer-to-peer mode connection, release the connection to your product from your computer or other device. Your product will reconnect to the previously used network.

Enabling Wi-Fi Direct Mode

Parent topic: Wi-Fi or Wired Networking

Enabling Wi-Fi Direct Mode

You can enable Wi-Fi Direct mode to allow direct communication between your product and computer or other devices without a wireless router or access point.

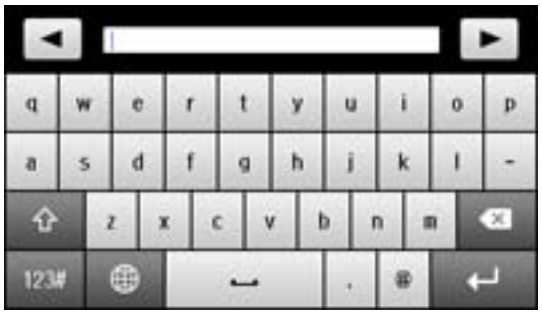
1. Press the home button, if necessary.
2. Press .
3. Select **Wi-Fi Setup**.

You see a screen like this:

4. Scroll down and select **Wi-Fi Direct Setup**.
5. Select **Connection Setup**.
6. Select **Change Password** and select **Yes**.

   Note: If you have already connected devices or computers to your product via Wi-Fi Direct, they are disconnected when you change the password.

7. Enter your Wi-Fi Direct password.



   Note: Your password must be at least 8 and no more than 22 characters long.

8. Press when you finish entering your password.

You see a screen like this:

9. Scroll down to view the SSID (Wi-Fi network name) and password.
10. Use your computer or wireless device to select the Wi-Fi network name (SSID) displayed on the LCD screen, then enter the password shown.
11. Press the home button.

    You see either an **AP** or **Direct** connection symbol on the LCD screen and should be able to print directly to your product from your computer or device.

    Note: If the **AP** or **Direct** connection symbol is not displayed on the LCD screen, Wi-Fi Direct mode is not enabled. Repeat these steps to try again.

Parent topic: Wi-Fi Direct Mode Setup

Related tasks

Entering Characters on the LCD Screen

Wi-Fi Protected Setup (WPS)

If your network uses a WPS-enabled wireless router or access point, you can quickly connect your product to the network using Wi-Fi Protected Setup (WPS).

Note: To check if your router is WPS-enabled, look for a button labeled **WPS** on your router or access point. If there is no hardware button, there may be a virtual WPS button in the software for the device. Check your network product documentation for details.

Using WPS to Connect to a Network

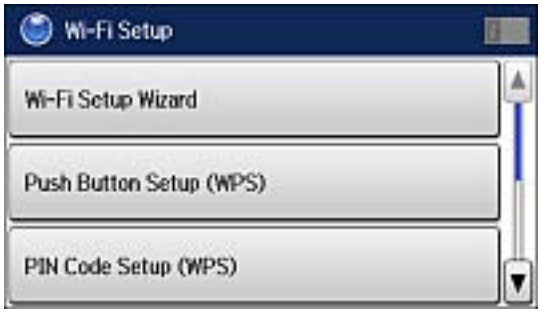
Parent topic: Wi-Fi or Wired Networking

Using WPS to Connect to a Network

If you have a WPS-enabled wireless router or access point, you can use Wi-Fi Protected Setup (WPS) to connect your product to the network.

1. Press the home button, if necessary.
2. Press .
3. Select **Wi-Fi Setup**.

   You see a screen like this:



4. Select **Push Button Setup (WPS)**.
5. Follow the instructions on the LCD screen to complete WPS setup.
6. Press the home button.

If the network connection is successful, the Wi-Fi icon in the upper-right corner of the LCD screen is lit as shown.

Parent topic: Wi-Fi Protected Setup (WPS)

Printing a Network Status Sheet

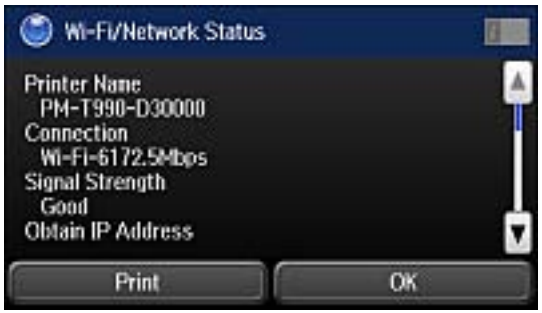
You can print a network status sheet to help you determine the causes of any problems you may have using your product on a network.

1. Press the home button, if necessary.
2. Select **Setup**.

   You see a screen like this:

3. Select **Network Status**.
4. Select **Wi-Fi/Network Status**.

You see a screen like this:



Note: If you are connected to a wireless network, the signal strength is also displayed.

5. Select **Print**.
6. Press one of the ◇ buttons to print the network status sheet.

Examine the settings shown on the network status sheet to diagnose any problems you have.

Parent topic: Wi-Fi or Wired Networking

Changing or Updating Network Connections

See these sections to change or update how your product connects to a network.

Accessing the Web Config Utility
Changing a USB Connection to a Wi-Fi Connection
Changing a Wi-Fi Connection to a Wired Network Connection
Connecting to a New Wi-Fi Router
Configuring Email Server Settings
Disabling Wi-Fi Features

Parent topic: Wi-Fi or Wired Networking

Accessing the Web Config Utility

You can select your product's network settings and confirm its operating status using a web browser. You do this by accessing your product's built-in Web Config utility from a computer or other device that is connected to the same network as your product.

Note: For more information on the Web Config utility see the *Administrator's Guide*.

1. Print a network status sheet.
2. Locate the IP Address for your product that is listed on the network status sheet.
3. On a computer or other device connected to the same network as your product, open a web browser.
4. Enter your product's IP address into the address bar.

   You see the available Web Config utility options.

Parent topic: Changing or Updating Network Connections

Related tasks

Printing a Network Status Sheet

Changing a USB Connection to a Wi-Fi Connection

If you have already connected your product to your computer using a USB connection, you can change to a Wi-Fi connection or add a Wi-Fi connection to print wirelessly.

1. Do one of the following:
   - If you want to use only a Wi-Fi connection, disconnect the USB cable from your product. With Windows, also uninstall your product software.
   - If you want to add a Wi-Fi connection in addition to a USB connection, leave the USB cable connected to your product.
2. Download and install your product software from the Epson website using the instructions on the *Start Here* sheet.

Parent topic: Changing or Updating Network Connections

Changing a Wi-Fi Connection to a Wired Network Connection

If you have already connected your product to your computer wirelessly, you can change to a wired network connection if necessary.

1. Disable your product's Wi-Fi features.
2. Connect one end of an Ethernet network cable to the product's **LAN** port.
3. Connect the other end to any available LAN port on your router or access point.
4. Uninstall your product software.
5. Download and install your product software from the Epson website.

6. Follow the on-screen instructions to install the software.
7. When you see the Select Your Connection screen, select **Wired network connection**.
8. If you see a Select Setup Option screen, select **Setup printer for the first time**.
9. Continue following the rest of the on-screen instructions.

Parent topic: Changing or Updating Network Connections

Related tasks

Disabling Wi-Fi Features

Connecting to a New Wi-Fi Router

If you change the wireless router you have been using on your network, you need to update your product's Wi-Fi connection to the new router.

Note: If you switch to a 5 GHz wireless router, set the router to operate in dual band (2.4 GHz and 5 GHz) mode. See your router documentation for instructions.

1. Do one of the following:
   - **Windows**: Uninstall your product software.
   - **OS X**: Go to the next step.
2. Download and install your product software from the Epson website using the instructions on the *Start Here* sheet.

Parent topic: Changing or Updating Network Connections

Related tasks

Uninstalling Product Software - Windows

Configuring Email Server Settings

To use features such as scanning to email or forwarding faxes to email, you need to configure the email server. You can select settings for the email server using the control panel on the product.

Note: These settings can be locked by an administrator. If you cannot access these settings, contact your administrator for assistance.

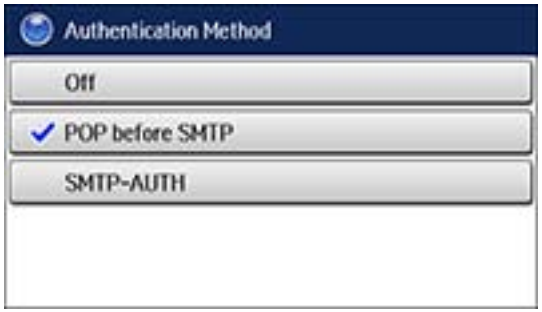
Note: You can also configure email server settings using the Web Config utility. For more information on the Web Config utility see the *Administrator's Guide*.

1. Press the home button, if necessary.
2. Select **Setup**.

   You see a screen like this:

3. Scroll down and select **System Administration**. Enter the administrator password, if necessary.
4. Select **Wi-Fi/Network Settings**.
5. Select **Advanced Setup**.
6. Select **Email Server**.
7. Select **Server Settings**.

   You see a screen like this:



8. Select one of the options shown above, then select the settings you want to use. Contact your internet service provider if necessary to confirm the authentication method for the email server.
9. Select **OK** to save and select **Done** to exit.

10. Select **Connection Check** to verify the connection to the email server.

Parent topic: Changing or Updating Network Connections

Related tasks
Scanning to Email

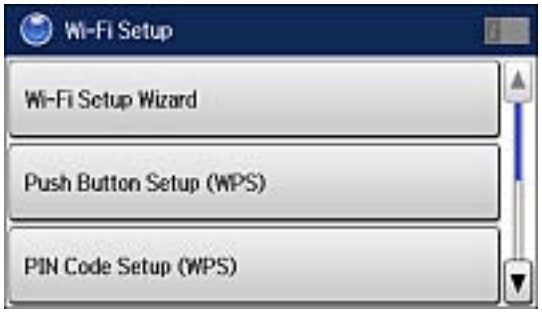
Disabling Wi-Fi Features

You may need to disable your product's Wi-Fi features if you change your network connection type or need to solve a problem with your network connection.

Note: Before disabling Wi-Fi features, make a note of your product's SSID (network name) and password, and any network settings selected for the Epson Connect services you may use.

1. Press the home button, if necessary.
2. Press .
3. Select **Wi-Fi Setup**.

   You see this screen:



4. Scroll down and select **Disable Wi-Fi**.
5. Select **Yes** to disable Wi-Fi.

Parent topic: Changing or Updating Network Connections

Loading Paper

Before you print, load paper for the type of printing you will do.

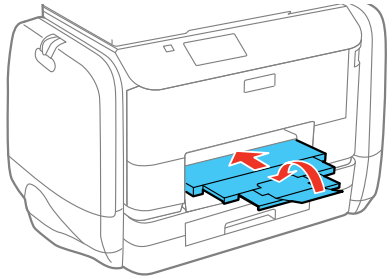
Loading Paper in the Cassette
Loading Paper and Envelopes in the Rear Paper Feed Slot
Paper Loading Capacity
Available Epson Papers
Paper or Media Type Settings - Printing Software
Selecting the Paper Settings for Each Source - Control Panel
Selecting Default Paper Settings - Administrator

Loading Paper in the Cassette

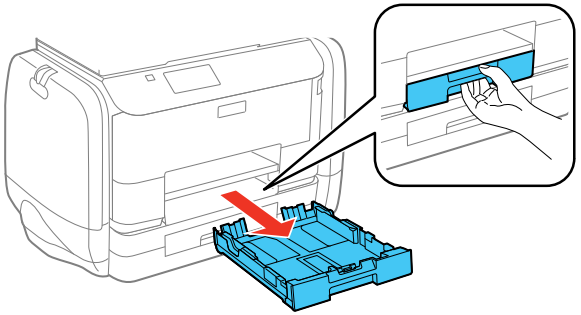
You can load plain paper in these sizes in the paper cassette:

- Letter (8.5 × 11 inches [216 × 279 mm])
- A4 (8.3 × 11.7 inches [210 × 297 mm])
- Legal (8.5 × 14 inches [216 × 356 mm])

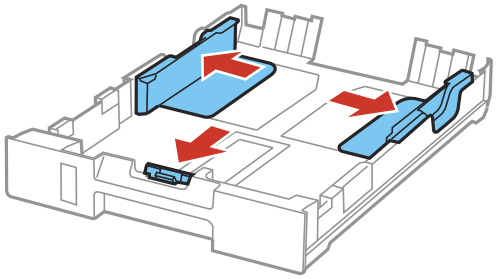
1. Close the paper stopper and output tray, if necessary.



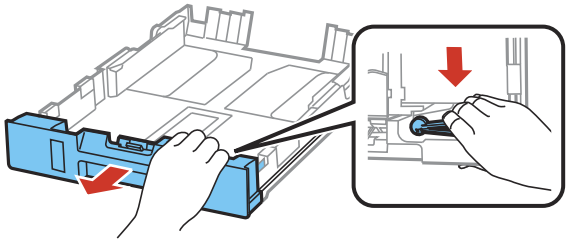
2. Pull out the paper cassette. If you are loading paper in cassette 2, remove the paper cassette cover.



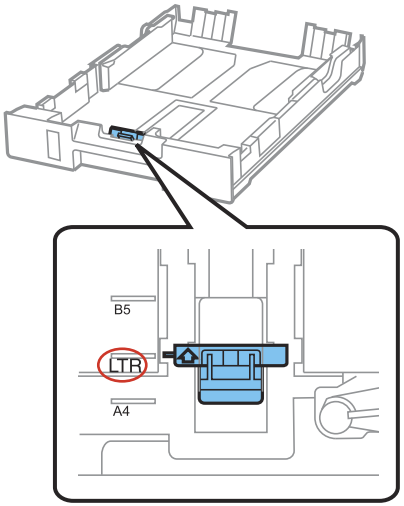
3. Slide the edge guides outward.



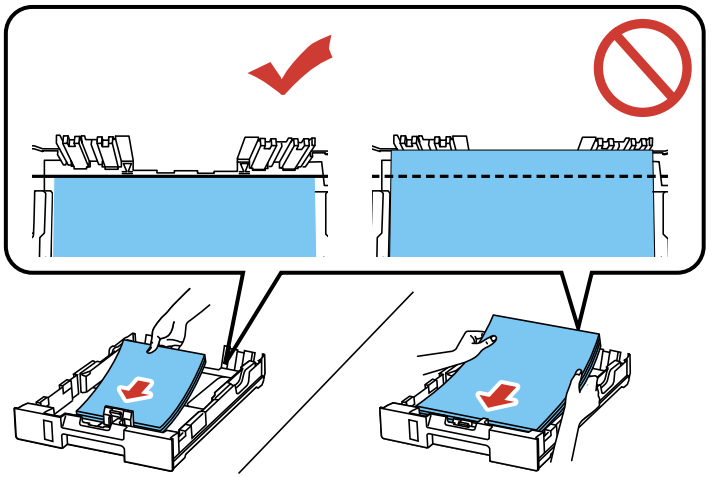
Note: If you are using legal-size paper, squeeze the tab and extend the paper cassette.



4. Set the front edge guide to the paper size you are using.

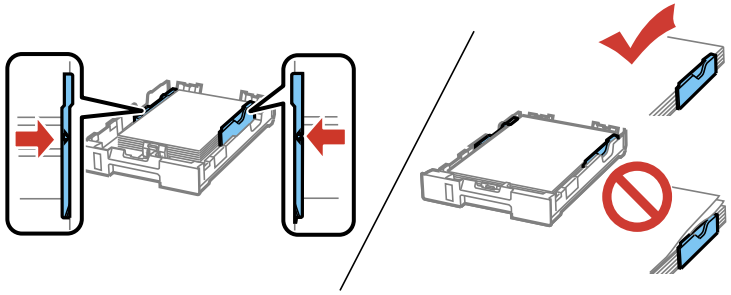


5. Load a stack of paper, printable side down, against the edge guide as shown.



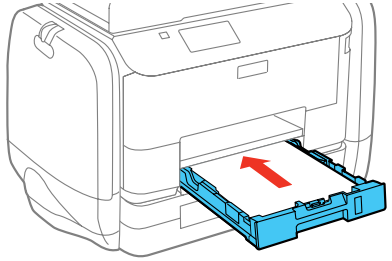
Note: Make sure the paper is loaded against the edge guide and not sticking out from the end of the cassette.

6. Slide the edge guides against the paper, but not too tightly. If you are loading paper in cassette 2, reattach the paper cassette cover.

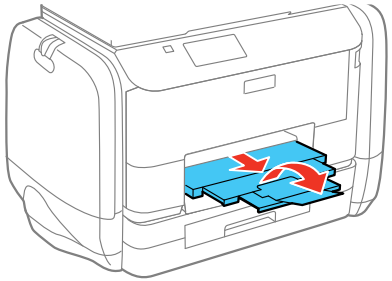


Caution: To prevent paper feeding problems, make sure the paper fits beneath the top edges of the guides.

7. Keep the cassette flat as you gently insert it.



8. Extend the output tray and open the paper stopper.



Note: If you are using legal-size or longer paper, do not open the paper stopper. Do not remove or insert the paper cassette during printing.

9. Select the size and type of paper you just loaded on the product LCD screen.

Always follow these paper loading guidelines:

- Load only the recommended number of sheets.
- Load paper short edge first, no matter which way your document faces.
- Load the printable side facedown.
- Load letterhead or pre-printed paper top edge first.
- Do not load paper above the arrow mark inside the edge guides.
- Check the paper package for any additional loading instructions.

Parent topic: Loading Paper

Related references

Paper Loading Capacity

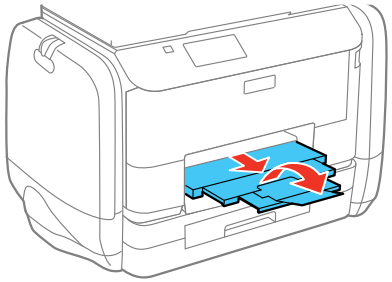
Related tasks

Loading Paper and Envelopes in the Rear Paper Feed Slot

Loading Paper and Envelopes in the Rear Paper Feed Slot

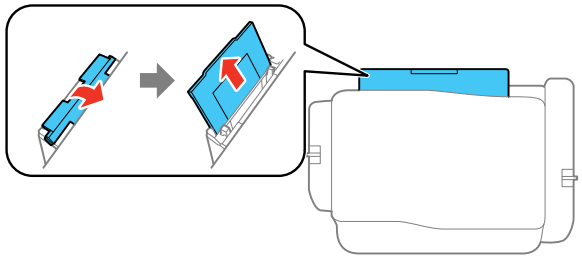
You can print envelopes or documents in a variety of paper types and sizes in the rear paper feed slot.

1. Extend the output tray and open the paper stopper.

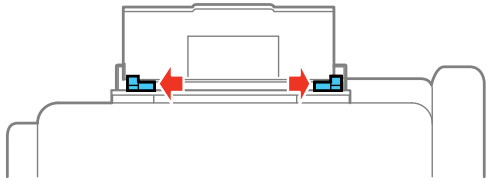


Note: If you are using legal-size or longer paper, do not open the paper stopper.

2. Open the feeder guard and pull up the paper support.

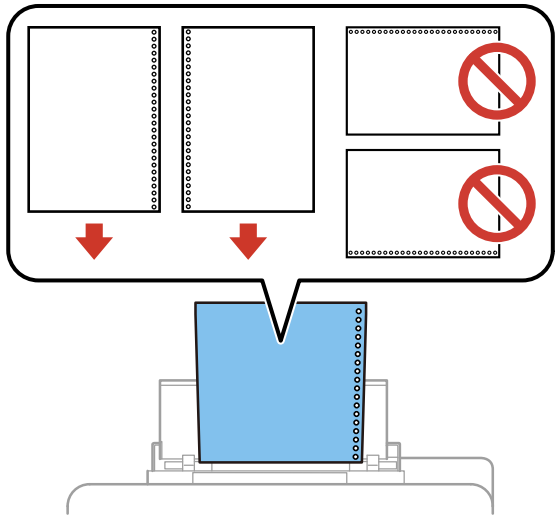


3. Slide out the edge guides.

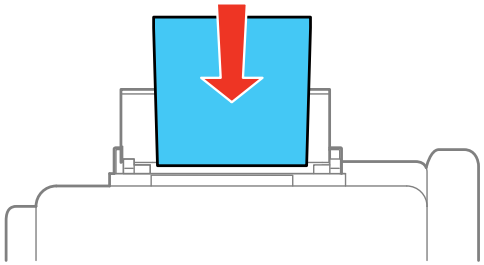


4. If you are inserting a stack of paper, fan the sheets first and tap the stack on a flat surface to even the edges.

   Note: You can load one sheet of binder paper with holes on one of the long edges as shown. Do not select automatic 2-sided printing for this type of paper.

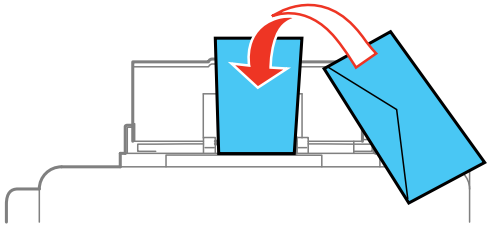


5. Do one of the following:
   - Insert paper, glossy or printable side up and short edge first, in the center of the tray.

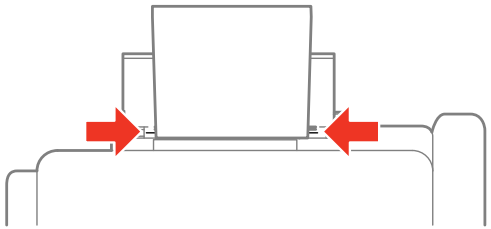


   Caution: To prevent paper feeding problems, make sure you do not load too much paper in the slot.

- Load envelopes short edge first, with the flap facing down and the flap edge to the left, in the center of the slot.



6. Slide the edge guides against the paper, but not too tightly.



7. Select the size and type of paper you just loaded on the product LCD screen.

Always follow these paper loading guidelines:

- Load only the recommended number of sheets.
- Load paper short edge first, no matter which way your document faces.
- Load the printable side faceup.
- Load letterhead or pre-printed paper top edge first.
- Do not load paper above the arrow mark inside the edge guides.
- If you have trouble loading a stack of envelopes, press each envelope flat before loading it or load one envelope at a time.
- If print quality declines when printing multiple envelopes, try loading one envelope at a time.
- Do not load envelopes that are curled, folded, or too thin.
- Check the paper package for any additional loading instructions.

Parent topic: Loading Paper

Related references

Paper Loading Capacity

Related tasks

Loading Paper in the Cassette

Paper Loading Capacity

Paper type	Loading capacity - paper cassette	Loading capacity - rear paper feed slot
Plain paper	250 sheets Letter (8.5 × 11 inches [216 × 279 mm]) and A4 (8.3 × 11.7 inches [210 × 297 mm])	80 sheets
	250 sheets Legal (8.5 × 14 inches [216 × 356 mm])	1 sheet
Epson Bright White Paper	200 sheets	50 sheets 20 sheets for manual two-sided printing
Epson Presentation Paper Matte	—	80 sheets
Thick paper (cardstock up to 68 lb [256 g/m2])	—	10 sheets Letter (8.5 × 11 inches [216 × 279 mm]) and A4 (8.3 × 11.7 inches [210 × 297 mm]) 5 sheets for manual two-sided printing
	—	1 sheet Legal (8.5 × 14 inches [216 × 356 mm])

Paper type	Loading capacity - paper cassette	Loading capacity - rear paper feed slot
Epson Premium Presentation Paper Matte Epson Premium Presentation Paper Matte Double-sided Epson Ultra Premium Presentation Paper Matte Epson Brochure & Flyer Paper Matte Double-sided Epson Photo Paper Glossy Epson Premium Photo Paper Glossy Epson Ultra Premium Photo Paper Glossy Epson Premium Photo Paper Semi-gloss	—	20 sheets
Envelopes	—	10 envelopes

Parent topic: Loading Paper

Available Epson Papers

You can purchase genuine Epson ink and paper at Epson Supplies Central at epson.com/ink3 (U.S. sales) or epson.ca (Canadian sales). You can also purchase supplies from an Epson authorized reseller. To find the nearest one, call 800-GO-EPSON (800-463-7766).

Paper Type	Size	Part number	Sheet count
Epson Bright White Paper	Letter (8.5 × 11 inches [216 × 279 mm])	S041586	500
Epson Brochure & Flyer Paper Matte Double-sided	Letter (8.5 × 11 inches [216 × 279 mm])	S042384	150

Paper Type	Size	Part number	Sheet count
Epson Presentation Paper Matte	Letter (8.5 × 11 inches [216 × 279 mm])	S041062	100
	Legal (8.5 × 14 inches [216 × 356 mm])	S041067	100
Epson Premium Presentation Paper Matte	8 × 10 inches (203 × 254 mm)	S041467	50
	Letter (8.5 × 11 inches [216 × 279 mm])	S041257 S042180	50 100
Epson Premium Presentation Paper Matte Double-sided	Letter (8.5 × 11 inches [216 × 279 mm])	S041568	50
Epson Ultra Premium Presentation Paper Matte	Letter (8.5 × 11 inches [216 × 279 mm])	S041341	50
Epson Photo Paper Glossy	4 × 6 inches (102 × 152 mm)	S041809 S042038	50 100
	Letter (8.5 × 11 inches [216 × 279 mm])	S041141 S041649 S041271	20 50 100
Epson Premium Photo Paper Glossy	4 × 6 inches (102 × 152 mm)	S041808 S041727	40 100
	5 × 7 inches (127 × 178 mm)	S041464	20
	8 × 10 inches (203 × 254 mm)	S041465	20
	Letter (8.5 × 11 inches [216 × 279 mm])	S042183 S041667	25 50
Epson Ultra Premium Photo Paper Glossy	4 × 6 inches (102 × 152 mm)	S042181 S042174	60 100
	5 × 7 inches (127 × 178 mm)	S041945	20
	8 × 10 inches (203 × 254 mm)	S041946	20
	Letter (8.5 × 11 inches [216 × 279 mm])	S042182 S042175	25 50

Paper Type	Size	Part number	Sheet count
Epson Premium Photo Paper Semi-gloss	4 × 6 inches (102 × 152 mm)	S041982	40
	Letter (8.5 × 11 inches [216 × 279 mm])	S041331	20

Parent topic: Loading Paper

Paper or Media Type Settings - Printing Software

For this paper	Select this paper Type or Media Type setting
Plain paper Epson Bright White Paper	Plain Paper / Bright White Paper
Letterhead paper	Letterhead
Recycled paper	Recycled
Color paper	Color
Preprinted paper	Preprinted
Envelopes	Envelope
Epson Ultra Premium Photo Paper Glossy	Ultra Premium Photo Paper Glossy
Epson Premium Photo Paper Glossy	Premium Photo Paper Glossy
Epson Photo Paper Glossy	Photo Paper Glossy
Epson Premium Photo Paper Semi-gloss	Premium Photo Paper Semi-Gloss
Epson Presentation Paper Matte Epson Premium Presentation Paper Matte Epson Premium Presentation Paper Matte Double-sided Epson Brochure & Flyer Paper Matte Double-sided	Premium Presentation Paper Matte
Cardstock up to 68 lb (256 g/m^2)	Card Stock

Note: The settings listed here are available only when printing from your computer; they do not apply to your product's control panel settings.

Parent topic: Loading Paper

Selecting the Paper Settings for Each Source - Control Panel

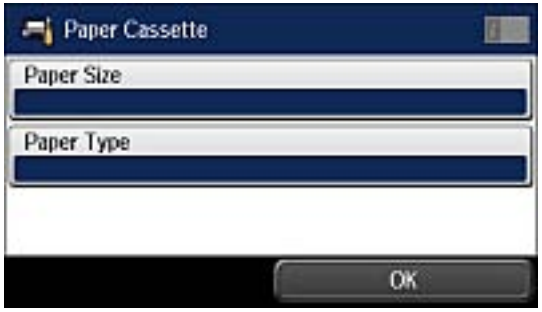
You can change the default paper size and paper type for each source using the control panel on the product.

1. Press the home button, if necessary.
2. Select **Setup**.

   You see a screen like this:

3. Select **Paper Setup**.
4. Select the paper source you want to change.

   You see a screen like this:



5. Select **Paper Size**.

6. Select the paper size you loaded.
7. Select **Paper Type**.
8. Select the paper type you loaded.
9. Select **OK**.
10. Select another paper source to change or press the home button.

Paper Type Settings - Control Panel

Parent topic: Loading Paper

Paper Type Settings - Control Panel

For this paper	Select this Paper Type setting
Plain paper Epson Bright White Paper	Plain Paper
Letterhead paper	Letterhead
Recycled paper	Recycled
Color paper	Color
Preprinted paper	Preprinted
Envelopes	Envelope
Epson Ultra Premium Photo Paper Glossy	Ultra Glossy
Epson Premium Photo Paper Glossy	Prem. Glossy
Epson Photo Paper Glossy	Glossy
Epson Premium Photo Paper Semi-gloss	Prem. Semi-Gloss
Epson Premium Presentation Paper Matte Epson Presentation Paper Matte Epson Premium Presentation Paper Matte Double-sided Epson Ultra Premium Presentation Paper Matte Epson Brochure & Flyer Paper Matte Double-sided	Prem. Matte
Cardstock up to 68 lb (256 g/m^2)	Card Stock

Parent topic: Selecting the Paper Settings for Each Source - Control Panel

Selecting Default Paper Settings - Administrator

You can adjust default paper settings as an administrator that apply to all print jobs sent to the product.

Note: These settings can be locked by an administrator. If you cannot access these settings, contact your administrator for assistance.

Selecting the Default Printer Settings
Setting the Universal Print Settings

Parent topic: Loading Paper

Selecting the Default Printer Settings

You can change default printer settings using the control panel on the product.

Note: These settings can be locked by an administrator. If you cannot access these settings, contact your administrator for assistance.

1. Press the home button, if necessary.
2. Select **Setup**.

   You see a screen like this:

3. Scroll down and select **System Administration**. Enter the administrator password, if necessary.
4. Select **Printer Settings**.

You see a screen like this:

5. Select the **Paper Source Settings** options you want to use.
6. Select one of these **Auto Error Solver** options:
   - Turn on this setting to display a warning and print on one side of paper only when a 2-sided printing error occurs, or to print the data that the printer could process when a memory full error occurs.
   - Turn off this setting to display an error message and stop printing if an error occurs.
7. When you are finished, press the home button.

Paper Source Settings Options

Parent topic: Selecting Default Paper Settings - Administrator

Paper Source Settings Options

Select the **Paper Source Settings** options you want to use for your printed jobs.

Paper Source Settings option	Available settings	Description
Rear Paper Feed Priority	**Normal**	Select **Normal** to give printing priority to paper loaded in the rear paper feed slot.
	Last	
A4/Letter Auto Switching	**On**	Select **On** to switch the selected paper size to match the loaded paper (Letter or A4) if the wrong size is selected.
	Off	

Paper Source Settings option	Available settings	Description
Auto Select Settings	**Copy**	Select **On** for any of these settings to automatically print on paper from any source containing paper that matches your paper settings.
	Fax	
	Other	
Error Notice	**Paper Size Notice**	Select **On** for either of these settings to display an error message when the selected paper type or size does not match the loaded paper.
	Paper Type Notice	

Parent topic: Selecting the Default Printer Settings

Setting the Universal Print Settings

You can change the default universal print settings using the control panel on the product.

Note: These settings can be locked by an administrator. If you cannot access these settings, contact your administrator for assistance.

1. Press the home button, if necessary.
2. Select **Setup**.

   You see this screen:

3. Scroll down and select **System Administration**. Enter the administrator password, if necessary.

You see this screen:

4. Select **Universal Print Settings**.
5. Adjust the settings as necessary.
6. When you are finished, press the home button.

Universal Print Settings Options

Parent topic: Selecting Default Paper Settings - Administrator

Universal Print Settings Options

Select the **Universal Print Settings** you want to use.

Universal Print Settings option	Available settings	Description
Top Offset	—	Adjusts the top or left margin.
Left Offset	—	
Top Offset in Back	—	Adjusts the top or left margin of the back page when performing double-sided printing.
Left Offset in Back	—	
Check Paper Width	**On**	Select **On** to check the paper width before printing. This prevents printing beyond the edges of the paper when the paper size settings are incorrect, but may reduce the printing speed.
	Off	

Universal Print Settings option	Available settings	Description
Dry Time	**Standard**	Select the ink drying time you want to use when performing double-sided printing.
	Long	
	Longer	
Skip Blank Page	**On**	Select **On** to skip printing of blank pages automatically.
	Off	

Parent topic: Setting the Universal Print Settings

Placing Originals on the Product

Follow the instructions here to place your original documents or photos on the product.

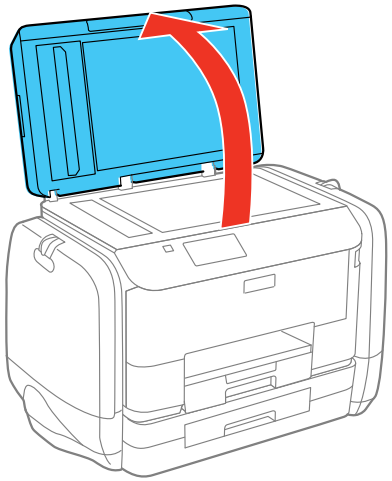
Caution: Do not place anything on top of your product or use its cover as a writing surface to avoid damaging it.

Placing Originals on the Scanner Glass
Placing Originals in the Automatic Document Feeder

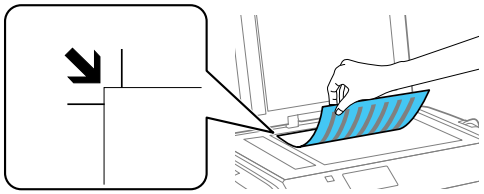
Placing Originals on the Scanner Glass

You can place originals up to this size on the scanner glass: Letter (8.5 × 11 inches [216 × 279 mm]) or A4 (8.3 × 11.7 inches [210 × 297 mm]).

1. Open the document cover.



2. Place your original facedown on the scanner glass with the top facing into the corner. Slide the original to the edges of the indicated corner.



Note: You can place multiple originals on the scanner glass. Just make sure they are at least 0.8 inch (20 mm) away from each other.

3. Close the document cover gently to keep your original in place.

Parent topic: Placing Originals on the Product

Related topics

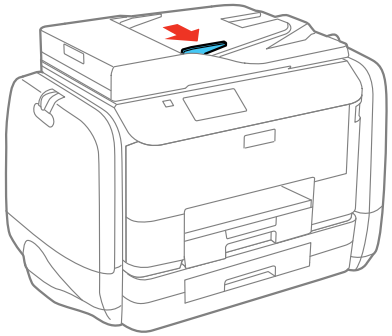
Copying
Scanning
Faxing

Placing Originals in the Automatic Document Feeder

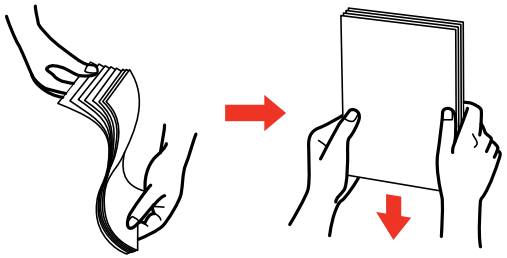
You can place multi-page original documents in the Automatic Document Feeder (ADF).You can also use the ADF to scan both sides of a 2-sided document. Make sure the originals meet the Automatic Document Feeder specifications before loading them.

Caution: Make sure your originals are not creased or folded, and do not contain holes, staples, tape, or other materials that could obstruct the feeder.

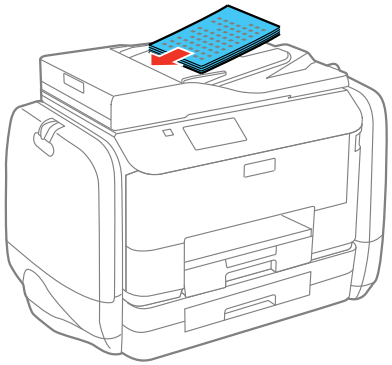
1. Slide the ADF edge guide outward.



2. Fan your stack of originals and tap them gently on a flat surface to even the edges.

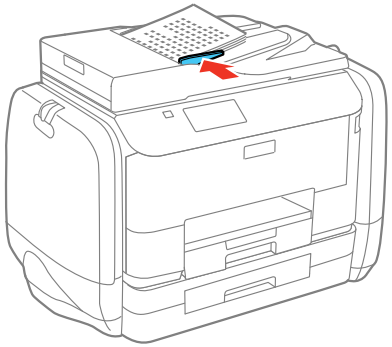


3. Insert the originals into the ADF faceup and top-edge first.



The **ADF** icon on the control panel lights up.

4. Slide the ADF edge guide against the originals, but not too tightly.



Parent topic: Placing Originals on the Product

Related references

Automatic Document Feeder (ADF) Specifications

Related topics

Copying
Scanning
Faxing

Copying

See the information here to copy documents or photos using your product.

Note: Copies may not be exactly the same size as your originals.

Copying Documents or Photos
Copying Options

Copying Documents or Photos

You can copy documents or photos onto various sizes and types of paper, including Epson special papers.

1. Place your original document or photo on the scanner glass, or place multi-page documents in the ADF.
2. Load the paper you want to print on.
3. Press the home button, if necessary.
4. Select **Copy**.

   You see a screen like this:

5. To print more than one copy, press a number key on the product's control panel, or select **copies** and use the displayed keypad to enter the number of copies.
6. Change any of the displayed settings as necessary.

7. Select **Settings** to view and change additional copy settings, if necessary. Then press the back button
8. Select **Preview** to preview your copy on the LCD screen.
9. Select **Preset** to save your copy settings.

   Note: Presets can be locked by an administrator. If you can't access or change this setting, contact your administrator for assistance.

10. When you are ready to copy, press one of the buttons.

    Note: To cancel printing, press the **Stop** button or select **Cancel**.

Parent topic: Copying

Related references

Available Epson Papers

Copying Options

Related tasks

Using Presets

Related topics

Loading Paper

Placing Originals on the Product

Copying Options

Select the copying options you want to use for your copies.

Note: Not all options or settings may be available, depending on other copying settings.

Copying option	Available settings	Description
Layout	**With Border**	Leaves a small margin around the image or document
	2-up Copy	Copies multiple page documents onto one sheet. Also, select **Settings** and change the **Document Orientation** and **Layout Order** settings as necessary.
	4-up	
	ID Card	Copies both sides of an ID card onto one side of a sheet of paper
Document Size	Various sizes	Select the document size of your original
Paper Source	Various sources	Select the paper source that you want to use. If you select **Auto**, paper is fed automatically depending on the paper settings you selected for the paper sources.
Zoom	**Custom Size**	Automatically sizes the image by the percentage you select
	Actual Size	Copies at 100% size
	Auto Fit Page	Automatically sizes the image to fit the paper size you selected
	Letter->4x6in and other conversions	Automatically converts from one size to another
2-Sided	**Off**	Select to make 2-sided copies. When you select **1>2-Sided** or **2>1-Sided**, also select **Advanced** and select the binding edge for your originals or copies.
	2>2-Sided	
	1>2-Sided	
	2>1-Sided	
Document Orientation	**Portrait**	Specifies the orientation of your originals
	Landscape	
Quality	**Text**	Specifies the document type of your originals and adjusts the quality of your copies
	Text(Best)	
	Text & Image	
	Text & Image(Best)	
	Photo	
Density	Varying levels	Adjusts the lightness or darkness of copies

Copying option	Available settings	Description
Remove Shadow	**Off**	Select **On** to erase the shadows that appear in the center of a document when copying a book or that appear around a document when copying thick paper. You can also select the area and amount of shadow removal.
	On	
Remove Punch Holes	**Off**	Select **On** to erase the binding holes on a document
	On	
Collate Copy	**Off**	Select **On** to print multiple copies of a multi-page document both in order and sorted into sets
	On	
Dry Time	**Standard**	Select to adjust the drying time for 2-sided copies, if smudges or marks appear on the front of the paper when you print on the second side
	Long	
	Longer	
Advanced Settings	Various settings	Select advanced settings such as **Saturation** and **Sharpness**

Parent topic: Copying

Printing from a Computer

Before printing from your computer, make sure you have set up your product and installed its software as described on the *Start Here* sheet.

Note: If you have an Internet connection, it is a good idea to check for updates to your product software on Epson's support website. If you see a Software Update screen, select **Enable automatic checking** and click **OK**. The update scans your system to see if you have the latest product software. Follow the on-screen instructions.

Printing with Windows
Printing with OS X
Cancelling Printing Using a Product Button

Printing with Windows

You can print with your product using any Windows printing program, as described in these sections.

Selecting Basic Print Settings - Windows
Selecting Double-sided Printing Settings - Windows
Selecting Additional Layout and Print Options - Windows
Selecting a Printing Preset - Windows
Selecting Extended Settings - Windows
Printing Your Document or Photo - Windows
Locking Printer Settings - Windows
Entering a User ID and Password for Printing
Selecting Default Print Settings - Windows
Changing Automatic Update Options

Parent topic: Printing from a Computer

Selecting Basic Print Settings - Windows

Select the basic settings for the document or photo you want to print.

1. Open a photo or document for printing.

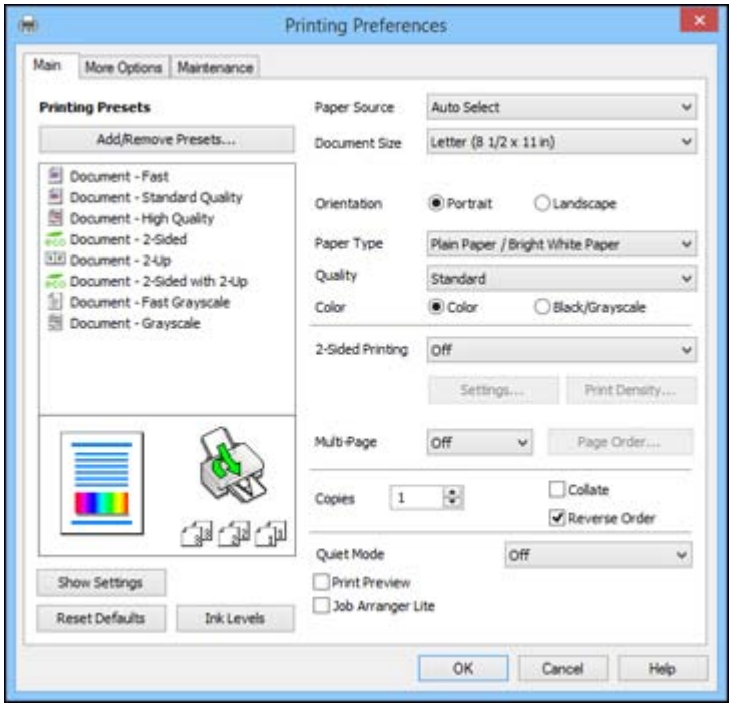
2. Select the print command in your application.

   Note: You may need to select a print icon on your screen, the **Print** option in the **File** menu, or another command. See your application's help utility for details.

3. If necessary, select your product name as the printer you want to use.

   Note: You may also need to select **Properties** or **Preferences** to view your print settings.

   You see the Main tab of your printer settings window:



4. For the **Paper Source** setting, select where you loaded the paper you want to print on.
5. Select the size of the paper you loaded as the **Document Size** setting.

   Note: You can also select the **User-Defined** setting to create a custom paper size.

6. Select the orientation of your document.

   Note: If you are printing an envelope, select **Landscape**.

7. Select the type of paper you loaded as the **Paper Type** setting.

   Note: The setting may not exactly match the name of your paper. Check the paper type settings list for details.

8. Select the **Quality** setting that matches the print quality you want to use.
9. Select a Color option:
   - To print a color document or photo, select the **Color** setting.
   - To print text and graphics in black or shades of gray, select the **Black/Grayscale** setting.
10. To print on both sides of the paper, select the **2-Sided Printing** checkbox and select the options you want.
11. To print multiple pages on one sheet of paper, or print one image on multiple sheets of paper, select one of the settings in the **Multi-Page** menu and select the printing options you want.
12. To print multiple copies and arrange their print order, select the **Copies** options.
13. To preview your job before printing, select **Print Preview**.
14. To save your print job as a project that can be modified and combined with other print jobs, select **Job Arranger Lite**.
15. To reduce noise during printing when you select **Plain Paper/Bright White Paper**, select **On** in the Quiet Mode menu.

Paper Source Options - Windows
Print Quality Options - Windows
Multi-Page Printing Options - Windows

Parent topic: Printing with Windows

Related references

Paper or Media Type Settings - Printing Software

Related tasks

Selecting Double-sided Printing Settings - Windows
Printing Your Document or Photo - Windows
Entering a User ID and Password for Printing

Paper Source Options - Windows

You can select any of the available options in the Paper Source menu to print on the paper loaded in that source.

Note: Paper Cassette 2 is available only if your product has two cassettes.

Auto Select
Automatically selects the paper source based on the selected paper size.

Paper Cassette 1
Selects the paper in cassette 1 as the paper source.

Paper Cassette 2
Selects the paper in cassette 2 as the paper source.

Rear Paper Feed
Selects the paper in the rear feed slot as the paper source.

Parent topic: Selecting Basic Print Settings - Windows

Print Quality Options - Windows

You can select any of the available Quality options to fine-tune the quality of your print. Some settings may be unavailable, depending on the paper type and border setting you have chosen.

Draft
For draft printing on plain paper.

Standard
For everyday text and image printing.

Standard - Vivid
For text and graphics with good quality and print speed.

High
For photos and graphics with high print quality.

More Settings
Opens a window that lets you choose among levels of speed and quality.

Parent topic: Selecting Basic Print Settings - Windows

Multi-Page Printing Options - Windows

You can select any of the available options in the Multi-Page menu to set up your multi-page print job.

2-Up and 4-Up
Prints 2 or 4 pages on one sheet of paper. Click the **Page Order** button to select page layout and border options.

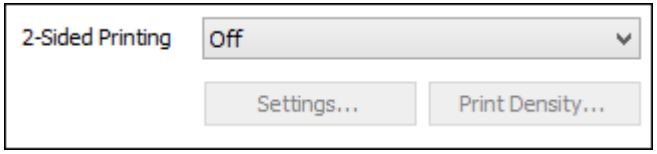
2×1 Poster, 2×2 Poster, 3×3 Poster, 4×4 Poster
Prints one image on multiple sheets of paper to create a larger poster. Click the **Settings** button to select image layout and guideline options.

