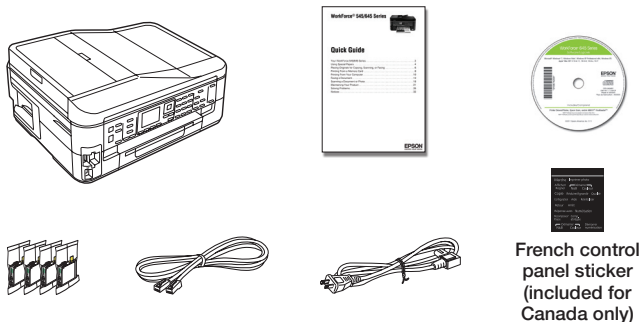


# WorkForce® 545/645 Series Start Here

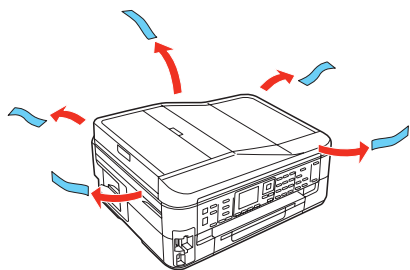
Read these instructions before using your product.

## 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.

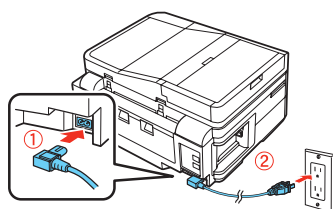


**Caution:** Do not remove the plastic strip shown below. It is part of the Automatic Document Feeder.



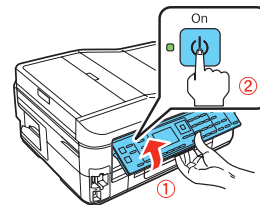
## 2 Turn on

- 1 Connect the power cord to the back of the printer and to an electrical outlet.

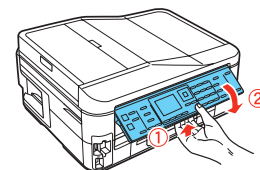


**Caution:** Do not connect to your computer yet.

- 2 Raise the control panel and press the **On** button.



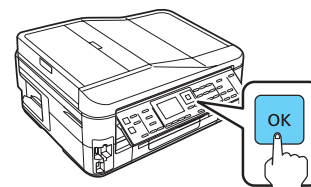
**Note:** If you want to lower the control panel, squeeze the release bar underneath.



**Caution:** To avoid damaging your product, always squeeze the release bar to lower the control panel.

## 3 Select settings

- 1 To select **English** as your language, press **OK**.



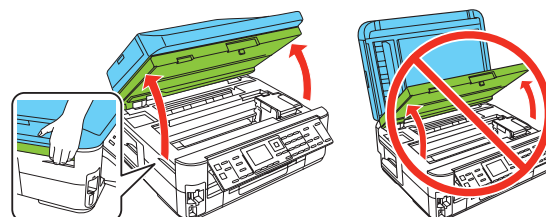
If you want to change the language, press **▲** or **▼** to select it, then press **OK**.

- 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**.
- 7 Press the number keys to enter the time. Then press **▲** or **▼** to select **AM** or **PM**, if necessary.
- 8 Press **OK**.

**Note:** You can change the date and time settings using the product's control panel. For more information, see the online *User's Guide*.

## 4 Install ink cartridges

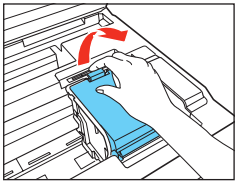
- 1 Lift up the scanner unit.



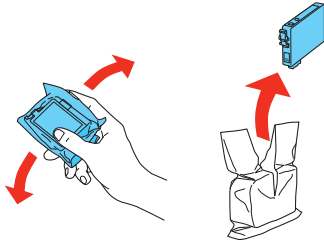
\*412191500\*

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2 Open the cartridge cover.



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

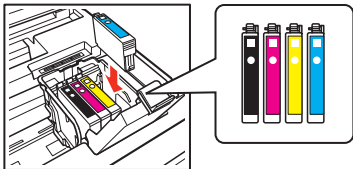


4 Remove only the yellow tape from each cartridge.

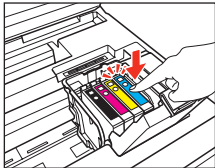


**Caution:** Don't remove any other seals or the cartridges may leak.

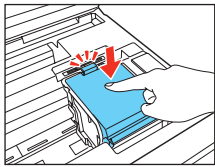
5 Insert the cartridges in the holder for each color.



6 Press each cartridge down until it clicks.



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



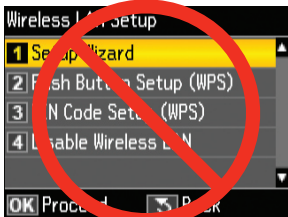
8 Lower the scanner unit.

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.

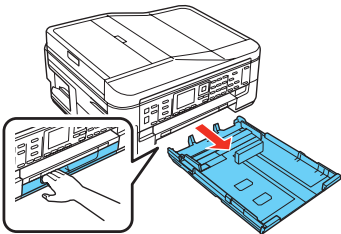
10 When you see this menu on your product's LCD screen, do not press the **OK** button yet. Continue with the instructions in the following sections to load paper in your product and install software.



