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

Caution: Do not connect to your computer yet.

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.

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.

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.
Read these instructions before using your product.

**1 Unpack**

- **Phone cord**
- **Power cord**
- **French control panel stickers** (included for Canada only)

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. Lift up the scanner.

4. Open the cartridge cover.

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

**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.

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.

**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.

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.
7 Install software

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

2 Insert your product CD.

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.

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™, 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 (U.S.) or 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, Pacific Time, 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) 457-8777

www.abbyyusa.com

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 (U.S. sales) or 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.

Genuine Epson Inks

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

Genuine Epson Supplies

Visit Epson Supplies Central for more information.

WorkForce 320 Series Ink Cartridges

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

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 (U.S. sales) or 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

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Genuine Epson Supplies

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WorkForce 320 Series Ink Cartridges

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

Turn power on/off LCD display screen Clear settings for the mode Set to receive faxes automatically

Select Copy or Fax mode Navigate menus Start copy or fax (B&W or Color) Enter fax numbers for dialing One-touch dial buttons

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:

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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

Genuine Epson Inks

Abbott Neo Cylinders

Color Moderate-capacity Standard-capacity
Black 124 125
Cyan 124 125
Magenta 124 125
Yellow 124 125

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