**Unpack**

1. Select your language. Press \( \text{A} \) or \( \text{B} \) to select the desired option. Press \( \text{OK} \) when done.

2. Select your country/region, then press \( \text{OK} \).

3. For the Daylight Saving Time setting, select \( \text{Summer} \) if your region uses Daylight Saving Time and it’s currently in effect. DST is effective from spring through summer. Otherwise, select \( \text{Winter} \) to turn off the setting. Press \( \text{OK} \).

4. Press \( \text{A} \) or \( \text{B} \) to select the date format, then press \( \text{OK} \). Don’t press \( \text{OK} \) yet.

5. Use the numeric keypad to set the date. Don’t press \( \text{OK} \) yet.

6. Press \( \text{A} \) or \( \text{B} \) to select the time format, then press \( \text{OK} \). Don’t press \( \text{OK} \) yet.

7. Use the numeric keypad to set the time.

8. If you selected \( \text{12h} \) as the time format, press \( \text{A} \) or \( \text{B} \) to select \( \text{AM} \) or \( \text{PM} \).

9. Press \( \text{OK} \) when done.

**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 ink cartridge cover and press it down until it clicks.

8. Lower the scanner.

9. Press the \( \text{OK} \) button to charge the ink. Charging takes about 3 minutes.

**Load paper**

1. Open the paper support and pull up the extensions.

2. Extend the output tray and raise the stopper.

3. Hold the feeder guard forward, then squeeze the edge guide and slide it to the left.

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

5. Slide the edge guide over.

**Turn on and adjust**

1. Connect the power cable. Caution: Do not connect to your computer yet.

2. Lift the control panel to raise it, then press the \( \text{On} \) button.

3. Press \( \text{OK} \) when done.

4. To lower the control panel, squeeze the release lever underneath and push the control panel down. For more information on using and adjusting the control panel, see your Quick Guide.
Start Here

1 Unpack

Open the paper support and pull up the extensions.

2 Turn on and adjust

Connect the power cable.

Note: Do not connect to your computer yet.

Press the On button.

1 Lift the control panel to raise it, then press the On button.

Note: To lower the control panel, squeeze the release lever underneath and push the control panel down. For more information on using and adjusting the control panel, see your Quick Guide.

3 Make settings

1 Select your language.

Press A or B to select the desired option.

Press OK when done.

2 Select your country/region, then press OK.

To set your Daylight Saving Time setting, select Summer if your region uses Daylight Saving Time and it’s currently in effect; DST is effective from spring through summer. Otherwise, select Winter to turn off the setting. Press OK.

3 If you selected Summer, press A or B to select the date format, then press C. Don’t press OK yet.

Use the numeric keypad to set the date. Don’t press OK yet.

4 Press A or B to select the time format, then press C. Don’t press OK yet.

Use the numeric keypad to set the time.

5 Press A or B to select AM or PM.

If you selected 12h as the time format, press A or B to select AM or PM.

Press OK when done.

4 Install ink cartridges

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

1 Lift the scanner.

2 Open the cartridge cover.

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

4 Remove 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 ink cartridge cover and press it down until it clicks.

8 Press the OK button to charge the ink. Charging takes about 3 minutes.

Note: You can change the date and time setting by pressing the Home button, selecting Setup, selecting Printer Setup, then selecting Date/Time.

9 Press the OK button to charge the ink. Charging takes about 3 minutes.

Caution: Don’t turn off the product while the ink system is charging or you’ll waste ink.

5 Load paper

1 Open the paper support and pull up the extensions.

2 Extend the output tray and raise the stopper.

Note: If you are using legal-size paper, do not raise the stopper.

3 Hold the feeder guard forward, then squeeze the edge guide and slide it to the left.

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

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

5 Slide the edge guide over.

6 Press each cartridge down until it clicks.

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

8 Lower the scanner.

9 Press the OK button to charge the ink. Charging takes about 3 minutes.

Note: Your product ships with full cartridges and part of the ink from the first cartridges is used for priming the printer. For more information, see your Quick Guide.

