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Welcome to the WF-3540 User's Guide.
Product Basics

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

- Setting Up the Control Panel
- Product Parts Locations
- Scanning, Printing, Copying, and Faxing from the Touch Panel
- Using Eco Mode
- Epson Connect Solutions for Smartphones, Tablets, and More
- Using AirPrint
- Using Google Cloud Print

Setting Up the Control Panel

See these sections to set up the control panel for use.

- Control Panel Buttons and Lights
- Changing LCD Screen Language
- Turning Off Touch Panel Sounds

Parent topic: Product Basics

Control Panel Buttons and Lights

1. The power button and power light
2. The WiFi light
Changing LCD Screen Language

You can change the language used on the LCD screen.

1. Press the home button, if necessary.
2. Press the arrow buttons and select Setup.
3. Select Printer Setup.
4. Press the down arrow button and select Language.
5. Select a language.
6. Press the home button to exit.

Parent topic: Setting Up the Control Panel

Turning Off Touch Panel Sounds

You can turn off the sound heard when you press buttons on the touch panel.

1. Press the home button, if necessary.
2. Press the arrow buttons and select Setup.
3. Select Printer Setup.
4. Select Sound.
5. Select one of these **Sound** options, then select **Off** to turn off the sound:
   - **Button Press**
   - **Error Notification**
   - **Completion Notice**

6. To adjust the sound volume, select **Volume**, then select **High**, **Middle**, or **Low**.

7. Press the 🏡 home button to exit.

**Parent topic:** Setting Up the Control Panel

---

**Product Parts Locations**

See these sections to identify the parts on your product.

- **Product Parts - Top and Front**
- **Product Parts - Paper Path**
- **Product Parts - Inside**
- **Product Parts - Back**

**Parent topic:** Product Basics

---

**Product Parts - Top and Front**
1  ADF cover
2  Automatic Document Feeder (ADF)
3  Edge guide
4  ADF input tray
5  ADF output tray
6  Paper cassette 1
7  Paper cassette 2

1  Document cover
2  Scanner glass
3  Control panel
4  Memory card slot
5  Memory card light
6 USB Type A port for external devices

Parent topic: Product Parts Locations

Product Parts - Paper Path

1 Edge guides
2 Rear paper feed slot
3 Output tray
4 Output tray extension
5 Paper stopper
6 Edge guides
7 Paper cassette

Parent topic: Product Parts Locations
Product Parts - Inside

1  Scanner unit
2  Cartridge cover
3  Cartridge holder
4  Print head (do not remove)

Parent topic: Product Parts Locations
Scanning, Printing, Copying, and Faxing from the Touch Panel

You can scan, print, copy, and fax right from your product's touch panel.

- Use the touch panel to quickly scan a photo or document and save it on your computer or on a memory card. You can even scan and send the file to an online service or to a remote printer.
• You can insert the memory card from your digital camera, connect the camera directly to your product, or insert a thumb drive containing photos. Use the touch panel to select the photos you want, then print them in a variety of layouts.

• Your product works like a copy machine too. You can place a photo or document on the scanner glass, or load up to 30 pages in the automatic document feeder (ADF).

• For faxing, you first need to connect a phone line as described on the Start Here sheet. Then load your document and use the touch panel to enter a phone number or select a number from your speed dial list.

Parent topic: Product Basics

Related tasks
Starting a Scan Using the Product Touch Panel

Related topics
Using Memory Cards With Your Product
Copying
Faxing

Using Eco Mode

Your product enters sleep mode automatically 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 Setting From the Touch Panel
Changing the Sleep Timer Setting - Windows
Changing the Sleep Timer Setting - Mac OS X
Selecting Other Eco Settings From the Touch Panel

Parent topic: Product Basics

Changing the Sleep Timer Setting From the Touch Panel

You can use the product's touch panel to change the time period before the product enters sleep mode.

1. Press the home button if necessary.
2. Select Eco Mode.
3. Select Sleep Timer.
4. Select the time period you want.
5. Press the 🏡 home button to exit.

Parent topic: Using Eco Mode

Changing the Sleep Timer Setting - Windows

You can use the printer software to change the time period before the printer enters sleep mode.

1. Do one of the following:
   • **Windows 8.x**: Navigate to the Apps screen and select Control Panel. Select View Devices and Printers, right-click your product name, and select Printing Preferences.
   • **Windows 7**: Click and select Devices and Printers. Right-click your product name and select Printing Preferences.
   • **Windows Vista**: Click and select Control Panel. Click Printer under Hardware and Sound, right-click your product name, and select Printing Preferences.
   • **Windows XP**: Click Start and select Printers and Faxes. (Or open the Control Panel, select Printers and Other Hardware if necessary, and select Printers and Faxes.) Right-click your product name and select Printing Preferences.

2. Click the Maintenance tab.
3. Click the Printer and Option Information button
   You see the Printer and Option Information screen:
4. Select the time period you want as the **Sleep Timer** setting and click **Send**.
5. Click **OK** to close the open program windows.

**Parent topic:** Using Eco Mode

**Changing the Sleep Timer Setting - Mac OS X**

You can use the printer software to change the time period before the printer enters sleep mode.

1. Do one of the following:
   - **Mac OS X 10.6/10.7/10.8:** In the Apple menu or the Dock, select **System Preferences.** Select **Print & Fax** or **Print & Scan**, select your product, and select **Options & Supplies.** Select **Utility** and select **Open Printer Utility**.
   - **Mac OS X 10.5:** In the Apple menu or the Dock, select **System Preferences.** Select **Print & Fax**, select your product, and select **Open Print Queue** or **Print Queue.** Select **Utility**.

2. Select **Printer Settings**.
   
   You see this screen:
3. Select the time period you want as the **Sleep Timer** setting.
4. Click **Apply**.
5. When you see the confirmation message, click **Yes**, then close the Printer Settings window.

**Parent topic:** [Using Eco Mode](#)

### Selecting Other Eco Settings From the Touch Panel

You can use the product's touch panel to select 2-sided copying, or see a reminder that the Preview feature will save paper and ink.

**Note:** If you turn on 2-sided printing, 2-sided copying will be selected by default.

1. Press the 🏡 home button if necessary.
2. Select **Eco Mode**.
3. Do one of the following:
   • Select **2-Sided Printing**, then select **On**.
   • Select **Preview**, then read the reminder on the LCD screen.
4. Press the 🏡 home button to exit.

**Parent topic:** [Using Eco Mode](#)
Epson Connect Solutions for Smartphones, Tablets, and More

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

Using Epson Email Print

Using the Epson iPrint Mobile App

Using Epson Remote Print

Using Epson Scan to Cloud

Parent topic: Product Basics

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 and send an email to your product.

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

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

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

Using the Epson iPrint Mobile App

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

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

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

Using Epson Remote Print

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

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

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

Using Epson Scan to Cloud

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

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

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

AirPrint allows you to wirelessly print to your AirPrint-enabled product from iPhone, iPad, and iPod touch running the latest version of iOS.
1. Set up your product for wireless printing as described in this manual. See the link below.
2. Connect your Apple device to the same wireless network that your product is using.
3. Print from your iPad, iPhone, or iPod touch to your product.

Parent topic: Product Basics

Using Google Cloud Print

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

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

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

If your product is already on your network, follow these steps:
1. Connect your device to the same network that your Epson product is using.
2. Print a network status sheet.
3. Locate your product's IP address on the network status sheet.
4. Enter the IP address into the address bar of a web browser.
5. Select the Google Cloud Print Services option.

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

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

A separate browser window opens.
9. Enter your Google Account username and password and click **Sign in**, or, if you don't have an account, click **Sign up for a new Google Account** and follow the on-screen instructions.

10. Click **Finish printer registration** to complete setup and print a test page.

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

**Parent topic:** Product Basics

**Related tasks**

Printing a Network Status Sheet
Wi-Fi Networking

See these sections to use your product on a Wi-Fi network.
Selecting Wireless Network Settings From the Touch Panel
Enabling Wi-Fi Direct Mode
Disabling and Re-enabling Wi-Fi Features

Selecting Wireless Network Settings From the Touch Panel

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

To install your product on a wireless network, follow the instructions on the Start Here sheet and install the necessary software from the product CD. 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. Select Wi-Fi Setup.
3. Select **Wi-Fi Setup Wizard**.

**Note:** If you need to disable the wireless network to set up your product on an Ethernet network, scroll down and select **Disable Wi-Fi** instead. Then follow the instructions on the *Start Here* sheet to set up your product on a wired network and install the necessary software from the product CD. The installer program guides you through network setup.

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

**Note:** To enter the wireless network name manually, scroll down and then select **Other SSIDs**. Use the displayed keypad to enter your network name, as described in the next step.

5. Enter your wireless password (or network name and then password) using the displayed keypad.

![Enter Password](image.png)

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

- Press the touch screen buttons repeatedly to scroll through characters.
- Press 或 to move the cursor.
- Press 1 Symb. to enter symbols.
- Press to delete the previous character.

6. Press **Done** when you finish entering your password.
7. Confirm the displayed network settings and press **Proceed** to save them.

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

8. If you want to print a network setup report, press one of the ⚒ buttons. (Otherwise, press the ⚒ Stop/Reset button.)

9. Press the 🏡 home button to exit.

   The WiFi light should now be on, but not flashing.

   **Note:** If the WiFi light is off, you may have selected the wrong network name or entered the password incorrectly. Repeat these steps to try again.

**Parent topic:** Wi-Fi Networking

### Enabling Wi-Fi Direct Mode

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

**Note:** If the printer is already connected to a wireless router or access point, you must disable Wi-Fi on the printer before you can use Wi-Fi Direct.

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

   You see this screen:
3. Scroll down and select Wi-Fi Direct Connection Setup.
4. Select Proceed.
5. When you see a message asking you to select the Wi-Fi Network, scroll down to view the SSID (Wi-Fi network name) and password.
6. Select Change Password and select Proceed.

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

7. Enter a Wi-Fi Direct password.

   **Note:** The password must be at least 8 and no more than 22 characters long.
• Press the touch screen buttons repeatedly to scroll through characters.
• Press ← or → to move the cursor.
• Press 1 Symb. to enter symbols.
• Press to delete the previous character.

8. Press **Done** when you finish entering your password.
9. Scroll down to view the SSID (Wi-Fi network name) and password.
10. Select **Proceed**.
11. Use your computer or wireless device to select the Wi-Fi network name (SSID) displayed on the LCD screen, then enter the password shown.
12. Press the **home** button to exit.

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

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

**Parent topic:** Wi-Fi Networking

**Related tasks**

Disabling and Re-enabling Wi-Fi Features
Disabling and Re-enabling 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  button, if necessary.
2. Select Wi-Fi Setup.
   You see this screen:

   ![Image of Wi-Fi Setup screen]

3. Scroll down and select Disable Wi-Fi.
4. Select Yes.
5. When you see the confirmation message, select OK.

Note: To re-enable Wi-Fi and reconnect to your previous network, select Wi-Fi Setup > Wi-Fi Setup Wizard, then select Yes.

Parent topic: Wi-Fi Networking
Loading Paper

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

Loading Paper for Documents in the Cassette
Loading Paper for Photos in the Cassette
Loading Envelopes in the Cassette
Loading Paper and Envelopes in the Rear Feed Slot
Paper Loading Capacity
Available Epson Papers
Borderless Paper Type Compatibility
Paper or Media Type Settings

Loading Paper for Documents in the Cassette

You can print documents on a variety of paper types and sizes.

**Note:** You can load most types of document paper in either cassette.

1. Close the paper stopper and output tray, if necessary.
2. Pull out the paper cassette.

3. Slide the edge guides outward.

**Note:** If you are using legal-size paper or larger, squeeze the tab and extend the paper cassette.
4. Slide the edge guide to your paper size.
5. Load a stack of paper, printable side down, against the edge guide as shown.

![Image of paper loading](image1)

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

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

![Image of edge guide positioning](image2)

**Note:** Make sure the paper fits beneath the top edges of the guides.

**Caution:** To prevent paper feeding problems, make sure you do not load too much paper in the cassette.
7. Gently insert the paper cassette.

**Note:** The paper may slide forward slightly as you insert the cassette. This is normal.

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

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

Parent topic: Loading Paper
Related references
Paper Loading Capacity
Related tasks
Loading Paper and Envelopes in the Rear Feed Slot
Loading Envelopes in the Cassette

Loading Paper for Photos in the Cassette
You can print photos on a variety of paper types and sizes. You can load photo paper in these sizes in Cassette 1 only: 4 × 6 inches (102 × 152 mm), 5 × 7 inches (127 × 178 mm), or 8 × 10 inches (203 × 254 mm).
1. Close the paper stopper and output tray, if necessary.

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

4. Slide the edge guide to your paper size.
5. Load photo paper, printable side down, against the edge guide as shown.

![Image showing paper loading correctly and incorrectly]

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

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

![Image showing edge guides sliding correctly]

**Note:** Make sure the paper fits beneath the top edges of the guides.

**Caution:** To prevent paper feeding problems, make sure you do not load too much paper in the cassette.
7. Gently insert the paper cassette.

**Note:** The paper may slide forward slightly as you insert the cassette. This is normal.

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

Always follow these paper loading guidelines:
• Load only the recommended number of sheets.
• Load paper short edge first, no matter which way your document faces.
• Load the printable side facedown.
• Do not load paper above the arrow mark inside the edge guide.
• Check the paper package for any additional loading instructions.

Parent topic: Loading Paper
Related references
Paper Loading Capacity

Loading Envelopes in the Cassette
You can print on plain paper envelopes in this size: No. 10 (4.1 × 9.5 inches [105 × 241 mm]). You can load No. 10 size envelopes in Cassette 1 only.
1. Close the paper stopper and output tray, if necessary.
2. Pull out the paper cassette.

3. Slide the edge guides outward.
4. Load envelopes printable side down and flap edge right as shown.

5. Slide the edge guides against the envelopes, but not too tightly.
**Note:** Make sure the envelopes are loaded against the edge guide and not sticking out from the end of the cassette.

**Caution:** To prevent paper feeding problems, make sure you do not load too many envelopes in the cassette.

6. Gently insert the paper cassette.

**Note:** The envelopes may slide forward slightly as you insert the cassette. This is normal.
7. Extend the output tray and open the paper stopper.

Always follow these paper loading guidelines:

- If you have trouble loading a stack of envelopes, press each envelope flat before loading it or load one envelope at a time.
- If print quality declines when printing multiple envelopes, try loading one envelope at a time.
- Do not load envelopes that are curled, folded, or too thin.

**Parent topic:** Loading Paper

**Related references**

Paper Loading Capacity

**Related tasks**

Loading Paper for Documents in the Cassette
Loading Paper and Envelopes in the Rear Feed Slot

**Loading Paper and Envelopes in the Rear Feed Slot**

You can load an envelope or a sheet of paper in the rear feed slot in the following sizes:

- An envelope in this size: No. 10 (4.1 × 9.5 inches [105 × 241 mm])
- A sheet of paper in one of these sizes:
  - Letter (8.5 × 11 inches [216 × 279 mm])
1. Extend the output tray and open the paper stopper.

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

2. Open the rear paper feed slot and push it back.
3. Hold one sheet of paper with the printable side faceup and slide the edge guides against the paper, but not too tightly.

**Note:** Load envelopes short edge first, with the flap facing down and to the right.
4. Insert the paper or envelope into the slot until the printer feeds it automatically.

Always follow these paper loading guidelines:
- Load only one sheet or one envelope at a time.
- Load paper short edge first, no matter which way your document faces.
- Load the printable side faceup.
- Load letterhead or pre-printed paper top edge first.
- Check the paper package for any additional loading instructions.

**Note**: You can load a sheet of binder paper with holes in the rear feed slot, but only for one-sided printing from your computer.

**Parent topic**: Loading Paper

**Related references**
- Paper Loading Capacity

**Related tasks**
- Loading Paper for Documents in the Cassette
- Loading Envelopes in the Cassette
Paper Loading Capacity

You can load one envelope or one sheet of paper in these sizes in the rear feed slot:

- No. 10 (4.1 × 9.5 inches [105 × 241 mm]) envelope
- Letter (8.5 × 11 inches [216 × 279 mm])
- A4 (8.3 × 11.7 inches [210 × 297 mm])
- Legal (8.5 × 14 inches [216 × 357 mm])

You can load paper of these types in the paper cassette(s):

<table>
<thead>
<tr>
<th>Paper type</th>
<th>Loading capacity per paper size</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Paper cassette</td>
</tr>
<tr>
<td>Plain paper, Letter (8.5 × 11 inches [216 × 279 mm])</td>
<td>250 sheets</td>
</tr>
<tr>
<td>Plain paper, Legal (8.5 × 14 inches [216 × 357 mm])</td>
<td>30 sheets</td>
</tr>
<tr>
<td>User-defined size</td>
<td>1 sheet</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 Premium Presentation Paper Matte Double-sided</td>
<td></td>
</tr>
<tr>
<td>Epson Ultra Premium Presentation Paper Matte</td>
<td></td>
</tr>
<tr>
<td>Epson Brochure &amp; Flyer Paper Matte Double-sided</td>
<td></td>
</tr>
<tr>
<td>Epson Photo Paper Glossy</td>
<td></td>
</tr>
<tr>
<td>Epson Premium Photo Paper Glossy</td>
<td></td>
</tr>
<tr>
<td>Epson Ultra Premium Photo Paper Glossy</td>
<td></td>
</tr>
<tr>
<td>Epson Premium Photo Paper Semi-gloss</td>
<td></td>
</tr>
<tr>
<td>Envelopes</td>
<td>10 envelopes</td>
</tr>
</tbody>
</table>

Parent topic: Loading Paper
Available Epson Papers

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

Note: Paper/media availability varies by country.

<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 Brochure &amp; Flyer Paper Matte Double-sided</td>
<td>Letter (8.5 × 11 inches [216 × 279 mm])</td>
<td>S042384</td>
<td>150</td>
</tr>
<tr>
<td>Epson Ultra Premium Presentation Paper Matte</td>
<td>Letter (8.5 × 11 inches [216 × 279 mm])</td>
<td>S041341</td>
<td>50</td>
</tr>
<tr>
<td>Epson Premium Presentation Paper Matte Double-sided</td>
<td>Letter (8.5 × 11 inches [216 × 279 mm])</td>
<td>S041568</td>
<td>50</td>
</tr>
<tr>
<td>Epson Presentation Paper Matte</td>
<td>8 × 10 inches (203 × 254 mm)</td>
<td>S041467</td>
<td>50</td>
</tr>
<tr>
<td>Epson Premium Presentation Paper Matte</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></td>
<td>Legal (8.5 × 14 inches [216 × 357 mm])</td>
<td>S041067</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Letter (8.5 × 11 inches [216 × 279 mm])</td>
<td>S041062</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>
</tbody>
</table>
### Borderless Paper Type Compatibility

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

#### Borderless Paper Types
- Epson Brochure & Flyer Paper Matte Double-sided
- Epson Ultra Premium Presentation Paper Matte
- Epson Premium Presentation Paper Matte
• Epson Premium Presentation Paper Matte Double-sided
• Epson Ultra Premium Photo Paper Glossy
• Epson Premium Photo Paper Semi-gloss
• Epson Premium Photo Paper Glossy
• Epson Photo Paper Glossy

**Borderless Paper Sizes**
• 4 × 6 inches (102 × 152 mm)
• 5 × 7 inches (127 × 178 mm)
• 8 × 10 inches (203 × 254 mm)
• Letter (8.5 × 11 inches [216 × 279 mm])
• 16:9 wide (4 × 7.1 inches [102 × 181 mm])
• A4 (8.3 × 11.7 inches [210 × 297 mm])

**Parent topic:** Loading Paper

---

**Paper or Media Type Settings**

<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>Epson Presentation Paper Matte</td>
<td></td>
</tr>
<tr>
<td>Epson Photo Quality Self-adhesive Sheets</td>
<td></td>
</tr>
<tr>
<td>Epson Iron-on Cool Peel Transfer paper</td>
<td></td>
</tr>
<tr>
<td>Epson Ultra Premium Photo Paper Glossy</td>
<td>Ultra Premium Photo Paper Glossy</td>
</tr>
<tr>
<td>Epson Premium Photo Paper Glossy</td>
<td>Premium Photo Paper Glossy</td>
</tr>
<tr>
<td>Epson Photo Paper Glossy</td>
<td>Photo Paper Glossy</td>
</tr>
<tr>
<td>Epson Premium Photo Paper Semi-gloss</td>
<td>Premium Photo Paper Semi-Gloss</td>
</tr>
</tbody>
</table>

56
<table>
<thead>
<tr>
<th>For this paper:</th>
<th>Select this paper Type or Media Type setting:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Epson Premium Presentation Paper Matte</td>
<td>Premium Presentation Paper Matte</td>
</tr>
<tr>
<td>Epson Premium Presentation Paper Matte Double-sided</td>
<td></td>
</tr>
<tr>
<td>Epson Brochure &amp; Flyer Paper Matte Double-sided</td>
<td></td>
</tr>
<tr>
<td>Epson Ultra Premium Presentation Paper Matte</td>
<td></td>
</tr>
<tr>
<td>Envelopes</td>
<td>Envelope</td>
</tr>
</tbody>
</table>

**Parent topic:** Loading Paper
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 as shown. Slide the original to the edges of the indicated corner.

Note: You can place multiple originals on the scanner glass. Just make sure they are at least 0.2 inch (5 mm) away from each other.

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

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

You can place multi-page original documents in the Automatic Document Feeder (ADF). Make sure the originals meet the Automatic Document Feeder specifications before loading them.

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

1. Slide the ADF edge guide outward.

2. Fan your stack of originals and tap them gently on a flat surface to even the edges.
3. Insert the originals into the ADF faceup and top-edge first.

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

**Note:** If you are copying two originals onto one sheet, make sure the originals are loaded as shown:
Parent topic: Placing Originals on the Product
Related references
Automatic Document Feeder (ADF) Specifications
Related topics
Copying
Scanning
Faxing
Copying

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

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

Copying Documents
Copying and Restoring Photos
Copying ID Cards
Paper Type Settings - Copying
Paper Size Settings - Copying
Copying Options

Copying Documents

You can copy documents onto plain paper or Epson special papers.

Note: 2-Sided Copying may be selected by default, but you can change this setting if necessary.

1. Place your original document on the scanner glass, or place multi-page documents in the ADF.
2. Load the paper you want to print on.
   
   Note: Load only the recommended number of sheets.

3. Press the home button if necessary.
4. Select Copy.
   
   You see this screen:
5. To print more than one copy, press + or – to select the number (up to 99).

6. To see how your copy will look, select **Preview**.

7. If you need to adjust the darkness of your copy, press the left or right arrow buttons to change the **Density** setting.

8. Scroll down to view and change additional settings if necessary.

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

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

**Parent topic:** Copying

**Related references**
- Paper Loading Capacity
- Available Epson Papers
- Paper Type Settings - Copying
- Paper Size Settings - Copying
- Copying Options

**Related topics**
- Loading Paper
- Placing Originals on the Product
Copying and Restoring Photos

You can copy photos and restore the colors if necessary.

1. Load photo paper in the product.
2. Press the home button, if necessary.
3. Select More Functions.
4. Select Copy/Restore Photos.

