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# Home

Welcome to the WorkForce K301<sup>®</sup> *User's Guide*.



# Product Basics

See these sections to learn more about using your product:

Use the Control Panel

Identify Product Parts

## Use the Control Panel

See these sections:

Raise and Lower the Control Panel

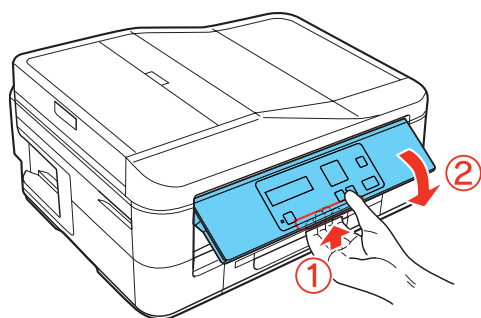
Use the Control Panel Buttons

Adjust the LCD Screen Brightness

Change the Control Panel Language

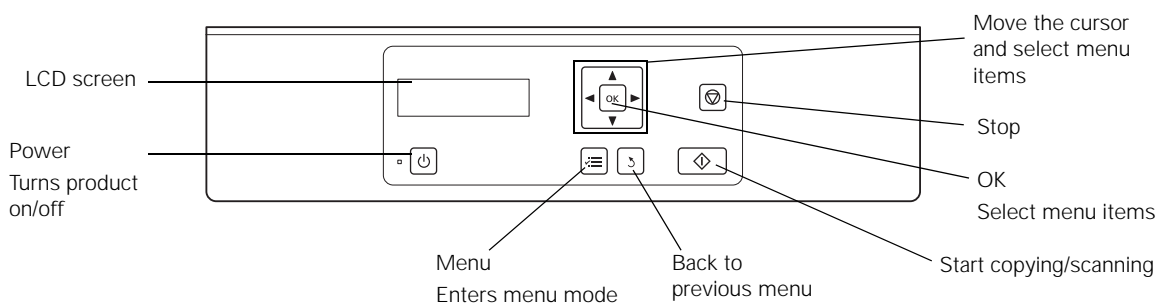
### Raise and Lower the Control Panel

You can adjust the angle of the control panel. To raise it, lift it up from the bottom. To lower it, press the release bar underneath.



To avoid damaging the printer, make sure you press the release bar to lower the control panel. Don't try to push it down without releasing it.










### Use the Control Panel Buttons



### Adjust the LCD Screen Brightness









You can adjust the brightness of the LCD screen.

To adjust the brightness:

1. Press the  power button.
2. Press the  menu button.
3. Press  or  to select **Maintenance**, then press **OK**.
4. Press  or  to select **LCD Contrast**, then press **OK**.
5. Press  or  to adjust the brightness of the screen, then press **OK**.
6. When you're done, press the  menu button again to exit.

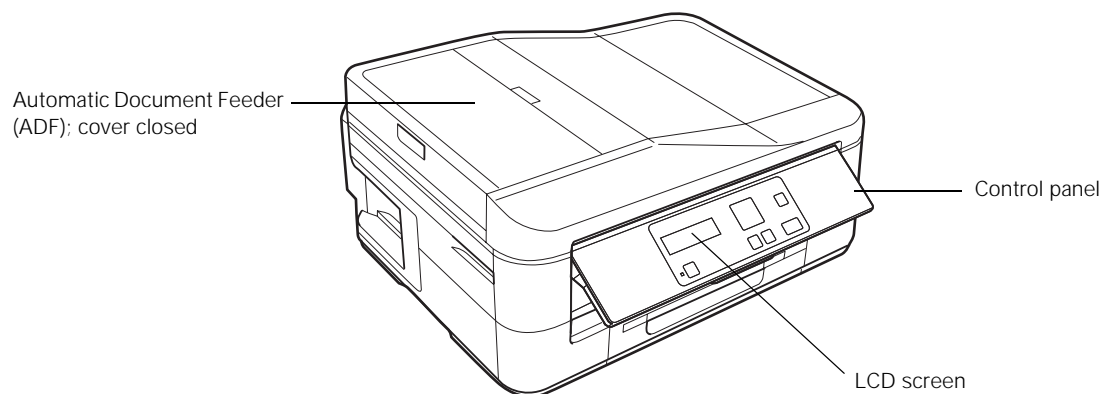
### Change the Control Panel Language

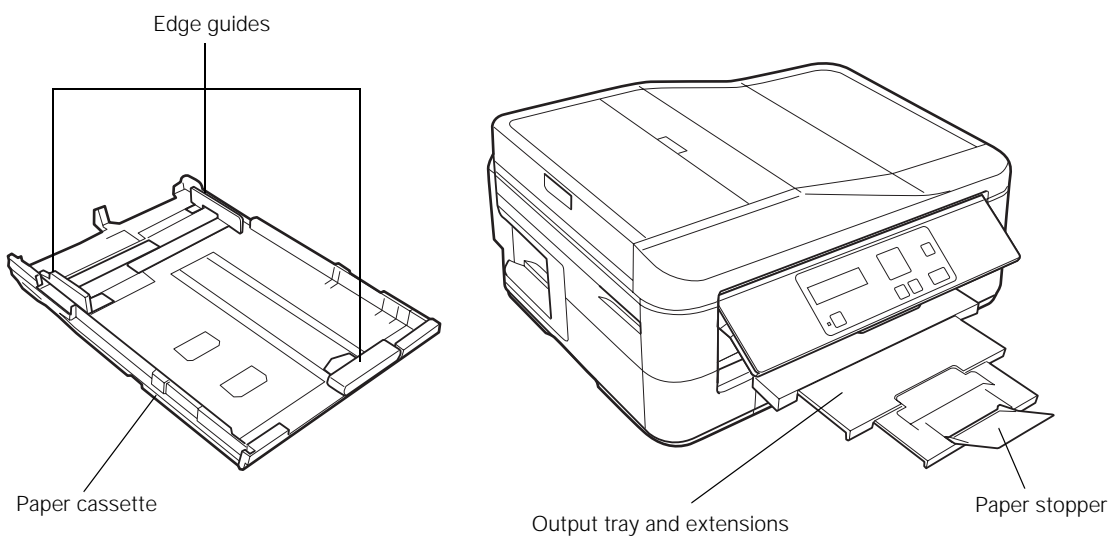
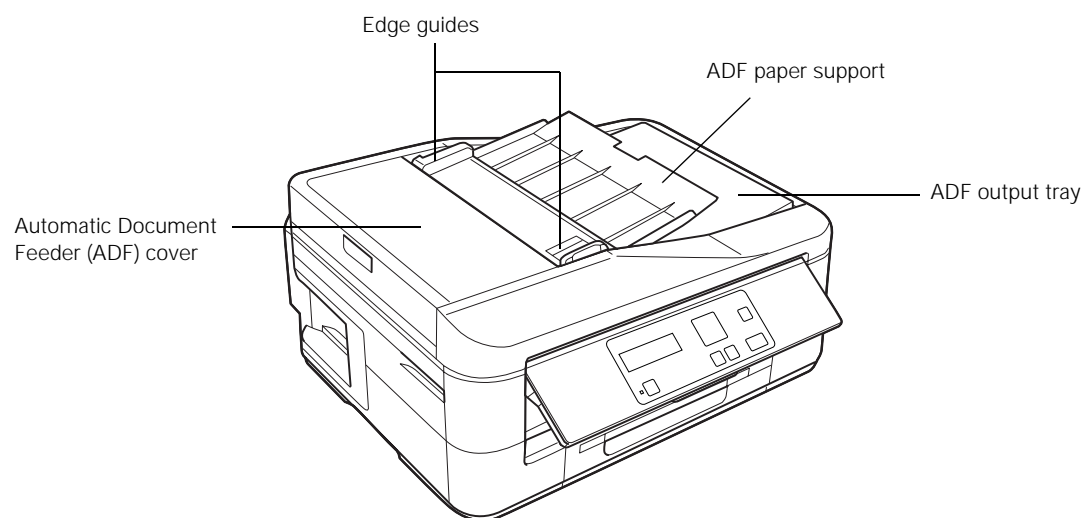
You can choose the language used on the LCD screen.

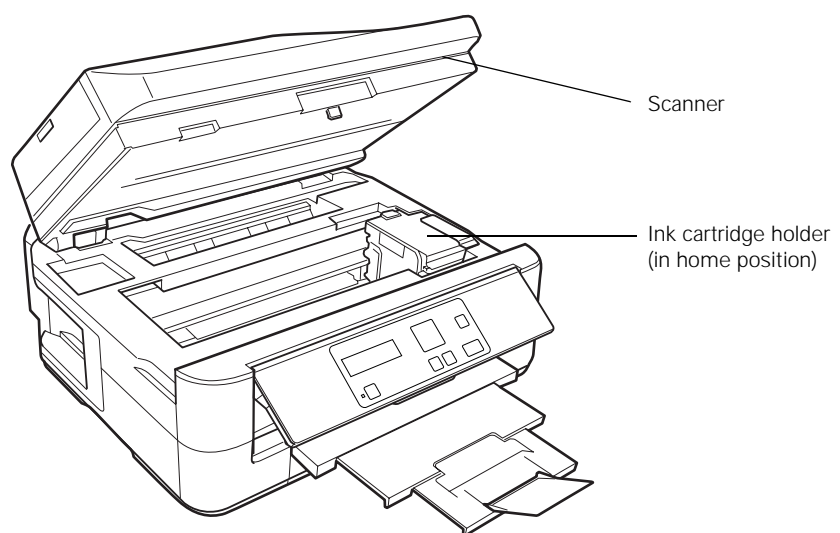
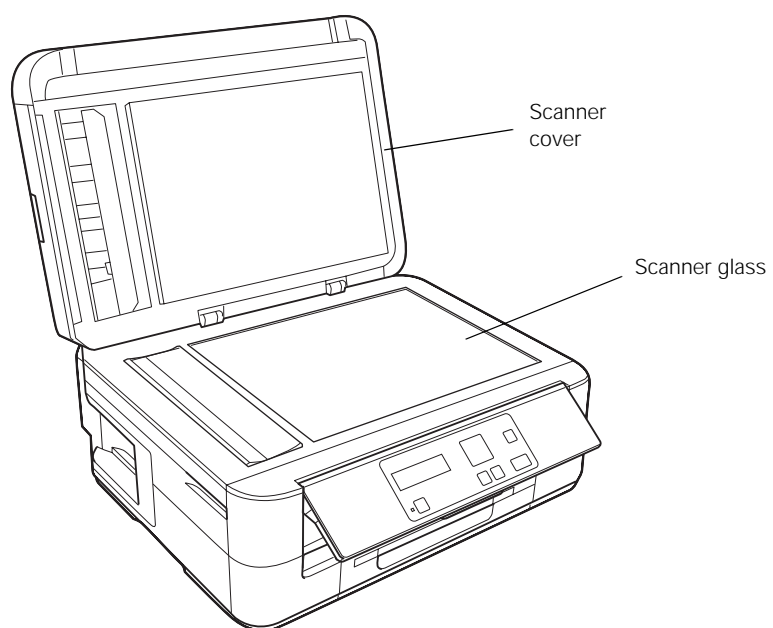
1. Press the  menu button.
2. Press  or  to select **Maintenance**, and press **OK**.
3. Press  or  to select **Language**, and press **OK**.
4. Press  or  to select your language, and press **OK**.
5. When you're done, press the  menu button again to exit.

### Identify Product Parts

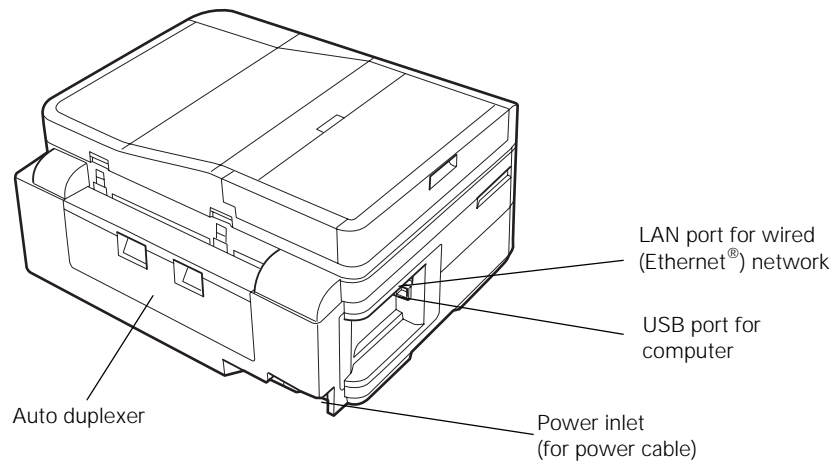
Use these illustrations to identify the parts of your product.













# Load Paper

Before you copy or print, load paper for the type of printing you will do.

Load Paper for Documents

Load Envelopes

General Paper Information

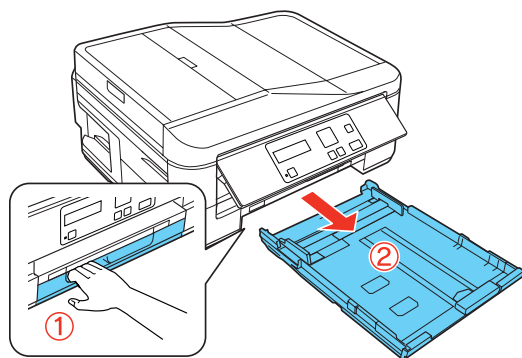
## Load Paper for Documents

You can print documents on a variety of paper types and sizes. If you are just making a copy or printing a rough draft, plain paper is fine. However, for the best results, use one of Epson's special ink jet papers.

For automatic two-sided printing, use plain paper or Epson Bright White Paper.

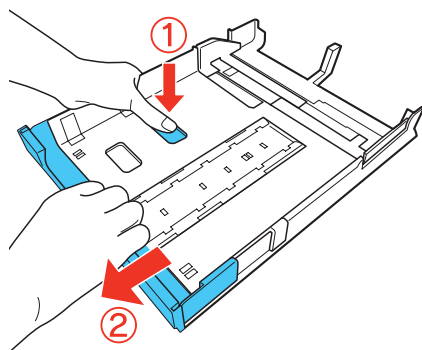
If you're using plain paper, you can load up to 250 sheets in the paper cassette; when using other paper types, be sure to check the recommended number of sheets.

1. Pull out the paper cassette.

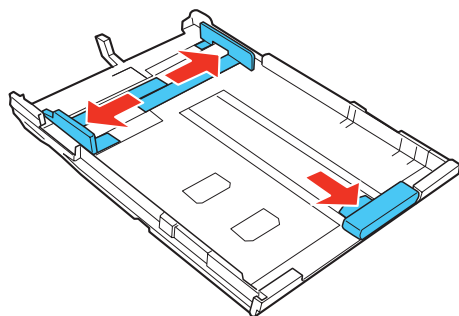


### Note:

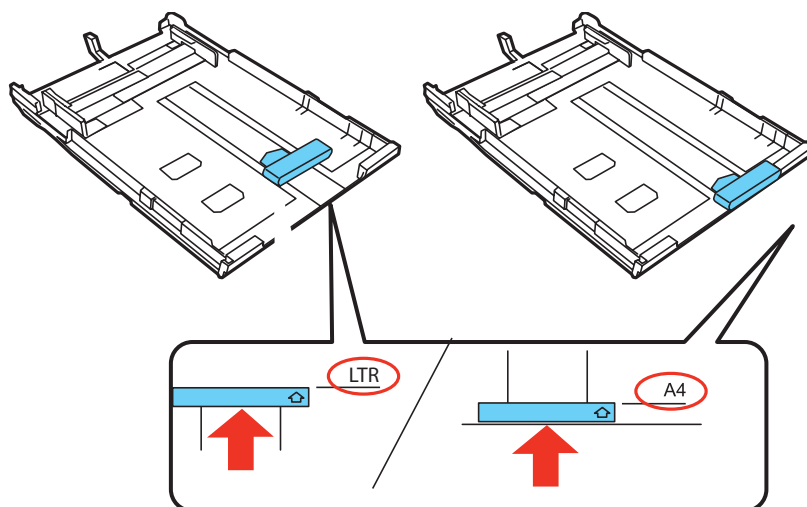
If you are using legal-size paper, extend the paper cassette by pushing the tab and pulling the end of the cassette as shown below.



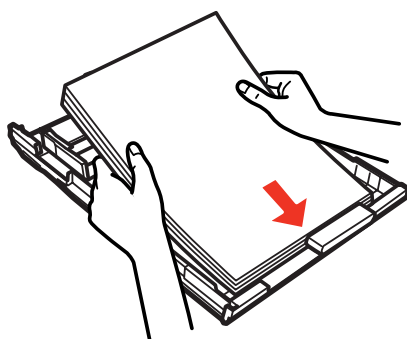
2. Slide the edge guides to the sides of the paper cassette.



3. Slide the guide shown below to your paper size.

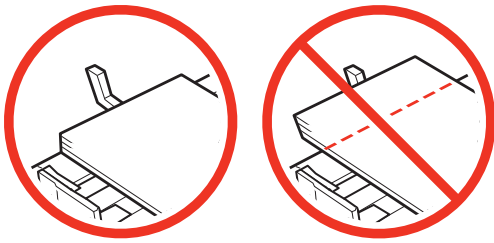


4. Load paper against the edge guide, with the glossy or printable side face down.



**Note:**

Make sure the paper is not sticking out from the end of the cassette.



**Tip:**

Fan the paper and align its edges before loading.

Load only the recommended number of sheets.

Load paper short edge first, no matter which way your document faces.

Load letterhead or pre-printed paper with the top edge facing the back of the paper cassette.

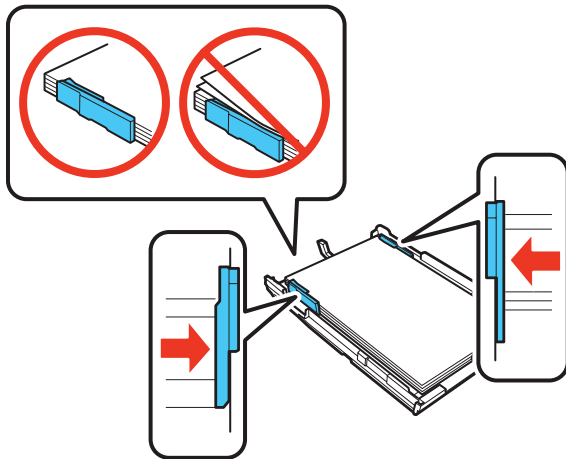
Do not load paper with holes punched in it.

Do not load transparencies.

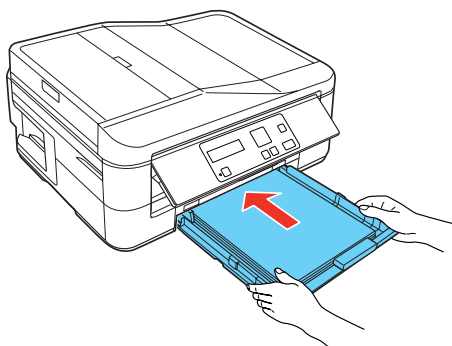
Do not load paper above the  arrow marks on the edge guides.

