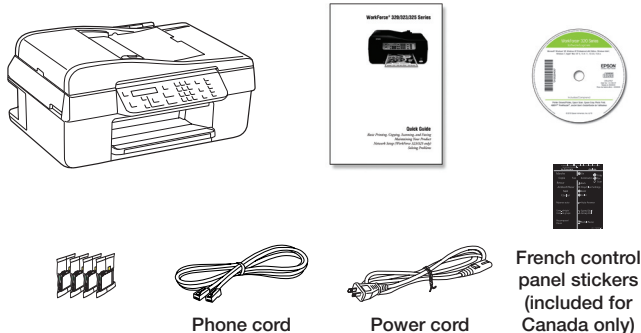


# WorkForce® 320 Series Start Here

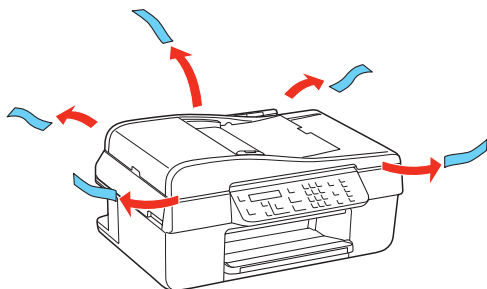
Read these instructions before using your product.

## 1 Unpack



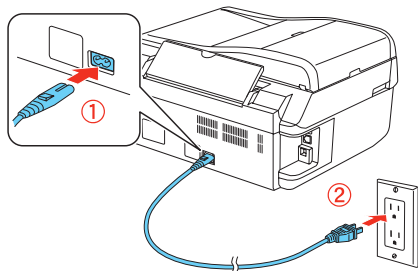
**Caution:** Do not open ink cartridge packages until you are ready to install the ink. Cartridges are vacuum packed to maintain reliability.

Remove all protective materials.



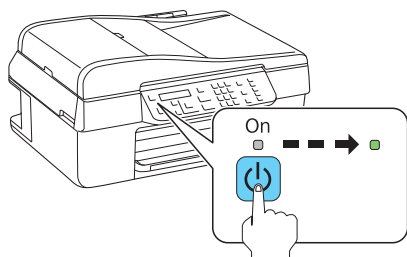
## 2 Turn on

- 1 Connect the power cable.



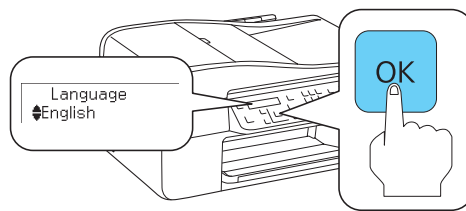
**Caution:** Do not connect to your computer yet.

- 2 Press the  **On** button.



## 3 Select settings

- 1 To select **English** as your language, press **OK**.



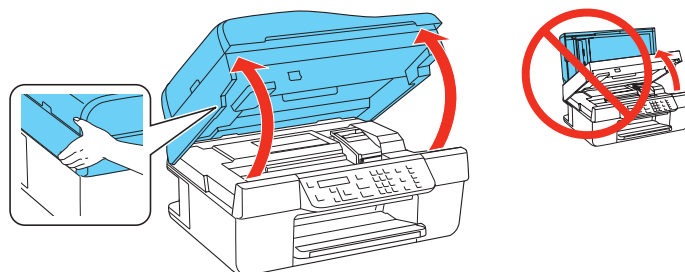
(If you want to change the language, press ▲ or ▼ to select it, then press **OK**.)

- 2 Select your **Country/Region** and press **OK**.
- 3 Select the current **Daylight Saving Time** setting (**Winter** or **Summer**) and press **OK**.
- 4 Select the **Date** format and press **OK**.
- 5 Press the number keys to enter the **Date** and press **OK**.
- 6 Select the **Time** format (**12h** or **24h**) and press **OK**.
- 7 Press the number keys to enter the **Time**. Then press ▲ or ▼ to select **AM** or **PM**, if necessary.
- 8 Press **OK**.