5. Select On or Off.

You see this screen:
6. Place up to two original photos on the product, positioned as shown.
7. Press one of the ◊ buttons.
   Your photo or photos are scanned and previewed.
8. Press + to select the number of copies you want (up to 99).
9. If you placed two originals on the scanner, press the left or right arrow to view the second original, then press + to select the number of copies.
10. To adjust your print and copy settings, do the following as necessary:
    • To change the print settings, select Print Settings, and select the necessary settings.
    • To adjust the copy image, select Edit > Photo Adjustments, then select your settings.
    • To crop or zoom into your photo, select Edit > Crop/Zoom, then press the icons displayed on the LCD screen to crop your image.
11. When you are ready to print, press the ◊ Color button.

   Note: To cancel printing, select Cancel.

Parent topic: Copying

Related references
Paper Loading Capacity
Available Epson Papers
Paper Type Settings - Copying
Paper Size Settings - Copying
Copying Options

Related topics
Loading Paper
Placing Originals on the Product

Copying ID Cards
You can copy both sides of an ID card on one sheet of paper.
1. Load plain paper in one of the cassettes.
2. Press the ⬝ home button, if necessary.
3. Select More Functions.
4. Select **ID Card Copy**.

5. To print more than one copy, press + to select the number (up to 99).
6. Scroll down to select the size and source of the paper you loaded.
7. Press one of the ◆ buttons.
   
   You see instructions on the LCD screen. Scroll down to see how to place your card.
8. Place your ID card on the product facedown, positioned as shown.
9. When you are ready to print, press one of the ◆ buttons.
10. Follow the instructions on the screen to turn the card over, then press one of the ◆ buttons.

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

**Parent topic:** Copying

**Related references**

- Paper Loading Capacity
- Available Epson Papers
- Paper Type Settings - Copying
- Paper Size Settings - Copying
- Copying Options

**Related topics**

- Loading Paper
**Placing Originals on the Product**

**Paper Type Settings - Copying**
Select a 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>Epson Presentation Paper Matte</td>
<td>Matte</td>
</tr>
<tr>
<td>Epson Iron-on Cool Peel Transfer paper</td>
<td></td>
</tr>
<tr>
<td>Epson Photo Quality Self-adhesive Sheets</td>
<td></td>
</tr>
<tr>
<td>Epson Premium Presentation Paper Matte</td>
<td>Matte</td>
</tr>
<tr>
<td>Epson Premium Presentation Paper Matte Double-sided</td>
<td></td>
</tr>
<tr>
<td>Epson Ultra Premium Presentation Paper Matte</td>
<td></td>
</tr>
<tr>
<td>Epson Brochure &amp; Flyer Paper Matte Double-sided</td>
<td></td>
</tr>
<tr>
<td>Epson Premium Photo Paper Glossy</td>
<td>Prem. Glossy</td>
</tr>
<tr>
<td>Epson Premium Photo Paper Semi-gloss</td>
<td></td>
</tr>
<tr>
<td>Epson Ultra Premium Photo Paper Glossy</td>
<td>Ultra Glossy</td>
</tr>
<tr>
<td>Epson Photo Paper Glossy</td>
<td>Glossy</td>
</tr>
</tbody>
</table>

**Parent topic:** Copying

**Paper Size Settings - Copying**
Select the **Paper Size** setting that matches the paper you loaded.

**Note:** You can copy photos only on these paper sizes.

- 4 × 6 inches (102 × 152 mm)
- 5 × 7 inches (127 × 178 mm)
- 8 × 10 inches (203 × 254 mm)
- Letter (8.5 × 11 inches [216 × 279 mm])
• Legal (8.5 × 14 inches [216 × 357 mm])
• A4 (8.3 × 11.7 inches [210 × 297 mm])

Parent topic: Copying

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.

<table>
<thead>
<tr>
<th>Copying option</th>
<th>Available settings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Density</td>
<td>Varying levels</td>
<td>Adjusts the lightness or darkness of copies</td>
</tr>
<tr>
<td>2-Sided Copying</td>
<td>1&gt;1-Sided</td>
<td>Uses the duplexer and ADF to make 2-sided 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>
<tr>
<td>Collate Copy</td>
<td>On/Off</td>
<td>Specifies the page order for multiple copies of documents.</td>
</tr>
<tr>
<td>Layout</td>
<td>With Border</td>
<td>Leaves a small margin around the image</td>
</tr>
<tr>
<td></td>
<td>Borderless</td>
<td>Expands the image to the edge of the paper (slight cropping may occur)</td>
</tr>
<tr>
<td></td>
<td>A4, 2-up Copy</td>
<td>Copies 2 originals onto a single A4-size sheet</td>
</tr>
<tr>
<td></td>
<td>Letter, 2-up Copy</td>
<td>Copies 2 originals onto a single letter-size sheet</td>
</tr>
<tr>
<td>Reduce/Enlarge</td>
<td>Custom Size</td>
<td>Automatically sizes the image by the percentage you select</td>
</tr>
<tr>
<td></td>
<td>Actual Size</td>
<td>Copies at 100% size</td>
</tr>
<tr>
<td></td>
<td>Auto Fit Page</td>
<td>Automatically sizes the image to fit the selected paper size setting</td>
</tr>
<tr>
<td></td>
<td>Letter-&gt;4x6in and other conversions</td>
<td>Automatically converts from one size to another</td>
</tr>
<tr>
<td>Paper Size</td>
<td>Various sizes</td>
<td>Selects the paper size for the copy printout</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>Paper Type</td>
<td>Plain Paper</td>
<td>Adjusts printer settings for the selected paper type</td>
</tr>
<tr>
<td></td>
<td>Matte</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prem. Glossy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ultra Glossy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Glossy</td>
<td></td>
</tr>
<tr>
<td>Paper Source</td>
<td>Cassette 1</td>
<td>Copies onto paper loaded in Cassette 1 (upper cassette)</td>
</tr>
<tr>
<td></td>
<td>Cassette 2</td>
<td>Copies onto paper loaded in Cassette 2 (lower cassette)</td>
</tr>
<tr>
<td></td>
<td>Cassette 1&gt;Cassette 2</td>
<td>Automatically switches the paper source when Cassette 1 is empty (plain paper only)</td>
</tr>
<tr>
<td>Quality</td>
<td>Draft</td>
<td>Provides lower quality for draft copies (plain paper only)</td>
</tr>
<tr>
<td></td>
<td>Standard Quality</td>
<td>Provides good quality for most copies</td>
</tr>
<tr>
<td></td>
<td>Best</td>
<td>Provides the highest quality for special copies</td>
</tr>
<tr>
<td>Documentation Orientation</td>
<td>Portrait</td>
<td>Specifies the orientation of copies (only available when 2&gt;1-Sided or 1&gt;2-Sided is selected)</td>
</tr>
<tr>
<td></td>
<td>Landscape</td>
<td></td>
</tr>
<tr>
<td>Binding Direction</td>
<td>Left</td>
<td>Specifies the orientation of copies (only available when 2&gt;1-Sided is selected)</td>
</tr>
<tr>
<td></td>
<td>Top</td>
<td></td>
</tr>
<tr>
<td>Binding Margin</td>
<td>Left</td>
<td>Specifies the orientation of copies (only available when 1&gt;2-Sided is selected)</td>
</tr>
<tr>
<td></td>
<td>Top</td>
<td></td>
</tr>
<tr>
<td>Expansion</td>
<td>Standard</td>
<td>Adjusts the amount of expansion for printing borderless photos</td>
</tr>
<tr>
<td></td>
<td>Medium</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Minimum</td>
<td></td>
</tr>
<tr>
<td>Dry Time</td>
<td>Standard</td>
<td>Provides longer drying time for 2-sided copies, if smudges or marks appear on the front of the paper when you print on the second side</td>
</tr>
<tr>
<td></td>
<td>Long</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Longer</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 with Mac OS X
Cancelling Printing Using a Product Button

Printing with Windows

You can print with your product using any Windows printing program, as described in these sections.
Selecting Basic Print Settings - Windows
Selecting Double-sided Printing Settings - Windows
Selecting Additional Layout and Print Options - Windows
Selecting a Printing Preset - Windows
Printing Your Document or Photo - 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](image)

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, but you will not be able to use the **Borderless** setting.
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** checkbox 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 **Quiet Mode**.

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

**Parent topic:** Printing with Windows
Available options in the Paper Source menu to print on the paper loaded in that source.

- **Cassette 1**: Selects the paper in cassette 1 as the paper source.
- **Cassette 2**: Selects the paper in cassette 2 as the paper source.
- **Cassette 1 > Cassette 2**: Selects the paper in cassette 1 as the paper source and automatically switches to cassette 2 when cassette 1 is empty.
- **Rear Paper Feed Slot**: Selects the paper in the rear feed slot as the paper source.

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.

Opens a window that lets you choose among levels of speed and quality.
Multi-Page Printing Options - Windows

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

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

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

Parent topic: Selecting Basic Print Settings - Windows

Selecting Double-sided Printing Settings - Windows

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

![2-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.

1. Select the 2-Sided Printing checkbox.
2. If the Auto checkbox is not automatically selected, do one of the following:
   • Select the Auto checkbox to automatically print your double-sided print job.
   • Deselect the Auto checkbox to print your double-sided print job manually by printing one side and flipping the paper over to print the other side (recommended for paper types that do not support automatic duplexing).
3. Click the Settings button.
   You see this window:
4. Select the double-sided printing options you want to use.
5. Click **OK** to return to the Main tab.
6. Click the **Print Density** button.
   You see this window:
7. Select the type of document you are printing as the Document Type setting. The software automatically sets the Adjustments options for that document type.

8. If necessary, select the Adjustments options you want to use.

9. Click OK to return to the Main tab.

10. Print a test copy of your double-sided document to test the selected settings.

11. Follow any instructions displayed on the screen during printing.

Double-sided Printing Options - Windows
Print Density Adjustments - Windows

Parent topic: Printing with Windows

Related tasks
Selecting Basic Print Settings - Windows

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

Binding Edge Options
Select a setting that orients double-sided print binding in the desired direction.
Binding Margin Options
Select options that define a wider margin to allow for binding.

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

Parent topic: Selecting Double-sided Printing Settings - Windows

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

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

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

Parent topic: Selecting Double-sided Printing Settings - Windows

Selecting Additional Layout and Print Options - Windows
You can select a variety of additional layout and printing options for your document or photo on the More Options tab.
1. To change the size of your printed document or photo, select the **Reduce/Enlarge Document** checkbox and select one of these sizing options:
   - Select the **Fit to Page** option to size your image to fit the paper you loaded. Select the size of the your document or photo as the **Document Size** setting, and the size of your paper as the **Output Paper** setting.
   - 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.

3. To add a watermark to your printout, select Watermark settings.
4. To add a header or footer to your document, select **Header/Footer**, then select **Settings** to customize the text and location.

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

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

Parent topic: Printing with Windows

Related tasks

- Printing Your Document or Photo - Windows

**Custom Color Correction Options - Windows**

You can select any of the available options in the Color Correction window to customize the image colors for your print job.
Color Controls
Lets you select a **Color Mode** setting, individual settings for **Brightness**, **Contrast**, **Saturation**, and **Density**, and individual color tones. Depending on the selected color mode, you can also adjust the midtone density using the **Gamma** setting.

**Fix Photo**
Improves the color, contrast, and sharpness of flawed photos.

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

**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**
**Edge Smoothing**
Smoothes 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.

**Additional Settings Options**
**Rotate 180°**
Prints the image rotated 180° 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, which comes from the Windows Control Panel on your computer:

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

**Parent topic:** Selecting Additional Layout and Print Options - Windows

Selecting a Printing Preset - Windows

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

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

1. Click the **Main** or **More Options** tab.
   
   You see the available **Printing Presets** on the left:
2. Place your cursor over one of the **Printing Presets** to view its list of settings.
3. Use any of the available options on the screen to control your printing presets.
4. To choose an option for printing, select it.
5. Click **OK**.

**Parent topic:** Printing with 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:

   ![Image of Print window]

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

Parent topic: **Printing with Windows**

Selecting Default Print Settings - Windows

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

1. Access the Windows Desktop and right-click the product icon in the Windows taskbar.
2. Select **Printer Settings**.
You see the printer settings window:

![Printer Settings Window](image)

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

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

**Changing the Language of the Printer Software Screens**

**Parent topic:** Printing with Windows

**Changing the Language of the Printer Software Screens**

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

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

   You see the printer settings window.
3. Click the **Maintenance** tab.
   
   You see the maintenance options:

![Maintenance tab](image)

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

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

**Parent topic:** [Selecting Default Print Settings - Windows](#)

### Changing Automatic Update Options

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

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

![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

**Related tasks**
- Checking for Software Updates

---

**Printing with Mac OS X**

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

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

**Selecting Basic Print Settings - Mac OS X**
**Selecting Page Setup Settings - Mac OS X**
**Selecting Print Layout Options - Mac OS X**
Selecting Basic Print Settings - Mac OS X

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

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

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

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

   ![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:
5. Select the *Copies* and *Pages* settings as necessary.

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

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

   **Note:** If you do not see these settings in the print window, check for them in your application before printing. They may be accessible by selecting *Page Setup* from the File menu.
7. Select any application-specific settings that appear on the screen, such as those shown in the image above for the Preview application.

8. Select **Print Settings** from the pop-up menu.

You see these settings:

```
Paper Source: Cassette
Media Type: Plain Paper / Bright White Paper
Print Quality: Normal

Borderless
Expansion: Max
Grayscale
Mirror Image
```

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 OS X
   Print Quality Options - Mac OS X
   Print Options - Mac OS X

   **Parent topic:** Printing with Mac OS X

   **Related references**
   Paper or Media Type Settings

   **Related tasks**
   Selecting Page Setup Settings - Mac OS X
   Printing Your Document or Photo - Mac OS X

   **Paper Source Options - Mac OS X**

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

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

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

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

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

   **Print Quality Options - Mac OS X**

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

   **Fast Economy**
   For the fastest printing with draft quality.
Economy
For fast printing with reduced quality.

Normal
For everyday text and image printing.

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

Quality
For photos and graphics with good quality and print speed.

High Quality
For photos and graphics with high print quality.

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

Parent topic: Selecting Basic Print Settings - Mac OS X

Print Options - Mac OS X

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

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.

Note: If you select the Min option for the Expansion setting, you may see white borders on your printed photo.

Parent topic: Selecting Basic Print Settings - Mac OS X

Selecting Page Setup Settings - Mac OS X

Depending on your application, you may be able to select the paper size and orientation settings from the print window.
Note: If you do not see these settings in the print window, check for them in your application before printing. They may be accessible by selecting Page Setup from the File menu.

1. Select the size of the paper you loaded as the Paper Size setting. 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.

   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 with Mac OS X

Related references

Borderless Paper Type Compatibility

Selecting Print Layout Options - Mac OS X

You can select a variety of layout options for your document or photo by selecting Layout from the pop-up menu on the print window.
• To print multiple pages on one sheet of paper, select the number of pages in the **Pages per Sheet** pop-up menu. To arrange the print order of the pages, select a **Layout Direction** setting.

• To print borders around each page on the sheet, select a line setting from the **Border** pop-up menu.

• To invert or flip the printed image, select the **Reverse page orientation** or **Flip horizontally** settings.

**Parent topic:** Printing with Mac OS X

**Selecting Double-sided Printing Settings - Mac OS X**

You can print on both sides of the paper by selecting **Two-sided Printing Settings** from the pop-up menu on the print window.
Note: Some options may be pre-selected or unavailable, depending on other settings you have chosen or if you are accessing the product over a network. This screen may be different, depending on the version of Mac OS X you are using.

1. Select one of the Two-sided Printing options.
2. Select the type of document you are printing as the **Document Type** setting. The software automatically sets the Adjustments options for that document type.

3. If necessary, customize the Adjustments settings as instructed on the screen.

4. Print a test copy of your double-sided document to test the selected settings.

5. Follow any instructions displayed on the screen during printing.

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

**Parent topic:** Printing with Mac OS X

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

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

**Two-sided Printing Options**

**Long-Edge binding**

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

Adjustments

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

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

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

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

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

2. Select one of the available options.
3. Select **Color Options** from the pop-up menu in the print window.

![Color Options settings menu]

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

4. Select one of the available options.

---

**Color Matching and Color Options - Mac OS X**

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

**Color Matching Settings**

**EPSON Color Controls**

- Lets you manage color using controls in your printer software, or turn off color management.

**ColorSync**

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

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

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

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

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

Parent topic: Managing Color - Mac OS X

Selecting Printing Preferences - Mac OS X
You can select printing preferences that apply to all the print jobs you send to your product.

1. In the Apple menu or the Dock, select System Preferences.
2. Select Print & Fax or Print & Scan, select your product, and select Options & Supplies.
3. Select Driver.
   You see a screen like this:
4. Select any of the available printing preferences.
5. Click **OK**.

**Printing Preferences - Mac OS X**

**Parent topic:** Printing with Mac OS X

**Printing Preferences - Mac OS X**

You can select from these settings on the Driver tab.

**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 a color ink cartridge is expended.

**Automatic Cassette Switching**
Automatically switches to the other cassette when one of the cassettes runs out of paper.

**High Speed Printing**
Speeds up printing, but may reduce print quality.
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 when ink is low.

Parent topic: Selecting Printing Preferences - Mac OS X

Printing Your Document or Photo - Mac OS X
Once you have selected your print settings, you are ready to print.
Click Print at the bottom of the print window.

Checking Print Status - Mac OS X
During printing, you can view the progress of your print job, control printing, and check ink cartridge 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:

**Mac OS X 10.5/10.6/10.7:**
- To cancel printing, click the print job and click the **Delete** icon.
- To pause a print job, click the print job and click the **Hold** icon. To resume a print job, click the print job marked "Hold" and click the **Resume** icon.
- To pause printing for all queued print jobs, click the **Pause Printer** icon.
- To check ink status, click the **Supply Levels** icon.

**Mac OS X 10.8:**
- To cancel printing, click the button next to the print job.
- To pause a print job, click the button next to the print job. To resume a print job, click the button.
- To pause printing for all queued print jobs, click the large **Pause** button.
- To check ink status, click the **Settings** icon, then click the **Supply Levels** tab.

**Parent topic:** Printing Your Document or Photo - Mac OS X
Cancelling Printing Using a Product Button

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

Parent topic: Printing From a Computer
Scanning

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

Starting a Scan
Selecting Epson Scan Settings
Scanning with Mac OS X Using Image Capture
Scanning Special Projects

Starting a Scan

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

Starting a Scan Using the Product Touch Panel
Starting a Scan Using the Epson Scan Icon
Starting a Scan from a Scanning Program

Parent topic: Scanning
Related topics
Placing Originals on the Product

Starting a Scan Using the Product Touch Panel

You can scan an image to your computer using your product's touch panel.

Your product automatically selects suitable default scan settings, but you can view or change them as necessary.

1. Make sure you installed the product software and connected the product to your computer or network.
2. Press the ⬆️ home button, if necessary
3. Select Scan.
   The scan options are displayed:
4. Select a scan option.

- **Scan to Memory Card** saves your scan file on a memory card and lets you select the file format, quality, and other settings.
- **Scan to Cloud** sends your scanned files to a destination that you have registered with Epson Connect.
- **Scan to PC** saves your scan as a JPEG file to your computer or as an image capture in Mac OS X 10.6/10.7/10.8.
- **Scan to PC (PDF)** saves your scan as a PDF file to your computer or as an image capture in Mac OS X 10.6/10.7/10.8.
- **Scan to PC (Email)** scans your original and attaches it to a message in your e-mail program. You can select the e-mail program you want to use and resize your image, if necessary, from an option screen on your computer.

  **Note:** This works with MAPI-type email such as Microsoft Outlook, Windows Live Mail, Mac Mail, and Entourage, but not web-based email such as Gmail.

- **Scan to PC (WSD)** lets you manage network scanning in Windows 7 or Windows Vista (English only). To use this feature, you must first set up WSD (Web Services for Devices) on the computer.

5. To scan to your computer, you first need to select how you connected your product to your computer:

- If your product is connected directly to your computer with a USB cable, select **USB Connection** to start scanning.
• If your product is connected to your computer over a network, select the computer name from the list to start scanning.

Scan to Memory Card Options
Changing Default Scan Button Settings

Parent topic: Starting a Scan
Related tasks
Using Epson Scan to Cloud

Scan to Memory Card Options

Select the **Scan to Memory Card** options you want to use.

<table>
<thead>
<tr>
<th>Scan to Memory Card setting</th>
<th>Available options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-Sided Scanning</td>
<td>Off</td>
<td>Lets you scan 2-sided originals placed in the ADF</td>
</tr>
<tr>
<td></td>
<td>On</td>
<td></td>
</tr>
<tr>
<td>Scan Area</td>
<td>Letter</td>
<td>Select the page size for documents</td>
</tr>
<tr>
<td></td>
<td>Legal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Auto Cropping</td>
<td>Select for photos with dark edges</td>
</tr>
<tr>
<td></td>
<td>Max Area</td>
<td>Select for most photos</td>
</tr>
<tr>
<td>Document</td>
<td>Text</td>
<td>Select the type of original you are scanning</td>
</tr>
<tr>
<td></td>
<td>Photograph</td>
<td></td>
</tr>
<tr>
<td>Resolution</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>Document Orientation</td>
<td>Portrait</td>
<td>Control the orientation of PDF documents</td>
</tr>
<tr>
<td></td>
<td>Landscape</td>
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</tr>
<tr>
<td>Binding Direction</td>
<td>Left</td>
<td>Control the orientation of 2-sided PDF documents</td>
</tr>
<tr>
<td></td>
<td>Top</td>
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</tr>
<tr>
<td>Scan to Memory Card setting</td>
<td>Available options</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Contrast</td>
<td>–4 to +4</td>
<td>Adjusts the contrast for scanned images; negative settings make images lighter and positive settings make images darker.</td>
</tr>
</tbody>
</table>

Parent topic: Starting a Scan Using the Product Touch Panel

Changing Default Scan Button Settings

You can view or change the default scan settings your product uses when you scan to your computer using the product buttons. You do this using the Event Manager program.

1. Do one of the following to open Event Manager:
   - **Windows 8.x**: Navigate to the Apps screen and select Event Manager.
   - **Windows (other versions)**: Click Start > All Programs or Programs > EPSON Software > Event Manager.
   - **Mac OS X**: Open the Applications folder, click Epson Software, and click Event Manager.
2. Open the Scanner (Windows) or Select Scanner (Mac OS X) drop-down list and select your product, if necessary.
3. Click Make Job Settings.
4. Open the Edit Job Settings drop-down list and select the scan button settings you want to view or change.
5. Change the settings as necessary.
6. Click OK.
7. Click Close to close the Event Manager window.

Parent topic: Starting a Scan Using the Product Touch Panel

Starting a Scan Using the Epson Scan Icon

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

- **Windows**: Double-click the EPSON Scan icon on your Windows Desktop.
• **OS X**: Open the **Applications** folder, open the **Epson Software** folder, and double-click the **EPSON Scan** icon.

**Note**: With OS X 10.6, 10.7, 10.8, or 10.9, in addition to scanning with Image Capture, you can download and install Epson Scan scanning software. Epson Scan provides additional image adjustment and photo correction features for enhancing scanned images, and provides an interface for TWAIN-compliant OCR scanning software, such as ABBYY FineReader. To download Epson Scan, visit Epson's driver download site ([U.S. downloads or Canadian downloads](https://www.epson.com)).

You see an Epson Scan window like this:
Parent topic: Starting a Scan
Related tasks
Scanning with Mac OS X Using Image Capture
Related topics
Selecting Epson Scan Settings
Starting a Scan from a Scanning Program

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

**Note:** With OS X 10.6, 10.7, 10.8, or 10.9, in addition to scanning with Image Capture, you can download and install Epson Scan scanning software. Epson Scan provides additional image adjustment and photo correction features for enhancing scanned images, and provides an interface for TWAIN-compliant OCR scanning software, such as ABBYY FineReader. To download Epson Scan, visit Epson's driver download site (U.S. downloads or Canadian downloads).

