WF-4740 User's Guide
Contents

WF-4740 Series User’s Guide ................................................................. 13

Product Basics .................................................................................. 14

Using the Control Panel ................................................................. 14
  Control Panel Buttons and Lights ................................................ 15
  Status Icon Information ............................................................... 15
  Selecting the Date and Time ....................................................... 16
  Entering Characters on the LCD Screen .................................... 19
  Using Presets .............................................................................. 19
  Changing LCD Screen Language .............................................. 22
  Adjusting Control Panel Sounds .............................................. 22
  Adjusting the Screen Brightness ............................................... 23
  Turning Off the Operation Time Out Setting ......................... 24
  Preventing PC Connection via USB ......................................... 25

Product Parts Locations ..................................................................... 26
  Product Parts - Front ................................................................. 27
  Product Parts - Inside ............................................................... 29
  Product Parts - Back .................................................................. 31

Checking for Software Updates ................................................... 31

Using Power Saving Settings ......................................................... 32
  Changing the Sleep Timer Settings ........................................... 32
  Changing the Power Off Timer Settings ..................................... 34

Epson Connect Solutions for Smartphones, Tablets, and More ........ 34
  Setting Up Epson Connect Services ......................................... 35
  Using Epson Email Print ......................................................... 37
  Using the Epson iPrint Mobile App ......................................... 37
  Using Epson Remote Print ...................................................... 38
  Using Epson Scan to Cloud ..................................................... 38
  Using AirPrint ........................................................................... 39
  Using Google Cloud Print ....................................................... 40
  Android Printing Using the Epson Print Enabler ...................... 41
Universal Print Settings Options .......................................................................................................................... 81

**Placing Originals on the Product** ......................................................................................................................... 83
  Placing Originals on the Scanner Glass ................................................................................................................. 83
  Placing Originals in the Automatic Document Feeder ........................................................................................ 86
  ADF Original Document Specifications ............................................................................................................ 88

**Copying** ................................................................................................................................................................ 90
  Copying Documents or Photos .............................................................................................................................. 90
  Copying Options .................................................................................................................................................. 91

**Printing from a Computer** ................................................................................................................................. 94
  Printing with Windows .......................................................................................................................................... 94
    Selecting Basic Print Settings - Windows ........................................................................................................ 95
      Paper Source Options - Windows .................................................................................................................... 97
      Print Quality Options - Windows .................................................................................................................. 97
      Multi-Page Printing Options - Windows ....................................................................................................... 97
    Selecting Double-sided Printing Settings - Windows .................................................................................... 98
      Double-sided Printing Options - Windows .................................................................................................. 100
      Print Density Adjustments - Windows .......................................................................................................... 101
    Selecting Additional Layout and Print Options - Windows ......................................................................... 102
      Custom Color Correction Options - Windows ............................................................................................ 104
      Image Options and Additional Settings - Windows ...................................................................................... 105
      Header/Footer Settings - Windows ................................................................................................................ 106
    Selecting a Printing Preset - Windows ............................................................................................................. 107
    Selecting Extended Settings - Windows .......................................................................................................... 108
      Extended Settings - Windows .......................................................................................................................... 109
    Printing Your Document or Photo - Windows ................................................................................................. 110
    Locking Printer Settings - Windows .................................................................................................................. 111
      Locked Setting Options ................................................................................................................................ 113
    Selecting Default Print Settings - Windows .................................................................................................... 114
      Changing the Language of the Printer Software Screens ............................................................................. 115
      Changing Automatic Update Options ........................................................................................................... 116

**Printing on a Mac** .................................................................................................................................................. 117
  Selecting Basic Print Settings - Mac ..................................................................................................................... 117
    Paper Source Options - Mac ............................................................................................................................ 120
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Quality Options - Mac</td>
<td>120</td>
</tr>
<tr>
<td>Print Options - Mac</td>
<td>121</td>
</tr>
<tr>
<td>Selecting Page Setup Settings - Mac</td>
<td>121</td>
</tr>
<tr>
<td>Selecting Print Layout Options - Mac</td>
<td>122</td>
</tr>
<tr>
<td>Selecting Double-sided Printing Settings - Mac</td>
<td>123</td>
</tr>
<tr>
<td>Double-sided Printing Options and Adjustments - Mac</td>
<td>124</td>
</tr>
<tr>
<td>Managing Color - Mac</td>
<td>125</td>
</tr>
<tr>
<td>Color Matching and Color Options - Mac</td>
<td>126</td>
</tr>
<tr>
<td>Selecting Printing Preferences - Mac</td>
<td>127</td>
</tr>
<tr>
<td>Printing Preferences - Mac</td>
<td>128</td>
</tr>
<tr>
<td>Printing Your Document or Photo - Mac</td>
<td>128</td>
</tr>
<tr>
<td>Checking Print Status - Mac</td>
<td>129</td>
</tr>
<tr>
<td>Printing From a Chromebook</td>
<td>130</td>
</tr>
<tr>
<td>Cancelling Printing Using the Product</td>
<td>131</td>
</tr>
<tr>
<td>Scanning</td>
<td>132</td>
</tr>
<tr>
<td>Starting a Scan</td>
<td>132</td>
</tr>
<tr>
<td>Starting a Scan Using the Product Control Panel</td>
<td>132</td>
</tr>
<tr>
<td>Scanning to Email</td>
<td>134</td>
</tr>
<tr>
<td>Adding and Assigning Scan Jobs with Document Capture</td>
<td>136</td>
</tr>
<tr>
<td>Setting Up a WSD Port (Windows 7/Windows Vista)</td>
<td>137</td>
</tr>
<tr>
<td>Control Panel Scanning Options</td>
<td>138</td>
</tr>
<tr>
<td>Setting Up and Scanning to a Network Folder or FTP Server</td>
<td>141</td>
</tr>
<tr>
<td>Creating a Shared Network Folder</td>
<td>141</td>
</tr>
<tr>
<td>Registering Contacts for Email, Network, or FTP Scanning - Control Panel</td>
<td>143</td>
</tr>
<tr>
<td>Registering Contacts for Network Folder or FTP Scanning - Web Config</td>
<td>145</td>
</tr>
<tr>
<td>Scanning to a Network Folder or FTP Server</td>
<td>146</td>
</tr>
<tr>
<td>Starting a Scan Using the Epson Scan 2 Icon</td>
<td>148</td>
</tr>
<tr>
<td>Starting a Scan from a Scanning Program</td>
<td>150</td>
</tr>
<tr>
<td>Starting a Scan from a Smart Device</td>
<td>152</td>
</tr>
<tr>
<td>Scanning with Document Capture Pro or Document Capture</td>
<td>152</td>
</tr>
<tr>
<td>Scanning in Epson Scan 2</td>
<td>155</td>
</tr>
<tr>
<td>Additional Scanning Settings - Main Settings Tab</td>
<td>158</td>
</tr>
<tr>
<td>Additional Scanning Settings - Advanced Settings Tab</td>
<td>158</td>
</tr>
</tbody>
</table>
Line of Dots Appears in All Scanned Images ................................................................. 299
Straight Lines in an Image Appear Crooked ................................................................. 299
Image is Distorted or Blurry ....................................................................................... 299
Image Colors are Patchy at the Edges ...................................................................... 300
Image is Too Dark ...................................................................................................... 300
Back of Original Image Appears in Scanned Image ................................................... 300
Ripple Patterns Appear in an Image ........................................................................ 301
Scanned Image Colors Do Not Match Original Colors .............................................. 301
Scanned Image Edges are Cropped ......................................................................... 302
Solving Faxing Problems ....................................................................................... 302
Cannot Send or Receive Faxes ............................................................................... 302
Cannot Receive Faxes with a Telephone Connected to Your Product ..................... 303
Fax Memory Full Error Appears ............................................................................. 304
Sent Fax Quality is Poor ......................................................................................... 305
Sent Fax is Received in an Incorrect Size ................................................................. 305
Received Fax Quality is Poor .................................................................................. 306
Received Fax is Not Printed ..................................................................................... 306
Solving USB Device Problems ................................................................................ 306
Cannot View or Print from a USB Device ............................................................... 307
Cannot Save Files on a USB Device ...................................................................... 307
Cannot Transfer Files To or From a USB Device .................................................... 308
Uninstall Your Product Software ........................................................................... 308
Uninstalling Product Software - Windows .............................................................. 308
Uninstalling Product Software - Mac ...................................................................... 309
Where to Get Help ................................................................................................. 310

**Technical Specifications** .................................................................................. 312
Windows System Requirements ............................................................................. 312
Mac System Requirements .................................................................................... 313
Paper Specifications ............................................................................................... 313
Printable Area Specifications .................................................................................. 314
Scanning Specifications ........................................................................................ 316
Fax Specifications ................................................................................................... 317
Ink Cartridge Specifications .................................................................................... 318
WF-4740 Series User's Guide

Welcome to the WF-4740 Series 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
Checking for Software Updates
Using Power Saving Settings
Epson Connect Solutions for Smartphones, Tablets, and More
Using AirPrint
Using Google Cloud Print
Android Printing Using the Epson Print Enabler
Using Fire OS Printing
Using Windows 10 Mobile Printing
Using Epson Print and Scan App with Windows Tablets
Printing and Scanning with NFC from Your Android Device

Using the Control Panel

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

Control Panel Buttons and Lights
Selecting the Date and Time
Entering Characters on the LCD Screen
Using Presets
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. Power button and light
2. NFC (Near Field Communication) tag
3. Received fax light
4. Home button
5. LCD screen
6. Help button

Status Icon Information

Parent topic: Using the Control Panel

Status Icon Information

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

<table>
<thead>
<tr>
<th>Icons</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Icon]</td>
<td>Displays additional information or instructions, such as loading paper or placing a document.</td>
</tr>
<tr>
<td>Icons</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
</tr>
<tr>
<td>🔥</td>
<td>Displays the Supply Status screen.</td>
</tr>
<tr>
<td>🌧️</td>
<td>Quiet Mode is enabled. Noise is reduced during printing, but the print speed may be reduced. Press this icon to change the settings.</td>
</tr>
<tr>
<td>🌧️</td>
<td>Quiet Mode is disabled. Press this icon to change the settings.</td>
</tr>
<tr>
<td>📡</td>
<td>Displays the Fax Data Information screen.</td>
</tr>
<tr>
<td>🔄</td>
<td>The indicated setting has changed.</td>
</tr>
<tr>
<td>🚨</td>
<td>There is a problem with the indicated setting. Press the icon to resolve the problem.</td>
</tr>
<tr>
<td>🌐</td>
<td>No Ethernet connection.</td>
</tr>
<tr>
<td>🌐</td>
<td>An Ethernet connection is established.</td>
</tr>
<tr>
<td>🌐</td>
<td>No Wi-Fi connection.</td>
</tr>
<tr>
<td>🌐</td>
<td>A Wi-Fi network error has occurred or the product is searching for a connection.</td>
</tr>
<tr>
<td>🌐</td>
<td>A Wi-Fi connection is established. The number of bars indicates the connection's signal strength.</td>
</tr>
<tr>
<td>🌐</td>
<td>No Wi-Fi Direct connection.</td>
</tr>
<tr>
<td>🌐</td>
<td>A Wi-Fi Direct connection is established.</td>
</tr>
</tbody>
</table>

Parent topic: Control Panel Buttons and Lights

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.

1. Press the 🏡 home button, if necessary.
2. Select Settings.
3. Select **General Settings**.

4. Select **Basic 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.

**Parent topic**: Using the Control Panel
Entering Characters on the LCD Screen

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

- To move the cursor, select the left or right arrows.
- To change the case of letters, select .
- To delete the previous character, select .
- To enter numbers or symbols, select 123#.
- To enter a space, select Space.

Parent topic: Using 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.

1. Press the home button, if necessary.
2. Select Presets.
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 **Register**.
You see a screen like this:

![Screen with Name and OK buttons]

6. Select Name.
   You see a screen like this:
   ![Keyboard with letters and numbers]

7. Use the displayed keyboard to enter a name for the preset and select OK.
8. Select OK.

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

**Parent topic:** [Using the Control Panel](#)
Related tasks
  Entering Characters on the LCD Screen

Changing LCD Screen Language
  You can change the language used on the LCD screen.
  1. Press the home button, if necessary.
  2. Select Settings.
     You see a screen like this:

![General Settings screen](image)

  4. Select Basic 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.
  1. Press the home button, if necessary.
  2. Select Settings.
You see a screen like this:

4. Select Basic Settings.
5. Select Sound.
6. Select Normal Mode or Quiet Mode.

Note: Press the icon on the home screen to switch between Normal Mode and Quiet Mode.

7. Select Button Press.
8. Press to decrease or to increase the sound.
9. Select OK to exit.

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 Settings.
You see a screen like this:

4. Select **Basic Settings**.
5. Select **LCD Brightness**.
6. Do one of the following:
   • Press the – or + icons to decrease or increase the brightness.
   • Press the brightness level on the LCD screen, select a number from the on-screen keypad, and press **OK**.
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.

1. Press the home button, if necessary.
2. Select **Settings**.
3. Select **General Settings**.
You see a screen like this:

4. Select **Basic Settings**.
5. Scroll down and set **Operation Time Out** to **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.

1. Press the \( \text{Home} \) button, if necessary.
2. Select **Settings**.
3. Select **General Settings**.
You see a screen like this:

4. Select **Printer Settings**.
   You see a screen like this:

5. Scroll down and 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 - Front

1 Automatic Document Feeder (ADF) cover
2 ADF input tray
3 ADF edge guides
4 ADF document support
5 ADF output tray
6 Paper cassette 1
7  Paper cassette 2

1  Output tray
2  Paper cassette edge guides
3  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

1  Scanner unit
2  Ink cartridge holder (do not remove)

Parent topic: Product Parts Locations
Checking for Software Updates

It's a good idea to check Epson's support website occasionally for free updates to your product software. Visit epson.com/support (U.S.), epson.ca/support (Canada), or epson.com.jm/support (Caribbean) and select your product.

**Note:** Epson periodically provides firmware updates to address issues of security, performance, minor bug fixes and ensure your printer functions as designed. Your printer was designed to work only with genuine Epson ink cartridges, therefore some updates may affect the functionality of third-party ink.
• **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 icon for your product in the right side of the Windows taskbar, or clicking the up arrow and right-clicking.
  - 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**.

• **macOS 10.12.x**: You can manually update the software by opening the **App Store**, selecting **Updates**, searching for a software update option for Epson Software, and selecting **Update**.

**Parent topic:** Product Basics

### Using 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 Sleep Timer Settings**

**Changing the Power Off Timer Settings**

**Parent topic:** Product Basics

### Changing the Sleep Timer Settings

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

1. Press the **home** button, if necessary.
2. Select **Settings**.
3. Select **General Settings**.
You see a screen like this:

4. Select **Basic Settings**.
5. Select **Sleep Timer**.
You see a screen like this:

6. Do one of the following:
   - Press the – or + icon to decrease 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, and press **OK**.
7. Select OK.

Parent topic: Using Power Saving 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.

1. Press the home button, if necessary.
2. Select Settings.
   You see a screen like this:

   ![General Settings screen]

4. Select Basic Settings.
5. Select Power Off Timer, then select a time period between 30 minutes and 12h (12 hours).

Parent topic: Using Power Saving Settings

Epson Connect Solutions for Smartphones, Tablets, and More

Use your smartphone, tablet, or computer to print and scan documents, photos, emails, and web pages from your home, office, or even across the globe.

Note: If you are using your Epson product with the Windows 10 S operating system, you cannot use the software described in this section. You also cannot download and install any Epson product software from the Epson website for use with Windows 10 S; you must obtain software only from the Windows Store.
Print from anywhere with these Epson Connect solutions:

- Epson Email Print
- Epson iPrint Mobile App
- Epson Remote Print

Scan and send a file as an email or upload it to an online service directly from your Epson product with Epson Scan to Cloud or the Epson iPrint Mobile App.

**Setting Up Epson Connect Services**

**Using Epson Email Print**

**Using the Epson iPrint Mobile App**

**Using Epson Remote Print**

**Using Epson Scan to Cloud**

**Parent topic:** Product Basics

**Related topics**

Wi-Fi or Wired Networking

**Setting Up Epson Connect Services**

If you did not activate your product's email address for use with Epson Connect when you set up your product, you can activate it using the product control panel.

1. Press the home button, if necessary.
2. Select Settings.
You see a screen like this:

4. Select **Web Service Settings**.
5. Select **Epson Connect Services**.
   You see a screen like this:

6. Select **Register**.
7. Follow the instructions on the screen to activate your product's email address.

**Parent topic:** [Epson Connect Solutions for Smartphones, Tablets, and More](#)
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. Both the email and the attachments will print automatically.

1. Connect your product to your network. See the link below.
2. If you did not already set up Email Print when you installed your product software, see the link below to use your product control panel to activate your unique email address. Or visit epson.com/connect (U.S), epson.ca/connect (Canada), or epsonconnect.com (Caribbean) to learn more about Email Print, create your Epson Connect account, and register your product to the Epson Connect service.
3. Now you are ready to send and print emails to your product's Email Print address.

Note: Go to epsonconnect.com and log into your Epson Connect account to personalize your product's email, adjust print settings, and set up other Epson Connect services.

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

Using the Epson iPrint Mobile App

Use this free Apple and Android app to print and scan with networked Epson products. Epson iPrint lets you print PDFs, Microsoft Office documents, photos, and web pages over a wireless network. You can 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. Connect your product to your wireless network. See the link below.
2. Visit epson.com/connect (U.S), epson.ca/connect (Canada), or epson.com.jm/connect (Caribbean) 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 as your product.
5. Open Epson iPrint and select your Epson product.

Now you are ready to print or scan with your mobile device and your Epson product.
Using Epson Remote Print

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

1. Connect your Epson product to your wireless network. See the link below.
2. If you did not already set up an Epson Connect account when you installed your product software, visit epsonconnect.com to create your account and register your product to the Epson Connect service.

**Note:** Make a note of your product's email address.

3. Visit epsonconnect.com to learn more about Remote Print and how to download the Remote Print Driver software.
4. Download and install the Remote Print software.
5. Enter the email address and optional access key of your Epson product during Remote Print setup.
6. Now you are ready to print remotely. Select the print command in your laptop or desktop computer application and choose the Remote Print option for your Epson product.

Using Epson Scan to Cloud

The Epson Scan to Cloud service allows you to scan and send a file as an email or upload it to an online service directly from your Epson product. Register an email address or online services such as Box, Dropbox, Evernote, or Google Drive with your Epson Connect account.

1. Connect your Epson product to your network. See the link below.
2. If you did not already set up an Epson Connect account when you installed your product software, visit epsonconnect.com to create your account and register your product to the Epson Connect service.

**Note:** Make a note of your product's email address and password.
3. Visit epsonconnect.com to sign into your account with the email address and password you selected.
4. Select your product, select Scan to Cloud, and select Destination List.
5. Click Add, then follow the instructions on the screen to create your destination list.
6. Now you are ready to use Scan to Cloud. Select the setting for scanning to Scan to Cloud on your Epson product control panel.

Parent topic: Epson Connect Solutions for Smartphones, Tablets, and More
Related topics
Wi-Fi or Wired Networking

Using AirPrint

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

![AirPrint](image)

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

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

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

Parent topic: Product Basics
Related references
Paper Source Settings Options
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.

1. Connect your Epson product to your wireless network. See the link below.
2. Note your product's IP address by checking your network status. See the link below.
3. Connect your computer or your Apple or Android device to the same wireless network as your Epson product.
4. Enter your product's 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 Google Cloud Print (U.S) or Epson Support for Google Cloud Print (Canada) for more information on using Google Cloud Print, or the Google Cloud Print website for a list of supported apps.

Parent topic: Product Basics
Related tasks
   Printing From a Chromebook
Android Printing Using the Epson Print Enabler

You can wirelessly print your documents, emails, photos, and web pages right from your Android phone or tablet (Android v4.4 or later). With a few taps, your Android device will discover your nearby Epson product and print.

1. Connect your Epson product to your wireless network. See the link below.
2. On your Android device, download the Epson Print Enabler plug-in from Google Play.
3. Go to Settings on your Android device, select Printing, and enable the Epson plug-in.
4. Connect your Android device to the same wireless network as your product.
5. Now you are ready to print. From an Android application such as Chrome or Gmail, tap the menu icon and print whatever is on the screen.

Note: If you do not see your product, tap All Printers and select your product.

Using Fire OS Printing

You can wirelessly print from Amazon Fire tablets and phones to your nearby networked Epson product. There is no software to download, no drivers to install, and no cables to connect. With just a few taps in Email, Calendar, Contacts, and WPS Office, you can send whatever is on the screen to an Epson product.

1. Connect your Epson product to your wireless network. See the link below.
2. Connect your Amazon device to the same wireless network as your product.
3. Now you are ready to print. From your Amazon application, tap the print option and select your product to print whatever is on the screen.

Note: If you see a message telling you that a plug-in is required, tap OK and tap Download. If your Amazon Fire product uses Fire OS 5 and above, your device automatically uses the built-in Mopria Print Service app to print.
Visit epson.com/connect (U.S), epson.ca/connect (Canada), or epson.com.jm/connect (Caribbean) to learn more about Fire OS Printing (one of many Epson Connect Partner Solutions) and check the compatibility of your mobile device.

**Parent topic:** Product Basics

**Related topics**

Wi-Fi or Wired Networking

### Using Windows 10 Mobile Printing

You can wirelessly print from Windows 10 Mobile tablets and phones to your nearby networked Epson product. There is no software to download, no drivers to install, and no cables to connect. Look for the print option in your Windows 10 application to send whatever is on the screen to an Epson product.

1. Connect your Epson product to your wireless network. See the link below.
2. Connect your Windows 10 Mobile device to the same wireless network as your product.
3. Now you are ready to print. From your Windows 10 application, tap the print option and select your product to print whatever is on the screen.

Visit epson.com/connect (U.S), epson.ca/connect (Canada), or epson.com.jm/connect (Caribbean) to learn more about Windows 10 Mobile Printing (one of many Epson Connect Partner Solutions) and check the compatibility of your mobile device.

**Parent topic:** Product Basics

**Related topics**

Wi-Fi or Wired Networking

### Using Epson Print and Scan App with Windows Tablets

You can use this free app to print photos and scan from your Windows (Windows 8 or higher) Surface RT or Pro tablet with networked Epson products. Epson Print and Scan App allows you to scan and capture images right to your tablet or to Microsoft OneDrive.

**Note:** The Epson Print and Scan App does not support Windows 10 Mobile printing.

1. Connect your Epson product to your wireless network. See the link below.
2. Download Epson Print and Scan App from the Microsoft Windows Store.
3. Connect your Windows tablet to the same wireless network as your product.
4. Open Epson Print and Scan App and select your Epson product.
Now you are ready to print photos or scan.
Visit epson.com/connect (U.S), epson.ca/connect (Canada), or epson.com.jm/connect (Caribbean) to learn more about Epson Print and Scan App.

**Parent topic:** Product Basics

**Related topics**

Wi-Fi or Wired Networking

## Printing and Scanning with NFC from Your Android Device

You can easily connect your Android 4.0 or later device to your product using NFC (Near Field Communication). Once connected, you can print and scan using Epson iPrint.

1. Make sure Epson iPrint is installed on your Android device.
2. Make sure Simple AP mode or Wi-Fi Direct is enabled on your product and that you are using the default Wi-Fi Direct password.

   **Note:** NFC printing and scanning will not work if you changed the default Wi-Fi Direct password.

3. Do one of the following:
   - If you are going to print, make sure paper is loaded in the product.
   - If you are going to scan, place your original on the product for scanning.
4. Touch the NFC antenna of your Android device to the NFC tag on your product.

Note: The location of your mobile device's NFC antenna varies. See your mobile device documentation for details.

Epson iPrint opens on your device.

Note: If you do not have Epson iPrint installed, the app store page for the Epson iPrint app opens on your device. Install Epson iPrint and repeat this step.

5. Touch the NFC antenna of your Android device to the product NFC tag on your product again.

The product and Android device connect.

Note: If the Android device and product disconnect, try to print or scan a document. The Android device and product should reconnect automatically.