Check the paper package for any additional loading instructions.

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



6. Insert the cassette back into the printer.



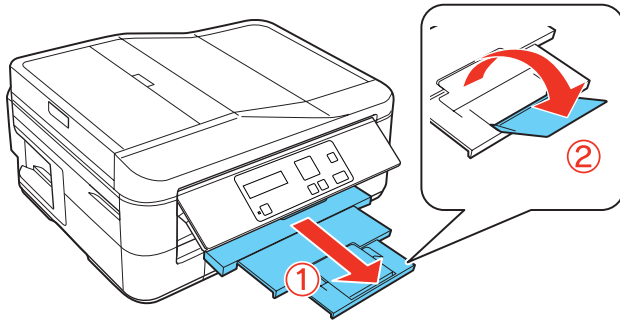
**Note:**

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

Keep the cassette flat as you insert it.

Do not remove or insert the cassette while printing or copying.

7. Pull out the output tray extensions, and flip up the paper stopper.

**Note:**

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

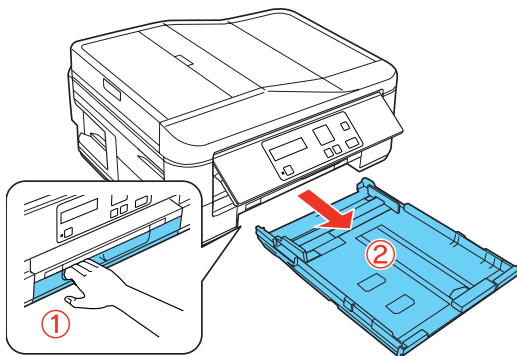
See also:

Load Envelopes

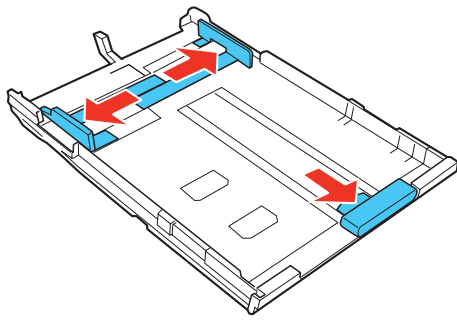
**Load Envelopes**

You can print on plain paper envelopes in 4 1/8 × 9 1/2 inch (#10) (105 × 241 mm) size.

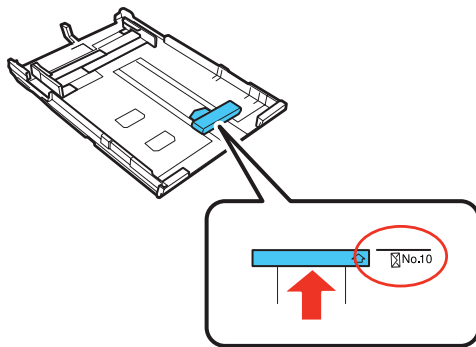
1. Pull out the paper cassette.



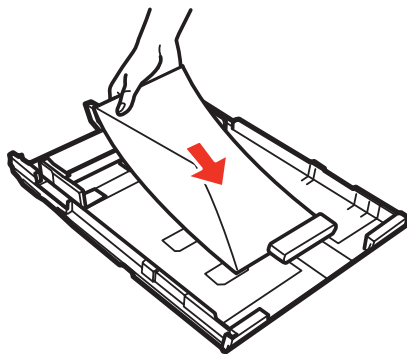
2. Slide the edge guides to the sides of the paper cassette.



3. Slide the guide shown below to your envelope size.

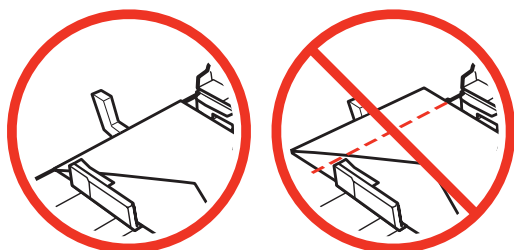


4. Load up to 10 envelopes as shown, with the printable side down and flap edge left.



**Note:**

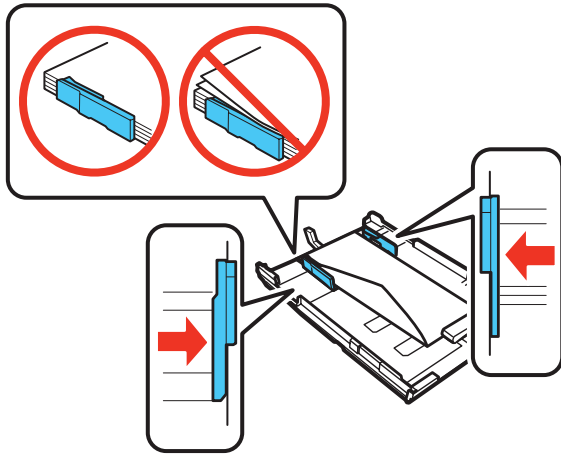
Make sure the envelopes are not sticking out from the end of the cassette.



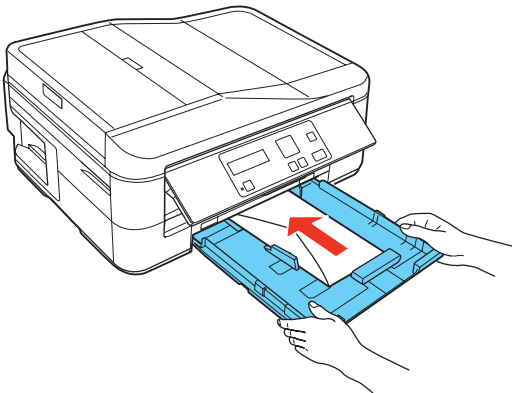
**Tip:**

Press each envelope flat before loading it or load one envelope at a time.

5. Slide the edge guides against the edges of the envelopes, but not too tightly. Make sure the envelopes are under the tabs on the guides.



6. Insert the cassette back into the printer.

**Note:**

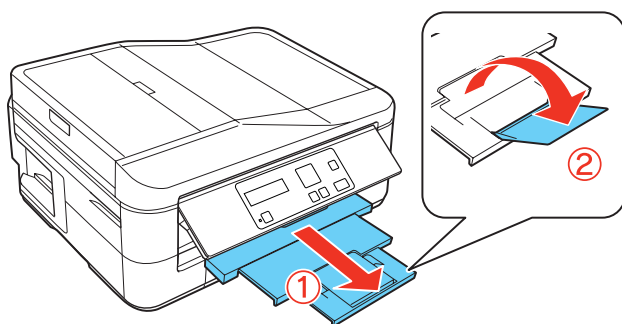
The envelopes may slide forward slightly as you insert the cassette. This is normal.

Keep the cassette flat as you insert it.

Do not remove or insert the cassette while printing or copying.

7. Pull out the output tray extensions, and flip up the paper stopper.





### Note:

Do not use envelopes that are curled or folded, and avoid using envelopes that are too thin because they may curl during printing. Before printing from your computer, select **Envelope** as the paper type, **Envelope #10** as the paper size, and **Landscape** as the orientation. If you are printing on envelopes of a different size, create a custom size in Windows, Mac OS X 10.5x to 10.6, and Mac OS X 10.4.

See also:

Load Paper for Documents

## General Paper Information

Paper Cassette Capacity


Available Epson Papers

Double-Sided Printing

Paper or Media Type Settings for Loaded Paper

### Paper Cassette Capacity

Paper type	Load up to this many sheets
Plain paper—letter-size (8.5 × 11 inches [216 × 279 mm])	Approximately 250 sheets <sup>*, **</sup>
Epson Bright White Paper	200 sheets <sup>**</sup>
Epson Presentation Paper Matte	80 sheets
Plain paper—legal size (8.5 × 14 inches [216 × 356 mm])	30 sheets
Epson Premium Presentation Paper Matte	20 sheets

\* Based on 20-lb [75 g/m<sup>2</sup>] paper weight. Do not load paper higher than the  arrow marks on the edge guides. For User Defined paper sizes, load one sheet at a time.

\*\* For manual two-sided printing, load up to 30 sheets.

### Available Epson Papers

You can purchase genuine Epson ink and paper from your nearest authorized Epson dealer.  
[Contact Epson](#) to locate the nearest one.

Paper type	Size	Part number	Sheet count
Epson Presentation Paper Matte	Letter (8.5 × 11 inches [216 × 279 mm])	S041062	100
	Legal (8.5 × 14 inches [216 × 356 mm])	S041067	100
Epson Premium Presentation Paper Matte	Borderless 8 × 10 inches (203 × 254 mm)	S041467	50
	Letter (8.5 × 11 inches [216 × 279 mm])	S041257 S042180	50 100
Epson Bright White Paper	Letter (8.5 × 11 inches [216 × 279 mm])	S041586	500

**Note:**

Availability of paper types varies by country.

### Double-Sided Printing

You can use the built-in duplexer to automatically print double-sided on plain paper or Epson Bright White Paper. Double-sided printing is available from Windows, Mac OS X 10.5 and 10.6, and Mac OS X 10.4.

### Paper or Media Type Settings for Loaded Paper

For optimal image quality, it is important to choose the correct **Type** or **Media Type** setting in your software. It tells your product what kind of paper you're using and adjusts the ink coverage accordingly.

For this paper	Select this paper Type or Media Type setting
Plain paper Epson Bright White Paper Epson Presentation Paper Matte	Plain Paper
Epson Premium Presentation Paper Matte	Premium Presentation Paper Matte
Envelopes	Envelope

# Place Originals for Copying or Scanning

Before you copy or scan, place your documents on the scanner.

Place Documents in the Automatic Document Feeder

Place Documents on the Scanner Glass

Place Photos on the Scanner Glass

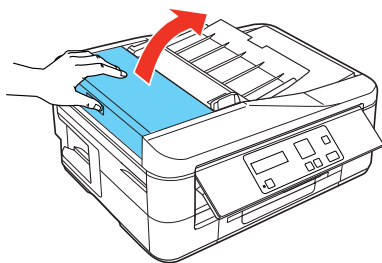
## Place Documents in the Automatic Document Feeder

You can copy or scan using the Automatic Document Feeder (ADF). You can load up to 30 letter- or A4-size sheets, or 10 legal-size sheets (single-sided only). When loading legal-size sheets, insert only 10 sheets at a time to prevent paper feeding problems. Make sure the originals are not creased or folded and do not have tape, staples, or other materials that could obstruct the feeder. Make sure there are no documents on the scanner glass.

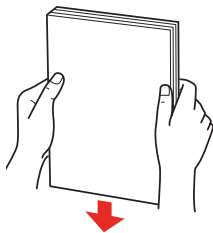
### Note:

If you copy a document larger than A4, the image will be cropped.

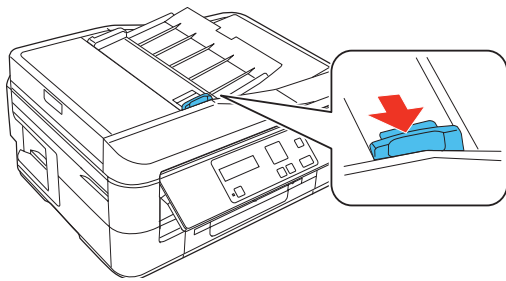
1. Open the ADF (Auto Document Feeder) paper support.



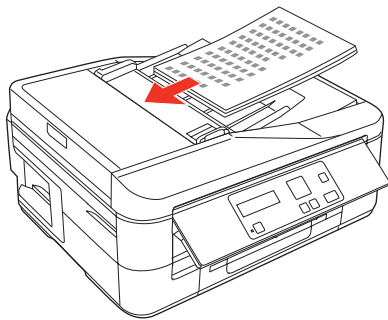
2. Fan the originals, then tap the stack on a flat surface to even the edges.



3. Move the edge guide outward.

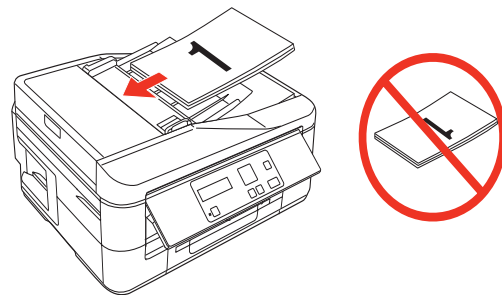
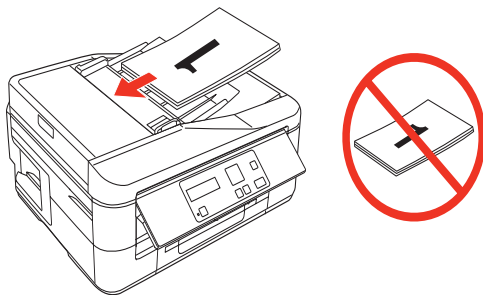


4. Insert the originals face-up.

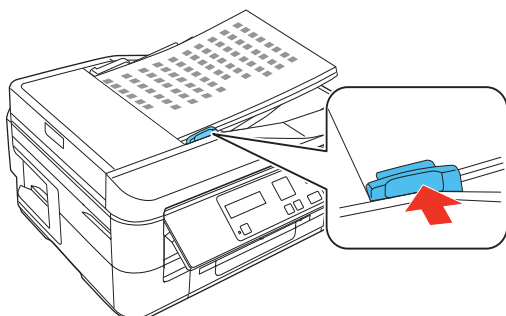


**Note:**

If you are copying two pages on a single sheet using the **2-up Copy** layout, be sure to load the paper as shown below.



5. Slide the edge guides against the originals.



Once the original document is loaded, you can copy or scan in black-and-white.

See also:

Place Documents on the Scanner Glass

Place Photos on the Scanner Glass

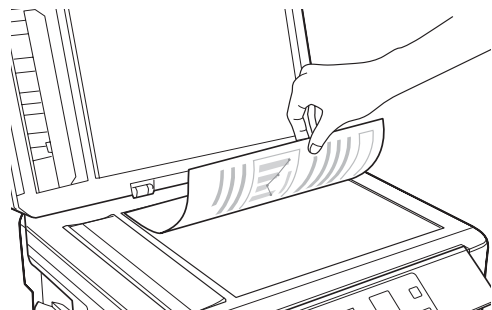
## Place Documents on the Scanner Glass

You can place documents up to letter- or A4-size on the scanner glass and then copy or scan them. Before you start, make sure the glass is clean.

### Note:

You can also copy or scan a book or other thick document up to about 1/2 inch (12 mm) thick.

1. Open the scanner cover.
2. Place your original document face-down on the scanner glass with the top against the back left corner.



3. Close the scanner cover gently to keep your document in place.

Once you've placed your original document, you can copy or scan it in black-and-white.

### Note:

When there is a document on the scanner glass and in the Automatic Document Feeder, the document in the ADF will be scanned.

See also:

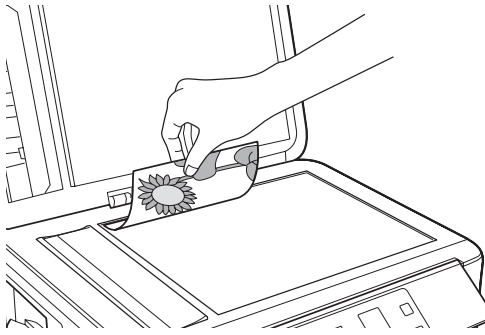
Place Documents in the Automatic Document Feeder

Place Photos on the Scanner Glass

## Place Photos on the Scanner Glass

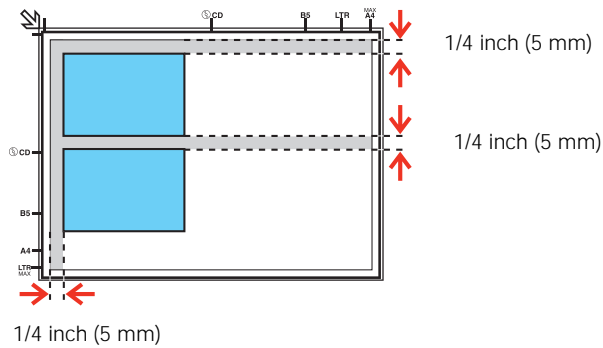
You can place photos on the scanner glass and then copy or scan them.

1. Open the scanner cover.
2. Place your original photo face-down on the scanner glass with the top against the back left corner.



**Note:**

If the edges of your photo are cut off, move the photo 1/4 inch (5 mm) away from the corner of the scanner glass. For multiple photos, place them as shown below and at least 1/4 inch (5 mm) apart.



3. Close the scanner cover gently to keep your photo in place.
- Once you've placed your photo, you can copy or scan it in black-and-white.
- See also:

Place Documents on the Scanner Glass

Place Documents in the Automatic Document Feeder

# Copy Documents and Photos

You can use your product to copy documents and photos in black-and-white.

## Copy Documents

## Copy Photos

### **Note:**

Copies may not be exactly the same size as your original document.

## Copy Documents

You can copy documents in black-and-white onto letter, legal, or A4-size plain paper, Epson Bright White Paper, or Epson Presentation Paper Matte, just like you would on a copy machine. If you use the Automatic Document Feeder, you can copy up to 30 sheets at a time onto letter, legal, or A4-size plain paper.

### **Note:**

When originals are loaded in the Automatic Document Feeder, print settings are automatically set to the following: Paper Size is set to **Letter**, Paper Type is set to **Plain**, and Reduce/Enlarge is set to **Actual Size**. You can change the paper size to **A4**, if necessary. If you make copies larger than letter or A4, the image will be cropped.


To copy a legal-size original onto letter paper using the Automatic Document, set the paper size to **Legal**, and then set the Reduce/Enlarge option to **Legal > Letter**.

1. Load letter-, legal-, or A4-size plain paper or Epson special paper in the paper cassette.






### **Note:**

Load only the recommended number of sheets.

Make sure you select the appropriate paper type.

2. Place your original document(s) on the scanner glass or in the Automatic Document Feeder.
3. Press the  start button to begin copying.



4. To print more than 1 copy, press  or  to select the number (up to 99).
5. To change any of the print settings displayed on the screen, press , press  or  to select an option, then press **OK** to change the setting.

## Copy Mode Print Settings

- To print double-sided, select **2-Sided Copying** and choose the desired option. To change the paper type, select **Paper Type** and choose the type of paper you loaded.


Paper type	Paper Type setting
Plain paper Epson Bright White Paper Epson Presentation Paper Matte	Plain Paper
Epson Premium Presentation Paper Matte	Matte

- To change the paper size, select **Paper Size** and choose the size of paper you loaded.
- To change the layout, select **Layout** and choose **With Border** to leave a small margin around the image, or **2-up Copy** to copy two pages onto a single sheet.
- To adjust the copy size, select **Reduce/Enlarge** and choose either **Actual**, **Auto Fit Page** (to automatically size the image to fit your paper), or **Custom** (to select a percentage using ▲ or ▼, or enter it on the numeric keypad).

**Note:**


If you placed legal-size originals in the Auto Document Feeder, select **Legal>Letter** to copy a legal-size document on letter-size paper.

