Epson WorkForce™ 500 Series

Quick Guide
Basic Printing, Copying, Scanning, and Faxing
Maintaining Your All-in-One
Solving Problems
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Loading Paper

You can load up to 80 sheets of plain paper or Epson® Bright White Paper, or 100 sheets of Epson Presentation Paper Matte. Load Premium Presentation Paper Matte and most photo papers 20 sheets at a time. Load transfer paper and adhesive sheets one sheet at a time.

1. Open the paper support and extend the output tray.

2. Insert the paper, glossy or printable side up, short edge first, against the right side. Then slide the edge guide against the paper.

Always load paper short edge first, even for landscape printing. Load letterhead or pre-printed paper top edge first.

Note:
For details on paper and instructions on loading envelopes, see the on-screen Epson Information Center.
Epson offers a wide array of high quality papers, making it easy to maximize the impact of your photos, presentations, and creative projects.

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

<table>
<thead>
<tr>
<th>Paper name</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)</td>
<td>S041586</td>
<td>500</td>
</tr>
<tr>
<td>Epson Premium Presentation Paper Matte</td>
<td>Borderless 8 × 10 inches</td>
<td>S041467</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Letter (8.5 × 11 inches)</td>
<td>S041257 S042180</td>
<td>50 100</td>
</tr>
<tr>
<td>Epson Premium Presentation Paper Matte Double-sided</td>
<td>Letter (8.5 × 11 inches)</td>
<td>S041568</td>
<td>50</td>
</tr>
<tr>
<td>Epson Presentation Paper Matte</td>
<td>Letter (8.5 × 11 inches)</td>
<td>S041062</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Legal (8.5 × 14 inches)</td>
<td>S041067</td>
<td>100</td>
</tr>
<tr>
<td>Epson Ultra Premium Photo Paper Glossy</td>
<td>Borderless 4 × 6 inches</td>
<td>S042181 S042174</td>
<td>60 100</td>
</tr>
<tr>
<td></td>
<td>Borderless 5 × 7 inches</td>
<td>S041945</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Borderless 8 × 10 inches</td>
<td>S041946</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Letter (8.5 × 11 inches)</td>
<td>S042175 S042182</td>
<td>25 50</td>
</tr>
<tr>
<td>Epson Premium Photo Paper Glossy</td>
<td>Borderless 4 × 6 inches</td>
<td>S041808 S041727</td>
<td>40 100</td>
</tr>
<tr>
<td></td>
<td>Borderless 5 × 7 inches</td>
<td>S041464</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Borderless 8 × 10 inches</td>
<td>S041465</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Letter (8.5 × 11 inches)</td>
<td>S042183 S041667</td>
<td>25 50</td>
</tr>
<tr>
<td>Epson Premium Photo Paper Semi-gloss</td>
<td>Borderless 4 × 6 inches</td>
<td>S041982</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Letter (8.5 × 11 inches)</td>
<td>S041331</td>
<td>20</td>
</tr>
<tr>
<td>Paper name</td>
<td>Size</td>
<td>Part number</td>
<td>Sheet count</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-----------------------------</td>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Epson Photo Paper Glossy</td>
<td>Borderless 4 × 6 inches</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)</td>
<td>S041141</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>S041649</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>S041271</td>
<td>100</td>
</tr>
<tr>
<td>Epson Photo Quality Self-adhesive Sheets</td>
<td>A4 (8.3 × 11.7 inches)</td>
<td>S041106</td>
<td>10</td>
</tr>
<tr>
<td>Epson Iron-on Cool Peel Transfer Paper</td>
<td>Letter (8.5 x 11 inches)</td>
<td>S041153</td>
<td>10</td>
</tr>
</tbody>
</table>
Placing Originals for Copying, Scanning, or Faxing

Before you copy, scan, or fax, place your documents or photos on the scanner glass (below) or in the Automatic Document Feeder (see page 8).

Using the Scanner Glass

You can place two photos or a document up to letter-size (or A4) on the scanner glass to make color or black and white copies.

1. Open the document cover and place your original face-down on the scanner glass, with the top against the back left corner.

   If you're scanning 3 × 5- or 4 × 6-inch photos, you can place up to two at a time on the scanner glass. Place them at least 1/4 inch (5 mm) apart.

2. Close the cover gently so you don't move the original(s).
Using the Automatic Document Feeder

You can place up to 30 letter-size sheets or 10 legal-size sheets in the Automatic Document Feeder.

1. Tap the originals on a flat surface to even the edges.
2. Move the edge guides aside.

3. Insert the originals face-up.

4. Slide the edge guides against the originals.

Note:
When you use the Copy function, letter-size paper is automatically selected for your printed copies. If you copy a legal-size document, the image will be cropped to fit letter-size paper.
Copying a Document or Photo

Once you’ve placed your originals on the scanner glass or in the Automatic Document Feeder (see page 7), you can make color or black and white copies. See:

■ “Copying a Document” below
■ “Restoring, Cropping, or Copying Photos” on page 10

Note:
To turn off the “beep” heard when you press a button, press Setup, select Maintenance, choose Beep, and select Off.

Copying a Document

1. Place your original(s) for copying (see page 7).


3. Press the Copy button.

4. Press + or – to select the number of copies you want.

5. Press ◀ or ▶ to select Color or B&W (black and white) copies.

   Note:
   Layout is automatically set to With Border when copying plain-paper documents.

6. To change any of the print settings displayed on the screen, press Menu and select your settings.

   ■ To adjust the copy size, select Zoom and choose either Actual (to select a percentage using + or -) or Auto Fit Page (to automatically size the image to fit your paper).*

   ■ Select Plain Paper as the Paper Type.

   Note:
   Paper Size is automatically set to Letter.
To change the copy quality, select Quality and choose Standard, Best, or Draft.*

To adjust the darkness or lightness of the copy, select Density and choose a higher (darker) or lower (lighter) setting.

* Not available when you are copying from the Automatic Document Feeder.