6. If you are going to print, open the file you want to print in Epson iPrint.

7. Touch the NFC antenna of your Android device to the NFC tag on your product to start printing or scanning.

Parent topic: Product Basics
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
- Printing a Network Connection Report
- Configuring Email Server Settings
- 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.
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 the icon.
3. Select **Wi-Fi (Recommended)**.
4. Select **Start Setup** or **Change Settings**.
5. Select **Wi-Fi Setup Wizard**.
6. Select the name of your wireless network or select **Enter Manually** to enter the name manually. Use the displayed keypad to enter your network name.
7. 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.

- To move the cursor, press the left or right arrows.
- To change the case of letters, press 🔄.
- To delete the previous character, press 🗑.
- To enter numbers and symbols, press 123#.
- To enter a space, press Space.

8. Press OK when you finish entering your password.
9. Confirm the displayed network settings and select Start Setup to save them.
10. If you want to print a network setup report, select Print Check Report. (Otherwise, select OK.)
11. Press the home button to exit.

You see the 📢 icon on the LCD screen and should be able to connect to your product directly from your computer or device, and then print. If you are printing from a computer, make sure you installed the network software as described on the Start Here sheet.

Note: If you don’t see the 📢 icon, you may have selected the wrong network name or entered the password incorrectly. Repeat these steps to try again.

Parent topic: Wi-Fi Infrastructure Mode Setup
Related references
Status Icon Information
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. In Wi-Fi Direct Mode, the product itself acts as a network access point for up to 4 devices.

1. Epson product
2. Computer with a wireless interface
3. Other wireless device

Enabling Wi-Fi Direct Mode

Parent topic: Wi-Fi or Wired Networking

Related references
Status Icon Information

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 the icon.
You see a screen like this:

![Network Connection Settings](image)

3. Select **Wi-Fi Direct**.
4. Scroll down and select **Start Setup**.
5. Select **Start Setup** again.

You see a screen like this:

![Wi-Fi Direct Status](image)

6. Use your computer or wireless device to select the Wi-Fi network name (SSID) displayed on the LCD screen, then enter the password shown.
7. Press the home button to exit.
You see the icon on the LCD screen and should be able to connect to your product directly from your computer or device, and then print. If you are printing from a computer, make sure you installed the network software as described on the Start Here sheet.

Note: If you don’t see the icon on the LCD screen, you may have selected the wrong network name or entered the password incorrectly. Repeat these steps to try again.

Parent topic: Wi-Fi Direct Mode Setup
Related references
Status Icon Information
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 the icon.
You see a screen like this:

![Network Connection Settings](image)

3. Select **Wi-Fi (Recommended)**.
4. Select **Push Button Setup (WPS)**.
5. Follow the instructions on the LCD screen to complete WPS setup.
6. Press the ▼ home button to exit.

You see the ![Network Connection Settings](image) icon on the LCD screen and should be able to connect to your product directly from your computer or device, and then print. If you are printing from a computer, make sure you installed the network software as described on the Start Here sheet.

**Note:** If you don’t see the ![Network Connection Settings](image) icon, repeat these steps to try again.

**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 **Settings**.
3. Select **General Settings**.
You see a screen like this:

4. Select **Network Settings**.
5. Select **Network Status**.
6. Select **Print Status Sheet**.
7. Select **Print**.

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

**Parent topic:** Wi-Fi or Wired Networking

### Printing a Network Connection Report

You can print a network connection report to view solutions to any problems you may have using your product on a network.

1. Press the \home button, if necessary.
2. Select **Settings**.
3. Select **General Settings**.
You see a screen like this:

![General Settings](image)

4. Select **Network Settings**.
5. Select **Connection Check**.
6. Select **Print Check Report**.
7. Select **Print**.

Examine the error codes and solutions shown on the network connection report.

[Network Connection Report Codes and Messages](#)

**Parent topic:** Wi-Fi or Wired Networking
Network Connection Report Codes and Messages

Check the error codes and messages on the network connection report to solve problems you may encounter with network connections. The tables here list solutions to problems based on the error codes and messages that may appear on the top of the report.

<table>
<thead>
<tr>
<th>Error code</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td>Confirm that the network cable is connected and network devices such as hub, router, or access point are turned on. Make sure your router, access point, and/or hub are turned on, and the network cable is securely connected to your device and to your product.</td>
</tr>
</tbody>
</table>

Note: Error codes and messages listed here may not all apply to your product.
<table>
<thead>
<tr>
<th>Error code and message</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>E2, E3, or E7</td>
<td>Check the following:</td>
</tr>
<tr>
<td></td>
<td>• Make sure your router or access point is turned on, and is correctly connected to your computer or network device.</td>
</tr>
<tr>
<td></td>
<td>• Turn off the router or access point, wait about 10 seconds, and turn it on again.</td>
</tr>
<tr>
<td></td>
<td>• Move your product closer to your router or access point, and remove any obstacles between them. Also move your product away from devices such as wireless phones or microwaves.</td>
</tr>
<tr>
<td></td>
<td>• Confirm that the SSID shown on the network connection report matches the label on your router or access point. Also make sure your SSID uses only ASCII characters and symbols, or your product cannot display the SSID correctly.</td>
</tr>
<tr>
<td></td>
<td>• If you are trying to connect using the WPS push button method, make sure your router or access point supports it.</td>
</tr>
<tr>
<td></td>
<td>• If you are using a network password, check the label on your router or access point to confirm that you are using the correct password, or check with your network administrator or router/access point documentation.</td>
</tr>
<tr>
<td></td>
<td>• If you are connecting to a smart device that generates an SSID, check the device documentation for the SSID and password you should use.</td>
</tr>
<tr>
<td></td>
<td>• If your wireless connection suddenly disconnects, and another smart device was added to the network using a WPS push button method or your network was set up using a non-WPS push button method, try downloading and installing your product software again.</td>
</tr>
<tr>
<td>Error code and message</td>
<td>Solution</td>
</tr>
<tr>
<td>------------------------</td>
<td>----------</td>
</tr>
<tr>
<td><strong>E5</strong>&lt;br&gt;Security mode (e.g. WEP, WPA) does not match the current setting of the printer. Confirm security mode. Contact your network administrator for assistance.</td>
<td>If the security on your router or access point is not one of the following types, change the type of security on your router or access point and reset your product's network settings.&lt;br&gt;• WEP-64 bit (40 bit)&lt;br&gt;• WEP-128 bit (104 bit)&lt;br&gt;• WPA PSK (TKIP/AES); also known as WPA Personal&lt;br&gt;• WPA2 PSK (TKIP/AES); also known as WPA2 Personal&lt;br&gt;• WPA (TKIP/AES)&lt;br&gt;• WPA2 (TKIP/AES)&lt;br&gt;Also make sure you are connecting to the 2.4GHz band on your network and using the password for that band.</td>
</tr>
<tr>
<td><strong>E6</strong>&lt;br&gt;MAC address of your printer may be filtered. Check whether your router/access point has restrictions such as MAC address filtering. See the documentation of the router/access point or contact your network administrator for assistance.</td>
<td>If your router or access point has MAC address filtering enabled, register your product's MAC address so it is not filtered. Locate the MAC address on the network connection report and check your router or access point documentation for instructions.&lt;br&gt;If your router or access point is using shared authentication with WEP security, confirm that you are using the correct authentication key and index.&lt;br&gt;If your router or access point limits the number of connected devices, raise the connection limit. See your router or access point documentation for instructions.</td>
</tr>
<tr>
<td><strong>E8</strong>&lt;br&gt;Incorrect IP address is assigned to the printer. Confirm IP address setup of the network device (hub, router, or access point). Contact your network administrator for assistance.</td>
<td>If your product's Obtain IP Address setting is set to Auto, enable DHCP on your router or access point. If it is set to Manual, the IP address may be out of range or on a different network segment; set a valid IP address using your product control panel or the Web Config utility.&lt;br&gt;You can also try turning off your product and the router or access point, waiting about 10 seconds, and turning them on again.</td>
</tr>
<tr>
<td>Error code and message</td>
<td>Solution</td>
</tr>
<tr>
<td>------------------------</td>
<td>----------</td>
</tr>
<tr>
<td><strong>E9</strong></td>
<td>Make sure your computer or network device are turned on. Also make sure that you can access the internet and other devices on the same network from the devices you are trying to connect to your product. If you still cannot connect to your product, turn off your router or access point, wait about 10 seconds, and turn it on again. Download and install your product software again to reset your network settings.</td>
</tr>
</tbody>
</table>
| **Confirm the connection and network setup of the PC or other device. Connection using the EpsonNet Setup is available. Contact your network administrator for assistance.** | **E10** Confirm IP address, subnet mask, and default gateway setup. Connection using the EpsonNet Setup is available. Contact your network administrator for assistance. Make sure other devices on the network are turned on and do the following:  
  - If your product's **Obtain IP Address** setting is set to **Manual**, check the IP address, subnet mask, and default gateway addresses on the network connection report to see if they are correct. If not, correct the settings.  
  - If DHCP is enabled, set your product's **Obtain IP Address** setting to **Auto**. If you want to use the DHCP-assigned address as a static address, set the **Obtain IP Address** setting to **Manual**, enter the product's IP address as listed on the network connection report, and set the subnet mask to 255.255.255.0. If you still cannot connect to your product, turn off your router or access point, wait about 10 seconds, and turn it on again. |
<p>| <strong>Setup is incomplete. Confirm default gateway setup. Connection using the EpsonNet Setup is available. Contact your network administrator for assistance.</strong> | If you set your product's <strong>TCP/IP Setup</strong> setting to <strong>Manual</strong>, check that the default gateway address listed on the network connection report is correct. Also turn on the device that is set as the default gateway. |</p>
<table>
<thead>
<tr>
<th>Error code and message</th>
<th>Solution</th>
</tr>
</thead>
</table>
| **E12**                | Make sure other devices on the network are turned on and do the following:  
- Make sure the IP address, subnet mask, and default gateway addresses are correct, if you are entering them manually.  
- Confirm that the subnet mask and default gateway addresses for other devices are the same.  
- Make sure the IP address does not conflict with other devices.  
If you still cannot connect to your product, do the following:  
- Turn off your router or access point, wait about 10 seconds, and turn it on again.  
- Download and install your product software again to reset your network settings.  
- If your router or access point uses WEP security with several registered passwords, make sure that the first registered password is set on your product. |
| **E13**                | Make sure your router, access point, and/or hub are turned on. Also make sure the TCP/IP setup on your router, access point, and/or hub is not set manually; this may cause your product's network settings to differ from the manually setup devices.  
If you still cannot connect to your product, do the following:  
- Turn off your router or access point, wait about 10 seconds, and turn it on again.  
- Download and install your product software again to reset your network settings.  
- If your router or access point uses WEP security with several registered passwords, make sure that the first registered password is set on your product. |
### Network Environment Messages

<table>
<thead>
<tr>
<th>Message</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>The same SSID may be set on several access points.</td>
<td>Check the settings on your router and other access points to make sure each one uses a different SSID.</td>
</tr>
<tr>
<td>The Wi-Fi environment needs to be improved. Turn the wireless router off and then turn it on. If the connection does not improve, see the documentation for the wireless router.</td>
<td>Move your product closer to your router or access point, and remove any obstacles between them. Then turn off your router or access point, wait about 10 seconds, and turn it back on again. If you still cannot connect to your product, check the documentation that came with your router or access point for solutions.</td>
</tr>
<tr>
<td>*No more devices can be connected. Disconnect one of the connected devices if you want to add another one.</td>
<td>You can connect up to four computers or other devices to your product using a Wi-Fi Direct (Simple AP) connection. If you want to add another device, disconnect an existing connected device first.</td>
</tr>
</tbody>
</table>

Parent topic: Printing a Network Connection Report

### 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.

1. Press the home button, if necessary.
2. Select Settings.
You see a screen like this:

4. Select **Network Settings**.
5. Scroll down and select **Advanced**.
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 **Proceed** to save your settings.
10. Select **Close** to exit.
11. Select **Connection Check** to verify the connection to the email server.

**Parent topic:** Wi-Fi or Wired Networking

**Related tasks**
Scanning to Email

## 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
- 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.

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.
1. Disconnect the USB cable from your product.
2. Uninstall your product software.
3. 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 Set up 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.
   - **Mac**: 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

**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 the icon.

   You see a screen like this:

3. Select **Wi-Fi (Recommended)**.
4. Select **Change Settings**.
5. Select **Others**.
6. Select **Disable Wi-Fi**.
7. 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
Compatible Epson Papers
Paper or Media Type Settings - Printing Software
Selecting the Paper Settings for Each Source - Control Panel
Selecting the Default Paper Source Settings
Selecting the Universal Print Settings

Loading Paper in the Cassette

You can load paper up to this size in the paper cassette: Legal (8.5 × 14 inches [216 × 356 mm]).

Note: Before loading paper, make sure your product is not currently printing, scanning, or copying.

1. Pull out the paper cassette.
2. Slide the edge guides outward.

Note: If you are using legal-size paper or larger, press the button and extend the paper cassette.
3. Slide the front edge guide to your paper size.

4. Do one of the following:
   • Insert paper in the cassette with the glossy or printable side facedown and slide it against the front edge guide.

Note: Make sure the paper is loaded against the front edge guide and not sticking out from the rear of the cassette.
• Insert up to 10 envelopes with the printable side facedown and flap edge left, as shown.

**Note:** Load envelopes only in paper cassette 1.

• Load a sheet of loose-leaf or other paper with holes as shown.
Note: Do not select automatic 2-sided printing for this type of paper and do not print over the holes. Select Letterhead or Preprinted as the paper type setting.

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

Note: Make sure the paper fits under the tabs on the edge guides.

6. Keep the cassette flat as you insert it.
Note: The paper may slide forward slightly as you insert the cassette. This is normal.

7. If prompted by the product's LCD screen, select the size and type of the paper you loaded and select Close.

8. Extend the output tray and open its extension.

Note: Do not remove or insert the paper cassette during printing.

Always follow these paper loading guidelines:
• Load only the recommended number of sheets.
• Load paper short edge first and printable side facedown.
• Make sure the paper is under the tabs on the edge guides and not sticking out from the rear end of the cassette.
• 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.
• Load letterhead or pre-printed paper top edge first.
• Check the paper package for any additional loading instructions.

Paper Loading Capacity
Double-sided Printing Capacity
Borderless Paper Type Compatibility

Parent topic: Loading Paper

Related references
Paper Specifications

Paper Loading Capacity

See the table here for the loading capacity of the paper cassettes.

<table>
<thead>
<tr>
<th>Paper type</th>
<th>Loading capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cassette 1 (upper cassette)</td>
</tr>
<tr>
<td>Plain paper</td>
<td>Letter (8.5 × 11 inches [216 × 279 mm]) or A4 (8.3 × 11.7 inches [210 × 297 mm]) size: Up to the line indicated by the triangle mark¹</td>
</tr>
<tr>
<td>Copy paper</td>
<td>Half Letter (5.5 × 8.5 inches [140 × 216 mm]), A5 (5.8 × 8.2 inches [148 × 210 mm]), A6 (4.1 × 5.8 inches [105 × 148 mm]), B6 (5 × 7.2 inches [128 × 182 mm]) size: up to the line indicated by the triangle mark²</td>
</tr>
<tr>
<td>High-quality plain paper</td>
<td>Legal (8.5 × 14 inches [216 × 356 mm]) size: 30 sheets³</td>
</tr>
<tr>
<td>Letterhead paper</td>
<td></td>
</tr>
<tr>
<td>Recycled paper</td>
<td></td>
</tr>
<tr>
<td>Colored paper</td>
<td></td>
</tr>
<tr>
<td>Pre-printed paper</td>
<td></td>
</tr>
<tr>
<td>Epson Bright White Paper</td>
<td>200 sheets</td>
</tr>
<tr>
<td>Epson Presentation Paper Matte</td>
<td>80 sheets</td>
</tr>
<tr>
<td>Epson Premium Presentation Paper Matte</td>
<td>20 sheets</td>
</tr>
<tr>
<td>Epson Photo Paper Glossy⁴</td>
<td></td>
</tr>
<tr>
<td>Epson Premium Photo Paper Glossy⁴</td>
<td></td>
</tr>
<tr>
<td>Epson Ultra Premium Photo Paper Glossy⁴</td>
<td></td>
</tr>
<tr>
<td>Epson Premium Photo Paper Semi-gloss⁴</td>
<td></td>
</tr>
</tbody>
</table>
### Double-sided Printing Capacity

<table>
<thead>
<tr>
<th>Paper type</th>
<th>Size</th>
<th>Double-sided Printing Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plain paper</td>
<td>Letter (8.5 × 11 inches [216 × 279 mm]) or A4 (8.3 × 11.7 inches [210 × 297 mm])</td>
<td>Up to the arrow mark</td>
</tr>
<tr>
<td>Copier paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letterhead paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recycled paper</td>
<td>Half Letter (5.5 × 8.5 inches [140 × 216 mm]), A5 (5.8 × 8.2 inches [148 × 210 mm]), A6 (4.1 × 5.8 inches [105 × 148 mm]), B6 (5 × 7.2 inches [128 × 182 mm])</td>
<td>—</td>
</tr>
<tr>
<td>Colored paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-printed paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High quality plain paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Epson Bright White Paper</td>
<td>Letter (8.5 × 11 inches [216 × 279 mm])</td>
<td>200 sheets</td>
</tr>
</tbody>
</table>

1. Automatic and manual 2-sided printing supported; load up to 30 sheets for manual 2-sided printing
2. Manual 2-sided printing supported; load up to 30 sheets
3. Manual 2-sided printing supported; load 1 sheet at a time
4. If paper feeds incorrectly, or printing is uneven or smeared, load 1 sheet at a time.

**Parent topic:** [Loading Paper in the Cassette](#)
<table>
<thead>
<tr>
<th>Paper type</th>
<th>Size</th>
<th>Double-sided Printing Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Auto</td>
</tr>
<tr>
<td>Epson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation Paper Matte</td>
<td>Letter (8.5 × 11 inches [216 × 279 mm]) and smaller</td>
<td>—</td>
</tr>
<tr>
<td>Epson Photo Paper Glossy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Epson Premium Photo Paper Glossy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Epson Premium Photo Paper Semi-gloss</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Epson Ultra Premium Photo Paper Glossy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Epson Premium Presentation Paper Matte</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Envelopes</td>
<td></td>
<td>—</td>
</tr>
<tr>
<td>No. 10 (4.1 × 9.5 inches [105 × 241 mm])</td>
<td>—</td>
<td>—</td>
</tr>
</tbody>
</table>

Parent topic: Loading Paper in the Cassette

**Borderless Paper Type Compatibility**

You can print borderless photos on compatible paper types in compatible sizes:

**Borderless Paper Types**

- Epson Photo Paper Glossy
- Epson Premium Photo Paper Glossy
- Epson Ultra Premium Photo Paper Glossy
- Epson Premium Photo Paper Semi-gloss
- Epson Presentation Paper Matte
• Epson Premium Presentation Paper Matte

**Borderless Paper Sizes**
• 4 × 6 inches (102 × 152 mm)
• 5 × 7 inches (127 × 178 mm)
• 16:9 wide (4 × 7.1 inches [102 × 181 mm])
• A4 (8.3 × 11.7 inches [210 × 297 mm])
• Letter (8.5 × 11 inches [216 × 279 mm])

**Parent topic:** Loading Paper in the Cassette

---

**Compatible Epson Papers**

You can purchase genuine Epson ink, maintenance boxes, and paper at epson.com (U.S. sales), epson.ca (Canadian sales), or epson.com.jm (Caribbean sales). You can also purchase supplies from an Epson authorized reseller. To find the nearest one, call 800-GO-EPSON (800-463-7766) in the U.S. or 800-807-7766 in Canada.

<table>
<thead>
<tr>
<th>Paper Type</th>
<th>Size</th>
<th>Part number</th>
<th>Sheet count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Epson Bright White Paper</td>
<td>Letter (8.5 × 11 inches [216 × 279 mm])</td>
<td>S041586</td>
<td>500</td>
</tr>
<tr>
<td>Epson Presentation Paper Matte</td>
<td>Letter (8.5 × 11 inches [216 × 279 mm])</td>
<td>S041062</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Legal (8.5 × 14 inches [216 × 356 mm])</td>
<td>S041067</td>
<td>100</td>
</tr>
<tr>
<td>Epson Premium Presentation Paper Matte</td>
<td>8 × 10 inches (203 × 254 mm)</td>
<td>S041467</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Letter (8.5 × 11 inches [216 × 279 mm])</td>
<td>S041257</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>S042180</td>
<td>100</td>
</tr>
<tr>
<td>Epson Photo Paper Glossy</td>
<td>4 × 6 inches (102 × 152 mm)</td>
<td>S041809</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>S042038</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Letter (8.5 × 11 inches [216 × 279 mm])</td>
<td>S041141</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>S041649</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>S041271</td>
<td>100</td>
</tr>
<tr>
<td>Paper Type</td>
<td>Size</td>
<td>Part number</td>
<td>Sheet count</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-------------------------------------------</td>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Epson Premium Photo Paper Glossy</td>
<td>4 × 6 inches (102 × 152 mm)</td>
<td>S041808</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td></td>
<td>S041727</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>16:9 wide (4 × 7.1 inches [102 × 181 mm])</td>
<td>S042109</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>5 × 7 inches (127 × 178 mm)</td>
<td>S041464</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>8 × 10 inches (203 × 254 mm)</td>
<td>S041465</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Letter (8.5 × 11 inches [216 × 279 mm])</td>
<td>S042183</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>S041667</td>
<td>50</td>
</tr>
<tr>
<td>Epson Ultra Premium Photo Paper Glossy</td>
<td>4 × 6 inches (102 × 152 mm)</td>
<td>S042181</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td></td>
<td>S042174</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>5 × 7 inches (127 × 178 mm)</td>
<td>S041945</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>8 × 10 inches (203 × 254 mm)</td>
<td>S041946</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Letter (8.5 × 11 inches [216 × 279 mm])</td>
<td>S042182</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>S042175</td>
<td>50</td>
</tr>
<tr>
<td>Epson Premium Photo Paper Semi-gloss</td>
<td>4 × 6 inches (102 × 152 mm)</td>
<td>S041982</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Letter (8.5 × 11 inches [216 × 279 mm])</td>
<td>S041331</td>
<td>20</td>
</tr>
</tbody>
</table>

Parent topic: Loading Paper

**Paper or Media Type Settings - Printing Software**

<table>
<thead>
<tr>
<th>For this paper</th>
<th>Select this paper Type or Media Type setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plain paper</td>
<td>Plain Paper / Bright White Paper</td>
</tr>
<tr>
<td>Epson Bright White Paper</td>
<td></td>
</tr>
<tr>
<td>Letterhead paper</td>
<td>Letterhead</td>
</tr>
<tr>
<td>Recycled paper</td>
<td>Recycled</td>
</tr>
<tr>
<td>Colored paper</td>
<td>Color</td>
</tr>
</tbody>
</table>
For this paper | Select this paper Type or Media Type setting
----|--------------------------
Pre-printed paper | Preprinted
High-quality plain paper | High-quality plain paper
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 | Premium Presentation Paper Matte
Epson Premium Presentation Paper Matte |

**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 **Settings > General Settings > Printer Settings > Paper Source Settings > Paper Settings.**
You see a screen like this:

3. Select **Paper Size**.
4. Select the paper size you loaded.
5. Select **Paper Type**.
6. Select the paper type you loaded.
7. Select **Favorite Paper Settings** to choose from a list of commonly used paper settings.
8. Select 0 to choose another paper source or exit.

**Paper Type Settings - Control Panel**

**Parent topic:** Loading Paper

---

### Paper Type Settings - Control Panel

Select a **Paper Type** setting that matches the paper you loaded.