- If you choose Plain Paper as your **Paper Type** setting, you can change the copy quality. Select **Quality** and choose **Standard Quality**, **Best**, or **Draft**.
- To adjust the darkness or lightness of the copy, select **Copy Density** and choose a higher (darker) or lower (lighter) setting.
- To change the drying time, select **Dry Time** and choose **Standard**, **Longer**, or **Longest**.

After you finish selecting your settings, press  menu.

[DROP DOWN END]

- Press the  start button to begin copying.

To cancel copying, press  stop.

See also:

[Copy Photos](#)


## Copy Photos

You can copy photos in black-and-white onto plain paper, Epson Bright White, or Epson Premium Presentation Paper Matte, just like you would on a copy machine.

- Load plain paper or Epson special paper in the paper cassette.

**Note:**

Load only the recommended number of sheets.

- Place your original photo on the scanner glass.
- Press the  start button to begin copying your photo.



Copy	Copies : 1
1 → 1-Sided with Bor	

4. To print more than 1 copy, press ▲ or ▼ to select the number (up to 99).
5. To change any of the print settings displayed on the screen, press ⌘ menu, press ▲ or ▼ to select an option, then press **OK** to change the setting.

#### Copy Mode Print Settings

- To print double-sided, select **2-Sided Copying** and choose the desired option. To change the paper type, select **Paper Type** and choose the type of paper you loaded.

Paper type	Paper Type setting
Plain paper Epson Bright White Paper Epson Presentation Paper Matte	Plain Paper
Epson Premium Presentation Paper Matte	Matte

- To change the paper size, select **Paper Size** and choose the size of paper you loaded.
- To change the layout, select **Layout** and choose **With Border** to leave a small margin around the image, or **2-up Copy** to copy two pages onto a single sheet.
- To adjust the copy size, select **Reduce/Enlarge** and choose either **Actual**, **Auto Fit Page** (to automatically size the image to fit your paper), or **Custom** (to select a percentage using ▲ or ▼, or enter it on the numeric keypad).

#### **Note:**

If you placed legal-size originals in the Auto Document Feeder, select **Legal>Letter** to copy a legal-size document on letter-size paper.

- If you choose Plain Paper as your **Paper Type** setting, you can change the copy quality. Select **Quality** and choose **Standard Quality**, **Best**, or **Draft**.
- To adjust the darkness or lightness of the copy, select **Copy Density** and choose a higher (darker) or lower (lighter) setting.
- To change the drying time, select **Dry Time** and choose **Standard**, **Longer**, or **Longest**.

[DROP DOWN END]

6. After you finish selecting your settings, press ⌘ menu.
7. Press the ⬡ start button to begin copying.

To cancel copying, press ⏻ stop.

See also:

Copy Documents



# Print From Your Computer

After you connect your product to your computer and install its software, you can print documents from your computer.

Follow the instructions in these sections for your operating system:

[Windows Printing](#)

[Mac Printing \(Mac OS X 10.5 and 10.6\)](#)

[Mac Printing \(Mac OS X 10.4\)](#)

Before you print, make sure you installed your software and connected your product to your computer or network; see the *Start Here* sheet for instructions.

## Tip:

It's a good idea to check for updates to your product software. See [Checking for Software Updates](#) for instructions.

Also be sure to [load paper](#) in the paper cassette.

## Windows Printing

You can print on your product using any Windows<sup>®</sup> printing program.

Follow the steps in these sections:

[Print From a Program](#)

[Select Basic Options](#)

[Select Additional Printing Options](#)

[Select 2-Sided Printing Options](#)

[Print Your Document](#)

[Check Printing Status](#)

[Change Default Print Settings](#)

[Change the Language](#)

See also:

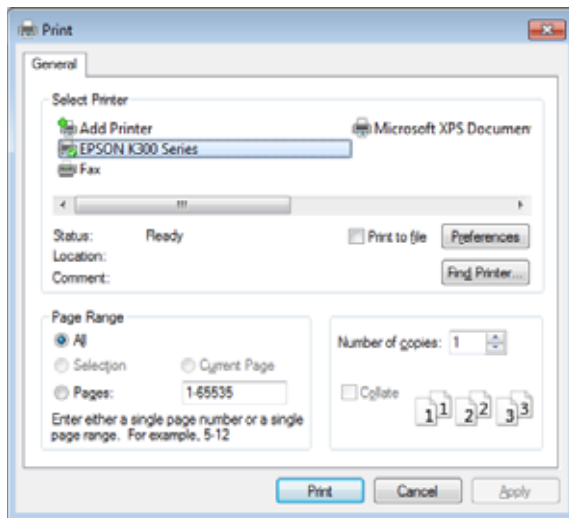
[Mac Printing \(Mac OS X 10.5 and 10.6\)](#)

[Mac Printing \(Mac OS X 10.4\)](#)

## Print From a Program

After you open a document in a Windows program, follow these steps to access your print settings:

1. Select the print option in your application.

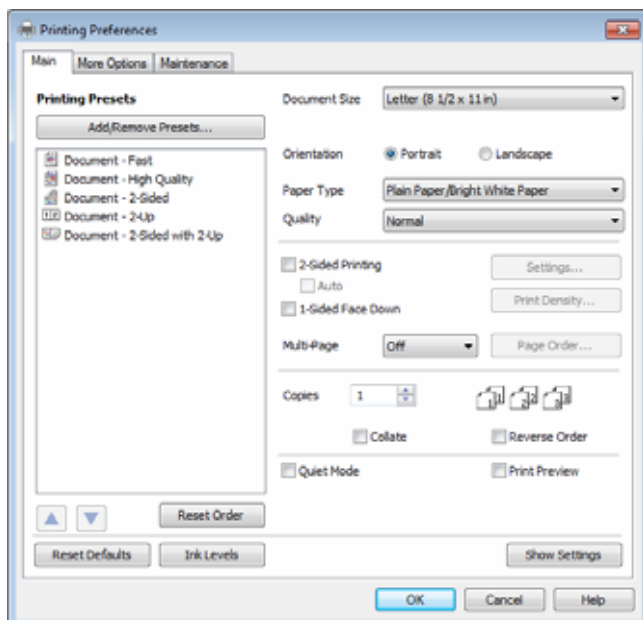


2. Select the name of your Epson product.
3. Click **Preferences** or **Properties**.

**Note:**

If you don't have these buttons, click **Setup**, **Printer**, or **Options**, then click **Properties** or **Preferences** on the next screen.

Your printer settings window opens:



Follow the steps in these sections to select settings, print, and control printing:

Select Basic Options

Select Additional Printing Options

Print Your Document

Check Printing Status

Change Default Print Settings

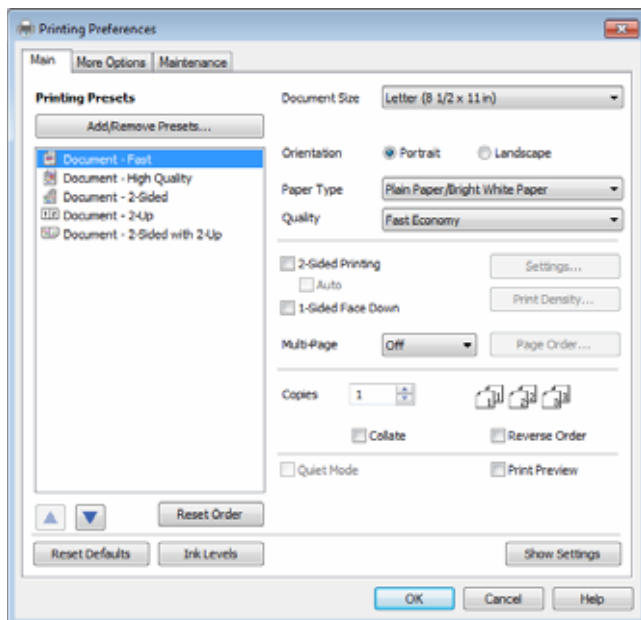
## Select Basic Options

There are two ways to select basic printing options:

- Select a printing preset to quickly select settings for common paper types, sizes, and print qualities.
- Select individual settings on the Main tab.

### Select a Printing Preset

For quick access to the most common settings, point to one of the Printing Presets on the **Main** or **More Options** tab to view a list of the settings for it.



If the settings are correct for your print job, click the preset and print.

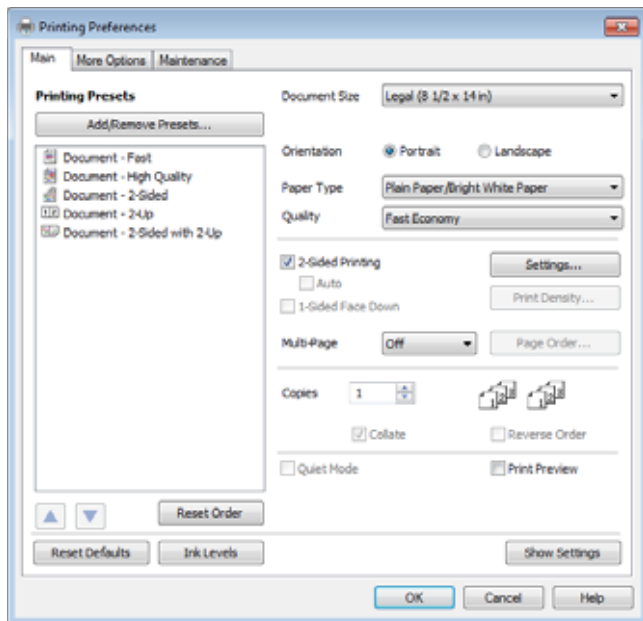
To create your own presets, click **Add/Remove Presets**, type a name for your new preset, then click **Save**.

To delete a preset you created, click **Add/Remove Presets**, select the preset, and click **Delete**.

To reorder the list, highlight one of the Printing Presets and click the up or down arrow to move it. Or click **Reset Order** to return the list to its original order.

### Select Basic Settings on the Main Tab

Click the **Main** tab on the top of the printer settings window to select your basic print options.



### Tip:

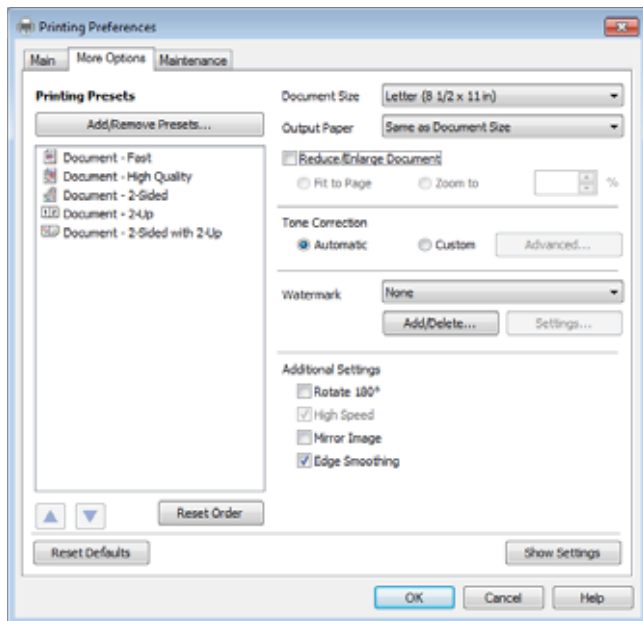
For information about an option, move the mouse over the setting or right-click it to access the on-screen **Help**.

1. Select the **Document Size** setting for the paper you loaded. A **User Defined** option is also available so you can create a custom size.
2. Choose **Portrait** or **Landscape** orientation for your document. (Choose **Landscape** for printing envelopes.)
3. Select the Paper Type setting that matches the paper you loaded.
4. Select a **Quality** option that matches your document, and the print quality you want.
5. Select **2-sided Printing**, if desired (see Select 2-Sided Printing Options for details).
6. Select **Quiet Mode** for quieter printing when **Plain Paper/Bright White Paper** is selected as the Paper Type.
7. Select a **Multi-Page** option to print multiple pages onto one sheet.
8. You can also:
  - Select more printing options.
  - Select select 2-sided printing options.
  - See a summary of your settings (click **Show Settings**).
  - Return to the default settings (click **Reset Defaults**).

When you're finished, you're ready to print.

### Select Additional Printing Options

You can select size, color, and more options on the **More Options** tab.



For information on selecting settings, move the mouse over the setting or right-click the setting and click **Help**.

See also:

Select Basic Options

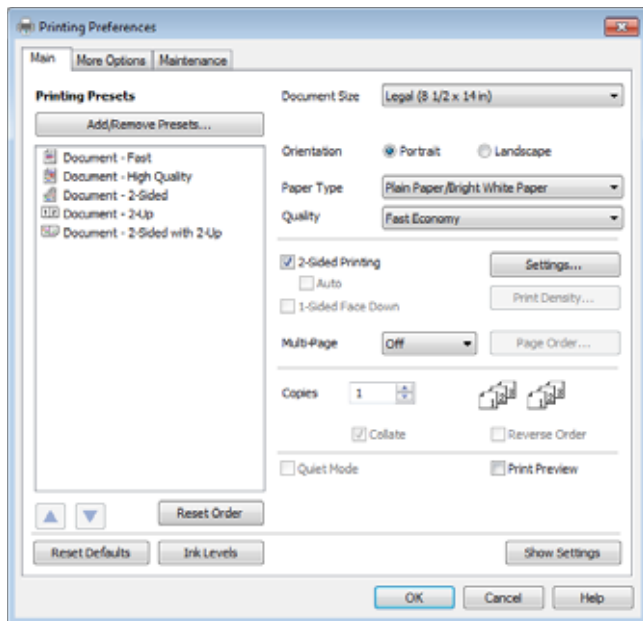
Select 2-Sided Printing Options

### Select 2-Sided Printing Options

You can select a variety of 2-sided Printing Options on the **Main** tab.

#### **Note:**

Make sure you use a paper type that is compatible with the duplexer.



Select **2-Sided Printing**, then select from the following options:

- Click **Settings** to customize binding settings used during double-sided printing.

#### 2-Sided printing settings

- **Binding Edge** and **Binding Margin**: customizes the binding settings used during double-sided printing.
- **Create Folded Booklet**: organizes double-sided printing page order to create a folded booklet.

[DROP DOWN END]

See also:

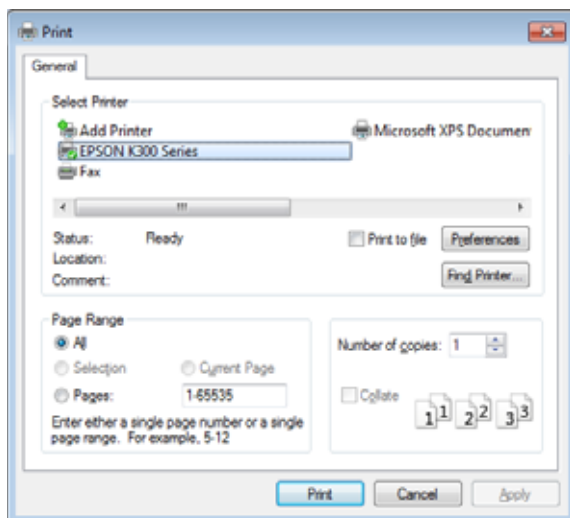
Select Basic Options

Select Additional Printing Options

### **Print Your Document**

After selecting your print settings, click **OK** to save them and return to the Print window.



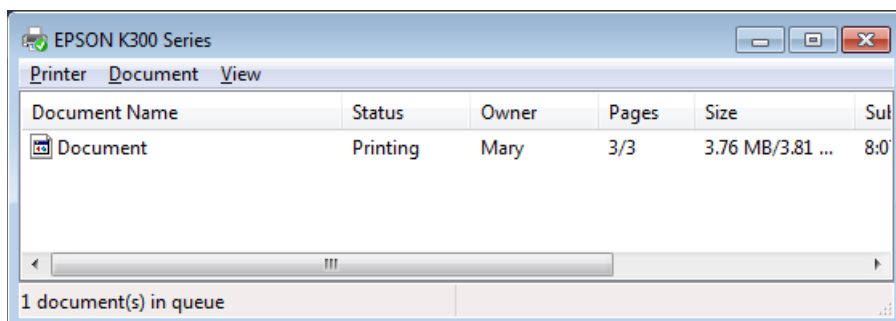


Click **OK** or **Print** to start printing.

During printing, you can check printing status by accessing the Windows Spooler.

### Check Printing Status

During printing, you see this window showing the status of your print job. It allows you to control printing.



- To cancel printing, right-click on the print job and click **Cancel**.
- To pause printing, click on the print job(s) you would like to pause, click **Pause**.
- To restart printing, click on the print job(s) that are marked “On hold” and click **Restart**.


If you see an error during printing, see Solve Problems for solutions.

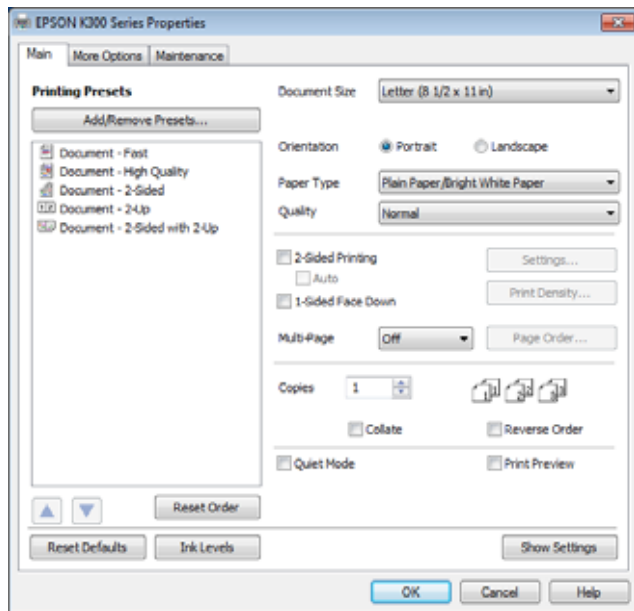
### Note:

You can also cancel printing by pressing your product’s ⏹ stop button.

### Change Default Print Settings

When you change your print settings from within a program, the changes apply only while you're printing at that time. If you want to select different settings to use in all your Windows programs, you can change the default print settings.

1. Right-click the  printer icon in the taskbar, usually in the bottom right corner of your screen.
2. Select **Printer Settings**. You see the **Properties** window:




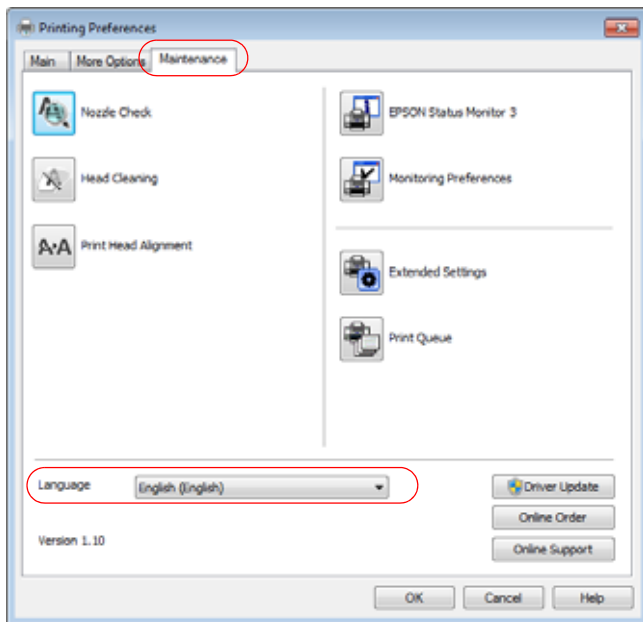
3. Select the print settings you want to use as defaults in all your Windows programs.
4. Click **OK** to close the window.

