1 Unpack

Caution: Do not open ink cartridge packages until you are ready to install the ink. Cartridges are vacuum packed to maintain reliability. If anything is missing, contact Epson as described on the back under “Any questions?”.

Remove the tape.

2 Turn on

1 Connect the power cable.

Caution: Do not connect to your computer yet.

2 Press the On button.

3 Make settings

1 Select your language and country.

Press ‹ or › to select the desired option.

Press OK when done.

2 For the Daylight Time setting, select Summer if your region uses Daylight Saving Time and it’s currently in effect. Otherwise select Winter to turn off the setting. Press OK.

3 Press ‹ or › to select the date format, then press †. Don’t press OK.

4 Use the numeric keypad to set the date, then press †.

5 Press ‹ or › to select the time format, then press †.

6 Use the numeric keypad to set the time.

7 Press OK when done.

Note: You can change the date and time settings by pressing the Setup button and selecting Fax Settings, then Header & Time.

4 Install ink cartridges

Note: Don’t load paper before installing the ink cartridges.

1 Lift up the scanner.

2 Open the cartridge cover.

3 Shake the ink cartridges, then unpack them.

4 Remove only the yellow tape from each cartridge.

5 Insert the cartridges in the holder for each color.

6 Press the cartridges down until they click.

7 Close the ink cartridge cover and press it down until it clicks.

8 Close the scanner.

9 Press the OK button to charge ink. Charging takes about 2 minutes.

Caution: Don’t turn off the WorkForce 500 Series while the ink system is initializing or you’ll waste ink.

5 Load paper

1 Open the paper support and flip up its extension.

2 Open the output tray.

3 Squeeze the edge guide and slide it to the left. Then flip the feeder guard forward.

4 Load paper against the right edge guide and behind the tab, with the printable side face up.

Note: Don’t load the paper sideways; always load it short edge first.

5 Slide the edge guide over.
Make settings

1. Select your language and country.
   - Press ▲ or ▼ to select the desired option.
   - Press OK when done.

2. For the Daylight Time setting, select Summer if your region uses Daylight Saving Time and it’s currently in effect. Otherwise select Winter to turn off the setting. Press OK.

3. Press ▲ or ▼ to select the date format, then press ▶. Don’t press OK.

4. Use the numeric keypad to set the date, then press ▶.

5. Press ▲ or ▼ to select the time format, then press ▶.

6. Use the numeric keypad to set the time.

7. Press OK when done.

   Note: You can change the date and time settings by pressing the Setup button and selecting Fax Settings, then Header & Time.

Install ink cartridges

1. Lift up the scanner.

2. Open the cartridge cover.

3. Shake the ink cartridges, then unpack them.

4. Remove only the yellow tape from each cartridge.

   Caution: Don’t remove any other seals from the cartridge.

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

6. Press the cartridges down until they click.

7. Close the ink cartridge cover and press it down until it clicks.

8. Close the scanner.

9. Press the OK button to charge ink. Charging takes about 2 minutes.

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2. Open the output tray.

3. Squeeze the edge guide and slide it to the left. Then flip the feeder guard forward.

4. Load paper against the right edge guide and behind the tab, with the printable side face up.

   Note: Don’t load paper sideways; always load it short edge first.

5. Slide the edge guide over.

1. Connect the power cable.

   Caution: Do not connect to your computer yet.

2. Press the On button.

   Note: Don’t load paper before installing the ink cartridges.
1 **Unpack**

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Remove the tape.

2 **Turn on**

1 Connect the power cable.

Caution: Do not connect to your computer yet.

2 Press the On button.

3 **Make settings**

1 Select your language and country.

Press ▲ or ▼ to select the desired option.

Press OK when done.

语文

日本語

English

Français

日本語

English

Français

日本語

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Français

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English

Français

日本語

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Date

Time

Cancel

4 Use the numeric keypad to set the date, then press ▶.

5 Press ▲ or ▼ to select the time format, then press ▶.

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2 Open the cartridge cover.

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Windows

1. Make sure the WorkForce 500 Series is NOT CONNECTED to your computer.

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

2. Insert the WorkForce 500 Series software CD.

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

4. When you see this screen, click the first option and then click Next, unless the WorkForce 500 Series is connected to your computer through an external print server.

If you’re using an external print server, click the second option, click Next, then skip to step 6.

5. When prompted, connect a USB cable. Use any open USB port on your computer.

Notes: If installation doesn’t continue after a moment, make sure you securely connected and turned on the WorkForce 500 Series.

6. When you’re done, remove the CD.

You’re ready to print, copy, scan, and fax! See your Quick Guide or on-screen Epson Information Center.

Macintosh®

1. Make sure the WorkForce 500 Series is NOT CONNECTED to your computer.

2. Insert the WorkForce 500 Series software CD.

3. Double-click the Epson icon.

4. Click Install and follow the on-screen instructions.

5. When prompted, connect a USB cable. Use any open USB port on your computer. Make sure the WorkForce 500 Series is securely connected and turned on.