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

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

You see an Epson Scan window like this:
Note: Epson Scan may start in a different mode when you first access it.

Parent topic: Starting a Scan
Selecting Epson Scan Settings

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

**Scan Modes**

**Selecting the Scan Mode**

**Scanning in Office Mode**

**Scanning in Home Mode**

**Scanning in Professional Mode**

**Image Preview Guidelines**

**Scan Resolution Guidelines**

**Selecting Scan File Settings**

Parent topic: Scanning

Scan Modes

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

**Office Mode**

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

**Home Mode**

You can select setting groups based on the type of content you are scanning. You can also select various image adjustment options, and preview and size your scanned image.

**Professional Mode**

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

Parent topic: Selecting Epson Scan Settings

Related tasks

Selecting the Scan Mode

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

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

1. Start Epson Scan and select **Office Mode** as the Mode setting.
   
   You see this window:
2. Select the **Image Type** setting that matches your original.
3. Select the **Document Source** setting indicating where you placed your original. To scan a 2-sided document in the ADF, select **ADF-Double-sided**.

   **Note:** If you are using the ADF, remove any documents from the scanner glass.
4. Select the **Size** and **Orientation** settings that match your original.
5. Select the **Resolution** setting you want to use for your scan.
6. Click the **Preview** button.
   Epson Scan previews your original and displays the result in a separate Preview window.
7. If you are using the ADF, reinsert your original into the ADF.
8. If desired, select the area in your preview image that you want to scan (scan area).

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

9. Select any of the image adjustment settings you want to use. Before making adjustments, click the image or scan area in the Preview window.
10. Click **Scan**.
    You see the File Save Settings window.
11. Change any of the necessary file save settings and click **OK**.
    Epson Scan scans your original, and saves the file in the selected folder or opens it in your scanning program. If the file was saved directly to your computer, you see the file in the Windows Explorer or OS X Finder, where you can view and print the image, if desired.

**Available Document Source Settings - Office Mode**

**Selecting a Scan Area - Office Mode**

**Available Image Adjustments - Office Mode**

**Parent topic:** Selecting Epson Scan Settings

**Related concepts**

- Image Preview Guidelines
- Scan Resolution Guidelines

**Related tasks**

- Scanning in Home Mode
- Scanning in Professional Mode
- Selecting Scan File Settings

**Available Document Source Settings - Office Mode**

You can select these Document Source options in Epson Scan Office Mode.
Auto Detect
Automatically detects where the originals are placed on your product for scanning.

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

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

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

Parent topic: Scanning in Office Mode

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

You can also use the scan area to select specific Image Adjustments settings for a scanned image. Just be sure to click inside the scan area before selecting the settings.
1. In the Preview window, click the Auto Locate icon to create a marquee (dotted line) on the preview image.

2. Do the following, as necessary, to work with the selected scan area:
   - If the marquee is correct, continue with the next step.
   - To move the marquee, click inside the scan area and drag the marquee where you want it.
• To resize the scan area, place your cursor over the edge or corner of the marquee, then click and drag the edges where you want them. (Hold down the Shift key as you resize the marquee to retain the same width/height proportions.)

• To create additional marquees (up to 50, if available), click the Copy Marquee icon to copy the existing marquee and paste it on the preview image.

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

• To delete a marquee, click the marquee, then click the Delete Marquee icon.

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

Parent topic: Scanning in Office Mode

Related concepts
Image Preview Guidelines
Scan Resolution Guidelines

Related tasks
Selecting Scan File Settings

Available Image Adjustments - Office Mode
You can select these Image Adjustments options in Epson Scan Office Mode. Not all adjustment settings may be available, depending on other settings you have chosen.
Note: Select the **Image Option** checkbox if you need to set any of the grayed-out image adjustments beneath the checkbox.

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

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

**Text Enhancement**
Sharpens the appearance of letters in text documents.

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

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

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

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

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

Parent topic: **Scanning in Office Mode**

### Scanning in Home Mode

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

Note: You must place your original on the scanner glass when using **Home Mode**.

1. Start Epson Scan and select **Home Mode** as the Mode setting.
   
   You see this window:
2. Select the **Document Type** setting that matches your original, such as **Photograph** or **Text/Line Art**.

3. Select the **Image Type** setting that matches your original.
4. Select the way you plan to use your scanned image as the **Destination** setting. (The Resolution setting is selected automatically based on the Destination setting you choose.)
   - **Screen/Web**: Select this option for images you will email, view on a computer screen, or post on the web.
   - **Printer**: Select this option for images you will print or documents you will convert to editable text using OCR (Optical Character Recognition) software.
   - **Other**: Select this option if you want to select a custom resolution for your image.

5. If you selected **Other** in the last step, select the **Resolution** setting you want to use for your scan.

6. Click the **Preview** button.
   - Epson Scan previews your original and displays the result in a separate Preview window.

7. If desired, select the area in your preview image that you want to scan (scan area).

8. Select any of the image adjustment settings you want to use. Before making adjustments, click the image or scan area in the Preview window.

9. If you want to reduce or enlarge your image as you scan, select the **Target Size** setting you want to use.

10. Click **Scan**.
    - You see the File Save Settings window.

11. Change any of the necessary file save settings and click **OK**.
    - Epson Scan scans your original, and saves the file in the selected folder or opens it in your scanning program. If the file was saved directly to your computer, you see the file in the Windows Explorer or OS X Finder, where you can view and print the image, if desired.

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**Selecting a Scan Area - Home Mode**
**Available Image Adjustments - Home Mode**
**Selecting a Scan Size - Home Mode**

**Parent topic:** Selecting Epson Scan Settings

**Related concepts**
- Image Preview Guidelines
- Scan Resolution Guidelines

**Related tasks**
- Scanning in Office Mode
- Scanning in Professional Mode
- Selecting Scan File Settings
Selecting a Scan Area - Home Mode

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

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

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

   • **Thumbnail preview**: Your scan area is selected automatically, but you can change it. Place your cursor in one corner of the desired scan area, then click and drag the cursor to the opposite corner to create a marquee (dotted line) on the preview image.
• **Normal preview**: Click the Auto Locate icon to create a marquee (dotted line) on the preview image.
2. Do the following, as necessary, to work with the selected scan area:
   • If the marquee is correct, continue with the next step.
   • To move the marquee, click inside the scan area and drag the marquee where you want it.
   • To resize the scan area, place your cursor over the edge or corner of the marquee, then click and drag the edges where you want them. (Hold down the **Shift** key as you resize the marquee to retain the same width/height proportions.)
• **Normal preview**: To create additional marquees (up to 50), click the Copy Marquee icon to copy the existing marquee and paste it on the preview image.

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

• To delete a marquee, click the marquee, then click the Delete Marquee icon.

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

**Parent topic**: Scanning in Home Mode

### Available Image Adjustments - Home Mode

You can select these Image Adjustments options in Epson Scan Home Mode.

![Image Adjustments](image-url)

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

**Descreening**

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

**Color Restoration**

Restores the colors in faded photos automatically.

**Backlight Correction**

Removes shadows from photos that have too much background light.
Dust Removal
Removes dust marks from your originals automatically.

Text Enhancement
Sharpens the appearance of letters in text documents.

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

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

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

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

Parent topic: Scanning in Home Mode

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

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

| Target Size: | 5 x 7 in. |

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

A marquee (dotted line) appears on your preview image proportioned for the size you selected.
3. Do the following, as necessary, to work with the selected scan area:
   • To move the marquee, click inside the scan area and drag the marquee where you want it.
   • To resize the scan area, place your cursor over the edge or corner of the marquee, then click and drag the edge where you want it.

   **Note:** Manually adjusting the marquee will not change the target size of the scanned file. The marquee only indicates the area of the image that will be scanned.
4. To create a scanned image size that is not available in the Target Size list, click the **Customize** option.

![Target Size window](image)

5. Name the custom size, enter the size, click **Save**, and click **OK**. Then create a scan area on the preview image.

   The marquee is automatically proportioned for your custom scan size.

**Parent topic:** [Scanning in Home Mode](#)

### Scanning in Professional Mode

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

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

   You see this window:
2. Select the **Document Type** setting that matches your original, such as **Reflective** for documents or photos.
3. Select the **Document Source** setting indicating where you placed your original. To scan a 2-sided document in the ADF, select **ADF - Double-sided**.
   
   **Note:** If you are using the ADF, remove any documents from the scanner glass.
4. Select the specific type of original you are scanning as the **Auto Exposure Type** setting: **Document** or **Photo**.
5. Select the details of your original and how you want it scanned as the **Image Type** setting.
6. Select the **Resolution** setting you want to use for your scan.
7. Click the **Preview** button.
   
   Epson Scan previews your original and displays the result in a separate Preview window.
8. If you are using the ADF, reinsert your original into the ADF.
9. If desired, select the area in your preview image that you want to scan (scan area).
   
   **Note:** You cannot select a scan area if you chose **ADF-Double-sided** as the **Document Source** setting.
10. Select any of the image adjustment settings you want to use. Before making adjustments, click the image or scan area in the Preview window.
11. If you want to reduce or enlarge your image as you scan, select the **Target Size** setting you want to use.
   
   **Note:** You cannot select a target size if you chose **ADF-Double-sided** as the **Document Source** setting.
12. Click **Scan**.
   
   You see the File Save Settings window.
13. Change any of the necessary file save settings and click **OK**.

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

*Available Document Source Settings - Professional Mode*
Available Image Types - Professional Mode
Selecting a Scan Area - Professional Mode
Available Image Adjustments - Professional Mode
Selecting a Scan Size - Professional Mode

Parent topic: Selecting Epson Scan Settings

Related concepts
Image Preview Guidelines
Scan Resolution Guidelines

Related tasks
Scanning in Office Mode
Scanning in Home Mode
Selecting Scan File Settings

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

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

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

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

Parent topic: Scanning in Professional Mode

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

24-bit Color
Select this setting for color photos.

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

8-bit Grayscale
Select this setting for black-and-white photos.
Black & White
Select this setting for black text documents or line art.

Parent topic: Scanning in Professional Mode

Selecting a Scan Area - Professional Mode

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

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

Note: In Professional Mode, the default Preview mode is Normal mode. To use Thumbnail Preview mode instead, select the Thumbnail checkbox beneath the Preview button (if available), then click the Preview button to preview your image again.

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

   • Normal preview: Click the Auto Locate icon to create a marquee (dotted line) on the preview image.
• **Thumbnail preview**: Your scan area is selected automatically, but you can change it. Place your cursor in one corner of the desired scan area, then click and drag the cursor to the opposite corner to create a marquee (dotted line) on the preview image.
2. Do the following, as necessary, to work with the selected scan area:
   - If the marquee is correct, continue with the next step.
   - To move the marquee, click inside the scan area and drag the marquee where you want it.
   - To resize the scan area, place your cursor over the edge or corner of the marquee, then click and drag the edges where you want them. (Hold down the **Shift** key as you resize the marquee to retain the same width/height proportions.)
• **Normal preview**: To create additional marquees (up to 50, if available), click the Copy Marquee icon to copy the existing marquee and paste it on the preview image.

• To delete a marquee, click the marquee, then click the Delete Marquee icon.

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

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

**Parent topic**: Scanning in Professional Mode

### Available Image Adjustments - Professional Mode

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

![Adjustments](image)

Click the image adjustment icon to access additional settings.

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

**Unsharp Mask**

Makes the edges of certain image areas clearer. Turn off this option to leave softer edges.
**Descreening**
Removes the ripple pattern that might appear in subtly shaded image areas, such as skin tones. This option improves results when scanning magazines or newspapers. (The results of descreening do not appear in the preview image, only in your scanned image.)

**Color Restoration**
Restores the colors in faded photos automatically.

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

**Dust Removal**
Removes dust marks from your originals automatically.

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

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

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

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

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

**Saturation**
Adjusts the density of colors in the overall image.

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

**Color Palette**
Provides a graphical interface for adjusting mid-tone levels, such as skin tones, without affecting the highlight and shadow areas of the image. (For advanced users only.) Click the Color Palette icon to access the settings.
Threshold
Adjusts the level at which black areas in text and line art are delineated, improving text recognition in
OCR (Optical Character Recognition) programs.

Parent topic: Scanning in Professional Mode

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

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

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

A marquee (dotted line) appears on your preview image proportioned for the size you selected.
3. Do the following, as necessary, to work with the selected scan area:
   • To move the marquee, click inside the scan area and drag the marquee where you want it.
   • To resize the scan area, place your cursor over the edge or corner of the marquee, then click and drag the edge where you want it.

   **Note:** Manually adjusting the marquee will not change the target size of the scanned file. The marquee only indicates the area of the image that will be scanned.
4. To create a scanned image size that is not available in the Target Size list, click the **Customize** option.

5. Name the custom size, enter the size, click **Save**, and click **OK**. Then create a scan area on the preview image.
   
   The marquee is automatically proportioned for your custom scan size.

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

   - **Scale**: Reduces or enlarges your image by the percentage you enter.
• **Trimming**: Turns automatic image cropping on or off.

• **Unlock icon**: Unlocks the width/height proportions of the scanned image size so you can adjust it without constraint.

**Parent topic:** Scanning in Professional Mode

## Image Preview Guidelines

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

**Thumbnail preview**
- A thumbnail preview displays your previewed images as thumbnails with the scanned image area and exposure automatically selected. If the Thumbnail checkbox is selected, clicking the Preview button opens a thumbnail preview.

**Normal preview**
- A normal preview displays your previewed images in their entirety so you can select the scanned image area and other settings manually. If the Thumbnail checkbox is deselected, clicking the Preview button opens a normal preview.

**Parent topic:** Selecting Epson Scan Settings

## Scan Resolution Guidelines

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

• **You will enlarge the image as you scan it.**
  - If you will enlarge the image using Epson Scan’s Target Size setting (Home and Professional modes only), you do not need to increase the Resolution setting.

• **You will scan the image at its original size, but enlarge it later in an image-editing program.**
  - Increase Epson Scan’s Resolution setting in your scan. Increase the resolution by the same amount you will increase the image size to retain a high image quality. For example, if the resolution is 300 dpi (dots per inch) and you will double the image size later, change the Resolution setting to 600 dpi.

• **You will scan the image at 100% or smaller size.**
  - Select Epson Scan’s Resolution setting based on how you will use the scanned image:
    - Email/view on a computer screen/post on the web: 96 to 150 dpi
    - Print/convert to editable text (OCR): 300 dpi

140
Selecting Scan File Settings

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

The File Save Settings window may appear after you click **Scan** on the Epson Scan window. You may also be able to access the window by clicking the icon on the Epson Scan window.
1. Do one of the following to select the folder in which you want to save your scanned image:
   • Click the button for one of the displayed folders.
   • Click the Other button, click the Browse or Choose button, and select a folder.
2. Type in a stem file name in the Prefix field. This name is used along with numbers to automatically name your scanned files.
3. Select a different number as the Start Number setting, if you like.
4. Select the file format you want to use in the Image Format Type menu.
5. If your file format provides optional settings, click the Options button to select them.
6. Choose any of the optional settings you want to use by selecting their checkboxes.
7. Click OK.

Available Scanned File Types and Optional Settings

Parent topic: Selecting Epson Scan Settings

Available Scanned File Types and Optional Settings

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

File Formats

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

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

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

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

PICT (*.pct)
A standard image file format for most Mac OS X programs.
**PRINT Image Matching II (*.jpg or *.tif)**
File formats that include Epson PRINT Image Matching II data for enhanced quality and a wider color range (does not affect the way the image displays on the screen).

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

**Optional Settings**

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

**Show this dialog box before next scan**
Select to have the File Save Settings window appear automatically before you scan.

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

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

**Parent topic:** Selecting Scan File Settings

---

**Scanning with Mac OS X Using Image Capture**

With Mac OS X 10.6/10.7/10.8, you can scan with your product using an image-editing application such as Image Capture.

**Note:** With OS X 10.6, 10.7, 10.8, or 10.9, in addition to scanning with Image Capture, you can download and install Epson Scan scanning software. Epson Scan provides additional image adjustment and photo correction features for enhancing scanned images, and provides an interface for TWAIN-compliant OCR scanning software, such as ABBYY FineReader. To download Epson Scan, visit Epson's driver download site ([U.S. downloads](https://download.epson-biz.com/) or [Canadian downloads](https://download.epson-biz.ca/)).

1. Open an image editing application, such as Image Capture.
2. Select your Epson product from the **DEVICES** or **SHARED** list, if necessary. (You may need to hover over the **DEVICES** or **SHARED** list, click **Show**, and select your product.)
3. If you see the **Show Details** button, click it.
   - If you are scanning an item on the scanner glass, your product begins a preview scan.
4. Select the **Scan Mode** setting indicating where you placed your original (if available). Select any other scan settings as necessary.

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

Parent topic: Scanning

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

- Scanning to a PDF File
- Restoring Photo Colors as You Scan
- Convert Scanned Documents to Editable Text (OCR)

Parent topic: Scanning

Scanning to a PDF File
Using Epson Scan, you can scan a multi-page document and save it in one PDF (Portable Document Format) file on your computer.

1. Place your original on your product for scanning.
2. Start Epson Scan.
3. Select the scan mode you want to use.
4. Select the scan settings for your scan.
5. Preview your image.
6. When you finish selecting all your settings, click Scan.
   You see the File Save Settings window.
7. Select **PDF** as the Type setting.

8. Select any other settings you want to use on the File Save Settings window. Click the **Options** button to access additional settings.

9. Click **OK**.

   Epson Scan scans your document and you see this window:
10. Choose one of the following options on the screen:
   • If you are scanning only one page, click **Save File**.
   • If you need to scan additional pages in a document, click **Add page**. Place additional pages on the product for scanning, click **Scan**, and repeat until you have scanned all the pages. When you are finished, click **Save File**.
   • If you need to delete or reorder the scanned pages, click **Edit page**. Delete or reorder the pages using the icons that appear on the bottom of the editing window. When you are finished, click **OK**.

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

11. Click **Close** to exit the Epson Scan window, if necessary.

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

**Parent topic:** Scanning Special Projects

**Related tasks**

- Starting a Scan Using the Epson Scan Icon
- Selecting the Scan Mode
- Selecting Scan File Settings

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Restoring Photo Colors as You Scan

You can restore the colors in faded photos as you scan them using Epson Scan’s Color Restoration setting. You can select this setting in any of the available scan modes.

Note: Color restoration is not available in Office Mode, if Epson Scan offers that mode.

1. Place your original on your product for scanning.
2. Start Epson Scan.
3. Select the scan mode you want to use.
4. Select the scan settings for your scan.
5. Preview your image.
6. Locate or access the image adjustment settings.
7. Select the Color Restoration checkbox.
8. When you finish selecting all your settings, click Scan.
9. Click Close to exit the Epson Scan window, if necessary.

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

Parent topic: Scanning Special Projects

Related tasks
Starting a Scan Using the Epson Scan Icon
Selecting the Scan Mode

Related topics
Placing Originals on the Product
Selecting Epson Scan Settings
Convert Scanned Documents to Editable Text (OCR)

You can scan a document and convert the text into data that you can edit with a word processing, spreadsheet, or HTML-editing program. This process is called OCR (Optical Character Recognition).

To scan and use OCR, you need to install an OCR program, such as ABBYY FineReader.

In Mac OS X 10.6/10.7/10.8, you can use ABBYY FineReader to convert scanned documents to editable text by first using an application such as Image Capture. Scan and save your document in Image Capture, then open ABBYY FineReader, open the Get Images From pop-up menu, and select File. Select the conversion option you want to use, then select your scanned file and follow the instructions on the screen.

Note: With OS X 10.6, 10.7, 10.8, or 10.9, in addition to scanning with Image Capture, you can download and install Epson Scan scanning software. Epson Scan provides additional image adjustment and photo correction features for enhancing scanned images, and provides an interface for TWAIN-compliant OCR scanning software, such as ABBYY FineReader. To download Epson Scan, visit Epson’s driver download site (U.S. downloads or Canadian downloads).

Scanning Using OCR - Windows
Scanning Using OCR - Mac OS X

Parent topic: Scanning Special Projects

Scanning Using OCR - Windows

You can use the ABBYY FineReader OCR program to convert scanned documents to editable text.

1. Place your original on your product for scanning.

2. Do one of the following to open ABBYY FineReader:

   • **Windows 8.x**: Navigate to the Apps screen and select ABBYY FineReader 9.0 Sprint.
   
   • **Windows (other versions)**: Click or Start > All Programs or Programs > ABBYY FineReader 9.0 Sprint > ABBYY FineReader 9.0 Sprint.

   You see this window:
3. Select the language used in the document you are going to scan as the **Document Language** setting.

4. Click either the **Scan to Other Formats** icon or the icon that corresponds with the program you want to scan to.

5. If you see the Select Scanner window, select your product and click **OK**.

   **Note:** Do not select a **WIA** option for your product; it will not work correctly.

   You see the scan settings window.

6. Select your scan settings.

7. Click **Preview** and adjust the area you want to scan, if necessary.

8. Click **Scan**.

   **Note:** To scan a multi-page document, select settings in the Multi-Page Scanning section and click **Scan** for each page.

9. When you are finished scanning, click **Close**.
Your document is scanned and processed into editable text, then you see the Save As window.

10. Select a name and a file format for your document and click Save.

The file is saved and then opened in an application associated with the file type you selected, if available on your system.

**Parent topic:** Convert Scanned Documents to Editable Text (OCR)

**Related topics**

Placing Originals on the Product

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**Scanning Using OCR - Mac OS X**

You can use the ABBYY FineReader OCR program to convert scanned documents to editable text.

In Mac OS X 10.6/10.7/10.8, you can use ABBYY FineReader to convert scanned documents to editable text by first using an application such as Image Capture. Scan and save your document in Image Capture, then open ABBYY FineReader, open the Get Images From pop-up menu, and select File. Select the conversion option you want to use, then select your scanned file and follow the instructions on the screen.

**Note:** With OS X 10.6, 10.7, 10.8, or 10.9, in addition to scanning with Image Capture, you can download and install Epson Scan scanning software. Epson Scan provides additional image adjustment and photo correction features for enhancing scanned images, and provides an interface for TWAIN-compliant OCR scanning software, such as ABBYY FineReader. To download Epson Scan, visit Epson's driver download site (U.S. downloads or Canadian downloads).

1. Place your original on your product for scanning.
2. Open the Applications folder and click the ABBYY FineReader Sprint icon.
   
   You see this window:
3. Open the **Get Images From** pop-up menu and select your product.

4. Select the language used in the document you are going to scan as the **Document Language** setting.

5. Select the type of document you are going to scan. Epson Scan starts in the last scan mode you used.

6. Select your scan settings and click **Scan**. Your document is scanned and you see the Epson Scan window while your document is converted to editable text.

7. Click **Close** to close the Epson Scan window and Preview window, if necessary.
You see the Save Converted File As window:

8. Click the **Save** button.
   The file is saved and then opened in an application associated with the file type you selected, if available on your system.

**Parent topic:** Convert Scanned Documents to Editable Text (OCR)

**Related tasks**
Scanning with Mac OS X Using Image Capture

**Related topics**
Placing Originals on the Product
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 Speed Dial and Group Dial Lists**
**Sending Faxes**
**Receiving Faxes**

**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 to turn on Auto Answer mode. 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.