Parent topic: Selecting Basic Print Settings - Windows

Selecting Double-sided Printing Settings - Windows

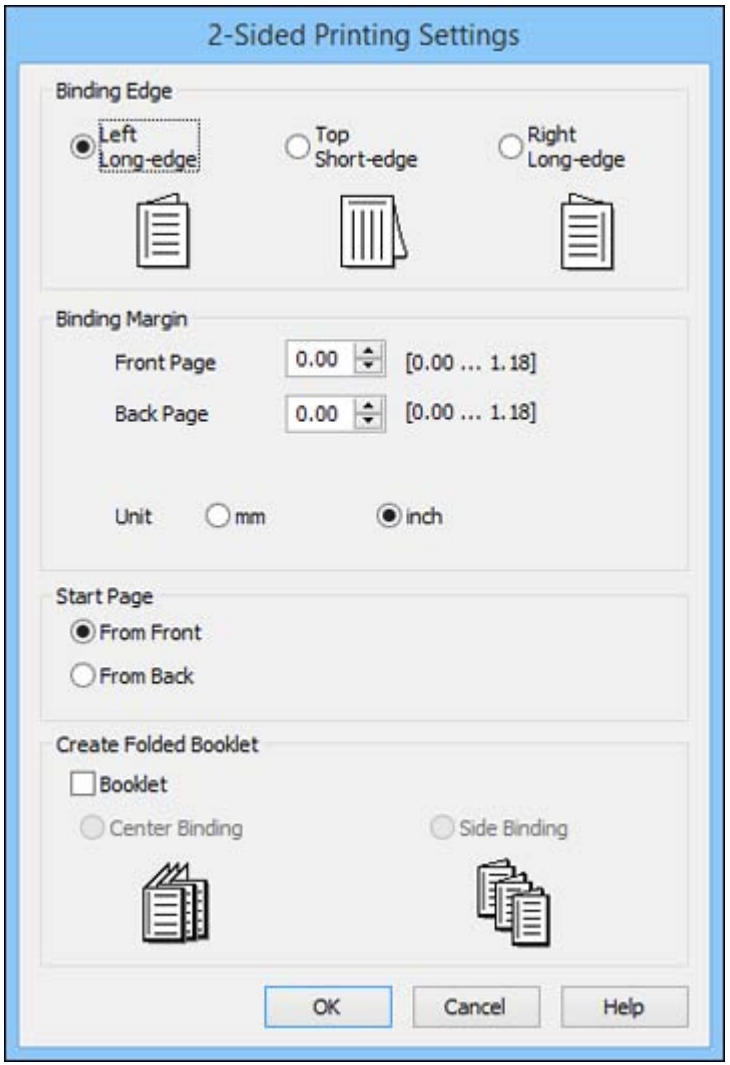
You can print on both sides of the paper by selecting one of the **2-Sided Printing** options on the Main tab.

Note: Some options may be pre-selected or unavailable, depending on other settings you have chosen or if you are accessing the product over a network.



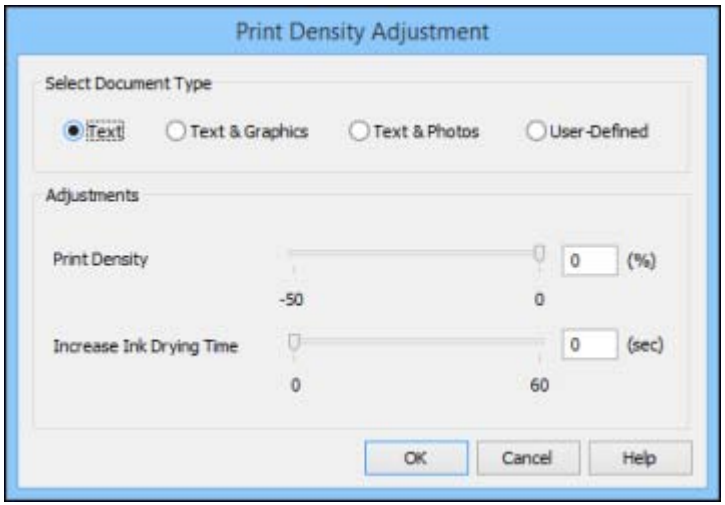
1. Select one of the following options for **2-Sided Printing**:
   - **Auto (Long-edge binding)** to print your double-sided print job by automatically flipping the paper on the long edge.
   - **Auto (Short-edge binding)** to print your double-sided print job by automatically flipping the paper on the short edge.
2. Click the **Settings** button.

You see this window:



3. Select the double-sided printing options you want to use.
4. Click **OK** to return to the Main tab.
5. Click the **Print Density** button.

You see this window:



6. Select the type of document you are printing as the Document Type setting. The software automatically sets the **Adjustments** options for that document type.
7. If necessary, select the **Adjustments** options you want to use.
8. Click **OK** to return to the Main tab.
9. Print a test copy of your double-sided document to test the selected settings.
10. Follow any instructions displayed on the screen during printing.

Double-sided Printing Options - Windows

Print Density Adjustments - Windows

Parent topic: Printing with Windows

Related tasks

Selecting Basic Print Settings - Windows

Double-sided Printing Options - Windows

You can select any of the available options on the 2-Sided Printing Settings window to set up your double-sided print job.

Binding Edge Options

Select a setting that orients double-sided print binding in the desired direction.

Binding Margin Options
Select options that define a wider margin to allow for binding.

Start Page
Selects whether printing starts on the front or back page.

Create Folded Booklet Options
Select the **Booklet** checkbox and a binding option to print double-sided pages as a booklet.

Parent topic: Selecting Double-sided Printing Settings - Windows

Print Density Adjustments - Windows

You can select any of the available options on the Print Density Adjustment window to adjust the print quality of your double-sided print job.

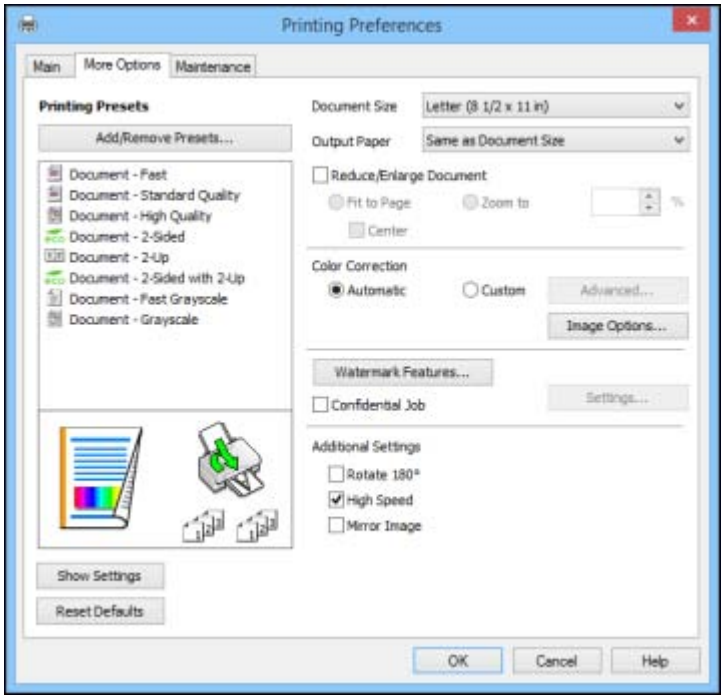
Print Density
Sets the level of ink coverage for double-sided printing.

Increase Ink Drying Time
Sets the amount of time required for drying ink after printing on one side of the paper before printing the other side in double-sided printing to prevent ink smearing.

Parent topic: Selecting Double-sided Printing Settings - Windows

Selecting Additional Layout and Print Options - Windows

You can select a variety of additional layout and printing options for your document or photo on the More Options tab.



1. To change the size of your printed document or photo, select the **Reduce/Enlarge Document** checkbox and select one of these sizing options:
   - Select the **Fit to Page** option to size your image to fit the paper you loaded. Select the size of the your document or photo as the **Document Size** setting, and the size of your paper as the **Output Paper** setting. If you want to center your image on the paper, select the **Center** option.
   - Select the **Zoom to** option to reduce or enlarge your document or photo by a specific percentage. Select the percentage in the **%** menu.
2. Select one of the following Color Correction options:
   - Select **Automatic** to automatically adjust the sharpness, brightness, contrast, and color saturation for your image.

- Select **Custom** and click the **Advanced** button to manually adjust the color correction settings or turn off color management in your printer software.
- Select **Image Options** to access additional settings for improving printed images.

  Note: You can also select **Color Universal Print** settings.

3. To add the following features, click the **Watermark Features** button:
   - **Anti-Copy Pattern**: adds a watermark that only appears when your printout is copied.
   - **Watermark**: adds a visible watermark to your printout.

     Note: Click the **Add/Delete** button to create your own watermark, and click the **Settings** button to customize the watermark.

   - **Header/Footer**: adds information such as the date and time to the top or bottom of your printout.

     Note: Click the **Settings** button to customize the text and location of the header or footer.

4. To add a password to your print job, select the **Confidential Job** checkbox, then enter a password. Confidential jobs are stored in the product's memory without being printed. To print the job, enter the password for the confidential job on the product's control panel.

   Note: Confidential print jobs are cleared from the product's memory after printing.

5. Select any of the Additional Settings options to customize your print.

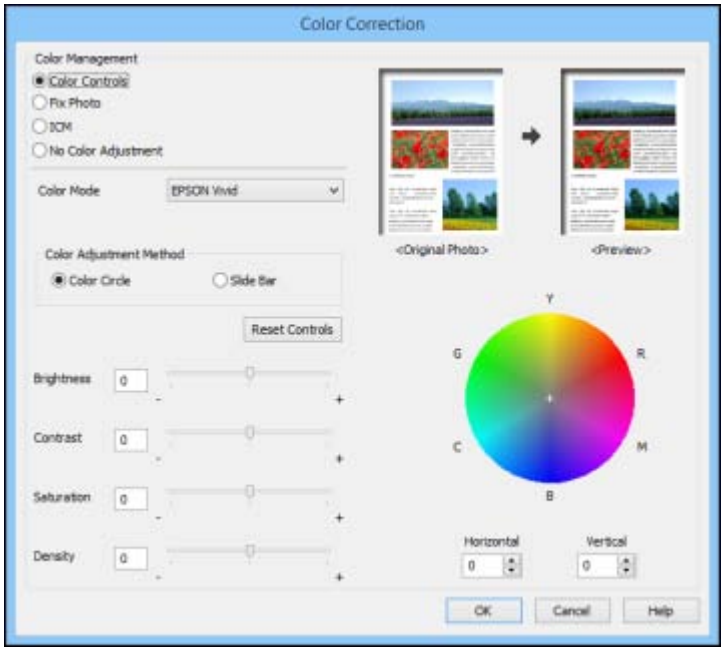
Custom Color Correction Options - Windows
Image Options and Additional Settings - Windows
Header/Footer Settings - Windows

Parent topic: Printing with Windows

Related tasks
Printing Your Document or Photo - Windows

Custom Color Correction Options - Windows

You can select any of the available options in the Color Correction window to customize the image colors for your print job.



Color Controls

Lets you select a **Color Mode** setting, individual settings for **Brightness**, **Contrast**, **Saturation**, and **Density**, and individual color tones. Depending on the selected color mode, you can also adjust the midtone density using the **Gamma** setting.

Fix Photo

Improves the color, contrast, and sharpness of flawed photos.

Note: Fix Photo uses a sophisticated face recognition technology to optimize photos that include faces. For this to work, both eyes and the nose must be visible in the subject's face. If your photo includes a face with an intentional color cast, such as a statue, you may want to turn off **Fix Photo** to retain the special color effects.

ICM
Lets you manage color using installed color printing profiles.

No Color Adjustment
Turns off color management in your printer software so you can manage color using only your application software.

Parent topic: Selecting Additional Layout and Print Options - Windows

Image Options and Additional Settings - Windows

You can select any of the Image Options and Additional Settings to customize your print. Some options may be pre-selected or unavailable, depending on other settings you have chosen.

Image Options

Emphasize Text
Adjusts the weight of printed text to increase readability.

Emphasize Thin Lines
Adjusts the weight of printed lines to increase visibility.

Edge Smoothing
Smooths jagged edges in low-resolution images such as screen captures or images from the Web.

Fix Red-Eye
Reduces or removes red-eye in photos.

Print Text in Black
Prints colored text in black.

For Color Text
Prints colored text on a background pattern or underlined.

For Color Graphs and Images
Prints colored graphics and images with overlay patterns.

For Color Text, Graphs, and Images
Prints colored text, graphics, and images with overlay patterns.

Enhancement Options
Specifies Color Universal Print enhancement settings for text, graphics, and images.

Additional Settings Options

Rotate 180º
Prints the image rotated 180º from its original orientation.

High Speed
Speeds up printing but may reduce print quality.

Mirror Image
Flips the printed image left to right.

Parent topic: Selecting Additional Layout and Print Options - Windows

Header/Footer Settings - Windows

You can select any of the Header/Footer Settings options to add headers or footers when you print. The items are available to print at the top or bottom of your pages, in either the left, right, or center of the page.

Note: These settings are not saved with your document.

You can select to print the following information:

- User Name
- Computer Name
- Date
- Date/Time
- Collate Number (copy number)

Note: The user name, computer name, date, and time come from the Windows Control Panel on your computer.

Parent topic: Selecting Additional Layout and Print Options - Windows

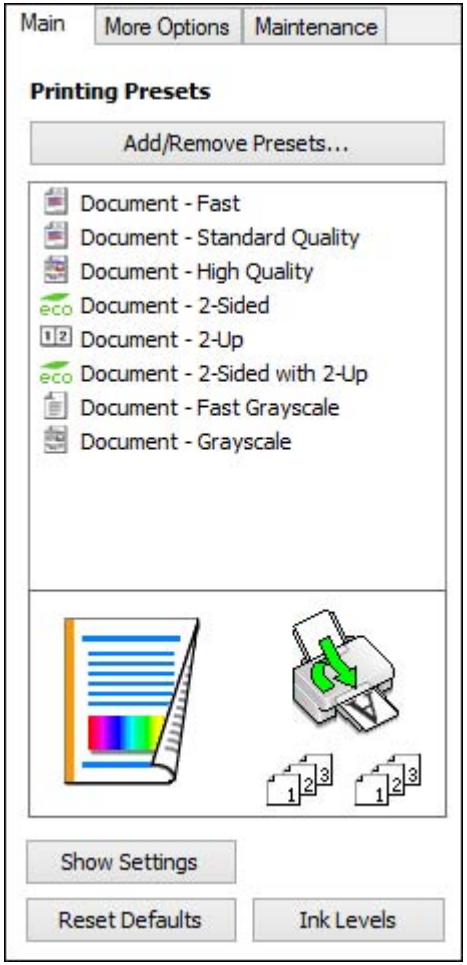
Selecting a Printing Preset - Windows

For quick access to common groups of print settings, you can select a printing preset on the Main or More Options tab.

Note: You can create your own preset by clicking the **Add/Remove Presets** button.

1. Click the **Main** or **More Options** tab.

   You see the available **Printing Presets** on the left:



2. Place your cursor over one of the **Printing Presets** to view its list of settings.
3. Click on a preset to change its settings, or use any of the available options on the screen to control your printing presets.
4. To choose a preset for printing, select it.
5. Click **OK**.

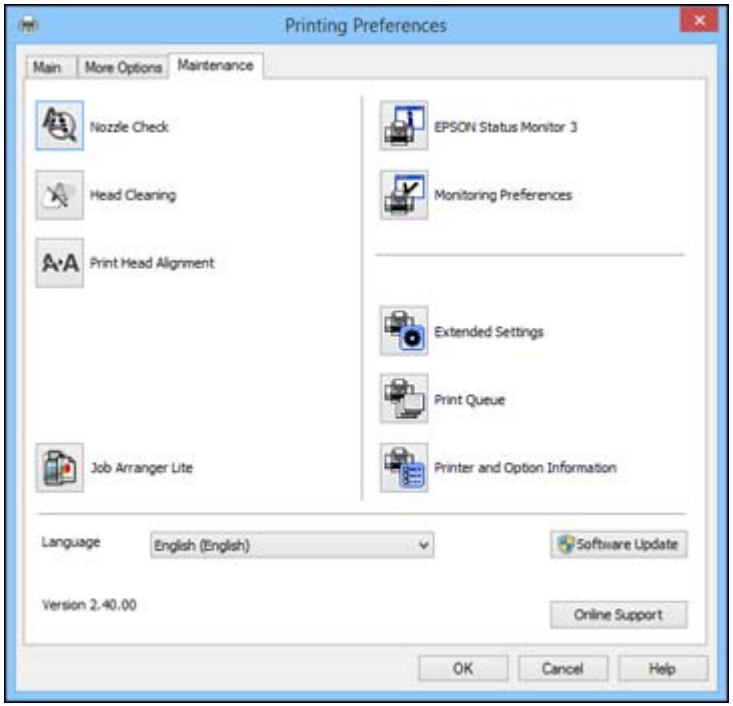
Parent topic: Printing with Windows

Selecting Extended Settings - Windows

You can select additional settings that apply to all the print jobs you send to your product.

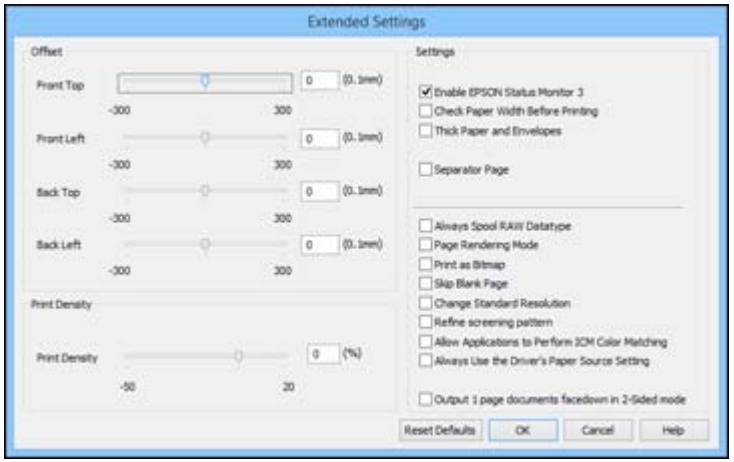
1. Access the Windows Desktop and right-click the product icon in the Windows taskbar.
2. Select **Printer Settings**.
3. Click the **Maintenance** tab.

   You see the maintenance options:



4. Click the **Extended Settings** button.

   You see this window:



5. Select any of the extended settings to customize your print.
6. Click **OK** to close the Extended Settings window.
7. Click **OK** to close the printer software window.

Extended Settings - Windows

Parent topic: Printing with Windows

Extended Settings - Windows

You can select from these settings on the Extended Settings window.

Enable EPSON Status Monitor 3
Enables product monitoring for ink and paper supplies and other issues.

Check Paper Width Before Printing
Prevents printing beyond the edges of the paper if the paper size setting is incorrect; may reduce print speed.

Thick Paper and Envelopes
Prevents ink from smearing when you print on envelopes or other thick paper.

Separator Page
Before each document, prints a separator page containing the title, user, date, and time.

Always Spool RAW Datatype
Increases print speed and may solve other printing problems.

Page Rendering Mode
Increases print speed when printing is extremely slow or the print head stops during printing.

Print as Bitmap
Increases print speed when printing is extremely slow or the print head stops during printing, and other settings do not help.

Skip Blank Page
Ensures that your product does not print pages that contain no text or images.

Change Standard Resolution
Reduces the resolution of print data to correct printing problems.

Refine screening pattern
Prints graphics with a finer screening pattern.

Allow Applications to Perform ICM Color Matching
Allows applications to perform ICM color matching.

Always Use the Driver's Paper Source Setting
Prints using the paper source setting in the printer driver, rather than the setting in your application.

Output 1 page documents facedown in 2-Sided mode
Outputs single-sided pages in a 2-sided print job facedown instead of faceup.

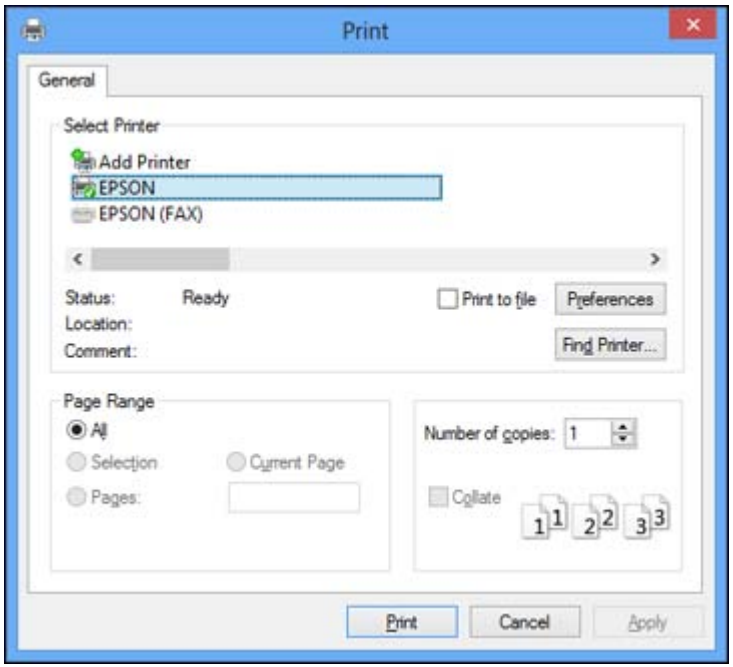
Parent topic: Selecting Extended Settings - Windows

Printing Your Document or Photo - Windows

Once you have selected your print settings, you are ready to save your settings and print.

1. Click **OK** to save your settings.

You see your application's Print window, such as this one:



2. Click **OK** or **Print** to start printing.

Parent topic: Printing with Windows

Locking Printer Settings - Windows

Administrators can lock some printer settings to prevent unauthorized changes. The following settings can be locked:

- Anti-copy pattern
- Watermark
- Header/footer
- Color printing
- 2-sided printing
- Multi-page printing

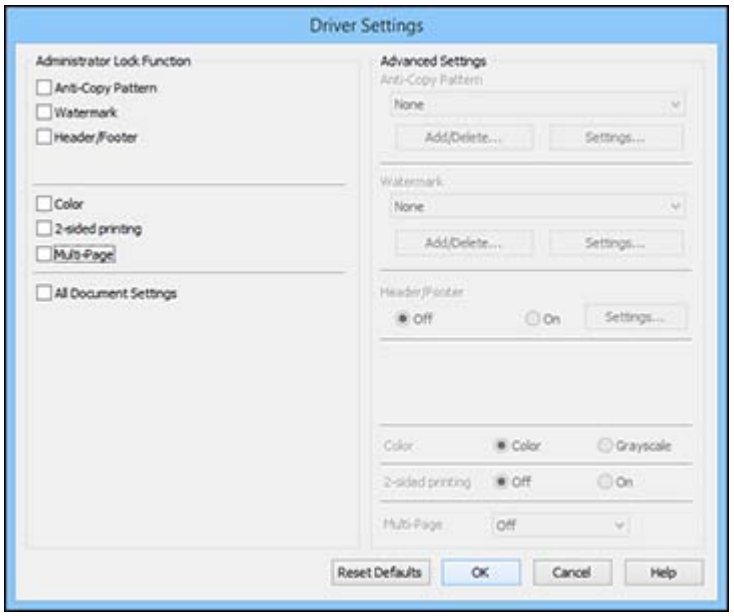
- All document settings

1. Do one of the following:
   - **Windows 8.x:** Navigate to the **Apps** screen and select **Control Panel** > **Hardware and Sound** > **Devices and Printers**. Right-click your product and select **Printer properties**.
   - **Windows 7:** Click and select **Devices and Printers**. Right-click your product and select **Printer properties**.
   - **Windows Vista:** Click and select **Control Panel**. Click **Printer** under **Hardware and Sound**, then right-click your product and select **Properties**.
   - **Windows XP:** Click **Start** and select **Printers and Faxes**. Right-click your product and select **Properties**.
2. Click the **Optional Settings** tab.

   Note: You can prevent access to the **Optional Settings** tab by changing the user or group permissions in the **Security** tab.

3. Click **Driver Settings**.

You see this window:



4. Select the checkbox for the function or functions you want to lock. To lock all print settings, select **All Document Settings**.
5. Under **Advanced Settings**, select the setting you want for each selected function.
6. Click **OK**.

Administrator Lock Settings

Parent topic: Printing with Windows

Administrator Lock Settings

Select the settings you want to use for locking print functions.

Printing function	Available settings	Description
Anti-Copy Pattern	Various data items	Lets you select the data to use for the pattern (or prohibit anti-copy patterns)
	Add/Delete	Lets you add (or delete) a customized anti-copy pattern
	Settings	Lets you select the arrangement, size, and other settings for the custom anti-copy pattern
Watermark	Various text watermarks	Lets you select the text for the watermark (or prohibit watermarks)
	Add/Delete	Lets you add (or delete) a customized text or image-based watermark
	Settings	
		Lets you select the size, position, color and other watermark settings
Header/Footer	**Off**	Prohibits headers or footers
	On	Allows headers and footers
	Settings	Lets you select the text and position for printing headers and/or footers
Color	**Color**	Allows color printing
	Grayscale	Prints in black or shades of gray only
2-sided printing	**Off**	Allows printing on one side of the paper only
	On	Allows printing on both sides of the paper
Multi-Page	**Off**	Prohibits multi-page settings
	2-Up	Prints 2 pages on one sheet of paper
	4-Up	Prints 4 pages on one sheet of paper

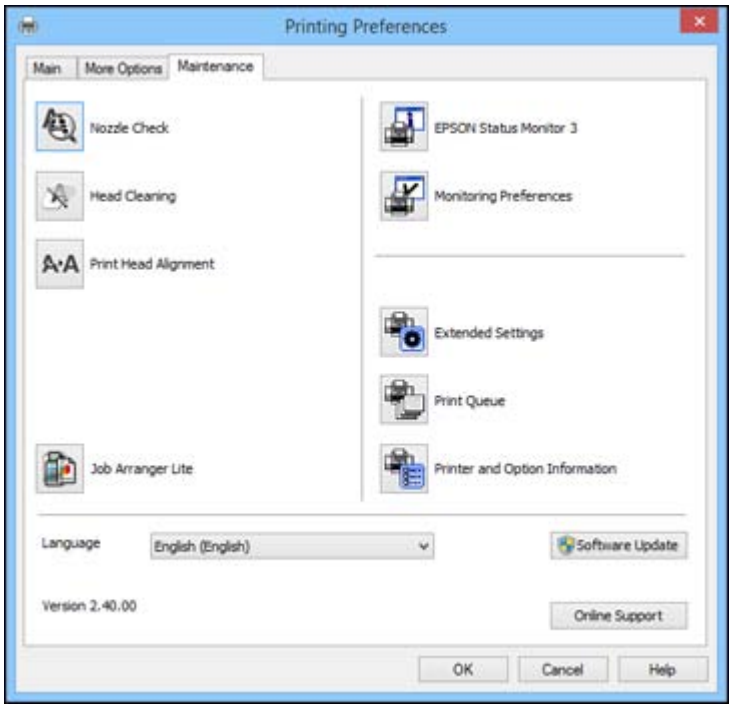
Parent topic: Locking Printer Settings - Windows

Entering a User ID and Password for Printing

If Access Control is enabled on the product, a user ID and password may be required to print. You can enter the user ID and password in the printer driver.

Note: If you do not know the user ID or password, contact your administrator for assistance.

1. Click the **Maintenance** tab.



2. Click the **Printer and Option Information** button.
3. Select the **Save Access Control Settings** checkbox.
4. Click the **Settings** button.
5. Enter your user name and password.
6. Click **OK**.

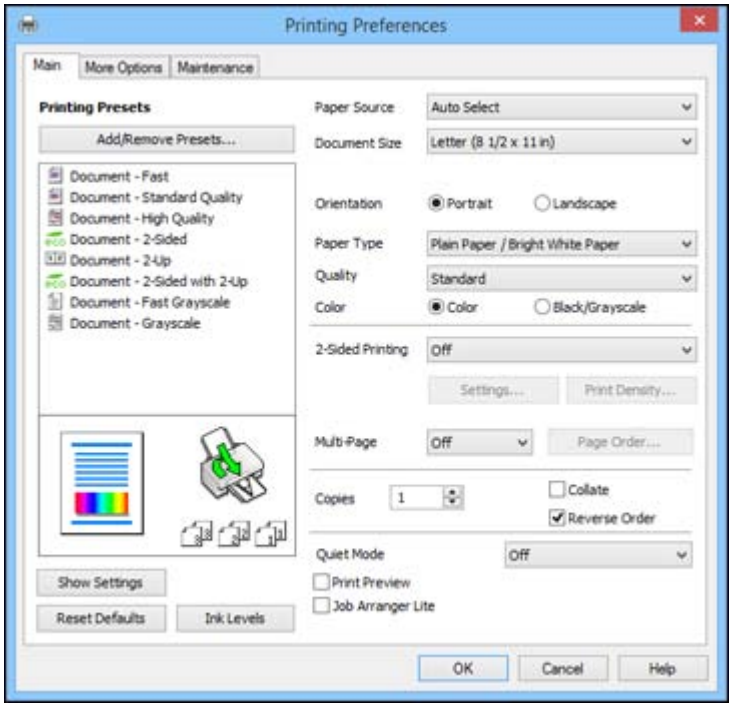
Parent topic: Printing with Windows

Selecting Default Print Settings - Windows

When you change your print settings in a program, the changes apply only while you are printing in that program session. If you want to change the print settings you use in all your Windows programs, you can select new default print settings.

1. Access the Windows Desktop and right-click the product icon in the Windows taskbar.
2. Select **Printer Settings**.

   You see the printer settings window:



3. Select the print settings you want to use as defaults in all your Windows programs.
4. Click **OK**.

These settings are now the defaults selected for printing. You can still change them as needed for printing in any program session.

Changing the Language of the Printer Software Screens

Parent topic: Printing with Windows

Changing the Language of the Printer Software Screens

You can change the language used on the Windows printer software screens.

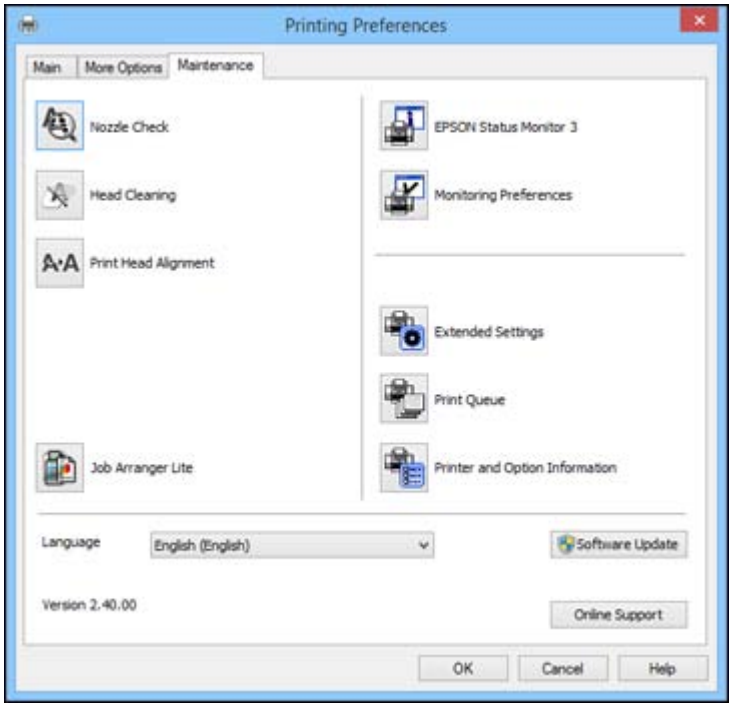
1. Access the Windows Desktop and right-click the product icon in the Windows taskbar.

2. Select **Printer Settings**.

   You see the printer settings window.

3. Click the **Maintenance** tab.

   You see the maintenance options:



4. Select the language you want to use as the **Language** setting.
5. Click **OK** to close the printer software window.

The printer software screens appear in the language you selected the next time you access them.

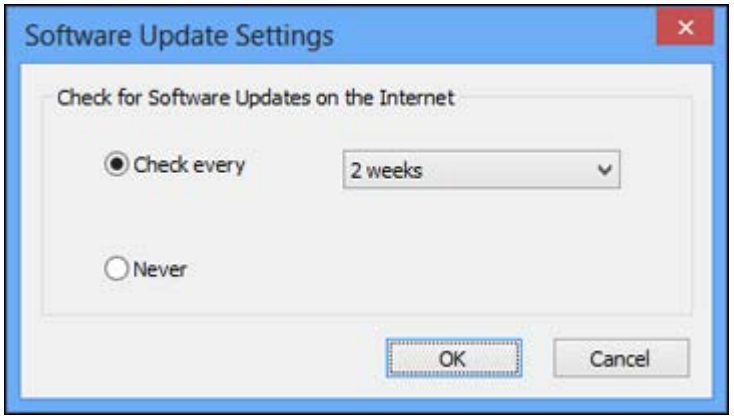
Parent topic: Selecting Default Print Settings - Windows

Changing Automatic Update Options

Your printer software for Windows automatically checks for updates to the product software. You can change how often the software checks for updates or disable this feature.

1. Access the Windows Desktop and right-click the product icon in the Windows taskbar.
2. Select **Software Update Settings**.

   You see this window:



3. Do one of the following:
   - To change how often the software checks for updates, select a setting in the **Check every** menu.
   - To disable the automatic update feature, select the **Never** option.
4. Click **OK** to exit.

Note: If you choose to disable the automatic update feature, you can check for updates manually.

Parent topic: Printing with Windows

Related tasks

Checking for Software Updates

Printing with OS X

You can print with your product using any OS X printing program, as described in these sections.

Note: If you have an Internet connection, it is a good idea to check for updates to your product software on Epson's support website.

Selecting Basic Print Settings - OS X
Selecting Page Setup Settings - OS X
Selecting Print Layout Options - OS X
Selecting Double-sided Printing Settings - OS X
Managing Color - OS X
Selecting Printing Preferences - OS X
Printing Your Document or Photo - OS X

Parent topic: Printing from a Computer

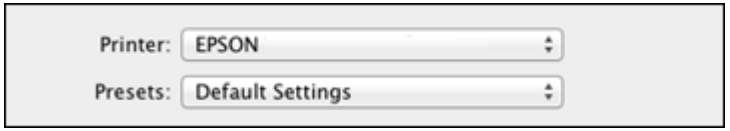
Selecting Basic Print Settings - OS X

Select the basic settings for the document or photo you want to print.

1. Open a photo or document for printing.
2. Select the print command in your application.

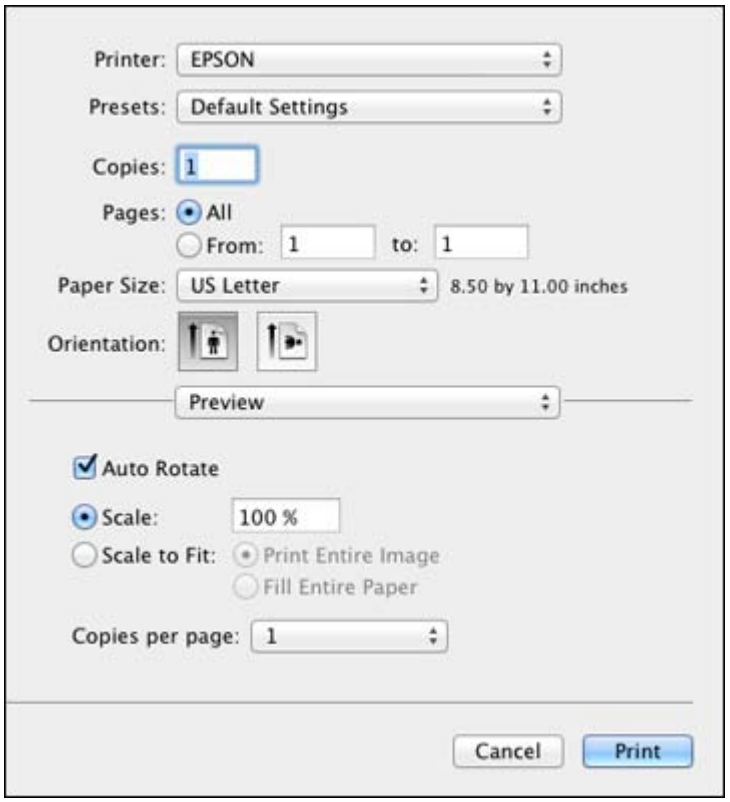
   Note: You may need to select a print icon on your screen, the **Print** option in the File menu, or another command. See your application's help utility for details.

3. Select your product as the **Printer** setting.



4. If necessary, click the arrow next to the Printer setting or the **Show Details** button to expand the print window.

You see the expanded printer settings window for your product:



Note: The print window may look different, depending on the version of OS X and the application you are using.

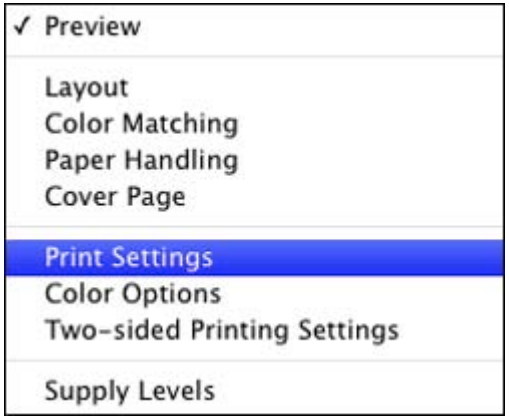
5. Select the **Copies** and **Pages** settings as necessary.

   Note: If you do not see these settings in the print window, check for them in your application before printing.

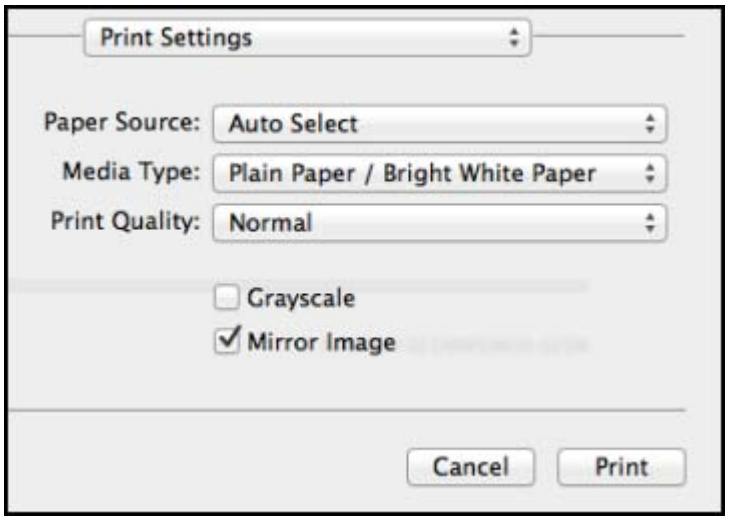
6. Select the page setup options: **Paper Size** and **Orientation**.

   Note: If you do not see these settings in the print window, check for them in your application before printing. They may be accessible by selecting **Page Setup** from the File menu.

7. Select any application-specific settings that appear on the screen, such as those shown in the image above for the Preview application.
8. Select **Print Settings** from the pop-up menu.



You see these settings:



9. Select the **Paper Source** you wish to print from.
10. Select the type of paper you loaded as the **Media Type** setting.

    Note: The setting may not exactly match the name of your paper. Check the paper type settings list for details.

11. Select the **Print Quality** setting you want to use.
12. Select any of the available print options.

Paper Source Options - OS X
Print Quality Options - OS X
Print Options - OS X

Parent topic: Printing with OS X

Related references

Paper or Media Type Settings - Printing Software

Related tasks

Selecting Page Setup Settings - OS X

Printing Your Document or Photo - OS X

Paper Source Options - OS X

You can select any of the available options in the Paper Source menu to print on the paper loaded in that source.

Auto Select
Automatically selects the paper source based on the selected paper size.

Cassette 1
Selects the paper in cassette 1 as the paper source.

Cassette 2
Selects the paper in cassette 2 as the paper source.

Rear Paper Feed
Selects the paper in the rear feed slot as the paper source.

Parent topic: Selecting Basic Print Settings - OS X

Print Quality Options - OS X

You can select any of the available Print Quality options to fine-tune the quality of your print. Some settings may be unavailable, depending on the paper type setting you have chosen.

Draft
For draft printing on plain paper.

Normal
For everyday text and image printing.

Normal - Vivid
For everyday text and image printing with good quality and print speed.

Fine
For text and graphics with good quality and print speed.

Quality
For text and graphics with increased quality and print speed.

Best Quality
For the best print quality, but the slowest print speed.

Parent topic: Selecting Basic Print Settings - OS X

Print Options - OS X

You can select any of the print options to customize your print. Some options may be unavailable, depending on other settings you have chosen.

Grayscale
Prints text and graphics in black or shades of gray.

Mirror Image
Lets you flip the printed image horizontally.

Parent topic: Selecting Basic Print Settings - OS X

Selecting Page Setup Settings - OS X

Depending on your application, you may be able to select the paper size and orientation settings from the print window.

Note: If you do not see these settings in the print window, check for them in your application before printing. They may be accessible by selecting **Page Setup** from the File menu.

1. Select the size of the paper you loaded as the **Paper Size** setting.
2. Select the orientation of your document or photo as shown in the print window.

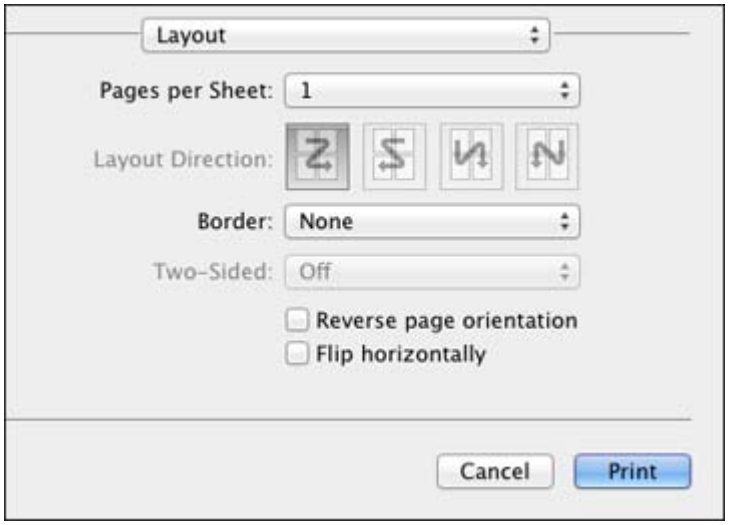
   Note: If you are printing an envelope, select the icon.

Note: You can reduce or enlarge the size of the printed image by selecting **Paper Handling** from the pop-up menu and selecting a scaling option.

Parent topic: Printing with OS X

Selecting Print Layout Options - OS X

You can select a variety of layout options for your document or photo by selecting **Layout** from the pop-up menu on the print window.

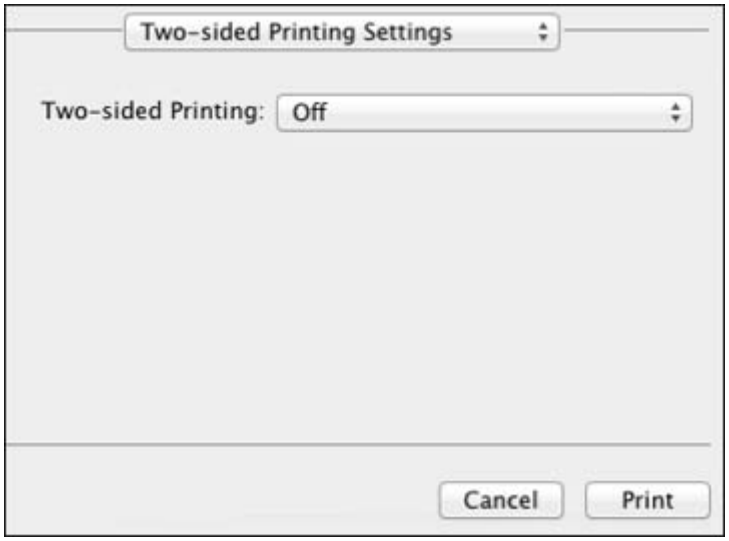


- To print multiple pages on one sheet of paper, select the number of pages in the **Pages per Sheet** pop-up menu. To arrange the print order of the pages, select a **Layout Direction** setting.
- To print borders around each page on the sheet, select a line setting from the **Border** pop-up menu.
- To invert or flip the printed image, select the **Reverse page orientation** or **Flip horizontally** settings.

Parent topic: Printing with OS X

Selecting Double-sided Printing Settings - OS X

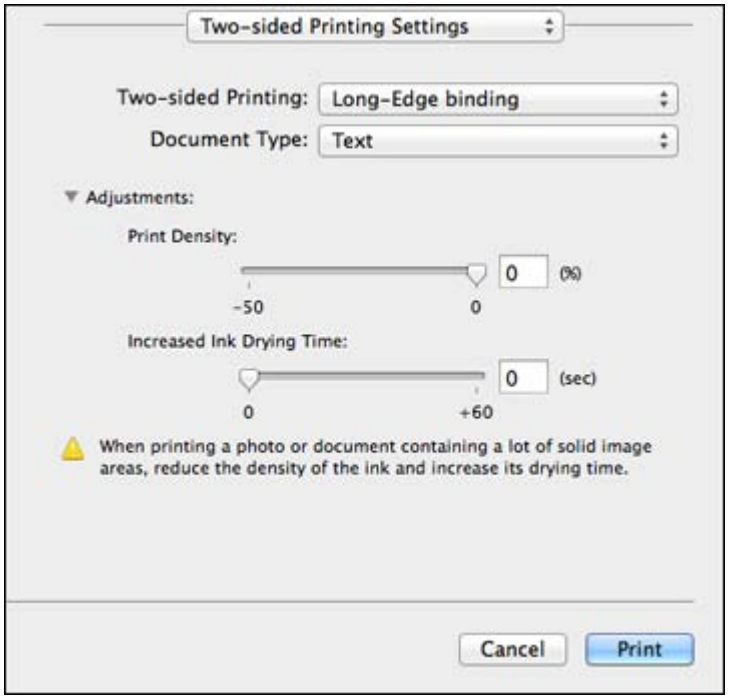
You can print on both sides of the paper by selecting **Two-sided Printing Settings** from the pop-up menu on the print window.



Note: Some options may be pre-selected or unavailable, depending on other settings you have chosen or if you are accessing the product over a network. This screen may be different, depending on the version of OS X you are using.

1. Select one of the **Two-sided Printing** options.

2. Select the type of document you are printing as the **Document Type** setting. The software automatically sets the Adjustments options for that document type.



3. If necessary, customize the Adjustments settings as instructed on the screen.
4. Print a test copy of your double-sided document to test the selected settings.
5. Follow any instructions displayed on the screen during printing.

Double-sided Printing Options and Adjustments - OS X

Parent topic: Printing with OS X

Double-sided Printing Options and Adjustments - OS X

You can select any of the available options in the **Two-sided Printing Settings** or **Output Settings** pop-up menu to set up your double-sided print job.

Two-sided Printing Options

Long-Edge binding
Orients double-sided printed pages to be bound on the long edge of the paper.

Short-Edge binding
Orients double-sided printed pages to be bound on the short edge of the paper.

Adjustments

Print Density
Sets the level of ink coverage for double-sided printing.

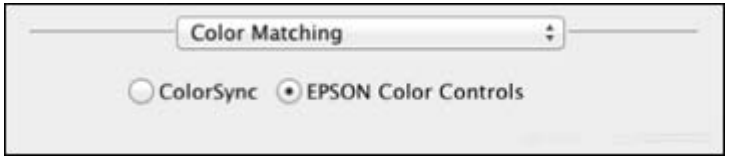
Increased Ink Drying Time
Sets the amount of time required for drying ink after printing on one side of the paper before printing the other side in double-sided printing.

Parent topic: Selecting Double-sided Printing Settings - OS X

Managing Color - OS X

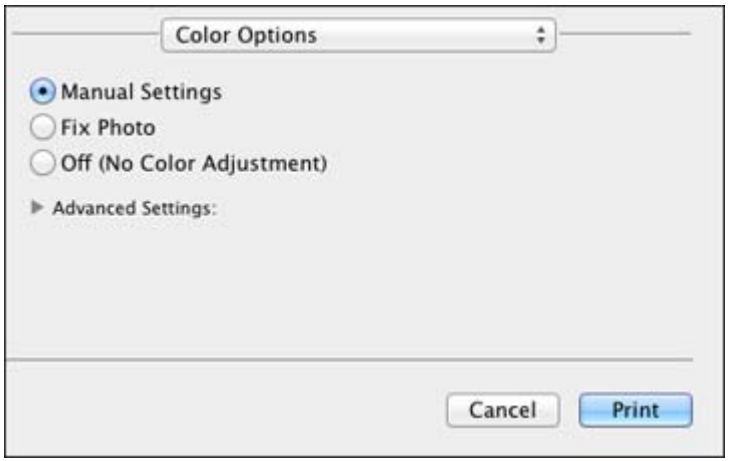
You can adjust the Color Matching and Color Options settings to fine-tune the colors in your printout, or turn off color management in your printer software.