You can still change the default settings from within a program as needed.

## Change the Language

In Windows, you can choose English, Spanish or Portuguese as the language of the printer software screens.

1. Right-click the  printer icon in the taskbar, usually in the bottom right corner of your screen, and select **Printer Settings**.
2. Click the **Maintenance** tab.



3. Select the **Language** you want to display.
4. Click **OK** to close the driver screen. The language used on the driver screen changes to your selection the next time you access it.

## Mac Printing (Mac OS X 10.5 and 10.6)

You can print using any Mac OS<sup>®</sup> X printing program.

Follow the steps in these sections to print from your Mac<sup>®</sup>:

[Open Your File for Printing](#)

[Select Basic Print Options](#)

[Select Page Setup Options](#)

[Change Print Layout](#)

[Print Double-sided](#)

[Print Your Document](#)

[Check Printing Status](#)

[General Printing Preferences](#)

See also:

[Windows Printing](#)

[Mac Printing \(Mac OS X 10.4\)](#)

## Open Your File for Printing

You can open a file for printing by either:

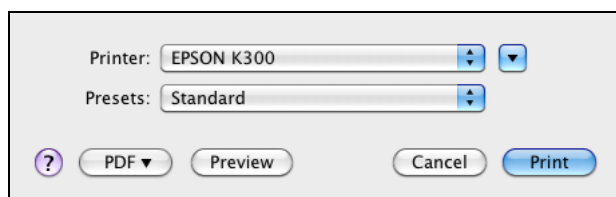
- Starting a printing program and opening a document from it.
- Double-clicking a document file icon on the screen.

When you're ready to print, select print options and then print.

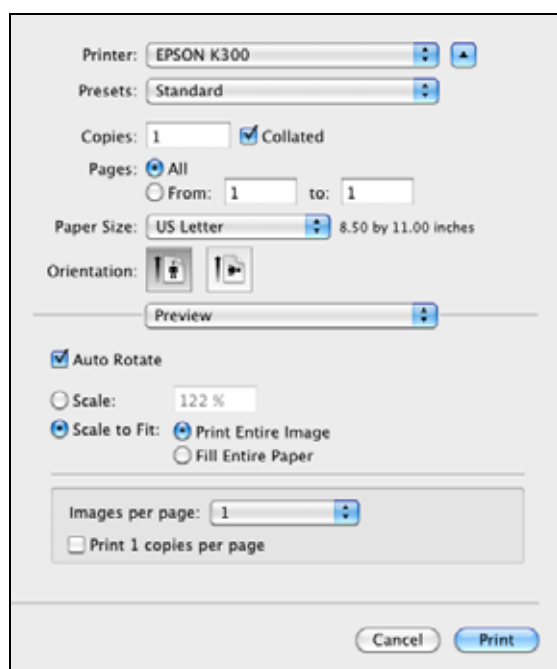
### Select Basic Print Options

After opening your file for printing, open the Print window to select your print options.

1. Open the **File** menu and select **Print**.
2. Select the name of your Epson product as the **Printer** setting.



3. Click the ▼ button to expand the Print window, if necessary.



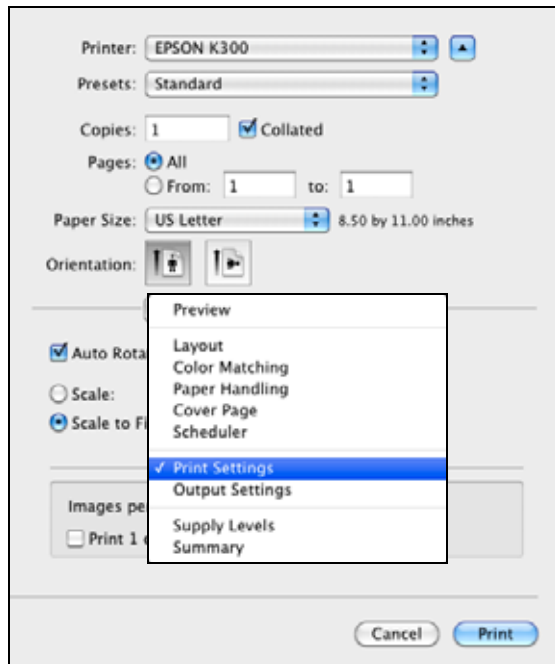
4. Select the page setup options. Choose the **Paper Size** and **Orientation** settings.

#### Note:

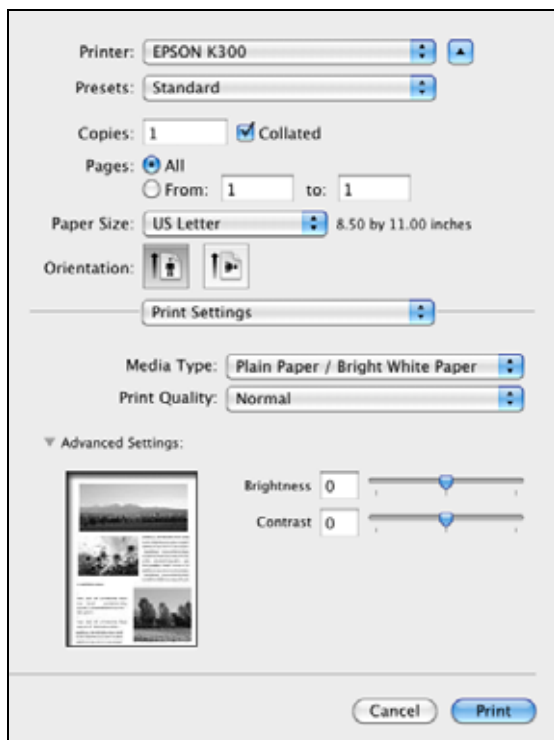
If you don't see these settings here, check for them in your application before printing. For example, you may be able to select them by opening the **File** menu and selecting **Page Setup**.

5. Select any settings that are specific to the application you're using. For example, if you're printing from Preview, you see the application settings shown above.

6. Select **Print Settings** from the pop-up menu.



These settings appear on the screen:



7. Select the Media Type setting that matches the paper you loaded.

8. Select a **Print Quality** for your document. Available settings depend on the selected **Media Type** setting.

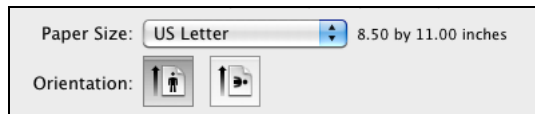
You can also:

- [Select page setup options](#)
- [Select different print layout settings](#)
- [Print double-sided](#)

When you're finished, you're ready to [print](#).


### Select Page Setup Options

Depending on your application, you may be able to select the paper size and orientation settings, and adjust the size of your printed document, from the [Print window](#).



#### Note:

If you don't see these settings in the Print window, check for them in your application before printing. For example, you may be able to select them by opening the **File** menu and selecting **Page Setup**.

1. Select the **Paper Size** setting for the paper you loaded. A custom option is also available so you can create a custom paper size.
2. Choose a portrait or landscape **Orientation** option for your document. (Choose  landscape left for envelopes.)

You can also:

- [Select basic print options](#)
- [Select different print layout settings](#)
- [Print double-sided](#)

When you're finished, you're ready to [print](#).

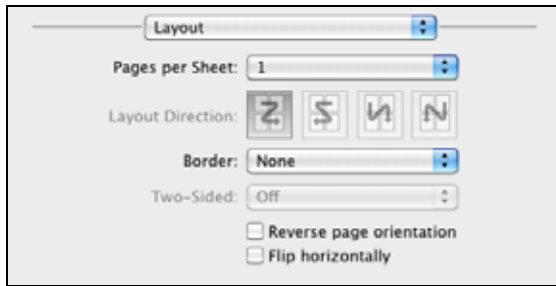
### Change Print Layout

Select **Layout** from the pop-up menu to select a variety of layout options.

#### Note:

To print double-sided, see [Print Double-Sided](#).

1. Select **Layout** in the pop-up menu.



2. Select from the following options, as necessary:

To print multiple pages on one sheet, select **2, 4, 6, 9,** or **16** in the **Pages per Sheet** pop-up menu.

Select the order in which the multiple pages print on the sheet as the **Layout Direction** setting.

To print borders around each page, select one of the line settings in the **Border** pop-up menu.

You can also flip the direction of your image by selecting **Reverse page orientation** or **Flip horizontally**.

You can also:

- [Select basic print options](#)
- [Select page setup options](#)
- [Print double-sided](#)

When you're finished, you're ready to [print](#).

## Print Double-sided

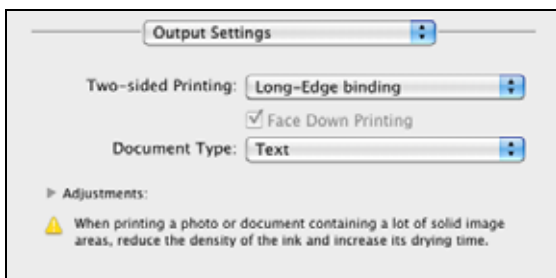
With the built-in duplexer, you can print on both sides of the page automatically.

### Note:

Make sure you use a paper type that is [compatible with the duplexer](#).

Manual 2-sided printing is not supported in Mac OS X 10.5 to 10.

1. Select **Output Settings** from the pop-up menu.



2. Select a binding option for the **Two-sided Printing** setting.

3. Select the type of document you're printing.
4. Click ► **Adjustments** to view more options.
5. Adjust the print density and drying time to prevent ink from bleeding through the page when you print on plain paper.

You can also:

- Select basic print options
- Select page setup options
- Select different print layout settings

When you're finished, you're ready to print.

## Print Your Document

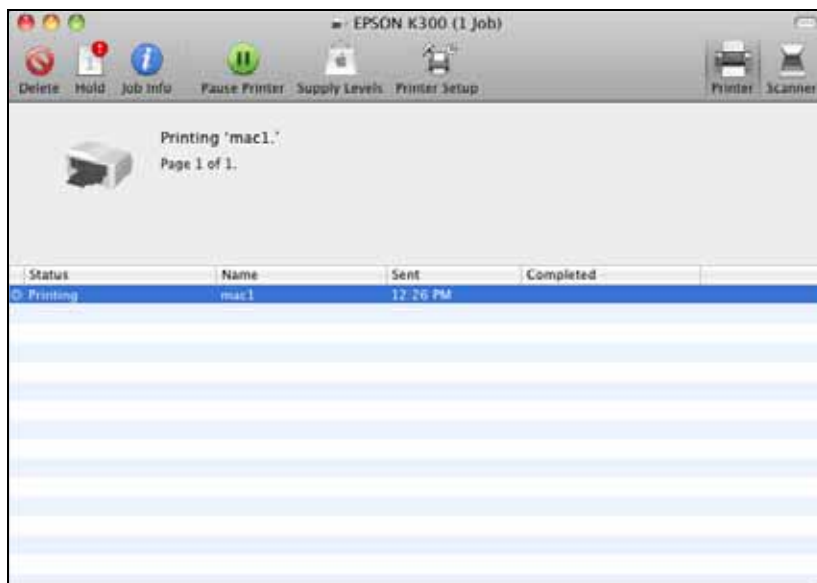
After selecting your print settings, click **Print** to start printing.

During printing, you can check printing status.

## Check Printing Status

During printing, you can view the progress of your print job and control printing.

1. Click your product icon when it appears in the Dock.



2. Select from these options:
  - To cancel printing, click the print job and click **Delete**.
  - To pause printing for a specific print job, click the print job and click **Hold**. To resume printing, click the print job marked "Hold" and click **Resume**.
  - To pause printing for all print jobs, click **Pause Printer**.
  - To check ink status, click **Supply Levels**.



**Note:**

You can also cancel printing by pressing your product's ⏹ stop button.

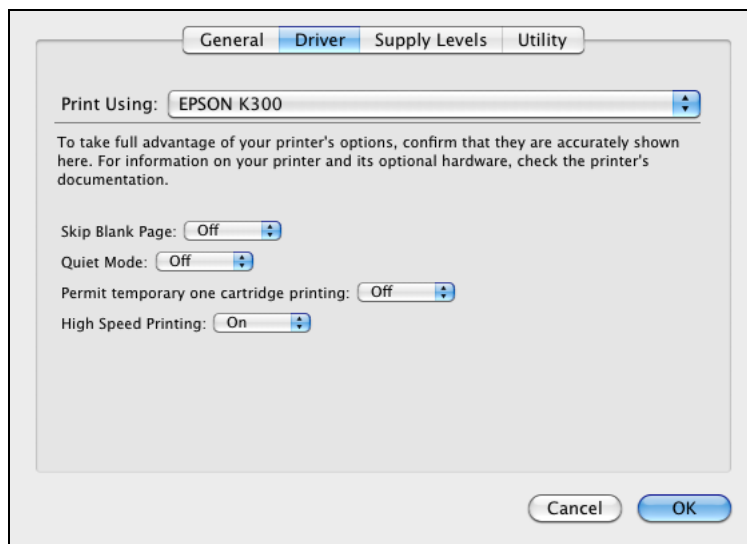
3. When you're finished, close the window to exit the program.

If you see an error during printing, see [Solve Problems](#) for solutions.

**General Printing Preferences**

You can select various printing preferences that will apply to all print jobs.

1. Open **System Preferences**, and then open the **Print & Fax** utility.
2. Make sure your printer is selected, then click the **Options & Supplies** button.
3. Click the **Driver** tab. You see this screen:



4. Select the following options:
  - **Skip Blank Page** to ensure that pages without text or images are not printed
  - **Quiet Mode** for quieter printing when **Plain Paper/Bright White Paper** is selected as the Media Type
  - **Permit temporary one cartridge printing** to print temporarily when one of the ink cartridges is expended.
  - **High Speed Printing** for faster printing; print quality is reduced.
5. Click **OK** when done.

**Mac Printing (Mac OS X 10.4)**

You can print using any Mac OS X printing program.

Follow the steps in these sections to print from your Mac:

[Open Your File for Printing](#)

[Select Page Options](#)

[Select Basic Print Options](#)

[Change Print Layout](#)

[Print Double-Sided](#)

[Print Your Document](#)

[Check Printing Status](#)

See also:

[Windows Printing](#)

[Mac Printing \(Mac OS X 10.5 and 10.6\)](#)

## Open Your File for Printing

You can open a file for printing by either:

- Starting a printing program and opening a document from it.
- Double-clicking a document file icon on the screen.

### Note:

Before printing, make sure you added your printer to the Printer Setup Utility.

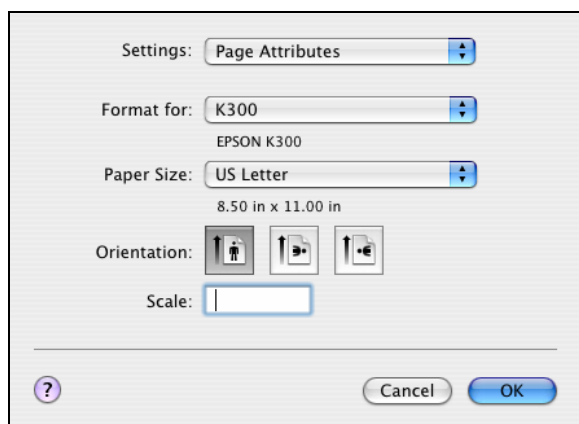
When you're ready to print, select the [page options](#) and [print options](#), and then [print](#).


## Select Page Options

Open the Page Setup window to select your page options.

1. Open the **File** menu and select **Page Setup**.

,



2. Select the name of your Epson product as the **Format for** setting.
3. Select the **Paper Size** setting for the paper you loaded. A custom option is also available so you can create a custom size.
4. Choose a portrait or landscape **Orientation** option for your document. (Choose  landscape left for envelopes.)

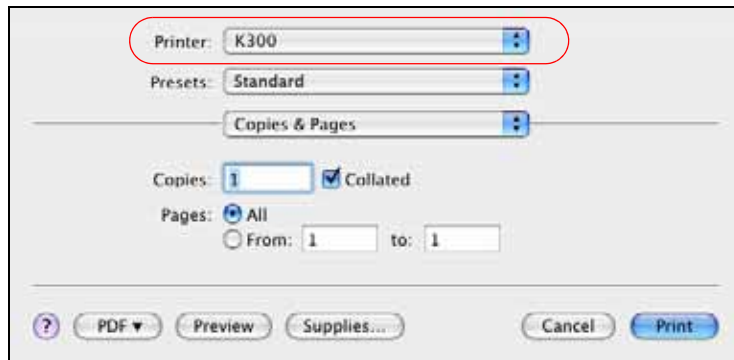
5. Click **OK** to close the Page Setup window.

Now you can select your print settings and print.

### Select Basic Print Options

After selecting your page options, open the Print window to select your print options.

1. Open the **File** menu and select **Print**.

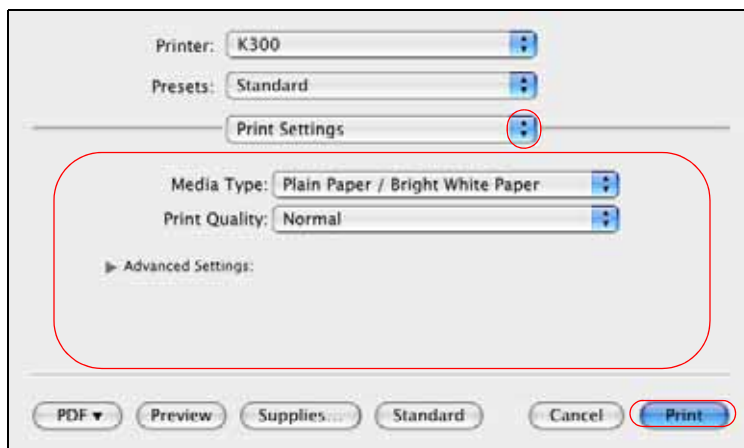


2. Select the name of your Epson product as the **Printer** setting.

3. Select **Print Settings** from the pop-up menu.

#### Note:

In certain programs, you may need to select **Advanced** before you can select Print Settings.