**DSL connection**
1  Telephone wall jack
2  DSL filter
3  DSL modem

**ISDN connection (one phone number)**
1 ISDN wall jack
2 Terminal adapter or ISDN router

ISDN connection (two phone numbers)
1 ISDN wall jack
2 Terminal adapter or ISDN router
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 Auto Answer mode is turned on, 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 (Auto Answer)

**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 Fax Features Using the Product Control Panel

See these sections to set up fax features using the product control panel.

- Selecting Your Country or Region
- Selecting the Date and Time
- Entering Fax Header Information
- Entering Numbers and Characters for Faxing
- Selecting Fax Send and Receive Settings
- Selecting Fax Communication Settings
- Printing Fax Reports
- Restoring Default Fax Settings
- Fax Send Options
- Fax Receive Options
- Fax Communications Options
- Fax Report Options
- Restore Default Settings Options

Parent topic: Setting Up Fax Features

Related tasks

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

Selecting Your Country or Region

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

Note: If you change the country or region, your fax settings return to their defaults and you must select them again.

1. Press the home button, if necessary.
2. Press the left or right arrow button and then select Setup.
3. Scroll down and select **Printer Setup**.

4. Scroll down and select **Country/Region**.

5. Scroll up or down, if necessary, then select your country or region.
   You see a confirmation screen.

6. If the setting is correct, select **Yes**. (If not, select **No** and retry.)

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

**Parent topic:** Setting Up Fax Features Using the Product Control Panel

**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. Press the left or right arrow button and then select **Setup**.
3. Select **Printer Setup**.

![Printer Setup screen](image)

4. Select **Daylight Saving Time**.

5. 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)

After making a selection, you return to the **Printer Setup** screen.

**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.
6. Select Date/Time.

7. Select the date format you want to use.
8. Use the numeric keypad to enter the current date, then select Done.
9. Select the time format you want to use.
10. Use the numeric keypad to enter the current time, select AM or PM if you selected a 12-hour time format, then select Done.

You return to the Printer Setup screen.

Parent topic: Setting Up Fax Features Using the Product Control Panel

Entering Fax Header Information

Before faxing, add your sender name and fax number to the fax header to identify the source of the faxes you send.

1. Press the home button, if necessary.
2. Press the left or right arrow button and then select Setup.
3. Scroll down and then select **Fax Settings**.

4. Select **Communication**.

5. Scroll down and then select **Header**.

6. Select **Fax Header**.

7. Use the numeric 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. Select **Done**.
   
   You return to the **Header** screen.
9. Select Your Phone Number.

10. Use the numeric keypad to enter your fax number, up to 20 characters. For international numbers that require use of a + symbol, press the # key.

   **Note:** When entering a phone number, the * key does not work.

11. Select Done.
   
   You return to the Header screen.

**Parent topic:** Setting Up Fax Features Using the Product Control Panel

**Related tasks**

Entering Numbers and Characters for Faxing

**Entering Numbers and Characters for Faxing**

Follow these guidelines to enter numbers and characters for faxing and setting up your fax settings.
• To enter text or characters, press the keys on the numeric keypad until the desired character or number appears.
• To enter symbols, press the 1 Symb. key until the desired symbol appears.
• To enter a pause symbol (–) in phone numbers requiring a brief pause during dialing, press .
• To move the cursor to the next space, press .
• To delete the previous character, press .

Parent topic: Setting Up Fax Features Using the Product Control Panel
Selecting Fax Send and Receive Settings
You can select the fax quality and other settings for incoming and outgoing faxes.

1. Press the home button, if necessary.
2. Press the left or right arrow button and then select Setup.
3. Scroll down and then select Fax Settings.

4. Select Send Settings or Receive Settings.
5. Change any of the available settings.
6. Press the home button to exit.

Parent topic: Setting Up Fax Features Using the Product Control Panel

Related references
Fax Send Options
Fax Receive Options

Selecting Fax Communication Settings
You can customize how your product sends and receives faxes over your phone line.

1. Press the home button, if necessary.
2. Press the left or right arrow button and then select Setup.
3. Scroll down and then select **Fax Settings**.

4. Select **Communication**.

5. Change any of the available settings.

6. Press the home button to exit.

**Parent topic:** Setting Up Fax Features Using the Product Control Panel

**Related references**

Fax Communications Options

**Printing Fax Reports**

You can run a variety of reports on your fax transmissions and print your speed and group dial lists.

**Note:** You can also select to print a report automatically after a fax is sent by going to **Setup > Fax Settings > Send Settings > Last Transmission Report**.

1. Make sure you loaded letter-size or larger paper in your product.

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

4. Select **Advanced Options**.

5. Scroll down and then select **Fax Report**.

6. Select one of the available reports.

7. Press one of the buttons to print the report.

**Parent topic:** Setting Up Fax Features Using the Product Control Panel
Restoring Default Fax Settings

You can restore your fax settings to their default options, if necessary.

1. Press the home button, if necessary.
2. Press the left or right arrow button and then select Setup.
3. Scroll down and then select Restore Default Settings.
4. Select one of the available options. You see a confirmation screen.
5. Select Yes or No.

Parent topic: Setting Up Fax Features Using the Product Control Panel

Related references

Fax Send Options

Set the Send Settings options you want to use for outgoing faxes.
<table>
<thead>
<tr>
<th>Setting</th>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>Standard</td>
<td>Provides good scan resolution and print quality for most faxes.</td>
</tr>
<tr>
<td></td>
<td>Fine</td>
<td>Provides best scan resolution and print quality for faxes of small print and line art.</td>
</tr>
<tr>
<td></td>
<td>Photo</td>
<td>Provides best scan resolution and print quality for faxed photos.</td>
</tr>
<tr>
<td>Contrast</td>
<td>to –4 to +4</td>
<td>Adjusts the contrast for faxes; negative settings make faxes lighter and positive settings make faxes darker.</td>
</tr>
<tr>
<td>2-Sided Faxing</td>
<td>Off</td>
<td>Lets you fax 2-sided originals placed in the ADF.</td>
</tr>
<tr>
<td></td>
<td>On</td>
<td></td>
</tr>
<tr>
<td>Last Transmission</td>
<td>On Error</td>
<td>Prints a report on the last transmitted fax only if a fax error occurs (default setting).</td>
</tr>
<tr>
<td>Report</td>
<td>On Send</td>
<td>Prints a report on the last transmitted fax after every fax you send.</td>
</tr>
<tr>
<td></td>
<td>Off</td>
<td>Does not print a report on the last transmitted fax after you send a fax.</td>
</tr>
</tbody>
</table>

Parent topic: Setting Up Fax Features Using the Product Control Panel

Fax Receive Options

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

<table>
<thead>
<tr>
<th>Setting</th>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Answer</td>
<td>Off</td>
<td>Allows you confirm if an incoming fax should be printed. (A telephone must be connected to the product.)</td>
</tr>
<tr>
<td></td>
<td>On</td>
<td>Automatically receive and print faxes.</td>
</tr>
<tr>
<td>Paper Size</td>
<td>Letter</td>
<td>Sets the size of the paper loaded for incoming faxes.</td>
</tr>
<tr>
<td></td>
<td>Legal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A4</td>
<td></td>
</tr>
</tbody>
</table>
### Paper Source

<table>
<thead>
<tr>
<th>Setting</th>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper Source</td>
<td>Cassette 1</td>
<td>Prints faxes on paper loaded in Cassette 1 (upper cassette)</td>
</tr>
<tr>
<td></td>
<td>Cassette 2</td>
<td>Prints faxes on paper loaded in Cassette 2 (lower cassette)</td>
</tr>
<tr>
<td></td>
<td>Cassette 1&gt;Cassette 2</td>
<td>Automatically switches the paper source when Cassette 1 is empty (plain paper only)</td>
</tr>
</tbody>
</table>

### Auto Reduction

<table>
<thead>
<tr>
<th>Setting</th>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Reduction</td>
<td>On</td>
<td>Reduces size of incoming faxes to fit on the size of paper selected as the Paper Size setting.</td>
</tr>
<tr>
<td></td>
<td>Off</td>
<td>Prints incoming faxes in original size or on multiple sheets, if loaded paper size is smaller.</td>
</tr>
</tbody>
</table>

### Fax Communications Options

Set the communication options you want to use for faxing over your phone line.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRD</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 as the DRD setting so your product can receive faxes on the correct number of rings. All is the default setting and works for phone 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>ECM</td>
<td>On</td>
<td>Turns on Error Correction Mode (ECM) to automatically request retransmission of faxes received with detected errors (default setting).</td>
</tr>
<tr>
<td></td>
<td>Off</td>
<td>Turns off Error Correction Mode (ECM).</td>
</tr>
</tbody>
</table>

### Fax Speed

<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>Transmits faxes at 33.6 Kbps</td>
</tr>
<tr>
<td></td>
<td>Medium(14,400bps)</td>
<td>Transmits faxes at 14.4 Kbps (default setting)</td>
</tr>
<tr>
<td></td>
<td>Slow(9,600bps)</td>
<td>Transmits faxes at 9.6 Kbps</td>
</tr>
<tr>
<td>Setting</td>
<td>Options</td>
<td>Description</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------</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. The default setting is 4. If Auto Answer is turned on 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>Dial Tone Detection</td>
<td>On</td>
<td>Automatically dials the phone number you enter to send a fax when the product detects a dial tone on the line.</td>
</tr>
<tr>
<td></td>
<td>Off</td>
<td>Turns off automatic dial tone detection. This is necessary if you connected your product to a phone line on a Private Branch Exchange (PBX) or Terminal Adapter (TA) system.</td>
</tr>
<tr>
<td>Header</td>
<td>Fax Header</td>
<td>Lets you set up the header information for outgoing faxes.</td>
</tr>
<tr>
<td></td>
<td>Your Phone Number</td>
<td></td>
</tr>
</tbody>
</table>

Parent topic: Setting Up Fax Features Using the Product Control Panel

Fax Report Options

Select the fax report or list you want to print.

**Fax Log**
- View or print a report on recent fax transmissions.

**Last Transmission**
- Print a report on your last fax transmission.

**Contact List**
- Print a list of your contacts.

**Speed Dial List**
- Print a list of your speed dial entries.

**Group Dial List**
- Print a list of your group dial entries.

**Reprint Faxes**
- Reprint the most recent incoming fax.
**Protocol Trace**
Print a protocol trace of your last fax transmission.

**Parent topic:** Setting Up Fax Features Using the Product Control Panel

**Restore Default Settings Options**
Select the product settings you want to restore.

**Fax Send/Receive Settings**
Restores all of the default fax settings on the Send Settings, Receive Settings, and Communication screens.

**Fax Data Settings**
Erases the speed dial list, group dial list, header, and fax log.

**Wi-Fi/Network Settings**
Restores all of the default network settings.

**All Except Wi-Fi/Network & Fax Settings**
Restores all of the default settings on the control panel, except for the network and fax settings.

**All Settings**
Restores all of the default settings on the control panel.

**Parent topic:** Setting Up Fax Features Using the Product Control Panel

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

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

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

2. Select FAX Utility.
   You see this window:
3. Select **Fax Settings for Printer**. (Select your product, if prompted.)
   
   You see this window:
4. Select **Fax Settings**.

5. Follow the prompts that appear on the screen to enter your fax header information and select your fax settings.

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

**Parent topic:** Setting Up Fax Features

**Related topics**

Setting Up Fax Features Using the Product Control Panel

### Setting Up Fax Features Using the Fax Utility - Mac OS X

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

1. Do one of the following:
   - **Mac OS X 10.6/10.7/10.8:** In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax** or **Print & Scan**, select the **FAX** option for your product, and select **Options & Supplies**. Select **Utility** and select **Open Printer Utility**.
   - **Mac OS X 10.5:** In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax**, select the **FAX** option for your product, and select **Open Print Queue**. Select **Utility**.

2. Double-click **FAX Utility**, if necessary.

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

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

**Parent topic:** Setting Up Fax Features

**Related topics**

Setting Up Fax Features Using the Product Control Panel

---

### Setting Up Speed Dial and Group Dial Lists

You can set up a speed dial list of fax numbers so you can quickly select them for faxing. You can also set up a group dial list to send a fax message to multiple speed dial numbers.

See these sections to set up speed dial and group dial lists.

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

**Parent topic:** Faxing

---

### Setting Up Speed/Group Dial Lists Using the Product Control Panel

You can set up your speed dial and group dial lists using the control panel on your product.

- Creating Speed Dial List Entries
- Printing Your Speed Dial List
- Creating Group Dial List Entries
- Printing Your Group Dial List

**Parent topic:** Setting Up Speed Dial and Group Dial Lists

**Related tasks**

- Setting Up Speed/Group Dial Lists Using the Fax Utility - Windows
- Setting Up Speed/Group Dial Lists Using the Fax Utility - Mac OS X

---

### Creating Speed Dial List Entries

You can create a speed dial list of fax numbers to help you quickly send faxes.
**Note:** You can create up to 60 speed dial and group dial entries combined.

1. Press the `_home` button, if necessary.
2. Select **Fax**.
3. Select **Contacts**.
4. Select **Add/Edit Contacts**.
5. Select **Speed Dial Setup**.

6. Select the number you want to use for the fax number you are adding.
7. Use the numeric keypad to enter the fax number. You can enter up to 64 characters.
8. Select Done.
   You see this screen:

   ![Enter Name screen]

9. Use the numeric keypad to enter a name for the speed dial entry. You can enter up to 30 characters.
10. Select Done.
    You return to the Add/Edit Contacts screen.
11. Do the following as necessary:
    • To create additional entries, select Speed Dial Setup and repeat the steps above.
    • To edit an existing entry, select Edit Contacts, select the entry, and change the information.
    • To delete an entry, select Delete Contacts, select the entry, select Proceed, and confirm the deletion.

   Parent topic: Setting Up Speed/Group Dial Lists Using the Product Control Panel

   Related tasks
   Printing Your Speed Dial List

   Printing Your Speed Dial List
   You can print your speed dial list for easy reference.
   1. Load paper in your product.
   2. Press the 🏡 home button, if necessary.
3. Select Fax.

4. Select Advanced Options.

5. Scroll down and then select Fax Report.

6. Scroll down and then select Speed Dial List.

7. Press one of the keys buttons to print the report.

**Parent topic:** Setting Up Speed/Group Dial Lists Using the Product Control Panel
Creating Group Dial List Entries

You can create a group dial list after creating a speed dial list. Each group dial list can include up to 30 fax numbers.

**Note:** You can create up to 60 speed dial and group dial entries combined.

1. Press the home button, if necessary.
2. Select Fax.
3. Select Contacts.
4. Select Add/Edit Contacts.
5. Select Group Dial Setup.
6. Select the number you want to use for the group dial entry you are adding.
7. Use the numeric keypad to enter a name for the group dial entry. You can enter up to 30 characters.
8. Select Done.
9. Select the speed dial entry you want to add to the group and press to select it.
10. Continue selecting speed dial entries as necessary.
11. When you are finished, select Done.

You return to the Add/Edit Contacts screen.
12. Do the following as necessary:
   - To create additional entries, select **Group Dial Setup** and repeat the steps above.
   - To edit an existing entry, select **Edit Contacts**, select the entry, and change the information.
   - To delete an entry, select **Delete Contacts**, select the entry, select **Proceed**, and confirm the deletion.

**Parent topic:** Setting Up Speed/Group Dial Lists Using the Product Control Panel

**Related tasks**
- Creating Speed Dial List Entries
- Printing Your Group Dial List

**Printing Your Group Dial List**

You can print your group dial list for easy reference.

1. Load paper in your product.
2. Press the home button, if necessary.
3. Select **Fax**.
4. Select **Advanced Options**.
5. Scroll down and then select **Fax Report**.

![Fax Report](image)

6. Scroll down and then select **Group Dial List**.
7. Press one of the ◄ buttons to print the report.

**Parent topic:** Setting Up Speed/Group Dial Lists Using the Product Control Panel

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

You can set up your speed dial and group dial lists using the FAX Utility for Windows. The utility also lets you import fax numbers from the Windows Address Book and back up fax numbers stored in your product's memory.

**Note:** You can create up to 60 speed dial and group dial entries combined.

1. Do one of the following:
   - **Windows 8.x**: Navigate to the **Start** screen.
   - **Windows (other versions)**: Click 🌐 or **Start > Programs** or **All Programs > EPSON Software**.
2. Select **FAX Utility**.
   You see this window:
3. Select **Fax Settings for Printer**. (Select your product, if prompted.)
   
   You see this window:
4. Select **Speed Dial/Group Dial List**.
   You see this window:

   ![Speed Dial/Group Dial List Window](image)

5. Select an empty entry and click the **Edit** icon.

   **Note:** To edit an entry, select it and click the **Edit** icon. To delete an entry, select it and click the **Delete** icon.

6. Do one of the following:
   - To create a speed dial entry, select **Speed Dial**, enter a name and fax number, and click **OK**.
   - To create a group dial entry, select **Group**, enter a name, select your desired fax numbers, and click **OK**.

7. Repeat the previous steps as necessary to add all your speed dial or group dial entries.

8. When you are finished, click the **Save** icon to save the entries to your product's memory.
Setting Up Speed/Group Dial Lists Using the Fax Utility - Mac OS X

You can set up your speed dial and group dial lists using the FAX Utility. The utility also lets you import fax numbers from the MacAddress Book and back up fax numbers to your product's memory.

Note: You can create up to 60 speed dial and group dial entries combined.

1. Do one of the following:
   • Mac OS X 10.6/10.7/10.8: In the Apple menu or the Dock, select System Preferences. Select Print & Fax or Print & Scan, select the FAX option for your product, and select Options & Supplies. Select Utility and select Open Printer Utility.
   • Mac OS X 10.5: In the Apple menu or the Dock, select System Preferences. Select Print & Fax, select the FAX option for your product, and select Open Print Queue. Select Utility.

2. Double-click FAX Utility, if necessary.
You see this window:

3. Select your FAX product in the Printer list.
4. Select Speed Dial/Group Dial List.
You see this window:

5. To add an entry, double-click an empty entry.

   **Note:** To edit an entry, select it and change the information. To delete an entry, select it and press the **Delete** key on your keyboard.

6. Do one of the following:
   - To create a speed dial entry, select **Speed Dial**, enter a name and fax number, and click **OK**.
   - To create a group dial entry, select **Group Dial**, enter a name, select your desired fax numbers, and click **OK**.

7. Repeat the previous steps as necessary to add all your speed dial or group dial entries.

8. To import entries from your MacAddress book, click the icon.

9. When you are finished, click the icon to save the entries to your product's memory.

**Parent topic:** Setting Up Speed Dial and Group Dial Lists

**Related topics**

- Setting Up Speed/Group Dial Lists Using the Product Control Panel

---

**Sending Faxes**

See these sections to send faxes using your product.

- Sending Faxes from the Product Control Panel
- Sending Faxes Using the Fax Utility - Windows
- Sending Faxes Using the Fax Utility - Mac OS X

**Parent topic:** Faxing

---

**Sending Faxes from the Product Control Panel**

See these sections to send faxes using the product's control panel.

- Manually Dialing or Redialing Fax Numbers
- Selecting Fax Numbers from Speed or Group Dial Lists
- Dialing Fax Numbers from a Connected Telephone
- Broadcasting a Fax
- Sending a Fax at a Specified Time
Fax Sending Options

Parent topic: Sending Faxes

Manually Dialing or Redialing Fax Numbers

You can send a fax from your product control panel by manually dialing the fax number or redialing the last dialed fax number.

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

4. Do one of the following:
   - Select the Enter Fax Number area on the LCD display, then use the numeric keypad to enter the fax number. You can enter up to 64 characters.
   - Press Redial to redial the last dialed fax number.

5. If you need to change any fax settings, scroll down and select your settings.

Note: If your recipient's fax machine does not print in color, your fax is automatically sent in black-and-white.
6. Press one of the ◇ buttons. If prompted, select where you placed your document (ADF or scanner glass).

   **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:** If the number is busy or there is a communication problem, your product displays a redialing message and will redial the number in a few minutes.

**Parent topic:** Sending Faxes from the Product Control Panel

**Related references**

Fax Sending Options

**Related tasks**

Entering Numbers and Characters for Faxing

**Related topics**

Placing Originals on the Product

### Selecting Fax Numbers from Speed or Group Dial Lists

You can send a fax from your product control panel by selecting a speed dial or group dial entry from the list.

1. Place your original on the product for faxing.

2. Press the ◆ home button, if necessary.
3. Select Fax.

4. Select Contacts.

5. Select the speed dial or group dial entry you want to use.

6. If you need to change any fax settings, scroll down and select your settings.

   **Note:** If your recipient’s fax machine does not print in color, your fax is automatically sent in black-and-white.

7. Press one of the buttons. If prompted, select where you placed your document (ADF or scanner glass).

   **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:** If the number is busy or there is a communication problem, your product displays a redialing message and will redial the number in a few minutes.

**Parent topic:** Sending Faxes from the Product Control Panel

**Related references**

Fax Sending Options
Dialing Fax Numbers from a Connected Telephone

If you have connected a telephone to the EXT port on your product, you can send a fax by dialing the fax number from the connected telephone.

1. Place your original on the product for faxing.
2. Press the home button, if necessary.
3. Select Fax.
4. Dial the fax number from the connected telephone.
5. Select Send on the LCD display.

**Note:** Your product now communicates with the recipient's fax machine. Do not hang up the telephone.

6. If you need to change any fax settings, scroll down and select your settings.

**Note:** If your recipient's fax machine does not print in color, your fax is automatically sent in black-and-white.
7. Press one of the \( \Diamond \) buttons. If prompted, select where you placed your document (ADF or scanner glass).

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

Your product scans your original and prompts you to place additional pages, if necessary.

8. Hang up the telephone.

After scanning your originals, your product sends the fax.

**Parent topic:** Sending Faxes from the Product Control Panel

**Related references**

Fax Sending Options

**Related topics**

Placing Originals on the Product

**Broadcasting a Fax**

You can easily send a fax to several recipients at the same time using your speed dial list or group dial list, or by entering phone numbers. You can send the same fax to up to 30 phone numbers.

**Note:** 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 \( \text{Home} \) home button, if necessary.
3. Select **Fax**.
4. Select **Advanced Options**.

5. Select **Broadcast Fax**.

6. Select **Add New** then do one of the following:
   - Select **Enter Fax Number** then use the numeric keypad to manually enter fax numbers.
   - Select **Select From Contacts** then select a speed or group dial entry.

7. Repeat the step above to add additional fax recipients, if necessary.

8. When you have finished selecting your recipients, select **Done**.

9. If you need to change any fax settings, scroll down and select your settings.

10. Press the **B&W** button. If prompted, select where you placed your document (ADF or scanner glass).

    **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:** If the number is busy or there is a communication problem, your product displays a redialing message and will redial the number in a few minutes.

**Parent topic:** Sending Faxes from the Product Control Panel

**Related references**

Fax Sending Options

**Related topics**

Placing Originals on the Product

### Sending a Fax at a Specified Time

You can send a fax at a time of your choice.

**Note:** 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.

4. Enter a phone number or select a number from a speed or group dial list.
5. Select Advanced Options.
6. Select Send Fax Later.
7. Select On, use the number pad to enter your desired time, then select Done.
8. If you need to change any fax settings, scroll down and select your settings.
9. Press the B&W button. If prompted, select where you placed your document (ADF or scanner glass).

   **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 at the specified time. You cannot send additional faxes until the timed fax has been sent.

   **Note:** If the number is busy or there is a communication problem, your product displays a redialing message and will redial the number in a few minutes.