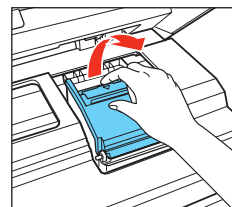
## 4 Install ink cartridges

**Note:** Do not load paper yet.

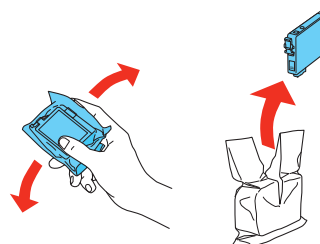
- 1 Lift up the scanner.



- 2 Open the cartridge cover.



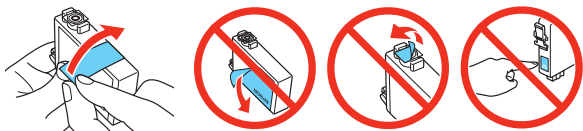
- 3 Shake the ink cartridges gently 4 or 5 times, then unpack them.



\*411867400\*

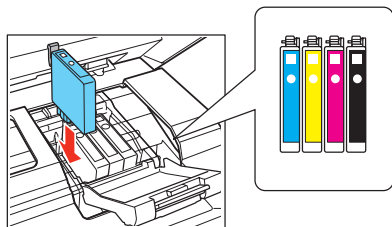
**EPSON®**  
EXCEED YOUR VISION

- 4 Remove only the yellow tape from each cartridge.

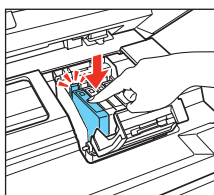


**Caution:** Don't remove any other seals or the cartridges may leak.

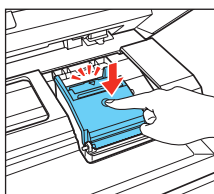
- 5 Insert the cartridges in the holder for each color.



- 6 Press each cartridge down until it clicks.



- 7 Close the cartridge cover. Press down until it clicks.



- 8 Lower the scanner.

- 9 Press the **OK** button to charge the ink.

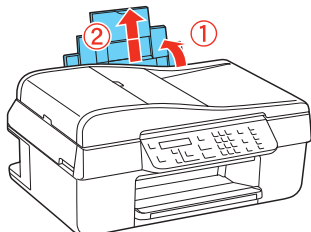
Priming takes about 2½ minutes.

**Note:** Your printer ships with full cartridges and part of the ink from the first cartridges is used for priming the printer.

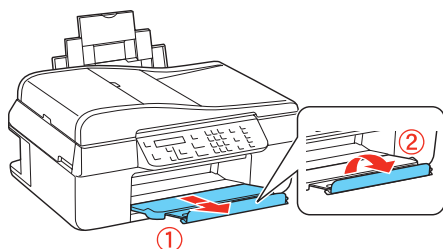
**Caution:** Don't turn off the printer while it is priming or you'll waste ink.

## 5 Load paper

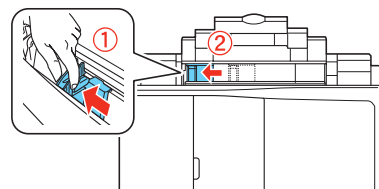
- 1 Open the paper support and pull up the extensions.



- 2 Pull out the output tray extensions and raise the stopper.

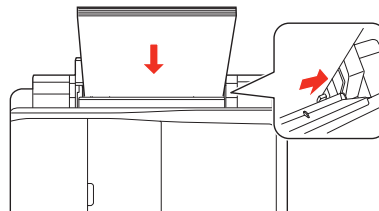


- 3 Squeeze the edge guide as you slide it all the way to the left.

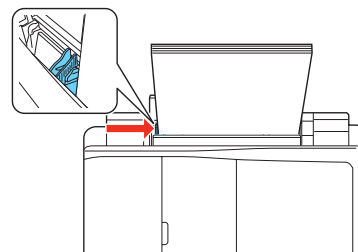


**Tip:** If the clear plastic feeder guard is in the way, move it forward.

- 4 Load letter- or A4-size paper against the right edge and behind the tab, with the printable side face up.