4. Select the Media Type setting that matches the paper you loaded.

5. Select a **Print Quality** for your document. Available settings depend on the selected **Media Type** setting.

You can also:

- Select different print layout settings
- Print double-sided

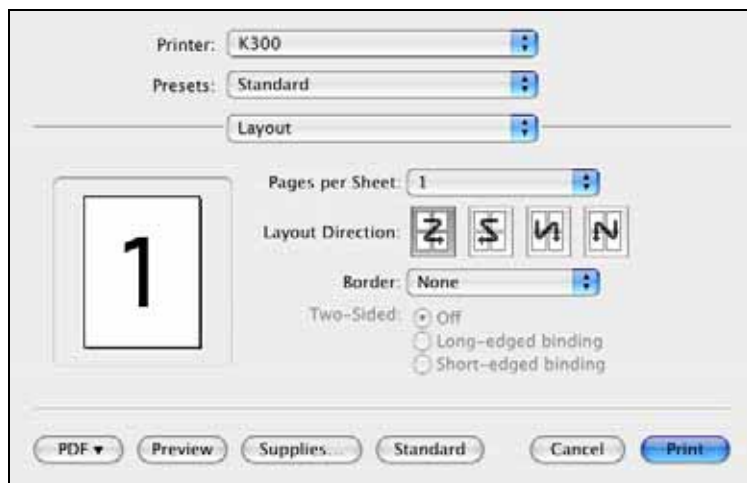
When you're finished, you're ready to print.

### Change Print Layout

Select **Layout** from the pop-up menu to select a variety of layout options.

**Note:**

To print double-sided, see Print Double-Sided.



You can also:

- Select basic print settings
- Print Double-Sided

When you're finished, you're ready to print.

### Print Double-Sided

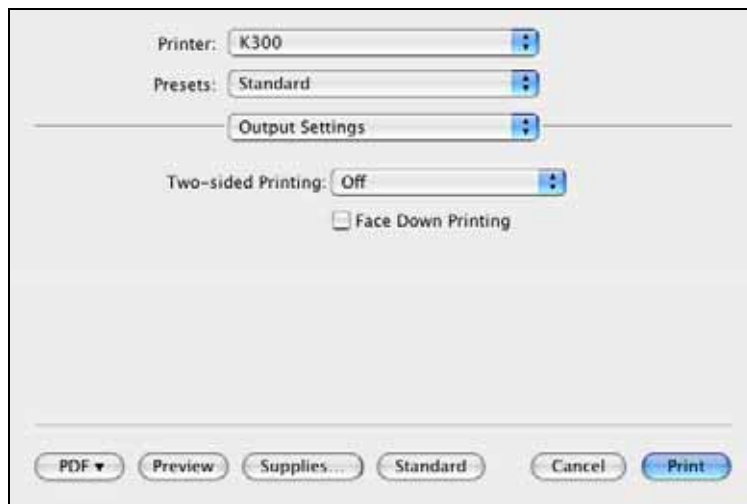
With the built-in duplexer, you can print on both sides of the page automatically.

**Note:**

Make sure you use a paper type that is compatible with the duplexer.

Manual 2-sided printing is not supported in Mac OS X 10.4.

1. Select **Output Settings** from the pop-up menu.



2. Select a binding option for the **Two-sided Printing** setting.
3. Select the type of document you're printing.
4. Click ► **Adjustments** to view more options.
5. Adjust the print density and drying time to prevent ink from bleeding through the page when you print on plain paper.

You can also:

- Select basic print settings
- Select different print layout settings

When you're finished, you're ready to print.

## **Print Your Document**

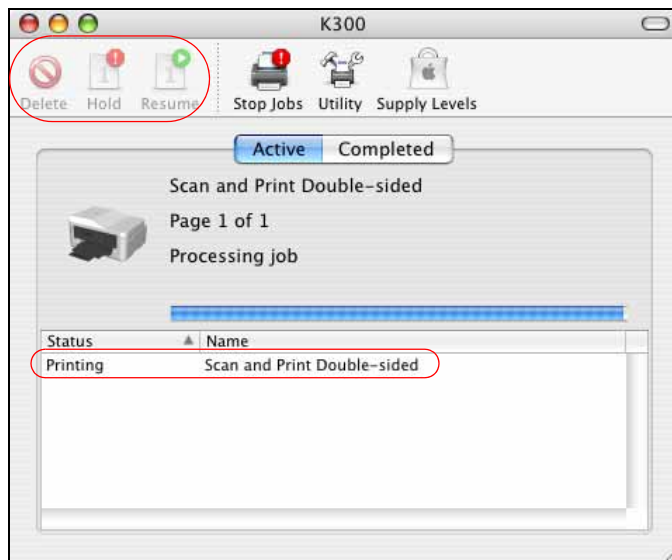
After selecting your print settings, click **Print** to start printing.

During printing, you can check printing status.

## **Check Printing Status**

During printing, you can view the progress of your print job and control printing.

1. Click your product icon when it appears in the Dock.



2. Select from these options:

- To cancel printing, click the print job and click **Delete**.
- To pause printing, click the print job and click **Hold**.
- To resume printing after pausing it, click a print job marked “Hold” and click **Resume**.
- To check ink status, click **Supply Levels**.

**Note:**

You can also cancel printing by pressing your product's ⏹ stop button.

3. When you're finished, close the window to exit the program.

If you see an error during printing, see [Solve Problems](#) for solutions.

# Scan to Your Computer

You can scan original documents and photos and save them as digital files on your computer.

There are two ways to scan to your computer:

- [Scan From the Control Panel](#)
- [Scan With Your Computer](#)

## Note:

Epson Scan is not available for Mac OS X 10.6. See [Scanning With Mac OS X 10.6](#).

## Scan From the Control Panel

You can scan an image to your computer, attach it to an e-mail, or save it as a PDF file. Before using these features, make sure you've installed your product software and connected it to your computer or network.

Follow the steps in these sections to scan using the control panel:

[Scan to PC](#)

[Scan to PC \(PDF\)](#)


[Scan to PC \(Email\)](#)

Your product will automatically select suitable default scan settings. If you want to view or change those settings, see [Change Scan Settings](#).

## Note:

If you are using Mac OS X 10.6 and want to scan from the control panel, your product must be connected to your computer with a USB cable. Scanning from the control panel produces JPG files in Mac OS X 10.6.






## Change Scan Settings

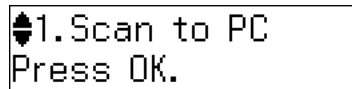
1. Open Event Manager.
  - **Windows:**  
Click  or **Start > All Programs** or **Programs > Epson Software > Event Manager**.
  - **Mac OS X 10.4 and 10.5:**  
Open the **Applications** folder, click **Epson Software**, then click **Event Manager**.
2. Click **Make Job Settings**.
3. Select the job setting that you want to modify from the Edit Job Settings drop-down list.
4. Select job settings as necessary.
5. Click **OK** when you're done selecting settings.
6. Click **Close** to exit the Event Manager settings screen.

## Scan to PC





Scan to PC automatically creates a JPG image and saves it to your computer. This is ideal for scanning photos, but you can also scan a single-page document this way. ([Scan to PC \(PDF\)](#) is recommended for scanning documents.)

Before you begin, place your original on the scanner glass.

1. Press the  menu button.
2. Press  or  to select **Scan**, then press **OK**.
3. Press  or  to select **Scan to PC**, then press **OK**.



1.Scan to PC  
Press OK.






4. Do one of the following:
  - If your product is connected directly to your computer with a USB cable, press  or  to select **USB Connection**, then press **OK**.
  - If your product is connected to a network, press  or  to select your computer name from the list, then press **OK**.


Your scanned image file is shown in Windows Explorer or Mac Finder (or as an image capture in Mac OS X 10.6).

### Scan to PC (PDF)





Scan to PC (PDF) automatically creates a PDF file and saves it to your computer. This is ideal for scanning documents.

Before you begin, place your original on the scanner glass.

1. Press the  menu button.
2. Press  or  to select **Scan**, then press **OK**.
3. Press  or  to select **Scan to PC (PDF)**, then press **OK**.



Scan to PC (PDF)  
Press **OK**.

4. Do one of the following:
  - If your product is connected directly to your computer with a USB cable, press  or  to select **USB Connection**, then press **OK**.
  - If your product is connected to a network, press  or  to select your computer name from the list, then press **OK**.






Your scanned image file is shown in Windows Explorer or Mac Finder.

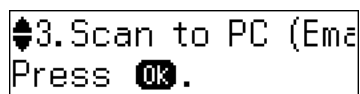
### Scan to PC (Email)







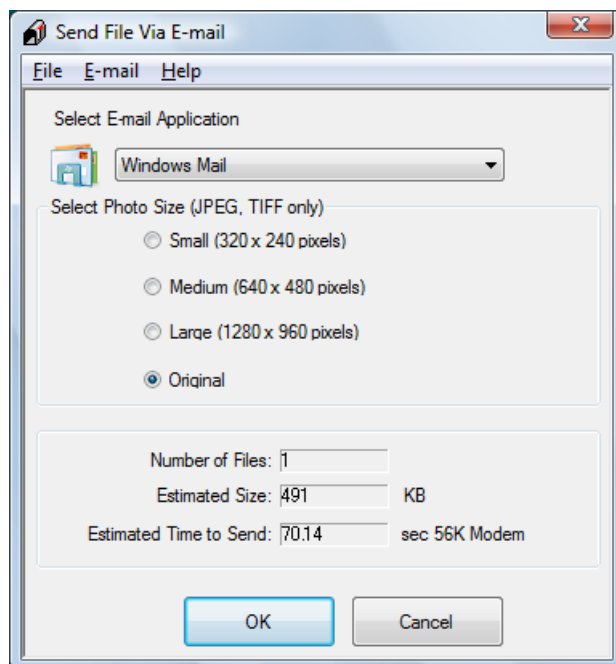
Scan to PC (Email) automatically scans a photo or document, launches your e-mail application, and attaches the file as a JPG image to a new outgoing message. This feature works with MAPI-type e-mail such as Microsoft® Outlook or Outlook Express, but not web-based e-mail such as Yahoo® or Gmail. (If you're not sure, check with your e-mail provider to determine what type of e-mail account you have. If you have Windows 7, you need to install Outlook or Outlook Express to be able to use this feature.)

Before you begin, place your original on the scanner glass.

1. Press the  menu button.
2. Press  or  to select **Scan**, then press **OK**.
3. Press  or  to select **Scan to PC (Email)**, then press **OK**.



4. Do one of the following:
  - If your product is connected directly to your computer with a USB cable, press  or  to select **USB Connection**, then press **OK**.
  - If your product is connected to a network, press  or  to select your computer name from the list, then press **OK**.
5. When scanning is complete, you see this window:



6. Select the e-mail program you use in the Select E-mail Application list.
7. If you want to resize your image(s), choose an option under **Select Photo Size**.

**Note:**

The box at the bottom of the window displays information about the image file(s) you're attaching to the e-mail message.

8. Click **OK**. Your e-mail program is opened and any scanned images are attached to a new e-mail message. See your e-mail program for help if you need instructions on sending your e-mail message.

## Scan With Your Computer

You can use your product to scan an image to your computer. Before using this feature, make sure you've installed your product software and connected it to your computer or network.

**Note:**

Epson Scan is not available for Mac OS X 10.6. For scanning instructions, see [Scanning With Mac OS X 10.6](#).

Follow the instructions in these sections to scan using Epson Scan:

[Start Epson Scan](#)

[Select a Scan Mode](#)

[Scan in Home Mode \(Semi-Automatic\)](#)

[Scan in Office Mode](#)

[Scan in Professional Mode \(Fully Manual\)](#)

You can also open a [TWAIN-compatible scanning program](#) and scan your images directly into the program window for editing and printing.

Follow the instructions in these sections to perform special scanning tasks:

[Restore Color as You Scan](#)

[Scan to a PDF File](#)

[Choose Scan File Settings](#)

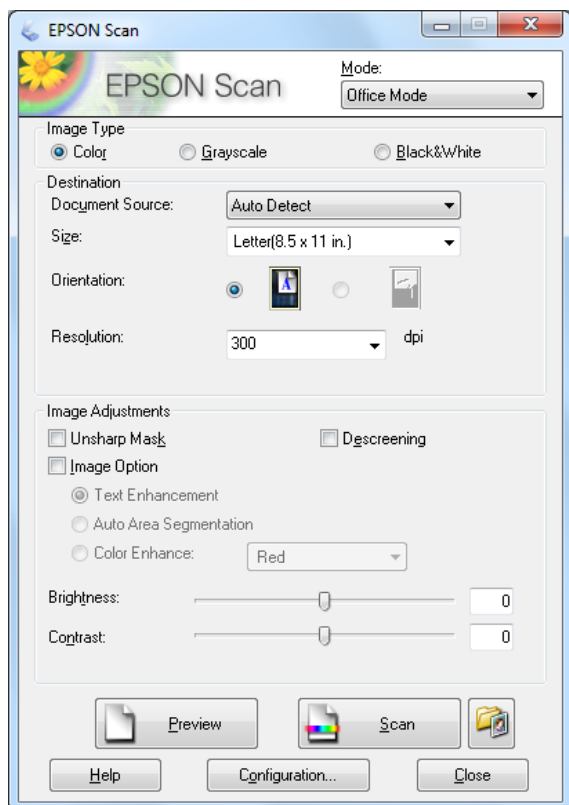
[View and Print Scanned Images](#)

[Convert a Document to Editable Text \(OCR\)](#)

### Start Epson Scan

Before you start Epson Scan, [place your original](#) on the scanner glass or in the Automatic Document Feeder. Then start Epson Scan in one of the following ways:

- **Windows:**  
Double-click the **EPSON Scan** icon on your Windows desktop.
- **Mac OS X:**  
Open the **Applications** folder, then the **Epson Software** folder, and click the **EPSON Scan** icon.



**Note:**

You can also launch Epson Scan from any TWAIN-compliant application, such as Adobe® Photoshop®.

Now you can select a scan mode.

***Scan From Another Program***

Before you start, place your original on the scanner glass or in the Automatic Document Feeder.

1. Start the program you want to use for scanning, and select its scanning option. (See your scanning program help for instructions.)

**Note:**

In some programs, you must select your product as the “source” first. If you see a **Select Source** option, choose it and select your product.

2. Select your product. Epson Scan starts automatically.

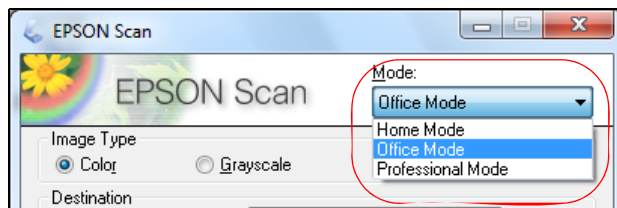
**Note:**

With Windows, do not choose a **WIA** option for your product; it will not work correctly.

Now you can select a scan mode.

**Select a Scan Mode**

Epson Scan provides a choice of scan modes with different levels of automatic settings. Select the mode from the Mode box:



For instructions on scanning in a mode, click the mode name below:

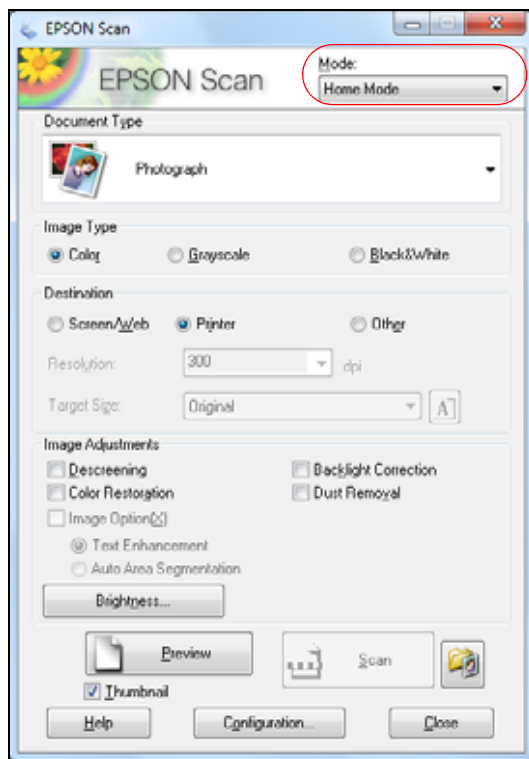
Home Mode lets you select some settings, and preview and size your scanned image. Color Restoration, Dust Removal, and Backlight Correction options are available. You cannot scan with the Automatic Document Feeder in this mode.

Office Mode lets you quickly scan text documents and adjust them on a preview screen. Unsharp Mask, Text Enhancement, and Descreening options are available. Epson Scan opens in this mode the first time you use it. You can use the Automatic Document Feeder when scanning in this mode.

Professional Mode lets you manually customize all available settings, and preview and size your scanned image. Unsharp Mask, Descreening, Color Restoration, Backlight Correction, Dust Removal, and Auto Exposure options are available. You can use the Automatic Document Feeder in this mode.

### **Scan in Home Mode (Semi-Automatic)**

Start Epson Scan and make sure **Home Mode** is selected as the Mode setting.



Follow the instructions in these sections to select settings as necessary for your type of original:

Select Document or Image Type

Select Scan File Destination

Select Scan Quality (Resolution)

Preview

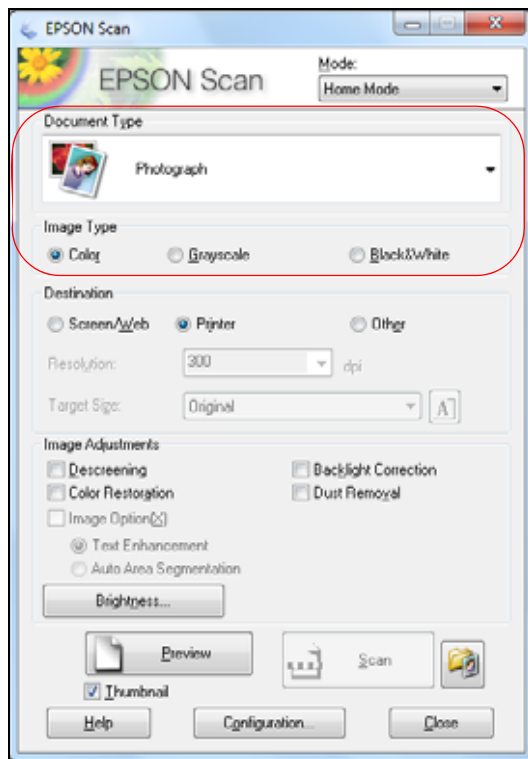
Select Scanned Image Area

Adjust Image Quality

Select Scanned Image Size

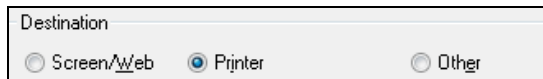
Scan and View Image

***Select Document or Image Type***



1. Select the type of original you're scanning as the **Document Type**, such as **Photograph** or **Text/Line Art**.
2. Select whether your original is **Color**, **Grayscale**, or **Black&White** as the **Image Type**.
3. Now select the Destination setting.

#### *Select Scan File Destination*



1. Select the way you plan to use your scanned image as the **Destination**. The **Resolution** setting is selected based on the **Destination** you choose.

**Screen/Web:** For images you will e-mail, view on a computer screen, or post on the web.

**Printer:** For images you will print or documents you are converting to editable text (OCR).

**Other:** For images that you want to select a custom resolution for.

2. Now you can customize the resolution or preview your image.

#### *Select Scan Quality (Resolution)*

Resolution is indicated in dpi (dots per inch).