**Parent topic:** Sending Faxes from the Product Control Panel

**Fax Sending Options**

While sending a fax, you can select these options.
<table>
<thead>
<tr>
<th>Setting</th>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>Standard</td>
<td>Provides good scan resolution and print quality for most faxes.</td>
</tr>
<tr>
<td></td>
<td>Fine</td>
<td>Provides best scan resolution and print quality for faxes of small print and line art.</td>
</tr>
<tr>
<td></td>
<td>Photo</td>
<td>Provides best scan resolution and print quality for faxed photos.</td>
</tr>
<tr>
<td>Contrast</td>
<td>Various levels</td>
<td>Adjusts the contrast for faxes; negative settings make faxes lighter and positive settings make faxes darker.</td>
</tr>
<tr>
<td>2-Sided Faxing</td>
<td>Off</td>
<td>Lets you fax 2-sided originals placed in the ADF.</td>
</tr>
<tr>
<td></td>
<td>On</td>
<td></td>
</tr>
</tbody>
</table>

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.

   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.

7. Add a cover sheet, input a fax number, or set up a phone book of numbers for future use, then click Next.

   Note: For detailed instructions on using the Epson FAX Utility, click Help.

8. If you added a cover sheet to your fax, select a cover sheet style, enter your subject and comment information, then click Next.

9. Click Send to transmit your fax.

Parent topic: Sending Faxes

Sending Faxes Using the Fax Utility - Mac OS X

You can send a fax from a Mac OS X printing program using the FAX Utility. You can fax up to 100 pages at a time, including a cover sheet.
1. Open the file you want to fax.
2. Select the print command in your application.

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

3. Select your product FAX option as the Printer setting.
4. If necessary, click the arrow next to the Printer setting or the Show Details button to expand the print window.
5. Select the number of pages you are faxing as the Pages setting.

   **Note:** Leave the Copies setting set to 1.

6. Select Recipient Settings from the pop-up menu.
   You see this window:
7. Do one of the following to choose your recipient:
   • Select a name or group from the **Recipient List**.
   • Enter a name, company, and fax number and click the + button.
   • Click the icon and select a recipient from your address book.

8. Select **Fax Settings** from the pop-up menu.
   You see this window:
9. Select the **Color** and **Image Quality** settings you want to use for your fax.
10. Click **Fax**.

**Parent topic:** Sending Faxes

## Receiving Faxes

See these sections to receive faxes with your product.

- Fax Reception
- Receiving Faxes Automatically (Auto Answer)
- Receiving Faxes Manually

**Parent topic:** Faxing

### Fax Reception

Your product will automatically receive and print faxes when you set fax reception to Auto Answer mode.

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 (Auto Answer)

To receive and print faxes automatically, you can turn on Auto Answer mode. Check the auto answer icon on your product's Home screen to see if Auto Answer mode is turned on or not.

To turn Auto Answer mode on or off, select Setup > Fax Settings > Receive Settings > Auto Answer.

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.

If a telephone is connected, and you use it to answer a call that turns out to be a fax, wait until the product's LCD screen displays a message that a connection has been made before hanging up.

Parent topic: Receiving Faxes
Related references
Fax Receive Options
Fax Communications Options
Related tasks
Receiving Faxes Manually

Receiving Faxes Manually

You can set up your product to receive faxes manually by turning off Auto Answer mode. This lets you check for a fax tone on the connected telephone before receiving a fax.
1. When the connected telephone rings, answer the call.
2. If you hear a fax tone, select **Receive** on the LCD display.
3. Press one of the \( \diamond \) buttons, then hang up the phone.
4. Press one of the \( \diamond \) buttons again to print the fax.

**Parent topic:** Receiving Faxes

**Related references**

Fax Receive Options

**Related tasks**

Receiving Faxes Automatically (Auto Answer)
Using Memory Cards With Your Product

Follow the instructions here to work with a memory card inserted into your product.

Inserting a Memory Card
Printing from a Memory Card
Transferring Photos on a Memory Card

Inserting a Memory Card

Insert only one memory card at a time into a memory card slot on your product.

1. Make sure the memory card and the files on it are compatible with your product before inserting the card.
2. Insert your memory card into the correct slot, making sure the card is oriented correctly.

Note: Do not force the card all the way into the slot. Insert it only until it meets resistance.

The memory card access light flashes and then stays lit.

Caution: Do not remove a memory card or turn off your product while the memory card access light is flashing or you may lose data from the memory card.

Memory Card Types
Memory Card File Specifications
Removing a Memory Card
Memory Card Types
You can insert these types of memory cards in your product.

Note: Cards marked with an asterisk (*) require an adapter; consult your adapter documentation for details on using it.

- Memory Stick Duo
- Memory Stick PRO Duo
- Memory Stick PRO-HG Duo
- Memory Stick Micro*
- MagicGate Memory Stick Duo
- SDXC
- SDHC
- SD
- miniSDHC*
- miniSD*
- microSDXC*
- microSDHC*
- microSD*

Memory Card File Specifications
You can insert memory cards in your product containing files that meet these specifications.

<table>
<thead>
<tr>
<th>File format</th>
<th>JPEG with the Exif version 2.3 standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Image size</td>
<td>80 × 80 pixels to 9200 × 9200 pixels</td>
</tr>
<tr>
<td>Number of files</td>
<td>Up to 9990</td>
</tr>
</tbody>
</table>

Parent topic: Inserting a Memory Card
Removing a Memory Card

After you finish working with a memory card, you can check to make sure it is safe to remove it from your product.

**Caution:** Do not remove a memory card or turn off your product while the memory card access light is flashing or you may lose data from the memory card.

1. Make sure the memory card access light is not flashing.

2. If your product is connected to your computer using a USB cable, do one of the following:
   - **Windows:** Open the My Computer, Computer, Windows Explorer, or File Explorer utility. Then right-click the name of your memory card (listed as a removable disk) and select Eject.
   - **Mac OS X:** Drag the removable disk icon for your memory card from the desktop or computer window into the trash.

3. Pull the memory card straight out of its slot.

**Parent topic:** Inserting a Memory Card

Printing from a Memory Card

See these sections to print photos from a memory card inserted into your product:

- Viewing and Printing Photos
- Printing Photo Layouts

**Parent topic:** Using Memory Cards With Your Product
Viewing and Printing Photos

See these sections to view and print photos displayed on your product's LCD screen.

Viewing and Printing Individual Photos
Printing All Photos
Printing Photos by Date
Cropping Photos Displayed on the LCD Screen
Modifying Photos Displayed on the LCD Screen
Photo Adjustment Options
Selecting Print Settings for Photos Displayed on the LCD Screen
Print Setting Options - Photo Mode

Parent topic: Printing from a Memory Card

Viewing and Printing Individual Photos

You can select individual photos for printing as you view them on the LCD screen.

1. Press the home button, if necessary.
2. Select More Functions.
3. Select Print Photos.
   You see a screen like this:

   ![Select Photos screen]

4. Scroll through your photos if necessary and select a photo you want to print.
   You see a larger image of the photo:
5. Press + to select the photo for printing.

6. To adjust your image and print settings, do the following as necessary:
   • To print more than one copy of the photo, select + or – to set the number (up to 99).
   • To change the print settings, select Settings, and select the necessary settings.
   • To adjust the image, select Edit > Photo Adjustments, then select your settings.
   • To crop or zoom into your photo, select Edit > Crop/Zoom, then select the icons displayed on the LCD screen to crop your image.
   • To view additional photos and select others for printing, press the arrow buttons and repeat the selections above.

7. When you are ready to print, press the ô Color button.

   Note: To cancel printing, select Cancel.

Parent topic: Viewing and Printing Photos
Related references
Photo Adjustment Options
Print Setting Options - Photo Mode
Related tasks
Cropping Photos Displayed on the LCD Screen
Printing All Photos

You can quickly select all of the photos on your memory card or other device for printing.

1. Press the home button, if necessary.
2. Select More Functions.
3. Select Print Photos.
   You see a screen like this:

4. Select Options, then choose Select Photos.
5. Choose Select All Photos.
   You see this screen:
6. Select + or – to set the number of copies you want of each photo, then select Done.
7. Select Settings and choose the print settings for all of your photos.
8. When you are ready to print, press the Color button.

   Note: To cancel printing, select Cancel.

Parent topic: Viewing and Printing Photos
Related references
Photo Adjustment Options
Print Setting Options - Photo Mode

Printing Photos by Date
You can select photos for printing based on the date the photos were taken.
1. Press the home button, if necessary.
2. Select More Functions.
3. Select Print Photos.
   You see a screen like this:
4. Select **Options**, then choose **Select Photos**.

5. Choose **Select by Date**.

   You see a screen like this:

   ![Select Photos screenshot](image)

6. Select any date shown, then select **Proceed**.

7. Select `+` or `−` to set the number of copies you want of each photo, then select **Done**.

8. Select **Settings**, and choose the print settings for all of your photos.
9. When you are ready to print, press the Color button.

Note: To cancel printing, select Cancel.

Parent topic: Viewing and Printing Photos

Related references
Print Setting Options - Photo Mode
Photo Adjustment Options

Cropping Photos Displayed on the LCD Screen

If you want to crop a photo displayed on the LCD screen, select Edit > Crop/Zoom and select the necessary options.

- To crop the photo, select + to move the yellow crop area inward or – to move the crop area outward.
- To move the crop area, select the arrows.
- To rotate the image, select the circular arrow.
- To check the cropped image, select OK, then select Done.

Parent topic: Viewing and Printing Photos

Modifying Photos Displayed on the LCD Screen

You can modify the quality and appearance of photos displayed on the LCD screen. The modifications affect only the printed copy of the photo, not the original file.

1. Select Edit, then select Photo Adjustments.
You see this screen:

![Photo Adjustments]

2. Select a photo adjustment setting.
3. Select an option for the setting.

**Note:** To clear any previously used settings, press the \( \text{Stop/Reset} \) button.

4. When you finish selecting settings, press the \( \circ \) back button.

**Parent topic:** Viewing and Printing Photos

**Related references**

- Photo Adjustment Options

**Photo Adjustment Options**

Select the **Photo Adjustment** options you want to use when viewing and printing photos displayed on the LCD screen.
<table>
<thead>
<tr>
<th>Photo adjustment settings</th>
<th>Available options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fix Photo</td>
<td>Fix Photo On</td>
<td>Automatically adjusts the brightness, contrast, and saturation of the photo based on the <strong>Scene Detection</strong> setting that is selected</td>
</tr>
<tr>
<td></td>
<td>Fix Photo Off</td>
<td>Turns off automatic adjustments; see <strong>Note</strong> below</td>
</tr>
<tr>
<td></td>
<td>P.I.M.</td>
<td>Uses your camera’s PRINT Image Matching or Exif Print adjustments</td>
</tr>
<tr>
<td>Scene Detection</td>
<td>Automatic</td>
<td>Optimizes the <strong>Fix Photo</strong> adjustments for specific types of photos; select the option that best matches your photo content</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>Fix Red-Eye</td>
<td>Off - Current</td>
<td>Automatically fixes the red-eye effect in photos</td>
</tr>
<tr>
<td></td>
<td>On - Current</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Off - All photos</td>
<td></td>
</tr>
<tr>
<td></td>
<td>On - All photos</td>
<td></td>
</tr>
<tr>
<td>Filter</td>
<td>Sepia</td>
<td>Applies a sepia tone filter to the viewed or printed photo (does not alter the photo data)</td>
</tr>
<tr>
<td></td>
<td>B&amp;W</td>
<td>Applies a black-and-white filter to the viewed or printed photo (does not alter the photo data)</td>
</tr>
<tr>
<td>Brightness</td>
<td>Various settings</td>
<td>Adjust individual qualities in your photo</td>
</tr>
<tr>
<td>Contrast</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sharpness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturation</td>
<td></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 Photos
Selecting Print Settings for Photos Displayed on the LCD Screen

You can change the settings used for printing photos displayed on the LCD screen.

1. Select **Settings**.
   
   You see this screen:

   ![Print Settings Screen](image)

2. Select a print setting.
3. Select an option for the setting.

   **Note:** To clear any previously used settings, press the ☯ **Stop/Reset** button.

4. When you finish selecting settings, press the ⌒ back button.

   **Parent topic:** Viewing and Printing Photos

   **Related references**

   - Print Setting Options - Photo Mode

Print Setting Options - Photo Mode

Select the **Print Settings** you want to use when printing photos displayed on the LCD screen.

<table>
<thead>
<tr>
<th>Print settings</th>
<th>Available options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper Size</td>
<td>Various paper sizes</td>
<td>Indicates the size of paper you have loaded</td>
</tr>
<tr>
<td>Print settings</td>
<td>Available options</td>
<td>Description</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Paper Type</td>
<td>Various paper types</td>
<td>Indicates the type of paper you have loaded; see the list of paper types for copying (available options depend on the selected Paper Size setting)</td>
</tr>
<tr>
<td>Paper Source</td>
<td>Cassette 1</td>
<td>Prints on paper loaded in Cassette 1 (upper cassette)</td>
</tr>
<tr>
<td></td>
<td>Cassette 2</td>
<td>Prints on paper loaded in Cassette 2 (lower cassette)</td>
</tr>
<tr>
<td></td>
<td>Cassette 1&gt;Cassette 2</td>
<td>Automatically switches the paper source when Cassette 1 is empty (plain paper only)</td>
</tr>
<tr>
<td>Quality</td>
<td>Standard Quality</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>Expansion</td>
<td>Standard</td>
<td>Expands images correctly for most borderless prints</td>
</tr>
<tr>
<td></td>
<td>Medium</td>
<td>Expands images slightly less for borderless prints</td>
</tr>
<tr>
<td></td>
<td>Minimum</td>
<td>Expands images the least for borderless prints (you may see some white border)</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>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>Bidirectional</td>
<td>On</td>
<td>Prints at normal speed</td>
</tr>
<tr>
<td></td>
<td>Off</td>
<td>Slows down printing to improve print quality</td>
</tr>
</tbody>
</table>

Parent topic: Viewing and Printing Photos

**Printing Photo Layouts**

You can print one or more photos displayed on the LCD screen in special layouts on various sizes of photo paper.

1. Press the ⌨ home button, if necessary.
2. Select More Functions.
3. Select Photo Layout Sheet.

You see this screen:
4. Scroll down to view all the options, then select the layout you want.
5. Select Paper Size, then select the size that matches the paper you loaded.
6. Select Paper Type, then select the type that matches the paper you loaded.
7. Select Proceed.

Depending on the layout you selected, you may see this screen:

8. If you see the screen above, do one of the following:
   • To allow your product to place the photos in the layout automatically, select Automatic layout.
• To place photos in the layout manually, select **Place photos manually** and follow the instructions displayed on the screen.

9. Select the photos you want to print.

10. Press + or – to select one or more copies of each photo (up to 99).

11. To select other photos for printing, scroll through your photos and repeat the selections above. Then select **Proceed**.

12. To print more than one copy of the photo layout sheet, select + or – to set the number (up to 99). Then select **Proceed**.

13. Select the print settings you want for your photo layout sheet.

14. When you are ready to print, press the ° **Color** button.

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

---

**Photo Layout Options**

**Parent topic:** Printing from a Memory Card

**Related references**

- **Print Setting Options - Photo Mode**
- **Photo Adjustment Options**

**Related tasks**

- **Cropping Photos Displayed on the LCD Screen**

**Photo Layout Options**

Select the layout you want to use when printing your photos in a layout.

**Picture Package**

- Prints one photo in multiple sizes on one sheet.

**2-up, 4-up, 8-up, or 20-up**

- Print 2, 4, 8, or 20 photos on one sheet.

**Upper ½ or Lower ½**

- Print one photo in the upper or lower half of the sheet.

**Photo ID**

- Prints 4 ID-sized photos on one sheet.

**Parent topic:** Printing Photo Layouts
Transferring Photos on a Memory Card

You can transfer photos to and from a memory card inserted into a memory card slot on your product.

Setting Up File Sharing for Photo Transfers From Your Computer

Transferring Photos from a Memory Card to Your Computer

Parent topic: Using Memory Cards With Your Product

Setting Up File Sharing for Photo Transfers From Your Computer

Before you transfer photos from a computer to a memory card inserted into your product's memory card slots, you may need to set up your product's file sharing settings.

Caution: Remove the memory card before you change this setting or you may lose data from the memory card. Do not remove a memory card or turn off your product while the memory card access light is flashing or you may lose data from the memory card.

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

4. Select your connection type.

Parent topic: Transferring Photos on a Memory Card
Transferring Photos from a Memory Card to Your Computer

You can transfer photos to and from a memory card inserted into a memory card slot on your product and a computer connected to your product.

**Note:** Do not transfer photos to and from a memory card while you are printing from the memory card.

1. Make sure your product is connected to a computer.
2. Insert a memory card into a memory card slot on your product.
3. Do one of the following to access your memory card files from your computer:
   - **Windows:** Open the Computer, My Computer, Windows Explorer, or File Explorer utility, then select the removable disk icon.
   - **Mac OS X with a USB connection:** Look for the removable disk icon on your desktop or computer window, then select it.
   - **Mac OS X with a network connection:** Select the hard drive icon on your desktop or computer window, select your product in the SHARED section of the sidebar (you may need to widen the sidebar to see the name), then select the MEMORYCARD icon.
4. Select the folder that contains your photos.
5. Drag the photos you want to transfer to the desired folder on your computer or on your memory card.

**Note:** Your product's LCD screen does not update to display new photos transferred to the memory card. Wait until the memory card access light stops flashing, then remove and insert the memory card to update the photos displayed.

Parent topic: Transferring Photos on a Memory Card
Using an External Device with Your Product

Follow the instructions in these sections to use your product with an external device, such as a camera, USB flash drive, or other device.

Printing from a Camera Connected to Your Product  
Viewing or Printing from a USB Flash Drive or External Device  
Charging a USB Device Using Your Product

Printing from a Camera Connected to Your Product

If you have a digital camera that supports PictBridge printing, you can connect it to the product and print your photos directly from the camera. Check your camera manual to see if it is compatible.

Note: Your photos must be in JPG format and sized from 80 × 80 to 9200 × 9200 pixels. Epson cannot guarantee the compatibility of your camera. Some combinations of paper type, size, and layout may not be supported, depending on your camera and the product settings.

Connecting and Printing From a Camera  
Selecting Print Settings for Printing From a Camera  
Parent topic: Using an External Device with Your Product

Connecting and Printing From a Camera

Before you connect your camera, make sure the product is turned on but not printing.

1. Remove any memory cards from the product.
2. Load the paper you want to use for printing.
3. Connect the USB cable that came with your camera to the USB port on the front of your product.

Note: You cannot use the USB port to transfer images from your camera to your computer.
4. Turn on your camera.
   You see this screen:

5. Follow the instructions that came with your camera to select and print your photos. When you finish printing, turn off your camera and disconnect it from the product.

Parent topic: Printing from a Camera Connected to Your Product
Related tasks
Removing a Memory Card
Related topics
Loading Paper
Selecting Print Settings for Printing From a Camera

Before printing from your camera, you can select the print settings you will use for printing your photos.

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

   ![External Device Setup Screen](image)

   - Print Settings
   - Photo Adjustments

4. Select Print Settings.
5. Select the print settings you want to use, then press the back button.
6. Select Photo Adjustments.
7. Select the photo adjustments you want to use, then press the home button to exit.

After you select settings, you are ready to connect your camera and print your photos.

Print Settings - Camera

Select the Print Settings options you want to use when printing photos from your camera.

Parent topic: Printing from a Camera Connected to Your Product
<table>
<thead>
<tr>
<th>Print settings</th>
<th>Available options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper Size</td>
<td>Various paper sizes</td>
<td>Indicates the size of paper you have loaded</td>
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<td>Paper Source</td>
<td>Cassette 1</td>
<td>Prints on paper loaded in Cassette 1 (upper cassette)</td>
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<tr>
<td></td>
<td>Cassette 2</td>
<td>Prints on paper loaded in Cassette 2 (lower cassette)</td>
</tr>
<tr>
<td></td>
<td>Cassette 1 &gt; Cassette 2</td>
<td>Automatically switches the paper source when Cassette 1 is empty (plain paper only)</td>
</tr>
<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>2-up, 4-up, 8-up, 20-up, or 80 up</td>
<td>Print 2, 4, 8, 20, or 80 photos on one sheet</td>
</tr>
<tr>
<td></td>
<td>Upper ½ or Lower ½</td>
<td>Print one photo in the upper or lower half of the sheet</td>
</tr>
<tr>
<td></td>
<td>Picture Package</td>
<td>Prints one photo in various sizes on one sheet</td>
</tr>
<tr>
<td>Quality</td>
<td>Standard Quality</td>
<td>Provides good quality for most prints</td>
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<td></td>
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<td>Provides the highest quality for special prints</td>
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<td>Expands images slightly less for borderless prints</td>
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<tr>
<td></td>
<td>Minimum</td>
<td>Expands images the least for borderless prints (you may see some white border)</td>
</tr>
<tr>
<td>Date</td>
<td>On/Off</td>
<td>Prints the date the photo was taken on the photo</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>Bidirectional</td>
<td>On</td>
<td>Prints at normal speed</td>
</tr>
<tr>
<td></td>
<td>Off</td>
<td>Slows down printing to improve print quality</td>
</tr>
</tbody>
</table>

Parent topic: Selecting Print Settings for Printing From a Camera
**Photo Adjustments - Camera**

Select the **Photo Adjustments** options you want to use when printing photos from your camera.

<table>
<thead>
<tr>
<th>Photo adjustment settings</th>
<th>Available options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fix Photo</td>
<td>Fix Photo On</td>
<td>Automatically adjusts the brightness, contrast, and saturation of the photo based on the <strong>Scene Detection</strong> setting that is selected</td>
</tr>
<tr>
<td></td>
<td>Fix Photo Off</td>
<td>Turns off automatic adjustments; see <strong>Note</strong> below</td>
</tr>
<tr>
<td></td>
<td>P.I.M</td>
<td>Uses your camera's PRINT Image Matching or Exif Print adjustments</td>
</tr>
<tr>
<td>Scene Detection</td>
<td>Automatic</td>
<td>Optimizes the <strong>Fix Photo</strong> adjustments for specific types of photos; select the option that best matches your photo content</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>Fix Red-Eye</td>
<td>On/Off</td>
<td>Automatically fixes the red-eye effect in photos</td>
</tr>
<tr>
<td>Filter</td>
<td>Sepia</td>
<td>Applies a sepia tone filter to the viewed or printed photo (does not alter the photo data)</td>
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<tr>
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<td>B&amp;W</td>
<td>Applies a black-and-white filter to the viewed or printed photo (does not alter the photo data)</td>
</tr>
<tr>
<td>Brightness</td>
<td>Various settings</td>
<td>Adjust individual qualities in your photo</td>
</tr>
<tr>
<td>Contrast</td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
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<td></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:** Selecting Print Settings for Printing From a Camera
Viewing or Printing from a USB Flash Drive or External Device

You can view and print photos from a USB thumb drive or other external storage device, such as an external hard drive or CD/DVD burner.

Note: Make sure the files on your device are compatible with the product.

USB Device File Specifications

Connecting and Using a USB Flash Drive or External Device

Parent topic: Using an External Device with Your Product

USB Device File Specifications

You can print external device files that meet these specifications.

File format
JPEG with the Exif version 2.3 standard

Image size
80 × 80 pixels to 9200 × 9200 pixels

Number of files
Up to 9990

Parent topic: Viewing or Printing from a USB Flash Drive or External Device

Connecting and Using a USB Flash Drive or External Device

Before you connect your thumb drive or device, make sure the product is turned on but not printing.

