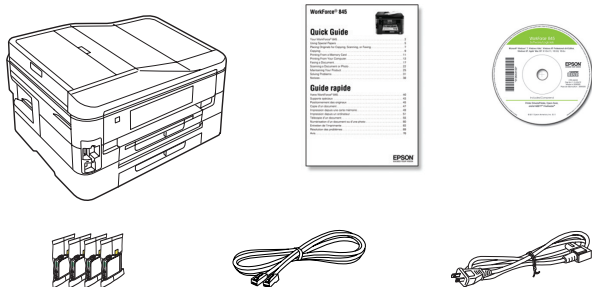


WorkForce® 845 Start Here

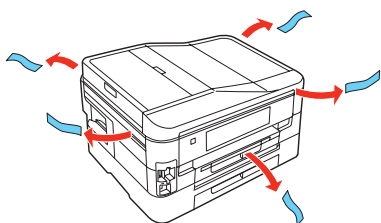
Read these instructions before using your product.

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.

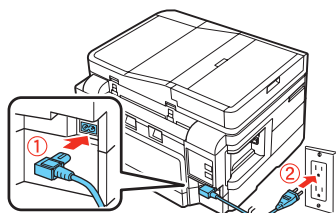


Caution: Do not remove the plastic strip shown. It is part of the Automatic Document Feeder.



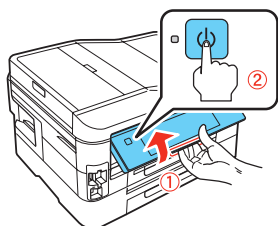
2 Turn on

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

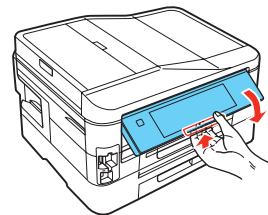


Caution: Do not connect to your computer yet.

- 2 Squeeze the release bar underneath to raise the control panel. Then press the **On** button.



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



Caution: To avoid damaging the printer, always squeeze the release bar to lower the control panel. Don't try to push it down without releasing it.

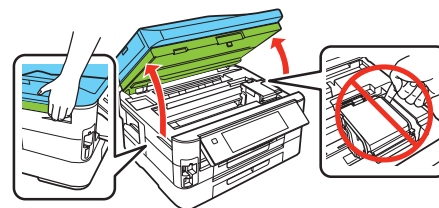
3 Select settings

- 1 Select your language and country.
Touch the screen to select the desired option.
- 2 Select **Summer** if Daylight Saving Time is in effect (spring through summer); otherwise, select **Winter**.
- 3 Select the date format.
- 4 Use the numeric keypad to set the date, then press **OK**.
- 5 Select **12h** (AM/PM) or **24h**.
- 6 Use the numeric keypad to set the time.
- 7 Press **OK** when done.

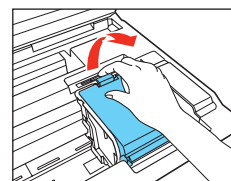
Note: You can change the date and time settings using the product's control panel. For more information, see the online *User's Guide*.

4 Install ink cartridges

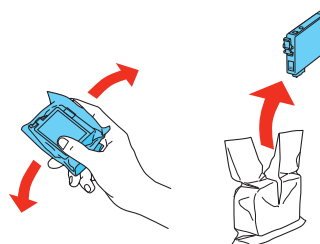
- 1 Raise the scanner unit.



- 2 Open the cartridge cover.



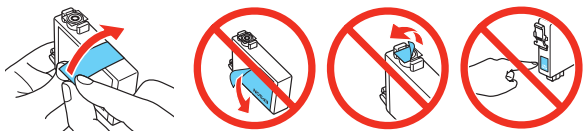
- 3 Shake the ink cartridges gently 4 or 5 times, then unpack them.