1. You can enter a custom **Resolution** only when you choose **Other** as the Destination setting:

Destination

☐ Screen/Web ☐ Printer ☒ Other

Resolution: 300 dpi

2. Select your **Resolution** based on how and when you will enlarge your image.

#### Determining a scan resolution

If you plan to enlarge the image so you can print it at a larger size, you may need to increase the resolution. Follow these guidelines:

- **You will enlarge the image as you scan it.**  
If you will enlarge the images in Epson Scan using the Target Size setting (Home and Professional modes only) you don't need to increase the **Resolution** setting.
- **You will scan the image at its original size, but then enlarge it later in an image-editing program.**  
If you will enlarge your images later in an image-editing program, you need to increase the **Resolution** setting to retain a high image quality. Increase the resolution by the same amount you will increase the image size. For example, if the resolution is 300 dpi (dots per inch), and you will increase the image size by 200% later, change the **Resolution** setting to 600 dpi.

If you are scanning at 100% or reducing the size, select your **Resolution** based on how you will use the scanned image:

**E-mail/view on a computer screen/post on the web:** 96 to 150 dpi

**Print/convert to editable text (OCR):** 300 dpi

**Fax:** 200 dpi

[END DROP DOWN]

3. Now you can preview your image.

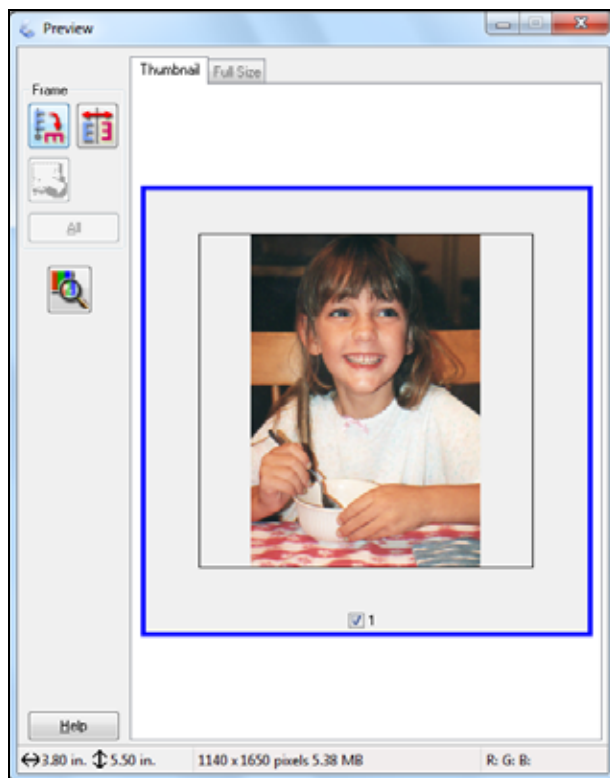
#### **Preview**



There are two types of preview available:

**Thumbnail** displays your previewed images as thumbnails with the scanned image area and exposure automatically selected. If the **Thumbnail** checkbox is checked, clicking the **Preview** button opens a thumbnail preview.

**Normal** displays your previewed images in their entirety so you can select the scanned image area and other settings manually. If the **Thumbnail** checkbox is unchecked, clicking the **Preview** button opens a normal preview.

1. Click the **Preview** button to preview your images in a new Preview window.



2. To rotate or flip the image (thumbnail preview only), click the thumbnail and click the  rotation or  mirroring icon.
3. If desired, you can crop the area you want to scan and select image quality settings.
4. When you're finished, you can select your scan size and scan.

### ***Select Scanned Image Area***

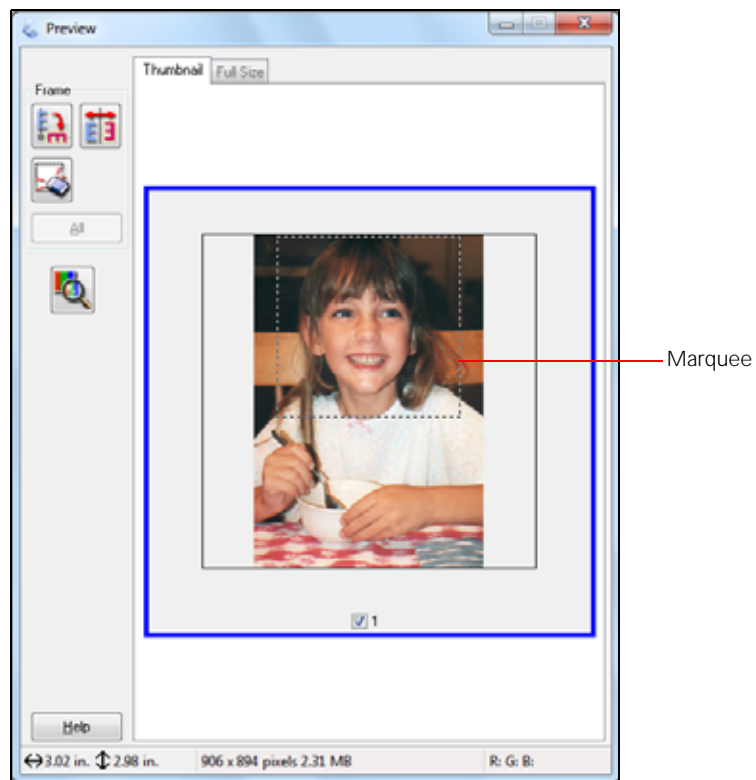
In thumbnail preview, your scanned image area is selected automatically.

In normal preview, you create the scanned image area by clicking a button.

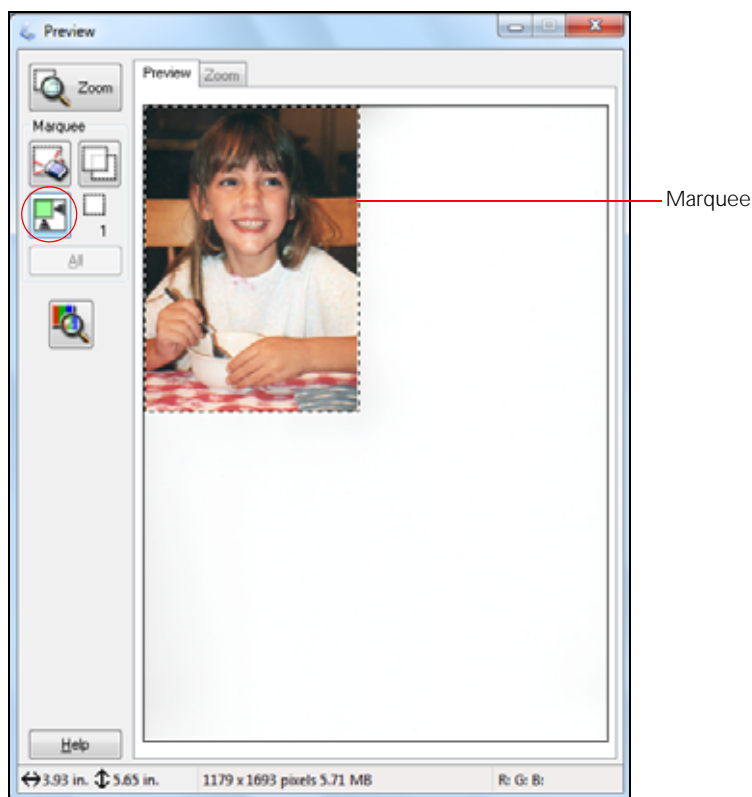
You can adjust the scanned image area by creating and/or moving the dotted line (marquee) outlining the scan area:

1. Do one of the following:
  - **Thumbnail preview:** Create a marquee by placing your cursor in one corner of the desired scan area, clicking, and dragging the cursor to the opposite corner.







- **Normal preview:** Click the  auto locate icon to create a marquee.



2. To move a marquee, click inside the marquee and drag it where you want it.
3. To resize a marquee, place the cursor over a marquee edge or corner, then click and drag the edges where you want them.

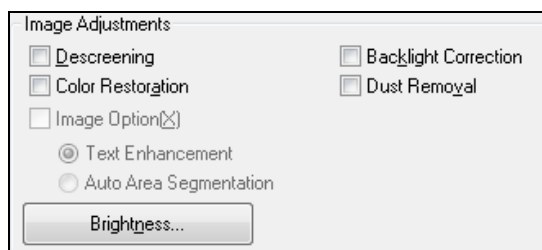
**Tip:**

To retain the marquee width/height proportions, hold the **Shift** key as you resize the marquee.

4. In Normal Preview mode, you can create up to 50 marquees at a time. Click the  copy marquee icon to copy existing marquees, or click the  delete marquee icon to delete the selected marquee.
5. If desired, you can select image quality settings.
6. When you're finished, you can select your scan size and scan.

***Adjust Image Quality***

You can adjust exposure, brightness, and other image quality settings before you scan to improve your results.

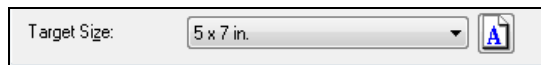


Setting	Description
Descreening	Removes the rippled pattern that can appear in subtly shaded image areas, such as in skin tones. Also improves results when scanning magazine or newspaper images. The results of descreening do not appear in the preview image, only in your scanned image.
Color Restoration	Restores the colors in faded photos automatically.
Backlight Correction	Removes shadows from photos that have too much background light.
Dust Removal	Removes dust marks from your originals automatically.
Text Enhancement	Sharpens the appearance of letters in text documents. (Available only when you select <b>Text/Line Art</b> , <b>Newspaper</b> , or <b>Magazine</b> as the Document Type setting.) Check the <b>Image Option</b> box, then select the setting.
Auto Area Segmentation	Makes grayscale images clearer and text recognition more accurate by separating the text from the graphics. (Available only when you select <b>Text/Line Art</b> , <b>Newspaper</b> , or <b>Magazine</b> as the Document Type setting and <b>Black&amp;White</b> as the Image Type.) Check the <b>Image Option</b> box, then select the setting.
Threshold	Adjusts the level at which the black areas in text and line art are delineated, improving text recognition in OCR programs. (Available only when you select <b>Black&amp;White</b> as the Image Type setting.) Click the <b>Brightness</b> button to access the setting.
Brightness	Adjusts the overall image lightness and darkness.
Contrast	Adjusts the difference between the light and dark areas of the overall image. Click the <b>Brightness</b> button to access the <b>Contrast</b> setting.


### *Select Scanned Image Size*

You can scan images at their original size, or reduce or enlarge them as you scan them. You can also select a specific scan size (such as 8 × 10 inch [203 × 254 mm] for photos) so you can crop the image using the correct proportions.

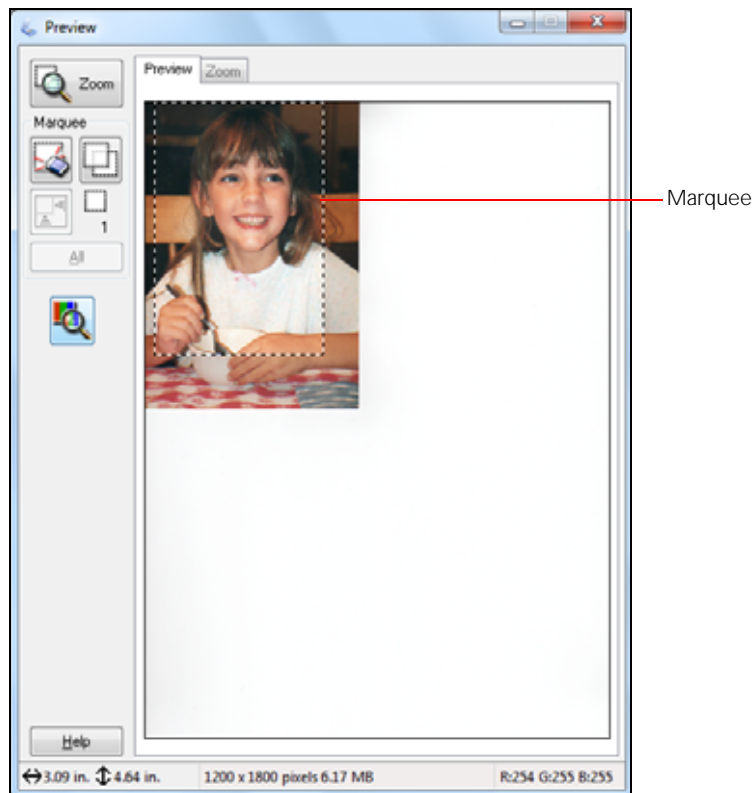
1. Preview your original image.
2. Select the size you want your scanned image to be from the **Target Size** list.



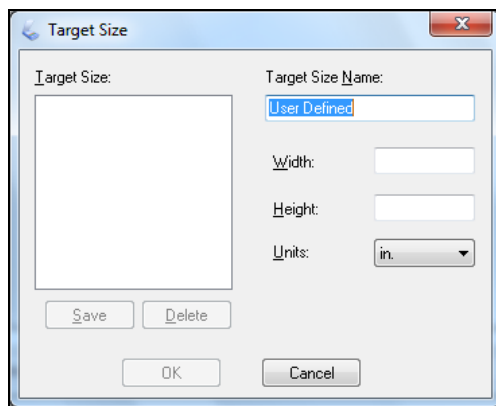
**Note:**

If you need to rotate the orientation of the scan area marquee, click the  orientation icon.

A dotted line (marquee) appears on your preview image proportioned for that size.



3. If you need to create a scanned image size that is not in the **Target Size** list, select **Customize**.

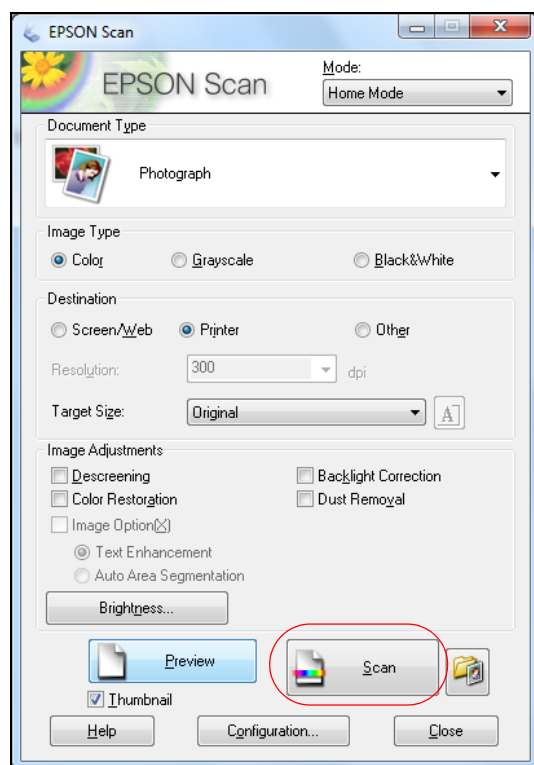


4. Name the custom size, enter the size, click **Save**, and click **OK**. Then create a marquee on the preview image to define the scanned image area. The size is automatically proportioned.
5. When you're finished, you can scan and view your image.

### ***Scan and View Image***

After selecting your scan settings, you are ready to scan and view your scanned images.

1. Click **Scan**.



**Note:**

If you started your scan from within a TWAIN-compatible scanning program, your scanned images open in the program window. Click **Close** to exit Epson Scan.

2. Select the scan file settings you want to use from the window that appears.
3. Click **OK**.
4. Your scanned image file is shown in Windows Explorer or the Mac Finder.
5. Now you can view and print your scanned images, attach them to an e-mail, or use them however you like.

See also:

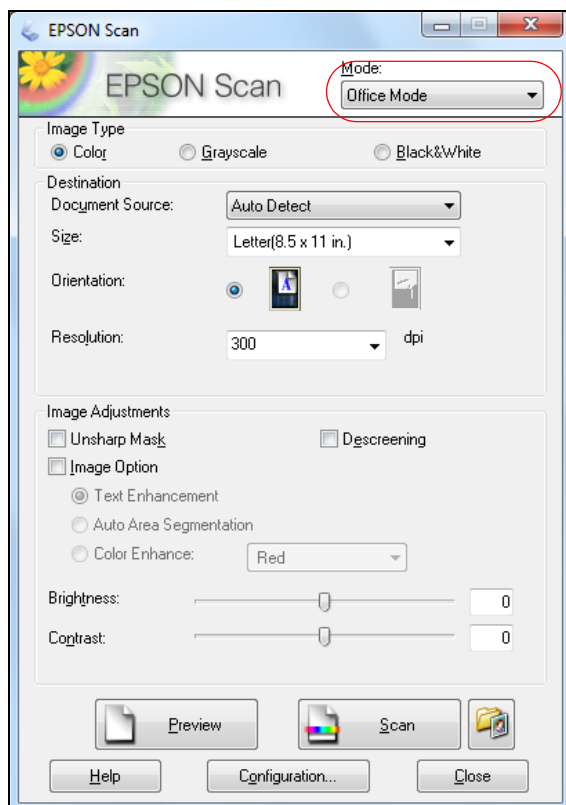
Scan in Office Mode

Scan in Professional Mode (Fully Manual)

**Scan in Office Mode**

Use Office Mode to quickly select settings for scanning text documents.

1. Start Epson Scan and make sure **Office Mode** is selected as the Mode setting.



2. Select whether your original is **Color**, **Grayscale**, or **Black&White** as the Image Type.
3. Select where you placed your originals as the Document Source setting. Select **Auto Detect** to locate the originals automatically, **Document Table** (for documents placed on the scanner

glass), or **ADF - Single-sided** or **ADF - Double-sided** (for documents placed in the Automatic Document Feeder).

4. Select the **Size** of the originals and their **Orientation**.
5. Select the desired scanning **Resolution**.

Select a resolution

Resolution is indicated in dpi (dots per inch):

A screenshot of a software interface showing a 'Resolution:' label followed by a dropdown menu. The dropdown menu is open, displaying the value '300' and a downward arrow. To the right of the dropdown is the unit 'dpi'.

Select your **Resolution** based on how you will use the scanned image:

**E-mail, view on a computer screen, or post on the web:** 96 to 150 dpi

**Print or convert to editable text (OCR):** 300 dpi

**Fax:** 200 dpi

6. Click the **Preview** button. Epson Scan previews your document and displays it in the Preview window.  
If you're using the Automatic Document Feeder, the preview scans the first page and ejects it. Place the page back on top of the other pages and reload them in the feeder.
7. If desired, you can draw a marquee (or box) around the area you want to scan in the Preview window.
8. Adjust the image quality, if necessary.
9. Click **Scan** to scan and view the image.