7. After you finish selecting your settings, press OK.


Note: Do not pull out paper as it is printing; it ejects automatically.

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**Restoring, Cropping, or Copying Photos**

You can copy one or two photos onto 4 × 6-inch, 5 × 7-inch, or letter-size photo paper for instant photo reprints. You can also restore colors in faded photos, print with or without borders, convert photos to black and white, and crop your photos.

1. Place one or two photos on the scanner glass. Place them at least 1/4 inch (5 mm) apart.

2. Load 4 × 6-inch, 5 × 7-inch, or letter-size Epson photo paper in the sheet feeder.

3. Press the 4×6/5×7/Restore button.

4. Press OK.

5. To turn on Color Restoration to restore colors in faded photos as you copy, press and select On. (If your photo is not faded, do not turn on Color Restoration.)
6. Press OK.

7. Press OK to prescan your photos. You see these settings:

![Print Settings]

8. Press ◀ or ▶ to view your photos. To print more than 1 copy of a photo, press + or – to select the number.

9. If you want to crop a photo and enlarge the resulting image area to fit onto your paper, press Display/Crop.

![Zoom Settings]

- To resize the image area, press + or – on the numeric keypad.
- To move the image area, use the arrow buttons.
- To check the zoomed image, press OK.

After you finish cropping, press OK.

10. To change any of the print settings displayed on the screen, press Menu and select your settings.
■ Select Paper Type and choose the type of paper you loaded.

<table>
<thead>
<tr>
<th>Paper Type</th>
<th>Paper Type setting</th>
</tr>
</thead>
<tbody>
<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>Photo Paper</td>
</tr>
<tr>
<td>Epson Premium Presentation Paper Matte</td>
<td>Matte</td>
</tr>
</tbody>
</table>

■ Select Paper Size and choose the size of paper you loaded.

**Note:**
Availability of options depends on the Paper Type setting you choose.

■ To print without borders, select Layout and then select Borderless. Or select With Border to print with white margins at the edges of your photos.

■ To adjust the amount of image expansion when printing borderless photos, select Expansion and choose Standard, Min, or Mid.

**Note:**
You may see white borders on your printed photo if you use the Min setting.

When you're done changing the menu settings, press OK.


**Note:**
Do not pull out paper as it is printing; it ejects automatically.

When you scan with your computer, you can use additional options to transform faded, dusty, or badly exposed photos into ones with true-to-life color and sharpness. See the on-screen User's Guide for details.
Faxing a Document or Photo

Your WorkForce 500 Series lets you send faxes by entering fax numbers or selecting entries from a speed dial list. Using the Automatic Document Feeder, you can fax up to 30 pages at a time.

See these sections:

- “Connecting a Phone or Answering Machine” below
- “Setting Up Fax Features” on page 14
- “Sending a Fax” on page 19
- “Receiving Faxes” on page 21

For more information on faxing and fax settings, see the on-screen Epson Information Center.

Connecting a Phone or Answering Machine

1. Connect the phone cable from the wall jack to the LINE port on the back of the WorkForce 500 Series.

Note:
If you’re connecting the WorkForce 500 Series to a DSL phone line, you must plug a DSL filter into the wall jack or you won’t be able to use the fax or telephone equipment as described below. Contact your DSL provider for the necessary filter.
2. To use a telephone or answering machine, you need a second phone cable. Connect one end of the cable to the telephone or answering machine, and connect the other end to the EXT. port on the back of the WorkForce 500 Series (or to another wall jack on the same line).

If your answering machine is set to pick up on the fourth ring, you should set the WorkForce 500 Series to pick up on the fifth ring or later:

1. Press Setup.
2. Press to select Fax Settings, then press OK.
3. Select Communication, then press OK.
4. Select Rings to Answer, then press.
5. Select the number of rings, then press OK. Select more than the number of rings needed for the answering machine to pick up.

When you receive a call, if the other party is a fax and you pick up the phone or the answering machine answers, the WorkForce 500 Series automatically begins receiving the transmission. If the other party is a caller, the phone can be used as normal or a message can be left on the answering machine.

**Note:**
A phone or answering machine must be connected to the EXT. port for the WorkForce 500 Series to detect an incoming fax call when a phone is picked up. If a fax call comes in, and you pick up the phone without having a phone or answering machine connected to the EXT. port, the call will be disconnected when you hang up and the WorkForce 500 Series will not receive the fax.

## Setting Up Fax Features

Before sending or receiving faxes, you may want to create a fax header, select your fax preferences, and set up a speed dial list of frequently used fax numbers.

- “Entering Fax Header Information” on page 15
- “Select Scan and Print Settings” on page 16
- “Setting Up a Speed Dial List” on page 17
Note:
To change other settings or print fax reports, see the on-screen Epson Information Center.

To turn off the “beep” heard when you press a button, press Setup, select Maintenance, choose Beep, and select Off.

Entering Fax Header Information
You should enter fax header information before sending faxes so that recipients can identify their source.

Note:
If you leave the WorkForce 500 Series unplugged for a long period of time, the date and time settings may get lost. See the on-screen Epson Information Center for instructions on setting the date and time.

Entering Your Sender Name
1. Press Setup.
2. Select Fax Settings, then press OK. You see this screen:
3. Select Header & Time, then press OK.
4. Select Fax Header, then press OK.
5. Use the numeric keypad to enter the header information (see page 16). You can enter up to 40 digits.
6. Press OK. You return to the Header & Time menu.

Entering Your Phone Number
1. Select Your Phone Number from the Header & Time menu, then press OK. You see the phone number input screen.
2. Use the numeric keypad to enter your phone number (see page 16). You can enter up to 20 digits.
3. Press OK. You return to the Header & Time menu.
Using the Keypad to Enter Numbers and Characters

Follow these guidelines to enter numbers and characters.