If installation doesn’t continue after a moment, make sure you securely connected and turned on the WorkForce 500 Series.

7. When you see this screen, click Open the Printer List.

8. Follow the steps on the right side of the screen to add the WorkForce 500 Series.

9. Click Next again, if necessary.

10. When you’re done, eject the CD.

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Any questions?

Quick Guide

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www.arcsoft.com/support

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Premium Presentation Paper Matte

Ultra smooth, non-glare, heavy-weight paper for long-lasting photos and professional-looking brochures. See the entire line of Epson photo papers at Epson Supplies Central.

Genuine Epson Inks

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

Color | Standard Capacity | High Capacity | Note: The 68 High Capacity color ink cartridges are available only online; visit www.epson.com/highcapacity (U.S. sales) or www.epson.ca (Canadian sales).
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Windows

1 Make sure the WorkForce 500 Series is NOT CONNECTED to your computer.

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

2 Insert the WorkForce 500 Series software CD.

With Windows Vista, if you see the AutoPlay window, click Run Epsetup.exe. When you see the User Account Control screen, click Continue.

3 Click Install and follow the on-screen instructions.

4 When you see this screen, click the first option and then click Next, unless the WorkForce 500 Series is connected to your computer through an external print server.

If you’re using an external print server, click the second option, click Next, then skip to step 6.

5 When prompted, connect a USB cable. Use any open USB port on your computer.

Note: If installation doesn’t continue after a moment, make sure you securely connected and turned on the WorkForce 500 Series.

6 When you’re done, remove the CD.

You’re ready to print, copy, scan, and fax! See your Quick Guide or on-screen Epson Information Center.

Macintosh®

1 Make sure the WorkForce 500 Series is NOT CONNECTED to your computer.

2 Insert the WorkForce 500 Series software CD.

3 Double-click the Epson icon.

4 Click Install and follow the on-screen instructions.

5 When prompted, connect a USB cable. Use any open USB port on your computer. Make sure the WorkForce 500 Series is securely connected and turned on.

Any questions?

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Magenta | 69 | 68
Yellow | 69 | 68

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Notes: If installation doesn’t continue after a moment, make sure you securely connected and turned on the WorkForce 500 Series.

6. When you’re done, remove the CD.

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4. Click Install and follow the on-screen instructions.

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</tr>
</thead>
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</table>
Connect the phone cord
To use the WorkForce 500 Series for faxing, connect the included phone cord from a telephone wall jack to the LINE port on the WorkForce 500 Series. To connect a telephone or answering machine, see the Quick Guide for instructions.

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

Install software
Your software works with Windows® 2000, XP, XP Professional x64 Edition, Windows Vista®, and Mac OS® X 10.3.9, 10.4.x, or 10.5.x.

Windows
1 Make sure the WorkForce 500 Series is NOT CONNECTED to your computer.

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

2 Insert the WorkForce 500 Series software CD.

With Windows Vista, if you see the AutoPlay window, click Run Epsetup.exe. When you see the User Account Control screen, click Continue.

3 Click Install and follow the on-screen instructions.

4 When you see this screen, click the first option and then click Next, unless the WorkForce 500 Series is connected to your computer through an external print server.

If you’re using an external print server, click the second option, then click Next, then skip to step 6.

5 When prompted, connect a USB cable. Use any open USB port on your computer.

Note: If installation doesn’t continue after a moment, make sure you securely connected and turned on the WorkForce 500 Series.

6 When you’re done, remove the CD.

You’re ready to print, copy, scan, and fax! See your Quick Guide or on-screen Epson Information Center.

Macintosh®
1 Make sure the WorkForce 500 Series is NOT CONNECTED to your computer.

2 Insert the WorkForce 500 Series software CD.

3 Double-click the Epson icon.

4 Click Install and follow the on-screen instructions.

5 When prompted, connect a USB cable. Use any open USB port on your computer. Make sure the WorkForce 500 Series is securely connected and turned on.

Any questions?
Quick Guide
Basic instructions for printing, copying, scanning, and faxing.

On-screen Epson Information Center
Click the desktop shortcut for easy access to the WorkForce 500 Series User’s Guide, FAQs, online troubleshooting advice, and software downloads. You can also purchase paper and ink.

On-screen help with your software
Select Help or ? when you’re using your software.

Epson Technical Support
Internet Support
Visit Epson’s support website at epson.com/support and select your product for solutions to common problems. You can download drivers and documentation, get FAQs and troubleshooting advice, or e-mail Epson with your questions.

Speak to a Support Representative
Call (962) 276-4082 (U.S.) or (905) 709-3839 (Canada), 6 AM to 6 PM, Pacific Time, Monday through Friday. Days and hours of support are subject to change without notice. Toll or long distance charges may apply.

Software Technical Support
ArcSoft Print Creations™ (510) 440-9901 www.arcsoft.com/support
ABBYY® FineReader® Sprint Plus (510) 226-6717 www.abbysys.com support@abbyysys.com

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