1. Select **Color Matching** from the pop-up menu in the print window.



2. Select one of the available options.

3. Select **Color Options** from the pop-up menu in the print window.



Note: The available settings on the Color Options menu depend on the option you selected on the Color Matching menu.

4. Select one of the available options.

Color Matching and Color Options - OS X

Parent topic: Printing with OS X

Color Matching and Color Options - OS X

You can select from these settings on the **Color Matching** and **Color Options** menus.

Color Matching Settings

EPSON Color Controls
Lets you manage color using controls in your printer software or turn off color management.

ColorSync
Prints using standard color profiles for your product and paper to help match image colors. You can customize the conversion method and filter settings on the ColorSync pop-up menu in the print window.

Color Options Settings

Manual Settings

Lets you select manual color adjustments. Click the arrow next to **Advanced Settings** and select settings for **Brightness**, **Contrast**, **Saturation**, and individual color tones. You can also select a color **Mode** setting for printing photos and graphics and the **Fix Red-Eye** setting to reduce or remove red-eye in photos. Depending on the selected color mode, you can also adjust the midtone density using the **Gamma** setting.

Fix Photo

Improves the color, contrast, and sharpness of flawed photos. Click the arrow next to **Advanced Settings** and select the **Fix Red-Eye** setting to reduce or remove red-eye in photos.

Note: Fix Photo uses a sophisticated face recognition technology to optimize photos that include faces. For this to work, both eyes and the nose must be visible in the subject's face. If your photo includes a face with an intentional color cast, such as a statue, you may want to turn off **Fix Photo** to retain the special color effects.

Off (No Color Adjustment)

Turns off color management in your printer software so you can manage color using only your application software.

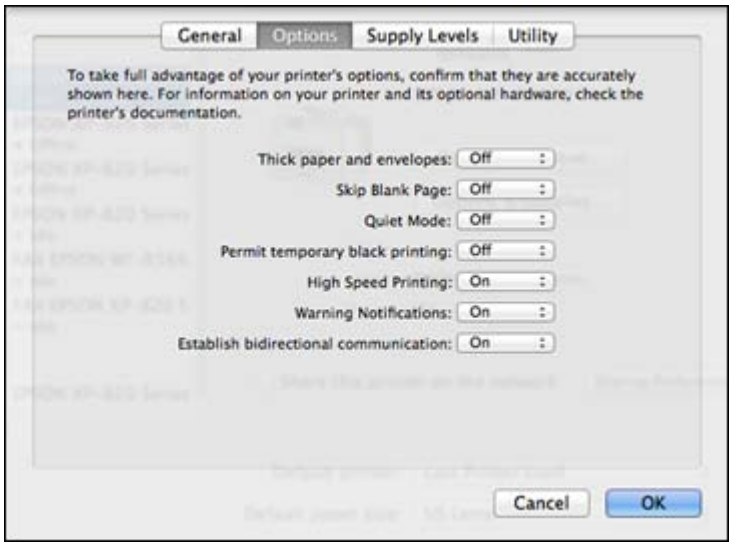
Parent topic: Managing Color - OS X

Selecting Printing Preferences - OS X

You can select printing preferences that apply to all the print jobs you send to your product.

1. In the Apple menu or the Dock, select **System Preferences**.
2. Select **Print & Fax**, **Print & Scan**, or **Printers & Scanners**, select your product, and select **Options & Supplies**.
3. Select **Driver** or **Options**.

You see a screen like this:



4. Select any of the available printing preferences.
5. Click **OK**.

Printing Preferences - OS X

Parent topic: Printing with OS X

Printing Preferences - OS X

You can select from these settings on the **Options** or **Driver** tab.

Thick Paper and Envelopes
Prevents ink from smearing when you print on envelopes or other thick paper.

Skip Blank Page
Ensures that your product does not print pages that contain no text or images.

Quiet Mode
Lessens noise during printing but may decrease print speed.

Permit temporary black printing
Allows you to print using black ink when color ink is expended.

High Speed Printing
Speeds up printing but may reduce print quality.

Warning Notifications
Lets you choose whether or not to receive warning notifications from the printer software for various operating conditions.

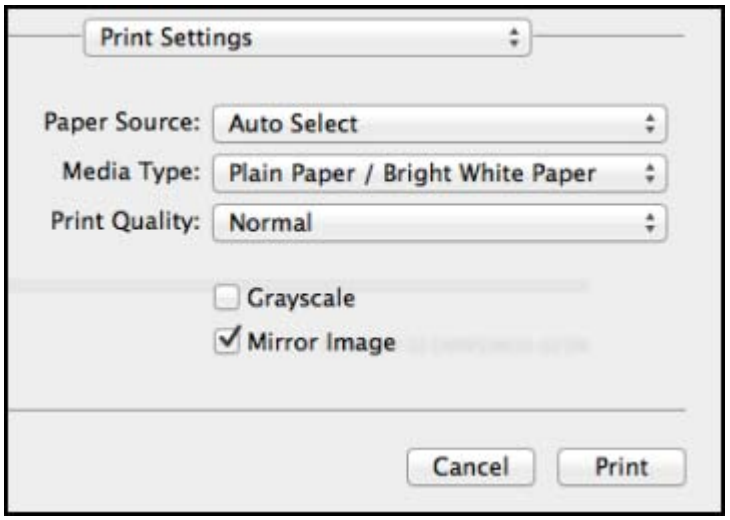
Establish bidirectional communication
Allows the product to communicate with the computer. Do not change the default setting unless you experience issues when using a shared printing pool.

Parent topic: Selecting Printing Preferences - OS X

Printing Your Document or Photo - OS X

Once you have selected your print settings, you are ready to print.

Click **Print** at the bottom of the print window.



Checking Print Status - OS X

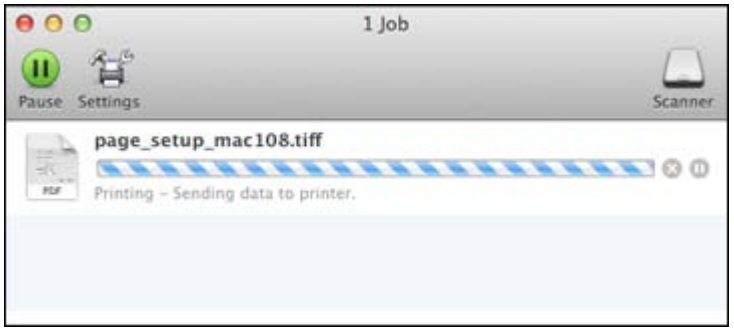
Parent topic: Printing with OS X

Checking Print Status - OS X

During printing, you can view the progress of your print job, control printing, and check ink status.

1. Click the printer icon when it appears in the Dock.

   You see the print status window:



2. Select the following options as necessary:

   OS X 10.6/10.7:

   - To cancel printing, click the print job and click the **Delete** icon.
   - To pause a print job, click the print job and click the **Hold** icon. To resume a print job, click the print job marked "Hold" and click the **Resume** icon.
   - To pause printing for all queued print jobs, click the **Pause Printer** icon.
   - To check ink status, click the **Supply Levels** icon.

   OS X 10.8/10.9:

   - To cancel printing, click the button next to the print job.
   - To pause a print job, click the button next to the print job. To resume a print job, click the button.
   - To pause printing for all queued print jobs, click the large **Pause** button.
   - To check ink status, click the **Settings** icon, then click the **Supply Levels** tab.

Parent topic: Printing Your Document or Photo - OS X

Cancelling Printing Using a Product Button

If you need to cancel printing, press the **Stop** button on your product.

Parent topic: Printing from a Computer

Scanning

You can scan original documents or photos and save them as digital files.

Starting a Scan
Selecting Epson Scan Settings
Scanning with OS X Using Image Capture
Scanning Special Projects
Entering a User ID and Password for Scanning - Windows

Starting a Scan

After placing your original documents or photos on your product for scanning, start scanning using one of these methods.

Starting a Scan Using the Product Control Panel
Starting a Scan with Document Capture Pro or Document Capture
Starting a Scan Using the Epson Scan Icon
Starting a Scan from a Scanning Program

Parent topic: Scanning

Related topics

Placing Originals on the Product

Starting a Scan Using the Product Control Panel

You can scan an image to a memory device or to your computer using your product's control panel.

1. Make sure you installed the product software and connected the product to your computer or network.

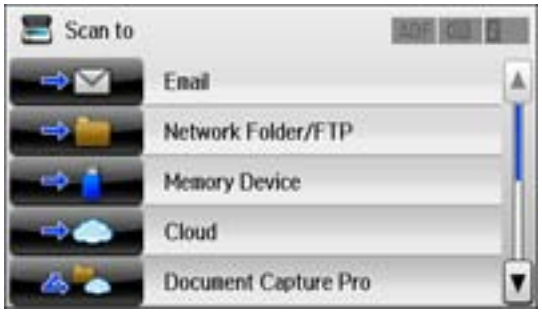
   Note: Restart your computer after installing the product software to enable scanning from the control panel. Also make sure the Event Manager program is not being blocked by your firewall or security software.

2. Place your original on the product for scanning.

   Note: To scan a double-sided document, place it in the ADF and select the **2-Sided** setting.

3. Press the home button, if necessary.
4. Select **Scan**.

   You see a screen like this:



5. Select one of the following **Scan to** options:
   - **Email** lets you send scanned files through a pre-configured email server.
   - **Network Folder/FTP** saves your scan file to a specified folder on a network.
   - **Memory Device** saves your scan file on a memory or USB device and lets you select the file format, quality, and other settings.
   - **Cloud** sends your scanned files to a destination that you have registered with Epson Connect.
   - **Document Capture Pro** allows you to scan over a network using your saved job settings in Document Capture Pro or Document Capture.

     Note: You cannot use this option to scan an image to Document Capture or Document Capture Pro when your product is connected to your computer's USB port.

   - **Computer (WSD)** lets you manage network scanning in Windows 8.x, Windows 7, or Windows Vista (English only). To use this feature, you must first set up WSD (Web Services for Devices) on the computer.
6. Select **Preset** to save your scan settings.

   Note: Presets can be locked by an administrator. If you cannot access or change this setting, contact your administrator for assistance.

7. Do any of the following, as necessary:
   - Select the email address, location, destination, or computer.
   - Select **Contacts** to choose an email address or network folder.
   - Select **Format** to choose the file format.
   - Select **Settings** or **Menu** to display additional scanning options.

Scanning to Email
Scanning to a Network Folder or FTP Server
Control Panel Scanning Options
Creating Contacts for Scanning
Adding and Assigning Scan Jobs

Parent topic: Starting a Scan

Related tasks

Using Epson Scan to Cloud
Using Presets
Entering Characters on the LCD Screen

Related topics

Placing Originals on the Product

Scanning to Email

You can scan an image and email the scanned file using your product's control panel. You need to have a preconfigured email server before you can scan to email. You can either enter the email address directly on the product's control panel or select an address from the **Contacts** list. Make sure the date and time are set correctly so the time stamps on your emails are accurate.

Note: You can also use the Scan to Document Capture Pro function to scan and email the scanned file.

1. Place your original on the product for scanning.

   Note: To scan a double-sided document, place it in the ADF and select the **2-Sided** setting.

2. Press the home button, if necessary.
3. Select **Scan**.

You see a screen like this:

4. Select **Email**.

   You see a screen like this:

5. Do one of the following:
   - Select **Contacts** and choose an email address.
   - Select **Enter Email Address**, then select **Enter Email Address** again to display the keyboard. Use the keyboard to enter the address for the recipient, and press ↵.
6. Select **Format** to choose the file format for your scan.
7. Select **Menu** and select **Email Settings**. Change the **Subject** and **Filename Prefix** if necessary, then press the ↩ back button to return to the Email screen.

8. Select **Preset** to save your scan settings.

   Note: Presets can be locked by an administrator. If you cannot access or change this setting, contact your administrator for assistance.

9. Press one of the ◇ buttons.

   Your product scans your original and emails the scanned file.

Parent topic: Starting a Scan Using the Product Control Panel

Related references

Control Panel Scanning Options

Related tasks

Creating Contacts for Scanning
Configuring Email Server Settings
Entering Characters on the LCD Screen
Selecting the Date and Time

Scanning to a Network Folder or FTP Server

You can scan an image and save it to a network folder using your product's control panel. You can either enter the folder path directly on the product's control panel or select a folder from the **Contacts** list.

Note: Make sure the date and time are set correctly before using this feature.

1. Place your original on the product for scanning.

   Note: To scan a double-sided document, place it in the ADF and select the **2-Sided** setting.

2. Press the ⌂ home button, if necessary.
3. Select **Scan**.

You see a screen like this:

4. Select **Network Folder/FTP**.

   You see a screen like this:

5. Do one of the following:
   - Select **Contacts** and choose a saved location.
   - Select **Enter Location**, then select the **Communication Mode**, **Location**, and other settings.

   Note: Enter the folder path name for the Location setting in one of the following formats depending on the Communication Mode setting you selected:
   - **SMB**: \\host name\folder
   - **FTP**: ftp://host name/folder name

6. Select **Format** to choose the file format for your scan.

7. Select **Menu** and select **File Settings**. Change the **Filename Prefix** if necessary, then press the back button to return to the **Folder/FTP** screen.
8. Select **Preset** to save your scan settings.

   Note: Presets can be locked by an administrator. If you cannot access or change this setting, contact your administrator for assistance.

9. Press one of the ◇ buttons.

   Your product scans your original and saves it in the selected location.

Parent topic: Starting a Scan Using the Product Control Panel

Related references

Control Panel Scanning Options

Related tasks

Creating Contacts for Scanning

Entering Characters on the LCD Screen

Selecting the Date and Time

Control Panel Scanning Options

Select the options you want to use for scanning.

Note: Not all options or settings may be available, depending on the **Scan to** option selected.

Scan to setting	Available options	Description
Subject	—	Lets you enter a subject for your email
Filename Prefix	—	Lets you enter a filename prefix for your scanned file

Scan to setting	Available options	Description
Location	**Communication Mode**	Lets you select **Network Folder (SMB)** or **FTP**
	Location	Lets you enter a folder path in which to save scanned images
	User Name	Lets you enter a user name for the selected folder path
	Password	Lets you enter a password for the selected folder path
	Connection Mode	Lets you select the connection mode
	Port Number	Lets you enter a port number
Format	**JPEG**	Select for photos
	PDF	Select for documents
	TIFF (Single Page)	Select for scanned files that you can print from a device. Multi Page TIFF documents are scanned in black and white.
	TIFF (Multi Page)	
Resolution	**200dpi**	Select for documents
	300dpi	Select for photos
	600dpi	Select for highest quality printing
Scan Area	**Letter**	Select the page size for documents
	A4	
	Legal	
	Half Letter	
	Executive	
	Auto Cropping	Select for photos with dark edges
	Max Area	Select for most photos
2-Sided	**Off**	Lets you scan 2-sided originals placed in the ADF. If you select **On**, you can also select the **Binding Direction**.
	On	

Scan to setting	Available options	Description
Document Type	**Text**	Specifies the type of original you are scanning
	Text & Image	
	Photo	
Density	**–4** to **+4**	Adjusts the lightness or darkness of scanned images.
Document Orientation	**Portrait**	Specifies the orientation of PDF documents
	Landscape	
Compression Ratio	**High**	Select **High** for smaller file size or **Low** for best quality
	Middle	
	Low	
PDF Settings	**Document Open Password**	Lets you set a password for opening the document
	Permissions Password	Lets you set a password for printing or editing the document
Attached File Max Size	Various sizes	Lets you select the maximum file size that can be attached to an email

Note: When you turn on password settings, you can use the LCD screen keyboard to set the password.

Parent topic: Starting a Scan Using the Product Control Panel

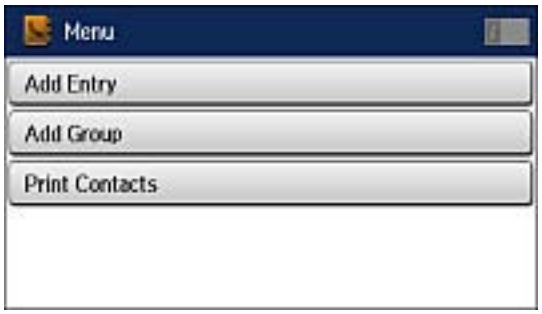
Creating Contacts for Scanning

You can create a list of contacts for scanning to email or a list of locations for scanning to a network folder or FTP.

Note: Contacts can be locked by an administrator. If you cannot access or change contacts, contact your administrator for assistance. You can create up to 200 contacts and contact groups combined (including fax contacts).

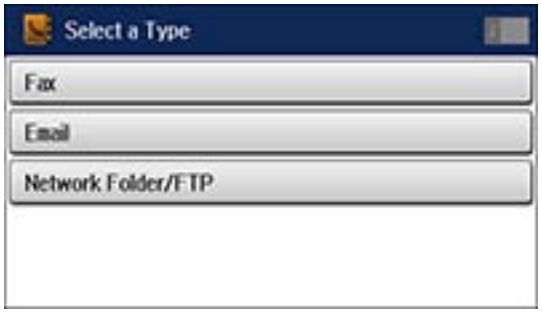
1. Press the home button, if necessary.
2. Select **Contacts**. Enter the administrator password, if necessary.
3. Select **Menu**.

You see a screen like this:



Note: You can print your list of contacts and groups if necessary.

4. Select **Add Entry**.
   You see a screen like this:



5. Do one of the following:
   - To create a contact for scanning to email, select **Email**.
   - To create a location for scanning to a network folder or FTP, select **Network Folder/FTP**.
6. Select the number you want to use for the contact you are adding.
7. Select the **Name** field, use the displayed keyboard to enter the contact name (up to 30 characters), and press .

8. Select the **Index Word** field, use the displayed keyboard to enter a word to use when searching for an entry (up to 30 characters), and press . (This field is optional.)
9. Do one of the following:
   - For an email contact, select the **Email address** field, use the displayed keyboard to enter the address, and press .
   - For a network folder or FTP location, select the **Communication Mode** field and select **Network Folder (SMB)** or **FTP**. Then select the **Location** field, use the displayed keyboard to enter the location, and press . Enter other information if necessary.
10. Select **Save**.

Note: If you need to edit or delete scanning contacts, the procedures are the same as for fax contacts.

Parent topic: Starting a Scan Using the Product Control Panel

Related tasks

Entering Characters on the LCD Screen

Editing or Deleting a Contact

Related topics

Setting Up Contacts Using the Product Control Panel

Adding and Assigning Scan Jobs

You can view, change, or add available default scan settings when you scan using the Document Capture Pro option on the product control panel. You do this by accessing the scan jobs in the Document Capture Pro (Windows) or Document Capture (OS X) program.

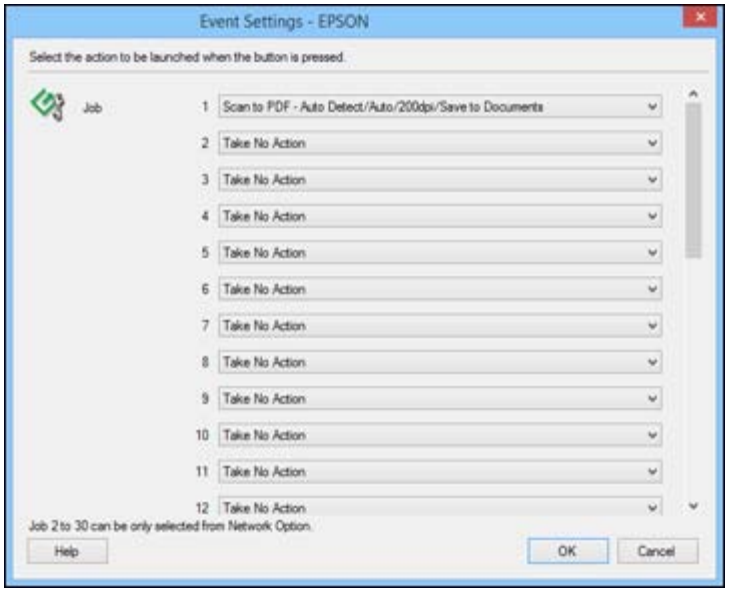
1. Start Document Capture Pro or Document Capture on a computer connected to the product.
2. Click the Manage Job icon from the toolbar at the top of the window.

   You see a window showing the current scan job list.
3. If you want to add a scan job, click **Add** or the **+** icon, enter a name for the new job, select settings as necessary, and click **OK**.

   You can now use the new scan job when you scan with Document Capture Pro or Document Capture.

   Note: See the Help information in Document Capture Pro or Document Capture for details.

4. If you want to assign scan jobs to the selection list on the product control panel, do one of the following:
   - **Windows**: Click **Event Settings**.
   - **OS X**: Click the icon at the bottom of the window, then click **Event Settings**.
5. Select the jobs that you want to assign to any of the pull-down menus, click **OK**, then click **OK** again.



You can now use the added scan jobs when you scan from the product control panel.

Parent topic: Starting a Scan Using the Product Control Panel

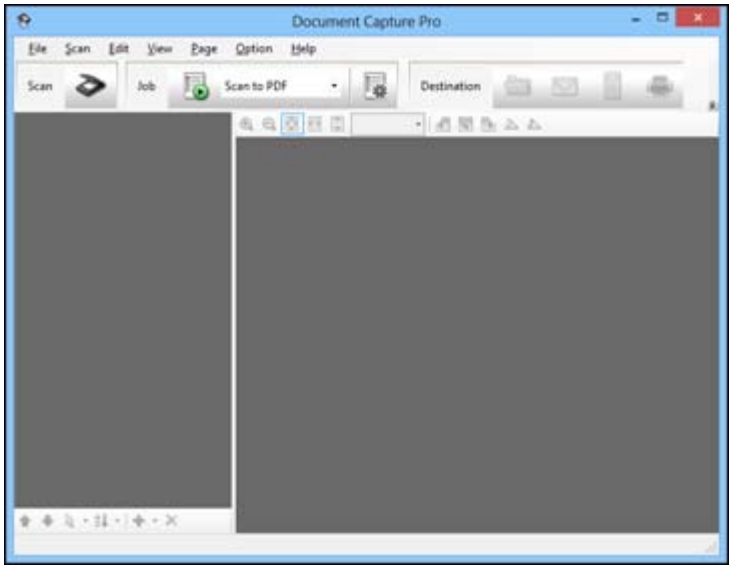
Starting a Scan with Document Capture Pro or Document Capture

When you scan with Document Capture Pro (Windows) or Document Capture (OS X), the program automatically saves your scanned file on your computer in the folder you specify. You can select settings, preview, and change the scanned file settings as necessary.

1. Do one of the following to start Document Capture Pro or Document Capture:
   - **Windows 8.x**: Navigate to the **Apps** screen and select **Document Capture Pro**.

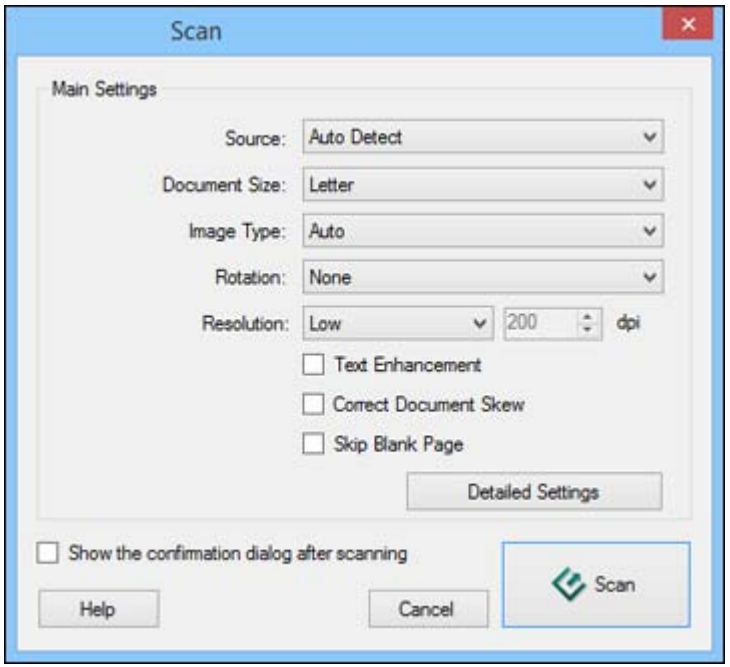
- **Windows (other versions)**: Click or **Start**, and select **All Programs** or **Programs**. Select **EPSON Software**, then select **Document Capture Pro**.
- **OS X**: Open the **Applications** folder, select the **Epson Software** folder, and select **Document Capture**. Select your product and click **OK**, if necessary.

You see a window like this:



2. Click the Scan icon.

You see a window like this:



Note: With OS X, you can download and install Epson Scan scanning software, which will provide additional image adjustment features within Document Capture. To download Epson Scan, visit Epson's driver download site (U.S. downloads or Canadian downloads).

3. If you want to use a scan job that you created instead, select it from the Job list in the Document Capture Pro or Document Capture window, click the Start Job button, and skip the rest of these steps.
4. Select any displayed scan settings you want to use.

   Note: See the Help information in Document Capture Pro or Document Capture for details.

5. If you want to select detailed scan settings, do one of the following:
   - **Windows**: Click **Detailed Settings**. Select any displayed scan settings you want to use and click **OK**.

- **OS X**: If you installed Epson Scan, close the Scan Settings window, open the **Scan** menu at the top of the screen and select **Displays the EPSON Scan Setup Screen**. Click the Scan icon. Select any displayed scan settings you want to use and click **OK**.

6. Click **Scan**.

   You see a preview of your scan in the Document Capture Pro or Document Capture window.

7. Check the scanned images and edit them as necessary.
8. Click one of the Destination icons to choose where to save your scanned file.

Note: You may need to click the arrow next to the icons in order to see all of them. The available icons may vary, depending on the software version you are using.

9. Select settings as necessary, then click **OK**, **Send**, or **Print** to save the scanned file.

Parent topic: Starting a Scan

Related topics

Placing Originals on the Product

Starting a Scan Using the Epson Scan Icon

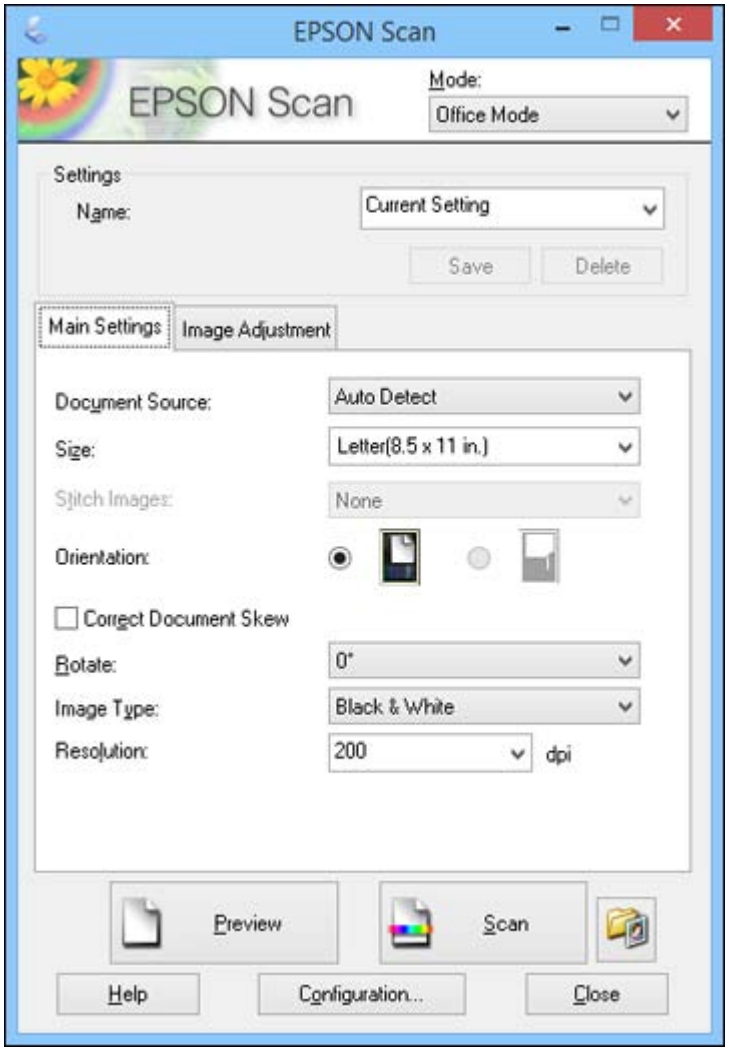
You can start the Epson Scan program to select scan settings, scan, and save the scanned image to a file.

- **Windows 8.x**: Navigate to the **Apps** screen and select **EPSON Scan** under **EPSON** or **EPSON Software**.
- **Windows (other versions)**: Click or **Start**, and select **All Programs** or **Programs**. Select **EPSON** or **EPSON Software** and click **EPSON Scan**.
- **OS X**: Open the **Applications** folder, open the **Epson Software** folder, and double-click the **EPSON Scan** icon.

Note: With OS X, in addition to scanning with Image Capture, you can download and install Epson Scan scanning software. Epson Scan provides additional image adjustment and photo correction features for enhancing scanned images, and provides an interface for TWAIN-compliant OCR

scanning software. To download Epson Scan, visit Epson's driver download site (U.S. downloads or Canadian downloads).

You see an Epson Scan window like this:



Parent topic: Starting a Scan

Related tasks

Scanning with OS X Using Image Capture

Entering a User ID and Password for Scanning - Windows

Related topics

Placing Originals on the Product

Starting a Scan from a Scanning Program

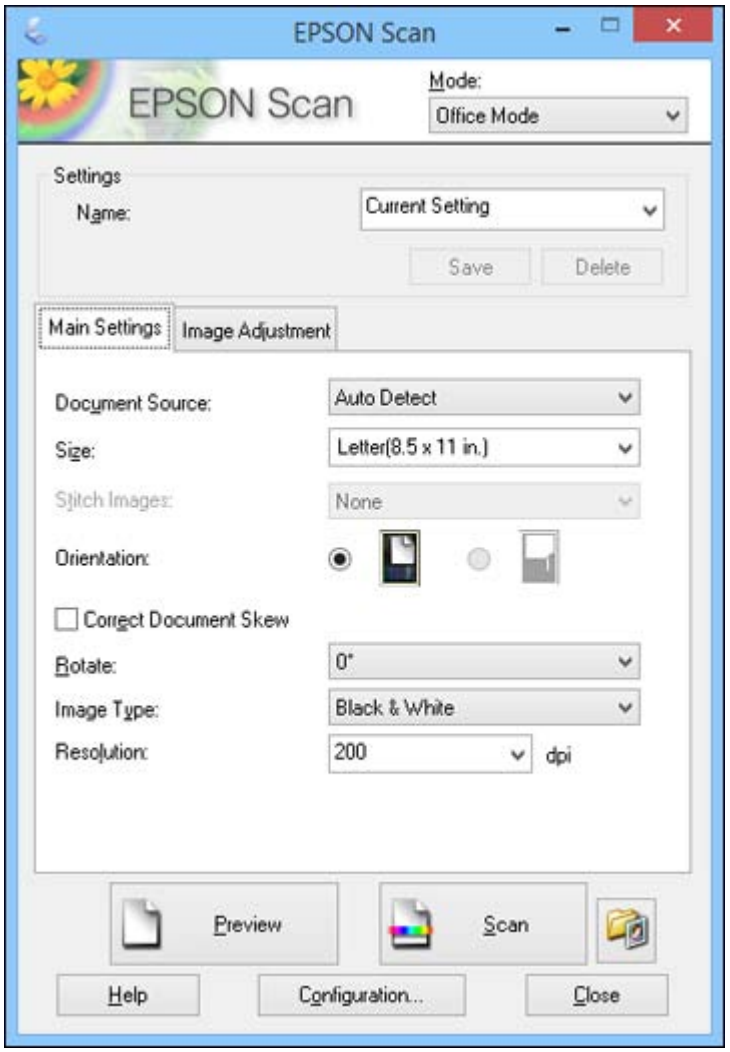
You can start Epson Scan from a scanning program to select scan settings, scan, and open the scanned image in the program.

Note: With OS X, in addition to scanning with Image Capture, you can download and install Epson Scan scanning software. Epson Scan provides additional image adjustment and photo correction features for enhancing scanned images, and provides an interface for TWAIN-compliant OCR scanning software. To download Epson Scan, visit Epson's driver download site (U.S. downloads or Canadian downloads).

1. Open your scanning program and select its scanning option. (See your scanning program help for instructions.)
2. Select your product.

   Note: In certain programs, you may need to select your product as the "source" first. If you see a **Select Source** option, choose it and select your product. With Windows, do not select a **WIA** option for your product; it will not work correctly.

You see an Epson Scan window like this:



Note: Epson Scan may start in a different mode when you first access it.

Parent topic: Starting a Scan

Related tasks

Entering a User ID and Password for Scanning - Windows

Related topics

Placing Originals on the Product

Selecting Epson Scan Settings

After starting Epson Scan, you can select settings in various modes to customize your scan.

Scan Modes
Selecting the Scan Mode
Scanning in Office Mode
Scanning in Professional Mode
Image Preview Guidelines
Scan Resolution Guidelines
Selecting Scan File Settings

Parent topic: Scanning

Scan Modes

Epson Scan provides a choice of scan modes with different levels of control over your settings.

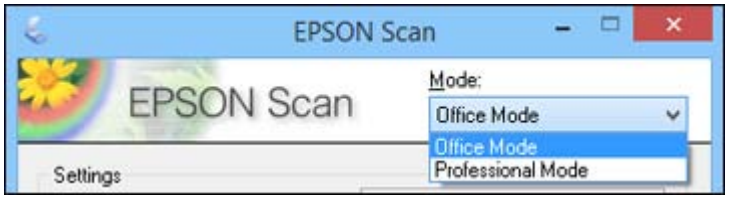
Office Mode
You can quickly scan text documents and adjust them on a preview screen. You can also select various image adjustment options and preview your scanned image.

Professional Mode
You can manually customize all available settings, and preview and size your scanned image.

Parent topic: Selecting Epson Scan Settings

Selecting the Scan Mode

Select the Epson Scan mode you want to use from the Mode box in the upper right corner of the Epson Scan window:



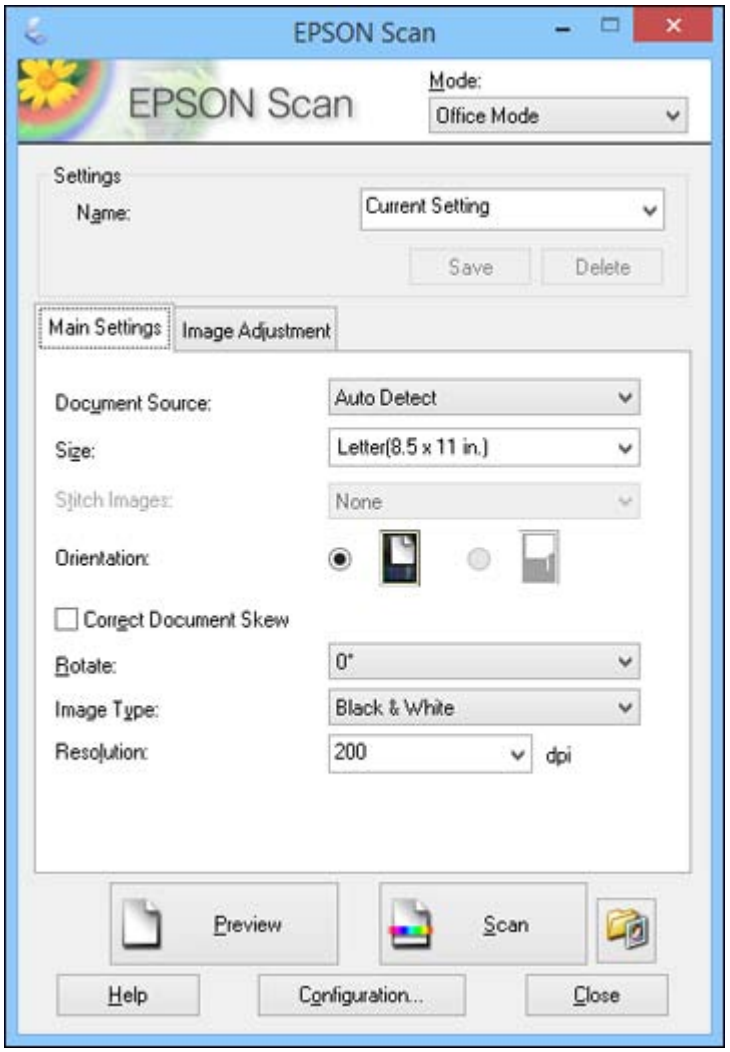
Parent topic: Selecting Epson Scan Settings

Scanning in Office Mode

When you scan in Office Mode, Epson Scan automatically saves your scanned file in PDF format in your operating system's Documents or My Documents folder, or opens it in your scanning program. You can select settings, preview, and change the scanned file settings as necessary.

1. Start Epson Scan and select **Office Mode** as the Mode setting.

You see this window:



2. Select the **Document Source** setting indicating where you placed your original. To scan a 2-sided document in the ADF, select **ADF-Double-sided**.

   Note: If you are using the ADF, remove any documents from the scanner glass.

3. Select the **Size** and **Orientation** settings that match your original.
4. To scan both sides of a 2-sided original into one image, select a **Stitch Images** setting.

   Note: To use the Stitch Images setting, you must select **ADF-Double-sided** as the **Document Source** setting.

5. To allow Epson Scan to detect and correct any skew in your original, select **Correct Document Skew**.
6. To rotate your original in your scan, select a **Rotate** setting.
7. Select the **Image Type** setting that matches your original.
8. Select the **Resolution** setting you want to use for your scan.
9. Click the **Preview** button.

   Epson Scan previews your original and displays the result in a separate Preview window.
10. If you are using the ADF, reinsert your original into the ADF.
11. If desired, select the area in your preview image that you want to scan (scan area).

    Note: You cannot select a scan area if you chose **ADF-Double-sided** as the **Document Source** setting.

12. Click the **Image Adjustment** tab and select any of the image adjustment settings you want to use. Before making adjustments, click the image or scan area in the Preview window.
13. Click **Scan**.

    You see the File Save Settings window.
14. Change any of the necessary file save settings and click **OK**.

Epson Scan scans your original, and saves the file in the selected folder or opens it in your scanning program. If the file was saved directly to your computer, you see the file in the Windows Explorer or OS X Finder, where you can view and print the image, if desired.

Available Document Source Settings - Office Mode

Selecting a Scan Area - Office Mode

Available Image Adjustments - Office Mode

Parent topic: Selecting Epson Scan Settings

Related concepts

Image Preview Guidelines

Scan Resolution Guidelines

Related tasks

Selecting Scan File Settings

Scanning in Professional Mode

Available Document Source Settings - Office Mode

You can select these Document Source options in Epson Scan Office Mode.

Scanner Glass
Selects the scanner glass as the location where the originals are placed on your product for scanning.

ADF - Single-sided
Selects the Automatic Document Feeder as the location where the originals are placed on your product for single-sided scanning.

ADF - Double-sided
Selects the Automatic Document Feeder as the location where the originals are placed on your product for double-sided scanning.

Auto Detect
Automatically detects where the originals are placed on your product for scanning.

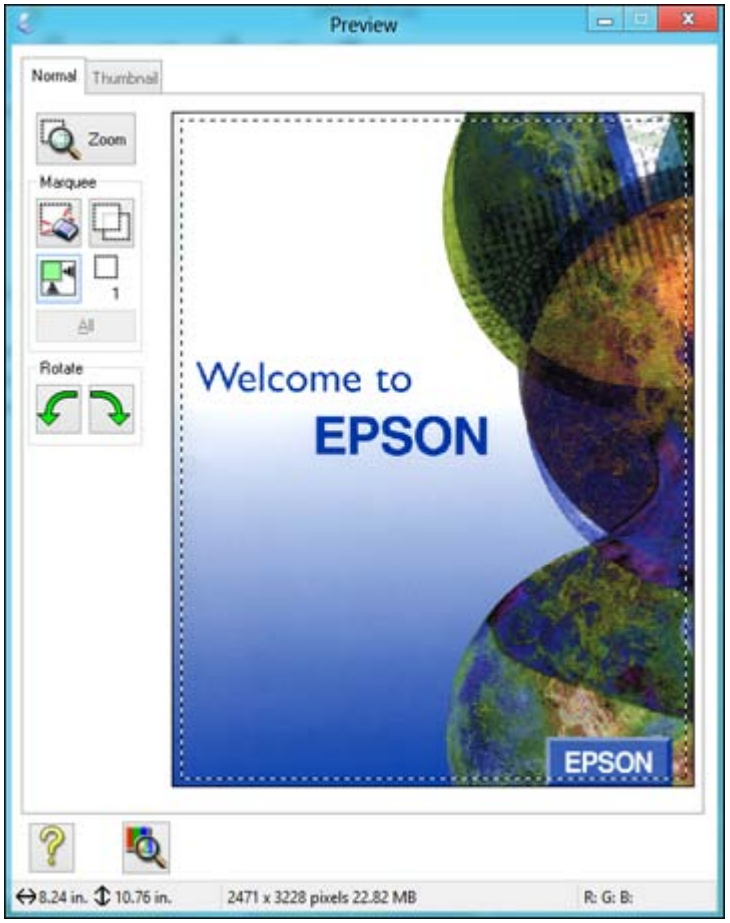
Parent topic: Scanning in Office Mode

Selecting a Scan Area - Office Mode

You can select a specific area in your preview image to include in your scanned image. You can select the entire image area or a portion of it. You can even select multiple scan areas to create multiple scanned images of different areas.

You can also use the scan area to select specific Image Adjustments settings for a scanned image. Just be sure to click inside the scan area before selecting the settings.

1. In the Preview window, click the Auto Locate icon to create a marquee (dotted line) on the preview image.



2. Do the following, as necessary, to work with the selected scan area:
   - If the marquee is correct, continue with the next step.
   - To move the marquee, click inside the scan area and drag the marquee where you want it.

- To resize the scan area, place your cursor over the edge or corner of the marquee, then click and drag the edges where you want them. (Hold down the **Shift** key as you resize the marquee to retain the same width/height proportions.)
- To create additional marquees (up to 50, if available), click the Copy Marquee icon to copy the existing marquee and paste it on the preview image.

  Note: If you draw multiple marquees, make sure you select the **All** button in the Preview window before you scan. Otherwise, only the area inside the currently selected marquee will be scanned.

- To delete a marquee, click the marquee, then click the Delete Marquee icon.
- To rotate your original in your scan, click one of the **Rotate** icons.

3. Click inside each scan area and make any necessary settings in the Epson Scan window.

Parent topic: Scanning in Office Mode

Related concepts

Image Preview Guidelines

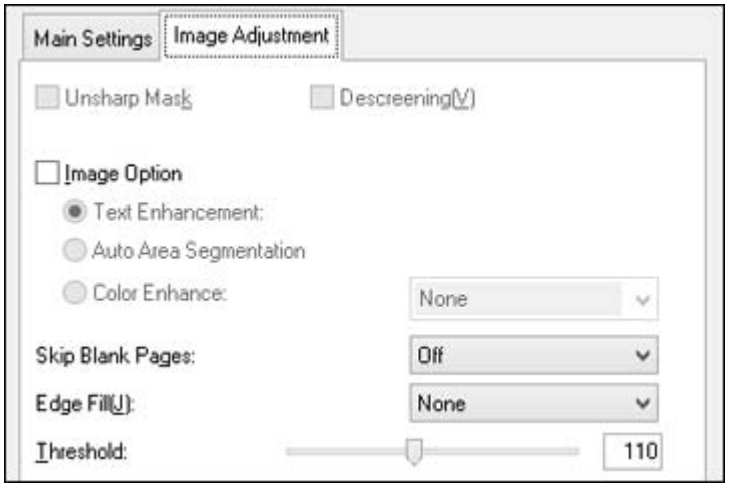
Scan Resolution Guidelines

Related tasks

Selecting Scan File Settings

Available Image Adjustments - Office Mode

You can select these Image Adjustments options in Epson Scan Office Mode. Not all adjustment settings may be available, depending on other settings you have chosen.



Note: Select the **Image Option** checkbox if you need to set any of the grayed-out image adjustments beneath the checkbox. Not all adjustment settings may be available, depending on the Image Type setting.

Unsharp Mask
Makes the edges of certain image areas clearer. Turn off this option to leave softer edges.

Descreening
Removes the ripple pattern that might appear in subtly shaded image areas, such as skin tones. This option improves results when scanning magazines or newspapers. (The results of descreening do not appear in the preview image, only in your scanned image.)

Text Enhancement
Sharpens the appearance of letters in text documents.

Auto Area Segmentation
Makes grayscale images clearer and text recognition more accurate by separating the text from the graphics.

Dropout
The scan will not pick up the color you select. This setting is only available if you select an Image Type of Grayscale or Black & White.

Color Enhance
Enhances the red, green, or blue shades in the scanned image.

Skip Blank Pages
Ensures that your product does not scan pages that contain no text or images.

Edge Fill
Corrects shadowing around the edges of the image by filling the shadows with the color you select.

Brightness
Adjusts the overall lightness and darkness of the scanned image.

Contrast
Adjusts the difference between the light and dark areas of the overall scanned image.

Threshold
Adjusts the level at which black areas in text and line art are delineated, improving text recognition in OCR (Optical Character Recognition) programs.

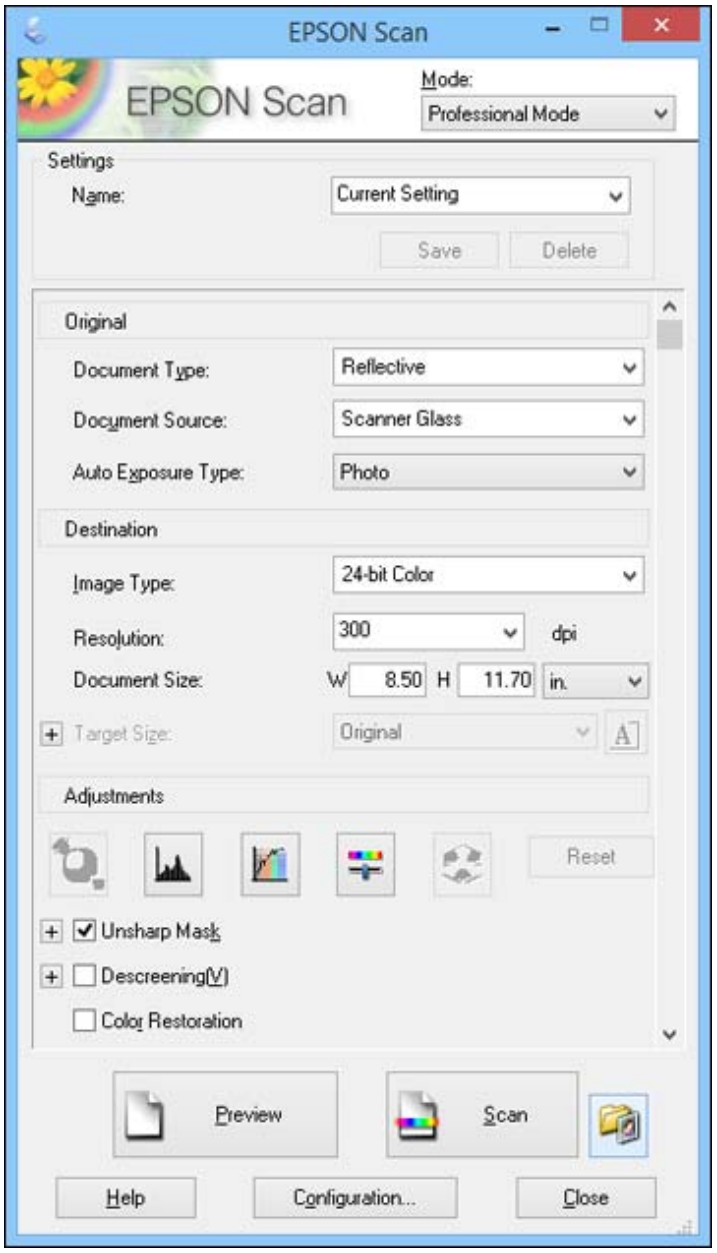
Parent topic: Scanning in Office Mode

Scanning in Professional Mode

When you scan in Professional Mode, Epson Scan automatically saves your scanned file in PDF format in your operating system's Documents or My Documents folder, or opens it in your scanning program. You can select settings, preview, and change the scanned file settings as necessary.

