**Start Here**

**Read these instructions before using your product.**

**Nota para hispanohablantes/Note for Spanish speakers:**
Para obtener instrucciones de configuración en español, consulte la Guía de instalación en www.epson.com/support xp640sp (requiere una conexión a Internet).

**1 Unpack**

1 Remove all protective materials from the product.

2 Lift up the scanner unit and remove all protective materials.

3 Lower the scanner unit.

**Note:**
- Do not open ink cartridge packages until you are ready to install the ink. Cartridges are vacuum packed to maintain reliability.
- The CD/DVD tray is taped to the bottom of cassette 2.

**2 Turn on and configure**

1 Connect the power cord to the back of the printer and to an electrical outlet.

2 Turn on the product, then adjust the control panel.

3 Select your language.

**Note:**
- You can change this setting later using the product’s control panel. For more information, see the online User’s Guide.
- If an error message appears, turn off the product and check that no protective material has been left inside the product.

4 Unpack the ink cartridges.

**Caution:** Do not connect to your computer yet.

5 Remove the cap from each ink cartridge. Store the caps in the included plastic bag.

6 Insert the cartridges at an angle in the holder for each color. Press each cartridge down until it clicks.

7 The printer starts charging the ink. Ink charging takes approximately 7 minutes. When you see a completion message on the printer’s LCD screen, charging is complete.

**Caution:** Don’t turn off the printer or raise the scanner unit while the printer is charging or you’ll waste ink.

**Note:**
- The printer is designed for use with Epson® cartridges only, not third-party cartridges or ink.
- The cartridges included with the printer are designed for printer set up and not for resale. After some ink is used for charging, the rest is available for printing.

**3 Install ink cartridges**

1 Lift up the scanner unit.

2 Gently shake the Black (BK) ink cartridge. Do not shake Photo Black (PBK) or other ink cartridges.

**Caution:** Do not touch the flat, white cable.

3 Slide the side edge guides outward and set the front edge guide to the paper size you are using.

**Note:**
- Save the caps and use them to recap the ink cartridges after removing them for storage or disposal.

4 Insert the paper with the glossy or printable side facedown.

5 Insert the cartridges at an angle in the holder for each color. Press each cartridge down until it clicks.

6 Lower the scanner unit.

7 The printer starts charging the ink. Ink charging takes approximately 7 minutes. When you see a completion message on the printer’s LCD screen, charging is complete.

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**4 Load paper**

See the online User’s Guide for information about available paper types, sizes, loading capacity, and loading CD/DVD/Blu-ray™ discs.

You can load the following paper sizes:
- Cassette 1: 3.5 × 5-, 4 × 6-, or 5 × 7-inch photo paper
- Cassette 2: Letter-size, A4-, legal-size, or 8 × 10-inch paper

**Note:**
- Do not touch the areas shown below. Doing so may prevent normal operation and printing.

1 Lower the front cover and raise the control panel.

2 Pull out a paper cassette.

3 Slide the side edge guides outward and set the front edge guide to the paper size you are using.

4 Insert the paper with the glossy or printable side facedown.

5 Slide the side edge guides against the paper, but not too tight. Make sure the paper is under the tabs on the side edge guides.

**Note:**
- Make sure the paper is loaded against the front edge guide and not sticking out from the end of the cassette.
Read these instructions before using your product.

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- Do not open ink cartridge packages until you are ready to install the ink. Cartridges are vacuum packed to maintain reliability.
- The CD/DVD tray is taped to the bottom of cassette 2.

2 Lift up the scanner unit and remove all protective materials.

3 Lower the scanner unit.

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1 Connect the power cord to the back of the printer and to an electrical outlet.

Caution: Do not connect to your computer yet.

2 Turn on the product, then adjust the control panel.

3 Select your language.

Note:
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Mobile printing

Connect wirelessly from your smartphone, tablet, or computer. Print documents and photos from across the room or around the world:
- Print directly from your iPhone, iPad, or iPod touch. Simply connect your printer and device to the same network and tap the action icon to print.
- Use Epson Print Enabler (free from Google Play™) with Android™ devices (v4.4 or later). Then connect your printer and device to the same network and tap the menu icon to print.
- Print remotely with Epson Connect™ and Google Cloud Print®. See your online User’s Guide for instructions or learn more at www.epsonconnect.com.

Any problems?

Network setup was unsuccessful:
- Make sure you select the right network name (SSID).
- Restart your router (turn it off and then on), then try to connect to it again.
- The printer can only connect to a network that supports 2.4 GHz connections. If your router offers both 2.4 GHz and 5 GHz connections, make sure the 2.4 GHz network is enabled.
- If you see a firewall alert message, click Unblock or Allow to let setup continue.
- If your network has security enabled, make sure you enter your network password (WEP key or WPA passphrase) correctly. Be sure to enter your password in the correct case.

There are lines or incorrect colors in my printouts.

Run a nozzle check to see if any of the print head nozzles are clogged. Then clean the print head, if necessary. See the online User’s Guide for more information.

The product’s screen displays an output tray message.

Make sure the product’s output tray is fully extended.

The product’s screen is dark.

Press any button to wake your product from sleep mode.

Setup is unable to find my product after connecting it with a USB cable.

Make sure the product is turned on and securely connected as shown:

<table>
<thead>
<tr>
<th>Color</th>
<th>Standard-capacity</th>
<th>High-capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo Black</td>
<td>410</td>
<td>410XL</td>
</tr>
<tr>
<td>Black</td>
<td>410</td>
<td>410XL</td>
</tr>
<tr>
<td>Cyan</td>
<td>410</td>
<td>410XL</td>
</tr>
<tr>
<td>Magenta</td>
<td>410</td>
<td>410XL</td>
</tr>
<tr>
<td>Yellow</td>
<td>410</td>
<td>410XL</td>
</tr>
</tbody>
</table>

Any questions?

Quick Guide
Basic information and troubleshooting.

User’s Guide
Windows: Click the icon on your desktop or Apps screen to access the online User’s Guide.

OS X: Click the icon in Applications/Epson Software/Guide to access the online User’s Guide.

If you don’t have a User’s Guide icon, go to the Epson website, as shown below.

Technical support
www.epson.com/support (U.S.) or www.epson.ca/support (Canada)

(562) 276-4382 (U.S.) or (905) 709-3839 (Canada), 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.

Recycling
Epson offers a recycling program for end of life hardware and ink cartridges. Please go to www.epson.com/recycle for information on how to return your products for proper disposal.

Need paper and ink?

Try Epson specialty papers with Claria® Ink for professional results. You can purchase them at www.epson.com/ink3 (U.S. sales) or www.epson.ca (Canadian sales). You can also purchase supplies from an Epson authorized reseller. Call 800-GO-EPSON (800-463-7766).

XP-640 replacement ink cartridges

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**Setup is unable to find my product after connecting it with a USB cable.**

Make sure the product is turned on and securely connected as shown:

- **Wireless connection**
  In most cases, the software installer automatically attempts to set up your wireless connection. If setup is unsuccessful, you may need to enter your network name (SSID) and password.
- **Direct USB connection**
  Make sure you have a USB cable (not included).

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