412191300

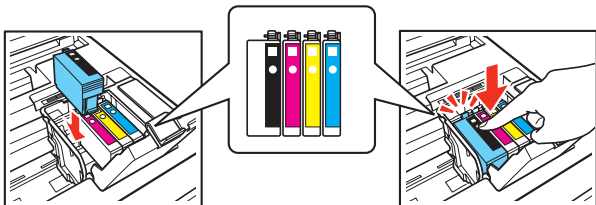
EPSON®
EXCEED YOUR VISION

- 4** Remove only the yellow tape from each cartridge.

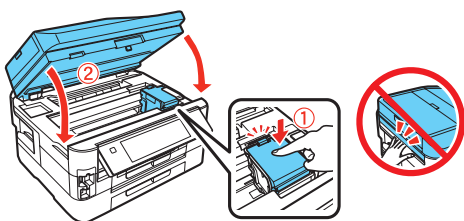


Caution: Don't remove any other seals or the cartridges may leak.

- 5** Insert the cartridges in the holder for each color. Press each cartridge down until it clicks.



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

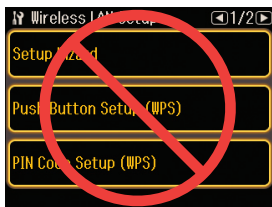


- 7** Press the **OK** button to prime the ink delivery system. This takes about 5 minutes.

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.

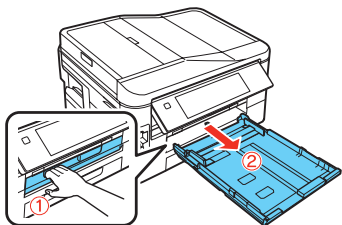
- 8** When you see this menu on your product's LCD screen, do not press any buttons yet. Continue following the instructions in the following sections to load paper in your product and install software.



5 Load paper

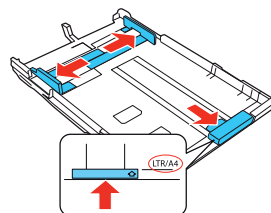
You can load letter-, A4-, or legal-size paper, as well as 4 × 6-, 5 × 7- or 8 × 10-inch photo paper in cassette 1. In cassette 2, you can load only letter-, A4-, or legal-size plain paper. For instructions on loading photo or legal-size paper, see the online *User's Guide*.

- 1** Pull out paper cassette 1.

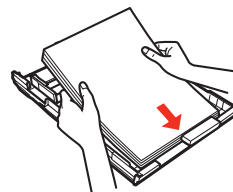


- 2** Position the guide shown below for the size of paper you're using.

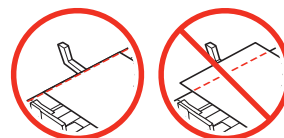
Letter- or A4-size



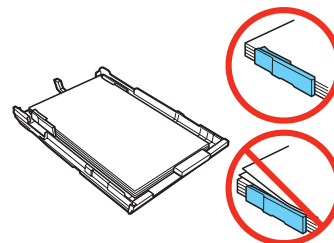
- 3** Insert the paper with the glossy or printable side facedown.



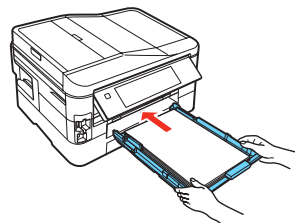
Note: Make sure the paper is loaded against the edge guide and not sticking out from the end of the cassette.



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



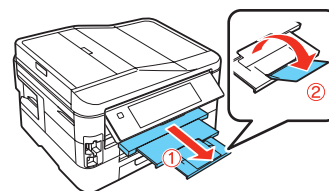
- 5** Gently insert the paper cassette.



Note: The paper may slide forward slightly as you insert the cassette. This is normal.