<table>
<thead>
<tr>
<th>Paper type loaded</th>
<th>Paper Type setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plain paper</td>
<td>Plain Paper</td>
</tr>
<tr>
<td>Epson Bright White Paper</td>
<td></td>
</tr>
<tr>
<td>Letterhead paper</td>
<td>Letterhead</td>
</tr>
<tr>
<td>Recycled paper</td>
<td>Recycled</td>
</tr>
<tr>
<td>Colored paper</td>
<td>Color</td>
</tr>
<tr>
<td>Paper type loaded</td>
<td>Paper Type setting</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Pre-printed paper</td>
<td>Preprinted</td>
</tr>
<tr>
<td>High-quality plain paper</td>
<td>High Quality Plain Paper</td>
</tr>
<tr>
<td>Envelopes</td>
<td>Envelope</td>
</tr>
<tr>
<td>Epson Ultra Premium Photo Paper Glossy</td>
<td>Ultra Glossy</td>
</tr>
<tr>
<td>Epson Premium Photo Paper Glossy</td>
<td>Prem. Glossy</td>
</tr>
<tr>
<td>Epson Photo Paper Glossy</td>
<td>Glossy</td>
</tr>
<tr>
<td>Epson Premium Photo Paper Semi-gloss</td>
<td>Prem. Semi-Gloss</td>
</tr>
<tr>
<td>Epson Presentation Paper Matte</td>
<td>Prem. Matte</td>
</tr>
<tr>
<td>Epson Premium Presentation Paper Matte</td>
<td></td>
</tr>
</tbody>
</table>

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

**Selecting the Default Paper Source Settings**

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

1. Press the home button, if necessary.
2. Select **Settings > General Settings > Printer Settings**.

You see a screen like this:
3. Select one of these **Auto Error Resolver** options:
   • Turn on this setting to display a warning and print single-sided when a 2-sided printing error occurs, or to print only what 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.
4. Select the **Paper Source Settings** options you want to use.
5. When you are finished, press the home button to exit.

**Paper Source Settings Options**

Parent topic: Loading Paper

Select the paper source options you want to use for your print jobs.

<table>
<thead>
<tr>
<th>Paper Source Setting option</th>
<th>Available settings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper Setting</td>
<td>Various</td>
<td>Select the paper size and type for each paper source</td>
</tr>
<tr>
<td>A4/Letter Auto Switching</td>
<td>On, Off</td>
<td>Select On to switch the selected paper size to match the loaded paper (Letter or A4) if the wrong size is selected</td>
</tr>
<tr>
<td>Auto Select Settings</td>
<td>Copy, Fax, Other</td>
<td>Select On for any of these settings to automatically print on paper from any source containing paper that matches your paper settings</td>
</tr>
<tr>
<td>Error Notice</td>
<td>Paper Size Notice, Paper Type Notice</td>
<td>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</td>
</tr>
<tr>
<td>Paper Setup Auto Display</td>
<td>On, Off</td>
<td>Select On to automatically display a menu that lets you select the paper size and type when you load paper in the product</td>
</tr>
</tbody>
</table>

Parent topic: Selecting the Default Paper Source Settings

**Selecting the Universal Print Settings**

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

1. Press the home button, if necessary.
2. Select **Settings > General Settings > Printer Settings > Universal Print Settings**.

You see this screen:

![Universal Print Settings](image)

3. Adjust the settings as necessary.
4. When you are finished, press the home button to exit.

**Universal Print Settings Options**

Select the universal print setting options you want to use for your print jobs.

<table>
<thead>
<tr>
<th>Universal Print Settings option</th>
<th>Available settings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top Offset</td>
<td>—</td>
<td>Adjust the top or left margin</td>
</tr>
<tr>
<td>Left Offset</td>
<td>—</td>
<td></td>
</tr>
<tr>
<td>Top Offset in Back</td>
<td>—</td>
<td>Adjust the top or left margin of the back page when printing double-sided.</td>
</tr>
<tr>
<td>Left Offset in Back</td>
<td>—</td>
<td></td>
</tr>
<tr>
<td>Universal Print Settings option</td>
<td>Available settings</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Check Paper Width</td>
<td><strong>On</strong></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td><strong>Off</strong></td>
<td></td>
</tr>
<tr>
<td>Skip Blank Page</td>
<td><strong>On</strong></td>
<td>Select On to skip printing of blank pages automatically</td>
</tr>
<tr>
<td></td>
<td><strong>Off</strong></td>
<td></td>
</tr>
</tbody>
</table>

Parent topic: Selecting 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.

![Diagram showing original placement on scanner glass](image)

**Note:** The edges of your original may be cropped by 0.06 inch (1.5 mm) from the edge of the scanner glass. Manually position your original away from the edges to prevent cropping.

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 single- or 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.

**Caution:** Do not place photographs or valuable artwork in the ADF. Place fragile or valuable originals on the scanner glass to avoid wrinkling or damaging them.

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 Copy, Scan, and Fax screens lights up.
4. Slide the ADF edge guide against the originals, but not too tightly.

**ADF Original Document Specifications**

**Parent topic:** Placing Originals on the Product

**Related topics**

Copying
Scanning
Faxing

**ADF Original Document Specifications**

You can load original documents that meet these specifications in the ADF.
<table>
<thead>
<tr>
<th>Paper type</th>
<th>Paper size</th>
<th>Paper weight</th>
<th>Loading capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plain paper</td>
<td>Letter (8.5 × 11 inches [216 × 279 mm])</td>
<td>17 to 24 lb (64 to 95 g/m²)</td>
<td>Approximately 50 sheets (Legal size: 10 sheets)</td>
</tr>
<tr>
<td></td>
<td>Legal (8.5 × 14 inches [216 × 356 mm])</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A4 (8.3 × 11.7 inches [210 × 297 mm])</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A5 (5.8 × 8.2 inches [148 × 210 mm])</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>B5 (7.2 × 10.1 inches [182 × 257 mm])</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Caution:** Do not load the following types of originals in the ADF, or they may be damaged or may damage the scanner. Use the scanner glass for these types:

- Photos
- Thermal paper
- Fabric or other non-paper originals
- Originals with uneven surfaces, such as embossed documents
- Originals containing staples or paper clips
- Originals with carbon paper backing
- Originals with wet ink
- Originals that are bound
- Originals with labels, stickers, or sticky notes
- Ripped, curled, folded, deteriorated, or wrinkled originals
- Originals with holes
- Transparencies
- Carbon-less paper

Parent topic: Placing Originals in the Automatic Document Feeder
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**

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:

   ![Screen shot of Copying options](image)

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 **Advanced** to view and change additional copy settings, if necessary.
8. Select **Preview** to preview your copy on the LCD screen.
9. Select **Preset** to save your copy settings.
10. When you are ready to copy, press the **Copy** icon.

**Note:** To cancel printing, select **Cancel**.

**Parent topic:** Copying

**Related references**

- Copying Options
- Compatible Epson Papers

**Related tasks**

- Using Presets
- Loading Paper in the Cassette

**Related topics**

- 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.

**Basic Settings**

<table>
<thead>
<tr>
<th>Copying option</th>
<th>Available settings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B&amp;W</strong></td>
<td>—</td>
<td>Copies the document in black and white</td>
</tr>
<tr>
<td><strong>Color</strong></td>
<td>—</td>
<td>Copies the document in color</td>
</tr>
<tr>
<td><strong>Paper Setting</strong></td>
<td>Various sources</td>
<td>Select the paper source that you want to use. If you select <strong>Auto</strong>, paper is fed automatically depending on the paper settings you selected for the paper sources.</td>
</tr>
<tr>
<td><strong>Original Size</strong></td>
<td>Various sizes</td>
<td>Select the document size of your original</td>
</tr>
<tr>
<td>Copying option</td>
<td>Available settings</td>
<td>Description</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Density</td>
<td>Varying levels</td>
<td>Adjusts the lightness or darkness of copies</td>
</tr>
<tr>
<td>Reduce/Enlarge</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>100%</td>
<td>Copies the original at its full size</td>
</tr>
<tr>
<td>Auto Fit Page</td>
<td></td>
<td>Automatically sizes the image to fit the paper size you selected</td>
</tr>
<tr>
<td></td>
<td>45%-&gt;195% and other conversions</td>
<td>Automatically converts from one size to another</td>
</tr>
<tr>
<td>2-Sided</td>
<td>1&gt;1-Sided</td>
<td>Select to make 2-sided copies. When you select 1&gt;2-Sided or 2&gt;1-Sided, also select the <strong>Advanced</strong> tab to select the orientation and binding edge for your originals or copies.</td>
</tr>
<tr>
<td></td>
<td>2&gt;2-Sided</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1&gt;2-Sided</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2&gt;1-Sided</td>
<td></td>
</tr>
</tbody>
</table>

**Advanced** settings

<table>
<thead>
<tr>
<th>Copying option</th>
<th>Available settings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi-Page</td>
<td>Single Page</td>
<td>Copies each page of the original onto an individual sheet</td>
</tr>
<tr>
<td></td>
<td>2-up</td>
<td>Copies multiple page documents onto one sheet. Scroll down and select the document orientation and layout order settings as necessary.</td>
</tr>
<tr>
<td></td>
<td>4-up</td>
<td></td>
</tr>
<tr>
<td>Original Type</td>
<td>Text</td>
<td>Specifies the document type of your originals and adjusts the quality of your copies</td>
</tr>
<tr>
<td></td>
<td>Text &amp; Image</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Photo</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Text &amp; Image(Best)</td>
<td></td>
</tr>
<tr>
<td>Finishing</td>
<td>Group (Same Pages)</td>
<td>Select to print multiple copies of a multi-page document in unordered groups</td>
</tr>
<tr>
<td></td>
<td>Collate (Page Order)</td>
<td>Select to print multiple copies of a multi-page document in ordered sets</td>
</tr>
<tr>
<td>Orientation (Original)</td>
<td>Up Direction</td>
<td>Specifies the orientation of your originals</td>
</tr>
<tr>
<td></td>
<td>Left Direction</td>
<td></td>
</tr>
<tr>
<td>Image Quality</td>
<td>Various settings</td>
<td>Select advanced quality settings such as <strong>Saturation</strong> and <strong>Sharpness</strong></td>
</tr>
<tr>
<td>Copying option</td>
<td>Available settings</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Remove Shadow</td>
<td>Off</td>
<td>Select <strong>On</strong> 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</td>
</tr>
<tr>
<td></td>
<td>On</td>
<td></td>
</tr>
<tr>
<td>Remove Punch Holes</td>
<td>Off</td>
<td>Select <strong>On</strong> to erase the binding holes on a document</td>
</tr>
<tr>
<td></td>
<td>On</td>
<td></td>
</tr>
<tr>
<td>ID Card Copy</td>
<td>Off</td>
<td>Select <strong>On</strong> to copy both sides of an ID card onto one side of a sheet of paper</td>
</tr>
<tr>
<td></td>
<td>On</td>
<td></td>
</tr>
<tr>
<td>Borderless Copy</td>
<td>Off</td>
<td>Adjusts the amount to expand the original photo when printing borderless photos</td>
</tr>
<tr>
<td></td>
<td>On</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Standard</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Medium</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Minimum</td>
<td></td>
</tr>
</tbody>
</table>

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 on a Mac
Printing From a Chromebook
Cancelling Printing Using the Product

**Printing with Windows**

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

**Note:** If you are using your Epson product with the Windows 10 S operating system, you cannot use the software described in this section. You also cannot download and install any Epson product software from the Epson website for use with Windows 10 S; you must obtain software only from the Windows Store.

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
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:

![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. If you are printing a borderless photo, select Borderless. You can click Settings to access additional options for borderless printing.
   
   **Note:** You must select a compatible borderless paper type and size to print without borders. Check the borderless paper compatibility list for details.

7. Select the orientation of your document.
   
   **Note:** If you are printing an envelope, select Landscape.

8. 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.

9. Select the Quality setting that matches the print quality you want to use.

10. 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.

11. To print on both sides of the paper, select the 2-Sided Printing setting and select the options you want.

12. 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.

13. To print multiple copies and arrange their print order, select the Copies options.

14. To preview your job before printing, select Print Preview.

15. To save your print job as a project that can be modified and combined with other print jobs, select Job Arranger Lite.

16. To reduce noise during printing when you select Plain Paper/Bright White Paper, select On in the Quiet Mode menu.

   **Note:** Enabling Quiet Mode may reduce printing speed.
Paper Source Options - Windows

Print Quality Options - Windows

Multi-Page Printing Options - Windows

Parent topic: Printing with Windows

Related references

Borderless Paper Type Compatibility

Related tasks

Selecting Double-sided Printing Settings - Windows

Printing Your Document or Photo - Windows

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.

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.

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.

High

For photos and graphics with high print 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.

2x1 Poster, 2x2 Poster, 3x3 Poster, 4x4 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.
   • Manual (Long-edge binding) to print your double-sided print job by printing one side and prompting you to flip the paper over on the long edge to print the other side (recommended for paper types that do not support automatic duplexing).
   • Manual (Short-edge binding) to print your double-sided print job by printing one side and prompting you to flip the paper over on the short edge to print the other side (recommended for paper types that do not support automatic duplexing).

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:

![Print Density Adjustment window](image)

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

**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

**Related references**
- Double-sided Printing Capacity

**Related tasks**
- Selecting Basic Print 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 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. 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.

![Header/Footer Settings](image)

You can select to print the following information:

- User Name
- Computer Name
- Date
- Date/Time
- Document Name

**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:

   ![Print Presets Window](image)

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 icon for your product in the right side of the Windows taskbar, or click the up arrow and right-click .
2. Select Printer Settings.
3. Click the Maintenance tab.
   
   You see the maintenance options:

![Maintenance tab in Printer Settings window]
4. Click the **Extended Settings** button.
   
   You see this window:

   ![Extended Settings window](image)

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.

Remove white borders
Removes white margins that may appear when you print borderless photos.

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.

Output documents for filing
Outputs all landscape, portrait, 1-sided, and 2-sided documents in the same orientation for easier filing.

Barcode mode
Reduces bleeding when printing barcodes on plain paper, letterhead paper, recycled paper, preprinted paper, envelopes, and thick paper.

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:

![Print window example]

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

**Parent topic:** Printing with Windows

### Locking Printer Settings - Windows

Windows administrators can lock access to some printer settings to prevent unauthorized changes.

1. Do one of the following:
   - **Windows 10:** Click 📗 and select 📝 (Settings) > **Devices** > **Printers & scanners**. Select your product name and select **Manage** > **Printer properties**.
   - **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:

![Driver Settings window](image)

4. Select the checkbox for each setting you want to lock. To lock all print settings, select **All Document Settings**.

5. Under **Advanced Settings**, select the setting option you want to use for each locked setting.

6. Click **OK**.
Locked Setting Options

Parent topic: Printing with Windows

Locked Setting Options

Select the options you want to use for any locked print settings.

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

Parent topic: Locking Printer Settings - 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 icon for your product in the right side of the Windows taskbar, or click the up arrow and right-click .
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 icon for your product in the right side of the Windows taskbar, or click the up arrow and right-click .
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 icon for your product in the right side of the Windows taskbar, or click the up arrow and right-click.

2. Select **Software Update Settings**.

   You see this window:

   ![Software Update Settings](image)

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
Printing on a Mac

You can print with your product using any Mac 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 - Mac
Selecting Page Setup Settings - Mac
Selecting Print Layout Options - Mac
Selecting Double-sided Printing Settings - Mac
Managing Color - Mac
Selecting Printing Preferences - Mac
Printing Your Document or Photo - Mac

Parent topic: Printing from a Computer

### Selecting Basic Print Settings - Mac

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.

![Printer Settings](image)

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:

![Printer Settings Window]

**Note:** The print window may look different, depending on the Mac OS version 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** or **Printer Features** 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 - Mac**
    - **Print Quality Options - Mac**
    - **Print Options - Mac**

    **Parent topic:** Printing on a Mac

**Related references**

- Paper or Media Type Settings - Printing Software

**Related tasks**

- Selecting Page Setup Settings - Mac
- Printing Your Document or Photo - Mac

**Paper Source Options - Mac**

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.

**Parent topic:** Selecting Basic Print Settings - Mac

**Print Quality Options - Mac**

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.

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

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

Parent topic: Selecting Basic Print Settings - Mac

Print Options - Mac

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

Expansion
If you selected a borderless paper size setting, this option adjusts the image expansion settings to control printing at the edges of borderless prints.

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 - Mac

Selecting Page Setup Settings - Mac

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. If you are printing a borderless photo, select the Borderless checkbox or a paper size with a Borderless option. You can also
select a custom setting to create a custom paper size, but the Quality setting will be limited to Normal.

**Note:** You must select a compatible borderless paper type and size to print without borders. Check the borderless paper compatibility list for details.

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 on a Mac

**Related references**

Borderless Paper Type Compatibility

**Selecting Print Layout Options - Mac**

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.

![Layout Menu](image)
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 on a Mac

### Selecting Double-sided Printing Settings - Mac

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

![Two-sided Printing Settings](image)

**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 Mac OS version 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.

![Double-sided Printing Settings](image)

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 - Mac**

**Parent topic:** Printing on a Mac

**Double-sided Printing Options and Adjustments - Mac**

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.

**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.

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 - Mac

Managing Color - Mac
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.
4. Select one of the available options.

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

**Color Matching and Color Options - Mac**

**Parent topic:** Printing on a Mac

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.
Note: An ICC profile is required if color management is turned off.

Parent topic: Managing Color - Mac

Selecting Printing Preferences - Mac
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:

![Printing Preferences screen](image)

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

Printing Preferences - Mac
Parent topic: Printing on a Mac
Printing Preferences - Mac

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 when you select Plain Paper/Bright White Paper as the paper Type or Media Type setting.

**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.

**Output documents for filing**
Outputs all landscape, portrait, 1-sided, and 2-sided documents in the same orientation for easier filing.

**Remove white borders**
Removes white margins that may appear when you print borderless photos.

**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 - Mac

Printing Your Document or Photo - Mac

Once you have selected your print settings, you are ready to print.
Click **Print** at the bottom of the print window.

![Print Settings](image)

**Checking Print Status - Mac**

**Parent topic:** Printing on a Mac

**Checking Print Status - Mac**

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 for your Mac OS version:
   • To cancel printing, click the print job and click or **Delete**.
   • To pause a print job, click the print job and click or **Hold**. To resume a print job, click the paused print job and click or **Resume**.
   • To pause printing for all queued print jobs, click **Pause** or **Pause Printer**.
   • To display other printer information, click **Settings** or **Supply Levels**.

**Parent topic:** Printing Your Document or Photo - Mac

**Printing From a Chromebook**

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

1. Connect your Epson product to your wireless network. See the link below.
2. 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.

3. 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.
- If you see a registration confirmation screen instead, click Register.

4. Click Add Device.
5. Click the Register button that appears next to your product.
6. Click Register on the confirmation screen. Your product's LCD screen displays a confirmation message.
7. Select OK or press the OK button on your product to confirm the Google Cloud Print connection and print a test page.
8. To print to the connected product, select the print command in your Chrome app.

Your product is now linked to your Google Account and can be accessed from any Chromebook where you are logged in, as long as you have Internet access. Visit Epson Support for Google Cloud Print (U.S) or Epson Support for Google Cloud Print (Canada) for more information on using Google Cloud Print, or the Google Cloud Print website for a list of supported apps.

Parent topic: Printing from a Computer

Related tasks
Using Google Cloud Print

Cancelling Printing Using the Product

If you need to cancel printing, select Cancel, then select Cancel again to confirm.

Parent topic: Printing from a Computer
Scanning

You can scan your originals and save them as digital files.

Starting a Scan
- Scanning with Document Capture Pro or Document Capture
- Scanning in Epson Scan 2
- Scanning Special Projects

Starting a Scan

After placing your originals on your product for scanning, start scanning using one of these methods.

**Note:** You can also scan using Document Capture Pro (Windows) or Document Capture (Mac).

Starting a Scan Using the Product Control Panel

Setting Up and Scanning to a Network Folder or FTP Server
- Starting a Scan Using the Epson Scan 2 Icon
- Starting a Scan from a Scanning Program
- Starting a Scan from a Smart Device

**Parent topic:** Scanning

Starting a Scan Using the Product Control Panel

You can scan an image to a variety of destinations 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.

2. Place your original on the product for scanning.
   
   **Note:** To scan a double-sided or multi-page document, place your originals in the ADF.

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:
   - **Network Folder/FTP** saves your scan file to a pre-defined folder on a network computer or FTP server. To use this feature, you must first create a shared network folder or obtain the FTP site address, and optionally register the location to your product's contact list.
   - **Email** lets you send scanned files through a pre-configured email server.
   - **Document Capture Pro** lets you 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.

   - **Memory Device** saves your scan file on a 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.
   - **Computer (WSD)** lets you manage network scanning in Windows 10, Windows 8.x, Windows 7, or Windows Vista (English only). To use this feature, you must first set up a WSD (Web Services for Devices) port on your Windows 7 or Windows Vista computer (the port is set up automatically on Windows 10 and Windows 8.x).

6. Follow the instructions in the links below to complete your scan.

   - Scanning to Email
   - Adding and Assigning Scan Jobs with Document Capture Pro or Document Capture
You can scan an original 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 or multi-page document, place all of the pages in the ADF.

2. Press the home button, if necessary.

3. Select **Scan**.
4. Select **Email**.
   
   You see a screen like this:

   ![Email selection screen](image)

5. Do one of the following:
   * Select **Contacts** and choose an email address from the **Contacts** list.
   * Select **Keyboard** to use the displayed keyboard to enter the address for the recipient and press **OK**.
   * Select **History** to choose an email address from your recent scan history.
• Select an email address from any displayed frequent contacts.

6. Select **Scan Settings**.

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

8. Scroll down and change the **Subject** and **File Name settings** if necessary.

9. Select any additional scan settings as necessary.

10. Select **Presets** to save your scan settings.

11. Press the **Send** icon.

   Your product scans your original and emails the scanned file.

**Parent topic:** Starting a Scan Using the Product Control Panel

**Related tasks**

- Configuring Email Server Settings
- Entering Characters on the LCD Screen

**Related topics**

- Placing Originals on the Product

**Adding and Assigning Scan Jobs with Document Capture Pro or Document Capture**

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 (Mac) 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**.
• **Mac**: 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.

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

6. Click **OK**, then click **OK** again.

**Parent topic:** Starting a Scan Using the Product Control Panel

**Related tasks**

- [Scanning with Document Capture Pro or Document Capture](#)
- [Setting Up a WSD Port (Windows 7/Windows Vista)](#)

**Setting Up a WSD Port (Windows 7/Windows Vista)**

You can scan to a networked Windows computer using WSD (Web Services for Devices). You must first set up a WSD port on your Windows 7 or Windows Vista system (the port is set up automatically on Windows 10 and Windows 8.x).

Before you set up a WSD port, make sure you installed your product software, and connected your product and computer to the same network.

1. Turn on your product.
2. Print a network status sheet so you can identify the network name and model name for your product on the network.

3. Click 🔄 or Start and select Computer.

4. On the left side of the window, select Network.

5. Locate your product on the Network screen, right-click it, and select Install.

6. When you see the User Account Control screen, click Continue.

   **Note:** If you see an Uninstall screen, click Uninstall and repeat these steps as necessary.

7. When you see the message **Your device is ready to use** in the Windows taskbar, click the message.

8. On the Driver Software Installation screen, make sure your product is listed as **Ready to use**. Then click Close.

9. Do one of the following:
   - **Windows 7:** Click 🔄 and select Devices and Printers.
   - **Windows Vista:** Click Start and select Control Panel > Hardware and Sound > Printers.

10. Make sure that an icon appears for your product's name on the network.

    When you use WSD, select your product name to scan over the network.