- To move the cursor, add a space, or delete a character:

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>← or →</td>
<td>Moves the cursor to the left or right.</td>
</tr>
<tr>
<td>Auto Answer/Space</td>
<td>Inserts a space and moves the cursor one character to the right.</td>
</tr>
<tr>
<td>Speed Dial/Backspace</td>
<td>Deletes a character and moves the cursor one space to the left.</td>
</tr>
</tbody>
</table>

- To enter a fax number, use the numeric keypad. Press Redial/Pause to insert a pause symbol (–) when a brief pause is required during dialing. Use the # button to type the + symbol when entering a phone number in international dialing format.

- To enter characters, press Display/Crop to switch between uppercase, lowercase, or numbers. Then use the numeric keypad to enter the characters indicated on the button. Press the button repeatedly, if necessary, until the character you want displays on the screen.

  Press 1symb to enter these characters: ! # % & ’ ( ) * + , – . / ; = ? @ ~

Select Scan and Print Settings

Use these settings to adjust the image quality of incoming and outgoing faxes, select the paper size loaded in your WorkForce 500 Series, select the size at which faxes are printed, and select when you want printed reports.

1. Press Setup.
2. Select Fax Settings, then press OK.
   - You see this screen:
3. Select Scan & Print Setup, then press OK.
4. Adjust any of the following settings:

<table>
<thead>
<tr>
<th>Setting and options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>Sets the scan resolution of outgoing faxes and the print quality of received faxes.</td>
</tr>
<tr>
<td>Standard</td>
<td></td>
</tr>
<tr>
<td>Fine</td>
<td></td>
</tr>
<tr>
<td>Photo</td>
<td></td>
</tr>
<tr>
<td>Contrast</td>
<td>Sets the contrast when sending and receiving faxes.</td>
</tr>
<tr>
<td>–4 to +4</td>
<td></td>
</tr>
<tr>
<td>Paper Size</td>
<td>Indicates the size of paper loaded in the WorkForce 500 Series.</td>
</tr>
<tr>
<td>Letter (default)</td>
<td></td>
</tr>
<tr>
<td>Legal</td>
<td></td>
</tr>
<tr>
<td>A4</td>
<td></td>
</tr>
<tr>
<td>Auto Reduction</td>
<td>Indicates whether large incoming faxes are reduced to fit on the selected Paper Size (On), or printed at their original size on multiple sheets (Off).</td>
</tr>
<tr>
<td>Off</td>
<td></td>
</tr>
<tr>
<td>On</td>
<td></td>
</tr>
<tr>
<td>Last Trans.</td>
<td>Indicates when the WorkForce 500 Series prints a report on the last transmitted fax. Select Off to turn off report printing, On Error to print reports only when an error occurs, or On Send to print reports for every fax you send.</td>
</tr>
<tr>
<td>Off</td>
<td></td>
</tr>
<tr>
<td>On Error (default)</td>
<td></td>
</tr>
<tr>
<td>On Send</td>
<td></td>
</tr>
</tbody>
</table>

**Setting Up a Speed Dial List**

You can create a speed dial list of up to 60 fax numbers so you can quickly select them for faxing. You can also print the list for easy reference (see page 18).

**Creating a Speed Dial List**

1. Press Setup.
2. Select Fax Settings, then press OK. You see this screen:
3. Select Speed Dial Setup, then press OK.

4. Select Add Entry, then press OK. You see the list of available entries.

   **Note:**
   To edit or delete an entry from an existing list, select Edit Entry or Delete Entry instead.

5. Select or type the number of the speed dial entry you want to add, then press OK.

6. Use the numeric keypad to enter the fax number (see page 16), then press OK.

7. Use the numeric keypad to enter a name to identify the speed dial entry (see page 16), then press OK. You return to the Speed Dial Setup menu.

8. If you want to add another speed dial entry, select Add Entry and repeat the steps above.

**Printing Your Speed Dial List**

To print your speed dial list, follow these steps:

1. Press the Fax button.

2. Press Display/Crop to view the Fax Reports screen.

3. Select Speed Dial and press OK.

4. Make sure letter-size paper is loaded in the WorkForce 500 Series, then press ◇ Start to print your list.
Sending a Fax

You can send a fax by manually entering a fax number (as described below), by redialing the previous fax number, or selecting an entry from your speed dial list.

1. Place your original(s) for faxing (see page 7).

2. Press the Fax button.

3. Use the numeric keypad to enter the fax number.
   You can enter up to 64 digits.
   
   **Note:**
   To dial the number using your telephone, by redialing, or by selecting from your speed dial list, see page 20.

4. Press ▼.

5. Select Color or B&W.
   
   **Note:**
   If the recipient’s fax machine prints only in black and white, your fax is automatically sent in black and white even if you select Color.

6. Press OK, if desired, to see a summary of your fax transmission settings.

7. Press ◀ Start to send your fax.
   To cancel faxing, press ◀ Stop/Clear Settings.
   
   If you are scanning with the Automatic Document Feeder, your document is automatically scanned and faxed.
   
   If you placed your document on the scanner glass, you see this screen after the first page is scanned:
Faxing a Document or Photo

If you need to fax additional pages, place your original on the scanner glass or in the Automatic Document Feeder. Then press OK to continue. If you do not need to fax another page, press Back. Your document is faxed.

**Note:**
If the fax number is busy, you see a redialing message and the WorkForce 500 Series redials after one minute. To redial immediately, press Redial/Pause.

Other Ways to Dial a Fax Number

In addition to manual transmission, here are some other ways you can enter a fax number:

- If you've connected a telephone to the WorkForce 500 Series, you can dial the fax number from the phone. When you see the screen at right, select Send, then press OK.
  
  **Note:**
  Don’t hang up the phone until you begin transmitting the fax.

- To select a speed dial entry, press Speed Dial/Backspace. Select or type the number of the speed dial entry you want to use, then press OK.

- To redial the last fax number you used, press Redial/Pause. The last fax number is displayed on the screen.

- Press Menu and select Fax Delay to specify a different time to send your fax. (You cannot send or receive any faxes until the delayed fax has been sent or cancelled.)