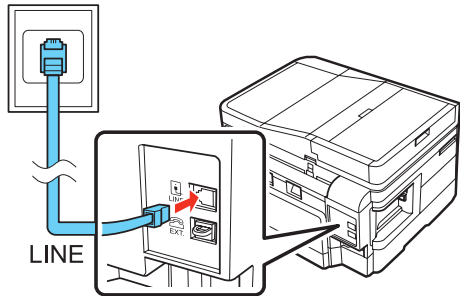
- 6** Follow steps 1 to 5 to load plain paper in cassette 2. Remove the clear plastic cover before loading paper, then replace it after paper is loaded.

- 7** Extend the output tray as shown.



6 Connect the fax line

To fax, connect a phone cord to a telephone wall jack and to the **LINE** port on your product. To connect a telephone or answering machine, use the **EXT.** port on your product. See the *Quick Guide* for more details.



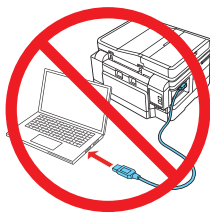
Note: If you're connecting to a DSL phone line, you must use a DSL filter or you won't be able to fax. Contact your DSL provider for the necessary filter.

7 Install software

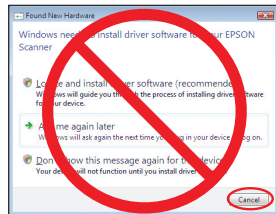
Note: If your computer does not have a CD/DVD drive, you can download the software from the Epson website (see "Epson technical support").

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

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



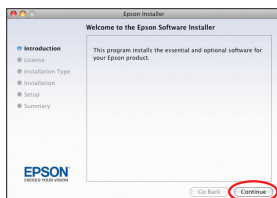
Windows®: If you see a Found New Hardware screen, click **Cancel** and disconnect the USB cable. You can't install your software that way.



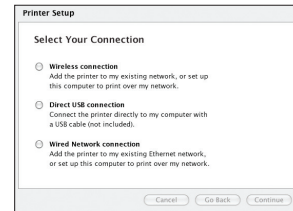
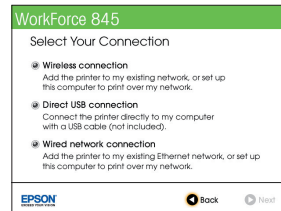
- 2 Insert your product CD.
- 3 **Windows:** If you see the AutoPlay window, click **Run Setup.exe**. If you see the User Account Control screen, click **Yes** or **Continue**.

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. Then click **Next** (Windows) or **Continue** (Mac OS X) and follow the instruction 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 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

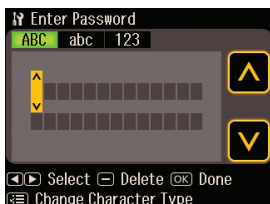
Make sure you have an Ethernet® network cable (not included). You must install the software on every computer from which you want to print.

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.



Press **ABC** to select uppercase letters (ABC), lowercase letters (abc), or numbers and symbols (123).

Press **▲** or **▼** until you see the character you want.

Press **◀** or **▶** to move the cursor.

Press **—** to delete.

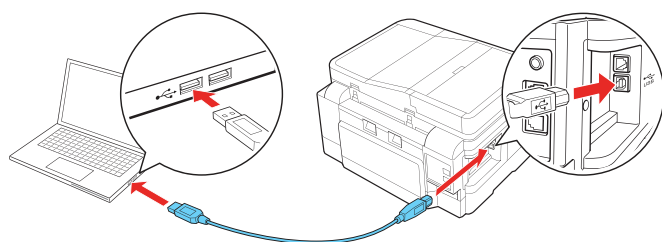
Press **OK** when you're finished entering your password.

The printer's touch screen is dark.

Press the screen to wake the printer from sleep mode.

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

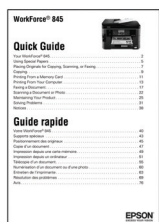
Make sure it is securely connected as shown:



Any questions?

Quick Guide

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



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, as described below.



On-screen help with your software

Select **Help** or **?** when you're using your software

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 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

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

Recycling

Epson offers a recycling program for end of life products. Please go to 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 (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).

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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 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 845 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 for details.

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