1. Start Epson Scan and select **Professional Mode** as the Mode setting.

You see this window:



2. Select the **Document Type** setting that matches your original, such as **Reflective** for documents or photos.
3. Select the **Document Source** setting indicating where you placed your original. To scan a 2-sided document in the ADF, select **ADF - Double-sided**.

   Note: If you are using the ADF, remove any documents from the scanner glass.

4. Select the specific type of original you are scanning as the **Auto Exposure Type** setting: **Document** or **Photo**.
5. Select the details of your original and how you want it scanned as the **Image Type** setting.
6. Select the **Resolution** setting you want to use for your scan.
7. Click the **Preview** button.

   Epson Scan previews your original and displays the result in a separate Preview window.
8. If you are using the ADF, reinsert your original into the ADF.
9. If desired, select the area in your preview image that you want to scan (scan area).

   Note: You cannot select a scan area if you chose **ADF-Double-sided** as the **Document Source** setting.

10. Select any of the image adjustment settings you want to use. Before making adjustments, click the image or scan area in the Preview window.
11. If you want to reduce or enlarge your image as you scan, select the **Target Size** setting you want to use.

    Note: You cannot select a target size if you chose **ADF-Double-sided** as the **Document Source** setting.

12. Click **Scan**.

    You see the File Save Settings window.
13. Change any of the necessary file save settings and click **OK**.

Epson Scan scans your original, and saves the file in the selected folder or opens it in your scanning program. If the file was saved directly to your computer, you see the file in the Windows Explorer or OS X Finder, where you can view and print the image, if desired.

Available Document Source Settings - Professional Mode

Available Image Types - Professional Mode
Selecting a Scan Area - Professional Mode
Available Image Adjustments - Professional Mode
Selecting a Scan Size - Professional Mode

Parent topic: Selecting Epson Scan Settings

Related concepts

Image Preview Guidelines
Scan Resolution Guidelines

Related tasks

Selecting Scan File Settings
Selecting a Scan Area - Office Mode

Available Document Source Settings - Professional Mode

You can select these Document Source options in Epson Scan Professional Mode.

Scanner Glass
Selects the scanner glass as the location where the originals are placed on your product for scanning.

ADF - Single-sided
Selects the Automatic Document Feeder as the location where the originals are placed on your product for single-sided scanning.

ADF - Double-sided
Selects the Automatic Document Feeder as the location where the originals are placed on your product for double-sided scanning.

Parent topic: Scanning in Professional Mode

Available Image Types - Professional Mode

You can select these Image Type options in Epson Scan Professional Mode.

24-bit Color
Select this setting for color photos.

Color Smoothing
Select this setting for color graphic images, such as charts or graphs.

8-bit Grayscale
Select this setting for black-and-white photos.

Black & White
Select this setting for black text documents or line art.

Parent topic: Scanning in Professional Mode

Selecting a Scan Area - Professional Mode

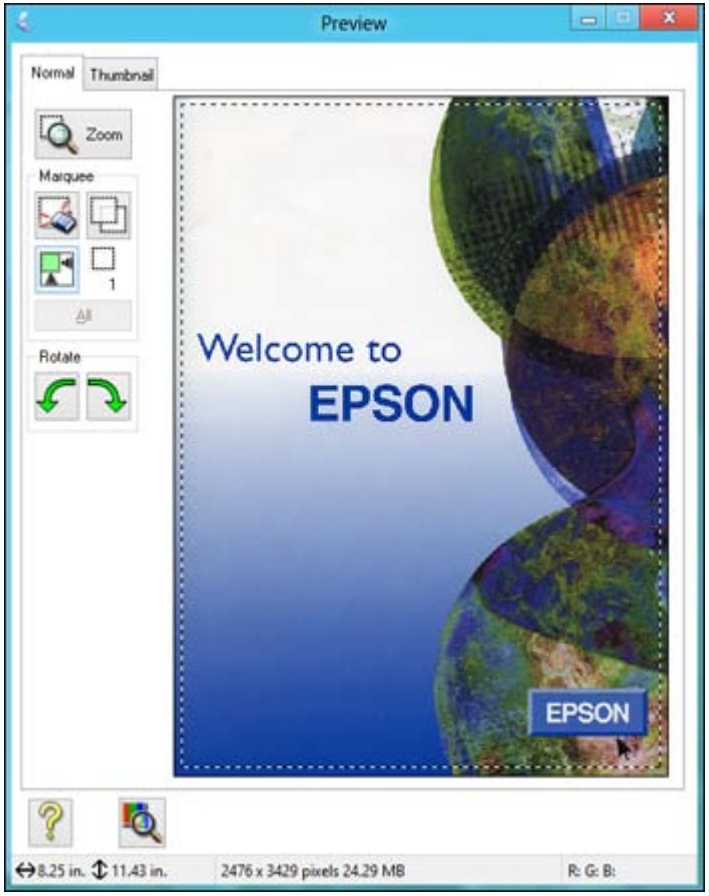
You can select a specific area in your preview image to include in your scanned image. You can select the entire image area or a portion of it. You can even select multiple scan areas to create multiple scanned images of different areas (Normal Preview mode only).

You can also use the scan area to select specific image Adjustments settings for a scanned image. Just be sure to click inside the scan area before selecting the settings.

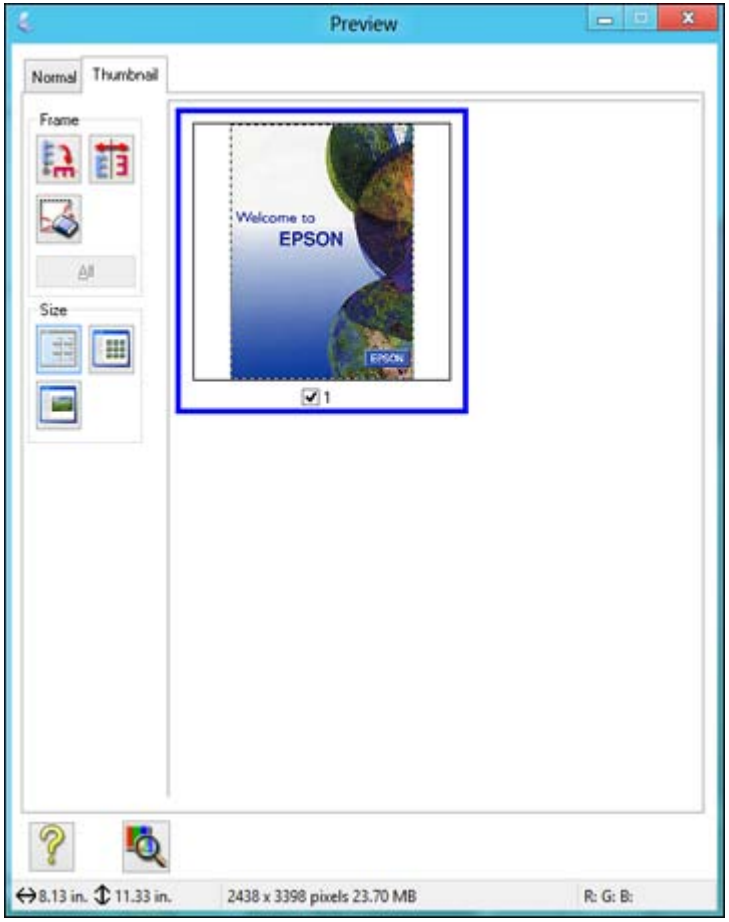
Note: In Professional Mode, the default Preview mode is Normal Preview mode. To use Thumbnail Preview mode instead, click the **Thumbnail** tab.

1. Do one of the following to select your scan area in the Preview image:

   - **Normal preview**: Click the Auto Locate icon to create a marquee (dotted line) on the preview image.



- **Thumbnail preview**: Your scan area is selected automatically, but you can change it. Place your cursor in one corner of the desired scan area, then click and drag the cursor to the opposite corner to create a marquee (dotted line) on the preview image.



2. Do the following, as necessary, to work with the selected scan area:
   - If the marquee is correct, continue with the next step.
   - To move the marquee, click inside the scan area and drag the marquee where you want it.

- To resize the scan area, place your cursor over the edge or corner of the marquee, then click and drag the edges where you want them. (Hold down the **Shift** key as you resize the marquee to retain the same width/height proportions.)
- **Normal preview**: To create additional marquees (up to 50, if available), click the Copy Marquee icon to copy the existing marquee and paste it on the preview image.
- To delete a marquee, click the marquee, then click the Delete Marquee icon.
- **Thumbnail preview**: To change the preview style, click one of the **Size** icons.

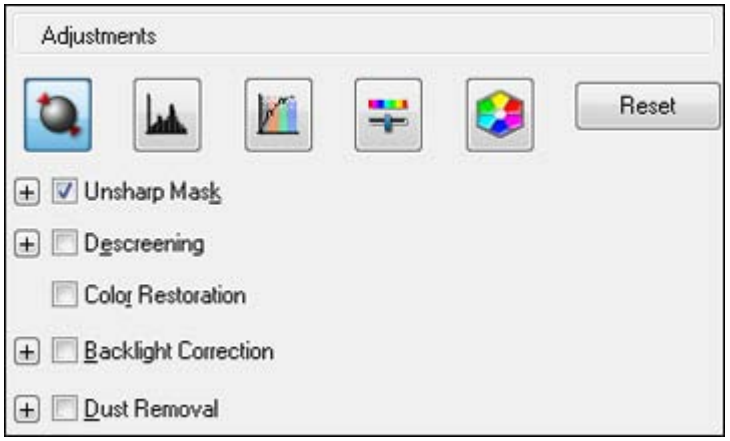
Note: If you draw multiple marquees, make sure you select the **All** button in the Preview window before you scan. Otherwise, only the area inside the currently selected marquee will be scanned.

3. Click inside the scan area and make any necessary settings in the Epson Scan window.

Parent topic: Scanning in Professional Mode

Available Image Adjustments - Professional Mode

You can select these Adjustments options in Epson Scan Professional Mode. Not all adjustment settings may be available, depending on other settings you have chosen.



Click the image adjustment icon to access additional settings.

Click the **+** (Windows) or ▶ (OS X) icon next to a setting to change the level of adjustment.

Unsharp Mask
Makes the edges of certain image areas clearer. Turn off this option to leave softer edges.

Descreening
Removes the ripple pattern that might appear in subtly shaded image areas, such as skin tones. This option improves results when scanning magazines or newspapers. (The results of descreening do not appear in the preview image, only in your scanned image.)

Color Restoration
Restores the colors in faded photos automatically.

Backlight Correction
Removes shadows from photos that have too much background light.

Dust Removal
Removes dust marks from your originals automatically.

Color Enhance
Enhances the red, green, or blue shades in the scanned image.

Edge Fill
Corrects shadowing around the edges of the image by filling the shadows with the color you select.

Auto Exposure

Automatically adjusts the image exposure settings when you click the Auto Exposure icon. To automatically adjust image exposure settings continuously, click the **Configuration** button, click the **Color** tab, and select **Continuous auto exposure**. You can adjust the level of auto exposure using a slider.

Histogram Adjustment
Provides a graphical interface for adjusting highlight, shadow, and gamma levels individually. (For advanced users only.) Click the histogram icon to access the settings.

Tone Correction
Provides a graphical interface for adjusting tone levels individually. (For advanced users only.) Click the tone correction icon to access the settings.

Brightness
Adjusts the overall lightness and darkness of the scanned image.

Contrast
Adjusts the difference between the light and dark areas of the overall scanned image.

Saturation
Adjusts the density of colors in the overall image.

Color Balance
Adjusts the balance of colors in the overall image.

Color Palette
Provides a graphical interface for adjusting mid-tone levels, such as skin tones, without affecting the highlight and shadow areas of the image. (For advanced users only.) Click the Color Palette icon to access the settings.

Threshold
Adjusts the level at which black areas in text and line art are delineated, improving text recognition in OCR (Optical Character Recognition) programs.

Parent topic: Scanning in Professional Mode

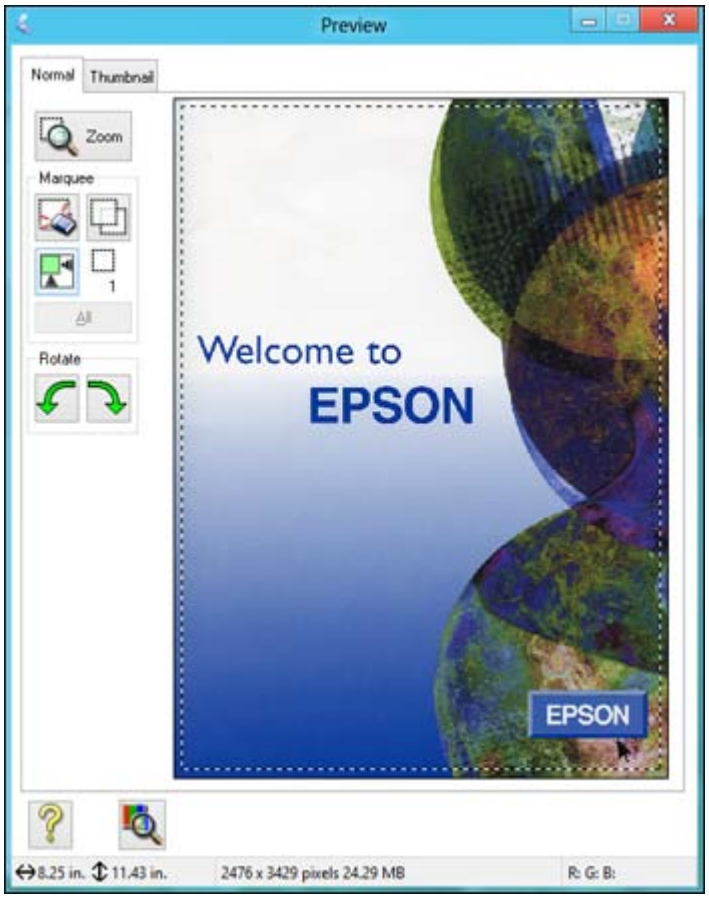
Selecting a Scan Size - Professional Mode

You can reduce or enlarge the size of your image as you scan. You can also select a specific scan size, such as a common photo size like 4 × 6 inches (102 × 152 mm). This places a scan area of that size on the preview image so you can use it to help crop the image in the correct proportions.

1. Click the **Preview** button to preview your image.
2. In the Epson Scan window, select the size you want your scanned image to be from the **Target Size** list.

Note: If you need to rotate the orientation of the target size for your image, click the orientation icon.

A marquee (dotted line) appears on your preview image proportioned for the size you selected.



3. Do the following, as necessary, to work with the selected scan area:
   - To move the marquee, click inside the scan area and drag the marquee where you want it.
   - To resize the scan area, place your cursor over the edge or corner of the marquee, then click and drag the edge where you want it.

   Note: Manually adjusting the marquee will not change the target size of the scanned file. The marquee only indicates the area of the image that will be scanned.

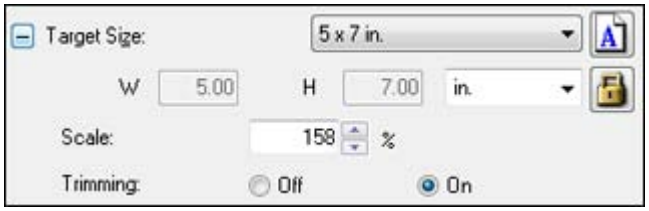
4. To create a scanned image size that is not available in the Target Size list, click the **Customize** option.

   You see this window:

5. Name the custom size, enter the size, click **Save**, and click **OK**. Then adjust the marquee on the preview image.

   The marquee is automatically proportioned for your custom scan size.

6. To use additional sizing tools, click the **+** (Windows) or ▶ (OS X) icon next to the Target Size setting and select options as desired.



- **Scale**: Reduces or enlarges your image by the percentage you enter.
- **Trimming**: Turns automatic image cropping on or off.
- Unlock icon: Unlocks the width/height proportions of the scanned image size so you can adjust it without constraint.

Parent topic: Scanning in Professional Mode

Image Preview Guidelines

You can preview your scanned image so you can adjust the scan settings using the preview as a guide. There are two types of preview available, depending on the scan mode and selected settings:

Thumbnail preview

A thumbnail preview displays your previewed images as thumbnails with the scanned image area and exposure automatically selected.

Normal preview

A normal preview displays your previewed images in their entirety so you can select the scanned image area and other settings manually.

Parent topic: Selecting Epson Scan Settings

Scan Resolution Guidelines

If you plan to enlarge a scanned image so you can print it at a larger size, you may need to increase the resolution from the default resolution set by Epson Scan. Follow these guidelines to determine the resolution setting you need:

- You will enlarge the image as you scan it.

  If you will enlarge the image using Epson Scan's Target Size setting, you do not need to increase the Resolution setting.

- You will scan the image at its original size but enlarge it later in an image-editing program.

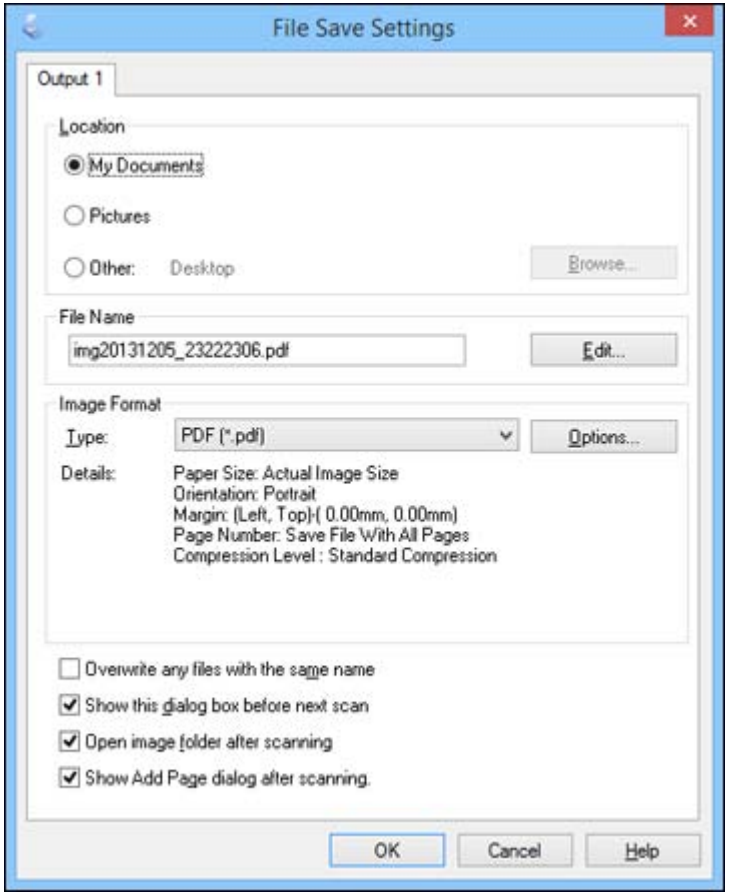
  Increase Epson Scan's Resolution setting in your scan. Increase the resolution by the same amount you will increase the image size to retain a high image quality. For example, if the resolution is 300 dpi (dots per inch) and you will double the image size later, change the Resolution setting to 600 dpi.
- You will scan the image at 100% or smaller size.

  Select Epson Scan's Resolution setting based on how you will use the scanned image:
  - Email/view on a computer screen/post on the web: 96 to 150 dpi
  - Print/convert to editable text (OCR): 300 dpi
  - Fax: 200 dpi

Parent topic: Selecting Epson Scan Settings

Selecting Scan File Settings

You can select the location, name, and format of your scan file on the File Save Settings window. You can also select various optional settings that control how Epson Scan behaves when you scan and save files.



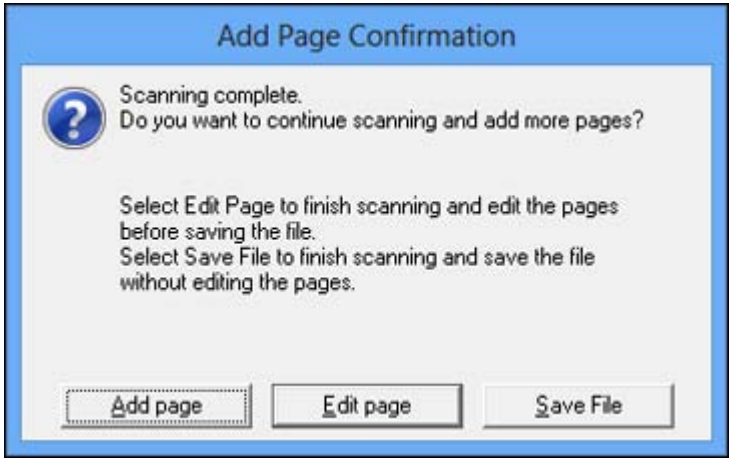
The File Save Settings window may appear after you click **Scan** on the Epson Scan window. You may also be able to access the window by clicking the icon on the Epson Scan window.

1. Do one of the following to select the folder in which you want to save your scanned image:
   - Click the button for one of the displayed folders.

- Click the **Other** button, click the **Browse** or **Choose** button, and select a folder.

2. If you want to change the default name for your scanned image, click **Edit** and select the options you want.
3. Select the file format you want to use in the Image Format **Type** menu.
4. If your file format provides optional settings, click the **Options** button to select them.
5. Choose any of the optional settings you want to use by selecting their checkboxes.
6. Click **OK**.

   If you selected **PDF** or **Multi-TIFF** as the **Type** setting, you see this window after Epson Scan scans your document:



7. Choose one of the following options:
   - If you are scanning only one page, click **Save File**.
   - If you need to scan additional pages in a document, click **Add page**. Place additional pages on the product for scanning, click **Scan**, and repeat until you have scanned all the pages. When you are finished, click **Save File**.

- If you need to delete or reorder the scanned pages, click **Edit page**. Delete or reorder the pages using the icons that appear on the bottom of the editing window. When you are finished, click **OK**.

Note: If you installed an OCR (Optical Character Recognition) program, you may see a screen indicating the program is converting your page to text. Wait until the program re-scans the page and close the program, if necessary.

Available Scanned File Types and Optional Settings

Parent topic: Selecting Epson Scan Settings

Available Scanned File Types and Optional Settings

You can select from a variety of scanned file types and optional settings on the File Save Settings window in Epson Scan.

File Formats

Bitmap (*.bmp)
A standard image file format for most Windows programs.

JPEG (*.jpg)
An image format that lets you highly compress image data. However, the higher the compression, the lower the image quality. (The TIFF format is recommended when you need to modify or retouch your scanned image.)

Multi-TIFF (*.tif)
A TIFF file format when multiple pages are saved to the same file, allowing you to edit the images using a compatible program.

PDF (*.pdf)
A document format that is readable by Windows and OS X systems using Adobe Reader, Acrobat, or other programs. You can save multi-page documents in one PDF file.

PICT (*.pct)
A standard image file format for most OS X programs.

TIFF (*.tif)
A file format created for exchanging data between many programs, such as graphic and DTP software.

Optional Settings

Overwrite any files with the same name
Select to overwrite previous files with the same names.

Show this dialog box before next scan
Select to have the File Save Settings window appear automatically before you scan (in certain Epson Scan modes).

Open image folder after scanning
Select to have Windows Explorer or OS X Finder automatically open to the folder where your scanned image is saved after scanning.

Show Add Page dialog after scanning
If you are scanning a multi-page document using the PDF or Multi-TIFF format, select to display a prompt for scanning additional pages after the first page is scanned.

Parent topic: Selecting Scan File Settings

Scanning with OS X Using Image Capture

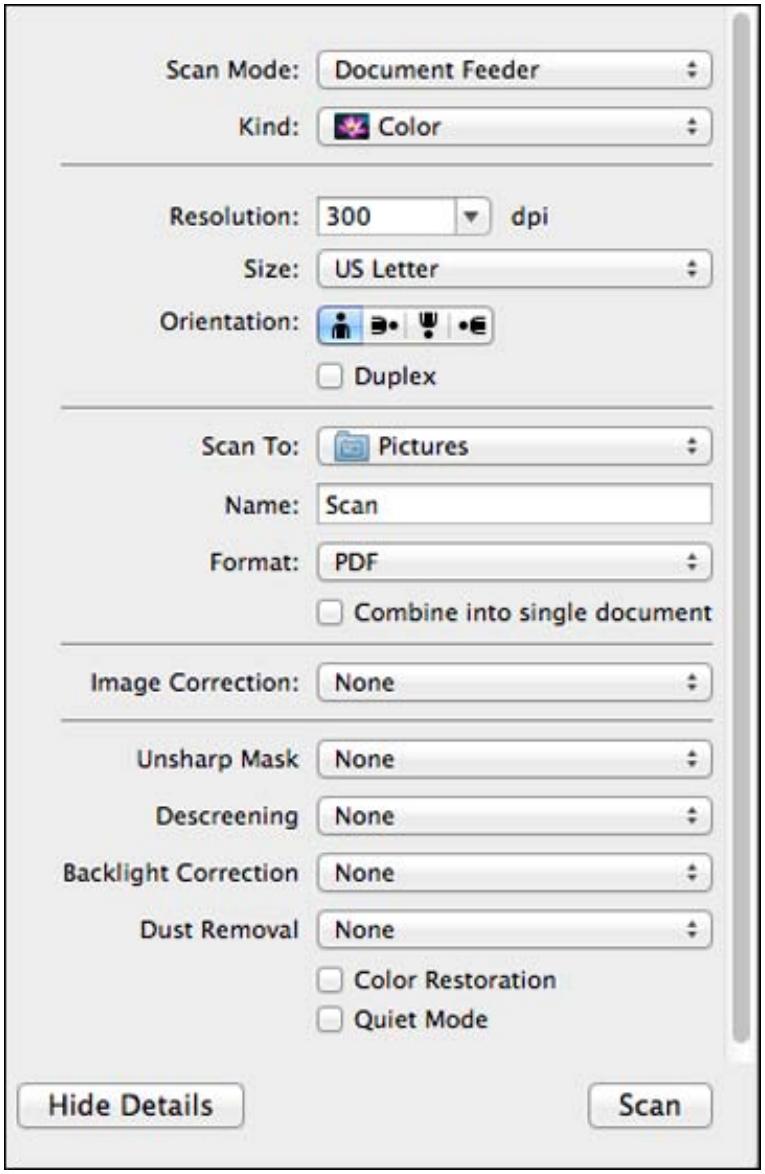
With OS X, you can scan with your product using an image-editing application such as Image Capture.

Note: With OS X, in addition to scanning with Image Capture, you can download and install Epson Scan scanning software. Epson Scan provides additional image adjustment and photo correction features for enhancing scanned images, and provides an interface for TWAIN-compliant OCR scanning software. To download Epson Scan, visit Epson's driver download site (U.S. downloads or Canadian downloads).

1. Open an image editing application, such as Image Capture.
2. Select your Epson product from the **DEVICES** or **SHARED** list, if necessary. (You may need to hover over the **DEVICES** or **SHARED** list, click **Show**, and select your product.)
3. If you see the **Show Details** button, click it.

   If you are scanning an item on the scanner glass, your product begins a preview scan.

4. Select the **Scan Mode** setting indicating where you placed your original (if available). Select any other available scan settings as necessary.



Note: If you are scanning a multi-page document in the ADF, you can have Image Capture combine all the pages into a single document. After all pages have been scanned, you see the message **No document loaded**.

5. Select the folder in which you want to save your scanned file in the **Scan To** pop-up menu.
6. Click **Scan**.

   Your scanned file is saved in the folder you selected.

Available Scan Settings - OS X Image Capture

Parent topic: Scanning

Related topics

Placing Originals on the Product

Available Scan Settings - OS X Image Capture

You can select these scan settings in your imaging editing application for OS X, if available.

Image Correction
Provides a graphical interface for adjusting brightness, tint, temperature, and saturation.

Unsharp Mask
Makes the edges of certain image areas clearer. Turn off this option to leave softer edges.

Descreening
Removes the ripple pattern that might appear in subtly shaded image areas, such as skin tones. This option improves results when scanning magazines or newspapers. (The results of descreening do not appear in the preview image, only in your scanned image.)

Backlight Correction
Removes shadows from photos that have too much background light.

Dust Removal
Removes dust marks from your originals automatically.

Color Restoration
Restores the colors in faded photos automatically.

Quiet Mode
Reduces noise during scanning and may reduce scan speed.

Parent topic: Scanning with OS X Using Image Capture

Scanning Special Projects

Your product's scanning software offers various options to help you quickly complete special scan projects.

Scanning to a SharePoint Server or Cloud Service

Scanning Multi-Page Originals as Separate Files

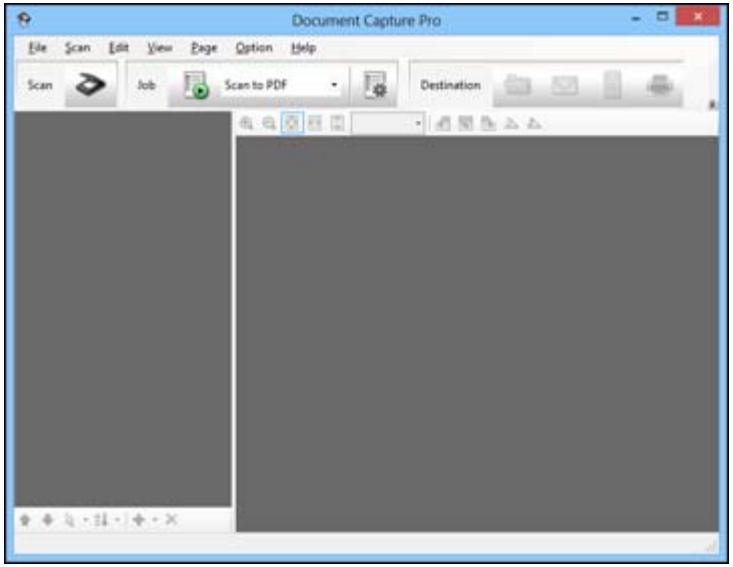
Parent topic: Scanning

Scanning to a SharePoint Server or Cloud Service

You can use Document Capture Pro to upload scanned images to a SharePoint server or a cloud service.

1. Do one of the following to start Document Capture Pro:
   - **Windows 8.x**: Navigate to the **Apps** screen and select **Document Capture Pro**.
   - **Windows (other versions)**: Click or **Start**, and select **All Programs** or **Programs**. Select **EPSON Software**, then select **Document Capture Pro**.
   - **OS X**: Open the **Applications** folder, select the **Epson Software** folder, and select **Document Capture**. Select your product and click **OK**, if necessary.

   You see a window like this:



2. Click the **Scan** icon.
3. Select any displayed scan settings you want to use.

   Note: See the Help information in Document Capture Pro or Document Capture for details.

4. Click **Scan**.

   You see a preview of your scan in the Document Capture Pro or Document Capture window.
5. Click one of the cloud service Destination icons to choose where to save your scanned file.
   - Web Folder (WebDAV)
   - Evernote (Windows only)
   - Google Drive
   - SugarSync
   - Microsoft SharePoint server (Windows only)

   Note: You may need to click the arrow next to the icons in order to see all of them. The available icons may vary, depending on the software version you are using.

6. Select your Destination settings.

   Note: The settings may vary, depending on the software version you are using. See the Help information in Document Capture Pro or Document Capture for details.

7. Select any other scan settings as necessary, and click **Send**.

   Your originals are scanned and uploaded to the indicated server.

Note: You can also create a scan job for uploading scanned images to a SharePoint server or a cloud service. You can use the scan job when you scan with Document Capture Pro or Document Capture or when you scan using the Document Capture Pro option on the product control panel.

Parent topic: Scanning Special Projects

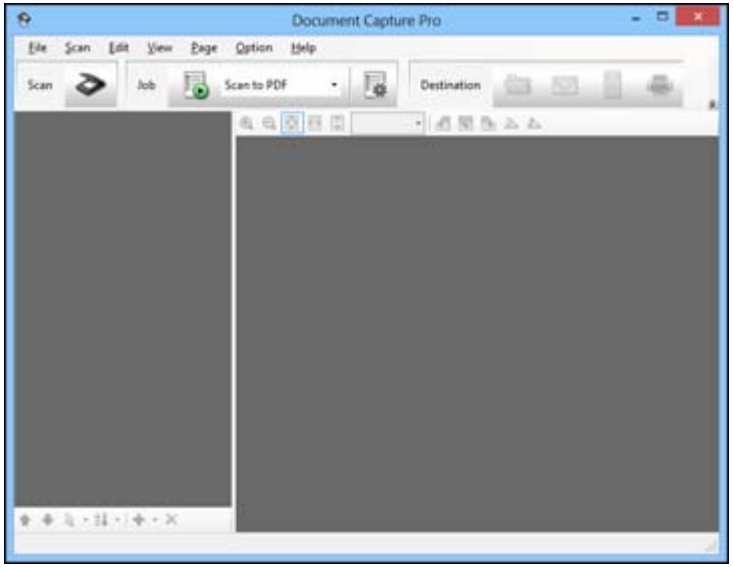
Scanning Multi-Page Originals as Separate Files

You can use Document Capture Pro (Windows only) to scan multi-page originals as separate scanned files. You indicate where you want the new scanned files to start by inserting a blank page or barcode between the pages of your original.

Note: The settings may vary, depending on the software version you are using. See the Help information in Document Capture Pro for details.

1. Load a multi-page original with blank pages or barcodes inserted where you want to start a new scanned file.
2. Do one of the following to start Document Capture Pro:
   - **Windows 8.x**: Navigate to the **Apps** screen and select **Document Capture Pro**.
   - **Windows (other versions)**: Click or **Start**, and select **All Programs** or **Programs**. Select **EPSON Software**, then select **Document Capture Pro**.

   You see this window:



3. Click the **Scan** icon.

4. Select any displayed scan settings you want to use.

   Note: See the Help information in Document Capture Pro for details.

5. Click **Scan**.

   You see a preview of your scan in the Document Capture Pro window.

6. Open the **File** menu and select **Batch Save**.
7. Click **File Name Settings**.
8. Select **Apply Job Separation** and click **Separation Settings**.
9. Select the method you used to separate the originals, select a folder name specification and click **OK**.
10. Select any other settings from the File Name settings window as necessary and click **OK**.
11. Select any other settings from the Batch Save window as necessary and click **OK**.

    Your originals are saved into separate files as specified.

Note: You can also create a scan job for scanning multi-page originals as separate scanned files. You can use the scan job when you scan with Document Capture Pro or when you scan using the Document Capture Pro option on the product control panel.

Parent topic: Scanning Special Projects

Entering a User ID and Password for Scanning - Windows

If Access Control is enabled on the product, a user ID and password may be required to scan. You can enter the user ID and password in Epson Scan Settings.

Note: If you do not know the user ID or password, contact your administrator for assistance.

1. Do one of the following to access Epson Scan Settings:
   - **Windows 8.x**: Navigate to the **Apps** screen and select **EPSON Scan Settings**.
   - **Windows (other versions)**: Click or **Start** > **All Programs** or **Programs** > **EPSON** > **EPSON Scan** > **EPSON Scan Settings**.
2. Click the **Access Control** button.
3. Enter your user name and password.

4. Click **OK**.

Parent topic: Scanning

Faxing

See these sections to fax using your product.

Note: This product allows you to store names, telephone numbers, and fax data in its memory even when the power is turned off. Make sure you restore all of the default settings if you give away or dispose of the product. This will erase all of your network settings and fax data.

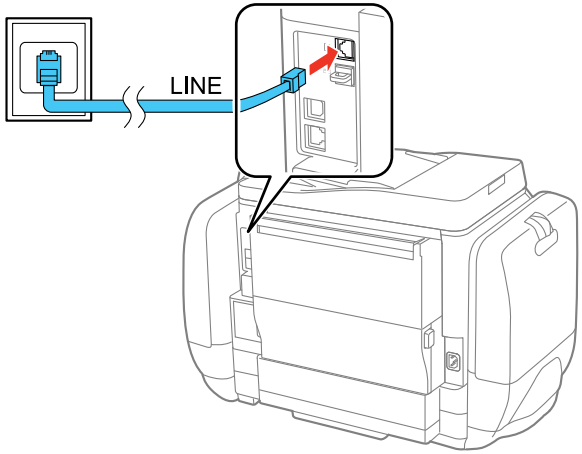
Connecting a Telephone or Answering Machine
Setting Up Fax Features
Setting Up Contacts and Contact Groups
Sending Faxes
Receiving Faxes
Checking Fax Status
Printing Fax Reports

Connecting a Telephone or Answering Machine

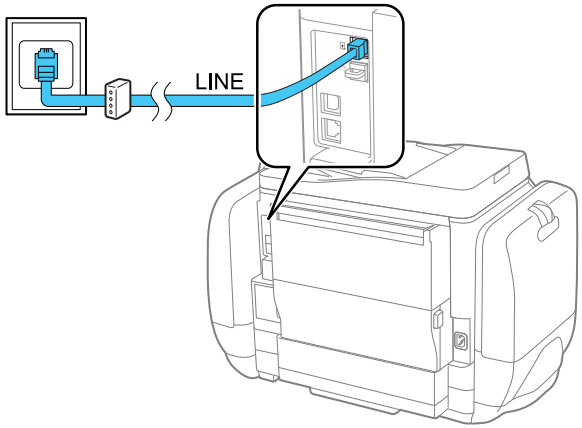
You must connect your product to a telephone wall jack to send or receive faxes. If you want to use the same telephone line to receive calls, you can connect a telephone or answering machine to your product using an additional phone cable.

Note: If you do not connect a telephone to your product, make sure Receive Mode is set to **Auto**. Otherwise, you cannot receive faxes.

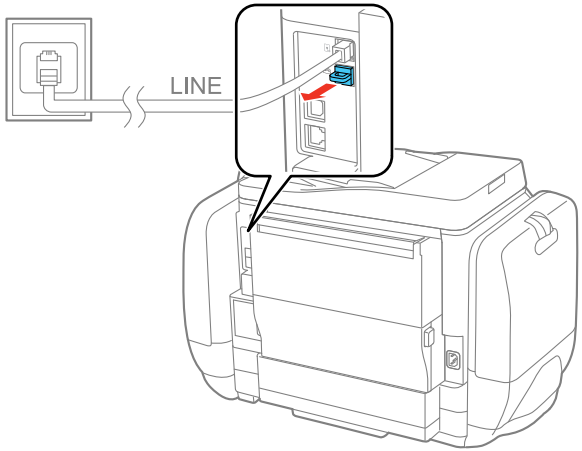
1. Connect a phone cable to your telephone wall jack and to the **LINE** port on your product.



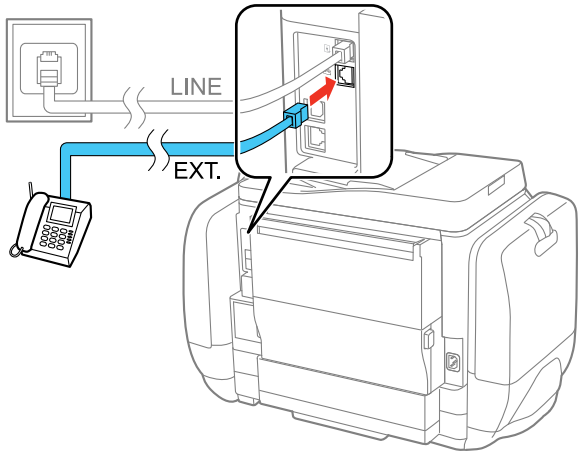
Note: If you have a DSL or ISDN connection, you must connect the appropriate DSL filter, or ISDN terminal adapter or router to the wall jack to be able to use the line for faxing or voice calls using your product. Contact your DSL or ISDN provider for the necessary equipment.



2. If you are connecting a telephone or answering machine to your product using a second phone cable, remove the cap from the **EXT** port on your product.



3. Connect a second phone cable to your telephone or answering machine and to the **EXT** port on your product.



Note: If you connect an answering machine and Receive Mode is set to **Auto**, set the number of rings before your product answers a call to a number that is higher than your answering machine's setting for the number of rings.

Any phone or answering machine must be connected to the **EXT** port for your product to detect an incoming fax call when the phone is picked up. Epson cannot guarantee compatibility with VoIP, cable phone systems, or fiberoptic digital services such as FIOS.

Parent topic: Faxing

Related tasks

Receiving Faxes Automatically

Setting Up Fax Features

Before faxing with your product, set up your fax header and select the fax features you want to use.

Note: If you leave your product unplugged for a long period of time, you may need to reset the date and time settings for faxes.

Setting Up Basic Fax Features
Selecting Advanced Fax Settings
Setting Up Fax Features Using the Fax Utility - Windows
Setting Up Fax Features Using the Fax Utility - OS X

Parent topic: Faxing

Setting Up Basic Fax Features

See these sections to select the basic settings you need to use the product's fax features.

Selecting Your Country or Region
Selecting the Date and Time
Using the Fax Setup Wizard
Selecting the Line Type
Setting the Number of Rings to Answer

Parent topic: Setting Up Fax Features

Selecting Your Country or Region

Before faxing, select the country or region in which you are using your product.

Note: If you change the country or region, your fax settings return to their defaults and you must select them again. This setting can be locked by an administrator. If you can't access or change this setting, contact your administrator for assistance.

1. Press the home button, if necessary.
2. Select **Setup**.

3. Scroll down and select **System Administration**. Enter the administrator password, if necessary.

4. Select **Common Settings**.
5. Scroll down and select **Country/Region**.
6. Scroll up or down, if necessary, then select your country or region.

   You see a confirmation screen.
7. If the setting is correct, select **Yes**. (If not, select **No** and retry.)

Note: Changing the country or region restores the fax settings to the default settings.

Parent topic: Setting Up Basic Fax Features

Selecting the Date and Time

Before faxing, select the current date, time, and daylight saving phase in your area, and choose your preferred date and time format.

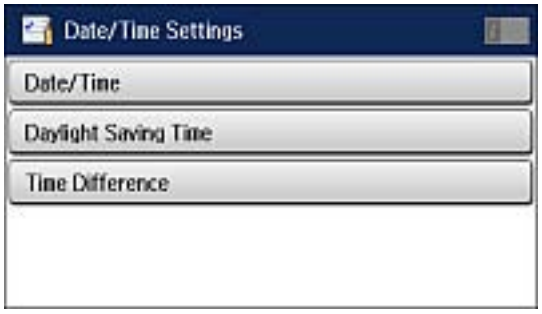
Note: This setting can be locked by an administrator. If you can't access or change this setting, contact your administrator for assistance.

1. Press the home button, if necessary.
2. Select **Setup**.

3. Scroll down and select **System Administration**. Enter the administrator password, if necessary.
4. Select **Common Settings**.

5. Select **Date/Time Settings**.

   You see a screen like this:



6. Select **Daylight Saving Time**.
7. Select the setting that applies to your area:
   - **Winter**: it is winter or your region does not use Daylight Saving Time (DST)
   - **Summer**: it is spring or summer and your region uses Daylight Saving Time (DST)

   Note: If your region uses Daylight Saving Time (DST), you must change this setting to match the season. When you change from **Winter** to **Summer**, your product automatically sets its clock ahead one hour. When you change from **Summer** to **Winter**, it sets its clock back one hour.

8. Select **Date/Time**.
9. Select the date format you want to use.
10. Use the numeric keypad to enter the current date.
11. Select the time format you want to use.
12. Use the numeric keypad to enter the current time.
13. If necessary, select **Time Difference** and use the icons on the screen to set the difference between UTC (Coordinated Universal Time) and your time zone.

Parent topic: Setting Up Basic Fax Features

Using the Fax Setup Wizard

You can setup the product's basic fax settings using the Fax Setting Wizard. This wizard is automatically displayed when the product is turned on for the first time. You can also change these settings individually from the Fax Settings menu.

Note: These settings can be locked by an administrator. If you can't access or change these setting, contact your administrator for assistance.

1. Press the home button, if necessary.
2. Select **Setup**.

3. Scroll down and select **System Administration**. Enter the administrator password, if necessary.

4. Scroll down and select **Fax Settings**.
5. Scroll down and select **Fax Setting Wizard**.

The Fax Setting Wizard screen appears.

6. Select **Start**.

   You see a Fax Header screen like the following:

7. On the Fax Header screen, use the displayed keypad to enter the sender name for your fax source, such as your name or a business name. You can enter up to 40 characters.
8. On the Your Phone Number screen, use the displayed keypad to enter your fax number, up to 20 characters.

   Note: The name and phone number in the fax header identifies the source of the faxes you send.

9. On the Distinctive Ring Setting screen, do one of the following:
   - If you have subscribed to a distinctive ring service from your telephone company, select **Proceed**. Select the ring pattern to be used for incoming faxes or select **On**. Go to step 12.
   - If you do not have a distinctive ring service, select **Skip** and go to the next step.

   Note: Distinctive ring services 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 the DRD Setting. If you select **On** or a ring pattern other than **All**, Receive Mode is automatically set to **Auto**.

10. On the Receive Mode Setting screen, do one of the following:
    - If you have connected an external telephone or answering machine to the product, select **Yes** and go to the next step.

- If you did not connect an external telephone or answering machine, select **No** and go to step 12. (Receive Mode is automatically set to **Auto**; otherwise you cannot receive faxes.)

11. On the next Receive Mode Setting screen, select **Yes** to receive faxes automatically or select **No** to receive faxes manually.

    Note: If you connect an external answering machine and select to receive faxes automatically, make sure the **Rings to Answer** setting is correct. If you select to receive faxes manually, you need to answer every call and operate the product's control panel or your phone to receive faxes.

12. On the Confirm Settings screen, confirm the displayed settings and select **Proceed**, or press ↺ back to change the settings.
13. On the Run Check Fax Connection screen, select **Start** and follow the on-screen instructions to check the fax connection and print a report of the check result. If there are any errors reported, try the solutions on the report and run the check again.

    Note:

    - If the Select Line Type screen appears, select the correct line type.
    - If the Select Dial Tone Detection screen appears, select **Disable**. However, disabling the dial tone detection function may drop the first digit of a fax number and send the fax to the wrong number.

Parent topic: Setting Up Basic Fax Features

Related tasks

Entering Characters on the LCD Screen

Selecting the Line Type

If you connect the product to a PBX phone system or terminal adapter, you must change the product's line type. PBX (Private Branch Exchange) is used in office environments where an external access code such as "9" must be dialed to call an outside line. The default Line Type setting is PSTN (Public Switched Telephone Network), which is a standard home phone line.

Note: This setting can be locked by an administrator. If you can't access or change this setting, contact your administrator for assistance.

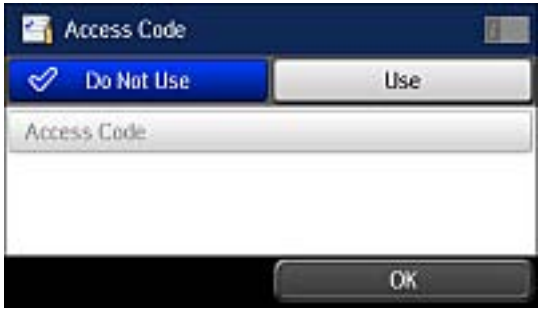
1. Press the ⌂ home button, if necessary.