Note: Epson cannot guarantee the compatibility of your drive.

1. Remove any memory cards from the product.
2. Load the paper you want to use for printing.
3. Insert your USB thumb drive or the USB cable that came with your device into the USB port on the front of your product.
4. Insert storage media (such as a CD) into your drive, if necessary.

5. If there are folders on your storage media, select the folder you want and press the OK button.
   You can view and print your photos from the LCD screen.

When you finish printing, make sure the access light on the drive is not flashing, then remove or disconnect it from the product.

**Caution:** Do not remove the USB drive or turn off the product when the access light is flashing, or you may lose photos on the drive.

**Parent topic:** Viewing or Printing from a USB Flash Drive or External Device

**Related tasks**
- Removing a Memory Card

**Related topics**
- Loading Paper
- Viewing and Printing Photos

### Charging a USB Device Using Your Product

You can charge your cell phone, music player, or other portable device by connecting it to the product. All you need is a user-supplied USB cable that is designed to work with your device.

**Caution:** Make sure your portable device complies with USB 2.0 standards. Devices that draw more than 500 mA may damage your Epson product. Epson cannot guarantee the compatibility of your device. Contact the device manufacturer for more information.

1. Turn on your product.
2. Connect your portable device to the USB port on the front of the product.
3. Leave your product on while charging (it will continue to charge even after going into sleep mode).

**Note:** You cannot use the USB port to transfer images from your device to your computer. If you want to transfer images, use the memory card slots instead. Disconnect your portable device before inserting a memory card.

**Parent topic:** Using an External Device with Your Product
Printing Personalized Projects

You can print lined paper, graph paper, or stationery with a photo background.

Printing Personalized Note Paper
Printing Lined Paper and Graph Paper

Printing Personalized Note Paper

You can print lined or unlined note paper with one of your own photos in the background.

1. Load plain paper in one of these sizes: Letter (8.5 × 11 inches [216 × 279 mm]) or A4 (8.3 × 11.7 inches [210 × 297 mm]).
2. Insert a memory card into your product's memory card slot.
3. Press the home button, if necessary.
4. Select More Functions.
5. Scroll down and select Print Ruled Papers.

You see this screen:

6. Press the arrow buttons and select one of the Watermark options (with or without lines).
7. Select your paper size.

You see thumbnail images of the photos on your memory card.
8. Select the photo you want to use as the background image.
You see a preview of your note paper with the photo in the background.

9. Do one of the following as necessary:
   • To select a different photo, press the arrow buttons to scroll through your photos and select the one you want to use.
   • To rotate the layout, select **Rotate**.
10. When you're ready, select **Proceed**.
    You see a message asking you to load paper.
11. Select **Proceed**.
12. To print more than one sheet, press + or – to select the number (up to 99).
13. When you are ready to print, press one of the ◇ buttons.

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

**Parent topic:** Printing Personalized Projects

**Related tasks**
Inserting a Memory Card

**Related topics**
Loading Paper
Printing Lined Paper and Graph Paper

You can print wide-rule or narrow-rule notebook paper and graph paper.

1. Load plain paper in one of these sizes: Letter (8.5 × 11 inches [216 × 279 mm]) or A4 (8.3 × 11.7 inches [210 × 297 mm]).
2. Press the home button, if necessary.
3. Select More Functions.
4. Scroll down and select Print Ruled Papers.
   You see this screen:

   ![Print Ruled Papers screen]

   - Wide Rule Only
   - Thin Rule Only
   - Graph Paper Only

5. Select one of the options shown on the screen.
6. Select your paper size.
7. When you see a message asking you to load paper, select Proceed.
8. To print more than one sheet, press + or – to select the number (up to 99).
9. When you are ready to print, press one of the buttons.

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

**Parent topic:** Printing Personalized Projects

**Related topics**

Loading Paper
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 printer 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 With Windows
Checking Cartridge and Maintenance Box Status With Mac OS X

Parent topic: Replacing Ink Cartridges and Maintenance Boxes

Checking Cartridge Status on the LCD Screen

You can check the status of your ink cartridges using your product’s LCD screen.

1. Press the home button, if necessary.
2. Select Setup.
3. Select Ink Levels.

The ink cartridge status is displayed.
Note: Displayed ink levels are approximate.

4. Do one of the following:
   • To exit, select **OK**.
   • If you need to replace an ink cartridge, select **Cartridge Replacement** and follow the instructions on the screen

Parent topic: Check Cartridge and Maintenance Box Status

Related tasks
Removing and Installing Ink Cartridges

Checking Cartridge and Maintenance Box Status With Windows

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

1. To check your status, access the Windows Desktop, double-click the product icon in the Windows taskbar, 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.

**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 With Mac OS X

You can check the status of your ink cartridges and maintenance box using a utility on your Mac.

1. Do one of the following:
   - **Mac OS X 10.6/10.7/10.8**: In the Apple menu or the Dock, select System Preferences. Select Print & Fax or Print & Scan, select your product, and select Options & Supplies. Select Utility and select Open Printer Utility.
   - **Mac OS X 10.5**: In the Apple menu or the Dock, select System Preferences. Select Print & Fax, select your product, and select Open Print Queue. Select 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.

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

**Related tasks**

Removing and Installing Ink Cartridges
Replacing the Maintenance Box

Purchase Epson Ink Cartridges and Maintenance Box

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

Note: We recommend that you use genuine Epson cartridges and do not refill them. The use of other products may affect your print quality and could result in printer damage.

The printer ships with full cartridges and part of the ink from this first set of cartridges is used for priming the printer. Yields vary considerably based on images printed, print settings, paper type, frequency of use, and temperature. For print quality, a variable amount of ink remains in the cartridge after the "replace cartridge" indicator comes on.

Ink Cartridge and Maintenance Box Part Numbers

Parent topic: Replacing Ink Cartridges and Maintenance Boxes

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: T671000

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

<table>
<thead>
<tr>
<th>Ink color</th>
<th>Part number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>High-capacity</td>
</tr>
<tr>
<td>Black</td>
<td>126</td>
</tr>
<tr>
<td>Cyan</td>
<td>126</td>
</tr>
<tr>
<td>Magenta</td>
<td>126</td>
</tr>
<tr>
<td>Yellow</td>
<td>126</td>
</tr>
</tbody>
</table>

Parent topic: Purchase Epson Ink Cartridges and Maintenance Box
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, then select **Proceed** and follow the instructions on the screen.
   - If you are replacing a cartridge before you see a message on the LCD screen, press the **home** button, select **Setup**, select **Maintenance**, then select **Ink Cartridge Replacement**.

2. **Lift up the scanner unit.**
3. Open the cartridge cover.

**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. Squeeze the tab on the cartridge and lift the cartridge straight up to remove it.
5. Gently shake the new cartridge four or five times as shown. Then remove the cartridge from the package.

![Cartridge Shaking Diagram]

**Caution:** Do not remove any labels or seals, or ink will leak. 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 only the yellow tape.

![Tape Removal Diagram]
7. Insert the new cartridge into the holder and push it down until it clicks into place.

8. Close the cartridge cover and push it down until it clicks into place.

9. Lower the scanner unit to begin ink priming.

Caution: If you see a message that an ink cartridge is installed incorrectly, lift up the scanner unit, open the cartridge cover, and press the ink cartridge down until it clicks into place. Then close the cartridge cover and lower the scanner unit.
Note: Do not turn off the printer during ink priming.

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 OS X

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

1. Click Stop 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 OS X

If printing stops, you can cancel your print job and select settings to temporarily print with only black ink on plain paper or on an envelope.

1. Click the printer icon in the Dock.
2. If you see a message telling you that you can temporarily print with only black ink, click the **Delete** icon to cancel your print job. (**Mac OS X 10.8**: Click the **button to cancel your print job. If an error message is displayed, click the **OK** button.)

**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** or **Print & Scan**, select your product, and select **Options & Supplies**.
5. Select **Driver**.
   You see a screen like this:
6. Select On as the Permit temporary black printing setting.
7. Click OK.
8. Close the utility window.
9. Load plain paper or an envelope in your product.
10. Access the print settings in your print application.
11. Select Print Settings from the pop-up menu.
12. Select Plain Paper/Bright White Paper or Envelope as the paper type setting.
13. Select the Grayscale option.
14. Click Print to print your document.

Parent topic: Printing With Black Ink and Expended Color 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 reinstall the 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. Press the ⚪️ power button to turn off the product.
2. Remove the new maintenance box from its package.

  **Caution:** Do not touch the green chip on the maintenance box.
3. Press the tabs and remove the duplexer (rear cover).

![Diagram of duplexer removal]

4. Grasp the maintenance box as shown and pull it out of its holder.

![Diagram of maintenance box removal]

**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. Reattach the duplexer (rear cover).
Adjusting Print Quality

If your print quality declines, you may need to run a utility to clean or align the print head.
If running these utilities does not solve the problem, you may need to replace the ink cartridges.

- Print Head Maintenance
- Print Head Alignment
- Cleaning the Paper Path

**Related topics**
- Replacing Ink Cartridges and Maintenance Boxes

**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 topics**
- Replacing Ink Cartridges and Maintenance Boxes

**Print Head Nozzle Check**

You can print a nozzle check pattern to check for clogged nozzles.

- Checking the Nozzles Using the Product Touch Panel
- Checking the Nozzles Using a Computer Utility

**Parent topic:** Print Head Maintenance

**Checking the Nozzles Using the Product Touch Panel**

You can check the print head nozzles using the touch panel on your product.
1. Make sure plain paper is loaded in Cassette 1.
2. Press the home button, if necessary.
3. Select Setup.
4. Select Maintenance.
   You see this screen:

   ![Maintenance screen](image)

5. Select Nozzle Check.
   You see this screen:

   ![Nozzle Check screen](image)
6. Press one of the \( \odot \) buttons.  
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 pattern]

   - **Print head needs cleaning**
   
   ![Print head needs cleaning pattern]

8. Do one of the following:
   - If there are no gaps, select **Done**.
   - If there are gaps or the pattern is faint, select **Clean the Print Head** and continue.

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

   If you don’t see any improvement after cleaning the print head up to 4 times, wait at least 6 hours. 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

**Related topics**

Replacing Ink Cartridges and Maintenance Boxes

Loading Paper

**Checking the Nozzles Using a Computer Utility**

You can check the print head nozzles using a utility on your Windows or Mac computer.

1. Load a few sheets of plain paper in the cassette (or in cassette 1 if your product has two cassettes).
2. Do one of the following:
   • **Windows**: Right-click the product icon in the Windows taskbar.
   • **Mac OS X 10.6/10.7/10.8**: In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax** or **Print & Scan**, select your product, and select **Options & Supplies**. Select **Utility** and select **Open Printer Utility**.
   • **Mac OS X 10.5**: In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax**, select your product, and select **Open Print Queue**. Select **Utility**.

3. Select **Nozzle Check**.
   You see a window like this:

4. Click **Print**.
5. Check the printed pattern to see if there are gaps in the lines.
   
   **Print head is clean**
Print head needs cleaning

6. If there are no gaps, click **Finish**. If there are gaps or the pattern is faint, clean the print head.

**Parent topic:** Print Head Nozzle Check

**Related concepts**

Print Head Cleaning

**Related topics**

Replacing Ink Cartridges and Maintenance Boxes

Loading Paper

### Print Head Cleaning

If print quality has declined and the nozzle check pattern indicates clogged nozzles, you can clean the print head.

**Note:** You cannot clean the print head if 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 Touch Panel

Cleaning the Print Head Using a Computer Utility

**Parent topic:** Print Head Maintenance

**Related topics**

Replacing Ink Cartridges and Maintenance Boxes
Cleaning the Print Head Using the Product Touch Panel

You can clean the print head using the touch panel on your product.

1. Make sure plain paper is loaded in Cassette 1.
2. Press the home button, if necessary.
3. Select Setup.
4. Select Maintenance.
   You see this screen:

5. Select Head Cleaning.
   You see this screen:
6. Select **Proceed**.

7. Select the cleaning cycle you want to run.

   **Note:** Use the nozzle check pattern to determine which colors need cleaning. You can save ink by cleaning only selected colors.

   When the cleaning cycle is finished, you see a message on the screen.

   **Caution:** Never turn off the product during a cleaning cycle or you may damage it.

8. Select **Print Nozzle Check Pattern**.

9. Press one of the buttons 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. 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 Cleaning  
**Related tasks**  
Cleaning the Print Head Using a Computer Utility  
Checking the Nozzles Using the Product Touch Panel  
**Related topics**  
Replacing Ink Cartridges and Maintenance Boxes
Cleaning the Print Head Using a Computer Utility

You can clean the print head using a utility on your Windows computer or Mac.

1. Load a few sheets of plain paper in the cassette (or in cassette 1 if your product has two cassettes).

2. Do one of the following:
   - **Windows**: Right-click the product icon in the Windows taskbar.
   - **Mac OS X 10.6/10.7/10.8**: In the Apple menu or the Dock, select `System Preferences`. Select `Print & Fax` or `Print & Scan`, select your product, and select `Options & Supplies`. Select `Utility` and select `Open Printer Utility`.
   - **Mac OS X 10.5**: In the Apple menu or the Dock, select `System Preferences`. Select `Print & Fax`, select your product, and select `Open Print Queue` or `Print Queue`. Select `Utility`.

3. Select **Head Cleaning**.
   
   You see a window like this:
4. Select the cleaning cycle you want to run, based on the nozzle check pattern.

5. 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.

6. When the cleaning cycle is finished, you can check to see if the nozzles are clean; click **Print Nozzle Check Pattern** and click **Print**.

7. 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. 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 Cleaning

**Related tasks**

Cleaning the Print Head Using the Product Touch Panel

Checking the Nozzles Using the Product Touch Panel
Print Head Alignment

If your printouts become grainy or blurry, you notice misalignment of vertical lines, or you see dark or light horizontal bands, you may need to align the print head.

Note: Banding may also occur if your print head nozzles need cleaning.

Aligning the Print Head Using the Product Touch Panel
Aligning the Print Head Using a Computer Utility

Parent topic: Adjusting Print Quality

Aligning the Print Head Using the Product Touch Panel

You can align the print head using the touch panel on your product.

1. Make sure plain paper is loaded in Cassette 1.
2. Press the home button, if necessary.
3. Select Setup.
4. Select Maintenance.

You see this screen:
5. Select **Print Head Alignment**.

You see this screen:

![Print Head Alignment](image)

6. Press one of the buttons to print an alignment sheet.

**Note:** Do not cancel printing while you are printing head alignment patterns.

After the alignment sheet is printed, you see a series of screens asking you to select the best square in each pattern set.

7. Check the printed patterns and choose the number representing the best square for each set, then select **Proceed**.

8. After you have selected the number for all the sets, select **Done**.

**Parent topic:** [Print Head Alignment](#)

### Aligning the Print Head Using a Computer Utility

You can align the print head using a utility on your Windows computer or Mac.

1. Load a few sheets of plain paper in the cassette (or in cassette 1 if your product has two cassettes).

2. Do one of the following:
   - **Windows:** Right-click the product icon in the Windows taskbar.
- **Mac OS X 10.6/10.7/10.8**: In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax** or **Print & Scan**, select your product, and select **Options & Supplies**. Select **Utility** and select **Open Printer Utility**.

- **Mac OS X 10.5**: In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax**, select your product, and select **Open Print Queue**. Select **Utility**.

3. Select **Print Head Alignment**.
4. Click **Next**, then click **Print** to print an alignment sheet.

**Note**: Do not cancel printing while you are printing a head alignment pattern.

You see a window like this:

![Print Head Alignment Window](image)

5. Check the printed pattern and follow the instructions on the screen to choose the number representing the best printed pattern for each set.
   - After choosing each pattern number, click **Next**.
• If no patterns are aligned in one or more of the sets, choose the closest one in each set and click **Realignment.** Then print another alignment sheet and check it.

**Note:** Click **Skip** (where available) if you want to skip a particular alignment sheet.

6. When you are done, click **Finish.**

**Parent topic:** Print Head Alignment

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**Cleaning the Paper Path**

If you see ink on the back of a printout, you can clean the paper path to remove any excess ink.

1. Load a few sheets of plain paper in the product.
2. Use the product control panel to make a copy, but without placing a document on the scanner glass.
3. Check the back of the ejected paper to see if it is clean.
4. Repeat as necessary until the paper comes out clean.

**Parent topic:** Adjusting Print Quality

**Related topics**

Copying
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. Close the rear paper feed slot when you are not using it, to keep out dust.

1. Turn off the product.
2. Unplug the power cable.
3. Disconnect any connected cables.
4. Remove all the paper from the product.
5. Clean the paper cassette(s) using a soft brush.
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.
Note: If lines appear on the printout or in scanned images, carefully clean the scanner glass on the left.

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

1. Turn off the product.
2. Remove all the paper from the product.
3. Unplug the power cable.
4. Disconnect any connected cables.
5. Close the rear paper feed slot and output tray.
6. Place the product in its original packing materials, if possible, or use equivalent materials with cushioning around the product. Make sure the box adequately protects the product control panel.
Keep the product level during transportation. 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 Alignment
- Print Head Cleaning
Solving Problems

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

- Checking for Software Updates
- 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 Memory Card Problems
- When to Uninstall Your Product Software
- Where to Get Help

Checking for Software Updates

Periodically, it's a good idea to check Epson's support website for free updates to your product software. You can select Download the Latest Software from the Home screen of this manual or visit Epson's driver download site (U.S. downloads or Canadian downloads).

- **Windows**: Your printer software automatically checks for updates. You can also manually update the software by selecting Software Update here:
  - Accessing the Windows Desktop and right-clicking the product icon in the Windows taskbar
  - On the Maintenance tab in the printer settings window

You can also update the software by selecting EPSON Software Updater in the EPSON or EPSON Software program group, accessible by the Start button, or on the Start or Apps screens, depending on your version of Windows.
- **Mac OS X**: You can manually update the software by opening the Applications > Epson Software folder and selecting **EPSON Software Updater**.

**Parent topic**: Solving Problems

## Product Status Messages

You can often diagnose problems with your product by checking the messages on its LCD screen. You can also see help information and how-to instructions on the screen. Press the 🏡 home button, if necessary, press the left or right arrow button, and then select **Help**.

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

<table>
<thead>
<tr>
<th>LCD screen message</th>
<th>Condition/solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper out or Paper jam</td>
<td>If paper is jammed in the product, follow the instructions in this guide to remove the jammed paper from the indicated area. If paper is out, load more paper in the product.</td>
</tr>
<tr>
<td>Printer error. Turn the power off and on again. For details, see your documentation.</td>
<td>A serious error has occurred. Turn the product off and then back on again. If the error continues, check for a paper jam. If there is no paper jam, contact Epson for support.</td>
</tr>
<tr>
<td>Communication error. Check if a PC is connected.</td>
<td>Make sure the computer is connected to your product and your software is installed correctly.</td>
</tr>
<tr>
<td>The maintenance box is nearing the end of its service life.</td>
<td>Make sure you have a new maintenance box so you can replace it before the end of its service life.</td>
</tr>
<tr>
<td>The maintenance box is at the end of its service life. You need to replace it.</td>
<td>You must replace the maintenance box to continue printing.</td>
</tr>
<tr>
<td>A printer's ink pad is nearing the end of its service life. Please contact Epson Support.</td>
<td>The ink pads are near the end of their service life and the message will be displayed until the ink pad is replaced. Contact Epson to replace ink pads before the end of their service life. (To resume printing, press one of the ◇ buttons.)</td>
</tr>
<tr>
<td>LCD screen message</td>
<td>Condition/solution</td>
</tr>
<tr>
<td>--------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>A printer’s ink pad is at the end of its service life. Please contact Epson Support.</td>
<td>The ink pad is at the end of its service life. Turn off the product and contact Epson for support.</td>
</tr>
<tr>
<td>No dial tone detected. Try the Check Fax Connection.</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, turn off the Dial Tone Detection setting.</td>
</tr>
<tr>
<td>Combination of IP address and subnet mask is invalid. See your documentation.</td>
<td>There is a problem with the network connection to your product.</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 Epson's support website. If you still need help, contact Epson for support.</td>
</tr>
</tbody>
</table>

**Note:** The ink pads in the printer collect, distribute, and contain the ink that is not used on printed pages. During the life of your product it may reach a condition where either satisfactory print quality cannot be maintained or the ink pads have reached the end of their usable life. The Epson Status Monitor, your LCD, or lights on the control panel will advise you when these parts need replacing. If this happens during the standard warranty of the product, the exchange of the product or replacement of the pads is covered under the standard warranty. If the product is out of warranty, the pads can be replaced by any Epson authorized service provider. The waste ink pads are not a user-replaceable part.

**Parent topic:** Solving Problems

**Related references**
- Paper Jam Problems in the Paper Cassette
- Paper Jam Problems in the Duplexer (Rear Cover)
- Paper Jam Problems Inside the Product
- Where to Get Help

**Related tasks**
- Checking for Software Updates

**Related topics**
- Replacing Ink Cartridges and Maintenance Boxes
- Loading Paper
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. Press the left or right arrow button and then select **Setup**.
5. Select **Maintenance**.

![Maintenance Menu](image)

6. Select **Nozzle Check**.

![Nozzle Check Display](image)
7. Press one of the buttons.
   The nozzle check pattern is printed.

8. Do one of the following, depending on the results of the product check:
   • If the page prints and the nozzle check pattern is complete, the product is operating properly. Any
     operation problem you may have could be caused by your computer, cable, software, or selected
     settings. Check the other solutions in this book or try uninstalling and reinstalling your printer
     software.
   • If the page prints but the nozzle check pattern has gaps, clean or align the print head.
   • If the page does not print, the product may have a problem. Check the other solutions in this
     manual. If they do not work, contact Epson.

Parent topic: Solving Problems

Related concepts
Print Head Alignment
Print Head Cleaning
When to Uninstall Your Product Software

Related references
Where to Get Help

Resetting Control Panel Defaults

If you have a problem with settings on the product control panel, you can reset them to their factory
defaults. You can choose which settings to reset or reset them all.

1. Press the home button, if necessary.
2. Press the left or right arrow button and then select Setup.
3. Scroll down and select **Restore Default Settings**.

4. Select one of these options:
   - **Fax Send/Receive Settings**: Resets all settings on the Send Settings, Receive Settings, and Communication screens.
   - **Fax Data Settings**: Erases the speed dial list, group dial list, header, and fax log.
   - **Wi-Fi/Network Settings**: Resets all network settings.
   - **All except Wi-Fi/Network & Fax Settings**: Resets all control panel settings, except for network and fax settings.
   - **All Settings**: Resets all control panel settings.

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.

- Noise After Ink Installation
- Software Installation Problems

**Parent topic:** Solving Problems
Noise After Ink Installation
If you hear noises from your product after installing ink, try these solutions:

• The first time you install ink cartridges, the product must prime its print head. Wait until priming finishes before you turn off the product, or it may prime improperly and use excess ink the next time you turn it on. Your product is finished priming the print head when the power light stops flashing.

• If the product's print head stops moving or making noise, and the charging process has not finished after 6 minutes, turn off your product. Turn it back on and check to see if charging is still in progress. If it is still in progress, contact Epson for help.

Parent topic: Solving Setup Problems

Software Installation Problems
If you have problems while installing your product software, try these solutions:

• Make sure your product is turned on and any necessary cables are securely connected at both ends. If you still have problems installing software, disconnect the cable and carefully follow the instructions on the Start Here sheet. Also make sure your system meets the requirements for your operating system.