- Press Menu and select Fax Mode to select Polling mode to receive a fax from another fax machine to which you have dialed (such as a fax information service). Change the setting back to Sending when you're finished.
Receiving Faxes

Before receiving faxes, make sure you load plain paper and select the Paper Size setting that matches the size of paper you’ve loaded (see page 16). If the incoming fax pages are larger than the paper size you loaded, the fax size is reduced to fit or printed on multiple pages, depending on the Automatic Reduction setting you select.

If you run out of paper during printing, you see the error message Paper out. Load more paper and press the Start button to continue.

To receive faxes automatically, make sure the Auto Answer light is turned on. To turn it on, press the Auto Answer/Space button.

Note:
To change the number of rings before the WorkForce 500 Series answers, see page 14.

Auto Answer light

To receive faxes manually, turn off the Auto Answer light and follow these steps:

1. When your telephone rings, lift the phone off the hook. You see this screen:

   ![Information Screen]

   Communication possible.

   Send Receive

   Proceed

2. Press ▶ to select Receive, then press OK.

3. If you want to receive the fax, press the Start button.

4. After all the pages are received, you see the screen shown above. Replace the phone on the hook.
Printing From Your Camera’s Memory Card

The WorkForce 500 Series lets you print photos directly from your digital camera’s memory card. You can also print photos using an index sheet or your camera’s DPOF™ settings, or transfer files to and from the card. You can also print by connecting your camera directly. See the on-screen Epson Information Center.

Inserting Your Camera’s Memory Card

1. Insert the card into the correct slot, as shown. Insert just one card at a time. The memory card access light flashes, then stays on.

<table>
<thead>
<tr>
<th>Left slot:</th>
<th>Right slot:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SD™</td>
<td>CompactFlash®</td>
</tr>
<tr>
<td>SDHC™</td>
<td>Microdrive™</td>
</tr>
<tr>
<td>miniSD™*</td>
<td></td>
</tr>
<tr>
<td>miniSDHC*</td>
<td></td>
</tr>
<tr>
<td>microSD*</td>
<td></td>
</tr>
<tr>
<td>microSDHC*</td>
<td></td>
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<tr>
<td>MultiMediaCard™</td>
<td></td>
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<tr>
<td>Memory Stick™</td>
<td></td>
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<tr>
<td>Memory Stick Duo™*</td>
<td></td>
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<tr>
<td>Memory Stick Micro™</td>
<td></td>
</tr>
<tr>
<td>Memory Stick PRO™</td>
<td></td>
</tr>
<tr>
<td>Memory Stick PRO Duo™*</td>
<td></td>
</tr>
<tr>
<td>MagicGate™ Memory Stick</td>
<td></td>
</tr>
<tr>
<td>MagicGate Memory Stick Duo™*</td>
<td></td>
</tr>
<tr>
<td>xD-Picture Card™</td>
<td></td>
</tr>
<tr>
<td>xD-Picture Card Type H</td>
<td></td>
</tr>
<tr>
<td>xD-Picture Card Type M</td>
<td></td>
</tr>
</tbody>
</table>

* Adapter required
The image files on your card must meet these requirements:

<table>
<thead>
<tr>
<th>File format</th>
<th>JPEG with the Exif version 2.21 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 999</td>
</tr>
</tbody>
</table>

2. To remove the card, make sure the memory card access light is not flashing, then pull the card straight out of its slot.

**Caution:**
Do not remove the card or turn off the WorkForce 500 Series while the memory card access light is flashing; you may lose data on the card.

**Selecting Photos From the Screen**

1. Load Epson photo paper. See page 5 for a list.
2. Press the Memory Card button.
3. Press ▼ or ▶ to select View and Print Photos.
4. Press OK.
5. Press ▼ or ▶ to move through your photos and display the one that you want to print.
6. Press + to select the number of copies you want of that photo.
7. To crop the photo, press the Display/Crop button and see page 11 for instructions.
8. Press ▼ or ▶ to view other photos, select the number of copies, and crop, if desired.
9. To print borderless photos on 4 × 6-inch Epson Premium Photo Paper Glossy or Semi-gloss, press ▼ Start.

To change your paper type or any of the other print settings, press Menu. Select your settings and press OK. (See page 12 for a list of paper types.)

Printing From Your Computer

This section describes the basic steps for printing a photo or document stored on your Windows® or Macintosh® computer. For detailed instructions on printing, see the on-screen Epson Information Center.

Before you start, make sure you've installed your printer software and connected the WorkForce 500 Series to your computer as described on the Start Here sheet.

Tip:
It's a good idea to check for updates to your WorkForce 500 Series software. See page 38 for instructions.

Printing in Windows

1. Open a photo or document in an application.
2. Open the File menu and select Print. You see a window like this one:

3. Select EPSON WorkForce 500 Series, then 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.
4. On the Main tab, select the basic print settings. Make sure you choose the correct paper Type setting for the paper you are using (see page 30).

5. To improve the color, contrast, and sharpness of photos, select Fix Photo.

6. To reduce or remove red-eye effects in photos, select Fix Red-Eye.

7. If you want to reduce or enlarge your printout, or print double-sided, click the Page Layout tab and select settings as necessary.

8. For more printing options, click the Advanced tab.

   **Note:**
   For more information about print settings, click Help or see your on-screen Epson Information Center.

9. Click OK to save your settings.
10. Click OK or Print to start printing. This window appears and shows the progress of your print job.

Printing With a Macintosh

See the section below for your Mac operating system.

Mac OS® X 10.5

1. Open a photo or document in an application.
2. Open the File menu and select Print.
3. Select EPSON WorkForce 500 as the Printer setting.
4. Click ▼ to expand the Print window, if necessary.
5. Select the basic page setup options. For borderless photos, choose a Paper Size setting with a Sheet Feeder - Borderless option.

**Note:**
If the setting you want isn’t shown (for example, Scale), check for it in your application before printing. Or check for it in the settings for your application at the bottom of this window. (If you’re printing from Preview, you see the settings shown below.)