    **Parent topic:** Starting a Scan Using the Product Control Panel

**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.
<table>
<thead>
<tr>
<th>Scan to setting</th>
<th>Available options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Edit Location</strong></td>
<td>Communication Mode</td>
<td>Lets you select Network Folder (SMB) or FTP</td>
</tr>
<tr>
<td></td>
<td>Location</td>
<td>Lets you enter a folder path in which to save scanned images</td>
</tr>
<tr>
<td></td>
<td>User Name</td>
<td>Lets you enter a user name for the selected folder path</td>
</tr>
<tr>
<td></td>
<td>Password</td>
<td>Lets you enter a password for the selected folder path</td>
</tr>
<tr>
<td></td>
<td>Connection Mode</td>
<td>Lets you select the connection mode</td>
</tr>
<tr>
<td></td>
<td>Port Number</td>
<td>Lets you enter a port number</td>
</tr>
<tr>
<td><strong>Contacts</strong></td>
<td>—</td>
<td>Select an email address or folder path to send or save scanned images</td>
</tr>
<tr>
<td><strong>Color Mode</strong></td>
<td>Color</td>
<td>Select whether to scan images in color or black and white</td>
</tr>
<tr>
<td></td>
<td>B&amp;W</td>
<td></td>
</tr>
<tr>
<td><strong>File Format</strong></td>
<td>JPEG</td>
<td>Select for photos. You can also select the Compression Ratio.</td>
</tr>
<tr>
<td></td>
<td>PDF</td>
<td>Select for documents. You can also select the Compression Ratio and PDF Settings.</td>
</tr>
<tr>
<td></td>
<td>TIFF (Single Page)</td>
<td>Select for scanned files that you can print from a device. Multi Page TIFF documents are scanned in black and white.</td>
</tr>
<tr>
<td></td>
<td>TIFF (Multi Page)</td>
<td></td>
</tr>
<tr>
<td><strong>Resolution</strong></td>
<td>200dpi</td>
<td>Select for documents</td>
</tr>
<tr>
<td></td>
<td>300dpi</td>
<td>Select for photos</td>
</tr>
<tr>
<td></td>
<td>600dpi</td>
<td>Select for highest quality printing</td>
</tr>
<tr>
<td><strong>2-Sided</strong></td>
<td>Off</td>
<td>Lets you scan 2-sided originals placed in the ADF. If you select On, you can also select the Binding Direction.</td>
</tr>
<tr>
<td></td>
<td>On</td>
<td></td>
</tr>
<tr>
<td>Scan to setting</td>
<td>Available options</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>-------------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Scan Area</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Letter</td>
<td>Select the page size for documents, then select the orientation of the original</td>
</tr>
<tr>
<td></td>
<td>A4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Legal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Half Letter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Envelope #10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5 × 7</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 × 6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8 × 10</td>
<td></td>
</tr>
<tr>
<td><strong>Auto Cropping</strong></td>
<td></td>
<td>Select for photos with dark edges</td>
</tr>
<tr>
<td><strong>Max Area</strong></td>
<td></td>
<td>Select for most photos</td>
</tr>
<tr>
<td><strong>Original Type</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Text</td>
<td>Specifies the type of original you are scanning</td>
</tr>
<tr>
<td></td>
<td>Text &amp; Image</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Photo</td>
<td></td>
</tr>
<tr>
<td><strong>Density</strong></td>
<td></td>
<td>Adjusts the lightness or darkness of scanned images.</td>
</tr>
<tr>
<td></td>
<td>—4 to +4</td>
<td></td>
</tr>
<tr>
<td><strong>Remove Shadow</strong></td>
<td></td>
<td>Erases the shadows that appear in the center of a document when copying a book or the shadows that appear around a document when copying thick paper</td>
</tr>
<tr>
<td></td>
<td>On</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Off</td>
<td></td>
</tr>
<tr>
<td><strong>Remove Punch Holes</strong></td>
<td></td>
<td>Erases the binding holes on a document</td>
</tr>
<tr>
<td></td>
<td>On</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Off</td>
<td></td>
</tr>
<tr>
<td><strong>Subject</strong></td>
<td></td>
<td>Lets you enter a subject for your email</td>
</tr>
<tr>
<td></td>
<td>—</td>
<td></td>
</tr>
<tr>
<td><strong>Attached File Max Size</strong></td>
<td>Various sizes</td>
<td>Lets you select the maximum file size that can be attached to an email</td>
</tr>
<tr>
<td><strong>File Name</strong></td>
<td></td>
<td>Lets you enter a prefix, the date, and the time to the file name for your scanned file</td>
</tr>
<tr>
<td></td>
<td>—</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** When you turn on password settings, you can use the LCD screen keyboard to set the password.
Setting Up and Scanning to a Network Folder or FTP Server

Before you can scan to a network folder on your computer or on an FTP server, you need to create a shared folder and optionally register its location to your product's contact list. Select the links below as necessary to create and register the folder, and to scan to it over the network.

Creating a Shared Network Folder
Registering Contacts for Email, Network, or FTP Scanning - Control Panel
Registering Contacts for Network Folder or FTP Scanning - Web Config
Scanning to a Network Folder or FTP Server

Parent topic: Starting a Scan

Creating a Shared Network Folder

You can create up a shared network folder on your computer or an FTP site and register its location to your product's Contacts list.

Note: If you are creating a shared network folder on a Mac, see your product documentation for instructions on creating the folder. The instructions here are for Windows.

First make sure you connected your product and computer to the same network.

Note: If you are running a Home version of the Windows operating system, you cannot create a shared folder on your Windows desktop or in the Documents or Pictures folder unless you have created a Home Group Configuration for sharing. You can, however, create a shared folder in the root of the C: drive on your system.

If you want to scan to a folder on an FTP server, contact the FTP server administrator for the server address and authentication access to a shared folder on the server.

1. If you are scanning to a network folder on your computer, do one of the following to check the format of your computer name:
   
   • **Windows 10 or Windows 8.x**: Hold down the Windows key on your keyboard and press the X key. Select System from the list that appears. Check the Computer Name or Device Name listed for your computer on the System window.
• **Windows 7**: Click ✨, right-click **Computer**, and select **Properties**. Check the Computer Name listed for your computer on the System window.

**Note**: The settings in these steps may vary, depending on your version of Windows. See Windows Help for details on your operating system.

2. If the computer's name uses any characters that are not alphanumeric (letters or numbers), do one of the following to change the computer's name:
   - **Windows 10 or 8.x**: Select **Rename this PC** and follow the on-screen prompts.
   - **Windows 7**: Select **Change Settings**, change the computer's name, and click **OK**. (See Windows Help for instructions, if necessary.)

**Note**: You need to be logged into Windows as an administrator to change the computer's name. After changing the name, restart your computer.

4. Create a folder on the Windows desktop with a folder name of 12 characters or less; otherwise, your product may not be able to access the folder.

**Note**: You need to be logged into Windows as an administrator to access the desktop folder and the document folder under each User folder.

5. Right-click the folder you created and select **Properties**.
6. On the **General** tab, deselect the **Read-only** checkbox to allow users to access the folder over the network.
7. Select the **Sharing** tab and click the **Advanced Sharing** button.

**Note**: You need to be logged into Windows as an administrator to select the **Advanced Sharing** button.

8. On the Advanced Sharing screen, select the **Share this folder** checkbox.
9. Click the **Permissions** button and select the following on the Share Permissions tab:
   - Select **Everyone** under Group or user names.
   - Select the checkbox in the **Allow** column for the **Change** setting.
10. Click **OK** to save the settings, then click **OK** again to close the Advanced Sharing window.
11. Select the **Security** tab and check that the Group or user names list at the top includes the current computer user and the administrators who can now access the folder.

12. Select the **Sharing** tab again and write down the **Network Path** listed under Network File and Folder Sharing at the top. This is the path you will register to your product contacts list so you can select it for network scanning.

13. Click **OK** or **Close**.

Now you can register the path to the folder to your product contacts list.

**Parent topic:** Setting Up and Scanning to a Network Folder or FTP Server

**Related tasks**

- Registering Contacts for Email, Network, or FTP Scanning - Control Panel
- Registering Contacts for Network Folder or FTP Scanning - Web Config
- Scanning to a Network Folder or FTP Server

**Registering Contacts for Email, Network, or FTP Scanning - Control Panel**

You can register a list of contacts for scanning to email or to a network folder or FTP server.

1. Press the \( \text{Home} \) button, if necessary.
2. Select **Settings**.
3. Select **Contacts Manager**. Enter the administrator password, if necessary.
4. Select **Register/Delete**.

You see a screen like this:
5. Select Add Entry.
6. Select Add Contact.
7. 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.
8. Select the number you want to use for the contact you are adding.
9. Select the Name field, use the displayed keyboard to enter the contact name (up to 30 characters), and press OK.
10. 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 OK. (This field is optional.)
11. Do the following as necessary for your contact:
   • If you want to identify the contact as a frequently used address, select the Assign to Frequent Use field and select On. This makes it quicker to select the contact when you scan.
   • For an email contact, select the Email Address field, use the displayed keyboard to enter the address, and press OK.
   • 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 network path to the shared folder, and select OK.

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
   • For a network folder or FTP location with a password, select the User Name field and use the displayed keyboard to enter the user name. Then select the Password field and enter the password.
   • For an FTP location, enter the FTP server port number in the Port Number field. If there is a firewall between the product and FTP server, select the Connection Mode field and select Passive Mode.
12. Select OK.

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

Parent topic: Setting Up and Scanning to a Network Folder or FTP Server
Registering Contacts for Network Folder or FTP Scanning - Web Config

You can register a list of contacts for scanning to a network folder or FTP server using Web Config and your computer's internet browser.

Before you begin, print a network status sheet and locate the IP address for your product on the sheet.

**Note:** These instructions use Internet Explorer as an example browser.

1. Start Internet Explorer on a computer that is using the same network as your product.
2. Type your product's IP address into the address bar and press **Enter**.
3. Click **Continue to this website (not recommended)**.
4. Click **Contacts**.
5. Select the number you want to use for the contact you are adding and click **Edit**.
6. Select **Network Folder (SMB)** or **FTP** as the **Type** setting.
7. Enter the following information for the contact:
   - **Name**: The name to display in your product's contact list.
   - **Index Word**: Enter a word to identify this entry when searching for it (up to 30 characters). This field is optional.
   - **Assign to Frequent Use**: If you want to identify the contact as a frequently used address, select **On**. This makes it quicker to select the contact when you scan.
   - **Save to**: The network path to the shared folder.
   - Enter the folder path name in one of the following formats depending on the **Type** setting you selected:
     - **SMB**: host_name\folder
     - **FTP**: host_name/folder_name
   - **User Name** and **Password**: Enter only if you have set up a password on your computer.
   - **Connection Mode**: For FTP locations, select **Passive Mode** if there is a firewall between the product and FTP server.
   - **Port Number**: For FTP locations, enter the port number.
8. Click **Apply**.
   After a moment, you see a message telling you that contact registration is complete.


**Parent topic:** Setting Up and Scanning to a Network Folder or FTP Server

**Related tasks**
Scanning to a Network Folder or FTP Server
Printing a Network Status Sheet

**Scanning to a Network Folder or FTP Server**
You can scan an image and save it to a network folder on your computer or on an FTP server 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 or multi-page document, place your originals in the ADF.

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:

   ![Screen capture of Network Folder/FTP selection]

5. Do one of the following:
   - Select a frequently used location displayed on the **Destination** tab, if you created any.
   - Select **Contacts** and choose a saved location from the **Contacts** list.
   - Select **Keyboard**, then select the **Communication Mode** field and select **Network Folder (SMB)** or **FTP**. Then select the **Location** field and enter the folder location, and press **OK**.
   
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`
   - For a network folder or FTP location with a password, select the **User Name** field and use the displayed keyboard to enter the user name. Then select the **Password** field and enter the password.
   - For an FTP location, enter the FTP server port number in the **Port Number** field. If there is a firewall between the product and FTP server, select the **Connection Mode** field and select **Passive Mode**.

6. Select **Scan Settings**.

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

8. If necessary, scroll down and change the **File Name** setting listed under the File Settings heading.
9. Select any additional scan settings as necessary.
10. Select **Presets** to save your scan settings.
11. Select **Save**.

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

**Parent topic:** Setting Up and Scanning to a Network Folder or FTP Server

**Related references**

Control Panel Scanning Options

**Related tasks**

Selecting the Date and Time
Entering Characters on the LCD Screen
Registering Contacts for Email, Network, or FTP Scanning - Control Panel
Registering Contacts for Network Folder or FTP Scanning - Web Config

**Related topics**

Placing Originals on the Product

---

**Starting a Scan Using the Epson Scan 2 Icon**

You can start the Epson Scan 2 program to select scan settings, scan, and save the scanned image to a file.

**Note:** If you are using your Epson product with the Windows 10 S operating system, you cannot use the software described in this section. You also cannot download and install any Epson product software from the Epson website for use with Windows 10 S; you must obtain software only from the Windows Store.

- **Windows 10:** Click 📐 and select **EPSON > Epson Scan 2**.
- **Windows 8.x:** Navigate to the **Apps** screen and select **Epson Scan 2**.
- **Windows (other versions):** Click 📐 or **Start**, and select **All Programs** or **Programs**. Select **EPSON > Epson Scan 2 > Epson Scan 2**.
- **Mac:** Open the **Applications** folder, open the **Epson Software** folder, and select **Epson Scan 2**.
You see an Epson Scan 2 window like this:
Starting a Scan from a Scanning Program

You can start Epson Scan 2 from a TWAIN-compliant scanning program to select scan settings, scan, and open the scanned image in the program.

Note: If you are using your Epson product with the Windows 10 S operating system, you cannot use the software described in this section. You also cannot download and install any Epson product software from the Epson website for use with Windows 10 S; you must obtain software only from the Windows Store.

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; not all scan functions will be available.
You see an Epson Scan 2 window like this:
Starting a Scan from a Smart Device

You can start a scan from a smart device using the Epson iPrint app. You can save the scanned document to your device or a cloud service, e-mail it, or print it.

**Note:** If you are using your Epson product with the Windows 10 S operating system, you cannot use the software described in this section. You also cannot download and install any Epson product software from the Epson website for use with Windows 10 S; you must obtain software only from the Windows Store.

**Note:** Your device must be connected to the same wireless network as your Epson product. If you have an NFC-enabled device, you can also scan with the Epson iPrint app by placing the device against the NFC tag on the front of the product.

1. Download the Epson iPrint app from your device’s app store or from Epson’s website.
2. Place your original on the product for scanning.
3. Open the Epson iPrint app and select your product.
4. Select the scan settings and scan your original.
5. Save your scanned image to a file or cloud location.

Parent topic: Starting a Scan

Scanning with Document Capture Pro or Document Capture

When you scan with Document Capture Pro (Windows) or Document Capture (Mac), 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 10:** Click 📱 and select **EPSON Software > 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 > Document Capture Pro**.
   - **Mac:** Open the Applications folder, open 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:

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.
   - **Mac:** 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.

   ![Destination icons](image)

   **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:** Scanning

### Scanning in Epson Scan 2

Epson Scan 2 automatically scans your document and saves the 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.

**Note:** If you are using your Epson product with the Windows 10 S operating system, you cannot use the software described in this section. You also cannot download and install any Epson product software from the Epson website for use with Windows 10 S; you must obtain software only from the Windows Store.

1. Start Epson Scan 2.
You see this window:
2. Select the **Document Source** setting that matches where you placed your original, or select **Auto Detect** to have Epson Scan 2 automatically detect the source.

3. Select the **Scanning Side** setting if you are scanning from the ADF.

4. Select the **Document Size** setting that matches the size of your original, or select **Auto Detect** to have Epson Scan 2 automatically detect the size. You can select **Customize** to enter a custom size, if necessary.

5. Select the image type 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 2 previews your original and displays the results in the Epson Scan 2 window.

8. Reinsert your original into the ADF, if necessary.

9. Select any of the additional settings that you want to use on the Main Settings tab.

10. Click the **Advanced Settings** tab and select any settings that you want to use.

11. Select the format in which you want to save your scanned file as the **Image Format** setting. If necessary, select **Options** and select any desired format options.
12. Enter the file name for your scanned file in the **File Name** field. If necessary, select **Settings** to modify the file name settings.

13. Select the location in which you want to save your scanned file as the **Folder** setting. If necessary, select **Select** to create a new folder.

14. Click **Scan**.

   The product scans your original and saves the scanned file in the location you specified.

---

**Additional Scanning Settings - Main Settings Tab**

You can select these additional scanning settings on the Epson Scan 2 Main Settings tab. Not all adjustment settings may be available, depending on other settings you have chosen.

- **Dual Image Output**
  Scans the original image twice using different output settings (Windows only).

- **Add or edit pages after scanning**
  Lets you add, remove, or edit the pages in a scan, including rotating pages and changing the page order.

  **Note:** To save multiple pages in a single file, you must select a file format that supports multiple pages such as **PDF** or **Multi-TIFF**. If you select another file format, each scanned image or page is saved as a separate file.

**Parent topic:** Scanning in Epson Scan 2

---

**Additional Scanning Settings - Advanced Settings Tab**

You can select these additional scanning settings on the Epson Scan 2 Advanced Settings tab. Not all adjustment settings may be available, depending on other settings you have chosen.

- **Text Enhancement**
  Sharpens the appearance of letters in text documents.
**Auto Area Segmentation**  
Makes black and white images clearer and text recognition more accurate by separating the text from the graphics.

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

**Color Enhance**  
Enhances the shades of the color you select in the scanned image. This setting is available only if you select **Grayscale** or **Black & White** as the Image Type setting.

**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.

**Gamma**  
Adjusts the midtone density of the scanned image.

**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.)

**Skip Blank Pages**  
If the scanner detects marks from the other side of a blank page and adds the marks to the scanned image, adjust this setting to prevent this.

**Edge Fill**  
Corrects shadowing around the edges of the image by filling the shadows with black or white.

**Correct Document Skew**  
Corrects skewed originals, image contents, or both.

**Parent topic:** Scanning in Epson Scan 2

---

**Saving Scanned Documents as a Searchable PDF Using Epson Scan 2**

You can scan a document and save the text in a searchable PDF. In a searchable PDF, text is recognized using Optical Character Recognition (OCR) and then embedded in the scanned original.
**Note:** The required Epson Scan 2 OCR Component is installed automatically when you install your product software as instructed on the *Start Here* sheet. If you install your scanner software programs individually, be sure to also install this component if you want to perform OCR.

1. Load your original in the product for scanning.
2. Start Epson Scan 2.
3. Select your scan settings.
4. Click **Preview** and adjust the area you want to scan, if necessary.
5. If you are using the ADF, reload the ejected original.
6. Select **Searchable PDF** as the Image Format setting.
7. Select **Options** from the Image Format list.
   You see this window:
   
   ![Image Format Options window](image)
   
8. Select any of the options on the **General** tab.
9. Select the **Text** tab.
10. Make sure the language used in the document text is selected as the **Text Language** setting.
11. Click **OK**.
12. Confirm the **File Name** setting and select a **Folder** setting for your document.
13. Click **Scan**.
   
   The scanned image is saved as a searchable PDF.

**Parent topic:** Scanning in Epson Scan 2

### Image Format Options

You can select different image formats and related options. For details on available options, click the ? icon on the Epson Scan 2 Image Format Options window. Not all image formats have options.

**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.)

**PNG (*.png)**
- An image format that does not lose quality during editing.

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

**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 Mac systems using Adobe Reader, Acrobat, or other programs. You can save multi-page documents in one PDF file.

**Searchable PDF (*.pdf)**
- A document format that is readable by Windows and Mac systems using Adobe Reader, Acrobat, or other programs. You can save multi-page documents in one PDF file. Recognized text in the scanned document can be searched.

**Parent topic:** Scanning in Epson Scan 2
Scan Resolution Guidelines

The Resolution setting, measured in dpi (dots per inch), controls the amount of detail captured in your scans. Increasing the resolution raises the amount of detail captured but comes with the following disadvantages:

- Larger file sizes
- It takes longer to scan your originals, send/receive your scans by email or fax, and to print your scans
- The image may become too large to fit on your display or print on paper

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 2. Follow these guidelines to determine the resolution setting you need:

- You will scan the image at its original size but enlarge it later in an image-editing program.
  
  Increase the Epson Scan 2 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 the Epson Scan 2 Resolution setting based on how you will use the scanned image:
  - Email/view on a computer screen/post on the web: 96 to 200 dpi
  - Print/fax/convert to editable text (OCR)/create searchable PDF: 200 to 300 dpi

Parent topic: Scanning in Epson Scan 2

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 10**: Click and select EPSON Software > 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 > Document Capture Pro.
   - **Mac**: Open the Applications folder, open the Epson Software folder, and select Document Capture. Select your product and click OK, if necessary.

   You see a window like this:

   ![Document Capture Pro Window]

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 10:** Click and select EPSON Software > 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 > Document Capture Pro.

   You see this window:

   ![](image)

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
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 the Fax Utility - Windows
- Setting Up Fax Features Using the Fax Utility - Mac

**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.

- Using the Fax Setup Wizard
- Selecting the Line Type
- Setting the Number of Rings to Answer

**Parent topic:** Setting Up 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.

1. Press the home button, if necessary.
2. Select **Settings**.
3. Select **General Settings**.

![General Settings Menu]

4. Scroll down and select **Fax Settings**.
5. Scroll down and select **Fax Setting Wizard**.
   The Fax Setting Wizard screen appears.
6. Select **OK**.
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 Distinctive Ring 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 Proceed screen, confirm the displayed settings and select **Proceed**, or press the back arrow to change the settings.

13. On the Run Check Fax Connection screen, select **Start Checking** 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.

   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.

1. Press the home button, if necessary.
2. Select **Settings**.
3. Select **General Settings**.

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 access code, such as 9, and select **OK**.
11. Select **OK** to exit.

**Parent topic:** Setting Up Basic Fax Features

**Related tasks**

- Entering Characters on the LCD Screen
- Setting the Number of Rings to Answer

**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.

1. Press the home button, if necessary.
2. Select **Settings**.
3. Select **General Settings**.
4. Scroll down and select **Fax Settings**.
5. Select **Basic 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.

