Unpack

1. Unpack your product and its accessories.

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

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

Caution: Make sure the paper is loaded against the edge guide and not sticking out from the end of the cassette.

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

5. Gently insert the paper cassette.

6. Follow steps 1 to 5 to load plain paper in cassette 2. Remove the clear plastic cover before loading paper, then replace it after paper is loaded.

7. Extend the output tray as shown.

Select settings

1. Select your language and country.

2. Select the current Daylight Saving Time setting (Winter or Summer).

3. Select the date format.

4. Use the numeric keypad to set the date, then press OK.

5. Select 12h (AM/PM) or 24h (military time).

6. Use the numeric keypad to set the time.

7. Press OK when done.

Caution: You can change the date and time settings by selecting Setup from the Home menu, selecting Printer Setup, then Date/Time. For more information on using and adjusting the control panel, see your Quick Guide.

Install ink cartridges

1. Raise the scanner.

2. Open the cartridge cover.

Caution: Do not connect to your computer yet.

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. Press each cartridge down until it clicks.

6. Close the cartridge cover. Press down until it clicks. Then lower the scanner.

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

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

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 in cassette 1. For instructions on loading legal-size paper, see the online User's Guide. In cassette 2, you can load only letter, A4, or legal-size plain paper.

1. Pull out paper cassette 1.

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

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

Note: Make sure the paper is loaded against the edge guide and not sticking out from the end of the cassette.
WorkForce® 840 Series

Start Here

Read these instructions before using your product.

1 Unpack

- Unpack Power cord
- Unpack Phone cord
- 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

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

3 Select settings

- Select your language and country.
- Touch the screen to select the desired option. Press ▲ or ▼ to see more countries.
- Select the current Daylight Saving Time setting (Winter or Summer).
- Select the date format.
- Use the numeric keypad to set the date, then press OK.
- Select 12h (AM/PM) or 24h (military time).
- Use the numeric keypad to set the time.
- Press OK when done.
- Note: You can change the date and time settings by selecting Setup from the Home menu, selecting Printer Setup, then Date/Time. For more information on using and adjusting the control panel, see your Quick Guide.

4 Install ink cartridges

- Raise the scanner.
- Open the cartridge cover.
- Press the release bar underneath to raise the control panel. Then press the On button.
- Shake the ink cartridges gently 4 or 5 times, then unpack them.
- Remove only the yellow tape from each cartridge.
- 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.
- Then lower the scanner.
- Press the OK button 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.

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 in cassette 1. For instructions on loading legal-size paper, see the online User’s Guide. In cassette 2, you can load only letter, A4, or legal-size plain paper.
- Pull out paper cassette 1.
- Position the guide shown below for the size of paper you’re using.
- Insert the paper with the glossy or printable side face-down.
- Note: Make sure the paper is loaded against the edge guide and not sticking out from the end of the cassette.
- Insert the paper cassette.
- 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.

Remove the clear plastic cover before loading paper, then replace it after paper is loaded.

6 Follow steps 1 to 5 to load plain paper in cassette 2.
**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, see the Quick Guide.

**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.

**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 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 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). 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.

---

**Install software**

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

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. **Windows:** Click Install and follow the on-screen instructions.

   **Macintosh:** Select the items you want to install, then click Install.

---

**On-screen help with your software**

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

**User’s Guide**

Click the shortcut on your desktop (or in the Applications/Epson Software/Guide folder on Macintosh) 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, 8 am to 8 pm, Pacific Time, Monday through Friday, and 7 am to 4 pm Saturday
- **Canada: (905) 709-3839, 8 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**

ABBYY FineReader®

(408) 457-9777

www.abbyyusa.com

support@abbyyusa.com

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**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.

**Any questions?**

**Quick Guide**

Basic instructions for copying, printing, faxing, scanning, and additional network setup instructions.

---

**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, ideal for home, school, and graphical business projects.

---

**Genuine Epson Inks**

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

**WorkForce 840 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>126</td>
<td>127</td>
</tr>
<tr>
<td>Cyan</td>
<td>126</td>
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</tr>
<tr>
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<td>127</td>
</tr>
<tr>
<td>Yellow</td>
<td>126</td>
<td>127</td>
</tr>
</tbody>
</table>

---

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

Make sure it is securely connected as shown:

---

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General Notice: Other product names used herein are for identification purposes only and may be trademarks of their respective owners. Epson disclaims any and all rights in those marks.
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2. Insert your product CD.

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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:

---

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