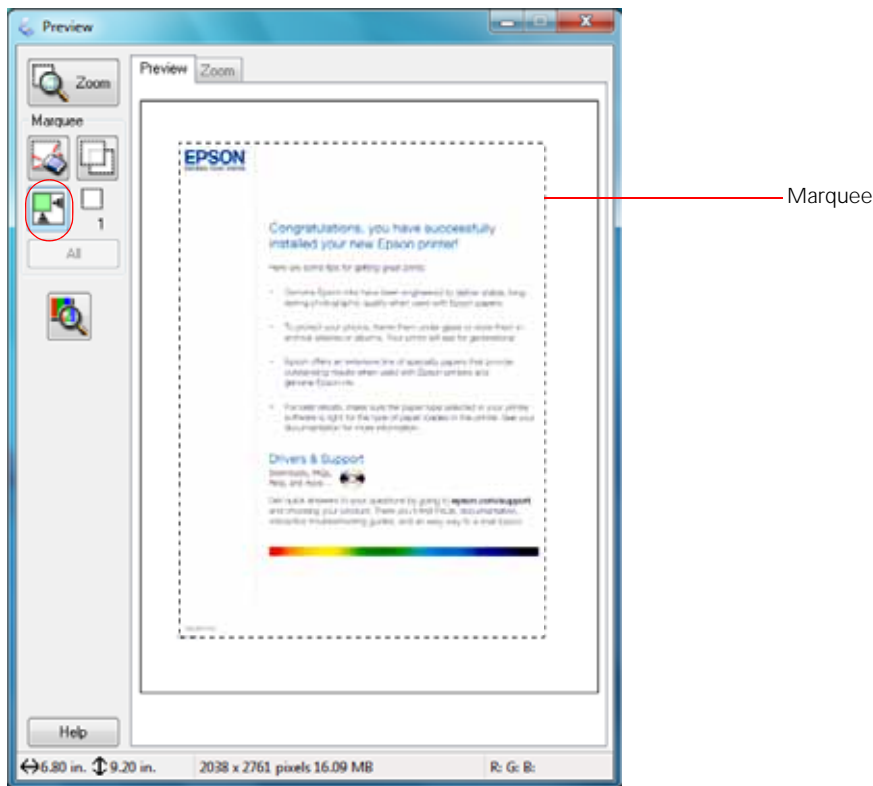
Your scanned image file is shown in Windows Explorer or Mac Finder.

Now you can view and print the image.

***Select Scanned Image Area***

You can adjust the scanned image area by creating and/or moving the dotted line (marquee) outlining the scan area:



1. Click the  auto locate icon to create a marquee.



2. To move a marquee, click inside the marquee and drag it where you want it.
3. To resize a marquee, place the cursor over a marquee edge or corner, then click and drag the edges where you want them.

**Tip:**

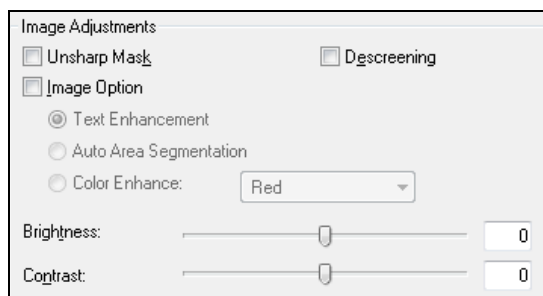
To retain the marquee width/height proportions, hold the **Shift** key as you resize the marquee.

4. You can create up to 50 marquees at a time. Click the  copy marquee icon to copy existing marquees or click the  delete marquee icon to delete the selected marquee.

***Adjust Image Quality***

You can adjust exposure, brightness, and other image quality settings before you scan to improve your results. Before making adjustments, be sure to click the image or marquee for the area you want to adjust.



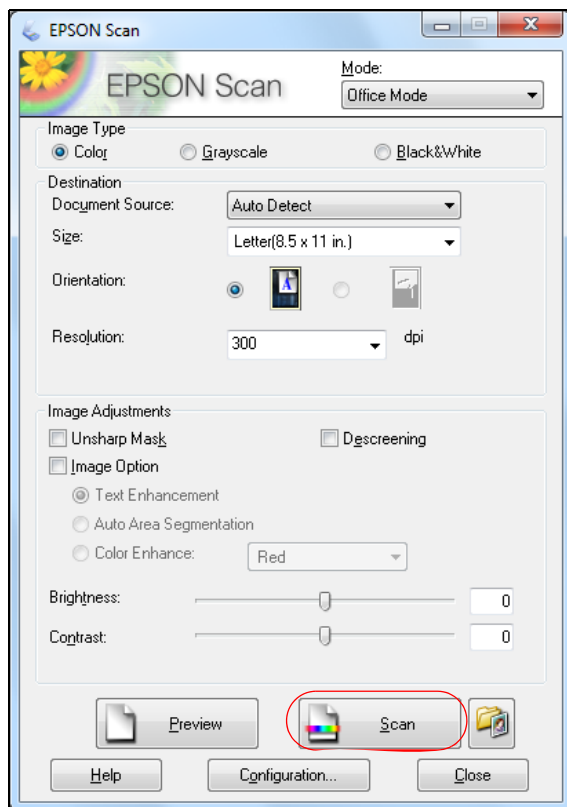


Setting	Description
Unsharp Mask	Turn on to make the edges in different areas of your image clearer. Turn off to leave softer edges.
Descreening	Removes the rippled pattern that can appear in subtly shaded image areas, such as in skin tones. Also improves results when scanning magazine or newspaper images. The results of descreening do not appear in the preview image, only in your scanned image.
Text Enhancement	Adjusts the level at which the black areas in text and line art are delineated, improving text recognition in OCR programs. Check the <b>Image Option</b> box and then select the setting.
Auto Area Segmentation	Makes grayscale images clearer and text recognition more accurate by separating the text from the graphics. (Available only when you select <b>Black&amp;White</b> as the Image Type.) Check the <b>Image Option</b> box and then select the setting.
Color Enhance	Enhances red, green, or blue shades in the scan. (Available when you select <b>Grayscale</b> or <b>Black&amp;White</b> for the Image Type setting.) Check the <b>Image Option</b> box and then select the setting.
Brightness	Adjusts the overall image lightness and darkness.
Contrast	Adjusts the difference between the light and dark areas of the overall image.

### *Scan and View Image*

After selecting your scan settings, you're ready to scan and view your scanned images.

1. Click **Scan**.



**Note:**

If you started your scan from within a TWAIN-compatible scanning program, your scanned images open in the program window. Click **Close** to exit Epson Scan.

2. Select the scan file settings you want to use from the window that appears.
3. Click **OK**.
4. Your scanned image file is shown in Windows Explorer or Mac Finder.
5. Now you can view and print your scanned images, attach them to an e-mail, or use them however you like.

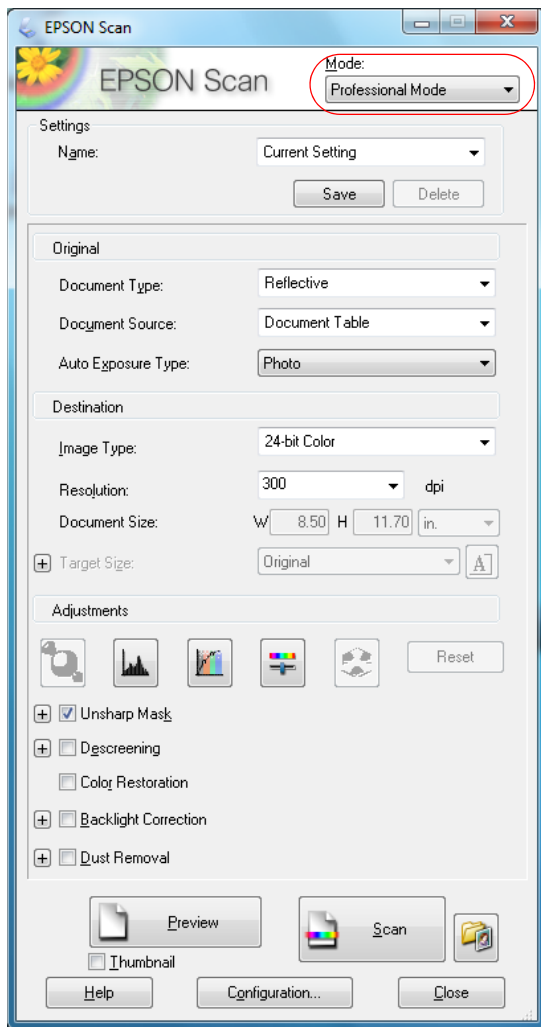
See also:

Scan in Home Mode (Semi-Automatic)

Scan in Professional Mode (Fully Manual)

**Scan in Professional Mode (Fully Manual)**

Start Epson Scan and make sure **Professional Mode** is selected as the Mode setting.



Follow the instructions in these sections to select settings as necessary for your type of original:

Select Document or Image Type

Select Scan File Destination and Scan Quality (Resolution)

Preview

Select Scanned Image Area

Adjust Image Quality

Select Scanned Image Size

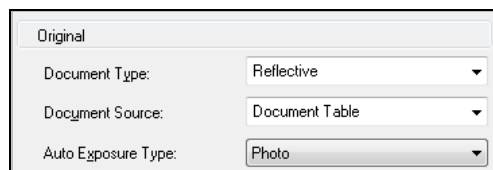
Scan and View Image

See also:

Scan in Home Mode (Semi-Automatic)

Scan in Office Mode

### Select Document or Image Type



Original

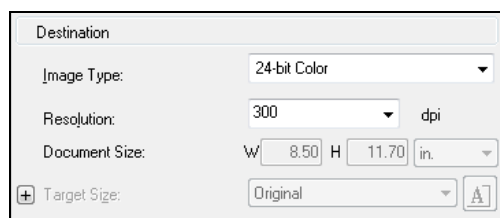
Document Type: Reflective

Document Source: Document Table

Auto Exposure Type: Photo

1. Select the basic type of original you're scanning as the **Document Type**. Select **Reflective** for documents or photos.
2. Select where you placed your originals as the Document Source setting. Select **Document Table** (for documents placed on the scanner glass) or **ADF - Single-sided** or **ADF - Double-sided** (for documents placed in the Automatic Document Feeder).
3. Select the specific type of original as the **Auto Exposure Type**, such as **Document** or **Photo**.
4. Now select the Destination settings.

### Select Scan File Destination and Scan Quality (Resolution)



Destination

Image Type: 24-bit Color

Resolution: 300 dpi

Document Size: W 8.50 H 11.70 in.

Target Size: Original

1. Select the details of your image and how you want to scan it as the **Image Type** setting.
  - **24-bit Color**: for color photos
  - **Color Smoothing**: for color graphics, such as charts or graphs
  - **8-bit Grayscale**: for black-and-white photos
  - **Black & White**: for black text documents or line art
2. Select your **Resolution** based on how and when you will enlarge your image. Resolution is indicated in dpi (dots per inch).

If you plan to enlarge the image so you can print it at a larger size, you may need to increase the resolution. Follow these guidelines:

- **You will enlarge the image as you scan it.**  
If you will enlarge the images in Epson Scan using the Target Size setting (Home and Professional modes only) you don't need to increase the **Resolution** setting.
- **You will scan the image at its original size, but then enlarge it later in an image-editing program.**  
If you will enlarge your images later in an image-editing program, you need to increase the **Resolution** setting to retain a high image quality. Increase the resolution by the same amount you will increase the image size. For example, if the resolution is 300 dpi (dots per

inch), and you will increase the image size by 200% later, change the **Resolution** setting to 600 dpi.

If you are scanning at 100% or reducing the size, select your **Resolution** based on how you will use the scanned image:

**E-mail/view on a computer screen/post on the web:** 96 to 150 dpi

**Print/convert to editable text (OCR):** 300 dpi

**Fax:** 200 dpi

3. Now you can preview your image.

### **Preview**

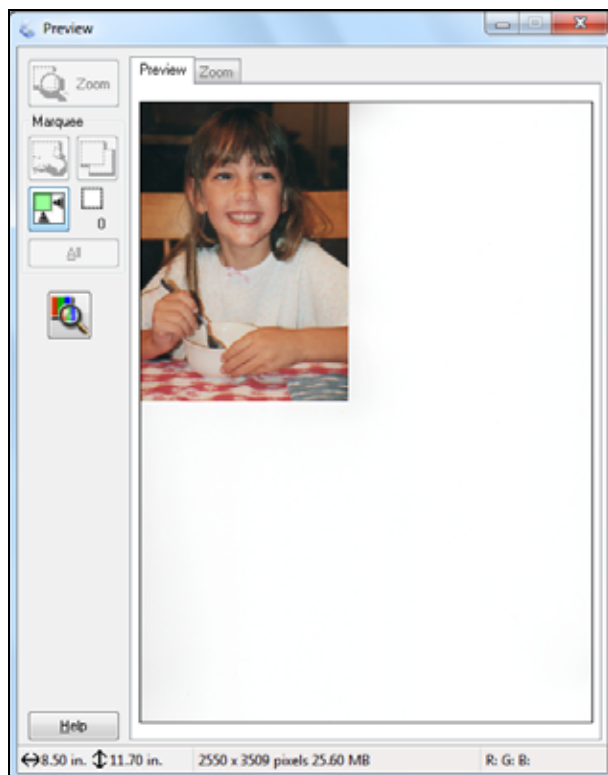
There are two types of preview available:




**Thumbnail** displays your previewed images as thumbnails with the scanned image area and exposure automatically selected. If the **Thumbnail** checkbox is checked, clicking the **Preview** button opens a thumbnail preview.

**Normal** displays your previewed images in their entirety so you can select the scanned image area and other settings manually. If the **Thumbnail** checkbox is unchecked, clicking the **Preview** button opens a normal preview.

1. Click the **Preview** button to preview your images in a new Preview window.

If you're using the Automatic Document Feeder, the preview scans the first page and ejects it. Place the page back on top of the other pages and reload them in the feeder.



2. To zoom in on your preview image, click the  auto locate icon and click **Zoom**.
3. To rotate or flip the image (thumbnail preview only), click the thumbnail and click the  rotation or  mirroring icon.
4. Now you can select the area you want to scan and select image quality settings.
5. When you're finished, you can select your scan size and scan.

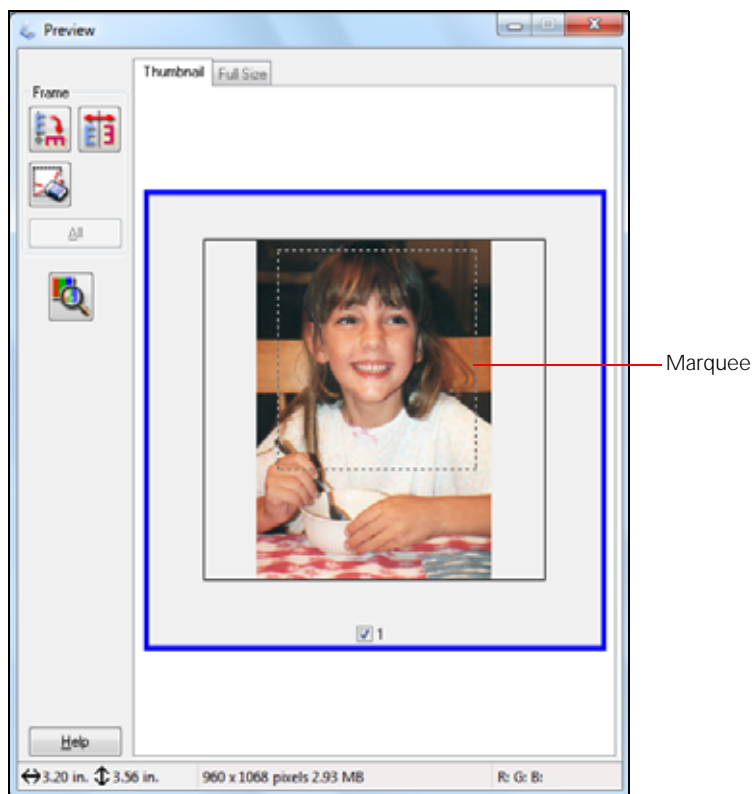
### *Select Scanned Image Area*

In thumbnail preview, your scanned image area is selected automatically.

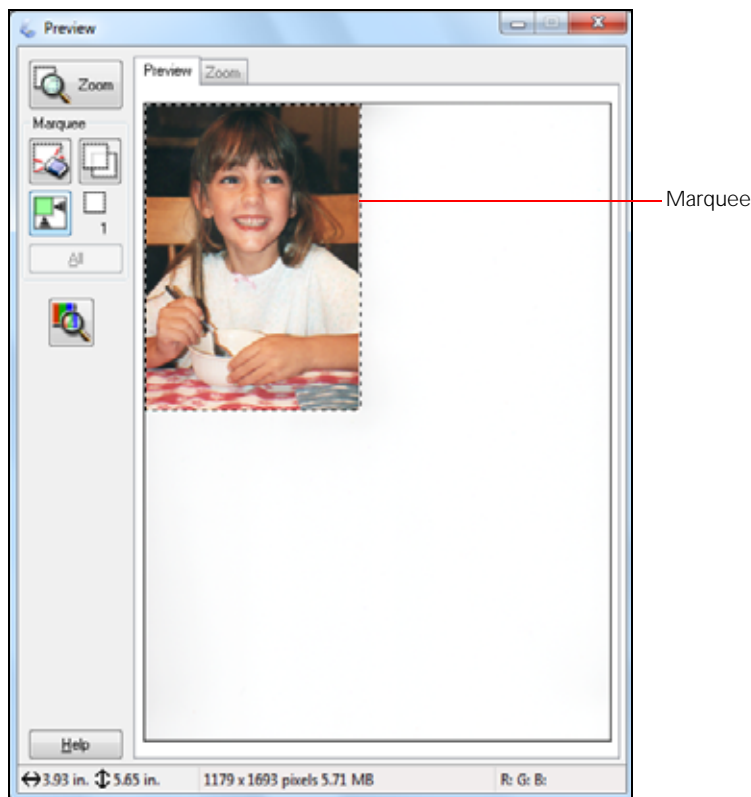
In normal preview, you create the scanned image area by clicking a button.

You can adjust the scanned image area by creating and/or moving the dotted line (marquee) outlining the scan area:

1. Do one of the following:
  - **Thumbnail preview:** Create a marquee by placing your cursor in one corner of the desired scan area, clicking, and dragging the cursor to the opposite corner.





- **Normal preview:** Click the  auto locate icon to create a marquee.



2. To move a marquee, click inside the marquee and drag it where you want it.
3. To resize a marquee, place the cursor over a marquee edge or corner, then click and drag the edges where you want them.

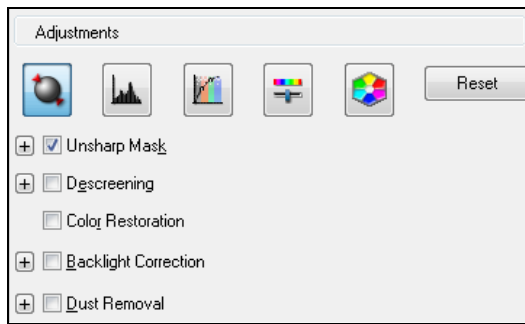
**Tip:**







To retain the marquee width/height proportions, hold the **Shift** key as you resize the marquee.

4. **Normal preview:** You can create up to 50 marquees at a time, click the  copy marquee icon to copy existing marquees, or click the  delete marquee icon to delete the selected marquee.
5. If desired, you can select image quality settings.
6. When you're finished, you can select your scan size and scan.