1. Press the **home** button, if necessary.
2. Select **Settings**.
3. Select **General Settings**

![General Settings](image)

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

![Fax Settings](image)

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

   * Print Settings - Fax*
   * Basic Settings - Fax*
   * Security Settings - Fax*

*Parent topic:* Setting Up Fax Features
Print Settings - Fax

Set the print options you want to use for incoming faxes in the **Receive Settings > Print Settings** menu.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Reduction</td>
<td>On</td>
<td>Select to reduce the size of large received faxes to fit on the paper size in the selected paper source.</td>
</tr>
<tr>
<td></td>
<td>Off</td>
<td>Select to print large incoming faxes at their original size on multiple sheets, if necessary.</td>
</tr>
<tr>
<td>Split Page Settings</td>
<td>Delete Print Data After Split</td>
<td>Select how to split large incoming faxes across multiple sheets.</td>
</tr>
<tr>
<td></td>
<td>Overlap When Split</td>
<td></td>
</tr>
<tr>
<td>Auto Rotation</td>
<td>On</td>
<td>If you have loaded A5-size paper, select On to rotate landscape-oriented incoming faxes so that they print correctly on the paper.</td>
</tr>
<tr>
<td></td>
<td>Off</td>
<td></td>
</tr>
<tr>
<td>Add Reception Information</td>
<td>On</td>
<td>Select On to include the date, time, the sender's information, and a page number in your incoming faxes.</td>
</tr>
<tr>
<td></td>
<td>Off</td>
<td></td>
</tr>
<tr>
<td>2-Sided</td>
<td>On</td>
<td>Select On to print incoming faxes double sided. You can also select the Binding Margin.</td>
</tr>
<tr>
<td></td>
<td>Off</td>
<td></td>
</tr>
<tr>
<td>Print Start Timing</td>
<td>All Pages Received</td>
<td>Select to print incoming faxes after the product receives all of the pages of the document.</td>
</tr>
<tr>
<td></td>
<td>First Page Received</td>
<td>Select to print incoming faxes as soon as the product receives the first page of the document.</td>
</tr>
<tr>
<td>Collation Stack</td>
<td>On</td>
<td>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.)</td>
</tr>
<tr>
<td></td>
<td>Off</td>
<td></td>
</tr>
<tr>
<td>Print Suspend Time</td>
<td>Off</td>
<td>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.)</td>
</tr>
<tr>
<td></td>
<td>On</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Time to Stop</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Time to Restart</td>
<td></td>
</tr>
</tbody>
</table>
### Setting Options Description

<table>
<thead>
<tr>
<th>Setting</th>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiet Mode</td>
<td>On</td>
<td>Select <strong>On</strong> to reduce noise during printing. (Printing speed may be reduced.)</td>
</tr>
<tr>
<td></td>
<td>Off</td>
<td></td>
</tr>
</tbody>
</table>

**Parent topic:** Selecting Advanced Fax Settings

### Basic Settings - Fax

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

<table>
<thead>
<tr>
<th>Setting</th>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax Speed</td>
<td>Fast(33,600bps)</td>
<td>Sets the speed at which you send and receive faxes.</td>
</tr>
<tr>
<td></td>
<td>Medium(14,400bps)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Slow(9,600bps)</td>
<td></td>
</tr>
<tr>
<td>ECM</td>
<td>On</td>
<td>Turns on Error Correction Mode (ECM) to automatically correct errors in sent or received fax data.</td>
</tr>
<tr>
<td></td>
<td>Off</td>
<td>Turns off Error Correction Mode (ECM); color faxes cannot be sent or received.</td>
</tr>
<tr>
<td>Dial Tone Detection</td>
<td>On</td>
<td>Automatically dials the number you enter for faxing when the product detects a dial tone.</td>
</tr>
<tr>
<td></td>
<td>Off</td>
<td>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.</td>
</tr>
<tr>
<td>Line Type</td>
<td>PSTN</td>
<td>Selects a standard phone line (Public Switched Telephone Network).</td>
</tr>
<tr>
<td></td>
<td>PBX</td>
<td>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.</td>
</tr>
<tr>
<td>Header</td>
<td>Fax Header</td>
<td>Select to enter the header information and your phone number for inclusion on outgoing faxes.</td>
</tr>
<tr>
<td></td>
<td>Your Phone Number</td>
<td></td>
</tr>
<tr>
<td>Setting</td>
<td>Options</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------</td>
<td>----------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Receive Mode</td>
<td>Manual</td>
<td>Lets you confirm whether an incoming fax should be printed; a telephone must be connected to the product.</td>
</tr>
<tr>
<td></td>
<td>Auto</td>
<td>Automatically receives and prints faxes.</td>
</tr>
<tr>
<td>Distinctive Ring</td>
<td>All</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Single</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Double</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Triple</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Double&amp;Triple</td>
<td></td>
</tr>
<tr>
<td>Rings to Answer</td>
<td>1 to 9</td>
<td>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.</td>
</tr>
<tr>
<td>Remote Receive</td>
<td>Off</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>On</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Start Code</td>
<td></td>
</tr>
<tr>
<td>Rejection Fax</td>
<td>Various</td>
<td>Lets you automatically reject faxes from blocked numbers, with blank headers, or from unrecognized contacts.</td>
</tr>
</tbody>
</table>

Parent topic: Selecting Advanced Fax Settings

Security Settings - Fax

Set the security options you want to use for fax data.
<table>
<thead>
<tr>
<th>Setting</th>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Dialing Restrictions</td>
<td>Off</td>
<td>Does not restrict dialed fax numbers.</td>
</tr>
<tr>
<td></td>
<td>On</td>
<td>Allows faxing only to numbers stored in the contacts list or history.</td>
</tr>
<tr>
<td></td>
<td>Enter Twice</td>
<td>Requires you to enter fax numbers twice to prevent errors.</td>
</tr>
<tr>
<td>Confirm Address List</td>
<td>Off</td>
<td>Selects whether or not to display a recipient confirmation screen before a fax is sent.</td>
</tr>
<tr>
<td></td>
<td>On</td>
<td></td>
</tr>
<tr>
<td>Backup Data Auto Clear</td>
<td>Off</td>
<td>Automatically erases sent or received fax data from your product's memory.</td>
</tr>
<tr>
<td></td>
<td>On</td>
<td></td>
</tr>
<tr>
<td>Clear Backup Data</td>
<td>—</td>
<td>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.</td>
</tr>
</tbody>
</table>

Parent topic: Selecting Advanced Fax Settings

Setting Up the Fax Utility - Windows

You can set up the FAX Utility for Windows for use with your product.

**Note**: Before using the FAX Utility for Windows, make sure you have set up the fax features on your product using the product control panel. Also first confirm that you can send and receive faxes using the control panel.

1. Do one of the following:

   - **Windows 10**: Click  and select EPSON Software.
   - **Windows 8.x**: Navigate to the Apps screen.
   - **Windows (other versions)**: Click  or Start > Programs or All Programs > EPSON Software.

2. Select FAX Utility.
The first time you use the FAX Utility, you see this introduction window:

3. Read about the FAX Utility and click Close at the bottom of the window.
You see this window:

4. Click **Select Printer** and follow the on-screen instructions to transfer your product’s fax settings to the FAX Utility.

**Note:** For detailed information, click **Help** or **Open Online Help**.

**Parent topic:** Setting Up Fax Features

**Setting Up Fax Features Using the Fax Utility - Mac**

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

   ![FAX Utility Window](image)

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

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

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 - Mac
Receiving Faxes Manually

Creating a Contact

You can create a list of contacts to save frequently used fax numbers.

Note: You can create up to 100 contacts and contact groups combined.

1. Press the home button, if necessary.
2. Select Fax.

You see a screen like this:
3. Select **Contacts**.
   
   You see a screen like this:

4. Press the **Add Contact** icon.

5. Select **Add Contact**.

6. Select the number you want to use for the contact you are adding.
   
   You see a screen like this:

7. Select the **Contact** field, use the displayed keyboard to enter the contact name (up to 30 characters), and press **OK**.
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 **OK**. (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** setting, 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:

   ![Enter Recipient screen](image)

   3. Select **Contacts**.

   4. Select the icon next to 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 OK. When you are finished editing, select OK.

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 100 contacts and contact groups combined. You must create a contact before creating a contact group.

1. Press the home button, if necessary.
2. Select Fax.
You see a screen like this:

3. Select **Contacts**.

4. Press the **Add Contact** icon.

5. Select **Add Group**.

You see a screen like this:

6. Select the number you want to use for the group you are adding.

7. Select the **Group Name** field, use the displayed keyboard to enter the group name (up to 30 characters), and press **OK**.
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 **OK**. (This field is optional.)

9. Select **Contact(s) Added to the Group**.
   
   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 **OK**.

**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**.

4. Select the **icon next to the group you want to edit or delete.**
You see a screen like this:

![Screen](image)

**Note:** If you want to delete the entire group, select **Delete**.

5. To edit the group, select **Edit**.
6. Select **Contact(s) Added to the Group**.
   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 **OK**.

**Parent topic:** Setting Up Contacts Using the Product Control Panel

**Importing Contacts Using the Fax Utility - Windows**

You can edit contacts stored in your product and import contacts from your Windows Address Book to the PC-FAX Phone Book in the FAX Utility for Windows.

1. Do one of the following:
   - **Windows 10:** Click and select **EPSON Software**.
   - **Windows 8.x:** Navigate to the **Apps** screen.
   - **Windows (other versions):** Click or **Start > Programs or All Programs > EPSON Software**.
2. Select **FAX Utility**.
The first time you use the FAX Utility, you see this introduction window:

3. Read about the FAX Utility and click Close at the bottom of the window.
You see this window:

4. To edit the contacts list on your product, click **Contacts**.
5. Do one of the following:
   • To edit a contact, select it in the list and click the **Contacts** icon.
   • To delete a contact, select it in the list and click the **Delete** icon.
6. To import fax numbers from your Windows Address Book into the FAX Utility PC-FAX Phone Book, select **Edit PC-FAX Phone Book**.
You see this window:

7. Select **File > Import From Windows Address Book**.
8. Select the contacts you want to import and click **OK**.

   **Note:** For detailed information, select **Help** or **Open Online Help**.

**Parent topic:** Setting Up Contacts and Contact Groups

### Setting Up Speed/Group Dial Lists Using the Fax Utility - Mac

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.
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

---

### 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 - Mac

**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

**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 100 contacts or 99 groups 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.

1. Place your original on the product for faxing.
2. Press the home button, if necessary.
3. Select **Fax**.

   You see a screen like this:

   ![Fax Settings Screen](image)

   **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**: Select **Keypad** and enter a fax number. Press **OK** 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. If your fax number requires a brief pause, select the - (hyphen) icon to insert a pause symbol (–).
• **Select from the contact list:** Select Contacts to display the contact list. Select one or more contacts (select the contacts again to deselect it). You can also select the Search for Contacts field to search for recipients by name, index name, or entry number. Select Close when you are finished.

• **Select from the sent fax history:** Select Recent to display the sent fax history. Select a recipient from the list.

  **Note:** To delete entered recipients, select the Enter Recipient field, select the recipient you want to delete, and select Remove.

5. If you need to change any fax settings, select Fax Settings and select your settings.

6. If you want to preview your fax in black-and-white on the LCD, press the icon. (If the preview looks incorrect, select Retry, reposition the document or change the fax settings, and repeat this step.) You cannot send the fax in color after previewing it.

  **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 the Send icon.

  **Note:** To cancel faxing, select Cancel.

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**

Selecting the Line Type
Fax Sending Options

While sending a fax, you can select **Fax Settings** and select these options.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Size (Glass)</td>
<td>Half Letter</td>
<td>Sets the size for a document placed on the scanner glass</td>
</tr>
<tr>
<td></td>
<td>A5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Letter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A4</td>
<td></td>
</tr>
<tr>
<td>Original Type</td>
<td>Text</td>
<td>Specifies the document type of your originals and adjusts the quality of your copies</td>
</tr>
<tr>
<td></td>
<td>Text &amp; Image</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Photo</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Text &amp; Image(Best)</td>
<td></td>
</tr>
<tr>
<td>Color Mode</td>
<td>Color</td>
<td>Select whether to scan images in color or black and white</td>
</tr>
<tr>
<td></td>
<td>Black &amp; White</td>
<td></td>
</tr>
<tr>
<td>Resolution</td>
<td>Standard</td>
<td>Adjusts the scan resolution and print quality of outgoing faxes</td>
</tr>
<tr>
<td></td>
<td>Fine</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Super Fine</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ultra Fine</td>
<td></td>
</tr>
<tr>
<td>Density</td>
<td>Varying levels available</td>
<td>Lets you select from various density levels</td>
</tr>
<tr>
<td>Remove Background</td>
<td>Auto</td>
<td>Automatically removes any background color on scanned images</td>
</tr>
<tr>
<td></td>
<td>Varying levels available</td>
<td>Lets you select from various levels of background color adjustment</td>
</tr>
<tr>
<td>Sharpness</td>
<td>Varying levels available</td>
<td>Lets you adjust the sharpness level of outgoing faxes</td>
</tr>
</tbody>
</table>
### Setting Options Description

<table>
<thead>
<tr>
<th>Setting</th>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADF 2-Sided</td>
<td>Off</td>
<td>Select <strong>On</strong> to enable 2-sided faxing from the ADF. The Direct Send option and color faxing are disabled when you turn on this setting.</td>
</tr>
<tr>
<td></td>
<td>On</td>
<td></td>
</tr>
<tr>
<td>Continuous Scan (ADF)</td>
<td>Off</td>
<td>Select <strong>On</strong> to have the product to ask if you want to scan another page after a document in the ADF has finished scanning.</td>
</tr>
<tr>
<td></td>
<td>On</td>
<td></td>
</tr>
<tr>
<td>Direct Send</td>
<td>Off</td>
<td>Select <strong>On</strong> 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.</td>
</tr>
<tr>
<td></td>
<td>On</td>
<td></td>
</tr>
<tr>
<td>Send Fax Later</td>
<td>Off</td>
<td>Select <strong>On</strong> to send the current fax at a selected time.</td>
</tr>
<tr>
<td></td>
<td>On</td>
<td></td>
</tr>
<tr>
<td>Add Sender Information</td>
<td>Off</td>
<td>Lets you include a header, your phone number, or a destination list in the selected location on your outgoing faxes.</td>
</tr>
<tr>
<td></td>
<td>Outside of Image</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inside of Image</td>
<td></td>
</tr>
<tr>
<td>Transmission Report</td>
<td>Print on Error</td>
<td>Lets you select when to print transmission reports.</td>
</tr>
<tr>
<td></td>
<td>Print</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Do Not Print</td>
<td></td>
</tr>
</tbody>
</table>

**Parent topic:** Sending Faxes from the Product Control Panel  
**Related tasks**  
Entering Characters on the LCD Screen

### 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**.
   You see a screen like this:

![Screen showing fax settings](image)

4. Enter a fax number or select a number from the Contacts or Recent lists.
5. Select **Fax Settings**.
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. Select **Send**.

   **Note:** To cancel faxing, select **Cancel**.

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

### 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 - Mac

You can send a fax from a Mac 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.

   ![Printer settings](image)

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
- Receiving a Fax by Polling
- Viewing a Fax on the LCD Screen (Using the Inbox)
- Saving Faxes to an External USB Device
- Selecting Received Fax Options Using the Fax Utility - Windows

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 **Settings > General Settings > Fax Settings > Basic 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**

- Basic 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 **Settings > General Settings > Fax Settings > Basic Settings > Receive Mode** and select **Manual**.
2. When the connected telephone rings, answer the call.
3. If you hear a fax tone, select **Fax** on the LCD display.
4. Select **Send/Receive**.
5. Select **Receive**.
6. Select **Receive** to start receiving the fax.
7. Hang up the telephone.

**Parent topic:** Receiving Faxes

**Related references**

Basic Settings - Fax

**Related tasks**

Receiving Faxes Automatically

### Receiving a Fax by Polling

You can use polling to receive a fax from another fax machine (such as a fax information service).

**Note:** You cannot use polling to receive a fax from a fax information service that uses audio guidance.

1. Press the **home** button, if necessary.
2. Select **Fax**.
   
   You see a screen like this:

   ![Fax settings screen](image)

3. Press the **icon**.
4. Set **Polling Receive** to **On**.
5. Select **Close**.
6. Select **Close**.

7. Enter the fax number you expect to receive the fax from.

   **Note:** If direct dialing has been restricted, you can only select the number from the contact list or fax history.

8. Select **Polling Rec** to start receiving the fax.

   **Parent topic:** Receiving Faxes

### Viewing a Fax on the LCD Screen (Using the Inbox)

You can save received faxes in your product's memory and view them on the LCD screen.

1. Press the **Home** button, if necessary.
2. Select **Settings**.
3. Select **General Settings**.

   ![General Settings Menu](image)

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

7. Select Save to Inbox.
8. Set Save to Inbox to On.
9. Select Option When Memory is Full and choose an option.
10. Select Inbox Password Settings to set, change, or reset the password for the inbox.

Note: You cannot set an Inbox password if you chose to print faxes when the inbox is full.

11. Press the home button.
12. Select . Enter the inbox password, if necessary.
13. Select the fax you want to view.

You see the fax displayed on the screen.

14. Press the icon.
15. 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 can only print or refuse incoming faxes.

Parent topic: Receiving Faxes
Saving Faxes to an External USB Device

You can save incoming faxes to an external USB device connected to your product.

1. Insert a supported external USB device into the product's USB port.
2. Press the home button, if necessary.
3. Select **Settings > General Settings > Fax Settings > Receive Settings > Fax Output Settings**.
   
   You see a screen like this:

   ![Fax Output Settings screen]

   - **Save to Inbox**
   - **Save to Computer**
   - **Save to Memory Device**

   ![Fax Output Settings screen]

4. Select **Save to Memory Device**
5. Select **Yes** to save the fax or **Yes and Print** to save and print the fax.

Parent topic: Receiving Faxes

Selecting Received Fax Options Using the Fax Utility - Windows

You can select options for use with received faxes using the FAX Utility for Windows.

1. Do one of the following:
   - **Windows 10**: Click and select **EPSON Software**.
   - **Windows 8.x**: Navigate to the **Apps** screen.
   - **Windows (other versions)**: Click or Start > Programs or All Programs > EPSON Software.
2. Select **FAX Utility**.
The first time you use the FAX Utility, you see this introduction window:

![FAX Utility Introduction Guide](image)

3. Read about the FAX Utility and click **Close** at the bottom of the window.
4. To save faxes received by your product on your computer, select **Save received faxes on this computer**.

5. Select the destination folder and other options, and click **OK**.
   You return to the FAX Utility window.

6. To receive notifications when received faxes arrive in the selected destination folder on your computer, select **Notify me if new faxes exist in forwarding folders**.
7. Select how often you want to be notified of received faxes and click **OK**.

   **Note:** For detailed information, click **Help** or **Open Online Help**.

**Parent topic:** Receiving Faxes

### Checking Fax Status

You can check the status of current fax jobs, or faxes that have been received or sent on the product control panel.

1. Select **Fax**.
   
   You see a screen like this:

   ![Fax Control Panel](image)

2. Select the **Menu** icon.
3. To check the history of faxes that have been sent, received, or saved, select **Transmission Log** and select the job you want to check.

   **Note:** If you see a numbered icon above the **fax** icon on your product's LCD screen or the received fax light is flashing, received faxes have been temporarily saved to the product's memory.

**Parent topic:** Faxing
Printing Fax Reports

You can print several types of fax reports whenever necessary. You can also print 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. Press the icon.
5. Select the fax 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 Log
Prints the fax log automatically. Select On (Every 30) to print the fax log after every 30 faxes. Select On (Time) to print a report at a specific time. Prints automatically if more than 30 faxes arrive.

Attach Fax Image to Report
Prints transmission reports with an image of the first faxed page.
Report Format
Selects the amount of information on fax reports.

Parent topic: Printing Fax Reports
Using External USB Devices with Your Product

Follow the instructions here to work with an external USB device connected to your product.

Connecting a USB Device
Disconnecting a USB Device
Viewing and Printing from the LCD Screen
Transferring Files on a USB Device

Connecting a USB Device
Connect a USB device or its USB cable to 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

USB Device File Specifications
You can use USB devices with your product containing files that meet these specifications.

| File format         | JPEG with the DCF (Design Rule for Camera File system) version 1.0 or 2.0 standard*
|                    | TIFF 6.0-compliant uncompressed images: RGB full-color or binary (not CCITT-encoded) |
| 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 |

* Files stored on digital cameras with built-in memory are not supported.
** If there are more than 999 files, the JPEGs will be displayed in groups.

Parent topic: Connecting a USB Device

**Disconnecting a USB Device**

After you finish working with a USB device, 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, This PC, or Windows Explorer utility. Then right-click the name of your USB device (listed as a removable disk) and select Eject.
   - Mac: Drag the removable disk icon for your USB device from the desktop into the trash.

   **Caution:** Do not remove a USB device before completing the procedure above or you may lose data from the flash drive.

2. Pull the USB device or cable out of the USB port on the front of the product.

Parent topic: Using External USB Devices 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

Print Setting Options - Device Mode

Parent topic: Using External USB Devices 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.

**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:
   • In **Tile View**, select the thumbnail images of the photos you want to print.
   • In **Single View**, select the thumbnail image of the photo you want to print, then press the left or right arrow buttons to scroll through and select additional photos, or select **Tile View** to return to the thumbnail image view and select additional photos.
   • To select all photos, select the menu icon and select **Select All Images**.

5. Select **Proceed to Print**.

6. To change the print settings, select **Basic Settings** and select the necessary settings.

7. To adjust the photos (adjustments modify only your printed copies, not the original files), select **Advanced** and make the necessary adjustments.

8. Select **Copies** on the LCD screen and use the numeric keypad on the screen to select the number of copies (up to 99).

9. When you are ready to print, select the **Print** icon.

   **Note:** To cancel printing, select **Cancel** on the LCD screen, then select **Cancel** again to confirm.

---

**Related references**

*Print Setting Options - Device Mode*
*Print Setting Options - Device Mode*

---

**Printing TIFF Files**

You can select and print TIFF files from a USB flash drive.

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. Do the following as necessary:
   • To print more than one copy, select Copies on the LCD screen and use the numeric keypad on the screen to select the number of copies (up to 99).
   • To change the print settings, select Basic Settings or Advanced and select the necessary settings.

6. When you are ready to print, select the Print icon.

   **Note:** To cancel printing, select Cancel, then select Cancel again to confirm.

**Parent topic:** Viewing and Printing from the LCD Screen

**Related references**
- Print Setting Options - Device Mode
- Print Setting Options - Device Mode

**Print Setting Options - Device Mode**

Select the print settings you want to use when printing from a USB device.

**Note:** Not all options or settings may be available, depending on the file format.

**Basic Settings**

<table>
<thead>
<tr>
<th>Print settings</th>
<th>Available options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper Setting</td>
<td>Various paper size and type settings</td>
<td>Indicates the source that contains the paper size and type you want to print on</td>
</tr>
<tr>
<td>Color Mode</td>
<td>B&amp;W</td>
<td>Prints the photo in black and white</td>
</tr>
<tr>
<td></td>
<td>Color</td>
<td>Prints the photo in color</td>
</tr>
</tbody>
</table>

**Advanced** settings
<table>
<thead>
<tr>
<th>Print settings</th>
<th>Available options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Layout</td>
<td>Borderless</td>
<td>Expands the image to the edge of the paper (slight cropping may occur)</td>
</tr>
<tr>
<td></td>
<td>With Border</td>
<td>Leaves a small margin around the image</td>
</tr>
<tr>
<td></td>
<td>20-up</td>
<td>Prints 20 images on one page</td>
</tr>
<tr>
<td></td>
<td>Index</td>
<td>Prints thumbnail images with file information</td>
</tr>
<tr>
<td>Fit Frame</td>
<td>On</td>
<td>Automatically crops the photo to fit into the selected photo layout</td>
</tr>
<tr>
<td></td>
<td>Off</td>
<td>Turns off automatic cropping</td>
</tr>
<tr>
<td>Quality</td>
<td>Standard</td>
<td>Provides good quality for most prints</td>
</tr>
<tr>
<td></td>
<td>Best</td>
<td>Provides the highest quality for special prints</td>
</tr>
<tr>
<td>Date</td>
<td>Various date formats</td>
<td>Prints the date the photo was taken on the photo in the format you select</td>
</tr>
<tr>
<td>Fix Photo</td>
<td>Auto</td>
<td>Automatically adjusts the brightness, contrast, and saturation of the photo based on the setting that is selected</td>
</tr>
<tr>
<td></td>
<td>People</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Landscape</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Night Scene</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enhance Off</td>
<td>Turns off automatic adjustments; see Note below</td>
</tr>
<tr>
<td>Fix Red-Eye</td>
<td>On</td>
<td>Automatically fixes the red-eye effect in photos</td>
</tr>
<tr>
<td></td>
<td>Off</td>
<td></td>
</tr>
<tr>
<td>Print Order</td>
<td>Last Page on Top</td>
<td>Select the order for printing multi-page TIFF files</td>
</tr>
<tr>
<td></td>
<td>First Page on Top</td>
<td></td>
</tr>
</tbody>
</table>

**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
Transferring Files on a USB Device

You can transfer files to and from a USB device 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 Device to Your Computer
Parent topic: Using External USB Devices with Your Product

Setting Up File Sharing for File Transfers from Your Computer

Before you transfer files from a computer to a USB device 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 USB device before you change this setting or you may lose data from the device.

1. Press the home button, if necessary.
2. Select Settings.
   You see a screen like this:

   ![General Settings screen]

4. Select Printer Settings.
5. Select Memory Device Interface.
You see a screen like this:

```
Memory Device Interface

Memory Device

File Sharing
```

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 Network.

Parent topic: Transferring Files on a USB Device

Transferring Files from a USB Device to Your Computer

You can transfer files to and from a USB device 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 USB device while you are printing from the device.

1. Make sure your product is connected to a computer.
2. Insert a USB device or its USB cable into the USB port on the front of your product.
3. Do one of the following to access your USB device files from your computer:
   - **Windows:** Open the My Computer, Computer, This PC, or Windows Explorer utility, then select the removable disk icon.
   - **Mac with a USB connection:** Look for the removable disk icon on your desktop, then select it.
   - **Mac 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 USB device.

**Note:** Your product's LCD screen does not update to display new information about your USB device after you copy files to it or delete files from it. Remove and insert the USB device to update the information.

**Parent topic:** Transferring Files on a USB Device
Replacing Ink Cartridges and Maintenance Boxes

The maintenance box stores ink that gets flushed from the system during print head cleaning. When an ink cartridge is expended or the maintenance box is at the end of its service life, you need to replace it.

You may also need to replace a cartridge that is more than six months old if your printouts do not look their best, even after cleaning and aligning the print head.

Note: Please dispose of your used Epson branded ink cartridges and maintenance boxes responsibly and in accordance with local requirements. If you would like to return your used ink cartridges and maintenance boxes to Epson for proper disposal, please go to epson.com/recycle for more information.