Caution: Don’t turn off the product while the ink system is charging or you’ll waste ink.
**Unpack**

1. **Select your language.**
   - Press △ or ▽ to select the desired option.
   - Press OK when done.

2. **Select your country/region, then press OK.**

3. **For the Daylight Saving Time setting, select Summer if your region uses Daylight Saving Time and it’s currently in effect. DST is effective from spring through summer. Otherwise, select Winter to turn off the setting. Press OK.**

4. **Press △ or ▽ to select the date format, then press ▽. Don’t press OK yet.**

5. **Use the numeric keypad to set the date. Don’t press OK yet.**

6. **Press △ or ▽ to select the time format, then press ▽. Don’t press OK yet.**

7. **Use the numeric keypad to set the time.**

8. **If you selected 24h as the time format, press △ or ▽ to select AM or PM.**

9. **Press OK when done.**

**Notes:**
- You can change the date and time settings by pressing the Home button, selecting Setup, selecting Printer Setup, then selecting Date/Time.
- You can change the language by pressing the Home button, selecting Setup, selecting Printer Setup, then selecting Language.

**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 ink cartridge cover and press it down until it clicks.**

8. **Lower the scanner.**

9. **Press the OK button to charge the ink. Charging takes about 3 minutes.**

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

   **Caution:** Don’t turn off the product while the ink system is charging or you’ll waste ink.

**Load paper**

1. **Open the paper support and pull up the extensions.**

2. **Extend the output tray and raise the stopper.**

3. **If you are using legal-size paper, do not raise the stopper.**

4. **Hold the feeder guard forward, then squeeze the edge guide and slide it to the left.**

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

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

6. **Slide the edge guide over.**

7. **Press the OK button to charge the ink. Charging takes about 3 minutes.**

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

   **Caution:** Don’t turn off the product while the ink system is charging or you’ll waste ink.

**Connect the power cable.**

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

2. **Lift the control panel to raise it, then press the On button.**

   **Note:** To lower the control panel, squeeze the release lever underneath and push the control panel down. For more information on using and adjusting the control panel, see your Quick Guide.
START HERE

Step 1: Unpack

1. Select your language.
   - Press "OK" when done.

2. Select your country/region, then press "OK".

3. For the Daylight Saving Time setting, select "Summer" if your region uses Daylight Saving Time and it’s currently in effect. DST is effective from spring through summer. Otherwise, select "Winter" to turn off the setting. Press "OK".

4. Press "or " to select the date format, then press "Don’t press "OK" yet.

5. Use the numeric keypad to set the date. Don’t press "OK" yet.

6. Press "or " to select the time format, then press "Don’t press "OK" yet.

7. Use the numeric keypad to set the time.

8. If you selected "12h" as the time format, press "or " to select AM or PM.


Note: You can change the date and time settings by pressing the "Home" button, selecting "Setup", selecting "Printer Setup", then selecting "Date/Time".

Step 2: Turn on and adjust

1. Connect the power cable.
   - Caution: Do not connect to your computer yet.

2. Lift the control panel to raise it, then press the "On" button.

Note: To lower the control panel, squeeze the release lever underneath and push the control panel down. For more information on using and adjusting the control panel, see your Quick Guide.

Step 3: Make settings

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.
   - 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 ink cartridge cover and press it down until it clicks.

8. Lower the scanner.

9. Press the "OK" button to charge the ink. Charging takes about 3 minutes.
   - Note: Your product ships with full cartridges and part of the ink from the first cartridges is used for priming the product.
   - Caution: Don’t turn off the product while the ink system is charging or you’ll waste ink.

Step 4: Install ink cartridges

1. Open the paper support and pull up the extensions.

2. Extend the output tray and raise the stopper.

   Note: If you are using legal-size paper, do not raise the stopper.

3. Hold the feeder guard forward, then squeeze the edge guide and slide it to the left.

4. Load paper against the right edge guide and behind the tab, with the printable side face up.
   - Note: Don’t load the paper sideways; always load it short edge first.