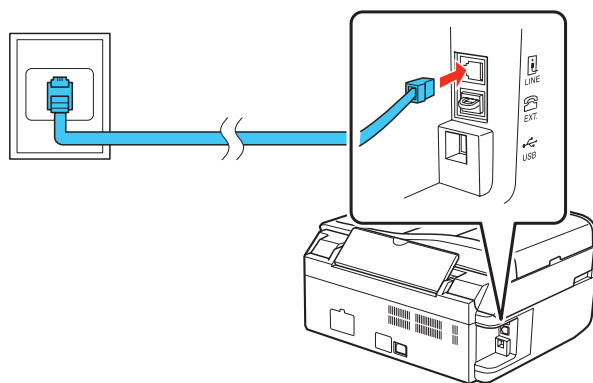


- 5 Slide the edge guide over.



## 6 Connect the phone cord

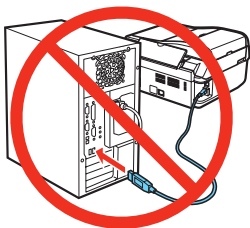
To fax, connect the included phone cord to a telephone wall jack and to the **LINE** port on your product. To connect a telephone or answering machine, see the *Quick Guide*.



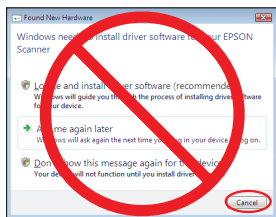
**Note:** If you're connecting to a DSL phone line, you must use a DSL filter or you won't be able to fax. Contact your DSL provider for the necessary filter.

# 7 Install software

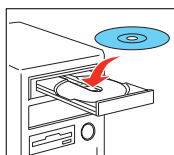
- 1 Make sure the printer is **NOT CONNECTED** to your computer.



**Windows®:** If you see a Found New Hardware screen, click **Cancel** and disconnect the USB cable. You can't install your software that way.



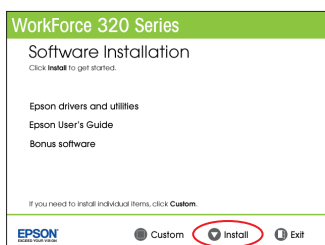
- 2 Insert your product CD.



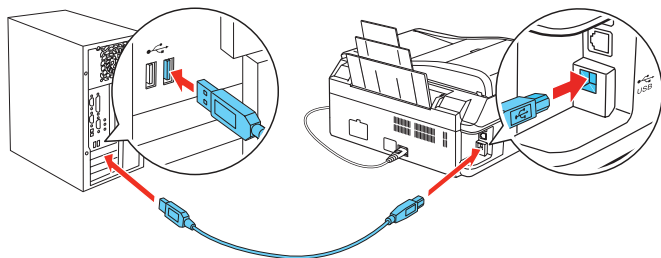
**Windows:** If you see the AutoPlay window, click **Run Setup.exe**. If you see the User Account Control screen, click **Yes** or **Continue**.

**Macintosh®:** Double-click the  **Epson** icon.

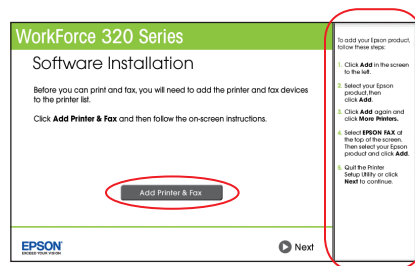
- 3 Click **Install** and follow the on-screen instructions.



- 4 When prompted, connect the USB cable. Use any open USB port on your computer. Make sure the printer is turned on.