6. Choose Print Settings from the pop-up menu, then select the following print settings:
7. Choose any other printing options you may need from the pop-up menu. See the on-screen Epson Information Center for details.

**Note:**
To reduce or remove red-eye effects in photos, choose Extension Settings from the pop-up menu and select Fix Red-Eye.

8. Click Print.

9. To monitor your print job, click the printer icon in the dock. Select your print job, then select an option to cancel, pause, or resume printing, if necessary.

---

**Mac OS X 10.3 and 10.4**

1. Open a photo or document in an application.

2. Select Page Setup from the File menu. Select the following settings:

   - Select WorkForce 500
   - Select your Paper Size
   - Select your document or image orientation

   For borderless photos, choose a Sheet Feeder - Borderless option in the Paper Size list for your paper size.

3. Click OK to close the Page Setup window.
4. Select Print from the File menu. You see a window like this one:

![Print settings window]

Select your printer
Select Print Settings

5. Choose Print Settings from the pop-up menu, and select the following print settings, as necessary:

![Print settings pop-up menu]

Select your paper type (see page 30)
Select Color or Black Ink Only
Select higher quality or faster printing (if available)
Select Automatic mode

Note:
In certain programs, you may need to select Advanced before you can select Print Settings. For more information about printer settings, click the ? button.

6. Click the Advanced button to change additional settings.

Note:
For more information on advanced settings click ?.

7. Choose any other printing options you may need from the pop-up menu. See the on-screen Epson Information Center for details.

8. Click Print.
9. To monitor your print job, click the printer icon in the dock (or click the Print Center icon and double-click WorkForce 500 on the next screen).

Selecting the Correct Paper Type

Select the correct Type (see page 25) or Media Type (see page 29) setting in your printer software. This tells the WorkForce 500 Series what kind of paper you’re using, so the ink coverage can be adjusted accordingly.

<table>
<thead>
<tr>
<th>For this paper/media</th>
<th>Select this 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 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>
<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 Photo Quality Self-adhesive Sheets</td>
<td></td>
</tr>
<tr>
<td>Epson Iron-on Cool Peel Transfer Paper</td>
<td></td>
</tr>
<tr>
<td>Envelopes</td>
<td>Envelope</td>
</tr>
</tbody>
</table>
Scanning Multiple Pages

You can scan a document and save it on your computer in PDF or another format. With the Automatic Document Feeder, you can scan up to 30 pages at a time.

Note:
For detailed scanning instructions, see the on-screen Epson Information Center.

1. Place your document in the Automatic Document Feeder (see page 8).
2. Do one of the following to start Epson Scan:
   - **Windows**: Double-click the EPSON Scan icon on your desktop.
   - **Macintosh**: Double-click EPSON Scan in the Applications folder.
3. Select Office Mode in the upper right.
4. Select the Image Type.
5. Select Auto Detect or ADF (Automatic Document Feeder) as the Document Source setting.
6. Select the Size of the originals and their Orientation on the scanner.
7. Select the scanning Resolution based on how you will use the scanned image:
   - E-mail, view on a computer screen, or post on the web: 96 to 150 dpi
   - Print or convert to editable text (OCR): 300 dpi
   - Fax: 200 dpi
8. Click the Preview button to scan and eject the first page. Place the page back on top of the other pages and reload them in the feeder.
9. If desired, draw a marquee (or box) around the area you want to scan in the Preview window. Adjust the image quality, if necessary.
10. Click Scan and select the name, location, and format (such as PDF) for your scanned document.

To open the file, double-click it in Windows Explorer or Macintosh Finder.
Maintaining Your All-in-One

Follow the steps here to check and clean the print head, and replace ink cartridges. To align the print head, if necessary, see the on-screen Epson Information Center.

Checking the Print Head Nozzles

If your printouts are faint or have gaps in them, the print head nozzles may be clogged. Follow these steps to check the print head nozzles:

1. Load letter-size plain paper in the sheet feeder.
2. Press the Setup button.
3. Press to select Maintenance and press OK.
4. Select Nozzle Check and press OK.
5. Press Start.
6. Check the nozzle check pattern that prints to see if there are gaps in the lines.

7. If there are no gaps, press OK to continue printing.
   If there are gaps or the pattern is faint, press Start to clean the print head. See page 33 for details.
Cleaning the Print Head

If print quality has declined and the nozzle check indicates clogged nozzles, you can clean the print head. Print head cleaning uses ink, so clean it only if necessary.

**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 (see page 36).

1. Load letter-size plain paper in the sheet feeder.
2. Press the Setup button.
3. Select Maintenance and press OK.
4. Select Head Cleaning and press OK.
5. Press Start.
   
   Cleaning lasts around 1 minute. When it's finished, you see a message on the display screen.

   **Caution:**
   Never turn off the printer during a cleaning cycle or you may damage it.

6. Press Start to run a nozzle check and confirm that the print head is clean.

**Note:**
If you don't see any improvement after cleaning the print head three times, turn off your WorkForce 500 Series and wait at least six hours to let any dried ink soften. Then try printing again.

If you do not use your WorkForce 500 Series often, it is a good idea to print a few pages at least once a month to maintain good print quality.
Checking the Ink Cartridge Status

Your WorkForce 500 Series will let you know when an ink cartridge is low or expended by displaying a message on its display screen or your computer. You cannot print or copy when an ink cartridge is expended even if the other cartridges are not expended. Replace any expended cartridges before printing or copying.

Note:
If you have installed a High Capacity (68) ink cartridge, the error message on your screen may show it as 69. This is not a problem, however, because the WorkForce 500 Series recognizes that it is actually a High Capacity cartridge.

To check ink cartridge status from the display screen anytime, follow these steps:

1. Press the Setup button.
2. Select Ink Levels and press OK.
3. A cartridge marked with ! is getting low on ink. See page 36 to replace the cartridge, if necessary.

A window may appear on your computer screen when you try to print when ink is low. This window can optionally display ink offers and other updates retrieved from an Epson website. On a Windows computer that is connected to the Internet, you may see a screen asking if you want to receive these Epson offers the first time you try to print when ink is low. Click Accept or Decline.