5. Slide the edge guide over.

6. Load paper

7. Install ink cartridges

8. Press the "OK" button to charge the ink. Charging takes about 3 minutes.
   - Note: Your product ships with full cartridges and part of the ink from the first cartridges is used for priming the product.

9. Caution: Don’t turn off the product while the ink system is charging or you’ll waste ink.

Step 5: Load paper

1. Connect the power cable.
   - Caution: Do not connect to your computer yet.

2. Lift the control panel to raise it, then press the "On" button.

Note: To lower the control panel, squeeze the release lever underneath and push the control panel down. For more information on using and adjusting the control panel, see your Quick Guide.

3. Extend the output tray and raise the stopper.

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

5. Slide the edge guide over.
Connect the phone cord

To use your product for faxing, connect the included phone cord from a telephone wall jack to the LINE port on the product. To connect a telephone or answering machine, see the Quick Guide for instructions.

Choose your connection

Network (wireless or wired)

See your Network Installation Guide. You can't install your software as described below.

OR

USB connection

Make sure you have a USB cable (not included). Then follow the steps below.

Michelle

USB connection

Follow these steps to connect your product directly to your computer using a USB cable (not included).

Windows

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

2 Insert the WorkForce 610 Series software CD.

With Windows Vista: If you see the AutoPlay window, click Cancel and disconnect the USB cable. You can't install your software that way.

3 Double-click the Epson icon.

4 Click Install and follow the on-screen instructions.

Macintosh

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

2 Insert the WorkForce 610 Series software CD.

3 Double-click the Epson icon.

4 Click Install and follow the on-screen instructions.

5 When you see this screen, select Install driver for direct USB connection and then click Next.

6 When prompted, connect a USB cable. Use any open USB port on your computer. Make sure the product is securely connected and turned on.

7 When you see this screen, click Add Printer, follow the steps on the right side of the screen, and then click Next.

8 Click Next again, if necessary.

9 Follow the on-screen instructions to install the rest of the software and register your product.

10 When you're done, remove the CD.

You're ready to print, copy, scan, and fax! See your Quick Guide or online Epson Information Center.

Any questions?

Quick basics for printing, copying, scanning, and faxing.

Online Epson Information Center

Click the desktop shortcut for easy access to the user's guide, FAQs, online troubleshooting advice, and software downloads. You can also purchase paper and ink.

Network installation Guide and Video

Instructions on configuring the product for a network. For a video tutorial and other information about setting up a wireless network, go to: epson.com/support/wireless

Epson Technical 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.

Software Technical Support

ArcSoft Print Creations™

www.arcsoft.com/support

Neosoft Presto! PageManager™

(930) 255-1212
Fax (930) 255-1301
Contact@neosoftinc.com

Need paper and ink?

Try Epson paper with Epson Ultra Ink for professional results. For the right supplies at the right time, you can purchase them at Epson Supplies Central® at epson.com (U.S. sales) or 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 papers to meet your needs; visit Epson Supplies Central for more information.

Genuine Epson Inks

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

Genuine Epson Inks Cartridges

Color Standard-capacity High-capacity Extra High-capacity

Black 69 69 69 69

Cyan 69 69 69 69

Magenta 69 69 69 69

Yellow 69 69 69 69

* 1-year limited warranty to all purchasers; 2-year toll-free support and second year limited warranty require registration within 60 days of purchase. For California and Québec customers only: the IBM PC/AT is not supported.

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SSS

End user license agreement

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

Network installation Guide

If installation doesn't continue after a moment, make sure you securely connected and turn on the product.

If you see a User Account Control screen, click Yes.

Insert the WorkForce 610 Series software CD.

If you see a Found New Hardware screen, select Install driver for direct USB connection and then click Next.

When you see this screen, click Add Printer, follow the steps on the right side of the screen, and then click Next.

When you're done, remove the CD.

You're ready to print, copy, scan, and fax! See your Quick Guide or online Epson Information Center.

See your Quick Guide or online Epson Information Center.

When you see this screen, select Install driver for direct USB connection and then click Next.