2. Select **Setup**.

3. Scroll down and select **System Administration**. Enter the administrator password, if necessary.

4. Scroll down and select **Fax Settings**.
5. Select **Basic Settings**.
6. Select **Line Type**.
7. Select **PBX**.

You see a screen like this:



8. Select **Use**.
9. Select **Access Code**.
10. Use the displayed keypad to enter the external access code such as 9, and select **OK**.

Parent topic: Setting Up Basic Fax Features

Setting the Number of Rings to Answer

If you connect an external answering machine and select to receive faxes automatically, make sure the Rings to Answer setting is correct. The number of rings should be higher than the number of rings your answering machine is set to for answering a call.

Note: This setting can be locked by an administrator. If you can't access or change this setting, contact your administrator for assistance.

1. Press the home button, if necessary.

2. Select **Setup**.

3. Scroll down and select **System Administration**. Enter the administrator password, if necessary.

4. Scroll down and select **Fax Settings**.
5. Select **Receive Settings**.

6. Select **Rings to Answer**.

7. Select the number of rings, and select **OK**. Make sure to select a number higher than the number of rings your answering machine is set to for answering a call.

Note: An answering machine picks up every call faster than the product, but the product can detect fax tones and start receiving faxes. If you answer the phone and hear a fax tone, check that the product has started receiving the fax, then hang up the phone.

Parent topic: Setting Up Basic Fax Features

Selecting Advanced Fax Settings

You can select a variety of advanced fax settings.

Note: These settings can be locked by an administrator. If you can't access or change these setting, contact your administrator for assistance.

1. Press the home button, if necessary.

2. Select **Setup**.

3. Scroll down and select **System Administration**. Enter the administrator password, if necessary.

4. Scroll down and select **Fax Settings**.
   You see a screen like this:

5. Select the group of settings you want to change.

User Default Settings - Fax
Send Settings - Fax
Receive Settings - Fax
Output Settings - Fax
Basic Settings - Fax
Security Settings - Fax

Parent topic: Setting Up Fax Features

User Default Settings - Fax

Set the default settings you want to use for faxing.

Setting	Options	Description
Resolution	**Standard**	Adjusts the scan resolution and print quality of outgoing faxes.
	Fine	
	Super Fine	
	Ultra Fine	
	Photo	
Density	**Auto**	Automatically adjusts the darkness of outgoing faxes. Select this option when sending black-and-white text documents.
	Manual	Lets you select from various density levels.
Document Size (Glass)	**Half Letter**	Sets the size for a document placed on the scanner glass.
	A5	
	Letter	
	A4	
ADF 2-Sided	**Off**	Select **On** to enable 2-sided faxing from the ADF. The Direct Send option and color faxing are disabled when you turn on this setting.
	On	

Setting	Options	Description
Direct Send	**Off**	Select **On** to send black-and-white faxes to a single recipient as soon as the connection is made, without saving the scanned image to memory. You cannot use this setting when sending a color fax or sending a fax to multiple recipients.
	On	
Continuous Scan from ADF	**Off**	Select **On** to have the product to ask if you want to scan another page after a document in the ADF has finished scanning.
	On	
Transmission Report	**Print on Error**	Lets you select when to print transmission reports.
	Print	
	Do Not Print	

Parent topic: Selecting Advanced Fax Settings

Send Settings - Fax

Set the send options you want to use for outgoing faxes.

Setting	Options	Description
Batch Send	**Off**	Sorts outgoing faxes by recipient in the product's memory, and then sends them as a batch.
	On	
Save Failure Data	**Off**	Saves faxes that failed to be sent in the product's memory. You can resend the faxes from the product's Status Menu.
	On	

Parent topic: Selecting Advanced Fax Settings

Receive Settings - Fax

Set the receive options you want to use for incoming faxes.

Setting	Options	Description
Receive Mode	**Manual**	Lets you confirm whether an incoming fax should be printed; a telephone must be connected to the product
	Auto	Automatically receives and prints faxes.

Setting	Options	Description
Distinctive Ring	**All**	If you are using a Distinctive Ring Service on your phone line, your telephone company can assign two or more phone numbers to the same line and assign different ring patterns to each. If you use this service, select the number of rings for your fax number so your product can receive faxes on the correct number of rings. Select **All** for phones lines that do not use this service.
	Single	
	Double	
	Triple	
	Double&Triple	
Rings to Answer	1 to 9	Sets the number of rings before your product receives a fax. If Receive Mode is set to **Auto** and an answering machine is connected to the product, make sure this setting is set higher than the number of rings your answering machine is set to answer a call.
Remote Receive	**Off**	Lets you start receiving faxes using your phone instead of operating the product (if the Receive Mode is set to **Auto**). When you select **On**, you must also set a **Start Code**. If you are using a cordless handset with its base connected to the product, you can start receiving the fax by entering the code using the handset.
	On	
	Start Code	

Parent topic: Selecting Advanced Fax Settings

Output Settings - Fax

Set the output options you want to use for incoming faxes.

Note: If you select **Save to Inbox**, faxes are saved in the product's memory. Delete faxes after viewing or printing to prevent the memory from filling up. Even if you select other options for saving faxes, they may be saved temporarily in the product's memory.

Setting	Options	Description
Fax Output	**Other Settings**	Lets you create a folder for saving faxes on a memory device and select settings for forwarding faxes.
	Save to Inbox	Saves incoming faxes in the product's memory. You can view the faxes on the LCD screen and print if needed.
	Save to Computer	To use this option, you must use the Epson FAX Utility. Select **Yes and Print** to have faxes saved to your computer and printed automatically.
	Save to Memory Device	Saves incoming faxes to a connected memory device or USB storage device. Select **Yes and Print** to have faxes saved to the memory device and printed automatically.
	Forward	Forwards incoming faxes to as many as 5 numbers in your contact list. Select **Yes and Print** to have faxes forwarded and printed automatically. **Note:** Color faxes cannot be forwarded.
Auto Reduction	**On**	Select to reduce the size of large received faxes to fit on the paper size in the selected paper source.
	Off	Select to print large incoming faxes at their original size on multiple sheets, if necessary.
Auto Rotation	**On**	If you have loaded A5-size paper, select **On** to rotate landscape-oriented incoming faxes so that they print correctly on the paper.
	Off	
Collation Stack	**On**	Select **On** to print incoming faxes so that the pages are stacked in the correct page order. (When the product is low on memory, this option may not be available.)
	Off	
Print Suspend Time	**Off**	Select **On** to set a time period to stop automatic printing of faxes or reports and save received faxes in the product's memory. (Make sure there is enough free memory before using this function.)
	On	
	Time to Stop	
	Restart Time	

Setting	Options	Description
Forwarding Report	**Print on Error**	Selects whether or when to print a report after an incoming fax is forwarded.
	Print	
	Do Not Print	
Attach Image to Report	**Off**	Does not include an image of the fax on transmission reports.
	On(Small Image)	Prints transmission reports with an image of the first faxed page. (Does not work when you select **Direct Send**.)
	On(Large Image)	
Fax Log Auto Print	**Off**	Does not print the fax log.
	On(Every 30)	Prints the fax log after 30 faxes are sent or received.
	On(Time)	Prints the fax log at a time you select using the numeric keypad displayed on the LCD screen.
Report Format	**Simple**	Selects the amount of information on fax reports.
	Detail	

Parent topic: Selecting Advanced Fax Settings

Basic Settings - Fax

Set the basic options you want to use for incoming and outgoing faxes.

Setting	Options	Description
Fax Speed	**Fast(33,600bps)**	Sets the speed at which you send and receive faxes.
	Medium(14,400bps)	
	Slow(9,600bps)	
ECM	**On**	Turns on Error Correction Mode (ECM) to automatically correct errors in sent or received fax data.
	Off	Turns off Error Correction Mode (ECM); color faxes cannot be sent or received.

Setting	Options	Description
Dial Tone Detection	**On**	Automatically dials the number you enter for faxing when the product detects a dial tone.
	Off	Turns off automatic dial tone detection, which may be necessary if the product is connected to a PBX (Private Branch Exchange) or a TA (Terminal Adapter). However, turning this setting off may cause the product to drop the first digit of a fax number.
Line Type	**PSTN**	Selects a standard phone line (Public Switched Telephone Network).
	PBX	Selects Private Branch Exchange, the type of phone line used in office environments where an access code such as 9 must be used to call an outside line.
Header	**Fax Header**	Select to enter the header information and your phone number for inclusion on outgoing faxes.
	Your Phone Number	

Parent topic: Selecting Advanced Fax Settings

Security Settings - Fax

Set the security options you want to use for fax data.

Setting	Options	Description
Direct Dialing Restrictions	**Off**	Does not restrict dialed fax numbers.
	On	Allows faxing only to numbers stored in the contacts list or history.
	Enter Twice	Requires you to enter fax numbers twice to prevent errors.
Confirm Address List	**Off**	Selects whether or not to display a recipient confirmation screen before a fax is sent.
	On	
Inbox Password Settings	**Register**	Select to set a password for viewing incoming faxes.

Setting	Options	Description
Backup Data Auto Clear	**Off**	Automatically erases sent or received fax data from your product's memory.
	On	
Clear Backup Data	—	Deletes all sent or received fax data remaining in your product's memory; run this function if you are giving away or disposing of your product.

Parent topic: Selecting Advanced Fax Settings

Setting Up Fax Features Using the Fax Utility - Windows

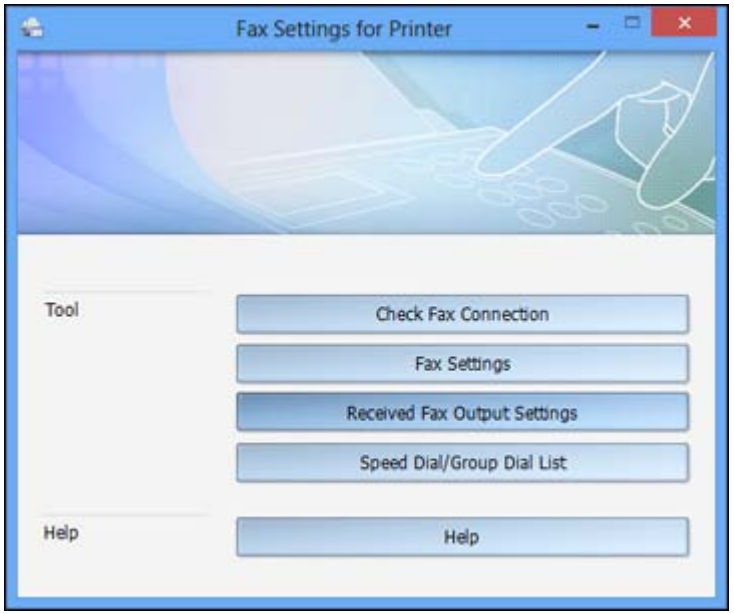
You can set up your fax header and select your fax settings using the FAX Utility for Windows.

1. Do one of the following:
   - **Windows 8.x**: Navigate to the **Apps** screen.
   - **Windows (other versions)**: Click or **Start** > **Programs** or **All Programs** > **EPSON Software**.
2. Select **FAX Utility**.

   You see this window:

3. Select **Fax Settings for Printer**. (Select your product, if prompted.)

   You see this window:



4. Select **Fax Settings**.
5. Follow the prompts that appear on the screen to enter your fax header information and select your fax settings.

   Note: For detailed information, select the FAX Utility **Help** option.

Parent topic: Setting Up Fax Features

Setting Up Fax Features Using the Fax Utility - OS X

You can set up your fax header and select your fax settings using the FAX Utility for OS X.

1. In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax**, **Print & Scan**, or **Printers & Scanners**, select the **FAX** option for your product, and select **Options & Supplies**. Select **Utility** and select **Open Printer Utility**.
2. Double-click **FAX Utility**, if necessary.

You see this window:

3. Select your **FAX** product in the Printer list.
4. Select **Fax Settings**.
5. Follow the prompts that appear on the screen to enter your fax header information and select your fax settings.

   Note: For detailed information, select the FAX Utility **?** icon.

Parent topic: Setting Up Fax Features

Setting Up Contacts and Contact Groups

You can set up a list of contacts and their fax numbers so you can quickly select them for faxing. You can also set up contact groups to send a fax message to multiple contacts.

Setting Up Contacts Using the Product Control Panel
Setting Up Speed/Group Dial Lists Using the Fax Utility - Windows
Setting Up Speed/Group Dial Lists Using the Fax Utility - OS X

Parent topic: Faxing

Setting Up Contacts Using the Product Control Panel

You can set up your contacts and contact groups using the control panel on your product.

Note: Contacts can be locked by an administrator. If you cannot access or change contacts, contact your administrator for assistance.

Creating a Contact
Editing or Deleting a Contact
Creating a Contact Group
Editing or Deleting a Contact Group

Parent topic: Setting Up Contacts and Contact Groups

Related tasks

Setting Up Speed/Group Dial Lists Using the Fax Utility - Windows
Setting Up Speed/Group Dial Lists Using the Fax Utility - OS X

Creating a Contact

You can create a list of contacts to save frequently used fax numbers.

Note: You can also create contacts from the Home screen, which lets you select several types of contacts. You can create up to 200 contacts and contact groups combined.

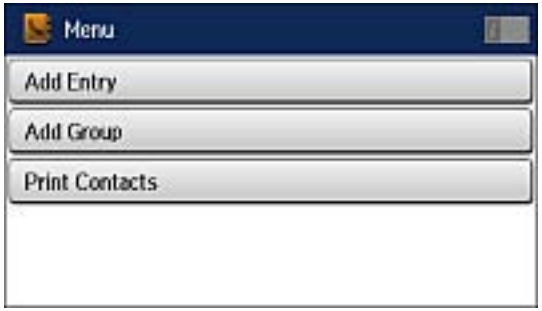
1. Press the home button, if necessary.
2. Select **Fax**.

   You see a screen like this:

3. Select **Contacts**. Enter the administrator password, if necessary.

You see a screen like this:

4. Select **Menu**.
   You see a screen like this:



   Note: You can print your list of contacts and groups if necessary.

5. Select **Add Entry**.
6. Select the number you want to use for the contact you are adding.

You see a screen like this:

7. Select the **Name** field, use the displayed keyboard to enter the contact name (up to 30 characters), and press .
8. Select the **Index Word** field, use the displayed keyboard to enter a word to use when searching for an entry (up to 30 characters), and press . (This field is optional.)
9. Select the **Fax Number** field, and use the numeric keypad on the LCD screen or the buttons on the product to enter the fax number. You can enter up to 64 characters.

   Note: If necessary, enter an outside line access code (such as **9**) at the beginning of the fax number. If the access code has been set up in the **Line Type** setting, enter the # pound sign instead of the code.

10. Set the **Fax Speed**, if necessary.
11. Select **Save**.

Parent topic: Setting Up Contacts Using the Product Control Panel

Editing or Deleting a Contact

You can edit or delete any of the contacts on your list.

1. Press the home button, if necessary.
2. Select **Fax**.

You see a screen like this:

3. Select **Contacts**. Enter the administrator password, if necessary.
4. Select the contact you want to edit or delete.

   You see a screen like this:

5. Do one of the following:
   - To delete the contact, select **Delete** and select **Yes** on the confirmation screen.
   - To edit the contact, select **Edit**, select the item you want to change, enter the correct information, and select . When you are finished editing, select **Save**.

Parent topic: Setting Up Contacts Using the Product Control Panel

Creating a Contact Group

You can create a group of contacts so that you can easily send faxes to multiple recipients.

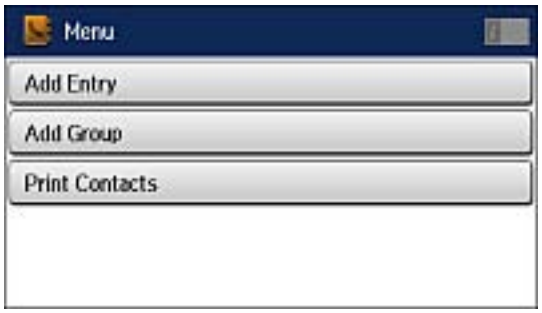
Note: You can create up to 200 contacts and contact groups combined.

1. Press the home button, if necessary.
2. Select **Fax**.

   You see a screen like this:

3. Select **Contacts**. Enter the administrator password, if necessary.
4. Select **Menu**.

   You see a screen like this:



   Note: You can print your list of contacts and groups if necessary.

5. Select **Add Group**.
6. Select the number you want to use for the group you are adding.

You see a screen like this:

7. Select the **Name** field, use the displayed keyboard to enter the group name (up to 30 characters), and press .
8. Select the **Index Word** field, use the displayed keyboard to enter a word to use when searching for a group (up to 30 characters), and press . (This field is optional.)
9. Select **Proceed**.

   You see your contacts list.
10. Select the number next to each contact you want to include in your group.

    A check mark appears next to each selected contact.
11. Select **Save**.

Parent topic: Setting Up Contacts Using the Product Control Panel

Editing or Deleting a Contact Group

You can edit an existing contact group to add or delete entries. You can also delete the entire contact group.

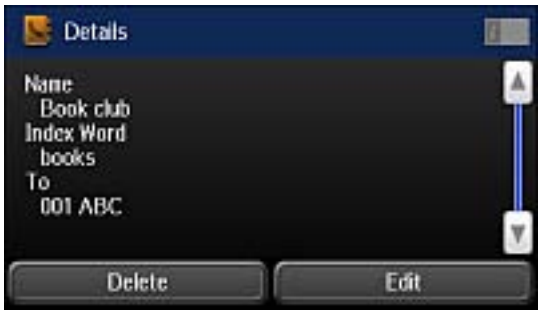
1. Press the home button, if necessary.
2. Select **Fax**.

You see a screen like this:

3. Select **Contacts**. Enter the administrator password, if necessary.
   You see a screen like this, showing both individual contacts and contact groups:

4. Select the group you want to edit.

You see a screen like this:



Note: If you want to delete the entire group, select **Delete**.

5. To edit the group, select **Edit**.
6. Select **Proceed**.

   You see a list of the contacts in your group.
7. To add or delete a contact, select the number next to it.
8. Select **Save**.

Parent topic: Setting Up Contacts Using the Product Control Panel

Setting Up Speed/Group Dial Lists Using the Fax Utility - Windows

You can set up your speed dial and group dial lists using the FAX Utility for Windows. The utility also lets you import fax numbers from the Windows Address Book and back up fax numbers stored in your product's memory.

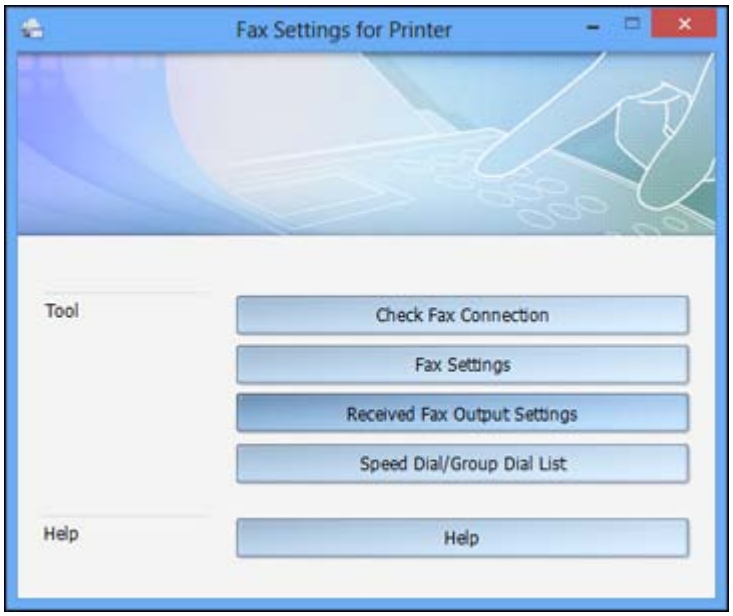
Note: You can create up to 60 speed dial and group dial entries combined.

1. Do one of the following:
   - **Windows 8.x**: Navigate to the **Apps** screen.
   - **Windows (other versions)**: Click or **Start** > **Programs** or **All Programs** > **EPSON Software**.
2. Select **FAX Utility**.

You see this window:

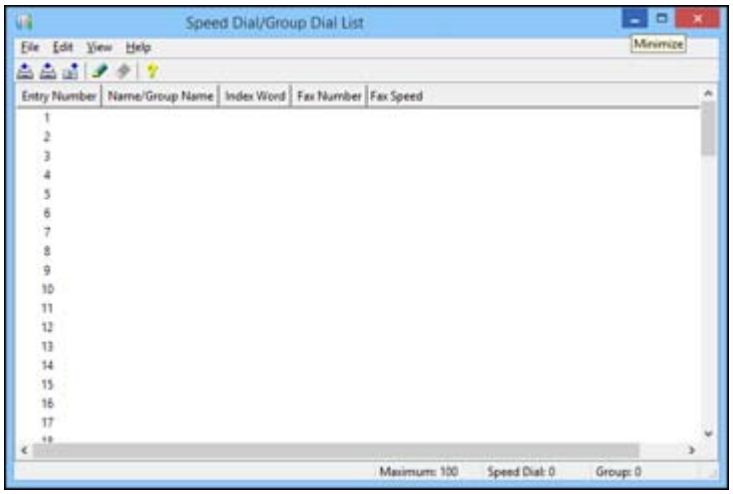
3. Select **Fax Settings for Printer**. (Select your product, if prompted.)

You see this window:



4. Select **Speed Dial/Group Dial List**.

You see this window:



5. Select an empty entry and click the icon.

   Note: To edit an entry, select it and click the icon. To delete an entry, select it and click the icon.

6. Do one of the following:
   - To create a speed dial entry, select **Speed Dial**, enter a name and fax number, and click **OK**.
   - To create a group dial entry, select **Group**, enter a name, select your desired fax numbers, and click **OK**.
7. Repeat the previous steps as necessary to add all your speed dial or group dial entries.
8. When you are finished, click the icon to save the entries to your product's memory.

Parent topic: Setting Up Contacts and Contact Groups

Related topics

Setting Up Contacts Using the Product Control Panel

Setting Up Speed/Group Dial Lists Using the Fax Utility - OS X

You can set up your speed dial and group dial lists using the FAX Utility. The utility also lets you import fax numbers from the MacAddress Book and back up fax numbers to your product's memory.

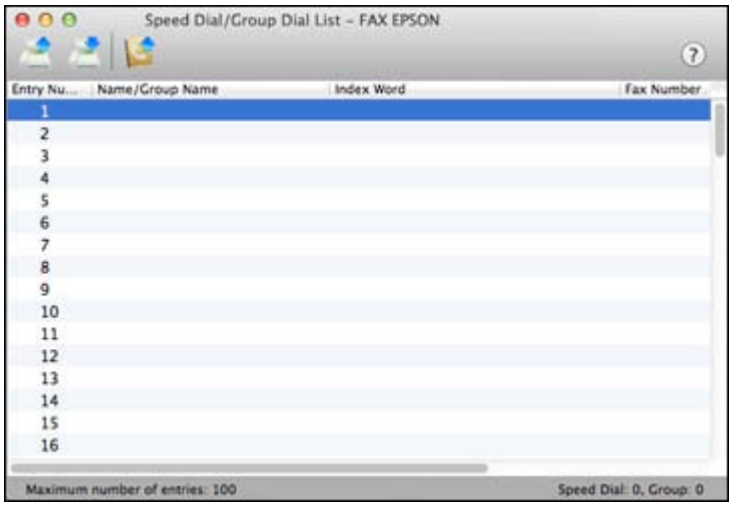
Note: You can create up to 60 speed dial and group dial entries combined.

1. In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax**, **Print & Scan**, or **Printers & Scanners**, select the **FAX** option for your product, and select **Options & Supplies**. Select **Utility** and select **Open Printer Utility**.
2. Double-click **FAX Utility**, if necessary.

   You see this window:

3. Select your **FAX** product in the Printer list.
4. Select **Speed Dial/Group Dial List**.

You see this window:



5. To add an entry, double-click an empty entry.

   Note: To edit an entry, select it and change the information. To delete an entry, select it and press the **Delete** key on your keyboard.

6. Do one of the following:
   - To create a speed dial entry, select **Speed Dial**, enter a name and fax number, and click **OK**.
   - To create a group dial entry, select **Group Dial**, enter a name, select your desired fax numbers, and click **OK**.
7. Repeat the previous steps as necessary to add all your speed dial or group dial entries.
8. To import entries from your MacAddress book, click the icon.
9. When you are finished, click the icon to save the entries to your product's memory.

Parent topic: Setting Up Contacts and Contact Groups

Related topics

Setting Up Contacts Using the Product Control Panel

Sending Faxes

See these sections to send faxes using your product.

Sending Faxes from the Product Control Panel
Sending Faxes Using the Fax Utility - Windows
Sending Faxes Using the Fax Utility - OS X

Parent topic: Faxing

Sending Faxes from the Product Control Panel

See these sections to send faxes using the product's control panel.

Sending a Fax Using the Keypad, Contact List, or History
Fax Sending Options
Sending a Fax at a Specified Time
Sending a Fax on Demand
Sending a Stored Fax
Dialing Fax Numbers from a Connected Telephone

Parent topic: Sending Faxes

Sending a Fax Using the Keypad, Contact List, or History

You can send a fax from your product control panel by entering the fax number, or selecting the number from either the contact list or fax history.

Note: You can send a black-and-white fax to up to 200 recipients at a time, or send a color fax to one recipient at a time. If your recipient's fax machine does not print in color, your fax is automatically sent in black-and-white.

Note: The product can queue up to 50 black-and-white fax jobs. You can check or cancel fax jobs in the queue using the Status Menu.

1. Place your original on the product for faxing.
2. Press the ⌂ home button, if necessary.

3. Select **Fax**.

Note: To fax a double-sided document, place your document in the ADF and turn on the **ADF 2-Sided** setting. (You cannot fax double-sided documents in color.)

4. Do one of the following to select fax recipients:
   - **Manually enter a fax number**: Press the **Enter a Fax Number** field and enter a fax number. Press when done. To add another fax number, repeat the same steps. You can also use the numeric keypad on the control panel to enter a fax number.

     Note: If direct dialing has been restricted, you can only select the number from the contact list or fax history. If necessary, enter an outside line access code (such as 9) at the beginning of the fax number. If the access code has been set up in the **Line Type** setting, enter the # pound sign instead of the code.

   - **Select from the contact list**: Select **Contacts** to display the contact list screen. Select the checkbox next to one or more contact (select the checkbox again to deselect it). You can also select the **Search** field to search for recipients by name, index name, or entry number. Select **Proceed** when you are finished.
   - **Select from the sent fax history**: Select **History** to display the sent fax history. Select a recipient from the list, select **Menu**, and select **Send to this number**.

   Note: To delete entered recipients, select the **Enter a Fax Number** field, select the recipient you want to delete, and select **Delete from the List**.

5. If you need to change any fax settings, select **Menu**, select **Fax Send Settings**, and select your settings.

6. If you want to preview your fax in black-and-white on the LCD, select **Preview**. (If the preview looks incorrect, select **Retry**, reposition the document or change the fax settings, and repeat this step.)

   Note: If you do not touch the preview screen for 20 seconds, your product sends the fax automatically. You cannot preview images when the Direct Send setting is turned on.

7. If you want to save your fax settings for later use, select **Presets** and add a new entry.
8. Press one of the ◇ buttons.

   Note: To cancel faxing, press the ⊽ **Stop** button. You can also cancel the job or check the job status from the Status Menu.

   Your product scans your original and prompts you to place additional pages, if necessary.

After scanning your originals, your product dials the number and sends the fax.

Note: Your product does not save sent color faxes to its memory. If the Save Failure Data option is enabled, faxes that failed to be sent are stored to the product's memory and you can resend them from the Status Menu screen.

Parent topic: Sending Faxes from the Product Control Panel

Related references

Fax Sending Options

Related tasks

Using Presets

Selecting the Line Type

Related topics

Placing Originals on the Product

Setting Up Contacts and Contact Groups

Fax Sending Options

While sending a fax, you can select **Menu** and select these options from the Fax Send Settings menu.

Note: You can also select these options in the User Default Settings menu.

Setting	Options	Description
Resolution	**Standard**	Adjusts the scan resolution and print quality of outgoing faxes.
	Fine	
	Super Fine	
	Ultra Fine	
	Photo	
Density	**Auto**	Automatically adjusts the darkness of outgoing faxes. Select this option when sending black-and-white text documents.
	Manual	Lets you select from various density levels.
Document Size (Glass)	**Half Letter**	Sets the size for a document placed on the scanner glass.
	A5	
	Letter	
	A4	
ADF 2-Sided	**Off**	Select **On** to enable 2-sided faxing from the ADF. The Direct Send option and color faxing are disabled when you turn on this setting.
	On	
Direct Send	**Off**	Select **On** to send black-and-white faxes to a single recipient as soon as the connection is made, without saving the scanned image to memory. You cannot use this setting when sending a color fax or sending a fax to multiple recipients.
	On	
Priority Send	**Off**	Select **On** to send the current fax before other faxes waiting to be sent.
	On	
Continuous Scan from ADF	**Off**	Select **On** to have the product to ask if you want to scan another page after a document in the ADF has finished scanning.
	On	
Transmission Report	**Print on Error**	Lets you select when to print transmission reports.
	Print	
	Do Not Print	

Parent topic: Sending Faxes from the Product Control Panel

Sending a Fax at a Specified Time

You can send a fax at a time of your choice.

Note: Make sure the product's date and time settings are correct. You can only send faxes in black-and-white when you use this option.

1. Place your original on the product for faxing.
2. Press the home button, if necessary.
3. Select **Fax**.

Note: To fax a double-sided document, place your document in the ADF and turn on the **ADF 2-Sided** setting.

4. Enter a fax number or select a number from the Contacts list or History.
5. Select **Menu**.
6. Select **Send Fax Later**.
7. Select **On**.
8. Select **Time**, use the displayed keypad on the LCD screen to enter your desired time, and select **OK**.
9. Press one of the ◇ buttons.

Note: To cancel faxing, press the ▽ **Stop** button.

After scanning your originals, your product dials the number and sends the fax at the specified time.

Note: If the product is turned off at the specified time, the fax is sent when it is powered on.

Parent topic: Sending Faxes from the Product Control Panel

Related references

Fax Sending Options

Related topics

Placing Originals on the Product

Setting Up Contacts and Contact Groups

Sending a Fax on Demand

You can store one scanned document (up to 100 black-and-white pages) and have it sent automatically when another fax machine requests it. Other fax users can receive the document by calling your fax number and using the polling receive function on their fax machines.

1. Place your original on the product for faxing.
2. Press the home button, if necessary.
3. Select **Fax**.

4. Select **Menu**.
5. Select **Polling Send** and select **On**.
6. If you need to change any fax settings, select **Menu**, select **Fax Send Settings**, and select your settings.
7. Press the **B&W** button.

Your document is scanned and stored until you overwrite or delete it.

You can store only one document at a time. Subsequent documents overwrite the existing document. You can also delete a stored document from the Status Menu.

Parent topic: Sending Faxes from the Product Control Panel

Related references

Fax Sending Options

Related topics

Placing Originals on the Product

Sending a Stored Fax

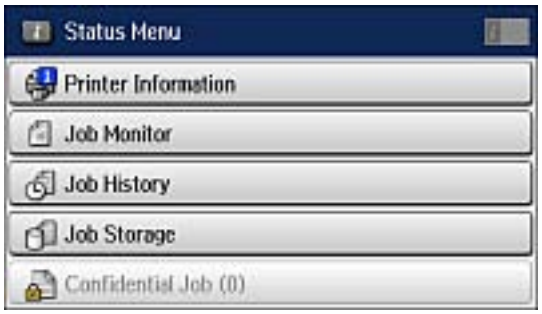
You can store one scanned document (up to 100 black-and-white pages) and send it whenever necessary.

1. Place your original on the product for faxing.
2. Press the home button, if necessary.
3. Select **Fax**.

4. Select **Menu**.
5. Select **Store Fax Data** and select **On**.
6. If you need to change any fax settings, select **Menu**, select **Fax Send Settings**, and select your settings.
7. Press the **B&W** button.

   Your document is scanned, stored, and briefly previewed.
8. When you are ready to send the document, press the **Status** button.

You see a screen like this:



9. Select **Job Monitor**.
10. Select **Communication Job**.
11. Select the stored fax job you want to send.
12. Select **Send/View** and select **Send**.

You can store only one document at a time. Subsequent documents overwrite the existing document. You can also delete a stored document from the Status Menu.

Parent topic: Sending Faxes from the Product Control Panel

Related references

Fax Sending Options

Related topics

Placing Originals on the Product

Dialing Fax Numbers from a Connected Telephone

If you have connected a telephone to the **EXT** port on your product, you can send a fax by dialing the fax number from the connected telephone. If the recipient's phone number and fax number are the same, you can speak to the recipient before sending the fax.

1. Place your original on the product for faxing.
2. Press the ⌂ home button, if necessary.
3. Dial the fax number from the connected telephone. Speak to the recipient if necessary.
4. Select **Start Fax** on the LCD screen.

5. Select **Send**.

   Note: Your product now communicates with the recipient's fax machine. Do not hang up the telephone.

6. When you hear a fax tone, press one of the ◇ buttons to start sending the fax.

   Note: If your recipient's fax machine does not print in color, your fax is automatically sent in black-and-white.

7. Hang up the telephone.

Parent topic: Sending Faxes from the Product Control Panel

Related references

Fax Sending Options

Related topics

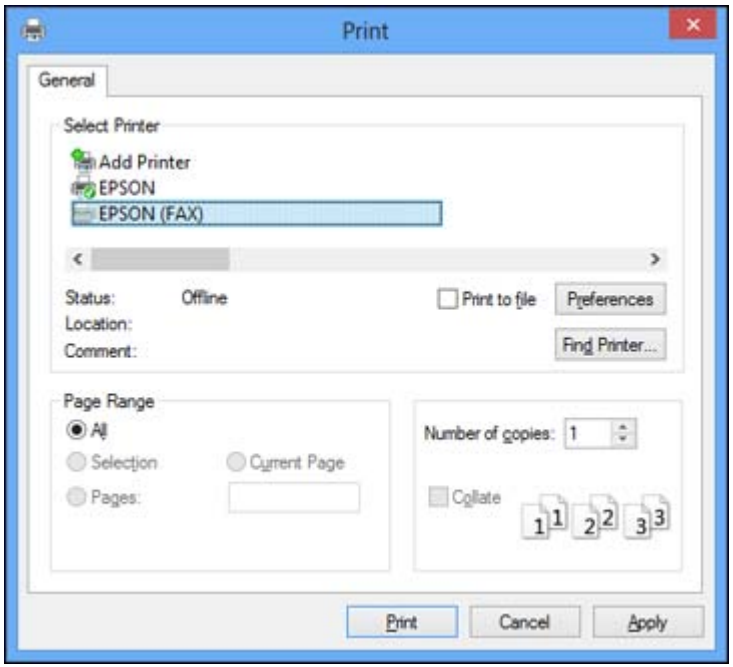
Placing Originals on the Product

Sending Faxes Using the Fax Utility - Windows

You can send a fax from a printing program in Windows. You can fax up to 100 pages at a time, including a cover sheet.

1. Open the file you want to fax and select the print command.

You see a window like this:

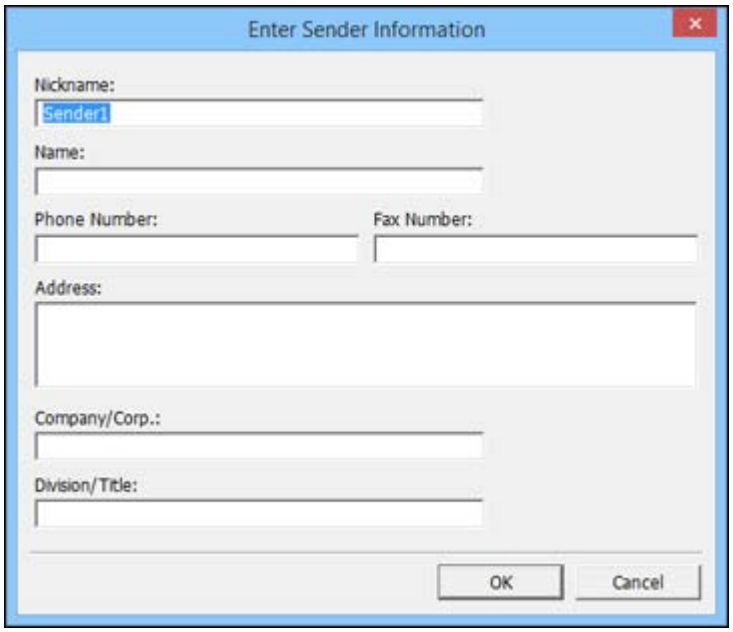


2. Select your product with the **FAX** option as the printer.
3. To change the Paper Size, Orientation, Color, Image Quality, or Character Density settings, click the **Preferences** or **Properties** button.

   Note: If you see a **Setup**, **Printer**, or **Options** button, click it. Then click **Preferences** or **Properties** on the next screen. For more information about selecting fax print settings, click **Help.**

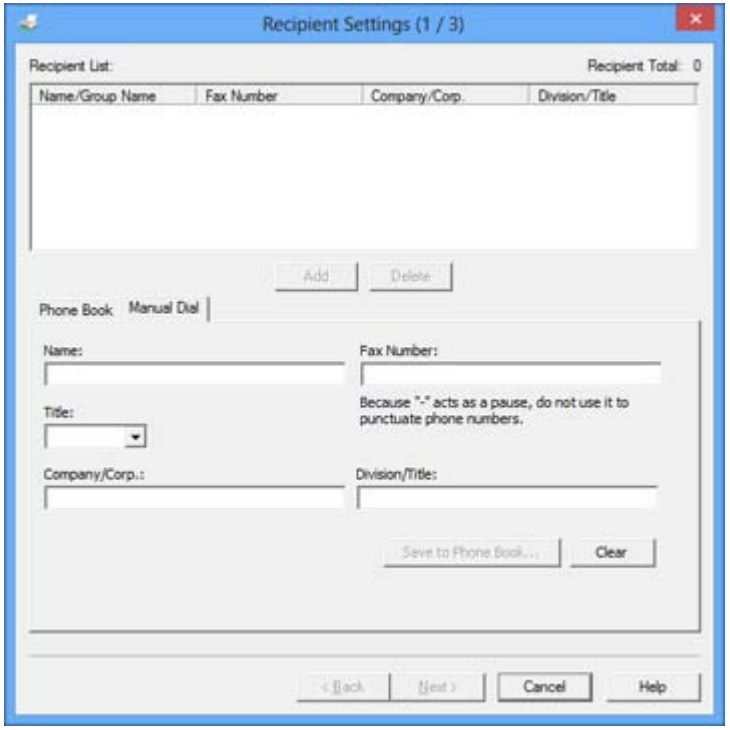
4. Select the Page Range as necessary. (Leave the Number of copies set to **1**.)
5. Click **Print** or **OK**.

If you’re faxing for the first time, you see a window like this one:



6. Enter your sender information so that recipients can identify the origin of the fax. Then click **OK** to save the sender information.

You see a window like this:



7. Enter the recipient's name and fax number or select a recipient from the phonebook, then click **Next**.

   Note: For detailed instructions on using the Epson FAX Utility, click **Help**.

8. Select a cover sheet and enter a subject and message, then click **Next.**
9. Click **Send** to transmit your fax.

Parent topic: Sending Faxes

Sending Faxes Using the Fax Utility - OS X

You can send a fax from a OS X printing program using the FAX Utility. You can fax up to 100 pages at a time, including a cover sheet.

1. Open the file you want to fax.

2. Select the print command in your application.

   Note: You may need to select a print icon on your screen, the **Print** option in the **File** menu, or another command. See your application's help utility for details.

3. Select your product **FAX** option as the **Printer** setting.
4. If necessary, click the arrow next to the Printer setting or the **Show Details** button to expand the print window.
5. Select the number of pages you are faxing as the **Pages** setting.

   Note: Leave the **Copies** setting set to **1**.

6. Select **Recipient Settings** from the pop-up menu.

You see this window:

7. Do one of the following to choose your recipient:
   - Select a name or group from the **Recipient List**.
   - Enter a name, company, and fax number and click the **+** button.
   - Click the icon and select a recipient from your address book.
8. Select **Fax Settings** from the pop-up menu.

You see this window:

9. Select the **Color** and **Image Quality** settings you want to use for your fax.
10. Click **Fax**.

Parent topic: Sending Faxes

Receiving Faxes

See these sections to receive faxes with your product.

Fax Reception
Receiving Faxes Automatically
Receiving Faxes Manually
Forwarding Received Faxes
Receiving a Fax by Polling
Viewing a Fax on the LCD Screen

Parent topic: Faxing

Fax Reception

Your product will automatically receive and print faxes when you set the Receive Mode to **Auto**.

If you connected a telephone to your product so you can use the same phone line for faxes and voice calls, you can also set your product to receive faxes manually. This allows you to check for a fax tone using the telephone and press a button on your product to receive the fax.

Make sure to load paper in your product and select your fax settings before receiving a fax.

Note: If you run out of paper during fax printing, load more paper and press the button indicated on your product's LCD screen to continue.

Parent topic: Receiving Faxes

Receiving Faxes Automatically

To receive faxes automatically, make sure Receive Mode is set to **Auto** (the default setting for the product).

To change the Receive Mode if necessary, select **Setup** > **System Administration** > **Fax Settings** > **Receive Settings** > **Receive Mode**.

If an answering machine is connected, make sure the product's **Rings to Answer** setting is set higher than the number of rings your answering machine is set to answer a call. For example, if the answering machine is set to pick up on the fourth ring, set the product to pick up on the fifth ring or later.

Parent topic: Receiving Faxes

Related references

Receive Settings - Fax

Related tasks

Receiving Faxes Manually

Receiving Faxes Manually

You can set up your product to receive faxes manually by setting the Receive Mode to **Manual**. This lets you check for a fax tone on the connected telephone before receiving a fax.

1. To change the Receive Mode, select **Setup** > **System Administration** > **Fax Settings** > **Receive Settings** > **Receive Mode** and select **Manual**.
2. When the connected telephone rings, answer the call.
3. If you hear a fax tone, select **Start Fax** on the LCD display.
4. Select **Receive**.
5. Press one of the ⬖ buttons to start receiving the fax.
6. Hang up the telephone.

Parent topic: Receiving Faxes

Related references

Receive Settings - Fax

Related tasks

Receiving Faxes Automatically

Forwarding Received Faxes

You can forward received faxes to another fax machine, or convert the faxes into PDF documents and forward them to a shared folder on the network or to an email address. Forwarded faxes are deleted from the product's memory. Before using this feature, make sure the date and time are set correctly, the forwarding destination is set up in the contact list, and the email server settings are configured.

Note: Color documents cannot be forwarded to another fax machine.

Note: This setting can be locked by an administrator. If you can't access or change this setting, contact your administrator for assistance.

1. Press the home button, if necessary.
2. Select **Setup**.

3. Scroll down and select **System Administration**. Enter the administrator password, if necessary.

4. Scroll down and select **Fax Settings**.
5. Select **Output Settings**.
6. Select **Fax Output**.
7. Select **Settings**.
8. Select **Forward**.
9. Select **On**.

   Note: If you want to print the fax automatically before forwarding it, select **Yes and Print**.

10. Select the forwarding destination from the contact list.

    Note: Select **View** to sort your contacts by the printer's features. You can select up to 5 forwarding destinations.

11. When you are finished selecting your forwarding destinations, select **Proceed**.
12. Confirm the displayed forwarding destinations are correct and select **Close**.
13. Select **Options When Forwarding Failed**.
14. Select the option you want to occur when received faxes fail to be forwarded; print the faxes or save them in the printer's inbox.

15. If you are forwarding to an email address, you can specify the subject by selecting **Email Subject to Forward**.

    Note: If you are forwarding faxes to a shared folder on the network or an email address, you can test if fax forwarding was set up correctly by sending a scanned image to the destination using the scan to email or scan to network folder/ftp option. If you are forwarding faxes to a shared folder on the network, you can set up the FAX Utility to notify you whenever a new fax is received.

Parent topic: Receiving Faxes

Related tasks

Selecting the Date and Time

Receiving a Fax by Polling

You can use polling to receive a fax from another fax machine (such as a fax information service).

Note: This procedure does not work if the fax information service includes audio guidance.

1. Press the home button, if necessary.
2. Select **Fax**.

   You see a screen like this:

3. Select **Menu**.
4. Select **Polling Receive** and select **On**.
5. Enter the fax number you expect to receive the fax from.
6. Press one of the ◇ buttons to start receiving the fax.

Parent topic: Receiving Faxes

Viewing a Fax on the LCD Screen

You can save received faxes in your product's memory and view them on the LCD screen.

Note: To use this feature, you must first enable Save to Inbox from the Output Settings menu. The Inbox can be locked by an administrator. If you cannot access the Inbox, contact your administrator for assistance.

1. Press the home button, if necessary.
2. Check the icon on the LCD screen. It turns on if there are any unread or unprinted faxes in the product's memory.
3. Select **Fax**.
4. Select **Open Inbox**. Enter the administrator password, if necessary.
5. Select the fax you want to view.

   You see the fax displayed on the screen.
6. Select **Menu**.
7. Select one of the printing or deleting options, and follow the on-screen instructions.

Note: Delete faxes after you print or view them to prevent the product's memory from filling up. When the memory is full, you cannot receive or send faxes.

Parent topic: Receiving Faxes

Related references

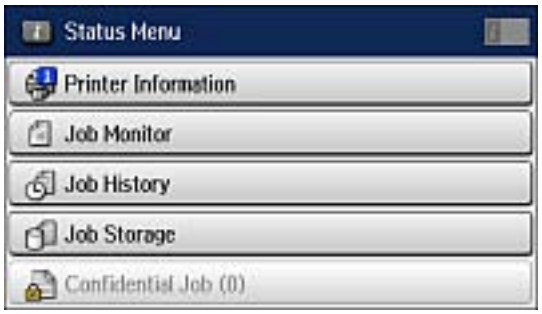
Output Settings - Fax

Checking Fax Status

You can use the **Status** button to check the status of current fax jobs, or faxes that have been received or sent.

1. Press the **Status** button.

You see a screen like this:



2. Do one of the following:
   - To check the status of currrent fax jobs, select **Job Monitor**, select **Communication Job**, and select the fax job you want to check.
   - To check the history of faxes that have been sent or received, select **Job History**, select **Receive Job** or **Send Job**, and select the job you want to check.
   - To check received faxes that have been saved in the product's memory, select **Job Storage** and select **Inbox**.

Parent topic: Faxing

Printing Fax Reports

You can select from several fax reports to print whenever necessary. You can also have the fax log printed automatically by turning on **Fax Log Auto Print**.

1. Press the home button, if necessary.
2. Select **Fax**.

You see a screen like this:

3. Select **Menu**, select **Fax Report**, and select the report you want to print.

Fax Report Options

Parent topic: Faxing

Fax Report Options

Select the fax report or list you want to print.

Fax Settings List
Print a list of the current fax communication settings.

Fax Log
View or print a report on recent fax transmissions.

Last Transmission
Print a report on the previous fax that was sent or received through polling.

Stored Fax Documents
Print a list of the fax jobs currently stored in the product's memory.

Protocol Trace
Print a detailed report for the previous sent or received fax.

Parent topic: Printing Fax Reports

Using USB Flash Drives With Your Product

Follow the instructions here to work with a USB flash drive inserted into your product.

Inserting a USB Flash Drive
Removing a USB Flash Drive
Viewing and Printing From the LCD Screen
Transferring Files on a USB Flash Drive

Inserting a USB Flash Drive

Insert your USB flash drive into the USB port on the front of the product.

Note: Epson cannot guarantee the compatibility of your device. Make sure the files on the device are compatible with the product.