Note:
To disable checking for ink offers or updates from Epson, see the instructions in your on-screen Epson Information Center.
Purchasing Epson Ink Cartridges

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

Use the following list when you order or purchase new ink cartridges:

<table>
<thead>
<tr>
<th>Ink color</th>
<th>Part number</th>
<th>High Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>69</td>
<td>68</td>
</tr>
<tr>
<td>Cyan</td>
<td>69</td>
<td>68</td>
</tr>
<tr>
<td>Magenta</td>
<td>69</td>
<td>68</td>
</tr>
<tr>
<td>Yellow</td>
<td>69</td>
<td>68</td>
</tr>
</tbody>
</table>

Note:
The 68 High Capacity color ink cartridges are available only online.

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.

Yields vary considerably based on images printed, print settings, paper type, frequency of use, and temperature. For print quality, a small amount of ink remains in the cartridge after the “replace cartridge” indicator comes on. The printer ships with full cartridges and part of the ink from the first cartridges is used for priming the printer.

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

Store ink cartridges in a cool, dark place. If you bring them inside from out in the cold, allow them to warm up to room temperature for at least 3 hours before using them.
Replacing Ink Cartridges

Make sure you have a new ink cartridge before you begin. You must install new cartridges immediately after removing the old ones.

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

Leave the expended cartridge(s) installed until you have obtained a replacement, or the ink remaining in the print head nozzles may dry out.

1. Turn on the WorkForce 500 Series.
   
   If a cartridge is low or expended, you see a message on the display screen. Note which cartridges need to be replaced and press OK. (If you have installed a High Capacity ink cartridge—68—the message on your screen may show it as 69.)
   
   If you're replacing a cartridge before you see a message on the display screen, press the Setup button, select Maintenance, and press OK. Then select Change Ink Cartridge and press OK.
   
2. Open the scanner, then open the cartridge cover.
   
   3. Squeeze the tab on the cartridge and lift it up.
      Dispose of it carefully. Do not take the used cartridge apart or try to refill it.
      
      Warning:
      If ink gets on your hands, wash them thoroughly with soap and water. If ink gets into your eyes, flush them immediately with water. Keep ink cartridges out of the reach of children.
4. Shake the cartridge several times, then remove it from the package. Do not to touch the green chip on the side.

5. Remove the yellow tape from the bottom of the ink cartridge.

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

6. Insert the new ink cartridge into the holder and push it down until it clicks into place.

7. Once you replace all the cartridges that need replacing, close the cartridge cover and push it down until it clicks into place.

8. Close the scanner.

9. Press OK to begin charging the ink. This takes about 2 minutes. When you see a completion message on the display screen, ink charging is finished.

**Caution:**
To conserve ink, never turn off the WorkForce 500 Series while ink is charging. If you see an ink replacement message on the display screen, press OK and press down all the cartridges securely.

If you remove a low or expended ink cartridge, you cannot reinstall and use the cartridge.
Solving Problems

Check the messages on the display screen to diagnose the cause of most problems. You can also check the basic troubleshooting suggestions (beginning below) or see the on-screen Epson Information Center for more detailed help.

Checking for Software Updates

Periodically, it's a good idea to check Epson's support website for free updates to your WorkForce 500 Series software. Open your on-screen Epson Information Center and select Download the Latest Software or visit Epson's support website at epson.com/support (U.S.) or epson.ca (Canada).

With Windows, you can select Driver Update on the Maintenance tab in the printer settings window. You can also click Start, select All Programs or Programs, select EPSON, and click EPSON WorkForce 500 Series Driver Update. Also select EPSON Scan and click EPSON WorkForce 500 Series Scanner Driver Update.

Problems and Solutions

Check the solutions below if you’re having trouble using your all-in-one.

Note:
If the screen is dark, the WorkForce 500 Series is in sleep mode to save power. Press any button (except the On button) to wake it up.

Printing and Copying Problems

- Make sure your paper is loaded printable side up (usually the whiter, brighter, or glossy side). Load it short edge first, and against the right edge guide. Don’t load paper above the arrow mark inside the guide.
- Make sure the type of paper you loaded matches the paper size and paper type settings on the control panel when copying (see page 12), when faxing (see page 21), or in your printer software (see page 30).

- Use the Automatic Document Feeder to fax or scan legal-size documents, but not to copy them. Letter-size paper is automatically selected for copying. If you copy a legal-size document, your image will be cropped.

- Make sure your original is positioned against the back left corner of the scanner glass. If the edges are cropped, move your original away from the edges slightly.

**Paper Feeding Problems**

If paper doesn't feed correctly when printing, remove the paper and flip through the stack to separate the sheets. Reload the paper against the right side and slide the edge guide against it. Do not load too many sheets at once (see page 4).

If paper has jammed:

1. Press Start to eject the jammed paper.
2. If paper is still jammed, gently pull it out from the output tray or sheet feeder.
3. If paper is stuck inside, press the On button to turn off the printer. Then lift the scanner, remove the jammed paper and torn pieces, close the scanner, and turn the printer back on.

If documents don't feed correctly in the Automatic Document Feeder, make sure the corners of the paper are not bent, folded, or curled up. Do not load more than 10 sheets of legal-size paper at a time. If documents have jammed:

1. Open the ADF cover and pull any paper out to the left as shown.

**Caution:**

Do not try to remove the paper without opening the ADF cover first, or you could damage the mechanism.
2. Press OK to clear any messages on the display screen.
3. Reload the paper.

**Faxing Problems**

- Make sure the recipient's fax machine is turned on and working.
- Make sure the LINE port on the WorkForce 500 Series is connected to a telephone wall jack. Verify that the telephone wall jack works by connecting a phone to it.
- If the line has static, press Setup, select Fax Settings, select Communication, and turn off the V.34 and ECM (Error Correction Mode) settings.
- If the WorkForce 500 Series is connected to a DSL phone line, you must have a DSL filter connected to the phone jack. Contact your DSL provider for the necessary filter.
- If fax calls are disconnected when you hang up, make sure a phone or answering machine is connected to the EXT. port.