Check Cartridge and Maintenance Box Status
Purchase Epson Ink Cartridges and Maintenance Box
Removing and Installing Ink Cartridges
Printing with Black Ink and Expended Color Cartridges
Conserving Low Black Ink with Windows
Replacing the Maintenance Box

Check Cartridge and Maintenance Box Status

Your product and its software will let you know when an ink cartridge is low or expended, or when the maintenance box needs to be replaced.

Checking Cartridge Status on the LCD Screen
Checking Cartridge and Maintenance Box Status - Windows
Checking Cartridge and Maintenance Box Status - Mac

Parent topic: Replacing Ink Cartridges and Maintenance Boxes

Checking Cartridge Status on the LCD Screen

You can check the status of the cartridges and maintenance box using your product's LCD screen.
Press the \( \bigcirc \) supply status button. You see a screen like this:

![Supply Status Screen]

**Note:** The displayed ink and maintenance box levels are approximate.

**Parent topic:** Check Cartridge and Maintenance Box Status

**Related tasks**

- Removing and Installing Ink Cartridges
- Replacing the Maintenance Box

### Checking Cartridge and Maintenance Box Status - Windows

A low ink reminder appears if you try to print when ink is low, and you can check your cartridge or maintenance box status at any time using a utility on your Windows computer.

1. To check your status, access the Windows Desktop and double-click the \( \bigcirc \) icon for your product in the right side of the Windows taskbar, or click the up arrow and double-click \( \bigcirc \). Then click **Details**.
You see this window:

2. Replace or reinstall the maintenance box or any ink cartridge as indicated on the screen.

   **Note:** If any of the cartridges installed in the product is broken, incompatible with the product model, or improperly installed, Epson Status Monitor will not display an accurate cartridge status.

3. To disable the low ink reminder, right-click the product icon in the Windows taskbar and select **Monitoring Preferences**.
You see this window:

4. Deselect the **See Low Ink Reminder alerts** checkbox at the bottom of the screen.
5. To disable promotional offers, deselect the **Display Epson Offers** checkbox.
6. Click **OK**.

**Parent topic:** Check Cartridge and Maintenance Box Status

**Related tasks**
- Removing and Installing Ink Cartridges
- Replacing the Maintenance Box
Checking Cartridge and Maintenance Box Status - Mac

You can check the status of your ink cartridges 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 cartridge and maintenance box status by clicking Update.
   - Replace or reinstall the maintenance box or any ink cartridge as indicated on the screen.

Note: If any of the cartridges installed in the product is broken, incompatible with the product model, or improperly installed, Epson Status Monitor will not display an accurate cartridge status.
Purchase Epson Ink Cartridges and Maintenance Box

You can purchase genuine Epson ink, maintenance boxes, and paper at epson.com (U.S. sales), epson.ca (Canadian sales), or epson.com.jm (Caribbean sales). You can also purchase supplies from an Epson authorized reseller. To find the nearest one, call 800-GO-EPSON (800-463-7766) in the U.S. or 800-807-7766 in Canada.

**Note:** This printer is designed for use with Epson cartridges only, not third-party cartridges or ink. Other brands of ink supplies are not compatible and, if described as compatible, may not function properly or continuously. Such restrictions can be avoided with some other printers such as Epson EcoTank cartridge-free printers.

The included initial cartridges are designed for reliable printer setup and cannot be used as replacement cartridges or resold. After setup, the remaining ink is available for printing. Yields are based on ISO 24711 in default mode, printing continuously. Yields vary due to print images, settings, and temperatures. Printing infrequently or primarily with one color reduces yields. All cartridges must be installed with ink for printing and printer maintenance. For print quality, some ink remains in replaced cartridges.

**Ink Cartridge and Maintenance Box Part Numbers**

Use these part numbers when you order or purchase a new maintenance box or ink cartridges.

Maintenance box part number: T67150

**Note:** For best printing results, use up a cartridge within 6 months of opening the package.

### Ink Cartridge and Maintenance Box Part Numbers

<table>
<thead>
<tr>
<th>Ink color</th>
<th>Part number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standard-capacity</strong></td>
<td><strong>High-capacity</strong></td>
</tr>
<tr>
<td>Black</td>
<td>802</td>
</tr>
</tbody>
</table>
Removing and Installing Ink Cartridges

Make sure you have your replacement cartridges handy before you begin. You must install new cartridges immediately after removing the old ones.

**Caution:** Leave your old cartridges in the printer until you are ready to replace them to prevent the print head nozzles from drying out. Do not open ink cartridge packages until you are ready to install the ink. Cartridges are vacuum packed to maintain reliability.

1. Turn on your product.
   - If an ink cartridge is expended, you see a message on the LCD screen. Note which cartridges need to be replaced and select **How to**.
   - If you are replacing a cartridge before you see a message on the LCD screen, press the \( \uparrow \) home button if necessary, and select **Maintenance > Ink Cartridge(s) Replacement > Start**.
2. Lift up the scanner unit until it clicks.

Caution: Do not move the print head by hand; otherwise, you may damage your product. Do not touch the flat white cable inside the printer.

3. Squeeze the tab on the cartridge and lift the cartridge straight up to remove it.
Note: Dispose of used cartridges carefully. Do not take the used cartridge apart or try to refill it.

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 cartridges out of the reach of children.

4. Before opening the new cartridge package, shake it gently four or five times.

Caution: Do not shake the cartridges after opening the packages, or ink may leak.

5. Remove the cartridge from the package.
**Caution:** Do not touch the green chip on the cartridge. Install the new cartridge immediately after removing the old one; if you do not, the print head may dry out and be unable to print.

6. Remove the yellow tape from the base of the cartridge.

**Caution:** Do not remove any other labels or seals, or ink will leak.

7. Insert the new cartridge into the holder and push it down until it clicks into place.
8. Lower the scanner unit and select **Completed** on the LCD screen.

The print head moves to its home position and the printer starts charging the ink. This takes about 90 seconds. When you see a confirmation message on the screen, ink charging is finished.

**Caution:** Never turn off the product while the power light is flashing or you will waste ink.

If you see an error screen telling you an ink cartridge is installed incorrectly, lift up the scanner unit and press the ink cartridge down until it clicks into place. When you're finished, select **OK**.

If you remove a low or expended ink cartridge, you cannot re-install and use the cartridge.

**Caution:** If you remove an ink cartridge for later use, protect the ink supply area from dirt and dust and store it in the same environment as the printer. The valve in the ink supply port is designed to contain any excess ink, but do not touch the ink supply port or surrounding area. Always store ink cartridges with the label facing up; do not store cartridges upside-down.

**Parent topic:** Replacing Ink Cartridges and Maintenance Boxes

**Related concepts**

*Purchase Epson Ink Cartridges and Maintenance Box*
Printing with Black Ink and Expended Color Cartridges

When a color ink cartridge is expended, you can temporarily continue printing from your computer using black ink. Replace the expended color cartridge as soon as possible for future printing.

**Note:** You cannot print with expended color ink cartridges using your product's control panel.

**Printing with Expended Color Cartridges - Windows**

**Printing with Expended Color Cartridges - Mac**

**Parent topic:** Replacing Ink Cartridges and Maintenance Boxes

Printing with Expended Color Cartridges - Windows

If you see a message during printing telling you that you can temporarily print in black ink with an expended color cartridge, you can cancel your print job and select settings to print on plain paper or on an envelope.

**Note:** If you are using your Epson product with the Windows 10 S operating system, you cannot use the software described in this section. You also cannot download and install any Epson product software from the Epson website for use with Windows 10 S; you must obtain software only from the Windows Store.

**Note:** To use this feature, Epson Status Monitor must be enabled.

**Note:** While a color cartridge is expended, you cannot print faxes, make copies, or print from Epson Connect or a mobile device.

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 Cartridges

### Printing with Expended Color Cartridges - Mac

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.

**Note:** While a color cartridge is expended, you cannot print faxes, make copies, or print from Epson Connect or a mobile device.

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** or **X** button to cancel your print job. If you see an error message, 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:

![Printer Configuration Screen]

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 Cartridges

**Conserving Low Black Ink with Windows**

The following window appears when black ink runs low and there is more color ink.
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 install a new black ink cartridge.

**Parent topic:** [Replacing Ink Cartridges 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 tab on the maintenance box cover and remove it.
4. Grasp the maintenance box as shown and pull it out of its holder.

![Maintenance box](image)

**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. Press the tab on the maintenance box cover and reattach it.

Parent topic: Replacing Ink Cartridges and Maintenance Boxes
Related concepts
Purchase Epson Ink Cartridges 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.

Note: If you are using your Epson product with the Windows 10 S operating system, you cannot use the software described in this section. You also cannot download and install any Epson product software from the Epson website for use with Windows 10 S; you must obtain software only from the Windows Store.

If running these utilities does not solve the problem, you may need to replace the ink cartridges.

Print Head Maintenance
Aligning the Print Head Using the Product Control Panel
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 an ink cartridge is expended, and may not be able to clean it when a cartridge is low. You must replace the cartridge first.

Print Head Nozzle Check
Print Head Cleaning

Parent topic: Adjusting Print Quality
Related concepts
Purchase Epson Ink Cartridges and Maintenance Box

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.
2. Load a few sheets of plain paper in the product.
3. Press the home button, if necessary.
4. Select Maintenance.

You see a screen like this:

![Maintenance Screen](image)

5. Select Print Head Nozzle Check.

You see a screen like this:

![Print Head Nozzle Check Screen](image)
6. Select **Start**.
   The nozzle pattern prints.

7. Check the printed pattern to see if there are gaps in the lines.
   
   **Print head is clean**

   ![Print head is clean image]

   **Print head needs cleaning**

   ![Print head needs cleaning image]

8. Do one of the following:
   - If there are no gaps, select **O**.
   - If there are gaps or the pattern is faint, select **X** and continue.

9. Follow the instructions on the screen to clean the print head, check the nozzles, and repeat the process as necessary.

   **Caution:** Never turn off the product or open the front cover during a cleaning cycle or you may not be able to print.

If you don’t see any improvement after cleaning the print head up to 4 times, wait at least 6 hours without printing or longer if printing. Then try cleaning the print head again. If quality still does not improve, one of the ink cartridges may be old or damaged and needs to be replaced.

**Parent topic:** Print Head Nozzle Check

**Related concepts**

Print Head Cleaning
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 icon for your product in the right side of the Windows taskbar, or click the up arrow and right-click .
   - **Mac**: 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 is clean pattern]

   **Print head needs cleaning**

   ![Print head needs cleaning pattern]

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

---

**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 an ink cartridge is expended, and may not be able to clean it when a cartridge is low. You must replace the cartridge first.

Cleaning the Print Head Using the Product Control Panel
Cleaning the Print Head Using a Computer Utility

**Parent topic:** Print Head Maintenance

**Related concepts**

Purchase Epson Ink Cartridges and Maintenance Box
Related tasks
Removing and Installing Ink Cartridges

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.
2. Load a few sheets of plain paper in the product.
3. Press the home button, if necessary.
4. Select Maintenance.
   You see a screen like this:

![Maintenance screen]

5. Select Print Head Cleaning.
You see a screen like this:

![Head Cleaning Screen](image)

6. Select **Start** to clean the print head.
   When the cleaning cycle is finished, you see a message on the screen.

   **Caution:** Never turn off the product or open the front cover during a cleaning cycle or you may not be able to print.

7. Select **Yes**.
8. Select **Start** to confirm that the print head is clean.

If you don’t see any improvement after cleaning the print head up to 4 times, wait at least 6 hours without printing or longer if printing. Then try cleaning the print head again. If quality still does not improve, contact Epson.

**Parent topic:** Print Head Cleaning

**Related tasks**

Loading Paper in the Cassette

**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 icon for your product in the right side of the Windows taskbar, or click the up arrow and right-click.

  • **Mac**: 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:

   ![Head Cleaning window]

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 is clean pattern]

   **Print head needs cleaning**

   ![Print head needs cleaning pattern]

   • 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, wait at least 6 hours without printing. Then try cleaning the print head again. If quality still does not improve, contact Epson.

**Parent topic:** Print Head Cleaning

**Related tasks**

- Loading Paper in the Cassette
- Aligning the Print Head Using the Product Control Panel

### 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.
2. Load a few sheets of plain paper in the product.
3. Press the home button, if necessary.
4. Select **Maintenance**.
You see a screen like this:

5. Select **Print Head Alignment**.

6. Select one of the following options:
   - **Ruled Line Alignment** if vertical lines in your printout are misaligned.
   - **Vertical Alignment** if your printout is blurry.
   - **Horizontal Alignment** if your printout contains horizontal banding.

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 select the following on the LCD screen, depending on the alignment pattern you printed:
   - **Ruled Line Alignment:** For patterns 1 and 2, select the number representing the pattern with the least misaligned vertical line.
• **Vertical Alignment**: For patterns 1 through 4, select the number representing the pattern with the least amount of separation or overlap.

![Vertical Alignment Patterns](image)

• **Horizontal Alignment**: Select the number representing the pattern with the least amount of separation or overlap.

![Horizontal Alignment Patterns](image)

9. Select **Done**.

**Parent topic:** Adjusting Print Quality

**Related tasks**
- Loading Paper in the Cassette
- Cleaning the Paper Guide

**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. If paper does not feed correctly from the rear paper feed slot, you can use a cleaning sheet to clean the rollers.

1. If printouts are smeared or scuffed, load plain paper in the paper source that you want to clean in this size: Letter (8.5 × 11 inches [216 × 279 mm]) or A4 (8.3 × 11.7 inches [210 × 297 mm]).

2. Select **Settings**.

3. Select **Maintenance**.
You see a screen like this:

![Maintenance menu](image)

4. Scroll down and select **Paper Guide Cleaning**.
5. Select the paper source you want to clean.
6. Follow the on-screen instructions to clean the paper guide.
7. Repeat these steps as necessary until the paper comes out clean. If you are using a cleaning sheet, repeat these steps up to 3 times.

**Note:** If the paper is not clean after cleaning several times, try cleaning the other paper sources.

**Parent topic:** Adjusting Print Quality

**Related tasks**

- Loading Paper in the Cassette
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.

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 cord.
3. Disconnect any connected cables.
4. Pull out the paper cassette and remove the paper.
5. Open the document cover.
6. 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.

7. Close the document cover.
8. Open the ADF cover.
9. Use a soft, dry, lint-free cloth (microfiber is recommended) to clean the rollers and the interior of the ADF.

10. 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:

- Avoid tilting the product, placing it vertically, or turning it upside down; otherwise ink may leak.
- Leave the ink cartridges installed. Removing the cartridges can dry out the print head and may prevent the product from printing.
- Do not carry the product by its control panel; this may damage the product.
**Note:** Before storing your product for a long period, replace low, expended, or expired ink to help prevent the print head from drying out. Store your product in a cool, dry place.

1. Turn off the product.
2. Wait for the power light to go out, then unplug the power cable.
3. Disconnect any connected cables.
4. Remove all the paper from the product.
5. Close the output tray and paper support.

6. Remove any memory device inserted in the product.
7. Lift up the scanner unit and check to see if the print head is in the far right position (the home position). If not, turn on the product, wait for the print head to move, then turn the product off again.
8. Secure the ink cartridge holder to the case with tape.

9. Lower the scanner unit.

10. Lower the control panel.

11. Place the product in its original packing materials, if possible, or use equivalent materials with cushioning around the product.

Keep the product level during transportation. Be sure to remove the tape from the ink cartridge holder before turning on your product. 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 Nozzle Check
Print Head Cleaning
Solving Problems

Check these sections for solutions to problems you may have using your product.

Product Status Messages
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 Device Problems
Uninstall Your Product Software
Where to Get Help

Product Status Messages

You can often diagnose problems with your product by checking the messages on its LCD screen.

**Note:** If the screen is dark, press the screen to wake the product from sleep mode.

<table>
<thead>
<tr>
<th>LCD screen message</th>
<th>Condition/solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printer error. Turn the power off and on again. If the problem persists, contact Epson Support.</td>
<td>Turn the product off and then back on again. If the error persists, check for and remove any jammed paper or protective materials from the product. If the error still persists, contact Epson for support.</td>
</tr>
<tr>
<td>Paper out in XX. Load paper and touch OK. XX/XX</td>
<td>Load the size and type of paper in the paper source indicated.</td>
</tr>
<tr>
<td>You need to replace Ink Cartridges</td>
<td>Replace the indicated ink cartridges.</td>
</tr>
<tr>
<td>LCD screen message</td>
<td>Condition/solution</td>
</tr>
<tr>
<td>--------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Paper Setup Auto Display is set to Off. Some features may not be available. For details, see your documentation.</td>
<td>AirPrint is not available when the <strong>Paper Setup Auto Display</strong> setting is disabled. Change the <strong>Paper Setup Auto Display</strong> setting to <strong>On</strong>.</td>
</tr>
<tr>
<td>No dial tone is detected.</td>
<td>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 <strong>Line Type</strong> setting to <strong>PBX</strong>. If you still cannot send a fax, turn off the <strong>Dial Tone Detection</strong> setting. (Turning off the Dial Tone Detection setting may cause the product to drop the first digit of a fax number.)</td>
</tr>
<tr>
<td>The combination of the IP address and the subnet mask is invalid. See your documentation for more details</td>
<td>There is a problem with the network connection to your product. Set up your product on the network again.</td>
</tr>
<tr>
<td>To use cloud services, update the root certificate from the Epson Web Config utility</td>
<td>Access the Web Config utility and update the cloud service root certificate.</td>
</tr>
<tr>
<td>Check that the printer driver is installed on the computer and that the port settings for the printer are correct.</td>
<td>Make sure the printer port is correctly configured. In Windows, make sure the port is set to a <strong>USBXXX</strong> setting for a USB connection or <strong>EpsonNet Print Port</strong> for a network connection.</td>
</tr>
<tr>
<td>Check that the printer driver is installed on the computer and that the USB port settings for the printer are correct.</td>
<td></td>
</tr>
<tr>
<td>Recovery mode</td>
<td>An error has occurred during firmware updating. Connect your product using a USB cable and try downloading the Firmware Update from the Epson support site. If you still need help, contact Epson for support.</td>
</tr>
<tr>
<td>LCD screen message</td>
<td>Condition/solution</td>
</tr>
<tr>
<td>---------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>DNS error. Check DNS settings.</td>
<td>A communication error during scanning to a shared folder over a network has occurred. Try the following:</td>
</tr>
<tr>
<td></td>
<td>• Make sure the computer you are scanning to is turned on and not in sleep mode.</td>
</tr>
<tr>
<td></td>
<td>• Temporarily disable the computer's firewall and security software, then try saving a scan over the network again. If successful, check your security software settings.</td>
</tr>
<tr>
<td></td>
<td>• Check the computer's network type to make sure it is not set to Public; you cannot save a scan to a shared folder over a public network. Click the link to &quot;Cannot Save a Scan to a Shared Folder Over a Network&quot; below for instructions.</td>
</tr>
<tr>
<td></td>
<td>• Make sure the shared folder path matches the path registered to your product contacts list.</td>
</tr>
<tr>
<td></td>
<td>• Make sure the IP address of the computer is correct. If using DHCP, obtain the IP address again. If using a static IP address, change the computer name in the shared folder path to the IP address and try again. (For example, change \EPSON02\SCAN to \192.168.xxx.xxx\SCAN)</td>
</tr>
<tr>
<td></td>
<td>• Make sure the DNS setting is correct, and that the computer name and IP address match when the DNS server management table is updated. Contact your network administrator.</td>
</tr>
<tr>
<td>Authentication error. Check the authentication method,</td>
<td>An authentication error during scanning to a shared folder over a network has occurred. Make sure the computer's user name and password are correct and match those registered to your product contacts list. Also make sure the password has not expired.</td>
</tr>
<tr>
<td>authenticated account, and authenticated password.</td>
<td></td>
</tr>
<tr>
<td>LCD screen message</td>
<td>Condition/solution</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Communication error. Check the Wi-Fi/network connection. | A wireless communication error during scanning to a shared folder over a network has occurred. Try the following:  
• Make sure the path to the shared folder matches the path registered to your product’s contact list.  
• Make sure you enabled access rights to the shared folder in the folder Properties when you created the shared folder. See the link below for instructions on creating a shared folder using the correct properties.  
• Windows: Make sure the Use Microsoft network sharing setting is enabled in Web Config. Select Network > MS Network to access the setting. See the link below for instructions on accessing Web Config.                                                                                                                                                                                                                           |
| The file name is already in use. Rename the file and scan again. | A file of the same name already exists in the shared network folder you are trying to scan to. Change the filename, or move or deleted files as necessary and try scanning to the shared folder again.                                                                                                                                                                                                                                                                                           |
| Scanned file(s) are too large. Only XX pages have been sent. Check if the Location has enough space. | The storage on the computer you are trying to scan to does not have enough space to store your scan. Increase the free space and try again.                                                                                                                                                                                                                                                                                                                                                           |

**Parent topic:** Solving Problems  
**Related references**  
*Cannot Save a Scan to a Shared Folder Over a Network*  
**Related tasks**  
*Checking for Software Updates*  
*Connecting a Telephone or Answering Machine*  
*Using AirPrint*  
*Creating a Shared Network Folder*  
*Accessing the Web Config Utility*  
**Related topics**  
*Solving Paper Problems*  
*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 **Maintenance**.
   
   You see a screen like this:

   ![Maintenance Menu]

5. Select **Print Head Nozzle Check**.
   
   You see a screen like this:

   ![Print Head Nozzle Check]

   Load Letter/A4 Plain Paper to print a nozzle check pattern and touch Start.
6. Select **Start**.
   The nozzle pattern prints.

7. 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 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**
- [Uninstall Your Product Software](#)
- [Print Head Cleaning](#)

**Related tasks**
- [Aligning the Print Head Using the Product Control Panel](#)

### 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 **Settings**.
3. Scroll down and select **Restore Default Settings**.
You see a screen like this:

![Restore Default Settings screen](image)

4. Select one of these options:
   - **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 including the contacts list

You see a confirmation screen.

5. 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 down the power button a little longer. If you still cannot turn off your product, unplug the power cord, 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:

- 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
Uninstall Your Product Software

Related references
Windows System Requirements
Mac System Requirements
Solving Network Problems

Check these solutions if you have problems setting up or using your product on a network.

Product Cannot Connect to a Wireless Router or Access Point

Network Software Cannot Find Product on a Network

Product Does Not Appear in Mac Printer Window

Wireless Network Connection is Unstable on a Mac

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 screen 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 2.4 GHz 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. If your router uses a single network name (SSID) for both the 2.4 GHz and 5 GHz band, give each band its own network name (SSID) instead, such as Home Network 2.4 GHz and Home Network 5 GHz. See your router documentation or contact your internet service provider for instructions.

• Verify that your router or access point is operating correctly by connecting to it from your computer or another device.

• Print a network connection report and check the codes and messages on the report to help determine the cause of the problem.

• You may need to disable the firewall and any anti-virus software on your wireless router or access point.

• Try restarting 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 restart your router.

- 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.
- 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 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.

**Parent topic:** Solving Network Problems

**Related tasks**

- Enabling Wi-Fi Direct Mode
- Printing a Network Status Sheet
- Printing a Network Connection Report
- Selecting Wireless Network Settings from the Control Panel

**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.
• Print a network connection report and check the codes and messages on the report to help determine the cause of the problem.
• 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. Restart 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 restart your router, so note the next step before restarting 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. If your router uses a single network name (SSID) for both the 2.4 GHz and 5 GHz band, give each band its own network name (SSID) instead, such as Home Network 2.4 GHz and Home Network 5 GHz. See your router documentation or contact your internet service provider for instructions.

• Check to see if your wireless router or access point has an enabled Privacy Separator function that is preventing detection of your device over the network. See your router or access point documentation for instructions on disabling the Privacy Separator function.

**Parent topic:** Solving Network Problems

**Related concepts**

Uninstall Your Product Software

**Related tasks**

Printing a Network Connection Report

**Related topics**

Wi-Fi or Wired Networking
Product Does Not Appear in Mac Printer Window

If your product does not appear in the Mac 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 screen 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 you do not see the Wi-Fi antenna icon with connection bars 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. If your router uses a single network name (SSID) for both the 2.4 GHz and 5 GHz band, give each band its own network name (SSID) instead, such as Home Network 2.4 GHz and Home Network 5 GHz. See your router documentation or contact your internet service provider for instructions.