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

Contact Us

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

Speak to a Support Representative

Call (800) 271-5555 (U.S., except U.S. Virgin Islands: 800-800-7869, Canada: 464-5460), Monday through Friday. Days and hours of support are subject to change without notice. Toll or long distance charges may apply.

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.

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Cut out the card to the right and keep it with you when purchasing replacement ink cartridges.

Supplies Central is a service mark of Seiko Epson Corporation. DURABrite and WorkForce are registered trademarks of Epson America, Inc.
Connect the phone cord
To use your product for faxing, connect the included phone cord from a telephone wall jack to the LINE port on the product. To connect a telephone or answering machine, see the Quick Guide for instructions.

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

Choose your connection
Network (wireless or wired)
See your Network Installation Guide. You can’t install your software on a network.

OR

USB connection
Make sure you have a USB cable (not included). Then follow the steps below.

USB connection
Follow these steps to connect your product directly to your computer using a USB cable.

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

2 Insert the WorkForce 610 Series software CD.

3 Double-click the Epson icon.

4 Click Install and follow the on-screen instructions.

5 When you see this screen, select Install driver for direct USB connection and then click Next.

6 When prompted, connect a USB cable. Use any open USB port on your computer. Make sure the product is securely connected and turned on.

7 When you see this screen, select Add Printer. Follow the steps on the right side of the screen to add the product.

8 Click Next again, if necessary.

9 Follow the on-screen instructions to install the rest of the software and register your product.

10 When you’re done, eject the CD.

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

Macs

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

2 Insert the WorkForce 610 Series software CD.

3 Double-click the Epson icon.

4 Click Install and follow the on-screen instructions.

5 When you see this screen, select Install driver for direct USB connection and then click Next.

6 When prompted, connect a USB cable. Use any open USB port on your computer. Make sure the product is securely connected and turned on.

7 When you see this screen, select Add Printer. Follow the steps on the right side of the screen to add the product.

8 Click Next again, if necessary.

9 Follow the on-screen instructions to install the rest of the software and register your product.

10 When you’re done, eject the CD.

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

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

Online Epson Information Center
Click the desktop shortcut for easy access to the user’s guide, FAQs, online troubleshooting advice, and software downloads. You can also purchase paper and ink.

Network installation Guide and Video
Instructions on configuring the product for a network. For a video tutorial and other information about setting up a wireless network, go to: epson.com/support/wireless

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

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

Speak to a Support Representative
Call (800) 652-7665 (U.S.) or (905) 709-3839 (Canada), 6 A.M. to 6 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.

Need paper and ink?

epson.com

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

Epson Paper
Epson offers a variety of printer papers for each Epson printer series to give you the best results. Visit epson.com/papers for more information.

Genuine Epson Paper
Epson is committed to providing you with the highest quality products and customer service at the best possible value. We encourage you to purchase genuine Epson paper and ink. For the latest list of genuine Epson papers, visit epson.com/papers or call (800) 652-7665.

You can also purchase genuine Epson paper and ink products from Epson authorized resellers. To find the nearest reseller, call (800) 652-7665 or visit epson.com/resellers.

Visit Epson’s support website at epson.com/support for instructions.

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

Any questions? Click the icon.

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

Speak to a Support Representative
Call (800) 652-7665 (U.S.) or (905) 709-3839 (Canada), 6 A.M. to 6 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.

Network installation Guide and Video
Instructions on configuring the product for a network. For a video tutorial and other information about setting up a wireless network, go to: epson.com/support/wireless

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

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

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On-screen help with your software
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Epson Technical Support
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**Network (wireless or wired)**

1. Make sure the product is **NOT CONNECTED** to your computer.

2. Insert the WorkForce 610 Series software CD.

3. Double-click the Epson icon.

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

5. When you see this screen, select Install driver for direct USB connection and then click Next.

6. When prompted, connect a USB cable. Use any open USB port on your computer. Make sure the product is securely connected and turned on.

7. Max CD X 10.5 users can stop at step 5. Other users continue with step 7.

8. When you see this screen, click Add Printer. Follow the steps on the right side of the screen to add the product.

9. Follow the on-screen instructions to install the rest of the software and register your product.

10. Be sure to register your product to receive these great benefits: 2-year limited warranty & 2-year toll-free customer support.