**Print Quality Problems**

- For the best print quality, use Epson papers (see page 5) and genuine Epson ink cartridges (see page 36).
- If you notice light or dark bands across your printouts or they are too faint, run a nozzle check (see page 32) to see if the print head needs cleaning.
- If you notice jagged vertical lines, you may need to align the print head. See the on-screen Epson Information Center for instructions.
- The ink cartridges may be low on ink. Check your cartridge status (see page 34) and replace cartridges, if necessary (see page 36).
- If you're copying, place the document flat against the scanner glass.
- Clean the scanner glass with a soft, dry, lint-free cloth (paper towels are not recommended), or use a small amount of glass cleaner on a soft cloth, if necessary. Do not spray glass cleaner directly on the glass.
Where To Get Help

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
Before you call Epson for support, please have the following information ready:

- Product name (Epson WorkForce 500 Series)
- Product serial number (located on the label in back)
- Proof of purchase (such as a store receipt) and date of purchase
- Computer configuration and description of the problem

Then call:

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

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

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

Other Software Technical Support

ArcSoft Print Creations™
Phone: (510) 440-9901
www.arcsoft.com/support

ABBYY® FineReader® Sprint Plus
Phone: (510) 226-6717
www.abbyyusa.com
support@abbyyusa.com
Important Safety Instructions

Before using your all-in-one, read and follow these safety instructions:

■ Be sure to follow all warnings and instructions marked on the product.
■ Use only the type of power source indicated on the product label.
■ Use only the power cord that comes with the product. Use of another cord may cause fires or shock. Do not use the cord with any other equipment.
■ Place the product near a wall outlet where the plug can be easily unplugged.
■ If you won’t be using the product for a long period, unplug the power cord from the electrical outlet.
■ Always turn off the product using the On button, and wait until the On light stops flashing before unplugging the printer or cutting off power to the electrical outlet.
■ Avoid plugging the product into an outlet on the same circuit as a photocopier or air conditioning system that regularly switches on and off, or on an outlet controlled by a wall switch or timer.
■ Do not let the power cord become damaged or frayed.
■ If you use an extension cord with the product, make sure the total ampere rating of the devices plugged into the extension cord does not exceed the cord’s ampere rating. Also, make sure the total ampere rating of all devices plugged into the wall outlet does not exceed the wall outlet’s ampere rating.
■ Place the product on a flat, stable surface that extends beyond its base in all directions. It will not operate properly if it is tilted or at an angle.
■ When storing or transporting the product, do not tilt it, stand it on its side, or turn it upside down; otherwise ink may leak from the cartridges.
■ Avoid placing the product in locations that are subject to rapid changes in heat or humidity, shocks or vibrations, or dust.
■ Leave enough room around the product for sufficient ventilation. Make sure the product is at least 4 inches (10 cm) away from the wall.
■ Do not place the product near a radiator or heating vent or in direct sunlight.
■ Do not block or cover openings in the product case or insert objects through the slots.
- Do not use aerosol products that contain flammable gases inside or around the printer. Doing so may cause fire.

- Do not press too hard on the document table when placing the originals.

- Do not open the scanner section while the product is in use.

- Do not touch the flat white cable inside the product.

- Do not spill liquid on the product.

- Adjust only those controls that are covered by the operating instructions. Except as specifically explained in your documentation, do not attempt to service the product yourself.

- Unplug the product and refer servicing to qualified service personnel under the following conditions: if the power cord or plug is damaged; if liquid has entered the product; if the product has been dropped or the case damaged; if the product does not operate normally or exhibits a distinct change in performance.

**LCD Screen Safety**

- Use only a dry, soft cloth to clean the LCD screen. Do not use liquid or chemical cleansers.

- If the LCD screen is damaged, contact Epson. If the liquid crystal solution gets on your hands, wash them thoroughly with soap and water. If the liquid crystal solution gets into your eyes, flush them immediately with water. If discomfort or vision problems remain after a thorough flushing, see a doctor immediately.

**Ink Cartridge Safety Instructions**

- Keep ink cartridges out of the reach of children and do not drink the ink.

- Be careful when you handle used ink cartridges; there may be ink remaining around the ink supply port. If ink gets on your skin, wash it off with soap and water. If it gets in your eyes, flush them immediately with water. If you still have discomfort or vision problems, see a doctor immediately.

- Do not put your hand inside the product or touch any cartridges during printing.

- Install a new ink cartridge immediately after removing an expended one. Leaving cartridges uninstalled can dry out the print head and may prevent the product from printing.

- If you remove an ink cartridge for later use, protect the ink supply area from dirt and dust and store it in the same environment as the product. Note that there is a valve in the ink supply port, making covers or plugs unnecessary, but care is needed to prevent the ink from staining items that the cartridge touches. Do not touch the ink cartridge ink supply port or surrounding area. Do not store the cartridge upside down.
Telephone Equipment Safety Instructions

When using telephone equipment, you should always follow basic safety precautions to reduce the risk of fire, electric shock, and personal injury, including the following:

- Do not use the Epson product near water.
- Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone to report a gas leak in the vicinity of the leak.

**Caution:**
To reduce the risk of fire, use only a No. 26 AWG or larger telecommunication line cord.

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Epson America, Inc., Limited Warranty

What Is Covered: Epson America, Inc., ("Epson") warrants to the original retail purchaser that the Epson printer covered by this limited warranty statement, if purchased and operated only in the United States or Canada, will be free from defects in workmanship and materials for a period of one (1) year from the date of original purchase. For warranty service, you must provide proof of the date of original purchase.

