Start Here

Read these instructions before using your product. These instructions are for the WorkForce 630/632/633/635.

1 Unpack

Unpack your WorkForce 630 Series. Please make sure you have the following:
- Power cord
- Phone cord
- French control panel stickers (included for Canada only)
- Inks (4 black, 2 color)
- Paper (letter, legal, photo)
- Setup guide

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 cable.

Caution: Do not connect to your computer yet.

2 Raise the control panel and press the On button.

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 On if Daylight Saving Time is in effect (spring through summer), otherwise select Off. 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.

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.

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

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 the OK button to prime the ink delivery system. This takes several 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.

411856600

5 Load paper

You can load letter-, A4-, or legal-size paper, as well as 4 x 6-, 5 x 7-, or 8 x 10-inch photo paper. 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 face-down.

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.

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- 4 x 6-inch
- Letter-size

4 Insert the paper with the glossy or printable side face-down.

- 4 x 6-inch
- Letter-size

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

- 4 x 6-inch
- Letter-size

6 Gently insert the paper cassette.

7 Extend the output tray as shown.

*411856600*
**Setup is unable to find my printer after connecting it with a USB cable.**

Make sure it is securely connected as shown:

![Diagram showing secure USB connection]

**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 papers to meet your needs; visit Epson Supplies Central for more information.

**Presentation Paper Matte**

Smooth, non-glare, instant-drying paper for scrapbooks, newsletters, and graphical presentations.

**Genuine Epson Inks**

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

<table>
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Connect the phone cord
To fax, connect the included phone cord to a telephone wall jack and to the LINE port on your product. To connect a telephone or answering machine, see the Quick Guide.

Install software
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 your product CD.

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

Macintosh®: Double-click the Epson icon.

3. Macintosh®: Double-click the .

4. Click Install 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) to let setup continue.

Windows®: If you see a firewall alert message, click Unblock or Allow to let setup continue.

User’s Guide
Click the desktop shortcut to access the online User’s Guide, software downloads, Epson Supplies Central®, and more (requires an Internet connection).

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 am to 8 pm, Pacific Time, Monday through Friday, and 7 am to 4 pm, Saturday.
• Canada: (905) 709-3839, 6 am to 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.

Software Technical Support
ABBY® FineReader® (408) 457-9777
www.abbyyusa.com
support@abbyyusa.com

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

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

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Yellow | 126 | 127 |

Any questions?

Wireless Connection
You must install the software on every computer from which you want to print. For the first installation, we recommend using a USB cable (not included) 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 buttons 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). Do not connect the printer to your computer until you’re instructed to do so.

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.