• Close any other programs, including screen savers and virus protection software, and install your product software again.

• In Windows, make sure your product is selected as the default printer and the correct port is shown in the printer properties.

• If you see any error message or your software does not install correctly in Windows, you may not have software installation privileges. Contact your System Administrator.

Parent topic: Solving Setup Problems
Related concepts
When to Uninstall Your Product Software

Related references
Windows System Requirements
Mac System Requirements

Solving Network Problems
Check these solutions if you have problems setting up or using your product on a network.
Note: Breakdown or repair of this product may cause loss of fax and network data and settings. Epson is not responsible for backing up or recovering data and settings during or after the warranty period. We recommend that you make your own backup or print out your fax and network data and settings.

Product Cannot Connect to a Wireless Router or Access Point

Network Software Cannot Find Product on a Network

Product Does Not Appear in Mac OS X Printer Window

Cannot Print Over a Network

Cannot Scan Over a Network

Printing a Network Status Sheet

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:

• Make sure to place your product within contact range of your router or access point.

  Note: Avoid placing your product near a microwave oven, 2.4 GHz cordless phone, or large metal object, such as a filing cabinet.

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

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

• Check to see if access restrictions, such as MAC address filtering, are set on the router or access point. If access restrictions are set, add your product’s MAC address to your router’s address list. To obtain your product's MAC address, print a network status sheet. Then follow the instructions in your router or access point documentation to add the address to the list.

• If your router or access point does not broadcast its network name (SSID), follow the instructions that came with your product to enter your wireless network name manually.

• 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.

Parent topic: Solving Network Problems
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.

• If necessary, reinstall your product software and try running EpsonNet Setup again:
  1. Reset your product’s network settings to their factory defaults.
  2. Windows only: uninstall your product software.
  3. Initialize your router following the instructions in your router documentation.

  **Note:** If you are reading these instructions online, you will lose your internet connection when you initialize your router, so note the next step before initializing it.

  4. Download your product software from the Epson website, or install it from the CD that came with your product using the instructions on the *Start Here* sheet.

• If you have replaced your router, reinstall your product software to connect to the new router.

Parent topic: Solving Network Problems

Related concepts

When to Uninstall Your Product Software

Product Does Not Appear in Mac OS X Printer Window

If your product does not appear in the Mac OS X printer window, try these solutions:

• Turn your product off, wait 30 seconds, then turn it back on again.

• If you are connecting the product wirelessly via EpsonNet Setup and the WiFi light on your product is not solid green, make sure your product software was installed correctly. If necessary, reinstall your software.

Parent topic: Solving Network Problems

Related concepts

When to Uninstall Your Product Software
Cannot Print Over a Network

If you cannot print over a network, try these solutions:

• Make sure that your product is turned on.
• Make sure you install your product’s network software as described in your product documentation.
• Print a network status sheet and verify that the network settings are correct. If the network status is **Disconnected**, check any cable connections and turn your product off and then on again.
• If you are using TCP/IP, make sure the product’s IP address is set correctly for your network. If your network does not assign IP addresses using DHCP, set the IP address manually.
• Make sure your computer and product are both using the same wireless network.
• If network printing is slow, print a network status sheet and check the signal strength. If it is poor, place your product closer to your router or access point.

**Note:** Avoid placing your product near a microwave oven, 2.4 GHz cordless phone, or large metal object, such as a filing cabinet.

• Check your wired LAN router or access point to see if the LED for the port to which your product is connected is on or flashing. If the link LED is off, try the following:
  • Make sure the Ethernet cable is securely connected to your product and to your router, access point, switch, or hub.
  • Try connecting your product to a different port or a different router, access point, switch, or hub.
  • Try connecting with a different Ethernet cable.
  • Try printing to your product from another computer on the network.
• If you are connecting the product via EpsonNet Setup and the WiFi light on your product is not solid green, make sure your product software was installed correctly. If necessary, reinstall your software.

**Parent topic:** Solving Network Problems

**Related concepts**

*When to Uninstall Your Product Software*

**Related tasks**

*Printing a Network Status Sheet*
Cannot Scan Over a Network

If you cannot start Epson Scan for scanning over a network, try these solutions:

• If you are scanning a large original at a high resolution, a network communication error may occur. Try scanning again at a lower resolution.

• If network communication was interrupted while starting Epson Scan, exit Epson Scan, wait a few seconds, and restart it. If Epson Scan cannot restart, turn off your product, turn it back on, and try restarting Epson Scan again.

• Check the connection setting and test the connection using Epson Scan Settings:
  
  Windows 8.x: Navigate to the Apps screen and select EPSON Scan Settings. Make sure the Connection setting is set to Network, then click the Test button.

  Windows (other versions): Click ☰ or Start > All Programs or Programs > EPSON > EPSON Scan > EPSON Scan Settings. Make sure the Connection setting is set to Network, then click the Test button.

  Mac OS X: Open the Applications folder, click Epson Software, and click EPSON Scan Settings. Make sure the Connection setting is set to Network, then click the Test button.

• Make sure the option selected as the Timeout Setting in the Epson Scan Settings program is long enough to complete scanning over a network.

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

Note: With OS X 10.6, 10.7, 10.8, or 10.9, in addition to scanning with Image Capture, you can download and install Epson Scan scanning software. Epson Scan provides additional image adjustment and photo correction features for enhancing scanned images, and provides an interface for TWAIN-compliant OCR scanning software, such as ABBYY FineReader. To download Epson Scan, visit Epson’s driver download site (U.S. downloads or Canadian downloads).

Parent topic: Solving Network Problems

Related topics
Scanning

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. Press the left or right arrow button and then select Setup.
3. Scroll down and select Wi-Fi/Network Settings.

4. Select Wi-Fi/Network Status.
5. Select Print the status sheet at the bottom of the screen.
6. Press one of the buttons to print the network status sheet.
   (Select Cancel if you want to cancel the operation.)

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

**Parent topic:** Solving Network Problems

### 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**

**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

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

Paper Feeding Problems
Paper Jam Problems Inside the Product
Paper Jam Problems in the Paper Cassette
Paper Jam Problems in the Duplexer (Rear Cover)
Document Jams in the Automatic Document Feeder
Paper Ejection Problems

Parent topic: Solving Problems

Paper Feeding Problems
If you have problems feeding paper, try these solutions:
• If paper does not feed for printing, remove it from the rear feed slot or cassette. Reload it against the right side, then 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.
  • Do not load binder paper with holes in the cassette.
  • Follow any special loading instructions that came with the paper.

**Parent topic:** Solving Paper Problems

**Related references**
- Paper Jam Problems in the Paper Cassette
- Paper Jam Problems in the Duplexer (Rear Cover)
- Paper Jam Problems Inside the Product
- Paper Loading Capacity

**Related topics**
- Loading Paper

**Paper Jam Problems Inside the Product**

If paper has jammed inside the product, follow the steps below to clear the jam.

1. Cancel the print job, if necessary.
2. Remove any jammed paper from the rear paper feed slot.
3. Lift the scanner unit.

**Caution:** Do not touch the flat white cable inside the printer. Do not lift the scanner unit while the document cover is open.

4. Remove any paper inside, including torn pieces.
5. Close the scanner unit.

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 Paper Cassette
- Paper Jam Problems in the Duplexer (Rear Cover)
- Document Jams in the Automatic Document Feeder

**Paper Jam Problems in the Paper Cassette**

If paper has jammed in a paper cassette, follow the steps below to clear the jam.

1. Cancel the print job, if necessary.
2. Pull out the paper cassette, then carefully remove any jammed paper.
Note: If you cannot pull out the cassette, turn the product off, unplug it, and disconnect any cables. Then carefully stand the product on its side and remove the cassette.

3. Carefully remove any paper jammed inside the product.
4. Gently insert the paper cassette.
5. 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 Duplexer (Rear Cover)
Paper Jam Problems Inside the Product
Document Jams in the Automatic Document Feeder

Paper Jam Problems in the Duplexer (Rear Cover)

If paper has jammed in the duplexer (rear cover), follow the steps below to clear the jam.
1. Cancel the print job, if necessary.
2. Press the tabs and remove the duplexer (rear cover).
3. Carefully remove any jammed paper.

4. Remove any jammed paper from the duplexer.
5. Open the duplexer.
6. Carefully remove any jammed paper stuck inside.

7. Reattach the duplexer.
8. 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 Paper Cassette
Paper Jam Problems Inside the Product
Document Jams in the Automatic Document Feeder

Document Jams in the Automatic Document Feeder

If you have problems with document jams in the automatic document feeder (ADF), follow the steps below to clear the jam.

1. Cancel the print job, if necessary.
2. Remove your originals from the ADF.
3. Open the ADF cover.
Caution: Make sure you open the ADF cover before removing any jammed pages. Otherwise the product may be damaged.

4. Carefully remove any jammed pages.

5. Close the ADF cover, then open the document cover.
6. Carefully remove any jammed pages in the direction shown.
7. Close the document cover.
8. Raise the ADF input tray.

9. Carefully remove any jammed pages.

10. Lower the ADF input tray to its original position.
11. 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.

12. 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 Paper Cassette
   - Paper Jam Problems in the Duplexer (Rear Cover)
   - Paper Jam Problems Inside the Product

**Paper Ejection Problems**

   If you have problems with paper ejecting properly, try these solutions:
   - If paper does not eject fully, you may have set the wrong paper size. Cancel printing to eject the paper. Select the correct paper size when you reprint.
   - If paper is wrinkled when it ejects, it may be damp or too thin. Load new paper and be sure to select the correct paper type setting when you reprint.

   **Parent topic:** Solving Paper Problems

   **Related references**
   - Paper Jam Problems in the Paper Cassette
   - Paper Jam Problems in the Duplexer (Rear Cover)
   - Paper Jam Problems Inside the Product
   - Paper or Media Type Settings

   **Related tasks**
   - Cancelling Printing Using a Product Button

   **Related topics**
   - Loading Paper

**Solving Problems Printing from a Computer**

   Check these sections if you have problems while printing from your computer.
Nothing Prints
Product Icon Does Not Appear in Windows Taskbar
Error After Cartridge Replacement
Printing is Slow

Parent topic: Solving Problems

Nothing Prints

If you have sent a print job and nothing prints, try these solutions:

• Make sure your product is turned on.

• Make sure any interface cables are connected securely at both ends.

• If you connected your product to a USB hub, make sure it is a first-tier hub. If it still does not print, connect your product directly to your computer instead of the hub.

• Run a product check to see if a test page prints. If the test page prints, check to see if your product software is installed correctly.

• In Windows, make sure your product is selected as the default printer.

• In Windows, clear any stalled print jobs from the Windows Spooler:
  • Windows 8.x: Navigate to the Apps screen and select Control Panel > Hardware and Sound > Devices and Printers. Right-click your product name, select See what's printing, and select your product name again if necessary. Right-click the stalled print job, click Cancel, and click Yes.
  
  • Windows 7: Click Devices and Printers. Right-click your product name, select See what's printing, and select your product name again, if necessary. Right-click the stalled print job, click Cancel, and click Yes.

  • Windows Vista: Click and select Control Panel. Click Printer under Hardware and Sound, right-click your product name, and select Open. Right click the stalled print job, click Cancel, and click Yes.

  • Windows XP: Click Start and select Printers and Faxes. (Or open the Control Panel, select Printers and Other Hardware, if necessary, and select Printers and Faxes.) Right-click your product name, select Open, right-click the stalled print job, click Cancel, and click Yes.

Parent topic: Solving Problems Printing from a Computer

Related tasks
Running a Product Check
Product Icon Does Not Appear in Windows Taskbar

If you do not see your product icon in the Windows taskbar, first try restarting your computer. If that does not work, try this solution:

1. Do one of the following:
   - **Windows 8.x**: Navigate to the Apps screen and select Control Panel > Hardware and Sound > Devices and Printers.
   - **Windows 7**: Click and select Devices and Printers.
   - **Windows Vista**: Click , select Control Panel, and click Printer under Hardware and Sound.
   - **Windows XP**: Click Start and select Printers and Faxes. (Or open the Control Panel, select Printers and Other Hardware, if necessary, and Printers and Faxes.)

2. Right-click your product name, select Printing Preferences, and select your product name again if necessary.

3. Click the Maintenance tab.

4. Click the Extended Settings button.

5. Click the Monitoring Preferences button.

6. Click the Register the shortcut icon to the taskbar checkbox.

7. Click OK to close the open program windows.

Parent topic: Solving Problems Printing from a Computer

Error After Cartridge Replacement

If you see an error light or error message after you replace an ink cartridge, follow these steps:

1. Make sure the print head is in the ink cartridge replacement position. (The ink cartridge holder should be beneath the cutout in the product case.)

   **Note:** If the print head is not in the ink cartridge replacement position, follow the instructions on replacing an ink cartridge in this manual to move it.

2. Remove and reinsert the replaced ink cartridge, making sure to push it all the way into its slot.

3. Complete the ink cartridge installation steps.

Parent topic: Solving Problems Printing from a Computer
Related topics
Replacing Ink Cartridges and Maintenance Boxes

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.
- Clear space on your hard drive or run a defragmentation utility to free up existing space.
- Close any programs you are not using when you print.
- If your product is connected to a USB hub, connect it directly to your computer instead.
- If printing becomes slower after printing continuously for a long time, the product may have automatically slowed down to protect the print mechanism from overheating or becoming damaged. Let the product rest with the power on for 30 minutes, then try printing again.

For the fastest printing, select the following settings in your product software:

- Make sure the paper type setting matches the type of paper you loaded.
- Turn on any high speed settings in your product software.
- Select a lower print quality setting.
- Windows: Click the Maintenance tab, select Extended Settings, and select the following settings:
  - High Speed Copies
  - Always spool RAW datatype
  - Page Rendering Mode
  - Print as Bitmap

Parent topic: Solving Problems Printing from a Computer

Related references
Windows System Requirements
Mac System Requirements
Paper or Media Type Settings

Related tasks
Selecting Basic Print Settings - Windows
Solving Page Layout and Content Problems

Check these sections if you have problems with the layout or content of your printed pages.

Inverted Image
Too Many Copies Print
Blank Pages Print
Incorrect Margins on Printout
Border Appears on Borderless Prints
Incorrect Characters Print
Incorrect Image Size or Position
Slanted Printout

Parent topic: Solving Problems

Inverted Image

If your printed image is inverted unexpectedly, try these solutions:

- Turn off any mirror or inversion settings in your printing application.
- Turn off the Mirror Image, Flip horizontally, or Reverse page orientation settings in your printer software. (This option has different names, depending on your operating system version.)

Note: Leave these options turned on when you print on Epson Iron-on Cool Peel Transfer paper, if available for your product.

Parent topic: Solving Page Layout and Content Problems

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

Too Many Copies Print

Make sure that the Copies setting in your printing program or printer software is not set for multiple copies.

Parent topic: Solving Page Layout and Content Problems
Blank Pages Print
If blank pages print unexpectedly, try these solutions:
- Make sure you selected the correct paper size settings in your printing program and printer software.
- If a blank page exists in a document you are printing and you want to skip printing it, select the Skip Blank Page setting in your printer software.
- Run a print head nozzle check to see if any of the nozzles are clogged. Then clean the print head, if necessary.
- Make sure your product is selected as the printer in your printing program.

Parent topic: Solving Page Layout and Content Problems

Incorrect Margins on Printout
If your printed page has incorrect margins, try these solutions:
- Make sure you selected the correct paper size settings in your printing program and printer software.
- Make sure you selected the correct margins for your paper size in your printing program.
- Make sure your paper is positioned correctly for feeding into the printer.
You can use the preview option in your printer software to check your margins before you print.

Parent topic: Solving Page Layout and Content Problems

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

Related concepts
Print Head Nozzle Check
Print Head Cleaning
Related topics
Loading Paper

Border Appears on Borderless Prints
If you see a border on borderless prints, try these solutions:
• Make sure you are printing on a compatible borderless paper type and size.

  Note: Do not select a custom paper size for borderless prints.

  • Windows: Make sure you selected the Borderless setting in your printer software.
  • Mac OS X: Make sure you selected the Borderless checkbox or a paper size with a Borderless option in your printer software.
  • Adjust the Expansion setting to adjust the amount of image expansion on the edges of borderless prints.
  • Make sure the image size and the paper size are set correctly; if the image is small, the enlargement may not be enough to cover the paper.
  • Access the Extended Settings (Windows) or Printing Preferences (Mac OS X) and select Remove White Borders.

Parent topic: Solving Page Layout and Content Problems

Related references
Borderless Paper Type Compatibility

Related tasks
Selecting Basic Print Settings - Windows
Selecting Additional Layout and Print Options - Windows
Selecting Basic Print Settings - Mac OS X
Selecting Print Layout Options - Mac OS X
Selecting Printing Preferences - Mac OS X

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 print jobs from the Windows Spooler:
  • Windows 8.x: Navigate to the Apps screen and select Control Panel > Hardware and Sound > Devices and Printers. Right-click your product name, select See what’s printing, and select your product name again, if necessary. Right-click the stalled print job, click Cancel, and click Yes.
  • Windows 7: Click and select Devices and Printers. Right-click your product name, select See what’s printing, and select your product name again, if necessary. Right-click the stalled print job, click Cancel, and click Yes.
  • Windows Vista: Click and select Control Panel. Click Printer under Hardware and Sound, right-click your product name, and select Open. Right-click the stalled print job, click Cancel, and click Yes.
  • Windows XP: Click Start and select Printers and Faxes. (Or open the Control Panel, select Printers and Other Hardware if necessary, and select Printers and Faxes.) Right-click your product name, select Open, right-click the stalled print job, click Cancel, and click Yes.

• Make sure your product is selected as the printer in your printing program.
• If your product is connected to a USB hub, connect it directly to your computer instead.

Parent topic: Solving Page Layout and Content Problems

Incorrect Image Size or Position

If your printed image is the wrong size or in the wrong position, try these solutions:
  • Make sure you selected the correct paper size and layout settings in your printing program and printer software.
  • Make sure your paper is positioned correctly for feeding into the printer.

You can use the preview option in your printer software to check your margins before you print.

Parent topic: Solving Page Layout and Content Problems
Related tasks
Selecting Basic Print Settings - Windows
Selecting Basic Print Settings - Mac OS X
Selecting Additional Layout and Print Options - Windows
Selecting Print Layout Options - Mac OS X
**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.
- Align the print head.
- Make sure the product is not printing while tilted or at an angle.

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

**Related tasks**

- Selecting Basic Print Settings - Windows
- Selecting Basic Print Settings - Mac OS X

**Related topics**

- Loading Paper

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**Solving Print Quality Problems**

Check these sections if your printouts have problems with print quality, but your image looks fine on your computer screen.

- White or Dark Lines in Printout
- Blurry or Smeared Printout
- Faint Printout or Printout Has Gaps
- Grainy Printout
- Incorrect Colors

**Parent topic:** Solving Problems

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**White or Dark Lines in Printout**

If you notice white or dark lines in your prints (also called banding), try these solutions before you reprint:

- Run a nozzle check to see if any of the print head nozzles are clogged. Then clean the print head, if necessary.
- Make sure the paper type setting matches the type of paper you loaded.
- Make sure you loaded the printable side of the paper correctly for your product.
- Turn off any high speed settings in your product software.
- Align the print head.
• You may need to replace the ink cartridges.

**Parent topic:** Solving Print Quality Problems

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

**Related references**
- Paper or Media Type Settings

**Related tasks**
- Selecting Additional Layout and Print Options - Windows
- Selecting Printing Preferences - Mac OS X

**Related topics**
- Loading Paper
- Replacing Ink Cartridges and Maintenance Boxes

### Blurry or Smeared Printout

If your printouts are blurry or smeared, try these solutions:

• Make sure your paper is not damp, curled, old, or loaded incorrectly in your product.

• Use a support sheet with special paper, or load special paper one sheet at a time.

• Make sure your paper meets the specifications for your product.

• Use Epson papers to ensure proper saturation and absorption of genuine Epson inks.

• Make sure the paper type setting in your product software matches the type of paper you loaded.

• Remove each sheet from the output tray as it is printed.

• Avoid handling printouts on glossy paper right after printing to allow the ink to set.

• Turn off any high speed settings in your product software.

• If you print on both sides of a sheet of paper, smudges may appear on the reverse side of heavily saturated or dark images. If one side of a sheet will contain a lighter image or text, print that side first. Adjust the **Print Density** and/or **Ink Drying Time** settings.

• Run a nozzle check to see if any of the print head nozzles are clogged. Then clean the print head, if necessary.

• Align the print head.
• Clean the paper path.

**Note:** Your product will not operate properly while tilted at an angle. Place it on a flat, stable surface that extends beyond the base of the product in all directions.

**Parent topic:** Solving Print Quality Problems

**Related concepts**
- Print Head Cleaning
- Print Head Alignment

**Related references**
- Available Epson Papers
- Paper Specifications
- Printing Preferences - Mac OS X

**Related tasks**
- Selecting Basic Print Settings - Windows
- Selecting Additional Layout and Print Options - Windows
- Selecting Basic Print Settings - Mac OS X
- Selecting Double-sided Printing Settings - Windows
- Selecting Double-sided Printing Settings - Mac OS X
- Cleaning the Paper Path

**Related topics**
- Loading Paper

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**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.
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.
- If you enlarged the image in an image-editing program, you need to increase the resolution setting to retain a high image quality. Increase the resolution by the same amount you increased the image size. For example, if the resolution is 300 dpi (dots per inch) and you will double the image size later, change the resolution setting to 600 dpi.

Note: Higher resolution settings result in larger file sizes, which take longer to process and print. Consider the limitations of your computer system when selecting a resolution, and select the lowest possible resolution that produces acceptable quality to keep file sizes manageable.
Incorrect Colors

If your printouts have incorrect colors, try these solutions:

- Make sure the Black/Grayscale or Grayscale setting is not selected in your printer software.
- 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.
- Your printed colors can never exactly match your on-screen colors. However, you can use a color management system to get as close as possible. Try using the color management options in your printer software.
- For best results, use genuine Epson ink and paper.
Solving Scanning Problems

Check these solutions if you have problems scanning with your product.

**Scanning Software Does Not Operate Correctly**

If your scanning software does not operate correctly, try these solutions:

- Make sure your computer has adequate memory and meets the system requirements for your operating system.
- Make sure your computer is not running in a power-saving mode, such as sleep or standby. If so, wake your system and restart your scanning software.
- If you upgraded your operating system but did not reinstall your scanning software, try reinstalling it.

**Note:** With OS X 10.6, 10.7, 10.8, or 10.9, in addition to scanning with Image Capture, you can download and install Epson Scan scanning software. Epson Scan provides additional image adjustment and photo correction features for enhancing scanned images, and provides an interface for TWAIN-compliant OCR scanning software, such as ABBYY FineReader. To download Epson Scan, visit Epson’s driver download site (U.S. downloads or Canadian downloads).

Parent topic: Solving Scanning Problems

Related concepts
- When to Uninstall Your Product Software

Related references
- Windows System Requirements
Cannot Start Epson Scan

If you cannot start Epson Scan, try these solutions:

• Make sure your product is turned on and any interface cables are securely connected at both ends.
• Make sure Epson Scan is selected in your scanning program.
• Make sure your computer is not running in a power-saving mode, such as sleep or standby. If so, wake your system and restart Epson Scan.
• Check the connection setting and test the connection using Epson Scan Settings:
  
  **Windows 8.x:** Navigate to the Apps screen and select EPSON Scan Settings. Make sure the correct Connection setting is selected, then click the Test button.
  