What Epson Will Do To Correct Problems: Should your Epson printer prove defective during the warranty period, please call the Epson ConnectionSM at (562) 276-4382 (U.S.) or (905) 709-3839 (Canada) for warranty repair instructions and return authorization. An Epson service technician will provide telephone diagnostic service to determine whether the printer requires service. If service is needed, Epson will, at its option, exchange or repair the printer without charge for parts or labor. If Epson authorizes an exchange for the defective unit, Epson will ship a replacement printer to you, freight prepaid, so long as you use an address in Canada or the U.S. (excluding Puerto Rico and U.S. Possessions). Shipments to other locations will be made freight collect. You are responsible for securely packaging the defective unit and returning it to Epson within five (5) working days of receipt of the replacement. Epson requires a debit or a credit card number to secure the cost of the replacement printer in the event that you fail to return the defective one. If Epson authorizes repair instead of exchange, Epson will direct you to send your printer to Epson or its authorized service center, where the printer will be repaired and sent back to you. You are responsible for packing the printer and for all costs to and from the Epson authorized service center. When warranty service involves the exchange of the printer or a part, the item replaced becomes Epson property. The replacement printer or part may be new or refurbished to the Epson standard of quality, and, at Epson’s option, may be another model of like kind and quality. Exchange products and parts assume the remaining warranty period of your original product covered by this limited warranty.
What This Warranty Does Not Cover: This warranty covers only normal use in the United States and Canada. Using this product for continuous production or similar high duty purposes is not considered normal use; damage, maintenance or service from such use will not be covered under this warranty. This warranty is not transferable. This warranty does not cover any color change or fading of prints or reimbursement of materials or services required for reprinting. This warranty does not cover damage to the Epson product caused by parts or supplies not manufactured, distributed or certified by Epson. This warranty does not cover ribbons, ink cartridges or third party parts, components, or peripheral devices added to the Epson product after its shipment from Epson, e.g., dealer or user-added boards or components. Epson is not responsible for warranty service should the Epson label or logo or the rating label or serial number be removed or should the product fail to be properly maintained or fail to function properly as a result of misuse, abuse, improper installation, neglect, improper shipping, damage caused by disasters such as fire, flood, and lightning, improper electrical current, software problems, interaction with non-Epson products, or service other than by an Epson Authorized Servicer. If a claimed defect cannot be identified or reproduced, you will be held responsible for the costs incurred.

The warranty and remedy provided above are exclusive and in lieu of all other express or implied warranties including, but not limited to, the implied warranties of merchantability, non-infringement or fitness for a particular purpose. Some laws do not allow the exclusion of implied warranties. If these laws apply, then all express and implied warranties are limited to the warranty period identified above. Unless stated herein, any statements or representations made by any other person or firm are void. In no event shall Epson or its affiliates be liable for any special, incidental or consequential damages resulting from the use or inability to use the Epson product, whether resulting from breach of warranty or any other legal theory. In no event shall Epson or its affiliates be liable for damages of any kind in excess of the original retail purchase price of the product.

In Canada, warranties include both warranties and conditions.

Some jurisdictions do not allow limitations on how long an implied warranty lasts, and some jurisdictions do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations and exclusions may not apply to you. This warranty gives you specific legal rights and you may have other rights which vary from jurisdiction to jurisdiction.
To find the Epson Authorized Reseller nearest you, visit our website at: http://www.epson.com.

To find the Epson Customer Care Center nearest you, visit http://www.epson.com/support.

You can also write to:

Epson America, Inc., P.O. Box 93012, Long Beach, CA 90809-3012

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**Declaration of Conformity**

According to 47C FR, Part 2 and 15 for: Class B Personal Computers and Peripherals; and/or CPU Boards and Power Supplies used with Class B Personal Computers:

**We:** Epson America, Inc.

**Located at:** MS 3-13

3840 Kilroy Airport Way
Long Beach, CA 90806

**Telephone:** (562) 290-5254

Declare under sole responsibility that the product identified herein, complies with 47C FR Part 2 and 15 of the FCC rules as a Class B digital device. Each product marketed is identical to the representative unit tested and found to be compliant with the standards. Records maintained continue to reflect the equipment being produced can be expected to be within the variation accepted, due to quantity production and testing on a statistical basis as required by 47C FR §2.909. 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.

**Trade Name:** Epson

**Type of Product:** Multifunction printer

**Model:** C361A
FCC Compliance Statement

For United States Users

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the back side is a label that contains, among other information, the FCC registration number and the ringer equivalence number (REN) for this equipment. You must, upon request, provide this information to your local telephone company. The information associated with the services the equipment is to be connected are REN: 0.2B, Jack type: RJ-11C.

The REN is useful to determine the quantity of devices that you may connect to your telephone line and still have all of those devices ring when your telephone number is called. In most, but not all areas, the sum of the RENs of all devices connected to one line should not exceed five (5.0). To be certain of the number of devices that you may connect to your line, you may want to contact your local telephone company to determine the maximum REN for your calling area. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:BKNMFA02BC361A. The digits represented by 00 are the REN without a decimal point (e.g., 00 is a REN of 0.0). For earlier products, the REN is separately shown on the label.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs.

Should this equipment cause harm to the telephone network, the telephone company may discontinue your service temporarily. If possible they will notify you in advance that temporary discontinuance of service may be required. But if advanced notice isn’t practical, the telephone company will notify you as soon as possible. You will be informed of your right to file a complaint with the FCC. The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the proper functioning of your equipment. If they do, you will be notified in advance to give you an opportunity to maintain uninterrupted telephone service.

This product is not intended to be repaired. If you experience trouble with this equipment, please contact:

Name: Epson America, Inc.
Address: 3840 Kilroy Airport Way, Long Beach, CA 90806 U.S.A.
Telephone: (562) 981-3840

The telephone company may ask that you disconnect this equipment from the network until the problem has been corrected or until you are sure that the equipment is not malfunctioning.
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 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. In order to program this information into your fax machine, follow the instructions in “Entering Fax Header Information” on page 15.

According to the FCC’s electrical safety advisory, we recommend that you may install an AC surge arrestor 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.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment Model C361A does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

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 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.

Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada.

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.

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.

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.
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