**USB connection**

Follow these steps to connect your product directly to your computer using a USB cable (not included).

1. Make sure the product is **NOT CONNECTED** to your computer.

2. Insert the WorkForce 610 Series software CD.

3. Double-click the Epson icon.

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

5. When you see this screen, select Install driver for direct USB connection and then click Next.

Any questions?

- **Basic instructions for printing, copying, scanning, and faxing.**
- **Network installation Guide and Video:**
  - Instructions on configuring the product for a network. For a video tutorial and other information about setting up a wireless network, go to: epson.com/support/wireless
  - On-screen help with your software
  - Select Help or ? when you're using your software.

**Epson Technical Support**

Visit Epson's support website at epson.com/support and select your product for solutions to common problems. You can download drivers and other software updates to your computer. Make sure the product is securely connected and turned on.

**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 epson.com/ink3 (U.S. sales) or epson.ca (Canadian sales). You can also purchase supplies from an Epson authorized reseller. To find the nearest one, call 800-873-7706 (U.S. sales) or 866-646-9979 (Canada sales).

**Genuine Epson Paper**

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

**Genuine Epson Inks**

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

<table>
<thead>
<tr>
<th>Color</th>
<th>Standard-capacity</th>
<th>High-capacity</th>
<th>Extra High-capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>69</td>
<td>68</td>
<td>97</td>
</tr>
<tr>
<td>Cyan</td>
<td>69</td>
<td>68</td>
<td>97</td>
</tr>
<tr>
<td>Magenta</td>
<td>69</td>
<td>68</td>
<td>97</td>
</tr>
<tr>
<td>Yellow</td>
<td>69</td>
<td>68</td>
<td>97</td>
</tr>
</tbody>
</table>

* 1-year limited warranty to all purchasers; 2-year toll-free support and second year limited warranty apply only to purchasers for domestic and business users. Failure to submit product registration form does not disavow your warranty rights.

**Epson Paper**

For a smooth, non-gloss, instant-drying paper for scrapbooks, newsletters, and graphical presentations.

**Genuine Epson Inks**

For a smooth, non-gloss, instant-drying paper for scrapbooks, newsletters, and graphical presentations.

**Software Technical Support**

ArcSoft Print Creations®

www.arcsoft.com/support

NewsCorp® Presto! PageManager®

(866) 255-1212

Fax 999-523-1231

Contact us at news@fc.com

**Cut out the card to the right and keep it with you when purchasing replacement ink cartridges.**
Connect the phone cord

To use your product for faxing, connect the included phone cord from the telephone wall jack to your product. Then follow the steps below.

Choose your connection

Network (wired or wireless)

You can use your product on a wireless or wired network. Follow the steps in this section to set up your product for wireless or wired networking.

USB connection

You can connect your product directly to your computer using a USB cable. Follow the steps below.

USB connection

Make sure the product is securely connected and turned on. If installation doesn't continue after a moment, make sure you securely connected and turned on the product.

Network (wired or wireless)

Follow these steps to install your product:

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

2. Insert the WorkForce 610 Series software CD.

3. Double-click the Epson icon.

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

5. When you see this screen, select Install driver for direct USB connection and then click Next.

6. When prompted, connect a USB cable. Use any open USB port on your computer. Make sure the product is securely connected and turned on.

7. If installation doesn't continue after a moment, make sure you securely connected and turned on the product.

8. Follow the on-screen instructions to install the rest of the software and register your product.

9. When you're done, remove the CD.

10. Make sure the product is securely connected and turned on.

Any questions?

Quick Guide

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

Instructions on configuring the product for a network.

Network Installation Guide

For a wireless connection, see the Quick Guide for instructions on setting up a wireless network.

Software Technical Support

Epson Support Center

Visit Epson's support website at www.epson.com/support for solutions to common problems. You can download drivers and software, get FAQs and troubleshooting advice, and software downloads. You can also purchase supplies from Epson Supplies Central for more information.

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