USB Device File Specifications

Parent topic: Using USB Flash Drives With Your Product

Related tasks
Removing a USB Flash Drive

USB Device File Specifications

You can use USB devices with your product containing files that meet these specifications.

File format	JPEG with the Exif version 2.3 standard
	TIFF 6.0-compliant uncompressed images: RGB full-color or binary (not CCITT-encoded)
	PDF version 1.7 compliant
Image size	80 × 80 pixels to 10200 × 10200 pixels
File size	Up to 2GB
Number of files	JPEG: Up to 9990
	TIFF: Up to 999
	PDF: Up to 999

Parent topic: Inserting a USB Flash Drive

Removing a USB Flash Drive

After you finish working with a USB flash drive, follow these steps to remove it.

1. If your product is connected to your computer using a USB cable, do one of the following:
   - **Windows**: Open the **My Computer**, **Computer**, or **Windows Explorer** utility. Then right-click the name of your flash drive (listed as a removable disk) and select **Eject**.
   - **OS X**: Drag the removable disk icon for your flash drive from the desktop into the trash.

   Caution: Do not remove a flash drive before completing the procedure above or you may lose data from the flash drive.

2. Pull the flash drive out of the USB port on the front of the product.

Parent topic: Using USB Flash Drives With Your Product

Viewing and Printing From the LCD Screen

See these sections to view and print photos or other files displayed on your product's LCD screen.

Printing JPEG Photos
Printing TIFF Files
Printing PDF Files
Photo Adjustment Options - Device Mode
Print Setting Options - Device Mode

Parent topic: Using USB Flash Drives With Your Product

Printing JPEG Photos

You can select JPEG photos for printing as you view them on the LCD screen.

1. Press the home button, if necessary.
2. Select **Memory Device**.
3. Select **JPEG**.

You see a screen like this:

Note: If you have more than 999 JPEG images on your device, the images are divided into groups, and you must first select the group you want to display.

4. Do one of the following to select your photos:
   - To select individual photos, select the thumbnail image of the photo you want to print, then use the numeric keypad on the control panel or press **+** or **–** on the LCD screen to select the number of copies (up to 99). Press the left or right arrow buttons to scroll through and select additional photos, or press the back button to return to the thumbnail image view and select another photo.
   - To select all photos, select **Menu** > **Select All Images**.
5. To adjust a photo (adjustments modify only your printed copy, not the original file), select its thumbnail image, and select **Adjustments**. Make the necessary adjustments and press the back button.
6. To change the print settings, select **Settings**, and select the necessary settings. When you are finished, press the back button.
7. When you are ready to print, press one of the buttons.

   Note: To cancel printing, press the **Stop** button or select **Cancel**.

Parent topic: Viewing and Printing From the LCD Screen

Related references

Photo Adjustment Options - Device Mode

Print Setting Options - Device Mode

Printing TIFF Files

You can select and print files in the TIFF format from a USB flash drive or other device.

1. Press the home button, if necessary.
2. Select **Memory Device**.
3. Select **TIFF**.

   You see a list of the available files.
4. Select the file you want to print.

   You see information about the file.
5. Select **Proceed**.

   You see a screen like this:

6. Do the following as necessary:
   - To print more than one copy, use the numeric keypad on the control panel or press **+** or **–** on the LCD screen to select the number of copies (up to 99).
   - To change the print settings, select **Settings**, and select the necessary settings. When you are finished, press the back button.
7. Select **Proceed**.
8. When you are ready to print, press one of the buttons.

   Note: To cancel printing, press the **Stop** button or select **Cancel**.

Parent topic: Viewing and Printing From the LCD Screen

Related references

Print Setting Options - Device Mode

Printing PDF Files

You can select and print files in the PDF format from a USB flash drive or other device.

1. Press the home button, if necessary.
2. Select **Memory Device**.
3. Select **PDF**.

   You see a list of the available files.
4. Select the file you want to print.

   After the file is processed, you see the number of pages and other information.
5. Select **Proceed**.
6. Do the following as necessary:
   - To print more than one copy, use the numeric keypad on the control panel or press **+** or **–** on the LCD screen to select the number of copies (up to 99).
   - To change the print settings, select **Settings**, and select the necessary settings. When you are finished, press the back button.
7. Select **Proceed**.
8. When you are ready to print, press one of the buttons.

   Note: To cancel printing, press the **Stop** button or select **Cancel**.

Parent topic: Viewing and Printing From the LCD Screen

Related references

Print Setting Options - Device Mode

Photo Adjustment Options - Device Mode

Select the **Image Adjustments** you want to use when viewing and printing photos displayed on the LCD screen.

Photo adjustment settings	Available options	Description
Fix Photo	**On**	Automatically adjusts the brightness, contrast, and saturation of the photo based on the **Advanced** > **Scene Detection** setting that is selected
	Off	Turns off automatic adjustments; see **Note** below
	P.I.M.	Uses your camera's PRINT Image Matching or Exif Print adjustments
Fix Red-Eye	**Off - This Image**	Automatically fixes the red-eye effect in photos
	On - This Image	
	Off - All Image	
	On - All Image	

Note: Fix Photo uses a sophisticated face recognition technology to optimize photos that include faces. For this to work, both eyes and the nose must be visible in the subject's face. If your photo includes a face with an intentional color cast, such as a statue, you may want to turn off **Fix Photo** to retain the special color effects.

Parent topic: Viewing and Printing From the LCD Screen

Print Setting Options - Device Mode

Select the **Print Settings** you want to use when printing from a USB flash drive or other memory device.

Note: Not all options or settings may be available, depending on the file format.

Print settings	Available options	Description
Paper Source	Various paper size and type settings	Indicates the source that contains the paper size and type you want to print on
Quality	**Standard**	Provides good quality for most prints
	Best	Provides the highest quality for special prints
Date	Various date formats	Prints the date the photo was taken on the photo in the format you select

Print settings	Available options	Description
Fit Frame	**On**	Automatically crops the photo to fit into the selected photo layout
	Off	Turns off automatic cropping
Bidirectional	**On**	Prints at normal speed
	Off	Slows down printing to improve print quality
2-Sided	**On**	Select **On** to print PDF files double-sided. You can also select the **Binding Margin** and **Dry Time** if necessary.
	Off	
Print Order	**Last Page on Top**	Select the order for printing multi-page TIFF and PDF files.
	First Page on Top	

Parent topic: Viewing and Printing From the LCD Screen

Transferring Files on a USB Flash Drive

You can transfer files to and from a USB flash drive inserted into the USB port on the front of your product.

Setting Up File Sharing for File Transfers From Your Computer
Transferring Files from a USB Flash Drive to Your Computer

Parent topic: Using USB Flash Drives With Your Product

Setting Up File Sharing for File Transfers From Your Computer

Before you transfer files from a computer to a USB flash drive inserted into the USB port on the front of your product, you may need to set up your product's file sharing settings.

Caution: Remove the flash drive before you change this setting or you may lose data from the flash drive.

Note: These settings can be locked by an administrator. If you cannot access these settings, contact your administrator for assistance.

1. Press the home button, if necessary.
2. Select **Setup**.

3. Scroll down and select **System Administration**. Enter the administrator password, if necessary.
4. Select **Printer Settings**.
5. Select **Memory Device Interface**.

   You see a screen like this:

6. Make sure **Memory Device** is set to **Enable**.
7. Select **File Sharing**.
8. Select the way your computer is connected to the product: either **USB** or **Wi-Fi/Network**.

Parent topic: Transferring Files on a USB Flash Drive

Related tasks

Removing a USB Flash Drive

Transferring Files from a USB Flash Drive to Your Computer

You can transfer files to and from a USB flash drive inserted into the USB port on the front of your product and a computer connected to your product.

Note: Do not transfer files to and from a flash drive while you are printing from the flash drive.

1. Make sure your product is connected to a computer.
2. Insert a flash drive into the USB port on the front of your product.
3. Do one of the following to access your flash drive files from your computer:
   - **Windows**: Select the **Computer** or **My Computer** utility, then select the removable disk icon.
   - **OS X with a USB connection**: Look for the removable disk icon on your desktop, then select it.

- **OS X with a network connection**: Select the hard drive icon on your desktop or select **Computer** from the **Go** menu, select your product in the **SHARED** section of the sidebar (you may need to widen the sidebar to see the name), and select the **USBSTORAGE** icon.

4. Select the folder that contains your files.
5. Drag the files you want to transfer to the desired folder on your computer or on your flash drive.

Note: Your product's LCD screen does not update to display new information about your flash drive after you copy files to it or delete files from it. Remove and insert the flash drive to update the information.

Parent topic: Transferring Files on a USB Flash Drive

Related tasks

Inserting a USB Flash Drive

Replacing Ink Supply Units (Ink Packs) and Maintenance Boxes

The maintenance box stores ink that gets flushed from the system during print head cleaning. When ink is expended or the maintenance box is at the end of its service life, you need to replace it.

Note: Please dispose of your used Epson branded ink packs and maintenance boxes responsibly and in accordance with local requirements. If you would like to return your used ink packs and maintenance boxes to Epson for proper disposal, please go to epson.com/recycle for more information.

Check Ink and Maintenance Box Status
Purchase Epson Ink and Maintenance Box
Removing and Installing Ink Packs
Printing with Black Ink and Expended Color Ink Packs
Conserving Low Black Ink with Windows
Replacing the Maintenance Box

Check Ink and Maintenance Box Status

Your printer and its software will let you know when ink is low or expended, or when the maintenance box needs to be replaced.

Checking Ink Status on the LCD Screen
Checking Ink and Maintenance Box Status With Windows
Checking Ink and Maintenance Box Status with OS X

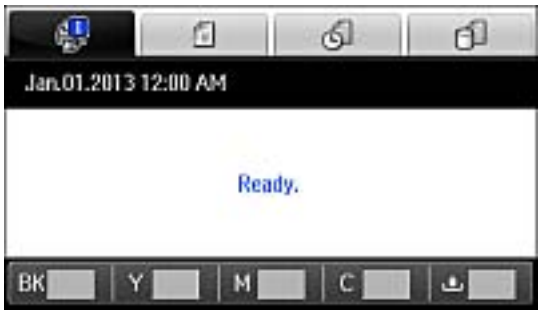
Parent topic: Replacing Ink Supply Units (Ink Packs) and Maintenance Boxes

Checking Ink Status on the LCD Screen

When one of your ink packs is low, you see the icon on the LCD screen and the orange **Status** light flashes. When ink is expended, you see the icon and the orange **Status** light stays on. You can use the **Status** button check the status of the ink packs and maintenance box.

1. Press the **Status** button.
2. Select **Printer Information**.

You see a screen like this:



The ink and maintenance box levels are displayed at the bottom of the screen.

Note: The displayed ink and maintenance box levels are approximate.

3. For more information, select the ink images at the bottom of the screen.

Parent topic: Check Ink and Maintenance Box Status

Related tasks

Removing and Installing Ink Packs

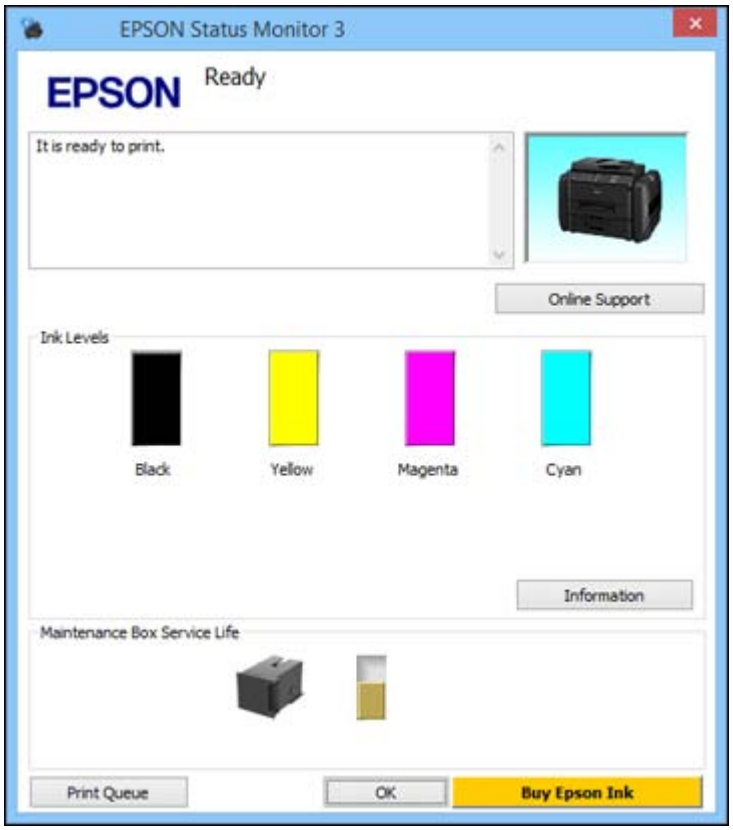
Replacing the Maintenance Box

Checking Ink and Maintenance Box Status With Windows

A low ink reminder appears if you try to print when ink is low, and you can check your ink or maintenance box status at any time using a utility on your Windows computer.

1. To check your status, access the Windows Desktop, double-click the product icon in the Windows taskbar, and click **Details**.

You see this window:

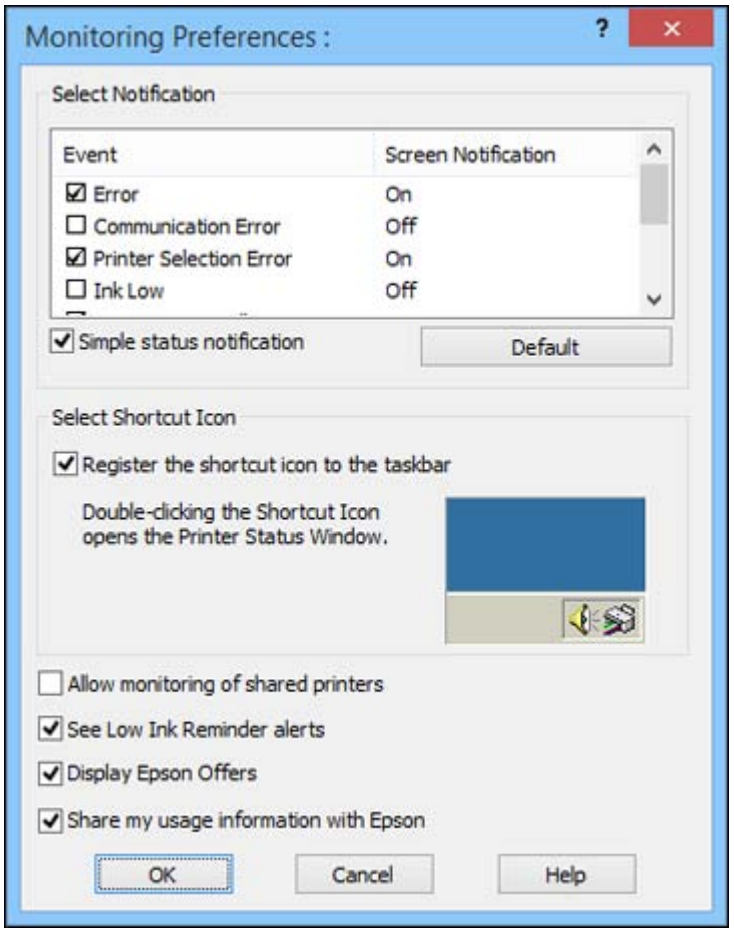


2. Replace or reinstall the maintenance box or ink pack as indicated on the screen.

   Note: If any of the ink packs installed in the product is broken, incompatible with the product model, or improperly installed, Epson Status Monitor will not display an accurate ink status.

3. To disable promotional offers, right-click the product icon in the Windows taskbar and select **Monitoring Preferences**.

You see this window:



4. Deselect the **Display Epson Offers** checkbox.

Parent topic: Check Ink and Maintenance Box Status

Related tasks

Removing and Installing Ink Packs

Replacing the Maintenance Box

Checking Ink and Maintenance Box Status with OS X

You can check the status of your ink and maintenance box using a utility on your Mac.

1. In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax**, **Print & Scan**, or **Printers & Scanners**, select your product, and select **Options & Supplies**. Select **Utility** and select **Open Printer Utility**.
2. Select **EPSON Status Monitor**.

   You see this window:

3. Do the following as necessary:
   - You can update the ink and maintenance box status by clicking **Update**.

- Replace or reinstall the maintenance box or any ink pack as indicated on the screen.

Note: If any of the ink packs installed in the product is broken, incompatible with the product model, or improperly installed, Epson Status Monitor will not display an accurate ink status.

Parent topic: Check Ink and Maintenance Box Status

Related tasks

Removing and Installing Ink Packs
Replacing the Maintenance Box

Purchase Epson Ink and Maintenance Box

You can purchase genuine Epson ink, maintenance boxes, and paper at Epson Supplies Central at epson.com/ink3 (U.S. sales) or epson.ca (Canadian sales). You can also purchase supplies from an Epson authorized reseller. To find the nearest one, call 800-GO-EPSON (800-463-7766).

Note: This product uses only genuine Epson-brand ink packs. Other brands of ink supplies are not compatible and, even if described as compatible, may not function properly.

The ink packs included with the product are designed for product setup and not for resale. After some ink is used for priming, the rest is available for printing. Yields vary considerably based on images printed, print settings, paper type, frequency of use, and temperature. For print quality, a variable amount of ink remains in the pack after the "replace ink" indicator comes on.

Ink Supply Units (Ink Packs) and Maintenance Box Part Numbers

Parent topic: Replacing Ink Supply Units (Ink Packs) and Maintenance Boxes

Ink Supply Units (Ink Packs) and Maintenance Box Part Numbers

Use these part numbers when you order or purchase a new maintenance box or ink pack.

Maintenance box part number: T671000

Ink color	Part number	
	Standard-capacity	High-capacity
Black	R12	R12X
Cyan	R12	R12X
Magenta	R12	R12X

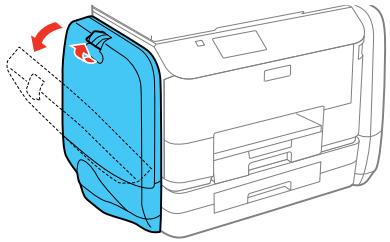
Ink color	Part number	
	Standard-capacity	High-capacity
Yellow	R12	R12X

Parent topic: Purchase Epson Ink and Maintenance Box

Removing and Installing Ink Packs

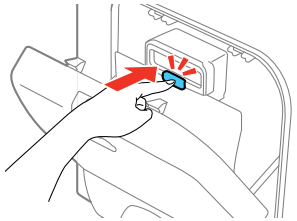
Make sure you have your replacement ink packs handy before you begin. You must install new ink packs immediately after removing the old ones.

1. If an ink pack is low or expended, a message appears on your product and on your computer screen. Note which ink packs need to be replaced.
2. Open the ink case.



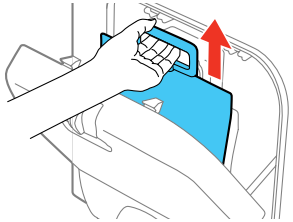
Note: The illustrations in this section show the black ink pack, but the procedure is the same for the color ink packs on the other side of the product.

3. Press the handle on the ink pack you are replacing.



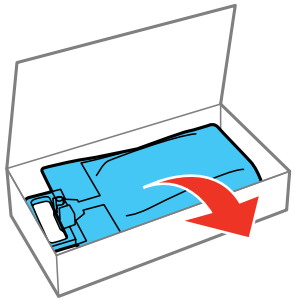
The ink pack pops out.

4. Lift up the ink pack and remove it from the ink case.

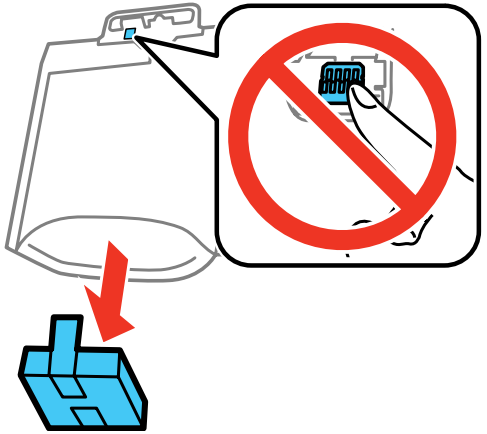


Warning: If ink gets on your skin, wash it thoroughly with soap and water. If ink gets into your eyes, flush them immediately with water. If ink gets into your mouth, spit it out and see a doctor right away. Keep ink packs out of the reach of children.

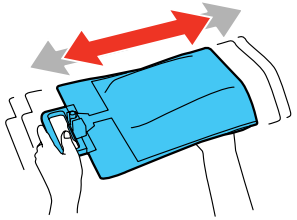
5. Unpack the new ink pack



6. Remove any protective materials, and do not touch the green chip on the handle area.

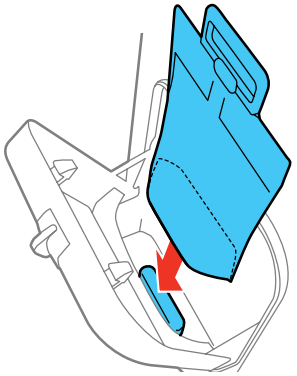


7. Shake the ink pack horizontally 20 times as shown.

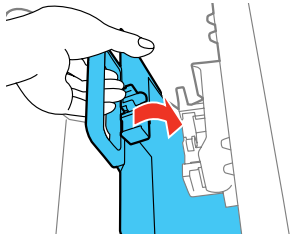


Caution: Do not remove any labels or seals, or ink will leak.

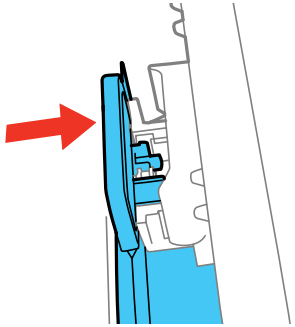
8. Place the ink pack in the case. Make sure the bottom of the ink pack fits over the base as shown.



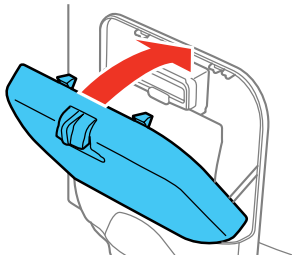
9. Place the ink pack handle on the holder as shown.



10. Press in the handle until it clicks into place.



11. Select **Check** on the LCD screen to make sure the ink packs are installed correctly.
12. When you are finished, close the ink case.



Parent topic: Replacing Ink Supply Units (Ink Packs) and Maintenance Boxes

Related concepts

Purchase Epson Ink and Maintenance Box

Printing with Black Ink and Expended Color Ink Packs

When a color ink pack is expended, you can temporarily continue printing from your computer using black ink. Replace the expended color ink pack as soon as possible for future printing.

Note: You cannot print with expended color ink using your product's control panel.

Printing with Expended Color Ink Packs - Windows

Printing with Expended Color Ink Packs - OS X

Parent topic: Replacing Ink Supply Units (Ink Packs) and Maintenance Boxes

Printing with Expended Color Ink Packs - Windows

If you see a message during printing telling you that you can temporarily print in black ink with an expended color ink supply unit, you can cancel your print job and select settings to print on plain paper or on an envelope.

Note: To use this feature, Epson Status Monitor must be enabled.

1. Click **Cancel** or **Cancel Print** to cancel your print job.

   Note: If the message screen appears on another computer on a network, you may need to cancel the print job using the product control panel.

2. Load plain paper or an envelope in your product.
3. Access the print settings in your print application.
4. Click the **Main** tab.
5. Select **Plain Paper/Bright White Paper** or **Envelope** as the paper type setting.
6. Select the **Black/Grayscale** checkbox.
7. Click **OK**.
8. Print your document.

   Epson Status Monitor 3 displays a print message.

9. Click **Print in Black** to print your document.

Parent topic: Printing with Black Ink and Expended Color Ink Packs

Printing with Expended Color Ink Packs - OS X

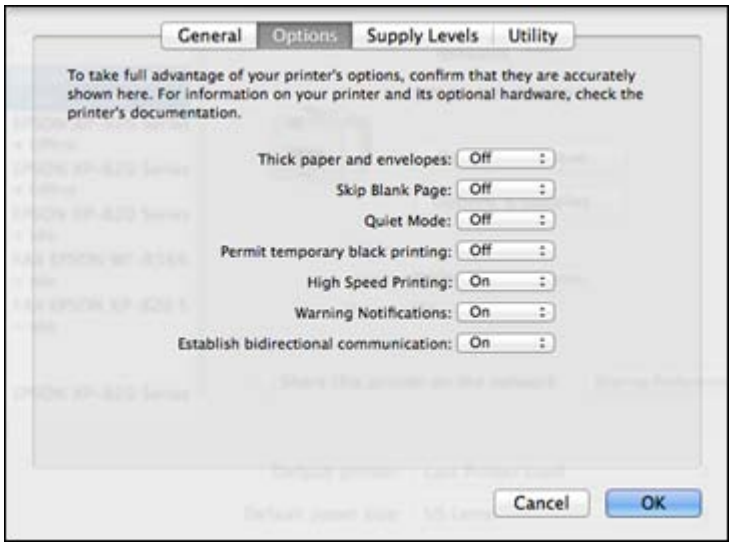
If printing stops, you can cancel your print job and select settings to temporarily print with only black ink on plain paper or on an envelope.

1. Click the printer icon in the Dock.
2. If you see a message telling you that you can temporarily print with only black ink, click the **Delete** icon to cancel your print job. (**OS X 10.8/10.9**: Click the icon to cancel your print job. If an error message is displayed, click **OK**.)

   Note: If the message screen appears on another computer on a network, you may need to cancel the print job using the product control panel.

3. In the Apple menu or the Dock, select **System Preferences**.
4. Select **Print & Fax**, **Print & Scan**, or **Printers & Scanners**, select your product, and select **Options & Supplies**.
5. Select **Driver** or **Options**.

You see a screen like this:



6. Select **On** as the **Permit temporary black printing** setting.
7. Click **OK**.
8. Close the utility window.
9. Load plain paper or an envelope in your product.
10. Access the print settings in your print application.
11. Select **Print Settings** from the pop-up menu.
12. Select **Plain Paper/Bright White Paper** or **Envelope** as the paper type setting.
13. Select the **Grayscale** option.
14. Click **Print** to print your document.

Parent topic: Printing with Black Ink and Expended Color Ink Packs

Conserving Low Black Ink with Windows

When black ink runs low and there is more color ink, you may see a message telling you that you can print with a mixture of color inks to create composite black.

Note: The window appears only when you have selected **Plain Paper/Bright White Paper** as the paper type setting, and depends on other selected print settings. To use this feature, Epson Status Monitor must be enabled.

- Click **Yes** to use a mixture of color inks to create black, or **No** to continue using the remaining black ink for the document you are printing.
- Click **Disable this feature** to continue using the remaining black ink.

  Note: If you disable this feature, it remains disabled until you replace the black ink pack.

Parent topic: Replacing Ink Supply Units (Ink Packs) and Maintenance Boxes

Replacing the Maintenance Box

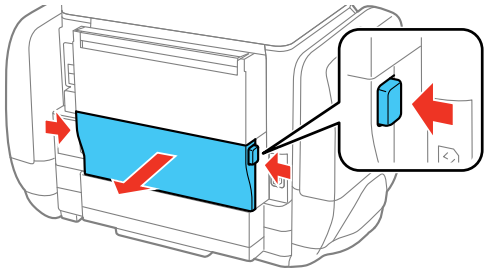
Make sure you have a new maintenance box before you begin.

Caution: Do not reuse a maintenance box that has been removed and left uninstalled for more than a week. Keep the maintenance box away from direct sunlight.

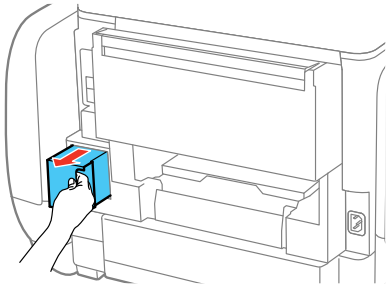
1. Make sure the product is not printing.
2. Remove the new maintenance box from its package.

   Caution: Do not touch the green chip on the maintenance box.

3. Press the buttons on the sides of the rear cover (duplexer) and remove it.



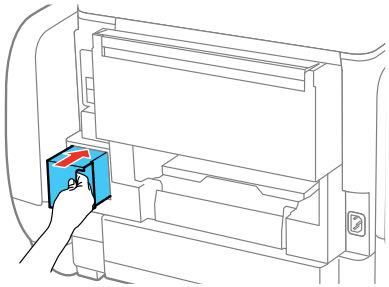
4. Grasp the maintenance box as shown and pull it out of its holder.



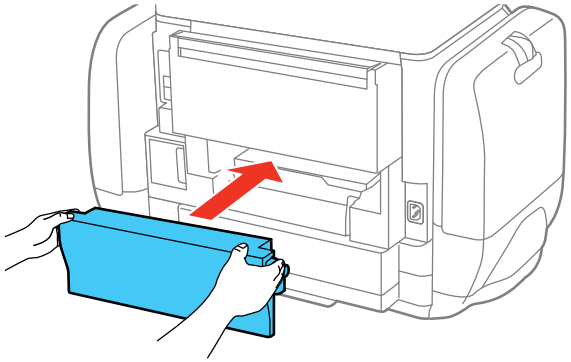
Note: Do not tilt the used maintenance box or take it apart.

Warning: If ink gets on your skin, wash it thoroughly with soap and water. If ink gets into your eyes, flush them immediately with water. If ink gets into your mouth, spit it out and see a doctor right away. Keep the maintenance box out of the reach of children and do not drink the ink.

5. Place the used maintenance box in the plastic bag that came with the new maintenance box. Seal the bag and dispose of it carefully.
6. Insert the new maintenance box into the holder and push it all the way in.



7. Replace the rear cover.



Parent topic: Replacing Ink Supply Units (Ink Packs) and Maintenance Boxes

Related concepts

Purchase Epson Ink and Maintenance Box

Adjusting Print Quality

If your print quality declines, you may need to run a utility to clean or align the print head.

Print Head Maintenance
Print Head Alignment
Cleaning the Paper Guide

Print Head Maintenance

If your printouts become too light, or you see dark or light bands across them, you may need to clean the print head nozzles. Cleaning uses ink, so clean the nozzles only if print quality declines.

You can check for clogged nozzles before you clean them so you don't clean them unnecessarily.

Note: You cannot clean the print head if ink is expended, and may not be able to clean it when ink is low. You must replace the ink pack first.

Print Head Nozzle Check
Print Head Cleaning

Parent topic: Adjusting Print Quality

Related topics

Replacing Ink Supply Units (Ink Packs) and Maintenance Boxes

Print Head Nozzle Check

You can print a nozzle check pattern to check for clogged nozzles.

Checking the Nozzles Using the Product Control Panel
Checking the Nozzles Using a Computer Utility

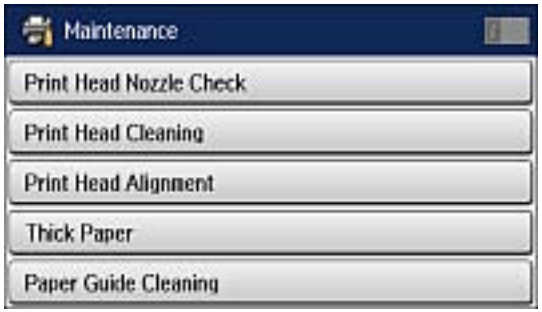
Parent topic: Print Head Maintenance

Checking the Nozzles Using the Product Control Panel

You can check the print head nozzles using the control panel on your product.

1. Make sure there are no errors on the LCD screen and plain paper is loaded in the product.
2. Press the ⌂ home button, if necessary.
3. Select **Setup**.

4. Select **Maintenance**.
   You see a screen like this:

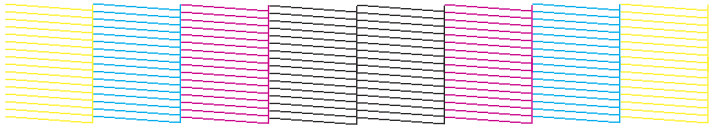


5. Select **Print Head Nozzle Check**.
   You see a screen like this:

6. Press the ◇ **Color** button.
   The nozzle pattern prints.

7. Check the printed pattern to see if there are gaps in the lines.

Print head is clean



Print head needs cleaning

8. Do one of the following:
   - If there are no gaps, select **Done**.
   - If there are gaps or the pattern is faint, select **Clean the Print Head** and continue.
9. Follow the instructions on the screen to clean the print head, check the nozzles, and repeat the process as necessary.

If you don't see any improvement after cleaning the print head up to 4 times, turn the product off and wait at least 6 hours. Then try cleaning the print head again. If quality still does not improve, contact Epson.

Parent topic: Print Head Nozzle Check

Related concepts

Print Head Cleaning

Related topics

Loading Paper

Checking the Nozzles Using a Computer Utility

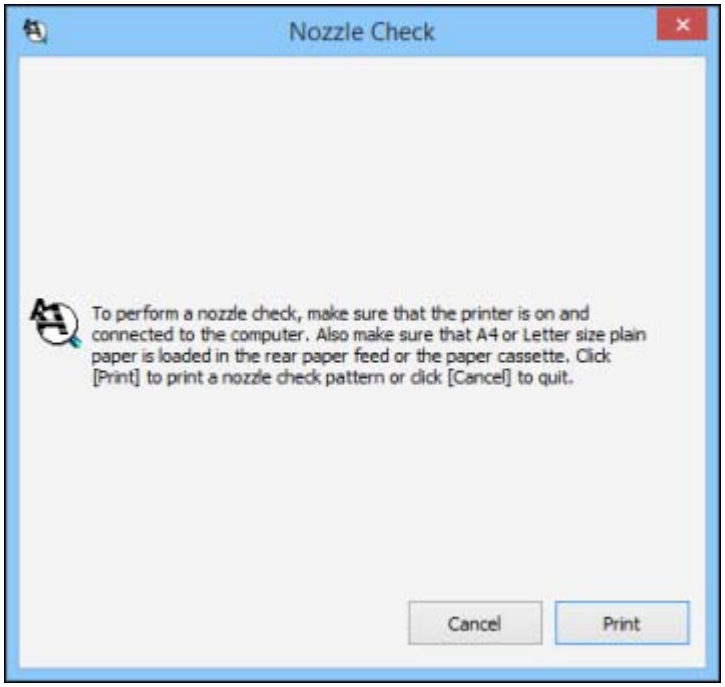
You can check the print head nozzles using a utility on your Windows or Mac computer.

1. Load a few sheets of plain paper in the product.
2. Do one of the following:
   - **Windows:** Access the Windows Desktop and right-click the product icon in the Windows taskbar.

- **OS X**: In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax**, **Print & Scan**, or **Printers & Scanners**, select your product, and select **Options & Supplies**. Select **Utility** and select **Open Printer Utility**.

3. Select **Nozzle Check**.

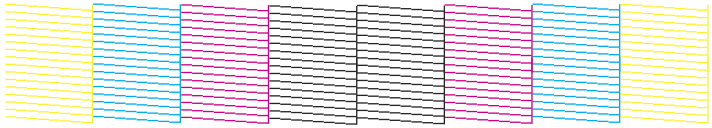
   You see a window like this:



4. Click **Print**.

5. Check the printed pattern to see if there are gaps in the lines.

   Print head is clean



   Print head needs cleaning

6. If there are no gaps, click **Finish**.

   If there are gaps or the pattern is faint, clean the print head.

Parent topic: Print Head Nozzle Check

Related concepts

Print Head Cleaning

Related topics

Loading Paper

Print Head Cleaning

If print quality has declined and the nozzle check pattern indicates clogged nozzles, you can clean the print head.

Note: You cannot clean the print head if ink is expended, and may not be able to clean it when ink is low. You must replace the ink pack first.

Cleaning the Print Head Using the Product Control Panel

Cleaning the Print Head Using a Computer Utility

Flushing the Ink Tubes

Parent topic: Print Head Maintenance

Related tasks

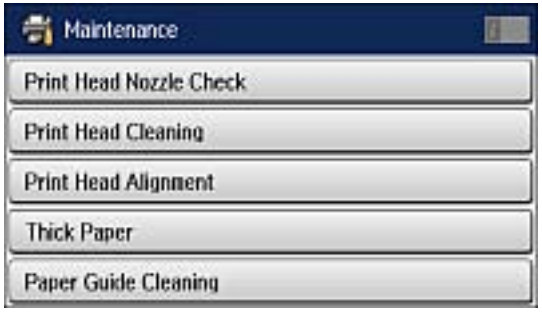
Removing and Installing Ink Packs

Cleaning the Print Head Using the Product Control Panel

You can clean the print head using the control panel on your product.

1. Make sure there are no errors on the LCD screen and plain paper is loaded in the product.
2. Press the home button, if necessary.
3. Select **Setup**.
4. Select **Maintenance**.

   You see a screen like this:



5. Select **Print Head Cleaning**.

   You see a screen like this:

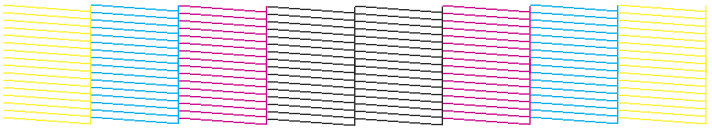
6. Press the ◇ **Color** button to clean the print head.

   When the cleaning cycle is finished, you see a message on the screen.

   Caution: Never turn off the product during a cleaning cycle or you may damage it.

7. Select **Print Nozzle Check Pattern**.
8. Press the ◇ **Color** button to confirm that the print head is clean.
9. Check the printed pattern to see if there are gaps in the lines.

   Print head is clean



   Print head needs cleaning

   - If there are no gaps, select **Done**.
   - If there are gaps or the pattern is faint, select **Clean the Print Head** to run the cleaning cycle again.

If you don't see any improvement after cleaning the print head up to 4 times, turn the product off and wait at least 6 hours. Then try cleaning the print head again. If quality still does not improve, contact Epson.

Parent topic: Print Head Cleaning

Related tasks

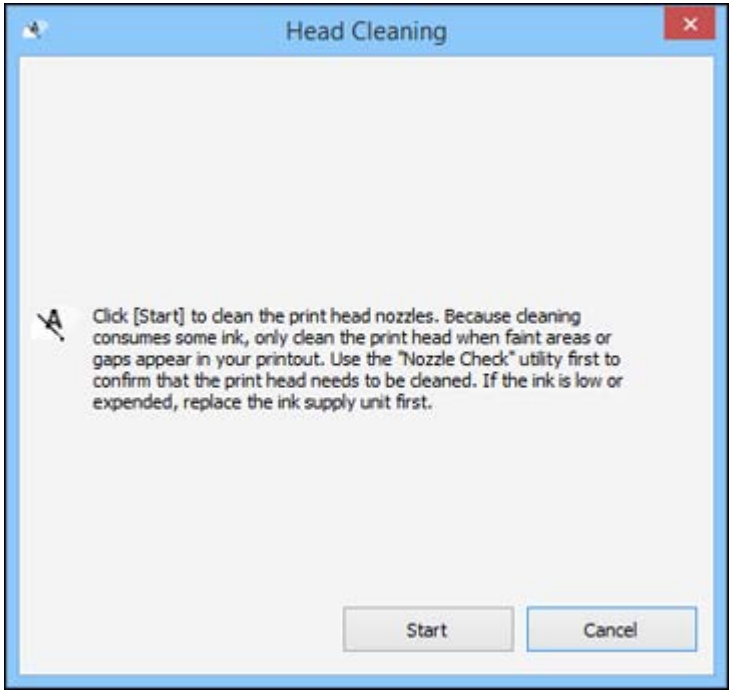
Cleaning the Print Head Using a Computer Utility

Cleaning the Print Head Using a Computer Utility

You can clean the print head using a utility on your Windows or Mac computer.

1. Load a few sheets of plain paper in the product.
2. Do one of the following:
   - **Windows:** Access the Windows Desktop and right-click the product icon in the Windows taskbar.
   - **OS X**: In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax**, **Print & Scan**, or **Printers & Scanners**, select your product, and select **Options & Supplies**. Select **Utility** and select **Open Printer Utility**.
3. Select **Head Cleaning**.

   You see a window like this:



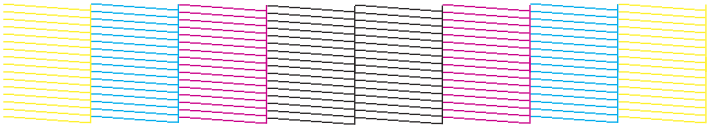
4. Click **Start** to begin the cleaning cycle.

   The ⏻ power light flashes throughout the cleaning cycle and stays on when the cleaning cycle is finished.

   Caution: Never turn off the product during a cleaning cycle or you may damage it.

5. When the cleaning cycle is finished, you can check to see if the nozzles are clean; click **Print Nozzle Check Pattern** and click **Print**.
6. Check the printed pattern to see if there are gaps in the lines.

   Print head is clean



   Print head needs cleaning

   - If there are no gaps, click **Finish**.
   - If there are gaps or the pattern is faint, click **Clean** to clean the print head again.

If you don't see any improvement after cleaning the print head up to 4 times, turn off the product and wait at least 6 hours. Then check the print head nozzles and try cleaning the print head again, if necessary. If quality still does not improve, contact Epson.

Parent topic: Print Head Cleaning

Related tasks

Cleaning the Print Head Using the Product Control Panel

Flushing the Ink Tubes

You can run **Power Ink Flushing** to clear the print head nozzles if necessary.

Note: Power Ink Flushing may shorten the maintenance box service life.

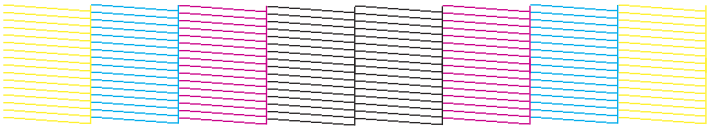
1. Turn off the product.
2. Press and hold the ↺ back button while pressing the ⏻ power button to turn the product back on.

   You see a message asking if you want to run **Power Ink Flushing**.

3. Select **Yes** and follow the instructions on the screen.

   You see a message during the flushing process, which takes about 9 minutes.
4. When flushing is complete, select **Print Nozzle Check Pattern**.
5. Press the ◇ **Color** button to confirm that the print head is clean.
6. Check the printed pattern to see if there are gaps in the lines.

   Print head is clean



   Print head needs cleaning

   - If there are no gaps, select **Done**.
   - If there are gaps or the pattern is faint, select **Clean the Print Head**.

Parent topic: Print Head Cleaning

Print Head Alignment

If your printouts become grainy or blurry, you notice misalignment of vertical lines, or you see dark or light horizontal bands, you may need to align the print head.

Note: Banding may also occur if your print head nozzles need cleaning.

Aligning the Print Head Using the Product Control Panel
Aligning the Print Head Using a Computer Utility

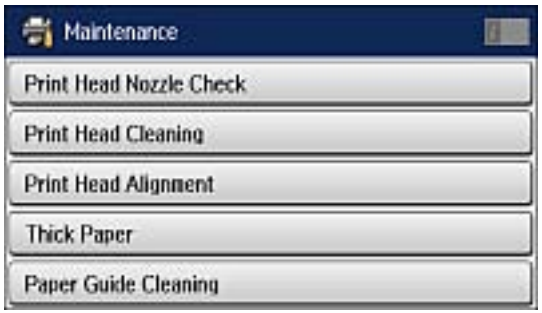
Parent topic: Adjusting Print Quality

Aligning the Print Head Using the Product Control Panel

You can align the print head using the control panel on your product.

1. Make sure there are no errors on the LCD screen and plain paper is loaded.
2. Press the home button, if necessary.
3. Select **Setup**.
4. Select **Maintenance**.

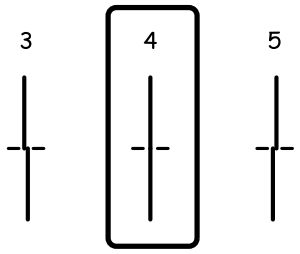
   You see a screen like this:



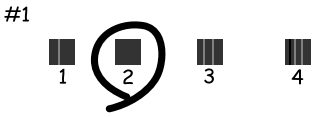
5. Select **Print Head Alignment**.
6. Do one of the following:
   - If vertical lines are misaligned, select **Ruled Line Alignment**.
   - If your printouts look blurry, select **Vertical Alignment**.
   - If you see horizontal bands at regular intervals, select **Horizontal Alignment**.
7. Follow the on-screen instructions to print an alignment sheet.

   Note: Do not cancel printing while you are printing head alignment patterns.

8. Check the printed patterns on the alignment sheet and do one of the following:
   - If you printed a ruled line alignment sheet, select the number representing the pattern with the least misaligned vertical line, then select **Done**.



   - If you printed a vertical alignment sheet, select the number representing the most solid printed pattern for each set on the LCD screen, then select **Done**.



   - If you printed a horizontal alignment sheet, select the number representing the pattern with the least amount of separation or overlap on the LCD screen, then select **Done**.

Parent topic: Print Head Alignment

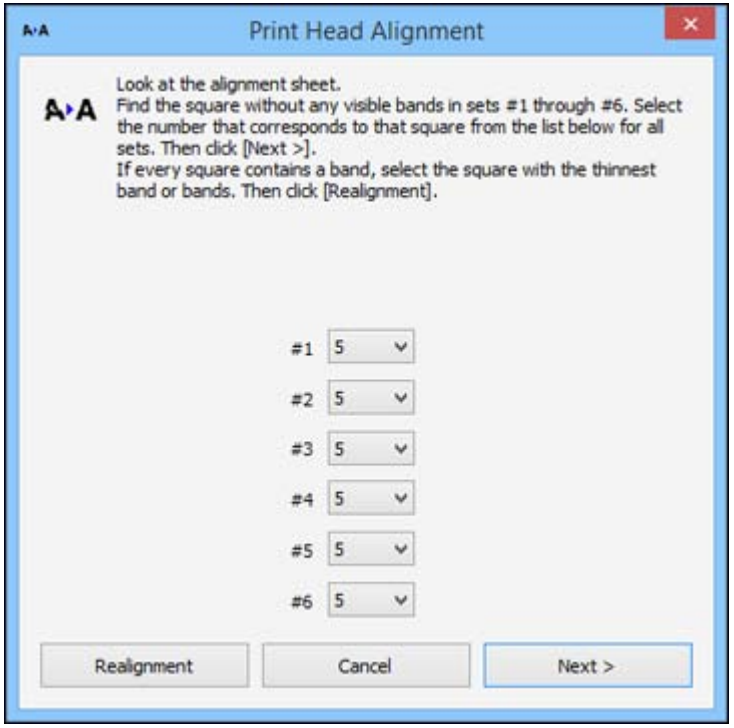
Aligning the Print Head Using a Computer Utility

You can align the print head using a utility on your Windows computer or Mac.

1. Make sure there are no errors on the LCD screen.
2. Load a few sheets of plain paper in the cassette.
3. Do one of the following:
   - **Windows:** Access the Windows Desktop and right-click the product icon in the Windows taskbar.
   - **OS X**: In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax** or **Print & Scan**, select your product, and select **Options & Supplies**. Select **Utility** and select **Open Printer Utility**.
4. Select **Print Head Alignment**.
5. Click **Next**, then click **Print** to print a vertical alignment sheet.

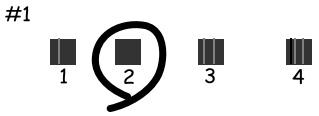
   Note: Do not cancel printing while you are printing a head alignment pattern.

   You see a window like this:



6. Check the printed pattern and follow the instructions on the screen to choose the number representing the best printed pattern for each set.

   Vertical alignment

   Horizontal alignment

   - After choosing each pattern number, click **Next**.
   - If no patterns are aligned in one or more of the sets, choose the closest one in each set and click **Realignment**. Then print another alignment sheet and check it.

