You can load letter-, A4-, or legal-size paper, as well as various photo papers (see the Quick Guide). For instructions on loading legal-size paper, see the online User’s Guide.

1. Pull out the paper cassette.

2. Slide the edge guides outward.

3. Position the guide shown below for the size of paper you’re using.

4. Insert the paper with the glossy or printable side facedown.

5. Slide the edge guides against the paper, but not too tight. Make sure the paper is under the tabs on the edge guides.

6. Gently insert the paper cassette.

7. Extend the output tray as shown.

Caution: Do not remove the plastic strip shown below. It is part of the Automatic Document Feeder.

4. Install ink cartridges

1. Lift up the scanner.

2. Open the cartridge cover.

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

4. Remove only the yellow tape from each cartridge.

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

6. Press each cartridge down until it clicks.

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

8. Lower the scanner.

9. Press OK to prime the ink delivery system. This takes about 5 minutes.

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

Caution: Don’t turn off the printer while it is priming or you’ll waste ink.
1 Unpack

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

2 Turn on

1 Connect the power cord.

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

3 Select settings

1 To select English as your language, press OK.

2 Select your country/region and press OK.

3 Select Summer if Daylight Saving Time is in effect (spring through summer); otherwise, select Winter. Press OK.

4 Select the date format and press OK.

5 Press the number keys to enter the date and press OK.

6 Select the time format (12h or 24h) and press OK.

8 Press OK.

4 Install ink cartridges

1 Lift up the scanner.

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

2 Open the cartridge cover.

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

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5 Load paper

You can load letter-, A4-, or legal-size paper, as well as various photo papers (see the Quick Guide). For instructions on loading legal-size paper, see the online User’s Guide.

1 Pull out the paper cassette.

2 Slide the edge guides outward.

3 Position the guide shown below for the size of paper you’re using.

4 Insert the paper with the glossy or printable side facedown.

5 Slide the edge guides against the paper, but not too tight. Make sure the paper is under the tabs on the edge guides.

6 Gently insert the paper cassette.

7 Extend the output tray as shown.
6 Connect the phone cord

To fax, connect the included phone cord to a telephone wall jack and to the LINE port on the back of your product. To connect a telephone or answering machine, use the EXT. port on your product. See the Quick Guide for more details.

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.
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7 Choose your connection

You can connect your printer to your existing network (wireless or wired) or directly to your computer using a temporary USB cable connection to simplify wireless setup. You will need to use the control panel on the printer to select network settings.

Wireless connection

You must install the software on every computer from which you want to print. For the first installation, we recommend using a temporary USB cable connection to simplify wireless setup. After the printer is connected to the network, you will be prompted to remove the cable.

If you’re using Mac OS® X 10.6 or don’t have a USB cable, you will need to use the control panel on the printer to select wireless settings.

Make sure you know your network name (SSID) and network password:
- Network name
- Network password

If you don’t have this information, contact the person who set up your network.

Direct USB connection

Make sure you have a USB cable (not included).

Wired Ethernet® connection

Make sure you have an Ethernet network cable (not included). You must install the software on every computer from which you want to print.

8 Install software

Notes: If your computer does not have a CD drive, you can download the software from the Epson website (see "Epson technical support").

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

2 Insert the product CD.

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

Mac OS X: Double-click the Epson icon.

4 Click Install (Windows) or Continue (Mac OS X) and follow the on-screen instructions.

Any problems?

If you experience problems during setup, see below:

Network setup was unsuccessful.
- Make sure you select the right network name.
- If you see a firewall alert message, click Unblock or Allow to let setup continue.
- If your network has security enabled, make sure you enter your network password (WEP key or WPA passphrase) correctly. If it has uppercase (ABC) or lowercase (abc) letters, make sure you enter them correctly.
- Make sure the printer is NOT CONNECTED to your computer.
- Click OK to exit the Epson Setup Wizard, and then see "Network setup was unsuccessful.

Any questions?

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On-screen help with your software

Select Help or ? when you’re using your software.

User’s Guide

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Epson technical support

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

You may also speak with a support specialist by calling:
- U.S.: (562) 276-4382, 6 a.m. to 8 p.m., Pacific Time, Monday through Friday, and 7 a.m. to 4 p.m. Saturday
- Canada: (905) 709-3850, 6 a.m. to 8 p.m., Pacific Time, Monday through Friday

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

Software technical support

ABBYY® FineReader® (410) 457-9777 www.abbyyusa.com support@abbyyusa.com

Recycling

Epson offers a recycling program for end of life hardware and ink cartridges. Please go to www.epson.com/recycle for information on how to return your products for proper disposal.

Any questions?

Need paper and ink?

Install software

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Direct USB connection

Make sure you have a USB cable (not included).

Wired Ethernet® connection

Make sure you have an Ethernet network cable (not included). You must install the software on every computer from which you want to print.

Install software

Notes: If your computer does not have a CD drive, you can download the software from the Epson website (see "Epson technical support").

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

2 Insert the product CD.

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

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Any questions?

Need paper and ink?

Epson offers a variety of high-quality Epson papers and ink cartridges. For more information, see the User’s Guide or visit Epson Supplies Central at www.epson.com/ink3 (U.S. sales) or www.epson.ca (Canadian sales). You can also purchase supplies from an Epson authorized reseller. To find the nearest one, call 800-GO-EPSON (800-463-7766).

Genuine Epson paper

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

Presentation Paper Matte

Smooth, non-glossy, instant-drying paper for reports, newsletters, and graphical presentations.

Genuine Epson inks

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

WorkForce 545/645 Series ink cartridges

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Epson Connect

Get instant, wireless printing of photos and attachments right from smartphones, iPads, tablets, and other popular mobile devices. See www.epson.com/connect for details.
6 Connect the phone cord
To fax, connect the included phone cord to a telephone wall jack and to the LINE port on the back of your product. To connect a telephone or answering machine, use the EXT. port on your product. See the Quick Guide for more details.

7 Choose your connection
You can connect your printer to your existing network (wireless or wired) or directly to your computer using a USB cable (not included). See below for details on each connection method.

- Wireless connection
  You must install the software on every computer from which you want to print. For the first installation, we recommend using a temporary USB cable connection to simplify wireless setup. After the printer is connected to the network, you will be prompted to remove the cable.

- Wired Ethernet connection
  Make sure you have a USB cable (not included).

- Direct USB connection
  Make sure you have a USB cable (not included).

8 Install software
Notes: If your computer does not have a CD drive, you can download the software from the Epson website (see “Epson technical support”).

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

2 Insert the product CD.

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

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Press A, V, or O on the printer to highlight a letter or function button.

Press OK, to select it.

Note: Passwords must be entered in the correct case. Use the function buttons to select uppercase (A,B,C) lowercase (a,b,c), symbols (@,#,$, or spaces, ), and to delete characters (0).

Highlight Done and press OK.

The printer's screen is dark.
Press any button (except O) to wake the printer from sleep mode.

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Setup is unable to find my printer after connecting it with a USB cable.
Make sure it is securely connected as shown:

- If your computer does not have a CD drive, you can download the software from the Epson website (see “Epson technical support”).

8 Install software
Notes: If your computer does not have a CD drive, you can download the software from the Epson website (see “Epson technical support”).

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

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