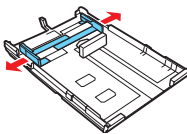
## 5 Load paper

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*.

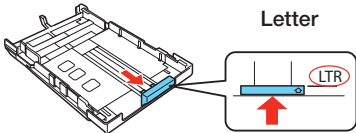
1 Pull out the paper cassette at the bottom of the printer.



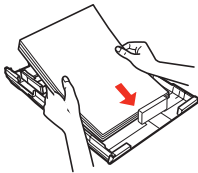
2 Slide the edge guides outward.



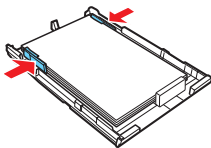
3 Position the guide shown below for the size of paper you're using.



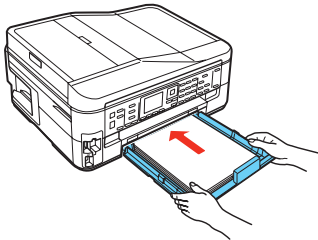
4 Insert the paper with the glossy or printable side facedown.



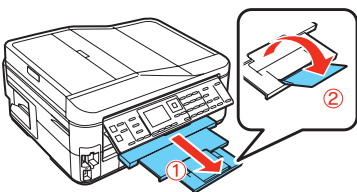
5 Slide the edge guides against the paper, but not too tight. Make sure the paper is under the tabs on the edge guides.



6 Gently insert the paper cassette.

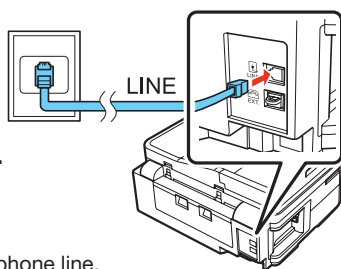


7 Extend the output tray as shown.



## 6 Connect the 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.



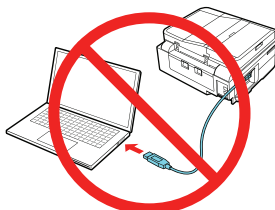
**Note:** If you're connecting to a DSL phone line, you must use a DSL filter or you won't be able to fax. Contact your DSL provider for the necessary filter.

## 7 Install software

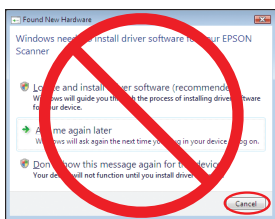
**Note:** If your computer does not have a CD/DVD drive, you can download the software from the Epson website (see "Epson technical support").

**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.

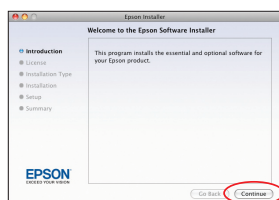


- 2 Insert the product CD.

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

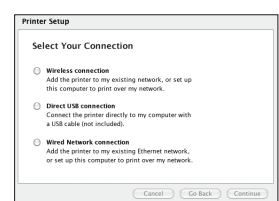
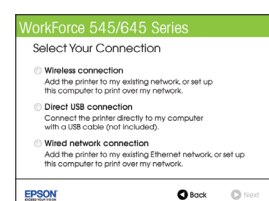
**Mac OS® X:** Double-click the  **Epson** icon.

- 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 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.



Function buttons

Press **▲**, **▼**, **◀**, or **▶** 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 (**AB12**), lowercase (**ab12**), symbols (**!#%&**), or spaces (**\_**), and to delete characters (**◀**).

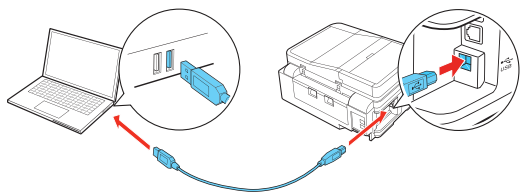
Highlight **Done** and press **OK**.

### The printer's screen is dark.

Press any button (except **On**) to wake the printer from sleep mode.

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

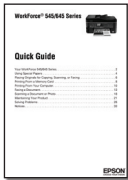
Make sure it is securely connected as shown:



## 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").



### Epson technical support

Visit [epson.com/support](http://epson.com/support) (U.S.) or [epson.ca/support](http://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 AM to 8 PM, Pacific Time, Monday through Friday, and 7 AM to 4 PM Saturday
- **Canada:** (905) 709-3839, 6 AM to 8 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

ABBYY® FineReader®  
(408) 457-9777  
[www.abbyyusa.com](http://www.abbyyusa.com)  
[support@abbyyusa.com](mailto:support@abbyyusa.com)

### Recycling

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

## 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](http://www.epson.com/ink3) (U.S. sales) or [www.epson.ca](http://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).

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Epson printers, ink and specialty papers.

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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

Color	High-capacity	Extra High-capacity
Black	126	127
Cyan	126	127
Magenta	126	127
Yellow	126	127

### 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](http://www.epson.com/connect) for details.

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CPD-34357R1

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