   Note: Click **Skip** (where available) if you want to skip a particular alignment sheet.

7. When you are done, click **Finish**.

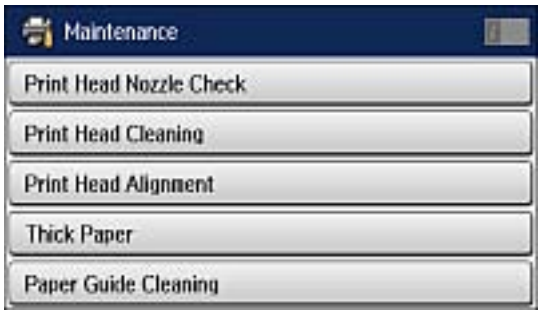
Parent topic: Print Head Alignment

Cleaning the Paper Guide

If you see ink on the back of a printout, you can clean the paper guide rollers to remove any excess ink.

1. Make sure there are no errors on the LCD.
2. Press the home button, if necessary.
3. Select **Setup**.
4. Select **Maintenance**.

You see a screen like this:



5. Scroll down and select **Paper Guide Cleaning**.
6. Select the paper source to clean.
7. Follow the instructions on the screen and press the ◇ **Color** button.
8. Check the back of the ejected paper to see if it is clean.
9. Repeat as necessary until the paper comes out clean.

Note: If the paper comes out stained even after several cleaning attempts, try cleaning the other paper sources.

Parent topic: Adjusting Print Quality

Cleaning and Transporting Your Product

See these sections if you need to clean or transport your product.

Cleaning Your Product
Transporting Your Product

Cleaning Your Product

To keep your product working at its best, you should clean it several times a year.

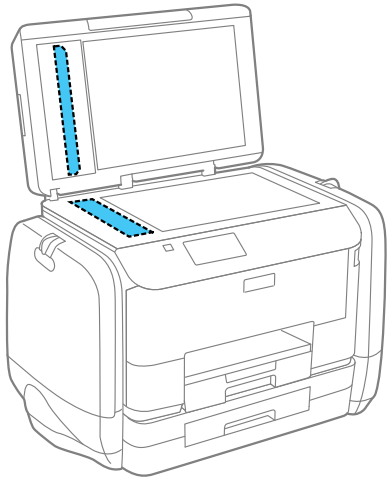
Note: Close the rear paper feed slot and the output tray when you are not using the product to protect it from dust.

Caution: Do not use a hard brush, alcohol, or paint thinner to clean the product or you may damage it. Do not use oil or other lubricants inside the product or let water get inside it.

1. Turn off the product.
2. Unplug the power cable.
3. Disconnect any connected cables.
4. Remove all the paper from the product.

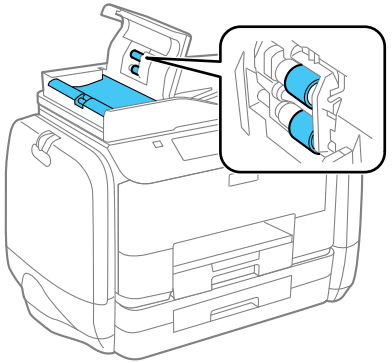
5. Clean the scanner glass and the glass area on the left with a soft, lint-free cloth (microfiber is recommended) moistened with a little glass cleaner.

   Caution: Do not spray glass cleaner directly on the glass and do not press the glass surface with any force.



   Note: If lines appear on the printout or in scanned images, carefully clean the glass area on the left.

6. Open the ADF cover and use a soft, dry, lint-free cloth (microfiber is recommended) to clean the rollers and the interior of the ADF.



7. Clean the outer case and control panel with a soft, dry cloth. Do not use liquid or chemical cleansers.

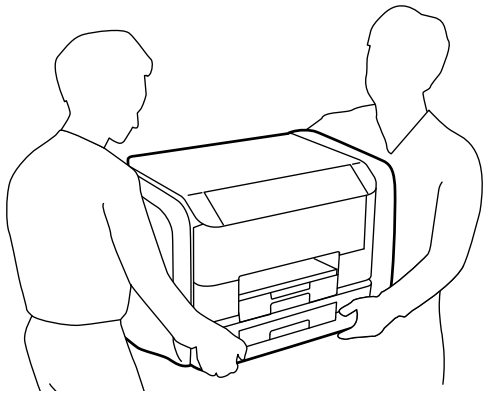
Parent topic: Cleaning and Transporting Your Product

Transporting Your Product

If you need to store your product or transport it a long distance, prepare it for transportation as described here.

Caution: During transportation and storage, follow these guidelines:

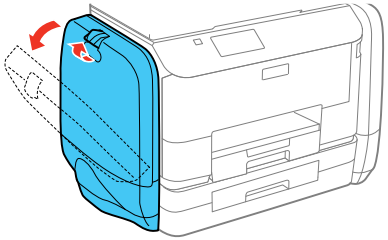
- Because the product is heavy, two or more people should lift and carry it using the hand position shown:



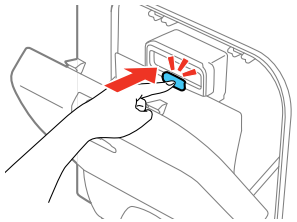
- Avoid tilting the product, positioning it vertically, or turning it upside down; otherwise ink may leak.
- Remove the ink packs before transportation as described here, but leave the maintenance box installed; otherwise ink may leak.

1. Turn off the product.
2. Remove all the paper from the product.
3. Unplug the power cable.
4. Disconnect any connected cables.
5. Close the rear paper support and the output tray.

6. Open the ink case.

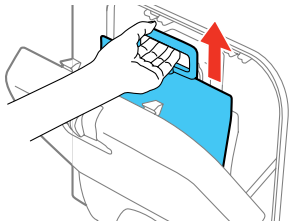


7. Press the handle on the ink pack.



The ink pack pops out.

8. Lift up the ink pack and remove it from the ink case.



9. Push in the pop-out section and close the ink case.
10. Follow the previous steps to remove the color ink packs on the other side of the product.
11. Carefully transport the ink packs lying flat, with the ink supply port facing up.

Caution: Do not drop or strike the ink packs; otherwise, ink may leak.

12. Place the product in its original packing materials, if possible, or use equivalent materials with cushioning around the product. Make sure the box adequately protects the product control panel.

Keep the product level during transportation.

Reinstall the ink packs as soon as possible after transportation to prevent the print head from drying out. If print quality has declined when you print again, clean and align the print head.

Parent topic: Cleaning and Transporting Your Product

Related concepts

Print Head Cleaning

Print Head Alignment

Related tasks

Removing and Installing Ink Packs

Solving Problems

Check these sections for solutions to problems you may have using your product.

Checking for Software Updates
Product Status Messages
Status Menu Error Codes
Running a Product Check
Resetting Control Panel Defaults
Solving Setup Problems
Solving Network Problems
Solving Copying Problems
Solving Paper Problems
Solving Problems Printing from a Computer
Solving Page Layout and Content Problems
Solving Print Quality Problems
Solving Scanning Problems
Solving Scanned Image Quality Problems
Solving Faxing Problems
Solving USB Flash Drive Problems
When to Uninstall Your Product Software
Where to Get Help

Checking for Software Updates

Periodically, it's a good idea to check Epson's support website for free updates to your product software. You can select **Download the Latest Software** from the Home screen of this manual or visit Epson's driver download site (U.S. downloads or Canadian downloads).

- **Windows**: Your printer software automatically checks for updates. You can also manually update the software by selecting **Software Update** here:
  - Accessing the Windows Desktop and right-clicking the product icon in the Windows taskbar
  - On the **Maintenance** tab in the printer settings window

  You can also update the software by selecting **EPSON Software Updater** in the **EPSON** or **EPSON Software** program group, accessible by the **Start** button, or on the **Start** or **Apps** screens, depending on your version of Windows.

- **OS X**: You can manually update the software by opening the **Applications** > **Epson Software** folder and selecting **EPSON Software Updater**.

Parent topic: Solving Problems

Product Status Messages

You can often diagnose problems with your product by checking the messages on its LCD screen. You can also check for errors by pressing the **i Status** button to display the Status Menu.

Note: If the LCD screen is dark, press the screen to wake the product from sleep mode.

LCD screen message	Condition/solution
Printer error. Turn the power off and on again.	Turn the product off and then back on again. If the error continues, check for and remove any paper jams or protective materials from the product. If the error is still displayed, contact Epson for support.
You need to replace the following ink supply unit(s).	Replace the ink packs indicated on the LCD screen.
Communication error. Check if the computer is connected	Make sure the computer and product are connected correctly and the Epson Scan and Document Capture Pro software is installed correctly.
No dial tone detected.	Make sure the phone cable is connected correctly and the phone line works. If you connected the product to a PBX (Private Branch Exchange) phone line or Terminal Adapter, change the **Line Type** setting to **PBX**. If you still cannot send a fax, turn off the **Dial Tone Detection** setting. (Turning off the Dial Tone Detection setting may cause the product to drop the first digit of a fax number.)
Combination of the IP address and the subnet mask is invalid.	There is a problem with the network connection to your product. See the solutions in this manual.
Recovery mode	An error has occurred during firmware updating. Connect your product using a USB cable and try downloading the Firmware Update utility from the Epson support site. If you still need help, contact Epson for support.

Parent topic: Solving Problems

Related references

Where to Get Help

Related tasks

Checking for Software Updates

Selecting the Line Type

Connecting a Telephone or Answering Machine

Related topics

Wi-Fi or Wired Networking

Replacing Ink Supply Units (Ink Packs) and Maintenance Boxes

Status Menu Error Codes

If a job does not complete successfully, you can check the error code on the product control panel. Press the **i Status** button, select **Job History**, and locate the incomplete job. Select the job to display the error code and additional information.

Code	Condition/solution
001	The product was turned off by a power failure. Resend the job.
101	Memory is full. Reduce the size of the print job.
103	Print quality was decreased due to a lack of available memory. If the quality of the printout is unacceptable, try simplifying the page by reducing the number of graphics or the number and size of the fonts.
106	Cannot print from the computer due to access control settings. Contact your network administrator.
107	User authentication failed and the job has been canceled. Contact your network administrator.
108	Confidential job data was deleted when the product was turned off.
109	The received fax was already deleted.
110	The job was printed 1-sided because the loaded paper does not support 2-sided printing.
111	Available memory is running low. Reduce the size of the print job.
201	The product's memory is full. You can send pages individually, or print received faxes and delete them to free up memory space.
202	The line was disconnected by the recipient's fax machine. Wait a moment, then try again.

Code	Condition/solution
203	The product cannot detect a dial tone. Make sure the phone cable is connected correctly and the phone line works. If you connected the product to a PBX (Private Branch Exchange) phone line or Terminal Adapter, change the **Line Type** setting to **PBX**. If you still cannot send a fax, turn off the **Dial Tone Detection** setting. (Turning off the Dial Tone Detection setting may cause the product to drop the first digit of a fax number.)
204	The recipient's fax machine is busy. Wait a moment, then try again.
205	The recipient's fax machine does not answer. Wait a moment, then try again.
206	The phone cable is incorrectly connected to the product's **LINE** and **EXT** ports. Connect the phone cable correctly.
207	The phone cable is not connected. Connect the phone cable.
208	The fax could not be sent to some of the specified recipients. Print a fax log to check which recipients failed to receive the fax. If the **Save Failure Data** setting is turned on, you can resend a fax from Job Monitor in the Status Menu.
301 401	There is not enough storage space available to save the data in the external memory device. Clear space on the device or use a different device.
302 402	The external memory device is write-protected. Disable write protection.
303	No folder is available for saving the scanned file. Create a folder or select a different location for saving the file.
304 404	The external memory device has been removed. Reinsert the device.
305 405	An error occurred while saving data to an external memory device. Reinsert the memory device or use a different device. If you are accessing the device from a computer, wait a moment, then try again.
306	The product's memory is full. Wait until current jobs have finished processing.

Code	Condition/solution
311 321 411 421	A DNS error has occurred. Check the DNS settings for the server, computer, or access point. Select **Setup** > **System Administration** > **Wi-Fi/Network Settings** > **Advanced Setup** > **DNS Server**.
312 412	An authentication error has occurred. Check the **Email Server Settings** in the Setup menu.
313 413	A communication error has occurred. Check the server settings or network connection by running a connection check. If you selected **Off** as the authentication method, make sure you select **None** for the email server authentication method.
314	The data size exceeds the maximum size for the attached files. Increase the **Attached File Max Size** setting in the scan settings or lower the file size of the scanned image.
315 327	The memory is full. Retry after current jobs have finished processing.
322	An authentication error occurred. Check the **Location** settings for scanning to Network folder/FTP.
323	A communication error has occurred. Check the **Location** settings for scanning to Network folder/FTP or the network connection.
324	A file with the same name already exists in the specified folder. Delete the duplicate file or change the file name prefix in **File Settings** for scanning.
325	There is not enough storage space available in the specified folder. Increase the storage space in the folder, delete unnecessary files, or lower the file size of the scanned image.
328	The destination was wrong or the destination does not exist. Check the **Location** settings for scanning to Network folder/FTP.
331	A communication error occurred while acquiring the destination list. Make sure the product is connected to the network correctly.
332	There is not enough space available for saving the scanned files in the specified folder. Delete unnecessary files from the specified folder.
333	The destination could not be found because the destination information was uploaded to the server before sending the scanned data. Select the destination again.
334	An error occurred while sending the scanned data.

Code	Condition/solution
341	A communication error has occurred. Make sure the product is connected to the computer or network correctly. Make sure you have installed Document Capture Pro or Document Capture. Make sure the Event Manager program is not being blocked by your firewall or security software.
422	An authentication error has occurred. Make sure the settings are correct for the folder selected in the **Where to Forward** setting in the Setup menu.
423	A communication error has occurred, or a file with the same name is open, or the file is a read-only file. Check the network connection, make sure the settings are correct for the folder selected in the **Where to Forward** setting in the Setup menu, close the duplicate file, or disable read-only protection.
425	There is not enough storage space available in the forwarding destination folder. Increase the storage space in the folder.
428	The destination was incorrect or the destination does not exist. Make sure the settings are correct for the folder selected in the **Where to Forward** setting in the Setup menu.

Parent topic: Solving Problems

Related tasks

Connecting a Telephone or Answering Machine
Viewing a Fax on the LCD Screen
Selecting the Line Type
Selecting Advanced Fax Settings
Setting User Feature Restrictions (Access Control)
Entering a User ID and Password for Printing

Related topics

Sending Faxes
Wi-Fi or Wired Networking

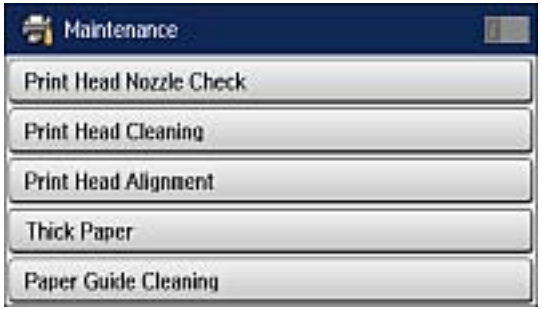
Running a Product Check

Running a product check helps you determine if your product is operating properly.

1. Disconnect any interface cables connected to your product.
2. Load plain paper in the product.

3. Press the home button, if necessary.
4. Select **Setup**.
5. Select **Maintenance**.

   You see a screen like this:



6. Select **Print Head Nozzle Check**.

   You see a screen like this:

7. Press the **Color** button.

   The nozzle pattern prints.
8. Do one of the following, depending on the results of the product check:
   - If the page prints and the nozzle check pattern is complete, the product is operating properly. Any operation problem you may have could be caused by your computer, cable, software, or selected

settings. Check the other solutions in this book or try uninstalling and reinstalling your printer software.

- If the page prints but the nozzle check pattern has gaps, clean or align the print head.
- If the page does not print, the product may have a problem. Check the other solutions in this manual. If they do not work, contact Epson.

Parent topic: Solving Problems

Related concepts

Print Head Cleaning

Print Head Alignment

When to Uninstall Your Product Software

Related references

Where to Get Help

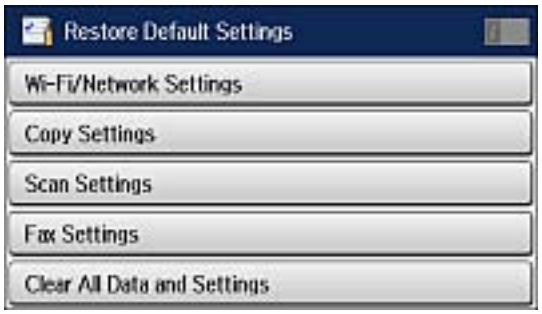
Resetting Control Panel Defaults

If you have a problem with settings on the product control panel, you can reset them to their factory defaults. You can choose which settings to reset or reset them all.

Note: This setting can be locked by an administrator. If you cannot access or change this setting, contact your administrator for assistance.

1. Press the home button, if necessary.
2. Select **Setup**.
3. Scroll down and select **System Administration**. Enter the administrator password, if necessary.
4. Scroll down and select **Restore Default Settings**.

You see a screen like this:



5. Select one of these options:
   - **Wi-Fi/Network Settings**: Resets all network settings.
   - **Copy Settings**: Resets all settings for copying.
   - **Scan Settings**: Resets all settings for scanning.
   - **Fax Settings**: Resets all settings for faxing.
   - **Clear All Data and Settings**: Resets all control panel settings to their defaults and deletes the contacts list.

   You see a confirmation screen.
6. Select **Yes** to reset the selected settings. (Select **No** if you want to cancel the operation.)

Parent topic: Solving Problems

Solving Setup Problems

Check these sections if you have problems while setting up your product.

Product Does Not Turn On or Off
Noise After Ink Installation
Software Installation Problems

Parent topic: Solving Problems

Product Does Not Turn On or Off

If you cannot turn the product on or off, try these solutions:

- If you cannot turn on your product, make sure the power cord is securely connected and hold down the power button a little longer.
- If you cannot turn off your product, hold the power button down a little longer. If you still cannot turn off your product, unplug the power cord. To prevent the print head from drying out, plug the power cord back in, then turn your product on and off again using the power button.

Parent topic: Solving Setup Problems

Noise After Ink Installation

If you hear noises from your product after installing ink, check the following:

- The first time you install the ink packs, the product must prime its print head. Wait until priming finishes before you turn off the product, or it may prime improperly and use excess ink the next time you turn it on.
- If the product's print head stops moving or making noise, and the charging process has not finished after approximately 5 minutes, turn off your product. Turn it back on and check to see if charging is still in progress. If it is still in progress, contact Epson for help.

Parent topic: Solving Setup Problems

Software Installation Problems

If you have problems while installing your product software, try these solutions:

- Make sure your product is turned on and any necessary cables are securely connected at both ends. If you still have problems installing software, disconnect the cable and carefully follow the instructions on the *Start Here* sheet. Also make sure your system meets the requirements for your operating system.
- Close any other programs, including screen savers and virus protection software, and install your product software again.
- In Windows, make sure your product is selected as the default printer and the correct port is shown in the printer properties.
- If you see any error message or your software does not install correctly in Windows, you may not have software installation privileges. Contact your System Administrator.

Parent topic: Solving Setup Problems

Related concepts

When to Uninstall Your Product Software

Related references

Windows System Requirements

OS X System Requirements

Solving Network Problems

Check these solutions if you have problems setting up or using your product on a network.

Note: Breakdown or repair of this product may cause loss of fax and network data and settings. Epson is not responsible for backing up or recovering data and settings during or after the warranty period. We recommend that you make your own backup or print out your fax and network data and settings.

Product Cannot Connect to a Wireless Router or Access Point

Network Software Cannot Find Product on a Network

Product Does Not Appear in OS X Printer Window

Cannot Print Over a Network

Cannot Scan Over a Network

Parent topic: Solving Problems

Product Cannot Connect to a Wireless Router or Access Point

If your product has trouble finding or connecting to a wireless router or access point, try these solutions:

- If you are connecting the product via Wi-Fi Protected Setup (WPS) and the Wi-Fi icon on your product's LCD is not lit or does not appear, make sure you select one of the WPS options from the product control panel within 2 minutes of pressing the WPS button on your router.
- Make sure to place your product within contact range of your 2.4GHz router or access point. Avoid placing your product near a microwave oven, 2.4 GHz cordless phone, or large metal object, such as a filing cabinet.

  Note: If you are using a 5 GHz wireless router, set the router to operate in dual band (2.4 GHz and 5 GHz) mode. See your router documentation for instructions.

- Verify that your router or access point is operating correctly by connecting to it from your computer or another device.
- You may need to disable the firewall and any anti-virus software on your wireless router or access point.

- Check to see if access restrictions, such as MAC address filtering, are set on the router or access point. If access restrictions are set, add your product's MAC address to your router's address list. To obtain your product's MAC address, print a network status sheet. Then follow the instructions in your router or access point documentation to add the address to the list.
- If your router or access point does not broadcast its network name (SSID), follow the instructions that came with your product to enter your wireless network name manually.
- Make sure you are connected to a 2.4 GHz band and not 5 GHz.
- If your router or access point has security enabled, determine the kind of security it is using and any required password or passphrase for connection. Then make sure to enter the exact WEP key or WPA passphrase correctly.
- Check if your computer is restricting the available wireless channels. If so, verify that your wireless access point is using one of the usable channels and change to a usable channel, if necessary.
- If you are using a Wi-Fi Direct connection that suddenly disconnects, the Wi-Fi direct password on your device may have been changed. If necessary, delete the existing **DIRECT-xxxxxxxx** connection settings from your device and enter a new password. See your device documentation for instructions.
- If you connected your product to a Windows computer using Wi-Fi Direct and it automatically selected Access Point Mode, you may have trouble accessing a low-priority Internet connection. Check the network connection or adapter settings in the Windows Control Panel and set the **Internet metric** setting to **100** for your version of the Internet Protocol.
- If you need to set up the product with a static IP address, use the EpsonNet Config utility.

Parent topic: Solving Network Problems

Related concepts

Wi-Fi Direct Mode Setup

Related tasks

Selecting Wireless Network Settings From the Control Panel

Printing a Network Status Sheet

Related topics

Wi-Fi or Wired Networking

Network Software Cannot Find Product on a Network

If EpsonNet Setup cannot find your product on a network, try these solutions:

- Make sure your product is turned on and connected to your network. Verify connection using your product control panel.

- Check if your network name (SSID) contains non-ASCII characters. Your product cannot display non-ASCII characters.
- Make sure your product is not connected to a guest network.
- If necessary, reinstall your product software and try running EpsonNet Setup again:
  1. Reset your product's network settings to their factory defaults.
  2. Windows only: uninstall your product software.
  3. Initialize your router following the instructions in your router documentation.

     Note: If you are reading these instructions online, you will lose your Internet connection when you initialize your router, so note the next step before initializing it.

  4. Download your product software from the Epson website using the instructions on the *Start Here* sheet.
- If you have replaced your router, reinstall your product software to connect to the new router.

  Note: If you are using a 5 GHz wireless router, set the router to operate in dual band (2.4 GHz and 5 GHz) mode. See your router documentation for instructions.

Parent topic: Solving Network Problems

Related concepts

When to Uninstall Your Product Software

Related topics

Wi-Fi or Wired Networking

Product Does Not Appear in OS X Printer Window

If your product does not appear in the OS X printer window, try these solutions:

- Turn your product off, wait 30 seconds, then turn it back on again.
- If you are connecting the product via Wi-Fi Protected Setup (WPS) and the Wi-Fi icon on your product's LCD is not lit, make sure you select one of the WPS options from the product control panel within 2 minutes of pressing the WPS button on your router.
- If you are connecting the product wirelessly via EpsonNet Setup and the Wi-Fi icon does not appear lit on your LCD screen, make sure your product software was installed correctly. If necessary, reinstall your software.

Note: If you are using a 5 GHz wireless router, set the router to operate in dual band (2.4 GHz and 5 GHz) mode. See your router documentation for instructions.

Parent topic: Solving Network Problems

Related concepts

When to Uninstall Your Product Software

Cannot Print Over a Network

If you cannot print over a network, try these solutions:

- Make sure that your product is turned on.
- Make sure you install your product's network software as described in your product documentation.
- Print a network status sheet and verify that the network settings are correct. If the network status is **Disconnected**, check any cable connections and turn your product off and then on again.
- If you are using TCP/IP, make sure the product's IP address is set correctly for your network. If your network does not assign IP addresses using DHCP, set the IP address manually.
- Make sure your computer and product are both using the same wireless network.
- If network printing is slow, print a network status sheet and check the signal strength. If it is poor, place your product closer to your router or access point. Avoid placing your product near a microwave oven, 2.4 GHz cordless phone, or large metal object, such as a filing cabinet.

  Note: If you are using a 5 GHz wireless router, set the router to operate in dual band (2.4 GHz and 5 GHz) mode. See your router documentation for instructions.

- Check to see if your wireless router or access point has an enabled Privacy Separator function that is preventing printing from a device over the network. See your router or access point documentation for instructions on disabling the Privacy Separator function.
- If you are connecting the product via Wi-Fi Protected Setup (WPS) and the Wi-Fi icon on your product's LCD is not lit, make sure you select one of the WPS options from the product control panel within 2 minutes of pressing the WPS button on your router.
- Check your wired LAN router or access point to see if the LED for the port to which your product is connected is on or flashing . If the link LED is off, try the following:
  - Make sure the Ethernet cable is securely connected to your product and to your router, access point, switch, or hub.
  - Try connecting your product to a different port or a different router, access point, switch, or hub.

- Try connecting with a different Ethernet cable.
- Try printing to your product from another computer on the network.

- If you are connecting the product via EpsonNet Setup and the Wi-Fi icon does not appear lit on the LCD, make sure your product software was installed correctly. If necessary, reinstall your software.

Parent topic: Solving Network Problems

Related concepts

When to Uninstall Your Product Software

Related tasks

Printing a Network Status Sheet

Related topics

Wi-Fi or Wired Networking

Cannot Scan Over a Network

If you cannot start Epson Scan for scanning over a network, try these solutions:

- If you cannot scan from your product control panel, make sure you restarted your computer after installing the product software. Make sure the Event Manager program is not being blocked by your firewall or security software.

  Note: If you are using a 5 GHz wireless router, set the router to operate in dual band (2.4 GHz and 5 GHz) mode. See your router documentation for instructions.

- If you are scanning a large original at a high resolution, a network communication error may occur. Try scanning again at a lower resolution.
- If network communication was interrupted while starting Epson Scan, exit Epson Scan, wait a few seconds, and restart it. If Epson Scan cannot restart, turn off your product, turn it back on, and try restarting Epson Scan again.
- Check the connection setting and test the connection using Epson Scan Settings:

  Windows 8.x: Navigate to the **Apps** screen and select **EPSON Scan Settings**. Make sure the **Connection** setting is set to **Network**, then click the **Test** button.

  Windows (other versions): Click or **Start** > **All Programs** or **Programs** > **EPSON** > **EPSON Scan** > **EPSON Scan Settings**. Make sure the **Connection** setting is set to **Network**, then click the **Test** button.

OS X: Open the **Applications** folder, click **Epson Software**, and click **EPSON Scan Settings**. Make sure the **Connection** setting is set to **Network**, then click the **Test** button.

- If the user restriction feature (Access Control) is enabled, a user ID and password are required to scan. If you do not know the user ID or password, contact your administrator for assistance.
- Make sure the option selected as the **Timeout Setting** in the Epson Scan Settings program is long enough to complete scanning over a network.
- You may need to disable the firewall and any anti-virus software on your wireless router or access point.

Note: With OS X, in addition to scanning with Image Capture, you can download and install Epson Scan scanning software. Epson Scan provides additional image adjustment and photo correction features for enhancing scanned images, and provides an interface for TWAIN-compliant OCR scanning software. To download Epson Scan, visit Epson's driver download site (U.S. downloads or Canadian downloads).

Parent topic: Solving Network Problems

Related tasks

Starting a Scan Using the Product Control Panel
Starting a Scan Using the Epson Scan Icon
Entering a User ID and Password for Scanning - Windows

Solving Copying Problems

Check these solutions if you have problems copying with your product.

Product Makes Noise, But Nothing Copies
Product Makes Noise When It Sits for a While
Originals Do Not Feed From the Automatic Document Feeder

Parent topic: Solving Problems

Product Makes Noise, But Nothing Copies

If your product makes a noise, but nothing copies, try these solutions:

- Run a nozzle check to see if any of the print head nozzles are clogged. Then clean the print head, if necessary.
- If the nozzle check page does not print, but the product's power is on, make sure your product software is installed correctly.
- Make sure your product is level (not tilted).

Parent topic: Solving Copying Problems

Related concepts

Print Head Nozzle Check

Print Head Cleaning

Product Makes Noise When It Sits for a While

Your product is performing routine maintenance. This is normal.

Parent topic: Solving Copying Problems

Originals Do Not Feed From the Automatic Document Feeder

If your originals do not feed when placed in the ADF, try these solutions:

- Make sure the ADF icon appears on the LCD screen. If not, reload the originals.
- Make sure the size, weight, and number of your originals are supported by the ADF.
- Make sure the originals are loaded correctly.
- Try cleaning the inside of the ADF.

Parent topic: Solving Copying Problems

Related references

Document Jams in the Automatic Document Feeder

Automatic Document Feeder (ADF) Specifications

Related tasks

Placing Originals in the Automatic Document Feeder

Cleaning Your Product

Solving Paper Problems

Check these sections if you have problems using paper with your product.

Paper Feeding Problems

Paper Jam Problems Inside the Product

Paper Jam Problems in the Rear Paper Feed Slot

Paper Jam Problems in the Cassette

Paper Jam Problems in the Duplexer (Rear Cover)

Document Jams in the Automatic Document Feeder

Paper Ejection Problems

Parent topic: Solving Problems

Paper Feeding Problems

If you have problems feeding paper, try these solutions:

- If paper does not feed for printing, remove it from the rear feed slot or cassette. Reload it, then adjust the edge guides. Make sure the paper stack is not above the tab on the edge guides inside the cassette or rear feed slot.
- If paper does not feed from the rear feed slot, try cleaning the paper guide using an Epson cleaning sheet.
- Be sure to insert the paper cassette all the way into your product.
- If multiple pages feed at once, remove the paper, fan the edges to separate the sheets, and reload it.
- Do not load more than the recommended number of sheets.
- Make sure the ink cases are closed.
- Make sure your paper meets the specifications for your product.
- If paper jams when you print on both sides of the paper, try loading fewer sheets.
- For best results, follow these guidelines:
  - Use new, smooth, high-quality paper that is not curled, creased, old, too thin, or too thick.
  - Load paper in the cassette printable side down.
  - Do not load binder paper with holes in the cassette.
  - Follow any special loading instructions that came with the paper.

Parent topic: Solving Paper Problems

Related references

Paper Jam Problems Inside the Product
Paper Jam Problems in the Rear Paper Feed Slot
Paper Jam Problems in the Cassette
Paper Jam Problems in the Duplexer (Rear Cover)
Paper Loading Capacity
Paper Specifications

Related tasks

Cleaning the Paper Guide

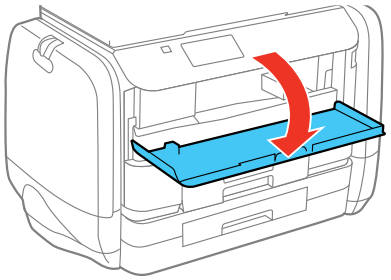
Related topics

Loading Paper

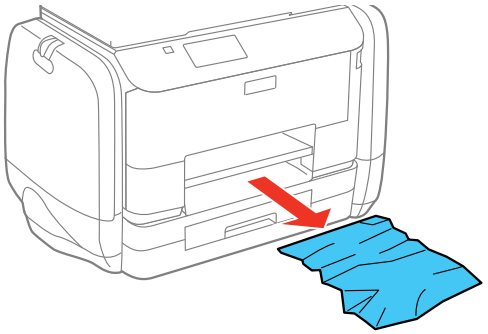
Paper Jam Problems Inside the Product

If paper has jammed inside the product, follow the steps here to clear the jam.

1. Cancel the print job from your computer, if necessary.
2. Open the front cover.



3. Remove any paper inside, including torn pieces.



4. Close the front cover.
5. If any jammed paper remains near the output tray, carefully remove it.
6. Follow the prompts on the LCD screen to clear any error messages. If you still see a paper jam message, check the other paper jam solutions.

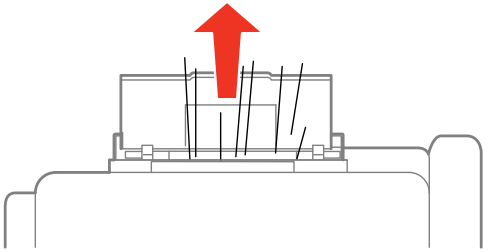
Parent topic: Solving Paper Problems

Related references

Paper Jam Problems in the Rear Paper Feed Slot
Paper Jam Problems in the Cassette
Paper Jam Problems in the Duplexer (Rear Cover)
Document Jams in the Automatic Document Feeder

Paper Jam Problems in the Rear Paper Feed Slot

If paper has jammed in the rear paper feed slot, carefully remove the paper.



Parent topic: Solving Paper Problems

Related references

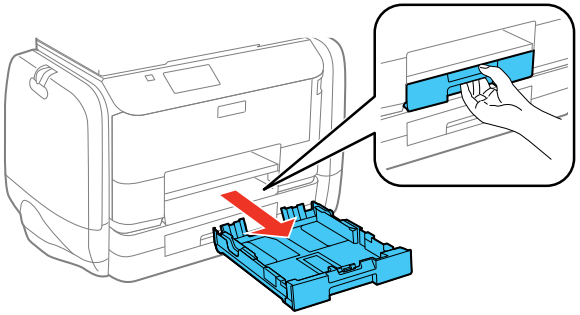
Paper Jam Problems Inside the Product
Paper Jam Problems in the Cassette
Paper Jam Problems in the Duplexer (Rear Cover)

Paper Jam Problems in the Cassette

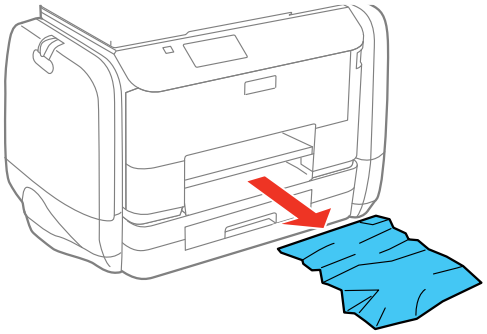
If paper has jammed in the cassette, follow the steps here to clear the jam.

1. Cancel the print job, if necessary.
2. Close the output tray.

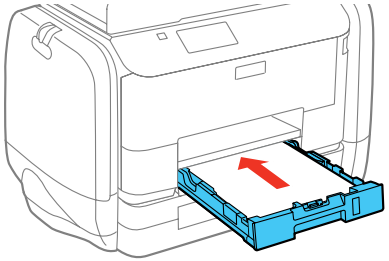
3. Pull out the paper cassette.



4. Carefully remove any paper jammed inside the product.



5. Carefully follow all paper loading instructions and reload the paper.
6. Keep the cassette flat as you gently insert it.



7. Follow the prompts on the LCD screen to clear any error messages. If you still see a paper jam message, check the other paper jam solutions.

Parent topic: Solving Paper Problems

Related references

Paper Jam Problems Inside the Product

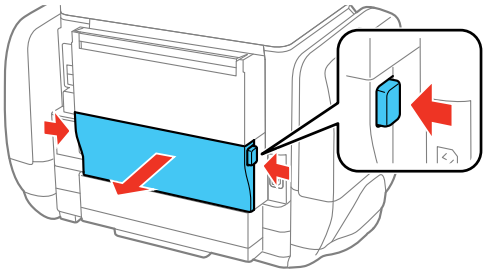
Paper Jam Problems in the Duplexer (Rear Cover)

Document Jams in the Automatic Document Feeder

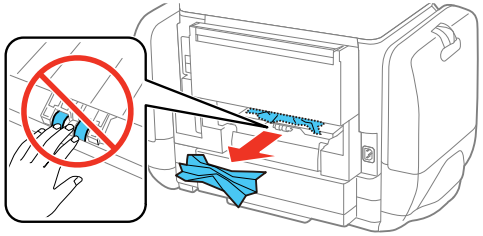
Paper Jam Problems in the Duplexer (Rear Cover)

If paper has jammed in the duplexer, follow the steps here to clear the jam.

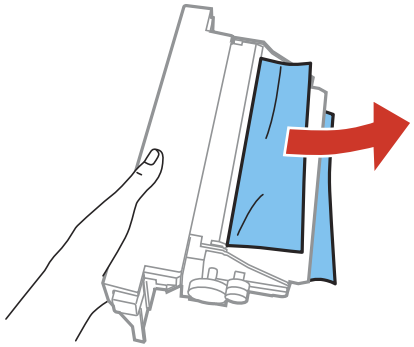
1. Cancel the print job from your computer, if necessary.
2. Press the buttons on the sides of the rear cover and remove it.



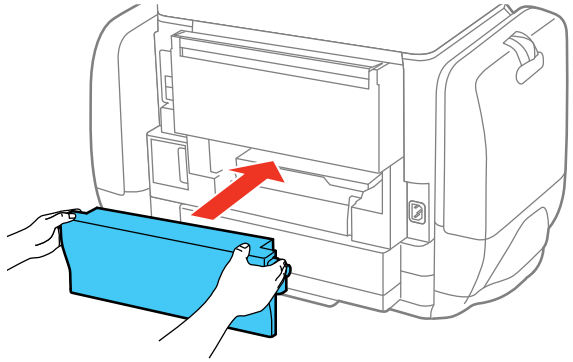
3. Carefully remove any jammed paper.



4. Remove any jammed paper from the duplexer.



5. Press the buttons on the rear cover as you reattach it.



6. Follow the prompts on the LCD screen to clear any error messages. If you still see a paper jam message, check the other paper jam solutions.

Parent topic: Solving Paper Problems

Related references

Paper Jam Problems Inside the Product

Paper Jam Problems in the Rear Paper Feed Slot

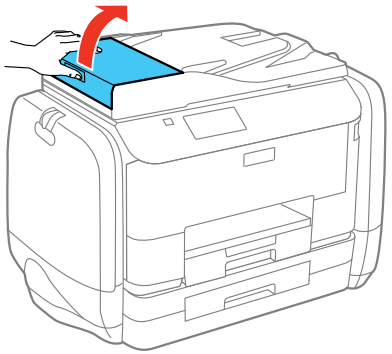
Paper Jam Problems in the Cassette

Document Jams in the Automatic Document Feeder

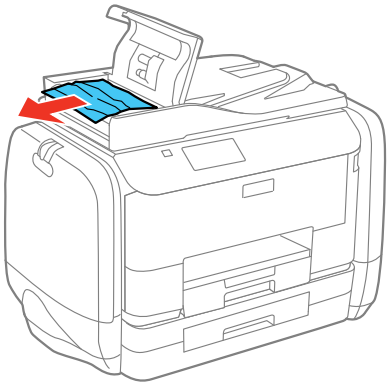
Document Jams in the Automatic Document Feeder

If you have problems with document jams in the automatic document feeder (ADF), follow the steps here to clear the jam.

1. Cancel the print job, if necessary.
2. Remove your originals from the ADF.
3. Open the ADF cover.

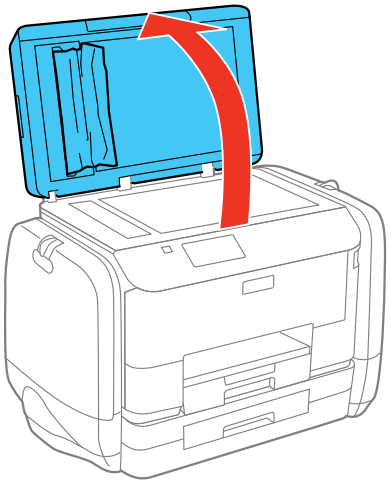


4. Carefully remove any jammed pages.

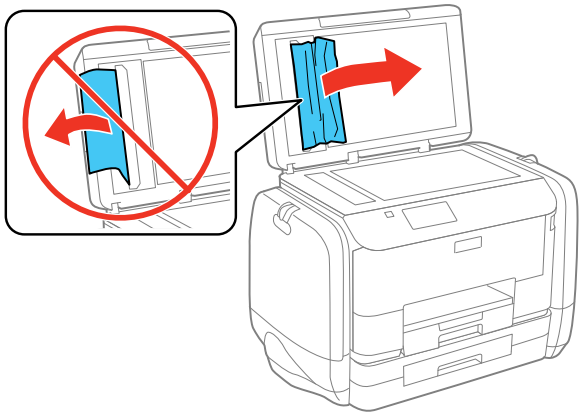


Caution: Make sure you open the ADF cover before removing any jammed paper. Otherwise the product may be damaged.

5. Close the ADF cover, then raise the document cover.

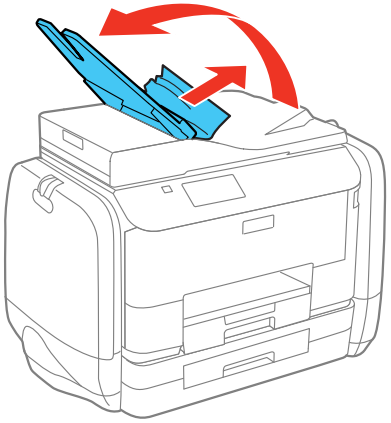


6. Carefully remove any jammed pages as shown:



7. Lower the document cover.

8. Raise the ADF input tray and carefully remove any jammed pages.



9. Lower the ADF input tray.
10. Reload your originals.

    Caution: Make sure you do not load the ADF beyond its capacity for your paper size. Also make sure the originals you load are not bent, folded, or curled and do not have tape, staples, or other materials that could obstruct the feeder.

11. Follow the prompts on the LCD screen to clear any error messages. If you still see a paper jam message, check the other paper jam solutions.

Parent topic: Solving Paper Problems

Related references

Paper Jam Problems Inside the Product
Paper Jam Problems in the Cassette
Paper Jam Problems in the Duplexer (Rear Cover)

Related tasks

Placing Originals in the Automatic Document Feeder

Paper Ejection Problems

If you have problems with paper ejecting properly, try these solutions:

- If paper does not eject fully, you may have set the wrong paper size. Cancel printing to eject the paper. Select the correct paper size when you reprint.
- If paper is wrinkled when it ejects, it may be damp or too thin. Load new paper and be sure to select the correct paper type setting when you reprint.

Parent topic: Solving Paper Problems

Related references

Paper Jam Problems Inside the Product
Paper Jam Problems in the Cassette
Paper Jam Problems in the Duplexer (Rear Cover)
Paper or Media Type Settings - Printing Software

Related tasks

Cancelling Printing Using a Product Button

Related topics

Loading Paper

Solving Problems Printing from a Computer

Check these sections if you have problems while printing from your computer.

Note: When printing using AirPrint, the available print settings are different from those covered in this manual. See the Apple website for details.

Nothing Prints
Product Icon Does Not Appear in Windows Taskbar
Printing is Slow

Parent topic: Solving Problems

Nothing Prints

If you have sent a print job and nothing prints, try these solutions:

- Make sure your product is turned on.
- Make sure any interface cables are connected securely at both ends.

- If you connected your product to a USB hub, make sure it is a first-tier hub. If it still does not print, connect your product directly to your computer instead of the hub.
- Run a product check to see if a test page prints. If the test page prints, check to see if your product software is installed correctly.
- If you are printing a large image, the computer may not have enough memory. Print the image at a lower resolution or a smaller file size.
- In Windows, click **Print Queue** on the Maintenance tab in the printer settings window and check for the following:
  - Check for any stalled or paused print jobs. Cancel or unpause any jobs as necessary.
  - Open the Printer menu and make sure the product is not offline.
  - Open the Printer menu and set the product as the default printer, if necessary.
- In OS X, select **System Preferences** from the Apple menu or Dock, select **Print & Scan** or **Printers & Scanners**, then double-click your printer icon. Check to see if any jobs are paused. Cancel or unpause any jobs as necessary.
- If the user restriction feature (Access Control) is enabled, a user ID and password is required to print. If you do not know the user ID or password, contact your administrator for assistance.

  Note: In OS X, you may not be able to print if the user restriction feature is enabled. Contact your administrator for assistance.

- If you are using AirPrint, make sure AirPrint is enabled with the correct settings using Web Config.

Parent topic: Solving Problems Printing from a Computer

Related tasks

Running a Product Check
Using AirPrint
Entering a User ID and Password for Printing

Product Icon Does Not Appear in Windows Taskbar

If you do not see your product icon in the Windows taskbar, first try restarting your computer. If that does not work, try this solution:

1. Do one of the following:
   - **Windows 8.x**: Navigate to the **Apps** screen and select **Control Panel** > **Hardware and Sound** > **Devices and Printers**.

- **Windows 7**: Click and select **Devices and Printers**.
- **Windows Vista**: Click , select **Control Panel**, and click **Printer** under **Hardware and Sound**.
- **Windows XP**: Click **Start** and select **Printers and Faxes**. (Or open the **Control Panel**, select **Printers and Other Hardware**, if necessary, and **Printers and Faxes**.)

2. Right-click your product name, select **Printing Preferences**, and select your product name again if necessary.
3. Click the **Maintenance** tab.
4. Click the **Extended Settings** button.
5. Select **Enable EPSON Status Monitor 3**, then click **OK**.
6. Click the **Monitoring Preferences** button.
7. Click the checkbox for the option that adds the shortcut icon to the taskbar.
8. Click **OK** to close the open program windows.

Parent topic: Solving Problems Printing from a Computer

Printing is Slow

If printing becomes slow, try these solutions:

- Make sure your system meets the requirements for your operating system. If you are printing a high-resolution image, you may need more than the minimum requirements. If necessary, increase your system's memory.
- If you are using Windows 7, close the **Devices and Printers** window before you print.
- Make sure **Quiet Mode** is turned off.
- Clear space on your hard drive or run a defragmentation utility to free up existing space.
- Close any programs you are not using when you print.
- If your product is connected to a USB hub, connect it directly to your computer instead.
- If printing becomes slower after printing continuously for a long time, the product may have automatically slowed down to protect the print mechanism from overheating or becoming damaged. Let the product rest with the power on for 30 minutes, then try printing again.

For the fastest printing, select the following settings in your product software:

- Make sure the paper type setting matches the type of paper you loaded.
- Turn on any high speed settings in your product software.

- Select a lower print quality setting.
- Make sure the ink drying time has not been increased for double-sided printing.
- **Windows**: Click the **Maintenance** tab, select **Extended Settings**, and select the following settings:
  - **Always Spool RAW Datatype**
  - **Page Rendering Mode**
  - **Print as Bitmap**

Parent topic: Solving Problems Printing from a Computer

Related references

Windows System Requirements
OS X System Requirements
Paper or Media Type Settings - Printing Software

Related tasks

Selecting Basic Print Settings - Windows
Selecting Extended Settings - Windows
Selecting Basic Print Settings - OS X

Solving Page Layout and Content Problems

Check these sections if you have problems with the layout or content of your printed pages.

Note: When printing using AirPrint, the available print settings are different from those covered in this manual. See the Apple website for details.

Inverted Image
Too Many Copies Print
Blank Pages Print
Incorrect Margins on Printout
Incorrect Characters Print
Incorrect Image Size or Position
Slanted Printout

Parent topic: Solving Problems

Inverted Image

If your printed image is inverted unexpectedly, try these solutions:

- Turn off any mirror or inversion settings in your printing application.
- Turn off the **Mirror Image**, **Flip horizontally**, or **Reverse page orientation** settings in your printer software. (This option has different names, depending on your operating system version.)

Note: Leave these options turned on when you print on Epson Iron-on Cool Peel Transfer paper, if available for your product.