Parent topic: Solving Network Problems
Related concepts
Uninstall Your Product Software

Wireless Network Connection is Unstable on a Mac

If you connected a device to a USB 3.0 port on your Mac, you may experience wireless network interference between your product and your Mac.

If you cannot connect to your product over the wireless network or the connection becomes unstable, move the device connected to your Mac USB 3.0 port further away from your Mac.

Parent topic: Solving Network Problems

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.

• Print a network connection report and check the codes and messages on the report to help determine the cause of the problem.
• 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.

• Try restarting 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 restart your router.

• Check if there are any paused print jobs.

• Make sure your printer is selected as the default printer.

• Check if the selected printer port is correct.

• 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 screen 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.

  **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 connecting the product via EpsonNet Setup and the Wi-Fi icon does not appear lit on the LCD screen, make sure your product software was installed correctly. If necessary, reinstall your software.

Parent topic: Solving Network Problems

Related concepts
Uninstall Your Product Software

Related tasks
Printing a Network Status Sheet
Printing a Network Connection Report

Related topics
Wi-Fi or Wired Networking

Cannot Scan Over a Network

If you cannot start Epson Scan 2 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. If your router uses a single network name (SSID) for both the 2.4 GHz and 5 GHz band, give each band its own network name (SSID) instead, such as Home Network 2.4 GHz and Home Network 5 GHz. See your router documentation or contact your internet service provider 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 2, exit Epson Scan 2, wait a few seconds, and restart it. If Epson Scan 2 cannot restart, turn off your product, turn it back on, and try restarting Epson Scan 2 again.

• Check the scanner setting and reset the connection if necessary using Epson Scan 2 Utility:

  Windows 10: Click and select EPSON > Epson Scan 2 Utility. Make sure your product is selected. If necessary, select the Other tab and click Reset.

  Windows 8.x: Navigate to the Apps screen, select EPSON, and select Epson Scan 2 Utility. Make sure your product is selected. If necessary, select the Other tab and click Reset.
Windows (other versions): Click 🌉 or Start > All Programs or Programs > EPSON > Epson Scan 2 > Epson Scan 2 Utility. Make sure your product is selected. If necessary, select the Other tab and click Reset.

Mac: Open the Applications folder, click Epson Software, and click Epson Scan 2 Utility. Make sure your product is selected. If necessary, select the Other tab and click Reset.

• You may need to disable the firewall and any anti-virus software on your wireless router or access point.

Parent topic: Solving Network Problems
Related tasks
Starting a Scan Using the Product Control Panel
Starting a Scan Using the Epson Scan 2 Icon
Starting a Scan from a Scanning Program
Starting a Scan from a Smart Device

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 ADF icon lights up on the Copy, Fax, or Scan screen 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.
- Make sure the document is not curled or creased.
- Try cleaning the inside of the ADF.
- Do not load originals above the arrow mark on the ADF edge guide.
Solving Paper Problems

Check these sections if you have problems using paper with your product.

- Paper Feeding Problems
- Paper Jam Problems in the Cassette
- Paper Jam Problems in the Rear Cover
- Document Jams in the Automatic Document Feeder
- Paper Ejection Problems

Paper Feeding Problems

If you have problems feeding paper, try these solutions:

- Make sure the paper cassette is inserted all the way in the printer.
- If paper does not feed correctly, remove and reload it in the cassette and adjust the edge guides. Make sure the paper stack is not above the tab on the edge guides inside the cassette.
- 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 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.
  - Follow any special loading instructions that came with the paper.
Related references
Paper Jam Problems in the Cassette
Paper Jam Problems in the Rear Cover
Document Jams in the Automatic Document Feeder

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. Pull out the paper cassette.
3. Carefully remove any paper jammed inside the product.
4. Carefully follow all paper loading instructions and reload the paper.
5. Keep the cassette flat as you gently insert 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 Cover
- Document Jams in the Automatic Document Feeder

**Related tasks**
- Loading Paper in the Cassette

**Paper Jam Problems in the Rear Cover**

If paper has jammed in the rear cover, follow the steps here to clear the jam.

1. Cancel the print job, if necessary.
2. Squeeze the tabs and open the rear cover.
3. Carefully remove any jammed paper from inside the product.
4. Carefully remove any jammed paper from the duplexer.
5. Close the rear cover.
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 Cassette
- Document Jams in the Automatic Document Feeder

**Related tasks**
- Loading Paper in the Cassette

**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.
5. Close the ADF cover, then raise the document cover.

6. Carefully remove any jammed pages.
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 your originals 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 in the Rear Cover
- Paper Jam Problems in the Cassette
- ADF Original Document Specifications

**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 or Media Type Settings - Printing Software

**Related tasks**
- Loading Paper in the Cassette
- Cancelling Printing Using the Product

### 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 and connected to your computer.
• 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.
• Make sure the printer status is not offline or pending.
• 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.
• In Windows, make sure your product is selected as the default printer.
• In Windows, make sure the printer port setting matches the printer connection port.
• 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.
• On a Mac, make sure the printer is not paused.

Parent topic: Solving Problems Printing from a Computer

Related tasks
Running a Product Check
Using AirPrint

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 10:** Click and select (Settings) > Devices > Printers & scanners. Select your product name and select Manage > Printing preferences.

   • **Windows 8.x:** Navigate to the Apps screen and select Control Panel > Hardware and Sound > Devices and Printers. Right-click your product name, select Printing Preferences, and select your product name again if necessary.

   • **Windows 7:** Click and select Devices and Printers. Right-click your product name, select Printing Preferences, and select your product name again if necessary.
• **Windows Vista**: Click 🌟, select Control Panel, and click Printer under Hardware and Sound. Right-click your product name, select Printing Preferences, and select your product name again if necessary.

• **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.) Right-click your product name, select Printing Preferences, and select your product name again if necessary.

2. Click the Maintenance tab.
3. Click the Extended Settings button.
4. Select Enable EPSON Status Monitor 3 and click OK.
5. Click the Monitoring Preferences button.
6. Click the checkbox for the option that adds the shortcut icon to the taskbar.
7. 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.

• If you are printing over a wireless network, factors such as interference, network traffic, or weak signal strength may affect your printing speed.

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** or **Utility** tab, select **Extended Settings** or **Speed and Progress**, and select the following settings:
  • **Always Spool RAW Datatype**
  • **Page Rendering Mode**
  • **Print as Bitmap**

If printing is still slow and you are using Windows 7 or Windows Vista, try the following:

1. Click and select **Computer** or **My Computer**. Double-click the C: drive and open these folders: **ProgramData > EPSON > PRINTER**.

   **Note:** If you do not see the ProgramData folder, open the **Organize** menu and select **Folder and search options**. In the window that appears, click the **View** tab, select **Show hidden files, folders, and drives** in the Advanced settings list, and click **OK**.

2. Right-click the **EPAUDF01.AUD** file and select **Delete**.
3. Restart your computer and try printing again.

**Parent topic:** Solving Problems Printing from a Computer

**Related references**
- Paper or Media Type Settings - Printing Software
- Windows System Requirements
- Mac System Requirements

**Related tasks**
- Selecting Basic Print Settings - Windows
- Selecting Basic Print Settings - Mac
- Selecting Extended Settings - Windows

---

**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.)

Parent topic: Solving Page Layout and Content Problems

Related tasks
Selecting Additional Layout and Print Options - Windows
Selecting Basic Print Settings - Mac

### 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 - Mac

### 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, if available.
• 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 tasks**
- Selecting Basic Print Settings - Windows
- Selecting Extended Settings - Windows
- Selecting Basic Print Settings - Mac
- Selecting Page Setup Settings - Mac
- Cleaning Your Product

### 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 product.

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 - Mac

### 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.

**Parent topic:** Solving Page Layout and Content Problems

**Related tasks**

- Selecting Basic Print Settings - Windows
- Selecting Basic Print Settings - Mac

### 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.
• If the edges of a copy are cropped, slightly move the original away from the edges of the scanner glass.

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 Additional Layout and Print Options - Windows
- Selecting Basic Print Settings - Windows
- Selecting Basic Print Settings - Mac
- Selecting Page Setup Settings - Mac
- 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
Loading Paper in the Cassette

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.

Parent topic: Solving Print Quality Problems

Related concepts
Print Head Nozzle Check
Print Head Cleaning
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. Make sure the ink has dried before reloading the paper to print on the other side. Adjust the density and/or ink drying time settings.
- If printed copies are smeared, lower the copy density setting on the product 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
Related references
Paper Specifications
Compatible Epson Papers
Related tasks
Aligning the Print Head Using the Product Control Panel
Selecting Double-sided Printing Settings - Windows
Selecting Basic Print Settings - Windows
Selecting Additional Layout and Print Options - Windows

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 cartridges 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
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 size in an image-editing program, you need to increase the image resolution setting to retain a high image quality. Increase the image resolution by the same amount you increase the image size. For example, if the image resolution is 300 dpi (dots per inch) and you will double the image size for printing, 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
Incorrect Colors

If your printouts have incorrect colors, try these solutions:

- Make sure the paper type setting matches the paper you loaded.
- Make sure the **Black/Grayscale** or **Grayscale** setting is not selected in your printer software.
- Run a nozzle check to see if any of the print head nozzles are clogged. Then clean the print head, if necessary.
- The ink cartridges may be old or low on ink, and you may need to replace them.
- After you print, the colors in your printout need time to set as the ink dries. During this time, the colors may look different than you expect. To speed up drying time, do not stack your printouts on top of each other.
- 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 paper.

**Parent topic:** Solving Print Quality Problems

**Related concepts**
Print Head Nozzle Check
Print Head Cleaning

**Related references**
Compatible Epson Papers
Solving Scanning Problems
Check these solutions if you have problems scanning with your product.

Scanning Software Does Not Operate Correctly
Cannot Start Epson Scan 2
Scanning is Slow
Cannot Save a Scan to a Shared Folder Over a Network

Parent topic: Solving Problems

Related tasks
Selecting Basic Print Settings - Mac
Managing Color - Mac
Selecting Basic Print Settings - Windows
Selecting Additional Layout and Print Options - Windows

Related topics
Replacing Ink Cartridges and Maintenance Boxes

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.

• In Windows, make sure your product is listed as a valid device in the Scanners and Cameras control panel.

Parent topic: Solving Scanning Problems
Related concepts
Uninstall Your Product Software

Cannot Start Epson Scan 2
If you cannot start Epson Scan 2, try these solutions:

• Make sure your product is turned on and any interface cables are securely connected at both ends.
• Make sure Epson Scan 2 is selected as 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 2.
• Check the connection setting and test the connection using Epson Scan 2 Utility:

  **Windows 10:** Click 🔄 and select **EPSON > Epson Scan 2 Utility.** Make sure the correct product is selected. If necessary, select the **Other** tab and click **Reset.**

  **Windows 8.x:** Navigate to the **Apps** screen and select **Epson Scan 2 Utility.** Make sure the correct product is selected. If necessary, select the **Other** tab and click **Reset.**

  **Windows (other versions):** Click 🔄 or **Start > All Programs or Programs > EPSON > Epson Scan 2 > Epson Scan 2 Utility.** Make sure the correct product is selected. If necessary, select the **Other** tab and click **Reset.**

  **Mac:** Open the **Applications** folder, click **Epson Software,** and click **Epson Scan 2 Utility.** Make sure the correct product is selected. If necessary, select the **Other** tab and click **Reset.**

• Make sure you do not have multiple versions of Epson Scan 2 installed. If you do, uninstall both versions and install one version.
• If you upgraded your operating system but did not reinstall Epson Scan 2, try reinstalling it.

**Parent topic:** Solving Scanning Problems

**Related concepts**

Uninstall Your Product Software

**Scanning is Slow**

If scanning becomes slow, try these solutions:

• Scan your original at a lower resolution, if possible.
• Make sure your system meets the requirements for your operating system. If you are scanning a high-resolution image, you may need more than the minimum requirements. If necessary, increase your system’s memory or reduce the resolution.
• In Epson Scan 2, turn off **Quiet Mode** on the Scan tab.
• If you are scanning over a wireless network, factors such as interference, network traffic, or weak signal strength may affect your scanning speed.

**Parent topic:** Solving Scanning Problems

**Related topics**

Wi-Fi or Wired Networking
Cannot Save a Scan to a Shared Folder Over a Network

If you cannot save a scan to a shared folder when scanning over a network, or saving takes a very long time, try these solutions:

- If you cannot scan to a shared folder over the network, make sure you did the following:
  - Created a shared folder on your computer (Windows).
  - If you registered the shared folder path to your product's control panel contact list or entered the path manually to scan, make sure you used the correct path.
  - Make sure the network folder does not already contain a file of the same name. If so, rename the file and try again.
- If you still cannot scan to the shared folder, your network type may be set to Public. You cannot scan to a shared folder when using a public network. Follow the steps here to check and change your network type, if necessary. Be sure to log into your Windows computer as an administrator.

**Note:** The name of available network types varies in the different Windows versions. For details on selecting Windows network sharing settings, see Windows help.

**Windows 10:**
1. Click and select **Settings**.
2. Select **Network & Internet**.
3. Click your network type: **Ethernet** or **Wi-Fi**.
4. Click your network name.
5. Make sure the **Make this PC discoverable setting** is set to **On**. This selects to a private network so you can save a scan to a shared folder; if you select **Off**, you are using a public network and cannot save to a shared folder.

**Windows 8.1:**
1. At the Start screen, type **PC Settings** to automatically search the system.
2. Click **Network** in the PC Settings window.
3. Click your network name.
4. Make sure **Find devices and content** is set to **On**. This selects to a private network so you can save a scan to a shared folder; if you select **Off**, you are using a public network and cannot save to a shared folder.
Windows 8.0:
1. At the Start screen, type **Settings** to automatically search the system.
2. Select **Settings** when it appears and type **Network** into the search field.
3. Right-click your network name in the window that appears and click **Turn sharing on or off**.
4. When you see this message, select **Yes**:
   
   **Do you want to turn on sharing between the PCs and connect to devices on this network?**
   
   This selects to a private network so you can save a scan to a shared folder; if you select **No**, you are using a public network and cannot save to a shared folder.

Windows 7:
1. Click 📥 or press the Windows key on your keyboard.
2. Type **Network and Sharing Center** into the search field.
3. Under View your active networks, make sure **Home** network or **Work** network is selected. (If you need to change the network type, click the network type name.) This selects to a private network so you can save a scan to a shared folder.
   
   • If saving your scan to a shared folder takes a very long time, make sure the DNS setting and the DNS domain name is correct. Contact your network administrator for instructions.

Parent topic: **Solving Scanning Problems**

Related topics

**Setting Up and Scanning to a Network Folder or FTP Server**

**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
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 the Image Type setting is Black & White, adjust the Threshold and scan again.

Parent topic: Solving Scanned Image Quality Problems
Related references
Additional Scanning Settings - Advanced Settings Tab

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.
If you are scanning from the ADF, try cleaning the ADF and scan again.

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:
• Do not move your original or your product during scanning.
• Your product will not operate properly while tilted at an angle. Place your product on a flat, stable surface that extends beyond its base in all directions.

• Adjust these Epson Scan 2 settings (if available) and try scanning again:
  • Increase the Resolution setting.
  • If the Image Type setting is Black & White, adjust the Threshold setting.
  • If the Image Type setting is Color or Grayscale, select the Unsharp Mask setting.
  • If the Image Type setting is Black & White, select Text Enhancement. If the Image Type setting is Color or Grayscale, change the Text Enhancement setting to High.

Parent topic: Solving Scanned Image Quality Problems
Related references
Additional Scanning Settings - Main Settings Tab  
Additional Scanning Settings - Advanced Settings Tab

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:
  • If the Image Type is set to Color or Grayscale, adjust the Brightness setting.
  • Check the brightness and contrast settings of your computer monitor.

Parent topic: Solving Scanned Image Quality Problems
Related references
Additional Scanning Settings - Main Settings Tab  
Additional Scanning Settings - Advanced Settings Tab

Back of Original Image Appears in Scanned Image
If an image from the back of a thin original appears in your scanned image, try these solutions:
  • Place a piece of black paper on the back of the original and scan it again.
• Adjust these Epson Scan 2 settings (if available) and try scanning again:
  • Select the **Advanced Settings** tab and adjust the **Brightness** setting.
  • Select **Text Enhancement**.

**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 2 settings (if available) and try scanning again:

• Select the **Descreening** setting.
• Select a lower **Resolution** setting.

**Parent topic:** Solving Scanned Image Quality Problems

**Related references**

Additional Scanning Settings - Main Settings Tab
Additional Scanning Settings - Advanced Settings Tab

### 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 2 settings (if available) and try scanning again:

• If the **Image Type** setting is **Color** or **Grayscale**, adjust the **Contrast** setting.
• If the **Image Type** setting is **Black & White** or **Grayscale**, adjust the **Color Enhance** setting.

**Parent topic:** Solving Scanned Image Quality Problems

**Related references**

Additional Scanning Settings - Main Settings Tab
Additional Scanning Settings - Advanced Settings Tab
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 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.
• Make sure Receive Mode is set 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 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.

• Make sure you installed the FAX driver for your product and that it is not paused.

• 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.

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 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 (Using the Inbox)

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.

Note: Your product can store up to 100 faxes before its inbox is full.

• 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 USB device, connect the selected USB device containing the save fax folder to the product. Once the faxes are saved on the USB device, they are deleted from the product's memory.

Note: Make sure the USB 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
Fax Sending Options
Related tasks
Viewing a Fax on the LCD Screen (Using the Inbox)
Saving Faxes to an External USB Device
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 or density setting on the control panel.
• Try changing the original type 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**
Fax Sending Options
Basic Settings - Fax

**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 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**
Cleaning Your Product

**Related topics**
Placing Originals on the 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 free of 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 Receive Settings options on the product control panel and change them, if necessary.

Parent topic: Solving Faxing Problems
Related tasks
Viewing a Fax on the LCD Screen (Using the Inbox)
Saving Faxes to an External USB Device
Selecting Received Fax Options Using the Fax Utility - Windows

Solving USB Device Problems
Check these solutions if you have problems using USB devices with your product.
Cannot View or Print from a USB Device
Cannot Save Files on a USB Device
Cannot Transfer Files To or From a USB Device

Parent topic: Solving Problems
Cannot View or Print from a USB Device
If you cannot view or print photos or documents from a USB device connected to your product, try these solutions:
• Make sure memory devices are enabled on the product.
• Make sure your device is compatible with the product.
• Make sure the files on your device are in the correct format.
• If you see an exclamation point on the photo selection screen, the image file format is not supported.

Parent topic: Solving USB Device Problems

Related references
External USB Device 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 Device
If you cannot save files on a USB device connected to your product, try these solutions:
• To save faxes on a USB device, create a folder in the Fax Output settings on the product control panel.
• Make sure the device is not write-protected.
• Make sure the device has enough available space.
• Make sure memory devices are enabled on your product.
• Make sure the device is compatible with the product.

Parent topic: Solving USB Device Problems

Related references
External USB Device Specifications

Related tasks
Saving Faxes to an External USB Device
Selecting Received Fax Options Using the Fax Utility - Windows
Setting Up File Sharing for File Transfers from Your Computer

Cannot Transfer Files To or From a USB Device

If you have problems transferring files to or from a USB device connected to your product, try these solutions:

• Make sure your device 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 enabled.

Parent topic: Solving USB Device Problems

Related references
External USB Device Specifications

Related tasks
Transferring Files from a USB Device to Your Computer

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 - Mac

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 10**: Click and select (Settings) > Apps > Apps & features. Then select the program you want to uninstall and select Uninstall.
   • **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 10/8.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 2, then follow any on-screen instructions:
   - **Windows 10:** Select Epson Scan and click Uninstall.
   - **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: Uninstall Your Product Software

**Uninstalling Product Software - Mac**

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 epson.com/support (U.S.), epson.ca/support (Canada), or epson.com.jm/support (Caribbean) and select your product.

2. Click Downloads.

3. Select your operating system, click Utilities, locate the Uninstaller utility, and click Download.

4. Run the file you downloaded.

5. Double-click the Uninstaller icon.

6. In the Epson Uninstaller screen, select the checkbox for each software program you want to uninstall.

7. Click Uninstall.

8. Follow the on-screen instructions to uninstall the software.

9. Reinstall your product software.

**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:** 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.), epson.ca/support (Canada), or epson.com.jm/support (Caribbean) and select your product 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.com (U.S. sales), epson.ca (Canadian sales), or epson.com.jm (Caribbean sales). You can also purchase supplies from an Epson authorized reseller. To find the nearest one, call 800-GO-EPSON (800-463-7766) in the U.S. or 800-807-7766 in Canada.

**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 Epson products. Please go to this site (U.S) or this site (Canada) for information on how to return your Epson products for proper disposal.

Windows System Requirements
Mac System Requirements
Paper Specifications
Printable Area Specifications
Scanning Specifications
Fax Specifications
Ink Cartridge Specifications
Dimension Specifications
Electrical Specifications
Environmental Specifications
Interface Specifications
External USB Device 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 10
• Windows 8.x
• Windows 7
• Windows Vista
• Windows XP Professional x64 Edition
• Windows XP SP3 or later
• Windows Server 2012 R2
• Windows Server 2012
• Windows Server 2008 R2
• Windows Server 2008
• Windows Server 2003 R2
• Windows Server 2003

**Note:** For the latest product software available for your operating system, visit the Epson support site at epson.com/support (U.S.), epson.ca/support (Canada), or epson.com.jm/support (Caribbean), select your product, and select **Downloads**.

**Parent topic:** Technical Specifications

## Mac System Requirements

To use your product and its software, your Mac should use one of these operating systems:

• macOS 10.12.x
• OS X 10.11.x
• OS X 10.10.x
• OS X 10.9.x
• OS X 10.8.x
• OS X 10.7.x
• OS X 10.6.8

**Note:** For the latest product software available for your operating system, visit the Epson support site at epson.com/support (U.S.), epson.ca/support (Canada), or epson.com.jm/support (Caribbean), select your product, and select **Downloads**.

**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.
Single-sheets

Size
- A4 (8.3 × 11.7 inches [210 × 297 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)
- 8 × 10 inches (203 × 254 mm)
- 3.5 × 5 inches (89 × 127 mm)
- 16:9 wide (4 × 7.1 inches [102 × 181 mm])
- Half Letter (5.5 × 8.5 inches [140 × 216 mm])

Paper types
- Plain paper and paper distributed by Epson

Weight
- 17 lb (64 g/m²) to 24 lb (90 g/m²)

Envelopes

Size
- No. 10 (4.1 × 9.5 inches [105 × 241 mm])

Weight
- 20 lb (75 g/m²) to 24 lb (90 g/m²)

Parent topic: Technical Specifications

Printable Area Specifications

Note: When printing borderless, quality may decline in the expanded printable area.
Single sheets

1 Top and sides: 0.12 inch (3 mm)
2 Reduced print quality area/top: 1.85 inch (47 mm)
3 Reduced print quality area/bottom: 1.77 inch (45 mm)

Borderless

1 Reduced print quality area/top: 1.97 inch (50 mm)
2 Reduced print quality area/bottom: 1.89 inch (48 mm)
**Envelopes**

1. Sides: 0.12 inch (3 mm)
2. Top/bottom: 0.20 inch (5 mm)
3. Reduced print quality area/right: 0.71 inch (18 mm)
4. Reduced print quality area/left: 1.85 inch (47 mm)

**Parent topic:** Technical Specifications

### Scanning Specifications

- **Scanner type**: Flatbed, color
- **Photoelectric device**: CIS
- **Effective pixels**: 10200 × 14040 pixels at 1200 dpi
- **Document size**: Maximum: 8.5 × 11.7 inches (216 × 297 mm)  
  Scanner glass: US letter or A4
- **Scanning resolution**: 1200 dpi (main scan)  
  2400 dpi (sub scan)
- **Output resolution**: 50 to 9600 dpi in 1 dpi increments
**Color depth**

Color:
- 48 bits per pixel internal (16 bits per pixel per color internal)
- 24 bits per pixel external (8 bits per pixel per color external)

Grayscale:
- 16 bits per pixel internal
- 8 bits per pixel external

Black and white:
- 16 bits per pixel internal
- 1 bit per pixel external

**Light source**

LED

**Fax Specifications**

**Fax type**

Black-and-white and color fax capability (ITU-T Super Group 3)

**Supported lines**

- Standard analog (household) telephone lines
- PBX (Private Branch Exchange) telephone systems

**Speed**

Up to 33.6 kbps

**Resolution**

- **Monochrome:**
  - Standard: 203 pixels per inch × 98 lines per inch
  - Fine: 203 pixels per inch × 196 lines per inch
  - Super Fine: 203 pixels per inch × 392 lines per inch
  - Ultra Fine: 406 pixels per inch × 392 lines per inch
- **Color:**
  - 200 × 200 dpi

**Page memory**

Up to 180 pages (ITU-T No. 1 chart in monochrome draft mode)

**Redial**

2 times (with 1 minute intervals); specifications may differ by country or region

Parent topic: Technical Specifications
Interface
RJ-11 Phone Line
RJ-11 Telephone set connection

Parent topic: Technical Specifications

Ink Cartridge Specifications

Note: This printer is designed for use with Epson cartridges only, not third-party cartridges or ink. Other brands of ink supplies are not compatible and, if described as compatible, may not function properly or continuously. Such restrictions can be avoided with some other printers such as Epson EcoTank cartridge-free printers.