  **Windows (other versions):** Click or Start > All Programs or Programs > EPSON > EPSON Scan > EPSON Scan Settings. Make sure the correct Connection setting is selected, then click the Test button.
  
  **Mac OS X:** Open the Applications folder, click Epson Software, and click EPSON Scan Settings. Make sure the correct Connection setting is selected, then click the Test button.
• Make sure you do not have multiple versions of Epson Scan installed. If you do, uninstall both versions and install one version.
• If you upgraded your operating system but did not reinstall Epson Scan, try reinstalling it.

**Note:** With OS X 10.6, 10.7, 10.8, or 10.9, in addition to scanning with Image Capture, you can download and install Epson Scan scanning software. Epson Scan provides additional image adjustment and photo correction features for enhancing scanned images, and provides an interface for TWAIN-compliant OCR scanning software, such as ABBYY FineReader. To download Epson Scan, visit Epson's driver download site (U.S. downloads or Canadian downloads).

Parent topic: Solving Scanning Problems

Related tasks
Starting a Scan Using the Epson Scan Icon
Scanning with Mac OS X Using Image Capture
Solving Scanned Image Quality Problems

Check these sections if a scanned image on your computer screen has a quality problem.

- Image Consists of a Few Dots Only
- Line of Dots Appears in All Scanned Images
- Straight Lines in an Image Appear Crooked
- Image is Distorted or Blurry
- Image Colors are Patchy at the Edges
- Image is Too Dark
- Back of Original Image Appears in Scanned Image
- Ripple Patterns Appear in an Image
- Scanned Image Colors Do Not Match Original Colors
- Scan Area is Not Adjustable in Thumbnail Preview
- Scanned Image Edges are Cropped

Related topic: Solving Problems

**Image Consists of a Few Dots Only**

If your scanned image consists only of a few dots, try these solutions:

- Make sure you placed your original for scanning facing the correct way.
- If you are scanning using the Epson Scan Black & White setting, adjust the Threshold setting and scan again.

Related topic: Solving Scanned Image Quality Problems

**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.
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.

Image is Distorted or Blurry
If a scanned image appears distorted or blurry, try these solutions:
• Make sure your original is not wrinkled or warped. This may prevent the original from laying flat on the scanner glass.
• Do not move your original or your product during scanning.
• Your product will not operate properly while tilted at an angle. Place it on a flat, stable surface that extends beyond the base of the product in all directions.
• Adjust these Epson Scan settings (if available) and try scanning again:
  • Select the **Unsharp Mask** setting.
  • Adjust the **Auto Exposure** setting.
  • Increase the **Resolution** setting.

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.
Image is Too Dark

If your scanned image is too dark, try these solutions:

- Adjust these Epson Scan settings (if available) and try scanning again:
  - Auto Exposure
  - Brightness
  - Histogram Adjustment
- Check the brightness and contrast settings of your computer monitor.

Parent topic: Solving Scanned Image Quality Problems
Related topics
Selecting Epson Scan Settings

Back of Original Image Appears in Scanned Image

If an image from the back of a thin original appears in your scanned image, place a piece of black paper on the back of the original and scan it again.

Parent topic: Solving Scanned Image Quality Problems

Ripple Patterns Appear in an Image

You may see a ripple pattern (called a moiré) in scanned images of printed documents. This is caused by interference from differing pitches in the scanner's screen and your original's halftone screen. To reduce this effect, adjust these Epson Scan settings (if available) and try scanning again:

- Select the Descreening setting.
- Select a lower Resolution setting.

Parent topic: Solving Scanned Image Quality Problems
Related topics
Selecting Epson Scan Settings

Scanned Image Colors Do Not Match Original Colors

Printed colors can never exactly match the colors on your computer monitor because printers and monitors use different color systems: monitors use RGB (red, green, and blue) and printers typically use CMYK (cyan, magenta, yellow, and black).

Check the color matching and color management capabilities of your computer, display adapter, and the software you are using to see if they are affecting the palette of colors you see on your screen.
To adjust the colors in your scanned image, adjust these Epson Scan settings (if available) and try scanning again:

- Change the **Image Type** setting and experiment with different combinations of the next settings.
- Adjust the **Tone Correction** setting.
- Adjust the **Auto Exposure** setting.

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

**Related topics**

Selecting Epson Scan Settings

---

**Scan Area is Not Adjustable in Thumbnail Preview**

If you cannot adjust the scan area while viewing a Thumbnail preview in Epson Scan, try these solutions:

- Create a scan area by drawing a marquee on your preview image and adjusting it as necessary.
- Switch to Normal preview mode, if available, and preview your image again.

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

**Related concepts**

Image Preview Guidelines

**Related tasks**

Selecting a Scan Area - Office Mode
Selecting a Scan Area - Home Mode
Selecting a Scan Area - Professional Mode

---

**Scanned Image Edges are Cropped**

If the edges of a scanned image are cropped, make sure your original is placed correctly for scanning. If necessary, move your original away from the edges of the scanner glass slightly.

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

**Related topics**

Placing Originals on the Product

---

**Solving Faxing Problems**

Check these solutions if you have problems faxing with your product.

**Cannot Send or Receive Faxes**
Cannot Receive Faxes with a Telephone Connected to Your Product

Parent topic: Solving Problems

Cannot Send or Receive Faxes

If you cannot send or receive faxes, try these solutions:

• Make sure the recipient's fax machine is turned on and working.
• Make sure paper is loaded correctly in your product.
• Make sure Auto Answer mode is turned on to receive faxes automatically. Check your product control panel to see if this mode is turned on.
• 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 you connected your product to a DSL phone line, you must connect a DSL filter to the phone jack to enable faxing over the line. Contact your DSL provider for the necessary filter.
• If your telephone line has static, turn off your product's V.34 and error correction mode fax communication settings and try faxing again.
• Try lowering your product's fax speed setting.
• Make sure the error correction mode (ECM) setting is turned on if you are trying to send or receive a color fax.

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
Receiving Faxes Automatically (Auto Answer)
Selecting Fax Communication Settings
Printing Fax Reports
Cannot Receive Faxes with a Telephone Connected to Your Product

Make sure your telephone is connected to your product's **EXT** port.

**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

Solving Memory Card Problems

Check these solutions if you have problems using memory cards with your product.

- Memory Card Does Not Fit Into a Slot
- Cannot View or Print Photos from a Memory Card
- Cannot Transfer Photos To or From a Memory Card
- Cannot Access Memory Card From a Networked Mac

**Parent topic:** Solving Problems

**Memory Card Does Not Fit Into a Slot**

If a memory card does not fit properly in a slot, do not force it in. You may need to use an adapter with your memory card.

**Parent topic:** Solving Memory Card Problems

**Related references**
Memory Card Types

**Related tasks**
Inserting a Memory Card

**Cannot View or Print Photos from a Memory Card**

If you cannot view or print photos from a memory card inserted in your product, try these solutions:

- Make sure your memory card is compatible with the product.
• Make sure the files on your memory card are in the correct format.
• If you have too many photos on your memory card, you may not see all the photos you expect or may be prompted to select a group of photos by date. Reduce the number of photos on your card or select one group of photos at a time. Check the memory card specifications for the maximum number of photos.

**Parent topic:** Solving Memory Card Problems

**Related references**
- Memory Card Types
- Memory Card File Specifications

**Related tasks**
- Inserting a Memory Card

---

**Cannot Transfer Photos To or From a Memory Card**

If you have problems transferring photos to or from a memory card inserted in your product, try these solutions:

• Make sure your memory card is compatible with the product.
• Make sure your product is securely connected to your computer.
• If you are transferring photos to the memory card, check the memory card's write-protect tab to make sure it is set to allow writing to the card.
• Make sure that the file sharing setting for your product is set correctly.

**Parent topic:** Solving Memory Card Problems

**Related references**
- Memory Card Types
- Memory Card File Specifications

**Related topics**
- Transferring Photos on a Memory Card

---

**Cannot Access Memory Card From a Networked Mac**

If you cannot access a memory card inserted in your product from a Mac connected to your product over a network, try these solutions:

• You may have dragged the Memory Card application icon to the Trash. Check the Trash contents and restore the icon, if possible.
When to Uninstall Your Product Software

If you have a problem that requires you to uninstall and re-install your software, follow the instructions for your operating system.

Uninstalling Product Software - Windows

You can uninstall and then re-install your product software to solve certain problems.

1. Turn off the product.
2. Disconnect any interface cables.
3. Do one of the following:
   - **Windows 8.x**: Navigate to the Apps screen and select Control Panel > Programs > Programs and Features. Select the uninstall option for your Epson product, then select Uninstall/Change.
     
     **Note:** If you see a User Account Control window, click Yes or Continue.

     Select your product again, if necessary, then select OK, and click Yes to confirm the uninstallation.

   - **Windows (other versions)**: Click Start or Start, and select All Programs or Programs. Select EPSON, select your product, then click EPSON Printer Software Uninstall.
     
     **Note:** If you see a User Account Control window, click Yes or Continue.

     In the next window, select your product and click OK. Then follow any on-screen instructions.

4. Do one of the following to uninstall Epson Event Manager, then follow any on-screen instructions:
   - **Windows 8.x**: Select Epson Event Manager and click Uninstall.
   - **Windows 7 or Windows Vista**: Open the Windows Control Panel utility. Select Programs and Features. (In Classic view, select Programs and click Uninstall a program.) Select Epson Event Manager and click Uninstall/Change.
• **Windows XP**: Open the Windows Control Panel utility. Double-click Add or Remove Programs. Select Epson Event Manager and click Change/Remove.

5. Do one of the following to uninstall Epson Scan, then follow any on-screen instructions:
   • **Windows 8.x, Windows 7, or Windows Vista**: Select EPSON Scan and click Uninstall/Change.
   • **Windows XP**: Select EPSON Scan and click Change/Remove.

6. Restart your computer, then see the Start Here sheet to re-install your software.

**Note**: If you find that re-installing your product software does not solve a problem, contact Epson.

**Parent topic**: When to Uninstall Your Product Software

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**Uninstalling Product Software - Mac OS X**

In most cases, you do not need to uninstall your product software before re-installing it. However, you can download the Uninstaller utility from the Epson support website to uninstall your product software as described here.

**Note**: If you find that re-installing your product software does not solve a problem, contact Epson.

1. To download the Uninstaller utility, visit the Epson download site (U.S. downloads or Canadian downloads).
2. Follow the instructions on the screen to install the Uninstaller utility.
3. Quit all applications currently running on your Mac.
4. Double-click the Uninstaller icon.
5. Select the checkbox for each software program you want to uninstall.
6. Click Uninstall.
7. Follow the on-screen instructions to uninstall the software.
8. To reinstall your product software, see the Start Here sheet for instructions.

**Note**: If you uninstall the printer driver and your product name remains in the Print & Fax, Print & Scan, or Printers & Scanners window, select your product name and click the – (remove) icon to remove it.

**Parent topic**: When to Uninstall Your Product Software
Where to Get Help

If you need to contact Epson for technical support services, use the following support options.

Internet Support
Visit Epson’s support website at epson.com/support (U.S.) or epson.ca/support (Canada) for solutions to common problems. You can download drivers and documentation, get FAQs and troubleshooting advice, or e-mail Epson with your questions.

Speak to a Support Representative
Before you call Epson for support, please have the following information ready:
• Product name
• Product serial number (located on a label on the product)
• Proof of purchase (such as a store receipt) and date of purchase
• Computer configuration
• Description of the problem
Then call:
• U.S.: (562) 276-4382, (562) 276-7272, 6 AM to 8 PM, Pacific Time, Monday through Friday, and 7 AM to 4 PM, Pacific Time, Saturday
• Canada: (905) 709-3839, (905) 709-2567, 6 AM to 8 PM, Pacific Time, Monday through Friday, and 7 AM to 4 PM, Pacific Time, Saturday
Days and hours of support are subject to change without notice. Toll or long distance charges may apply.

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

Parent topic: Solving Problems
Technical Specifications

These sections list the technical specifications for your product.

Note: Epson offers a recycling program for end of life products. Please go to epson.com/recycle for information on how to return your products for proper disposal.

Windows System Requirements
Mac System Requirements
Printing Specifications
Scanning Specifications
Automatic Document Feeder (ADF) Specifications
Fax Specifications
Paper Specifications
Printable Area Specifications
Ink Cartridge Specifications
Dimension Specifications
Electrical Specifications
Environmental Specifications
Interface Specifications
External USB Device Specifications
Memory Card Specifications
Network Interface Specifications
Safety and Approvals Specifications

Windows System Requirements

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

• Windows 8.x
• Windows 7
• Windows Vista
• Windows XP Professional x64 Edition
• Windows XP SP3
Mac System Requirements

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

- Mac OS X 10.8.x
- Mac OS X 10.7.x
- Mac OS X 10.6.x
- Mac OS X 10.5.8

Note: Visit Epson's support website at epson.com/support (U.S.) or epson.ca/support (Canada) for the latest in compatibility and drivers for your product.

Printing Specifications

<table>
<thead>
<tr>
<th>Paper path</th>
<th>Paper cassettes, front entry</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rear paper feed slot, top entry</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Capacity</th>
<th>1.08 inches (27.5 mm) stack thickness for paper cassettes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Approximately 250 sheets at 17 lb (64 g/m²) to 24 lb (90 g/m²)</td>
</tr>
<tr>
<td></td>
<td>0.12 inch (0.3 mm) paper thickness for rear paper feed slot (one sheet)</td>
</tr>
</tbody>
</table>

Parent topic: Technical Specifications

Scanning Specifications

<table>
<thead>
<tr>
<th>Scanner type</th>
<th>Flatbed, color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photoelectric device</td>
<td>CIS</td>
</tr>
<tr>
<td>Effective pixels</td>
<td>10200 × 14040 pixels at 1200 dpi</td>
</tr>
</tbody>
</table>
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 4800, 7200, and 9600 dpi
(50 to 4800 dpi in 1 dpi increments)

Image data
16 bits per pixel per color internal
8 bits per pixel per color external (maximum)

Light source  
LED

Note: Scanning area may be restricted if resolution setting is too large.

Parent topic: Technical Specifications

Automatic Document Feeder (ADF) Specifications

Paper input
Faceup loading

Paper output
Facedown ejection

Paper size
US letter, legal, or A4 size

Paper type
Plain paper

Paper weight
17 lb (64 g/m²) to 24 lb (95 g/m²)

Sheet feeding capacity
Stack thickness: 0.12 inch (3 mm)
Approximately 30 sheets (US letter or A4) or 10 sheets (legal)

Note: Two-sided scanning is not available for legal-size originals.

Parent topic: Technical Specifications

Fax Specifications

Fax type
Black-and-white and color fax capability
<table>
<thead>
<tr>
<th>Support line</th>
<th>Household phone line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speed</td>
<td>Up to 33.6 kbps</td>
</tr>
<tr>
<td>Resolution</td>
<td><strong>Monochrome</strong></td>
</tr>
<tr>
<td></td>
<td>Standard: 203 × 98 dpi</td>
</tr>
<tr>
<td></td>
<td>Fine: 203 × 196 dpi</td>
</tr>
<tr>
<td></td>
<td>Photo: 203 × 196 dpi</td>
</tr>
<tr>
<td>Color</td>
<td>Fine: 200 × 200 dpi</td>
</tr>
<tr>
<td></td>
<td>Photo: 200 × 200 dpi</td>
</tr>
<tr>
<td>Error correction mode</td>
<td>CCITU/ITU Group 3 fax with error correction mode</td>
</tr>
<tr>
<td>Speed dial/group dial numbers</td>
<td>Up to 100 (combined)</td>
</tr>
<tr>
<td>Page memory</td>
<td>Up to 180 (ITU-T No. 1 chart)</td>
</tr>
<tr>
<td>Redial</td>
<td>2 times (with 1 minute interval)</td>
</tr>
<tr>
<td>Interface</td>
<td>RJ-11 Phone Line</td>
</tr>
<tr>
<td></td>
<td>RJ-11 Telephone set connection</td>
</tr>
</tbody>
</table>

**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 × 357 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])

Paper types
- Plain paper and paper distributed by Epson

Thickness
- 0.003 inch (0.08 mm) to 0.004 inch (0.11 mm)

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

Envelopes

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

Paper types
- Plain bond paper

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: 0.12 inch (3 mm) minimum
2. Left: 0.12 inch (3 mm) minimum
3. Right: 0.12 inch (3 mm) minimum
4. Bottom: 0.12 inch (3 mm) minimum

Envelopes
Ink Cartridge Specifications

<table>
<thead>
<tr>
<th>Specification</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color</td>
<td>Cyan, Magenta, Yellow, Black</td>
</tr>
<tr>
<td>Cartridge life</td>
<td>Opened package: 6 months</td>
</tr>
<tr>
<td></td>
<td>Unopened package: do not use if the date on the package has expired</td>
</tr>
<tr>
<td>Temperature</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>
<tr>
<td></td>
<td>Ink freezes at 10.4 °F (–12 °C)</td>
</tr>
<tr>
<td></td>
<td>Ink thaws and is usable after 3 hours at 77 °F (25 °C)</td>
</tr>
</tbody>
</table>

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

Dimension Specifications

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Height</td>
<td>Stored and printing: 12.1 inches (308 mm)</td>
</tr>
<tr>
<td></td>
<td>Stored and printing: 17.7 inches (449 mm)</td>
</tr>
<tr>
<td>Width</td>
<td>Stored: 16.8 inches (427 mm)</td>
</tr>
<tr>
<td></td>
<td>Printing: 22.2 inches (563 mm)</td>
</tr>
</tbody>
</table>
Weight 24.0 lb (10.9 kg)
(without ink cartridges)

Parent topic: Technical Specifications

**Electrical Specifications**

- **Power supply rating**: 100 to 120 V
- **Input voltage range**: 90 to 132 V
- **Rated frequency range**: 50/60 Hz
- **Input frequency range**: 49.5/60.5 Hz
- **Rated current**: 0.7 A
- **Power consumption**
  - Standalone copying mode: 17 W (ISO/IEC24712)
  - Ready mode: 6.2 W
  - Sleep mode: 2 W
  - Power off mode: 0.2 W

Parent topic: Technical Specifications

**Environmental Specifications**

- **Temperature**
  - Operating: 50 to 95 °F (10 to 35 °C)
  - Storage: −4 to 104 °F (−20 to 40 °C)
  - 1 month at 104 °F (40 °C)
- **Humidity**
  - Operating: 20 to 80% RH
  - Storage: 5 to 85% RH

Parent topic: Technical Specifications
Interface Specifications

<table>
<thead>
<tr>
<th>Interface type</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hi-Speed USB (Device Class for computers)</td>
<td></td>
</tr>
<tr>
<td>Hi-Speed USB (for Mass storage class for external storage)</td>
<td></td>
</tr>
</tbody>
</table>

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

Parent topic: Technical Specifications

External USB Device Specifications

**Note:** Use only external storage devices with independent AC power sources. External storage devices that are powered via USB are not recommended.

- **CD-R, DVD-R, and Blu-ray drives**
  - CD-ROM/CD-R: 700MB
  - DVD-ROM/DVD-R: 4.7GB
  - (CD-RW, DVD-RW, DVD+R, DVD+RW and Blu-ray Discs are not supported)

- **Magneto-optical drive**
  - 1.3GB

- **Hard disk and USB flash drives**
  - 2TB
  - Formatted in FAT, FAT32, or exFAT

Parent topic: Technical Specifications

Memory Card Specifications

**Note:** Cards marked with an asterisk (*) require an adapter; consult your adapter documentation for details on using it.
### Compatible types
- SD
- SDHC
- miniSD*
- miniSDHC*
- SDXC
- miniSDXC*
- microSDXC*
- microSDHC*
- microSD*
- Memory Stick Duo
- Memory Stick PRO Duo
- Memory PRO-HG Duo
- Memory Stick Micro*
- MagicGate Memory Stick Duo

### Media format DCF
DCF (Design rule for Camera File system) version 1.0 or 2.0 compliant

### Voltage requirements
3.3 V

---

**Network Interface Specifications**

<table>
<thead>
<tr>
<th>Feature</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wireless LAN standard</td>
<td>IEEE 802.11 b/g/n</td>
</tr>
<tr>
<td>Wireless security</td>
<td>WPA-PSK (TKIP/AES); WPA2 compliant</td>
</tr>
<tr>
<td>Frequency band</td>
<td>2.4 GHz</td>
</tr>
</tbody>
</table>
Communication mode
- Infrastructure mode
- Ad hoc mode
- Wi-Fi Direct

Ethernet standard
- IEEE802.3i/u, IEEE802.3az

Ethernet communication mode
- 100BASE-TX/10BASE-T

Note: Wireless LAN standard complies with either IEEE 802.11 b/g or IEEE 802.11 b/g/n, depending on purchase location.

Parent topic: Technical Specifications

Safety and Approvals Specifications

United States
- Safety: UL60950-1
- EMC: FCC part 15 Subpart B class B

Canada
- Safety: CAN/CSA C22.2 No. 60950-1
- EMC: CAN/CSA-CEI/IEC CISPR 22 Class B

This equipment contains the following wireless module:
- Manufacturer: Askey Computer Corporation
- Type: WLU6117-D69 (RoHS)

This product conforms to Part 15 of FCC Rules and RSS-210 of the IC Rules. Epson cannot accept responsibility for any failure to satisfy the protection requirements resulting from a non-recommended modification of the product. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation of the device.

To prevent radio interference to the licensed service, this device is intended to be operated indoors and away from windows to provide maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.

Parent topic: Technical Specifications
Notices

Check these sections for important notices about your product.

Note: Epson offers a recycling program for end of life products. Please go to epson.com/recycle for information on how to return your products for proper disposal.

FCC Compliance Statement
Software Notice
Trademarks
Copyright Notice

FCC Compliance Statement

For United States Users
This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments ("ACTA"). On the surface of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

Applicable certification jack Universal Service Order Codes ("USOC") for the equipment: RJ11C.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn’t practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.
The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If you have problems with this product and require technical or customer support, please visit www.epson.com for more information.

This product is not intended to be repaired by the customer. If you experience trouble connecting this equipment to a telephone line, please contact:

Name: Epson America, Inc.
Address: 3840 Kilroy Airport Way, Long Beach, CA 90806 U.S.A.
Telephone: (562) 981-3840

If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

This equipment may not be used on coin service provided by the telephone company. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

In order to program this information into your fax machine, follow the instructions in "Entering Fax Header Information".

According to the FCC's electrical safety advisory, we recommend that you may install an AC surge arrester in the AC outlet to which this equipment is connected. Telephone companies report that electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources and that this is a major nationwide problem.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful
interference to radio or television reception. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio and television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

**WARNING**

The connection of a non-shielded equipment interface cable to this equipment will invalidate the FCC Certification or Declaration of this device and may cause interference levels which exceed the limits established by the FCC for this equipment. It is the responsibility of the user to obtain and use a shielded equipment interface cable with this device. If this equipment has more than one interface connector, do not leave cables connected to unused interfaces. Changes or modifications not expressly approved by the manufacturer could void the user’s authority to operate the equipment.

**For Canadian Users**

1. This product meets the applicable Industry Canada technical specifications.
2. The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

This Class B digital apparatus complies with Canadian ICES-003.

Le présent matériel est conforme aux spécifications techniques applicables d’Industrie Canada.

L’indice d’équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d’une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d’indices d’équivalence de la sonnerie de tous les dispositifs n’excède pas 5.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

**Parent topic:** Notices

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## 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.

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