**WorkForce® 545/645 Series**

**Start Here**

*Read these instructions before using your product.*

1. **Unpack**
   - Unpack the printer and remove all protective materials.
   - Do not open ink cartridge packages until you are ready to install them. Cartridges are vacuum packed to maintain reliability.

2. **Turn on**
   - Connect the power cord to the back of the printer and to an electrical outlet.

3. **Select settings**
   - To select **English** as your language, press OK.
   - If you want to change the language, press ▲ or ▼ to select it, then press OK.
   - Select your country/region and press OK.
   - If Daylight Saving Time is in effect (spring through summer), select **Summer** and press OK.
   - Press the number keys to enter the date and press OK.
   - Press the number keys to enter the time. Then press ▲ or ▼ to select AM or PM, if necessary.
   - Press OK.

4. **Install ink cartridges**
   - Lift up the scanner unit.
   - Open the cartridge cover.
   - Shake the ink cartridges gently 4 or 5 times, then unpack them.
   - Insert the cartridges in the holder for each color.
   - Press each cartridge down until it clicks.
   - Close the cartridge cover. Press down until it clicks.

5. **Load paper**
   - You can load letter-, A4-, or legal-size paper, as well as various photo papers. For information on the papers available for your product, see the Quick Guide. For instructions on loading legal-size or photo paper, see the online User’s Guide.
   - Pull out the paper cassette at the bottom of the printer.
   - Slide the edge guides outward.
   - Position the guide shown below for the size of paper you’re using.
   - Insert the paper with the glossy or printable side facedown.
   - Slide the edge guides against the paper, but not too tight. Make sure the paper is under the tabs on the edge guides.
   - Gently insert the paper cassette.
   - Extend the output tray as shown.

6. **Install software**
   - When you see this menu on your product’s LCD screen, do not press the OK button yet. Continue with the instructions in the following sections to load paper in your product and install software.
1 Unpack

Ensure all protective materials are removed.

2 Turn on

Connect the power cord to the back of the printer and an electrical outlet. Then press the On button.

Select settings

1. Select English as your language.
2. Choose your country/region.
3. Select the date format.
4. Enter the date using the number keys.
5. Select the time format.
6. Enter the time using the number keys.
7. Press OK.

Install ink cartridges

1. Lift up the scanner unit.
2. Remove only the yellow tape from each cartridge.
3. Insert the cartridges in the holder for each color.
4. Press each cartridge down until it clicks.
5. Close the cartridge cover.

Load paper

You can load letter-, A4-, or legal-size paper, as well as various photo papers. For information on the papers available for your product, see the Quick Guide. For instructions on loading legal-size or photo paper, see the online User's Guide.

1. Pull out the paper cassette at the bottom of the printer.
2. Slide the edge guides outward.
3. Position the guides 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 fax line

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.

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

7 Install software

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

Caution: Be sure to close your other programs, including any screen savers and virus protection software, before beginning this software installation.

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

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

2 Insert 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® X: Double-click the Epson icon.

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

5 When you see the Select Your Connection screen, check the “Connection options” section on this sheet for more information.

Choose your connection. Then click Next (Windows) or Continue (Mac OS X) and follow the instructions on your computer screen.

Connection options

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 10.7, or you don’t have a USB cable, you will need to use the control panel on the printer to select wireless settings. Follow the instructions on your computer screen during software installation; they will explain how to connect the printer wirelessly this way.

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 network 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.

Any problems?

If you experience problems during setup, see below:

Network setup was unsuccessful.

• Make sure you select the right network name (SSID).

• If you see a firewall alert message, click Unblock or Allow to set up connection.

• 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.

Software installation errors

If you see an error message, follow the instructions on your computer screen.

Setup is unable to find my printer after connecting it with a USB cable.

Make sure it is securely connected as shown:

Any questions?

Quick Guide

Basic instructions for copying, printing, faxing, scanning, and solving problems.

On-screen help with your software

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

User’s Guide

Click the icon on your desktop (or in the Applications/Epson Software/Guide folder in Mac OS X) to access the online User’s Guide, software downloads, Epson Supplies Central®, and more (requires an Internet connection). If you don’t have a User’s Guide icon, you can install it from the CD or go to the Epson website (see “Epson technical support”).

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5. When you see the Select Your Connection screen, check the “Connection options” section on this sheet for more information.

Choose your connection. Then click Next (Windows) or Continue (Mac OS X) and follow the instructions on your computer screen.

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- Network name :
- Network password :

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

Wired network 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.

Any problems?

If you experience problems during setup, see below:

Network setup was unsuccessful.

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- If you see a firewall alert message, click Unblock or Allow to let setup continue.
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Need paper and ink?

Try Epson paper with DURABrite Ultra ink for professional results. For the right supplies at the right time, you can purchase them at Epson Supplies Central at www.epson.com/ink3 (U.S. sales) or www.epson.ca (Canadian sales). You can also purchase supplies from an Epson authorized reseller. To find the nearest one, call 800-GO-EPSON (800-463-7766).

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

Presentation Paper Matte
Smooth, non-glare, instant-drying paper ideal for home, school and business projects.

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

<table>
<thead>
<tr>
<th>Color</th>
<th>High-capacity</th>
<th>Extra-High-capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>127</td>
<td>127</td>
</tr>
<tr>
<td>Cyan</td>
<td>126</td>
<td>127</td>
</tr>
<tr>
<td>Magenta</td>
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<td>127</td>
</tr>
<tr>
<td>Yellow</td>
<td>126</td>
<td>127</td>
</tr>
</tbody>
</table>

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.