The included initial cartridges are designed for reliable printer setup and cannot be used as replacement cartridges or resold. After setup, the remaining ink is available for printing. Yields are based on ISO 24711 in default mode, printing continuously. Yields vary due to print images, settings, and temperatures. Printing infrequently or primarily with one color reduces yields. All cartridges must be installed with ink for printing and printer maintenance. For print quality, some ink remains in replaced cartridges.

Color
Cyan, Magenta, Yellow, Black

Cartridge life
Opened package: 6 months
Unopened package: do not use if the date on the package has expired

Temperature
Storage: –22 to 104 °F (–30 to 40 °C)
1 month at 104 °F (40 °C)
Ink freezes at 3.2 °F (–16 °C)
Ink thaws and is usable after 3 hours at 77 °F (25 °C)

Note: For best printing results, use up a cartridge within 6 months of opening the package.

Parent topic: Technical Specifications
Related references
Ink Cartridge and Maintenance Box Part Numbers
Dimension Specifications

<table>
<thead>
<tr>
<th>Specification</th>
<th>Stored</th>
<th>Printing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Height</td>
<td>13.0 inches (330 mm)</td>
<td>13.0 inches (330 mm)</td>
</tr>
<tr>
<td>Width</td>
<td>16.7 inches (425 mm)</td>
<td>16.7 inches (425 mm)</td>
</tr>
<tr>
<td>Depth</td>
<td>15.3 inches (388 mm)</td>
<td>19.8 inches (503 mm)</td>
</tr>
<tr>
<td>Weight</td>
<td>26.7 lb (12.1 kg)</td>
<td></td>
</tr>
</tbody>
</table>

(without ink cartridges and power cord)

Parent topic: Technical Specifications

Electrical Specifications

<table>
<thead>
<tr>
<th>Specification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power supply voltage</td>
<td>100 to 120 V</td>
</tr>
<tr>
<td>Rated frequency range</td>
<td>50 to 60 Hz</td>
</tr>
<tr>
<td>Rated current</td>
<td>0.6 A</td>
</tr>
<tr>
<td>Power consumption</td>
<td>Standalone copying: Approximately 20 W (ISO/IEC24712)</td>
</tr>
<tr>
<td></td>
<td>Ready mode: Approximately 8.9 W</td>
</tr>
<tr>
<td></td>
<td>Sleep mode: Approximately 1.2 W</td>
</tr>
<tr>
<td></td>
<td>Power off mode: Approximately 0.2 W</td>
</tr>
</tbody>
</table>

Parent topic: Technical Specifications

Environmental Specifications

<table>
<thead>
<tr>
<th>Specification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temperature</td>
<td>Operating: 50 to 95 °F (10 to 35 °C)</td>
</tr>
<tr>
<td></td>
<td>Storage: –4 to 104 °F (–20 to 40 °C)</td>
</tr>
<tr>
<td></td>
<td>1 month at 104 °F (40 °C)</td>
</tr>
</tbody>
</table>
Humidity
(without condensation)
Operating: 20 to 80% RH
Storage: 5 to 85% RH

Parent topic: Technical Specifications

Interface Specifications

Interface type
Hi-Speed USB for computer
Hi-Speed USB (for external USB device)

Note: Epson cannot guarantee the operation of externally connected devices.

Parent topic: Technical Specifications
Related references
USB Device File Specifications

External USB Device Specifications

Do not use devices with the following requirements:
• Dedicated driver
• Security settings (such as passwords, encryption, etc.)
• Built-in USB hub

Note: Use only external storage devices with independent AC power sources. External storage devices that are powered via USB are not recommended. Epson cannot guarantee the operation of externally connected devices.

Magneto-optical drive 1.3GB
Hard disk drives and USB flash drives 2TB
Formatted in FAT, FAT32, or exFAT.

Parent topic: Technical Specifications
## Network Interface Specifications

### Wi-Fi

<table>
<thead>
<tr>
<th>Standards</th>
<th>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</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security</td>
<td>WPA-PSK (AES); complies with WPA2 with support for WPA/WPA2 Personal</td>
</tr>
<tr>
<td></td>
<td>WEP (64/128 bit)</td>
</tr>
<tr>
<td>Frequency range</td>
<td>2.4 GHz</td>
</tr>
<tr>
<td>Maximum Radio-Frequency Power Transmitted</td>
<td>19.8 dBm (EIRP)</td>
</tr>
<tr>
<td>Coordination modes</td>
<td>Infrastructure mode</td>
</tr>
<tr>
<td></td>
<td>Wi-Fi Direct (Simple AP); not supported for IEEE 802.11b</td>
</tr>
</tbody>
</table>

### Ethernet

| Standard                           | IEEE802.3i/u (10BASE-T); use a category 5e or higher STP (Shielded twisted pair) cable to prevent risk of radio interference, IEEE802.3u (100BASE-TX) |
|                                    | IEEE802.3az (Energy Efficient Ethernet); the connected device should be IEEE802.3az compliant                  |
| Communication mode                 | Auto, 10Mbps Full duplex, 10Mbps Half duplex, 100Mbps Full duplex, 100Mbps Half duplex                         |
| Connector                          | RJ-45                                                                                                          |

### Security Protocol

SSL/TLS  
HTTPS Server/Client, IPPS  
SMTPS (STARTTLS, SSL/TLS)

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: WLU6320-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.

This equipment complies with FCC/IC radiation exposure limits set forth for an uncontrolled environment and meets the FCC radio frequency (RF) Exposure Guidelines in Supplement C to OET65 and RSS-102 of the IC radio frequency (RF) Exposure rules. This equipment should be installed and operated so that the radiator is kept at least 7.9 inches (20 cm) or more away from a person's body (excluding extremities: hands, wrists, feet and ankles).

Parent topic: Technical Specifications
Notices

Check these sections for important notices about your product.

Note: Epson offers a recycling program for end of life Epson products. Please go to this site (U.S) or this site (Canada) for information on how to return your Epson products for proper disposal.

Important Safety Instructions
Important Privacy Notice (Printer Serial Number)
FCC Compliance Statement
Binding Arbitration and Class Waiver
Trademarks
Copyright Notice

Important Safety Instructions

Before using your Epson product, read and follow these safety instructions.

General Product Safety Instructions
Ink Cartridge Safety Instructions
LCD Screen Safety Instructions
Wireless Connection Safety Instructions
Telephone Equipment Safety Instructions

Parent topic: Notices

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.
• Make sure the AC power cord meets the relevant local safety standard.
• 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 or disassemble 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.
• Leave the ink cartridges installed. Removing the cartridges can dehydrate the print head and may prevent the product from printing.
• Before transporting the product, make sure that the print head is in the home (far right) position and the ink cartridges are in place.
• Before transporting the product, make sure that the print head is in the home (far right) position.
• When storing or transporting the product, do not tilt it, stand it on its side, or turn it upside down; otherwise, ink may leak.

Parent topic: Important Safety Instructions

Ink Cartridge Safety Instructions

• Keep ink cartridges out of the reach of children and do not drink the ink.
• Be careful when you handle used ink cartridges; 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 any cartridges during printing.
• Install a new ink cartridge immediately after removing an expended one. Leaving cartridges uninstalled can dry out the print head and may prevent the product from printing.
• Do not remove or tear the label on the cartridge; this can cause leakage.
• Do not remove the transparent seal from the bottom of the cartridge. This may cause the cartridge to become unusable.
• Do not break the hooks on the side of the cartridge when removing it from the packaging.
• Do not touch the green IC chip on the side of the cartridge. This may prevent normal operation.
• Do not shake cartridges after opening their packages; this can cause them to leak.
• If you remove an ink cartridge for later use, protect the ink supply area from dirt and dust and store it in the same environment as the product. Note that there is a valve in the ink supply port, making covers or plugs unnecessary, but care is needed to prevent the ink from staining items that the cartridge touches. Do not touch the ink cartridge ink supply port or surrounding area.

• Use an ink cartridge before the date printed on its package.

• Do not dismantle an ink cartridge. This could damage the print head.

• Store ink cartridges in a cool, dark place.

• After bringing an ink cartridge inside from a cold storage site, allow it to warm up at room temperature for at least three hours before using it.

• Store ink cartridges with their labels facing upward. Do not store cartridges upside down.

Parent topic: Important 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 or subject it to heavy impacts.

• Do not use a pointy or sharp object, such as a pen or your fingernail, to operate the LCD screen.

• If the LCD screen chips or cracks, do not touch or attempt to remove the broken pieces; contact Epson for support.

• Do not subject your product to sudden changes in temperature or humidity; this may cause condensation to develop inside the LCD screen and degrade its performance.

Parent topic: Important 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: Important 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: Important Safety Instructions

Important Privacy Notice (Printer Serial Number)

As part of setup, your product's serial number will be sent to a secure Epson server so that you can be eligible to participate in programs we may offer from time to time, including the Epson ink replenishment program. You will have a separate opportunity to consent to participating in such programs.

If you have any questions concerning this process, you can contact us by using the Privacy Feedback Form, or you can write to:

Epson America, Inc.
Attn: Privacy Coordinator
3840 Kilroy Airport Way
Long Beach, CA 90806-2469

Parent topic: Notices

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:AAAEOQ##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 Innovation, Science and Economic Development Canada technical specifications.
2. The Ringer Equivalence Number indicates the maximum number of devices allowed to be connected to a telephone interface. The termination of 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 produit est conforme aux spécifications techniques applicables d’Innovation, Sciences et Développement économique Canada.

L’indice d’équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de dispositifs 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 des IES de tous les dispositifs n’excède pas cinq.

CAN ICES-3(B)/NMB-3(B)

Parent topic: Notices

Related tasks
Using the Fax Setup Wizard

Binding Arbitration and Class Waiver

1. DISPUTES, BINDING INDIVIDUAL ARBITRATION, AND WAIVER OF CLASS ACTIONS AND CLASS ARBITRATIONS

1.1 Disputes. The terms of this Section 1 shall apply to all Disputes between you and Epson. The term "Dispute" is meant to have the broadest meaning permissible under law and includes any dispute, claim, controversy or action between you and Epson arising out of or relating to this Agreement, Epson branded products (hardware and including any related software), or other transaction involving you and Epson, whether in contract, warranty, misrepresentation, fraud, tort, intentional tort, statute, regulation, ordinance, or any other legal or equitable basis. "DISPUTE" DOES NOT INCLUDE IP CLAIMS, or more specifically, a claim or cause of action for (a) trademark infringement or dilution, (b) patent infringement, (c) copyright infringement or misuse, or (d) trade secret misappropriation (an "IP Claim"). You and Epson also agree, notwithstanding Section 1.6, that a court, not an arbitrator, may decide if a claim or cause of action is for an IP Claim.

1.2 Binding Arbitration. You and Epson agree that all Disputes shall be resolved by binding arbitration according to this Agreement. ARBITRATION MEANS THAT YOU WAIVE YOUR RIGHT TO A JUDGE OR JURY IN A COURT PROCEEDING AND YOUR GROUNDS FOR APPEAL ARE LIMITED. Pursuant to this Agreement, binding arbitration shall be administered by JAMS, a nationally recognized arbitration authority, pursuant to its code of procedures then in effect for consumer related disputes, but excluding any rules that permit joinder or class actions in arbitration (for more detail on procedure, see Section 1.6 below). You and Epson understand and agree that (a) the Federal Arbitration Act (9 U.S.C. §1, et seq.) governs the interpretation and enforcement of this Section 1, (b) this Agreement
memorializes a transaction in interstate commerce, and (c) this Section 1 shall survive termination of this Agreement.

1.3 Pre-Arbitration Steps and Notice. Before submitting a claim for arbitration, you and Epson agree to try, for sixty (60) days, to resolve any Dispute informally. If Epson and you do not reach an agreement to resolve the Dispute within the sixty (60) days, you or Epson may commence an arbitration. Notice to Epson must be addressed to: Epson America, Inc., ATTN: Legal Department, 3840 Kilroy Airport Way, Long Beach, CA 90806 (the "Epson Address"). The Dispute Notice to you will be sent to the most recent address Epson has in its records for you. For this reason, it is important to notify us if your address changes by emailing us at EAILegal@ea.epson.com or writing us at the Epson Address above. Notice of the Dispute shall include the sender's name, address and contact information, the facts giving rise to the Dispute, and the relief requested (the "Dispute Notice"). Following receipt of the Dispute Notice, Epson and you agree to act in good faith to resolve the Dispute before commencing arbitration.

1.4 Small Claims Court. Notwithstanding the foregoing, you may bring an individual action in the small claims court of your state or municipality if the action is within that court's jurisdiction and is pending only in that court.

1.5 WAIVER OF CLASS ACTIONS AND CLASS ARBITRATIONS. YOU AND EPSON AGREE THAT EACH PARTY MAY BRING DISPUTES AGAINST THE OTHER PARTY ONLY IN AN INDIVIDUAL CAPACITY, AND NOT AS A PLAINTIFF OR CLASS MEMBER IN ANY CLASS OR REPRESENTATIVE PROCEEDING, INCLUDING WITHOUT LIMITATION FEDERAL OR STATE CLASS ACTIONS, OR CLASS ARBITRATIONS. CLASS ACTION LAWSUITS, CLASS-WIDE ARBITRATIONS, PRIVATE ATTORNEY-GENERAL ACTIONS, AND ANY OTHER PROCEEDING WHERE SOMEONE ACTS IN A REPRESENTATIVE CAPACITY ARE NOT ALLOWED. ACCORDINGLY, UNDER THE ARBITRATION PROCEDURES OUTLINED IN THIS SECTION, AN ARBITRATOR SHALL NOT COMBINE OR CONSOLIDATE MORE THAN ONE PARTY'S CLAIMS WITHOUT THE WRITTEN CONSENT OF ALL AFFECTED PARTIES TO AN ARBITRATION PROCEEDING.

1.6 Arbitration Procedure. If you or Epson commences arbitration, the arbitration shall be governed by the rules of JAMS that are in effect when the arbitration is filed, excluding any rules that permit arbitration on a class or representative basis (the "JAMS Rules"), available at http://www.jamsadr.com or by calling 1-800-352-5267, and under the rules set forth in this Agreement. All Disputes shall be resolved by a single neutral arbitrator, and both parties shall have a reasonable opportunity to participate in the selection of the arbitrator. The arbitrator is bound by the terms of this Agreement. The arbitrator, and not any federal, state or local court or agency, shall have exclusive authority to resolve all disputes arising out of or relating to the interpretation, applicability, enforceability or formation of this Agreement, including any claim that all or any part of this Agreement is void or voidable. Notwithstanding this broad delegation of authority to the arbitrator, a court may determine the limited question of whether a claim or cause of action is for an IP Claim, which is excluded from the definition of "Disputes" in Section 1.1 above. The arbitrator shall be empowered to grant whatever relief would be available in a court under law or in equity. The arbitrator may award you the same damages as a court could, and may award
declaratory or injunctive relief only in favor of the individual party seeking relief and only to the extent necessary to provide relief warranted by that party's individual claim. In some instances, the costs of arbitration can exceed the costs of litigation and the right to discovery may be more limited in arbitration than in court. The arbitrator's award is binding and may be entered as a judgment in any court of competent jurisdiction.

You may choose to engage in arbitration hearings by telephone. Arbitration hearings not conducted by telephone shall take place in a location reasonably accessible from your primary residence, or in Orange County, California, at your option.

a) Initiation of Arbitration Proceeding. If either you or Epson decides to arbitrate a Dispute, both parties agree to the following procedure:

(i) Write a Demand for Arbitration. The demand must include a description of the Dispute and the amount of damages sought to be recovered. You can find a copy of a Demand for Arbitration at http://www.jamsadr.com ("Demand for Arbitration").

(ii) Send three copies of the Demand for Arbitration, plus the appropriate filing fee, to: JAMS, 500 North State College Blvd., Suite 600 Orange, CA 92868, U.S.A.

(iii) Send one copy of the Demand for Arbitration to the other party (same address as the Dispute Notice), or as otherwise agreed by the parties.

b) Hearing Format. During the arbitration, the amount of any settlement offer made shall not be disclosed to the arbitrator until after the arbitrator determines the amount, if any, to which you or Epson is entitled. The discovery or exchange of non-privileged information relevant to the Dispute may be allowed during the arbitration.

c) Arbitration Fees. Epson shall pay, or (if applicable) reimburse you for, all JAMS filings and arbitrator fees for any arbitration commenced (by you or Epson) pursuant to provisions of this Agreement.

d) Award in Your Favor. For Disputes in which you or Epson seeks $75,000 or less in damages exclusive of attorney's fees and costs, if the arbitrator's decision results in an award to you in an amount greater than Epson's last written offer, if any, to settle the Dispute, Epson will: (i) pay you $1,000 or the amount of the award, whichever is greater; (ii) pay you twice the amount of your reasonable attorney's fees, if any; and (iii) reimburse you for any expenses (including expert witness fees and costs) that your attorney reasonably accrues for investigating, preparing, and pursuing the Dispute in arbitration. Except as agreed upon by you and Epson in writing, the arbitrator shall determine the amount of fees, costs, and expenses to be paid by Epson pursuant to this Section 1.6d).

e) Attorney's Fees. Epson will not seek its attorney's fees and expenses for any arbitration commenced involving a Dispute under this Agreement. Your right to attorney's fees and expenses under Section 1.6d) above does not limit your rights to attorney's fees and expenses under applicable law; notwithstanding the foregoing, the arbitrator may not award duplicative awards of attorney's fees and expenses.
1.7 Opt-out. You may elect to opt-out (exclude yourself) from the final, binding, individual arbitration procedure and waiver of class and representative proceedings specified in this Agreement by sending a written letter to the Epson Address within thirty (30) days of your assent to this Agreement (including without limitation the purchase, download, installation of the Software or other applicable use of Epson Hardware, products and services) that specifies (i) your name, (ii) your mailing address, and (iii) your request to be excluded from the final, binding individual arbitration procedure and waiver of class and representative proceedings specified in this Section 1. In the event that you opt-out consistent with the procedure set forth above, all other terms shall continue to apply, including the requirement to provide notice prior to litigation.

1.8 Amendments to Section 1. Notwithstanding any provision in this Agreement to the contrary, you and Epson agree that if Epson makes any future amendments to the dispute resolution procedure and class action waiver provisions (other than a change to Epson's address) in this Agreement, Epson will obtain your affirmative assent to the applicable amendment. If you do not affirmatively assent to the applicable amendment, you are agreeing that you will arbitrate any Dispute between the parties in accordance with the language of this Section 1 (or resolve disputes as provided for in Section 1.7, if you timely elected to opt-out when you first assented to this Agreement).

1.9 Severability. If any provision in this Section 1 is found to be unenforceable, that provision shall be severed with the remainder of this Agreement remaining in full force and effect. The foregoing shall not apply to the prohibition against class or representative actions as provided in Section 1.5. This means that if Section 1.5 is found to be unenforceable, the entire Section 1 (but only Section 1) shall be null and void.

Parent topic: Notices

Trademarks

EPSON® is a registered trademark, EPSON Exceed Your Vision is a registered logomark, and Epson Connect™ is a trademark of Seiko Epson Corporation.

Epson iPrint™ and Remote Print™ are trademarks of Seiko Epson Corporation.

Apple, App Store, AirPrint, AirPrint logo, iPad, iPhone, iPod touch, Mac, and OS X are trademarks of Apple Inc., registered in the U.S. and other countries. macOS is a trademark of Apple Inc.

Google® is a registered trademark and Android™, Chromebook™, Gmail™, Google Chrome™, Google Cloud Print™, Google Drive™, and Google Play™ are trademarks of Google LLC.

Wi-Fi Direct® is a registered trademark of Wi-Fi Alliance®.
General Notice: Other product names used herein are for identification purposes only and may be trademarks of their respective owners. Epson disclaims any and all rights in those marks.

Parent topic: Notices

Copyright Notice

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of Seiko Epson Corporation. The information contained herein is designed only for use with this Epson product. Epson is not responsible for any use of this information as applied to other products.

Neither Seiko Epson Corporation nor its affiliates shall be liable to the purchaser of this product or third parties for damages, losses, costs, or expenses incurred by purchaser or third parties as a result of: accident, misuse, or abuse of this product, or unauthorized modifications, repairs, or alterations to this product, or (excluding the U.S.) failure to strictly comply with Seiko Epson Corporation's operating and maintenance instructions.

Seiko Epson Corporation shall not be liable for any damages or problems arising from the use of any options or any consumable products other than those designated as Original Epson Products or Epson Approved Products by Seiko Epson Corporation.

Seiko Epson Corporation shall not be held liable for any damage resulting from electromagnetic interference that occurs from the use of any interface cables other than those designated as Epson approved Products by Seiko Epson Corporation.

This information is subject to change without notice.

libTIFF Software Acknowledgment
A Note Concerning Responsible Use of Copyrighted Materials
Default Delay Times for Power Management for Epson Products
Copyright Attribution

Parent topic: Notices

libTIFF Software Acknowledgment

Copyright © 1988-1997 Sam Leffler

Permission to use, copy, modify, distribute, and sell this software and its documentation for any purpose is hereby granted without fee, provided that (i) the above copyright notices and this permission notice appear in all copies of the software and related documentation, and (ii) the names of Sam Leffler and Silicon Graphics may not be used in any advertising or publicity relating to the software without the specific, prior written permission of Sam Leffler and Silicon Graphics.

THE SOFTWARE IS PROVIDED "AS-IS" AND WITHOUT WARRANTY OF ANY KIND, EXPRESS, IMPLIED OR OTHERWISE, INCLUDING WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

IN NO EVENT SHALL SAM LEFFLER OR SILICON GRAPHICS BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES OF ANY KIND, OR ANY DAMAGES WHATSOEVER RESULTING FROM LOSS OF USE, DATA OR PROFITS, WHETHER OR NOT ADVISED OF THE POSSIBILITY OF DAMAGE, AND ON ANY THEORY OF LIABILITY, ARISING OUT OF OR IN CONNECTION WITH THE USE OR PERFORMANCE OF THIS SOFTWARE.

Parent topic: Copyright Notice

A Note Concerning Responsible Use of Copyrighted Materials

Epson encourages each user to be responsible and respectful of the copyright laws when using any Epson product. While some countries' laws permit limited copying or reuse of copyrighted material in certain circumstances, those circumstances may not be as broad as some people assume. Contact your legal advisor for any questions regarding copyright law.

Parent topic: Copyright Notice

Default Delay Times for Power Management for Epson Products

This product will enter sleep mode after a period of nonuse. This is to ensure that the product meets Energy Star standards of energy efficiency. More energy savings can be achieved by setting the time to sleep to a shorter interval.

Parent topic: Copyright Notice

Copyright Attribution

© 2019 Epson America, Inc.

1/19

CPD-53015R5

Parent topic: Copyright Notice