Parent topic: Solving Page Layout and Content Problems

Related tasks

Selecting Additional Layout and Print Options - Windows
Selecting Basic Print Settings - OS X

Too Many Copies Print

Make sure that the **Copies** setting in your printing program or printer software is not set for multiple copies.

Parent topic: Solving Page Layout and Content Problems

Related tasks

Selecting Basic Print Settings - Windows
Selecting Basic Print Settings - OS X

Blank Pages Print

If blank pages print unexpectedly, try these solutions:

- Make sure you selected the correct paper size settings in your printing program and printer software.
- If a blank page exists in a document you are printing and you want to skip printing it, select the **Skip Blank Page** setting in your printer software.
- Run a print head nozzle check to see if any of the nozzles are clogged. Then clean the print head, if necessary.
- Make sure your product is selected as the printer in your printing program.

Parent topic: Solving Page Layout and Content Problems

Related concepts

Print Head Nozzle Check

Print Head Cleaning

Related tasks

Selecting Basic Print Settings - Windows

Selecting Extended Settings - Windows

Selecting Basic Print Settings - OS X

Selecting Printing Preferences - OS X

Incorrect Margins on Printout

If your printed page has incorrect margins, try these solutions:

- Make sure you selected the correct paper size settings in your printing program and printer software.
- Make sure you selected the correct margins for your paper size in your printing program.
- Make sure your paper is positioned correctly for feeding into the printer.

You can use the preview option in your printer software to check your margins before you print.

Parent topic: Solving Page Layout and Content Problems

Related tasks

Selecting Basic Print Settings - Windows

Selecting Basic Print Settings - OS X

Related topics

Loading Paper

Incorrect Characters Print

If incorrect characters appear in your prints, try these solutions before reprinting:

- Make sure any cables are securely connected at both ends.
- In Windows, delete all jobs from the Windows Spooler. Click **Print Queue** on the Maintenance tab in the printer settings window, and cancel any stalled print jobs.
- If your product is connected to a USB hub, connect it directly to your computer instead.
- If your computer entered sleep mode the last time you printed, the next print job after your computer exits sleep mode may contain garbled characters. Print your document again.
- If incorrect characters still appear in your prints, try connecting your product using a different cable.

Parent topic: Solving Page Layout and Content Problems

Incorrect Image Size or Position

If your printed image is the wrong size or in the wrong position, try these solutions:

- Make sure you selected the correct paper size and layout settings in your printing program and printer software.
- Make sure you selected the correct paper size on the control panel.
- Make sure your paper is positioned correctly for feeding into the printer.
- Clean the scanner glass and document cover.

You can use the preview option in your printer software to check your margins before you print.

Parent topic: Solving Page Layout and Content Problems

Related tasks

Selecting Basic Print Settings - Windows
Selecting Additional Layout and Print Options - Windows
Selecting Basic Print Settings - OS X
Selecting Page Setup Settings - OS X
Cleaning Your Product

Slanted Printout

If your printouts are slanted, try these solutions:

- Slide the edge guides against the edges of the paper.
- Select a higher print quality setting in your printer software.
- Turn off any high speed settings in your product software.
- Align the print head.
- Make sure the product is not printing while tilted or at an angle.

Parent topic: Solving Page Layout and Content Problems

Related tasks

Selecting Basic Print Settings - Windows
Selecting Basic Print Settings - OS X

Related topics

Loading Paper

Solving Print Quality Problems

Check these sections if your printouts have problems with print quality, but your image looks fine on your computer screen.

Note: When printing using AirPrint, the available print settings are different from those covered in this manual. See the Apple website for details.

White or Dark Lines in Printout
Blurry or Smeared Printout
Faint Printout or Printout Has Gaps
Grainy Printout
Incorrect Colors

Parent topic: Solving Problems

White or Dark Lines in Printout

If you notice white or dark lines in your prints (also called banding), try these solutions before you reprint:

- Run a nozzle check to see if any of the print head nozzles are clogged. Then clean the print head, if necessary.
- Make sure the paper type setting matches the type of paper you loaded.
- Make sure you loaded the printable side of the paper correctly for your product.
- Turn off any high speed settings in your product software.
- Align the print head.
- You may need to replace the ink packs.

Parent topic: Solving Print Quality Problems

Related concepts
Print Head Nozzle Check
Print Head Alignment
Print Head Cleaning

Related references
Paper or Media Type Settings - Printing Software

Related tasks
Selecting Additional Layout and Print Options - Windows

Selecting Printing Preferences - OS X

Related topics

Loading Paper

Replacing Ink Supply Units (Ink Packs) and Maintenance Boxes

Blurry or Smeared Printout

If your printouts are blurry or smeared, try these solutions:

- Make sure your paper is not damp, curled, old, or loaded incorrectly in your product.
- Use a support sheet with special paper, or load special paper one sheet at a time.
- Make sure your paper meets the specifications for your product.
- Use Epson papers to ensure proper saturation and absorption of genuine Epson inks.
- Make sure the paper type setting in your product software matches the type of paper you loaded.
- Make sure you loaded the printable side of the paper correctly for your product.
- If you are printing on thick paper or envelopes, turn on the **Thick Paper** setting from the control panel or select **Thick Paper and Envelopes** in the Extended Settings of the printer software. (Turning this setting on will decrease print speed.)
- Remove each sheet from the output tray as it is printed.
- Avoid handling printouts on glossy paper right after printing to allow the ink to set.
- Turn off any high speed settings in your product software.
- If you print on both sides of a sheet of paper, smudges may appear on the reverse side of heavily saturated or dark images. If one side of a sheet will contain a lighter image or text, print that side first. Adjust the **Print Density** and/or **Increase Ink Drying Time** settings.
- If printed copies are smeared, lower the copy density setting on the control panel.
- Run a nozzle check to see if any of the print head nozzles are clogged. Then clean the print head, if necessary.
- Align the print head.
- Clean the paper path.

Note: Your product will not operate properly while tilted at an angle. Place it on a flat, stable surface that extends beyond the base of the product in all directions.

Parent topic: Solving Print Quality Problems

Related concepts

Print Head Cleaning

Print Head Alignment

Related references

Available Epson Papers

Paper Specifications

Related tasks

Selecting Basic Print Settings - Windows

Selecting Double-sided Printing Settings - Windows

Selecting Additional Layout and Print Options - Windows

Selecting Basic Print Settings - OS X

Selecting Double-sided Printing Settings - OS X

Selecting Printing Preferences - OS X

Cleaning the Paper Guide

Related topics

Loading Paper

Faint Printout or Printout Has Gaps

If your printouts are faint or have gaps, try these solutions:

- Run a nozzle check to see if any of the print head nozzles are clogged. Then clean the print head, if necessary.
- The ink packs may be old or low on ink, and you may need to replace them.
- Make sure the paper type setting matches the type of paper you loaded.
- Make sure your paper is not damp, curled, old, or loaded incorrectly in your product.
- Align the print head.
- Clean the paper path.

Parent topic: Solving Print Quality Problems

Related concepts

Print Head Nozzle Check

Print Head Cleaning

Print Head Alignment

Related references

Paper or Media Type Settings - Printing Software

Related tasks

Selecting Basic Print Settings - Windows

Selecting Basic Print Settings - OS X

Cleaning the Paper Guide

Related topics

Replacing Ink Supply Units (Ink Packs) and Maintenance Boxes

Loading Paper

Grainy Printout

If your printouts are grainy, try these solutions:

- Make sure you loaded the printable side of the paper correctly for your product.
- Select a higher print quality setting and turn off any high speed settings in your product software.
- Run a nozzle check to see if any of the print head nozzles are clogged. Then clean the print head, if necessary.
- Align the print head.
- You may need to increase the image resolution or print a smaller size; see your software documentation.

  Note: Images from the Internet may be low resolution and not result in a high quality printout.

- If you enlarged the image in an image-editing program, you need to increase the resolution setting to retain a high image quality. Increase the resolution by the same amount you increased the image size. For example, if the resolution is 300 dpi (dots per inch) and you will double the image size later, change the resolution setting to 600 dpi.

  Note: Higher resolution settings result in larger file sizes, which take longer to process and print. Consider the limitations of your computer system when selecting a resolution, and select the lowest possible resolution that produces acceptable quality to keep file sizes manageable.

Parent topic: Solving Print Quality Problems

Related concepts

Print Head Nozzle Check

Print Head Cleaning
Print Head Alignment

Related tasks

Selecting Basic Print Settings - Windows
Selecting Additional Layout and Print Options - Windows
Selecting Basic Print Settings - OS X
Selecting Printing Preferences - OS X

Related topics

Loading Paper

Incorrect Colors

If your printouts have incorrect colors, try these solutions:

- Make sure the **Black/Grayscale** or **Grayscale** setting is not selected in your printer software.
- If you selected **Standard-Vivid** (Windows) or **Normal-Vivid** (OS X) as the quality setting in the printer software, try selecting **Standard** (Windows) or **Normal** (OS X) instead.
- Run a nozzle check to see if any of the print head nozzles are clogged. Then clean the print head, if necessary.
- The ink packs may be old or low on ink, and you may need to replace them.
- Your printed colors can never exactly match your on-screen colors. However, you can use a color management system to get as close as possible. Try using the color management options in your printer software.
- For best results, use genuine Epson ink and paper.

Parent topic: Solving Print Quality Problems

Related concepts

Print Head Nozzle Check
Print Head Cleaning

Related references

Available Epson Papers

Related tasks

Selecting Basic Print Settings - Windows
Selecting Additional Layout and Print Options - Windows
Selecting Basic Print Settings - OS X

Managing Color - OS X

Related topics

Replacing Ink Supply Units (Ink Packs) and Maintenance Boxes

Solving Scanning Problems

Check these solutions if you have problems scanning with your product.

Scanning Software Does Not Operate Correctly

Cannot Start Epson Scan

Parent topic: Solving Problems

Scanning Software Does Not Operate Correctly

If your scanning software does not operate correctly, try these solutions:

- Make sure your computer has adequate memory and meets the system requirements for your operating system.
- Make sure your computer is not running in a power-saving mode, such as sleep or standby. If so, wake your system and restart your scanning software.
- If you upgraded your operating system but did not reinstall your scanning software, try reinstalling it.

  Note: With OS X, in addition to scanning with Image Capture, you can download and install Epson Scan scanning software. Epson Scan provides additional image adjustment and photo correction features for enhancing scanned images, and provides an interface for TWAIN-compliant OCR scanning software. To download Epson Scan, visit Epson's driver download site (U.S. downloads or Canadian downloads).

Parent topic: Solving Scanning Problems

Related concepts

When to Uninstall Your Product Software

Related references

Windows System Requirements

OS X System Requirements

Related tasks

Scanning with OS X Using Image Capture

Cannot Start Epson Scan

If you cannot start Epson Scan, try these solutions:

- Make sure your product is turned on and any interface cables are securely connected at both ends.
- Make sure Epson Scan is selected in your scanning program.
- Make sure your computer is not running in a power-saving mode, such as sleep or standby. If so, wake your system and restart Epson Scan.
- Check the connection setting and test the connection using Epson Scan Settings:

  Windows 8.x: Navigate to the **Apps** screen and select **EPSON Scan Settings**. Make sure the correct **Connection** setting is selected, then click the **Test** button.

  Windows (other versions): Click or **Start** > **All Programs** or **Programs** > **EPSON** > **EPSON Scan** > **EPSON Scan Settings**. Make sure the correct **Connection** setting is selected, then click the **Test** button.

  OS X: Open the **Applications** folder, click **Epson Software**, and click **EPSON Scan Settings**. Make sure the correct **Connection** setting is selected, then click the **Test** button.
- Make sure you do not have multiple versions of Epson Scan installed. If you do, uninstall both versions and install one version.
- If you upgraded your operating system but did not reinstall Epson Scan, try reinstalling it.
- If the user restriction feature (Access Control) is enabled, a user ID and password are required to scan. If you do not know the user ID or password, contact your administrator for assistance.

Note: With OS X, in addition to scanning with Image Capture, you can download and install Epson Scan scanning software. Epson Scan provides additional image adjustment and photo correction features for enhancing scanned images, and provides an interface for TWAIN-compliant OCR scanning software. To download Epson Scan, visit Epson's driver download site (U.S. downloads or Canadian downloads).

Parent topic: Solving Scanning Problems

Related tasks

Starting a Scan Using the Epson Scan Icon

Scanning with OS X Using Image Capture

Entering a User ID and Password for Scanning - Windows

Solving Scanned Image Quality Problems

Check these sections if a scanned image on your computer screen has a quality problem.

Image Consists of a Few Dots Only
Line of Dots Appears in All Scanned Images
Straight Lines in an Image Appear Crooked
Image is Distorted or Blurry
Image Colors are Patchy at the Edges
Image is Too Dark
Back of Original Image Appears in Scanned Image
Ripple Patterns Appear in an Image
Scanned Image Colors Do Not Match Original Colors
Scan Area is Not Adjustable in Thumbnail Preview
Scanned Image Edges are Cropped

Parent topic: Solving Problems

Image Consists of a Few Dots Only

If your scanned image consists only of a few dots, try these solutions:

- Make sure you placed your original for scanning facing the correct way.
- If you are scanning using the Epson Scan **Black & White** setting, adjust the **Threshold** setting and scan again.

Parent topic: Solving Scanned Image Quality Problems

Related references

Available Image Adjustments - Office Mode

Related topics

Placing Originals on the Product

Line of Dots Appears in All Scanned Images

If a line of dots appears in all your scanned images, clean the scanner glass with a soft, dry, lint-free cloth or use a small amount of glass cleaner on the cloth, if necessary. Paper towels are not recommended.

Caution: Do not spray glass cleaner directly on the scanner glass.

Parent topic: Solving Scanned Image Quality Problems

Related tasks

Cleaning Your Product

Straight Lines in an Image Appear Crooked

If straight lines in an original appear crooked in a scanned image, make sure to place your original straight when you scan it.

Parent topic: Solving Scanned Image Quality Problems

Related topics

Placing Originals on the Product

Image is Distorted or Blurry

If a scanned image appears distorted or blurry, try these solutions:

- Make sure your original is not wrinkled or warped. This may prevent the original from laying flat on the scanner glass.
- Do not move your original or your product during scanning.
- Your product will not operate properly while tilted at an angle. Place it on a flat, stable surface that extends beyond the base of the product in all directions.
- Adjust these Epson Scan settings (if available) and try scanning again:
  - Select the **Unsharp Mask** setting.
  - Adjust the **Auto Exposure** setting.
  - Increase the **Resolution** setting.

Parent topic: Solving Scanned Image Quality Problems

Related topics

Selecting Epson Scan Settings

Image Colors are Patchy at the Edges

If you are scanning a thick or warped original, cover its edges with paper to block external light as you scan it.

Parent topic: Solving Scanned Image Quality Problems

Image is Too Dark

If your scanned image is too dark, try these solutions:

- Adjust these Epson Scan settings (if available) and try scanning again:
  - **Auto Exposure**
  - **Brightness**
  - **Histogram Adjustment**
- Check the brightness and contrast settings of your computer monitor.

Parent topic: Solving Scanned Image Quality Problems

Related topics

Selecting Epson Scan Settings

Back of Original Image Appears in Scanned Image

If an image from the back of a thin original appears in your scanned image, place a piece of black paper on the back of the original and scan it again.

Parent topic: Solving Scanned Image Quality Problems

Ripple Patterns Appear in an Image

You may see a ripple pattern (called a moiré) in scanned images of printed documents. This is caused by interference from differing pitches in the scanner's screen and your original's halftone screen. To reduce this effect, adjust these Epson Scan settings (if available) and try scanning again:

- Select the **Descreening** setting.
- Select a lower **Resolution** setting.

Parent topic: Solving Scanned Image Quality Problems

Related topics

Selecting Epson Scan Settings

Scanned Image Colors Do Not Match Original Colors

Printed colors can never exactly match the colors on your computer monitor because printers and monitors use different color systems: monitors use RGB (red, green, and blue) and printers typically use CMYK (cyan, magenta, yellow, and black).

Check the color matching and color management capabilities of your computer, display adapter, and the software you are using to see if they are affecting the palette of colors you see on your screen.

To adjust the colors in your scanned image, adjust these Epson Scan settings (if available) and try scanning again:

- Change the **Image Type** setting and experiment with different combinations of the next settings.
- Adjust the **Tone Correction** setting.
- Adjust the **Auto Exposure** setting.

Parent topic: Solving Scanned Image Quality Problems

Related topics

Selecting Epson Scan Settings

Scan Area is Not Adjustable in Thumbnail Preview

If you cannot adjust the scan area while viewing a Thumbnail preview in Epson Scan, try these solutions:

- Create a scan area by drawing a marquee on your preview image and adjusting it as necessary.
- Switch to Normal preview mode, if available, and preview your image again.

Parent topic: Solving Scanned Image Quality Problems

Related concepts

Image Preview Guidelines

Related tasks

Selecting a Scan Area - Office Mode

Selecting a Scan Area - Professional Mode

Scanned Image Edges are Cropped

If the edges of a scanned image are cropped, make sure your original is placed correctly for scanning. If necessary, move your original away from the edges of the scanner glass slightly.

Parent topic: Solving Scanned Image Quality Problems

Related topics

Placing Originals on the Product

Solving Faxing Problems

Check these solutions if you have problems faxing with your product.

Cannot Send or Receive Faxes

Cannot Receive Faxes with a Telephone Connected to Your Product

Fax Memory Full Error Appears
Sent Fax Quality is Poor
Sent Fax is Received in an Incorrect Size
Received Fax Quality is Poor
Received Fax is Not Printed

Parent topic: Solving Problems

Cannot Send or Receive Faxes

If you cannot send or receive faxes, try these solutions:

- If an error code is displayed on the control panel, try the solutions suggested in the error code list.
- If you are faxing from a computer, use the Epson FAX Utility to send your fax.
- Make sure the recipient's fax machine is turned on and working.
- Make sure paper is loaded correctly in your product.
- Make sure you have set up your header information and have not blocked your caller ID. Otherwise, your faxes might be rejected by the recipient's fax machine.
- If user restriction has been enabled, you may need to enter a user name and password. Contact your administrator for assistance.
- Make sure Receive Mode is set to **Auto** so you can receive faxes automatically.
- If you did not connect a telephone to your product, set the Receive Mode setting to **Auto** so you can receive faxes automatically.
- Check that the cable connecting your telephone wall jack to your product's **LINE** port is secure.
- Print a fax connection report using your product control panel or fax software to help diagnose the problem.
- Verify that the telephone wall jack works by connecting a phone to it and testing it.
- If there is no dial tone and you connected the product to a PBX (Private Branch Exchange) phone line or Terminal Adapter, change the **Line Type** setting to **PBX**. If you still cannot send a fax, turn off the turn off the product's dial tone detection setting. (Turning off the dial tone setting may cause the product to drop the first digit of a fax number.)
- If you connected your product to a DSL phone line, you must connect a DSL filter to the phone jack to enable faxing over the line. Contact your DSL provider for the necessary filter.
- If your telephone line has static, turn off your product's error correction mode fax communication setting and try faxing again.

- Try lowering your product's fax speed setting.
- Make sure the error correction mode (ECM) setting is turned on if you are trying to send or receive a color fax.
- If your telephone line uses call waiting and you have trouble receiving faxes, turn off call waiting to prevent disruption of incoming faxes.
- If you have subscribed to a call forwarding service, the product may not be able to receive faxes. Contact your service provider for assistance.
- Check your inbox and delete faxes after reading or printing them. If the inbox is full, the product cannot receive faxes.
- If you cannot send faxes at a specified time, make sure the date and time are set correctly on the product.

Note: If your product is connected to a VoIP (Voice over Internet Protocol) phone line, keep in mind that fax machines are designed to work over analog phone lines. Epson cannot guarantee that fax transmission will work when using VoIP.

If your phone line includes voice mail answering services, calls or faxes may be inadvertently received by your voice mail service.

Parent topic: Solving Faxing Problems

Related references

Status Menu Error Codes

Related tasks

Connecting a Telephone or Answering Machine

Using the Fax Setup Wizard

Selecting the Line Type

Selecting Advanced Fax Settings

Receiving Faxes Automatically

Printing Fax Reports

Viewing a Fax on the LCD Screen

Related topics

Loading Paper

Cannot Receive Faxes with a Telephone Connected to Your Product

If you cannot receive faxes when a telephone is connected to your product, try these solutions:

- Make sure your telephone is connected to your product's **EXT** port.
- Make sure the Receive Mode is set to **Manual**.

Note: When answering a call that is a fax, wait until the product's LCD screen displays a message that a connection has been made before you hang up.

Parent topic: Solving Faxing Problems

Related tasks

Connecting a Telephone or Answering Machine
Using the Fax Setup Wizard

Fax Memory Full Error Appears

If you see an error message telling you that the product's fax memory is full, try these solutions:

- If you set the product to save received faxes in the product's memory or inbox, delete any faxes you have already read.
- If you set the product to save received faxes on a computer, turn on the selected computer. Once the faxes are saved on the computer, they are deleted from the product's memory.
- If you set the product to save received faxes on a memory device, connect the selected memory device containing the save fax folder, to the product. Once the faxes are saved on the memory device, they are deleted from the product's memory.

  Note: Make sure the memory device has enough available memory and is not write protected.

- If the memory is full, try sending a monochrome fax using the **Direct Send** feature or sending your faxes in smaller batches.
- If the product cannot print a received fax due to a product error, such as a paper jam, the memory full error may appear. Clear any product errors, then ask the sender to resend the fax.

Parent topic: Solving Faxing Problems

Related references

Output Settings - Fax
Fax Sending Options

Related tasks

Viewing a Fax on the LCD Screen

Sent Fax Quality is Poor

If the sent fax quality is poor, try these solutions:

- Clean the scanner glass.
- Clean the ADF.
- Try changing the resolution setting on the control panel.
- Try adjusting the density setting on the control panel.
- If you are sending a monochrome fax to a single recipient, try sending the fax using the **Direct Send** feature.

  Note: If you send a high resolution monochrome fax without using the **Direct Send** feature, the product may automatically lower the resolution.

- Try enabling the error correction mode (ECM) setting.

Parent topic: Solving Faxing Problems

Related references

Basic Settings - Fax

Fax Sending Options

Related tasks

Cleaning Your Product

Sent Fax is Received in an Incorrect Size

If your recipient receives a fax in an incorrect size, try these solutions:

- If you are sending a fax using the scanner glass, make sure your original is placed correctly on the scanner glass and that the correct paper size is selected on the control panel.
- Clean the scanner glass and document cover.

Parent topic: Solving Faxing Problems

Related tasks

Placing Originals on the Scanner Glass

Cleaning Your Product

Received Fax Quality is Poor

If you receive a poor quality fax, try these solutions:

- Try enabling the error correction mode (ECM) setting.
- Contact the fax sender and ask them to send the fax in a higher resolution.
- Try reprinting the received fax.

Parent topic: Solving Faxing Problems

Related references

Basic Settings - Fax

Received Fax is Not Printed

If a received fax is not printed, try these solutions:

- Make sure the product is clear of any errors. The product cannot print received faxes if an error has occurred with the product, such as a paper jam.
- If the product has been set to save received faxes in the product's memory or inbox, received faxes are not automatically printed. Check the **Fax Output** setting on the product control panel and change it, if necessary.

Parent topic: Solving Faxing Problems

Related references

Output Settings - Fax

Solving USB Flash Drive Problems

Check these solutions if you have problems using USB flash drives with your product.

Cannot View or Print from a USB Flash Drive

Cannot Save Files on a USB Flash Drive

Cannot Transfer Files To or From a USB Flash Drive

Parent topic: Solving Problems

Cannot View or Print from a USB Flash Drive

If you cannot view or print photos or documents from a USB flash drive inserted in your product, try these solutions:

- Make sure memory devices are enabled.

- Make sure your drive is compatible with the product.
- Make sure the files on your drive are in the correct format.

Parent topic: Solving USB Flash Drive Problems

Related references

Interface Specifications

USB Device File Specifications

Related tasks

Setting Up File Sharing for File Transfers From Your Computer

Related topics

Viewing and Printing From the LCD Screen

Cannot Save Files on a USB Flash Drive

If you cannot save files on a USB flash drive inserted in your product, try these solutions:

- To save faxes on a USB flash drive, you need to create a folder in the **Fax Output** settings on the product control panel.
- Make sure the drive is not write-protected.
- Make sure the drive has enough available space.
- Make sure memory devices are enabled.
- Make sure the drive is compatible with the product.

Parent topic: Solving USB Flash Drive Problems

Related references

Interface Specifications

Output Settings - Fax

Related tasks

Setting Up File Sharing for File Transfers From Your Computer

Cannot Transfer Files To or From a USB Flash Drive

If you have problems transferring files to or from a USB flash drive inserted in your product, try these solutions:

- Make sure your flash drive is compatible with the product.
- Make sure your product is securely connected to your computer.

- Make sure that the file sharing setting for your product is set correctly.

Parent topic: Solving USB Flash Drive Problems

Related references

Interface Specifications

Related topics

Transferring Files on a USB Flash Drive

When to Uninstall Your Product Software

If you have a problem that requires you to uninstall and re-install your software, follow the instructions for your operating system.

Uninstalling Product Software - Windows

Uninstalling Product Software - OS X

Parent topic: Solving Problems

Uninstalling Product Software - Windows

You can uninstall and then re-install your product software to solve certain problems.

1. Turn off the product.
2. Disconnect any interface cables.
3. Do one of the following:
   - **Windows 8.x**: Navigate to the **Apps** screen and select **Control Panel** > **Programs** > **Programs and Features**. Select the uninstall option for your Epson product, then select **Uninstall/Change**.

     Note: If you see a **User Account Control** window, click **Yes** or **Continue**.

     Select your product again, if necessary, then select **OK**, and click **Yes** to confirm the uninstallation.
   - **Windows (other versions)**: Click or **Start**, and select **All Programs** or **Programs**. Select **EPSON**, select your product, then click **EPSON Printer Software Uninstall**.

     Note: If you see a **User Account Control** window, click **Yes** or **Continue**.

     In the next window, select your product and click **OK**. Then follow any on-screen instructions.

4. Do one of the following to uninstall Epson Event Manager, then follow any on-screen instructions:
   - **Windows 8.x**: Select **Epson Event Manager** and click **Uninstall**.
   - **Windows 7/Windows Vista**: Open the Windows **Control Panel** utility. Select **Programs and Features**. (In Classic view, select **Programs** and click **Uninstall a program**.) Select **Epson Event Manager** and click **Uninstall/Change**.
   - **Windows XP**: Open the Windows **Control Panel** utility. Double-click **Add or Remove Programs**. Select **Epson Event Manager** and click **Change/Remove**.
5. Do one of the following to uninstall Epson Scan, then follow any on-screen instructions:
   - **Windows 8.x/Windows 7/Windows Vista:** Select **EPSON Scan** and click **Uninstall/Change**.
   - **Windows XP**: Select **EPSON Scan** and click **Change/Remove**.
6. Restart your computer, then see the *Start Here* sheet to re-install your software.

Note: If you find that re-installing your product software does not solve a problem, contact Epson.

Parent topic: When to Uninstall Your Product Software

Uninstalling Product Software - OS X

In most cases, you do not need to uninstall your product software before re-installing it. However, you can download the Uninstaller utility from the Epson support website to uninstall your product software as described here.

Note: If you find that re-installing your product software does not solve a problem, contact Epson.

1. To download the Uninstaller utility, visit the Epson download site (U.S. downloads or Canadian downloads).
2. Follow the instructions on the screen to install the Uninstaller utility.
3. Quit all applications currently running on your Mac.
4. Double-click the **Uninstaller** icon.
5. Select the checkbox for each software program you want to uninstall.
6. Click **Uninstall**.
7. Follow the on-screen instructions to uninstall the software.
8. To reinstall your product software, see the *Start Here* sheet for instructions.

Note: If you uninstall the printer driver and your product name remains in the **Print & Fax**, **Print & Scan**, or **Printers & Scanners** window, select your product name and click the **–** (remove) icon to remove it.

Parent topic: When to Uninstall Your Product Software

Where to Get Help

If you need to contact Epson for technical support services, use the following support options.

Internet Support

Visit Epson's support website at epson.com/support (U.S.) or epson.ca/support (Canada) for solutions to common problems. You can download drivers and documentation, get FAQs and troubleshooting advice, or e-mail Epson with your questions.

Speak to a Support Representative

Before you call Epson for support, please have the following information ready:

- Product name
- Product serial number (located on a label on the product)
- Proof of purchase (such as a store receipt) and date of purchase
- Computer configuration
- Description of the problem

Then call:

- U.S.: (562) 276-4382, 6 AM to 8 PM, Pacific Time, Monday through Friday, and 7 AM to 4 PM, Pacific Time, Saturday
- Canada: (905) 709-3839, 6 AM to 8 PM, Pacific Time, Monday through Friday, and 7 AM to 4 PM, Pacific Time, Saturday

Days and hours of support are subject to change without notice. Toll or long distance charges may apply.

Purchase Supplies and Accessories

You can purchase genuine Epson ink and paper at Epson Supplies Central at epson.com/ink3 (U.S. sales) or epson.ca (Canadian sales). You can also purchase supplies from an Epson authorized reseller. To find the nearest one, call 800-GO-EPSON (800-463-7766).

Parent topic: Solving Problems

Technical Specifications

These sections list the technical specifications for your product.

Note: Epson offers a recycling program for end of life products. Please go to this site for information on how to return your products for proper disposal.

Windows System Requirements
OS X System Requirements
Printing Specifications
Scanning Specifications
Automatic Document Feeder (ADF) Specifications
Fax Specifications
Paper Specifications
Printable Area Specifications
Ink Pack Specifications
Dimension Specifications
Electrical Specifications
Environmental Specifications
Interface Specifications
Network Interface Specifications
Safety and Approvals Specifications

Windows System Requirements

To use your product and its software, your computer should use one of these Microsoft operating systems:

- Windows 8.x
- Windows 7
- Windows Vista
- Windows XP Professional x64 Edition
- Windows XP SP3
- Windows Server 2012R2*

- Windows Server 2012*
- Windows Server 2008R2*
- Windows Server 2008*
- Windows Server 2003R2*
- Windows Server 2003*

* When you use Windows Server, you can only print. Scanning and any additional included software are not supported.

Note: Visit Epson's support website at epson.com/support (U.S.) or epson.ca/support (Canada) for the latest in compatibility and drivers for your product.

Parent topic: Technical Specifications

OS X System Requirements

To use your product and its software, your Mac should use one of these operating systems:

- OS X 10.9.x
- OS X 10.8.x
- OS X 10.7.x
- OS X 10.6.x

Note: Visit Epson's support website at epson.com/support (U.S.) or epson.ca/support (Canada) for the latest in compatibility and drivers for your product.

Parent topic: Technical Specifications

Printing Specifications

Paper path	Rear paper feed slot, top entry
	Paper cassette, front entry
Capacity	Rear paper feed slot: 0.04 inch (0.9 mm) stack thickness
	Paper cassette: 1.08 inches (27.5 mm) stack thickness

Parent topic: Technical Specifications

Scanning Specifications

Scanner type	Flatbed, color
Photoelectric device	CIS
Effective pixels	10200 × 14040 pixels at 1200 dpi; scanning area may be restricted if resolution setting is large
Document size	Maximum: A4 (8.3 × 11.7 inches [210 × 297 mm]) or Letter (8.5 × 11 inches [216 × 279 mm])
Scanning resolution	1200 dpi (main scan) 2400 dpi (sub scan)
Output resolution	50 to 4800, 7200, and 9600 dpi (50 to 4800 dpi in 1 dpi increments)
Image data	16 bits per pixel per color internal 8 bits per pixel per color external (maximum)
Light source	LED

Parent topic: Technical Specifications

Automatic Document Feeder (ADF) Specifications

Paper input	Faceup loading
Paper output	Facedown ejection
Paper size	US letter, legal, A4, A5, or B5 size
Paper type	Plain paper
Paper weight	17 lb (64 g/m^2) to 24 lb (95 g/m^2)
Sheet feeding capacity	Total thickness: 0.14 inch (3.5 mm) Approximately 35 sheets at 20 lb (75 g/m^2); up to 10 sheets of paper in this size: Legal (8.5 × 14 inches [216 × 356 mm])

Note: You cannot scan on both sides of the paper in this size: Legal (8.5 × 14 inches [216 × 356 mm]).

Parent topic: Technical Specifications

Fax Specifications

Fax type	Walk-up black-and-white and color fax capability (ITU-T Super Group 3)
Supported lines	Standard analog telephone lines PBX (Private Branch Exchange) telephone systems
Speed	Up to 33.6 kbps
Resolution	**Monochrome**: Standard: 203 × 98 dpi Fine: 203 × 196 dpi Photo: 203 × 196 dpi Super Fine: 203 × 392 dpi Ultra Fine: 406 × 392 dpi **Color**: Fine: 200 × 200 dpi Photo: 200 × 200 dpi
Speed dial numbers	Up to 200
Page memory	Up to 550 pages (based on ITU-T No. 1 chart)
Redial	2 times (with 1 minute interval); specifications may differ by region or country
Interface	RJ-11 Phone Line RJ-11 Telephone set connection

Parent topic: Technical Specifications

Paper Specifications

Note: Since the quality of any particular brand or type of paper may be changed by the manufacturer at any time, Epson cannot guarantee the quality of any non-Epson brand or type of paper. Always test a sample of paper stock before purchasing large quantities or printing large jobs. Poor quality paper may

reduce print quality and cause paper jams or other problems. If you encounter problems, switch to a higher grade of paper.

Single-sheets

Size	B5 (7.2 × 10.1 inches [182 × 257 mm]) A4 (8.3 × 11.7 inches [210 × 297 mm]) A5 (5.8 × 8.2 inches [148 × 210 mm]) A6 (4.1 × 5.8 inches [105 × 148 mm]) Letter (8.5 × 11 inches [216 × 279 mm]) Legal (8.5 × 14 inches [216 × 356 mm]) 4 × 6 inches (102 × 152 mm) 5 × 7 inches (127 × 178 mm) Executive (7.25 × 10.5 inches [184 × 267 mm]) 16:9 wide (4 × 7.1 inches [102 × 181 mm])
Paper types	Plain paper and paper distributed by Epson
Thickness	0.003 (0.08 mm) to 0.004 inch (0.11 mm)
Weight	Plain paper: 17 lb (64 g/m^2) to 24 lb (90 g/m^2) Card stock: 45 lb (91 g/m^2) to 68 lb (256 g/m^2)

Envelopes

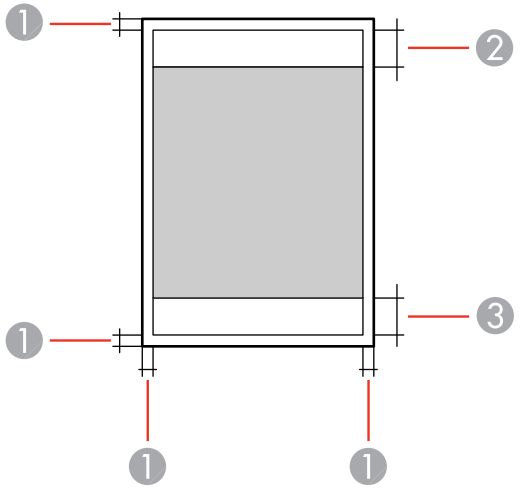
Size	No. 10 (4.1 × 9.5 inches [105 × 241 mm])
Paper types	Plain paper
Weight	20 lb (75 g/m^2) to 24 lb (90 g/m^2)

Parent topic: Technical Specifications

Printable Area Specifications

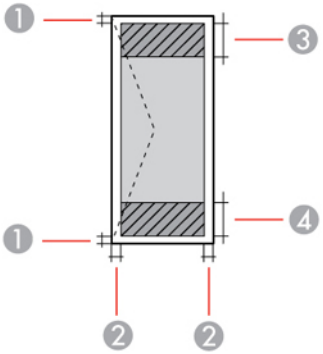
Note: Print quality may decline in the shaded areas shown here due to the printer's mechanism.

Single sheets



1 Margin: 0.12 inch (3 mm) minimum
2 Quality border/top: 1.77 inch (45 mm)
3 Quality border/bottom: 1.97 inch (50 mm)

Envelopes



1 Left/right margins: 0.12 inch (3 mm) minimum
2 Top/bottom margins: 0.20 inch (5 mm) minimum

3 Quality border/right: 0.71 inch (18 mm)

4 Quality border/left: 1.77 inch (45 mm)

Parent topic: Technical Specifications

Ink Pack Specifications

Note: This product uses only genuine Epson-brand ink packs. Other brands of ink supplies are not compatible and, even if described as compatible, may not function properly.

The ink packs included with the product are designed for product setup and not for resale. After some ink is used for priming, the rest is available for printing. Yields vary considerably based on images printed, print settings, paper type, frequency of use, and temperature. For print quality, a variable amount of ink remains in the pack after the "replace ink" indicator comes on.

Color	Black, Cyan, Magenta, Yellow
Ink pack life	Unopened package: do not use if the date on the package has expired
Temperature	Storage: –4 to 104 °F (–20 to 40 °C) 1 month at 104 °F (40 °C) Ink freezes at –9.4 °F (–23 °C) Ink thaws and is usable after approximately 12 hours at 77 °F (25 °C)

Parent topic: Technical Specifications

Related references

Ink Supply Units (Ink Packs) and Maintenance Box Part Numbers

Dimension Specifications

Height	Stored: 18.6 inches (472 mm) Printing: 20.2 inches (512 mm)
Width	Stored: 26.1 inches (664 mm) Printing: 26.1 inches (664 mm)

Depth	Stored: 17.1 inches (435 mm) Printing: 25.8 inches (655 mm); with the output tray extension extended
Weight (without ink packs or power cord)	52.5 lb (23.8 kg)

Parent topic: Technical Specifications

Electrical Specifications

Input voltage range	100 to 240 V model: 90 to 264 V
Rated frequency range	50/60 Hz
Input frequency range	49.5/60.5 Hz
Rated current	0.8/0.4 A
Power consumption (with USB connection)	Standalone copying: 22 W (ISO/IEC24712) Ready mode: 9.6 W Sleep mode: 3.0 W Power off mode: 0.4 W

Parent topic: Technical Specifications

Environmental Specifications

Temperature	Operating: 50 to 95 °F (10 to 35 °C) Storage: –4 to 104 °F (–20 to 40 °C) 1 month at 104 °F (40 °C)
Humidity (without condensation)	Operating: 20 to 80% RH Storage: 5 to 85% RH

Parent topic: Technical Specifications

Interface Specifications

Interface type	Hi-Speed USB (Device Class for computers)
	Hi-Speed USB (for Mass storage class for external storage)
External USB devices	MO drive: 1.3 GB maximum capacity
	Hard disk drive: 2 TB maximum capacity
	USB flash drive: 2 TB maximum capacity, formatted in FAT, FAT32, or exFAT

Note: Epson cannot guarantee the operation of externally connected devices. External storage devices that are powered via USB are not recommended. Use only external storage devices with independent AC power sources.

Parent topic: Technical Specifications

Related references

USB Device File Specifications

Network Interface Specifications

Wi-Fi

Standard	IEEE 802.11 b/g/n; complies with either IEEE 802.11 b/g or IEEE 802.11 b/g/n, depending on purchase location
Security	WEP (64/128 bit)
	WPA-PSK (TKIP/AES); complies with WPA2 with support for WPA/WPA2 Personal
	WPA2-Enterprise
Frequency band	2.4 GHz

Communication mode	Infrastructure mode Ad hoc mode Wi-Fi Direct **Note:** Wi-Fi Direct Simple AP mode available even if you connect the product to an Ethernet network.

Ethernet

Standard	IEEE802.3i/u/ab, IEEE802.3az
Communication mode	Ethernet 100BASE-TX/10BASE-T Ethernet 1000BASE-T; use a category-5e or higher cable, preferably an STP (Shielded Twisted Pair) cable, to prevent risk of radio frequency interference

Note: The connected device should be IEEE802.3az compliant.

Security Protocol

IEEE802.1X

IPsec/IP Filtering

SSL/TLS: HTTPS Server/Client or IPPS

SNMPv3

Parent topic: Technical Specifications

Safety and Approvals Specifications

United States	Safety: UL60950-1 EMC: FCC part 15 Subpart B class B
Canada	Safety: CAN/CSA C22.2 No. 60950-1 EMC: CAN/CSA-CEI/IEC CISPR 22 Class B

This equipment contains the following wireless module:

- Manufacturer: Askey Computer Corporation.

- Type: WLU6117-D69 (RoHS)

This product conforms to Part 15 of 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.

Parent topic: Technical Specifications

Notices

Check these sections for important notices about your product.

Note: Epson offers a recycling program for end of life products. Please go to this site for information on how to return your products for proper disposal.

General Product Safety Instructions
FCC Compliance Statement
Software Notice
Trademarks
Copyright Notice

General Product Safety Instructions

- Be sure to follow all warnings and instructions marked on the product.
- Use only the type of power source indicated on the product's label.
- Use only the power cord that comes with the product. Use of another cord may cause fires or shock. Do not use the cord with any other equipment.
- Place the product near a wall outlet where the plug can be easily unplugged.
- Avoid plugging the product into an outlet on the same circuit as a photo copier or air control system that regularly switches on and off, or on an outlet controlled by a wall switch or timer.
- Do not let the power cord become damaged or frayed. Place it to avoid abrasions, cuts, fraying, crimping, and kinking. Do not place objects on top of it and do not allow it to be stepped on or run over. Be careful to keep the cord straight at each end.
- If you use an extension cord with the product, make sure the total ampere rating of the devices plugged into the extension cord does not exceed the cord's ampere rating. Also, make sure the total ampere rating of all devices plugged into the wall outlet does not exceed the wall outlet's ampere rating.
- Always turn off the product using the power button, and wait until the power light stops flashing before unplugging the product or cutting off power to the electrical outlet.
- If you will not be using the product for a long period, unplug the power cord from the electrical outlet.
- Place the product on a flat, stable surface that extends beyond its base in all directions. It will not operate properly if it is tilted or at an angle.

- Allow space behind the product for the cables, and space above the product so that you can fully raise the document cover.
- Leave enough space in front of the product for the paper to be fully ejected.
- Avoid locations that are subject to rapid changes in heat or humidity, shocks or vibrations, or dust.
- Do not place or store the product outdoors.
- Do not place the product near excessive heat sources or in direct sunlight.
- Leave enough room around the product for sufficient ventilation. Do not block or cover openings in the case or insert objects through the slots.
- Keep the product away from potential sources of electromagnetic interference, such as loudspeakers or the base units of cordless telephones.
- When connecting the product to a computer or other device with a cable, ensure the correct orientation of the connectors. Each connector has only one correct orientation. Inserting a connector in the wrong orientation may damage both devices connected by the cable.
- Do not touch the flat white cable inside the product.
- Do not move the print head by hand; this may damage the product.
- Do not spill liquid on the product or use the product with wet hands.
- Do not use aerosol products that contain flammable gases inside or around the product. Doing so may cause fire.
- Do not press too hard on the document table when placing originals.
- Do not open the scanner section while the product is copying, printing, scanning, or performing any other functions.
- Be careful not to trap your fingers when closing the document cover or scanner.
- Except as specifically explained in your documentation, do not attempt to service the product yourself.
- Unplug the product and refer servicing to qualified service personnel under the following conditions: if the power cord or plug is damaged; if liquid has entered the product; if the product has been dropped or the case damaged; if the product does not operate normally or exhibits a distinct change in performance. Adjust only those controls that are covered by the operating instructions.
- When storing or transporting the product, do not tilt it, stand it on its side, or turn it upside down; otherwise ink may leak.

Ink Pack Safety Instructions
LCD Screen Safety Instructions
Wireless Connection Safety Instructions

Telephone Equipment Safety Instructions

Parent topic: Notices

Ink Pack Safety Instructions

- Keep ink packs out of the reach of children and do not drink the ink.
- Be careful when you handle used ink packs; there may be ink remaining around the ink supply port. If ink gets on your skin, wash it off with soap and water. If it gets in your eyes, flush them immediately with water.
- Do not put your hand inside the product or touch the ink packs during printing.
- Install a new ink pack immediately after removing an expended one. Leaving ink packs uninstalled can dry out the print head and may prevent the product from printing.
- Do not remove or tear the label on the ink pack; this can cause leakage.
- Do not remove the transparent seal from the ink supply area. This may cause the ink pack to become unusable.
- Do not touch the green IC chip on the side of the handle. This may prevent normal operation.
- Do not shake ink packs too vigorously; otherwise ink may leak.
- Use an ink pack before the date printed on its package.
- Do not dismantle an ink pack. This could damage the print head.
- Store ink packs in a cool, dark place.
- After bringing an ink pack inside from a cold storage site, allow it to warm up at room temperature for at least 12 hours before using it.
- Store ink packs with the bottom facing down.

Parent topic: General Product Safety Instructions

LCD Screen Safety Instructions

- Use only a dry, soft cloth to clean the LCD screen. Do not use liquid or chemical cleansers.
- If the LCD screen is damaged, contact Epson. 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.
- Do not press too hard on the LCD screen.
- Do not use a pointy or sharp object, such as a pen or your fingernail, to operate the LCD screen.

Parent topic: General Product Safety Instructions

Wireless Connection Safety Instructions

Radio waves from this product may adversely affect the operation of medical equipment or automatically controlled devices, such as pacemakers, automatic doors or fire alarms. When using this product near such devices or inside a medical facility, follow the directions from authorized staff members at the facility, and follow all posted warnings and directions on the device to avoid causing an accident.

Parent topic: General Product Safety Instructions

Telephone Equipment Safety Instructions

When using telephone equipment, you should always follow basic safety precautions to reduce the risk of fire, electric shock, and personal injury, including the following:

- Do not use the Epson product near water.
- 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.

Caution: To reduce the risk of fire, use only a No. 26 AWG or larger telecommunication line cord.

Parent topic: General Product Safety Instructions

FCC Compliance Statement

For United States Users

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments ("ACTA") . On the surface of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

Applicable certification jack Universal Service Order Codes ("USOC") for the equipment: RJ11C.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming

call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001 , the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If you have problems with this product and require technical or customer support, please visit www.epson.com for more information.

This product is not intended to be repaired by the customer. If you experience trouble connecting this equipment to a telephone line, please contact:

Name: Epson America, Inc.

Address: 3840 Kilroy Airport Way, Long Beach, CA 90806 U.S.A.

Telephone: (562) 981-3840

If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

This equipment may not be used on coin service provided by the telephone company. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

In order to program this information into your fax machine, click the link below for instructions on entering fax header information.

According to the FCC's electrical safety advisory, we recommend that you may install an AC surge arrester in the AC outlet to which this equipment is connected. Telephone companies report that electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources and that this is a major nationwide problem.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio or television reception. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio and television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

WARNING

The connection of a non-shielded equipment interface cable to this equipment will invalidate the FCC Certification or Declaration of this device and may cause interference levels which exceed the limits established by the FCC for this equipment. It is the responsibility of the user to obtain and use a shielded equipment interface cable with this device. If this equipment has more than one interface connector, do not leave cables connected to unused interfaces. Changes or modifications not expressly approved by the manufacturer could void the user’s authority to operate the equipment.

For Canadian Users

1. This product meets the applicable Industry Canada technical specifications.

2. The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

CAN ICES-3(B)/NMB-3(B)

Le présent matériel est conforme aux spécifications techniques applicables d’Industrie Canada.

L’indice d’équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d’une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d’indices d’équivalence de la sonnerie de tous les dispositifs n’excède pas 5.

CAN ICES-3(B)/NMB-3(B)

Parent topic: Notices

Related tasks

Using the Fax Setup Wizard

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Version 2, June 1991

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Generic DES driver interface

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