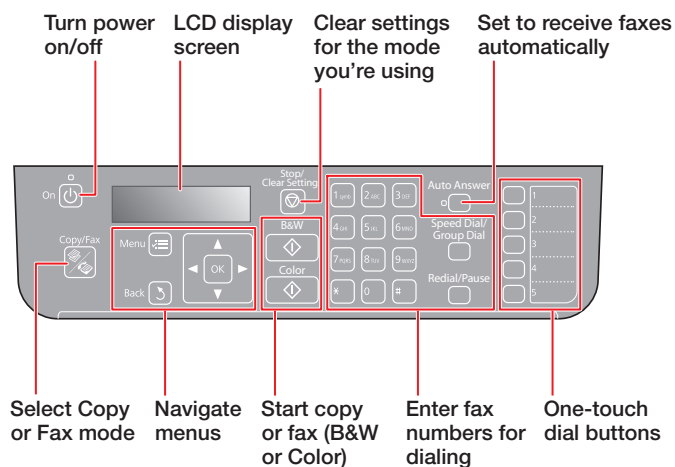


- 5 **Mac OS® X 10.4 only:** When you see this screen, click **Add Printer & Fax**. Follow the steps on the right side of the screen to add your printer. Click **Next** to continue, if necessary.



- 6 Follow the on-screen instructions to install the rest of the software and register your printer.
- 7 When you're done, remove the CD.

## Control panel



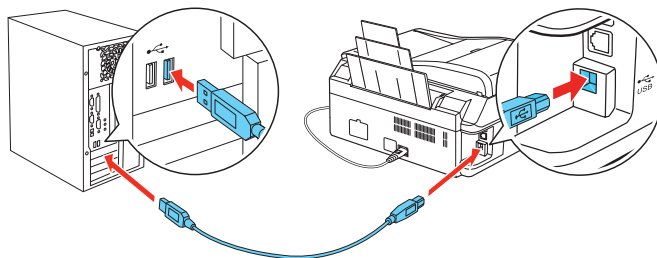
## Any problems?

**You see error messages on the printer's LCD screen.**

See your *Quick Guide* for troubleshooting information.

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

Make sure it is securely connected as shown:



# Any questions?

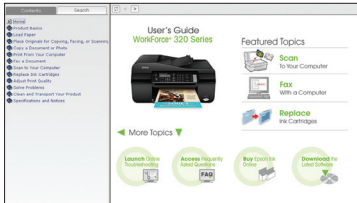
## Quick Guide

Basic instructions for copying, printing, faxing, and scanning.



## User's Guide

Click the desktop shortcut to access the online *User's Guide*, software downloads, Epson Supplies Central<sup>SM</sup>, and more (requires an internet connection).



## On-screen help with your software

Select **Help** or **?** when you're using your software.

## Epson Technical Support

Visit [epson.com/support](http://epson.com/support) (U.S.) or [epson.ca/support](http://epson.ca/support) (Canada) where you can download drivers, view manuals, get FAQs, or e-mail Epson.

You may also speak with a support specialist by calling

- U.S.: (562) 276-4382, 6 AM – 8 PM, Pacific Time, Monday through Friday, and 7 AM – 4 PM Saturday.
- Canada: (905) 709-3839, 6 AM – 6 PM, Pacific Time, Monday through Friday

Days and hours of support are subject to change without notice. Toll or long distance charges may apply.

## Software Technical Support

ABBYY® FineReader®  
(408) 457-9777  
[www.abbyyusa.com](http://www.abbyyusa.com)  
[support@abbyyusa.com](mailto:support@abbyyusa.com)

# Need paper and ink?

Try Epson paper with DURABrite® Ultra Ink for professional results. For the right supplies at the right time, you can purchase them at Epson Supplies Central at [www.epson.com/ink3](http://www.epson.com/ink3) (U.S. sales) or [www.epson.ca](http://www.epson.ca) (Canadian sales). You can also purchase supplies from an Epson authorized reseller. To find the nearest one, call 800-GO-EPSON (800-463-7766).



## Genuine Epson Paper

Epson offers a wide variety of papers to meet your needs; visit Epson Supplies Central for more information.



### Presentation Paper Matte

Smooth, non-glare, instant-drying paper for scrapbooks, newsletters, and graphical presentations.

## Genuine Epson Inks



Look for the numbers below to find your cartridges. It's as easy as remembering your number!



### WorkForce 320 Series Ink Cartridges

Color	Moderate-capacity (For lighter use)	Standard-capacity
Black	124	125
Cyan	124	125
Magenta	124	125
Yellow	124	125

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