***Adjust Image Quality***

You can adjust exposure, brightness, and other image quality settings before you scan to improve your results. Scroll down to the Adjustments area to view all the options. Click the + icon next to a setting to change the level of adjustment.



Setting	Description
Unsharp Mask	Turn on to make the edges of image areas clearer for an overall sharper image. Turn off to leave softer edges.
Descreening	Removes the rippled pattern that can appear in subtly shaded image areas, such as in skin tones. Also improves results when scanning magazine or newspaper images. The results of descreening do not appear in the preview image, only in your scanned image.
Color Restoration	Restores the colors in faded photos automatically.
Backlight Correction	Removes shadows from photos that have too much background light.
Dust Removal	Removes dust marks from your originals automatically.
Auto Exposure	Click the  auto exposure button. To turn it on continuously, click the <b>Configuration</b> button, click the <b>Color</b> tab, and select <b>Continuous auto exposure</b> . You can adjust the level of exposure adjustment using the slider.
Histogram	Provides a graphical interface for adjusting highlight, shadow, and gamma levels individually. For advanced users only. Click the  histogram adjustment button to use the settings.
Tone Correction	Provides a graphical interface for adjusting tone levels individually. For advanced users only. Click the  tone correction button to use the settings.
Brightness	Adjusts the overall image lightness and darkness. Click the  image adjustment button to access the setting.
Contrast	Adjusts the difference between the light and dark areas of the overall image. Click the  image adjustment button to access the setting.
Saturation	Adjusts the density of colors in the overall image. Click the  image adjustment button to access the setting.

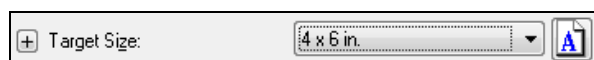


Color Balance	Adjusts the balance of red, green, and blue colors in the overall image. Click the  image adjustment button to access the setting.
Color Palette	Provides a graphical interface for adjusting mid-tone levels, such as skin tones, without affecting the highlight and shadow areas of the image. For advanced users only. Click the  color palette button to use the settings.
Threshold	Adjusts the level at which the black areas in text and line art are delineated, improving text recognition in OCR programs. (Available only when you select <b>Black &amp; White</b> as the Image Type setting.)


### *Select Scanned Image Size*

You can scan images at their original size, or reduce or enlarge them as you scan them. You can also select a specific scan size (such as 8 × 10 inch [203 × 254 mm] for photos) so you can crop the image using the correct proportions.

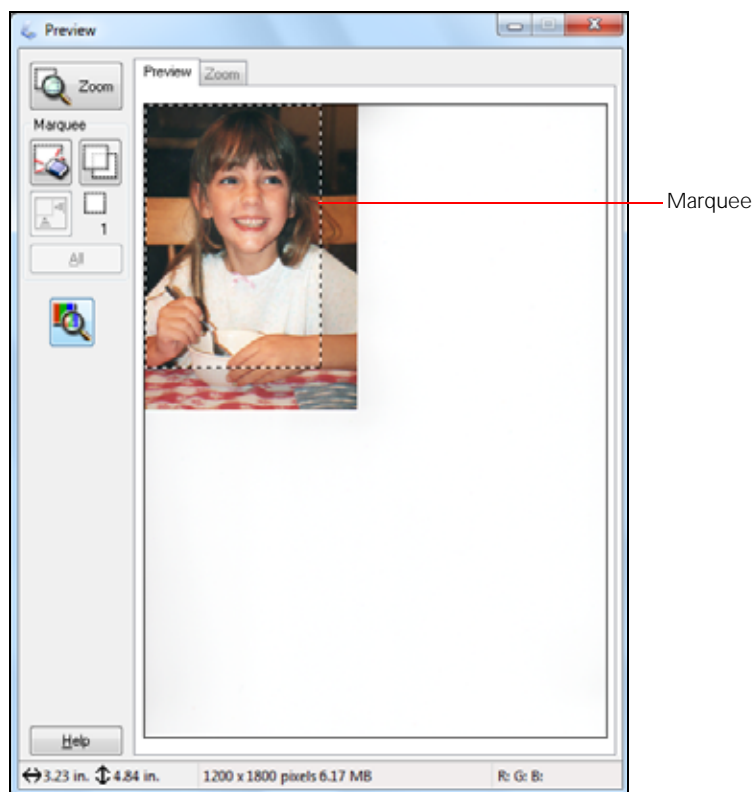
1. Preview your original image.
2. Select the size you want your scanned image to be from the **Target Size** list.



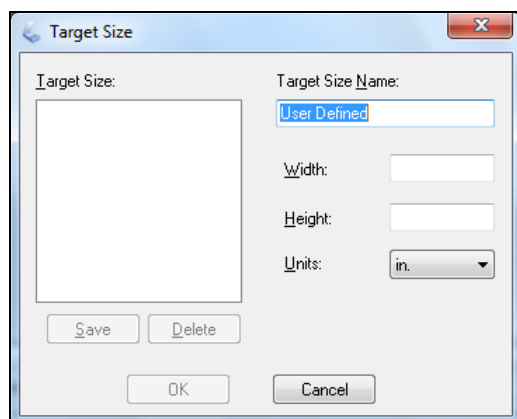
### **Note:**

If you need to rotate the orientation of the scan area marquee, click the  orientation icon.

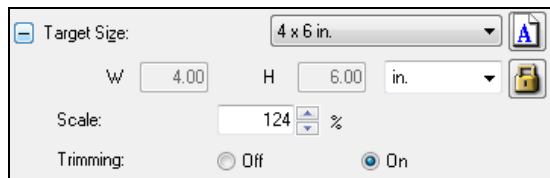
A dotted line (marquee) appears on your preview image proportioned for that size.




3. If you need to create a scanned image size that is not in the **Target Size** list, select **Customize**.



4. Name the custom size, enter the size, click **Save**, and click **OK**. Then create a marquee on the preview image to define the scanned image area. The size is automatically proportioned.
5. For additional sizing tools, click the + (Windows) or ► (Mac OS X) icon to open the tools.



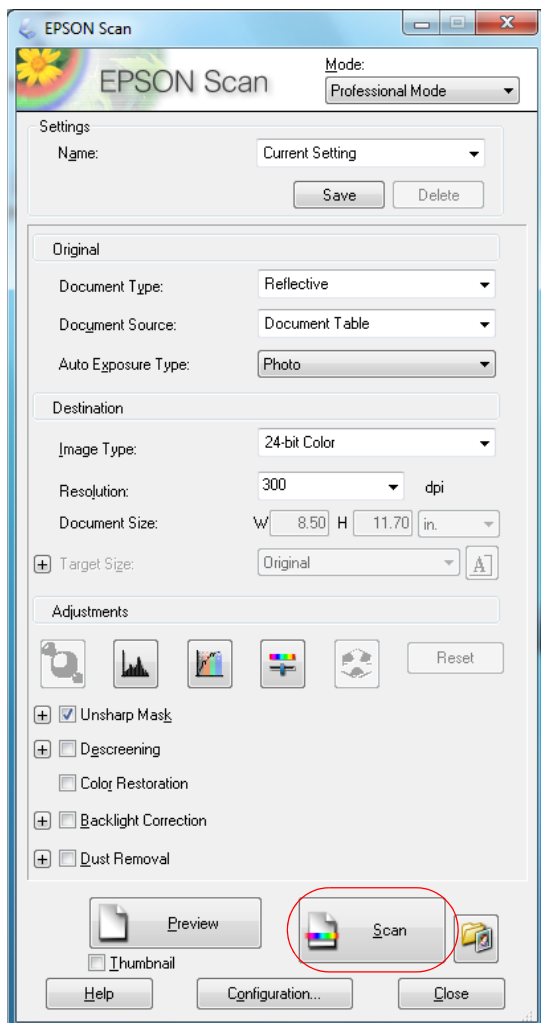
- **Scale:** reduces or enlarges your image by the percentage you enter
- **Trimming:** turns automatic image cropping on or off (see Epson Scan Help for details)
-  unlock icon: unlocks the width/height proportions of the scanned image size so you can adjust it without constraint

6. When you're finished, you can scan and view your image.

### *Scan and View Image*

After selecting your scan settings, you are ready to scan and view your scanned images.

1. Click **Scan**.



**Note:**

If you started your scan from within a TWAIN-compatible scanning program, your scanned images open in the program window. Click **Close** to exit Epson Scan.

2. Select the scan file settings you want to use from the window that appears.
3. Click **OK**.
4. Your scanned image file is shown in Windows Explorer or Mac Finder.
5. Now you can view and print your scanned images, attach them to an e-mail, and use them however you like.

**Restore Color as You Scan**

You can restore the colors in faded photos as you scan them using the Color Restoration feature.

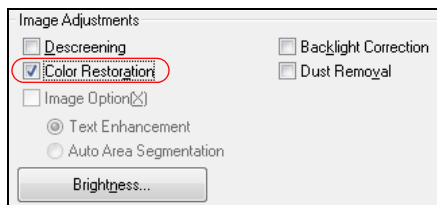
1. Place your faded original photo on the scanner glass.
2. Start the Epson Scan program or open it from another TWAIN-compliant scanning program.
3. Select the scan mode you want to use.
4. Follow the instructions in one of these sections for the scan mode you selected:

Home Mode

Professional Mode

**Home Mode**

1. Select the type of original you're scanning as the Document Type and Image Type.
2. Select the way you plan to use your scanned image as the Destination.
3. Preview your image.
4. If desired, you can crop the area you want to scan and select your scan size.
5. Click the **Color Restoration** checkbox.

**Note:**

You can also select other image quality settings before you scan.

6. Click **Scan**.
7. Select the scan file settings you want to use from the window that appears.
8. Click **OK**.

Your color-restored scanned image file is shown in Windows Explorer or Mac Finder.

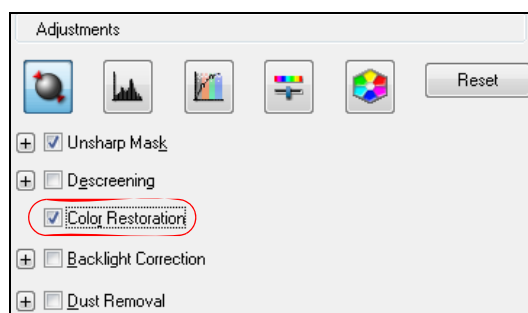
**Note:**

If you started your scan from within a TWAIN-compatible scanning program, your scanned images open in the program window. Click **Close** to exit Epson Scan.

Now you can view and print the image.

**Professional Mode**

1. Select the type of original you're scanning as the Document Type and Auto Exposure Type.
2. Select the way you plan to use your scanned image as the Destination.
3. Preview your image.
4. If desired, you can crop the area you want to scan and select your scan size.
5. Scroll down to the Adjustments area and click the **Color Restoration** checkbox.

**Note:**

You can also select other image quality settings before you scan.

6. Click **Scan**.
7. Select the scan file settings you want to use from the window that appears.
8. Click **OK**.

Your color-restored scanned image file is shown in Windows Explorer or Mac Finder.

**Note:**

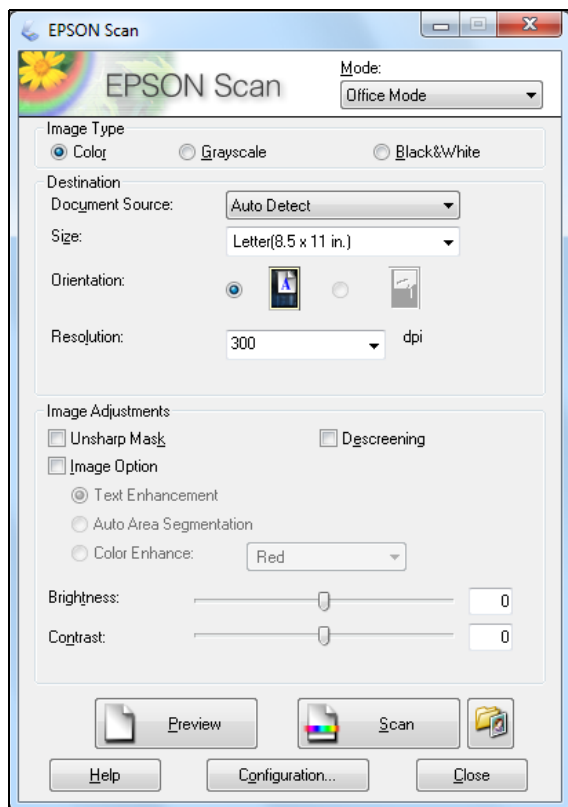
If you started your scan from within a TWAIN-compatible scanning program, your scanned images open in the program window. Click **Close** to exit Epson Scan.

Now you can view and print the image.

**Scan to a PDF File**


You can scan a multi-page document and save it in one PDF (Portable Document Format) file on your computer.

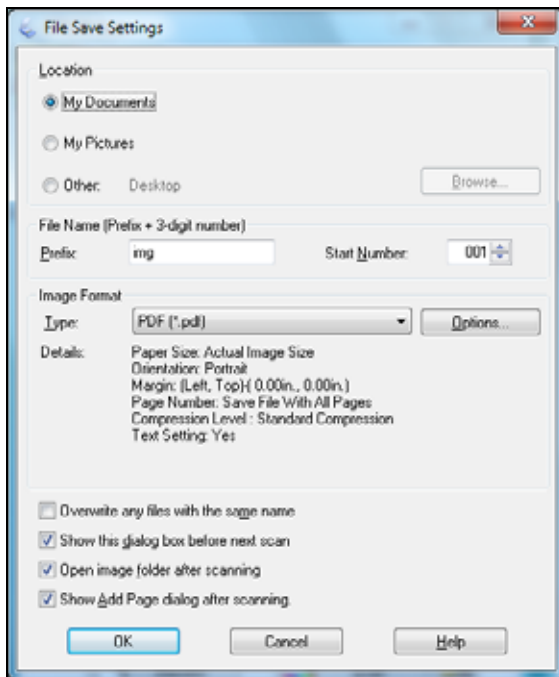
1. Place your original document on the scanner glass or in the Auto Document Feeder.
2. Start Epson Scan.
3. Select a Mode setting.



4. Select your Document Type and Image Type, then select Destination settings.
5. Preview your image.
6. Click **Scan**.
7. In the scan file settings window, select a folder for your file and select **PDF** as the file Type setting.

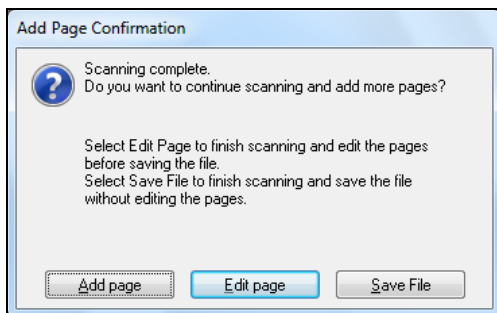
**Note:**

If you don't see this window, click the  File Settings button to open it.



8. Click **OK**.

Your document is scanned and you see this window:



9. If you're scanning only one page, click **Save File**.

If you want to scan more pages, click **Add Page**. Then replace the first page on the scanner glass with the second page (or add more pages to the Automatic Document Feeder) and click **Scan** again, repeating as necessary for each page. When you're finished, click **Save File**.

If you want to delete or reorder any of the pages, click **Edit Page**, then use the icons on the bottom of the editing window. (Click **Help** for details.) When you're finished, click **OK**.

**Note:**

If ABBYY® FineReader® is installed, you'll see the ABBYY converting screen. Wait until the page is re-scanned, then click **Close**, if necessary.

10. Click **Close** to exit Epson Scan.

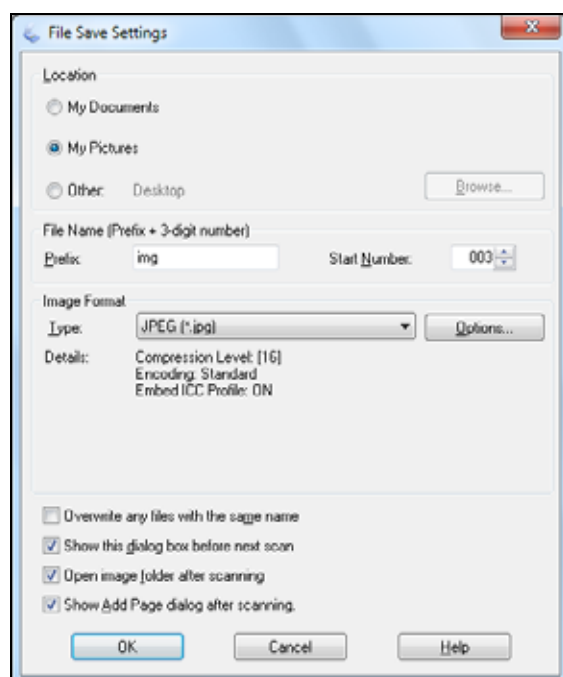
Now you can view and print the scanned document in Adobe Acrobat® or Reader®, and use it however you like.

## Choose Scan File Settings

Select the location, name, and format of the scanned image file you want to save.

1. Select the folder in which you want to save your scanned image, either **My Documents** or **My Pictures** (some Windows versions), or **Documents** or **Pictures** (some Windows versions and Mac OS X).

If you want to select another folder, click **Other**, then click **Browse** (Windows) or **Choose** (Mac OS X) and select the folder. To save your image on the desktop, simply click **Other**.



2. Specify a file name prefix. A 3-digit number is automatically added to the file name, but you can change the Start Number if you like.
3. Select a file format as described in the following table. Depending on the format, the Options button may be available for making detailed settings.

Format (File Extension)	Explanation
BITMAP (*.BMP)	A standard image file format for most Windows programs.
JPEG (*.JPG)	The JPEG format lets you highly compress image data. However, the higher the compression, the lower the image quality. The TIFF format is recommended when modification and retouching are required.

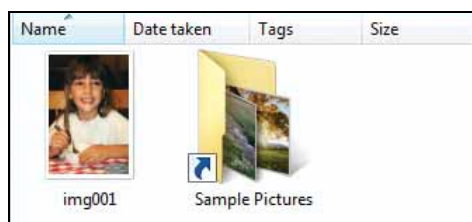


Multi-TIFF (*.TIF)	A TIFF format where multiple pages are saved to the same file and you can edit the images using a program that supports it.
PDF (*.PDF)	A document format that can be read on both Windows and Mac OS X systems using Adobe Reader or Acrobat. Multi-page documents can be saved as one PDF file.
PICT (*.PCT)	A standard image file format for most Mac OS X programs.
PRINT Image Matching II (*.JPG or *.TIF)	File formats that include Epson PRINT Image Matching® II data for enhanced quality and a wider color range (does not affect the way the image displays on the screen).
TIFF (*.TIF)	A file format created for exchanging data between many programs, such as graphic and DTP software.

4. The checkboxes at the bottom of the window give you these options:
  - **Overwrite any files with the same name**  
Select to overwrite previous files with the same names.
  - **Show this dialog box before next scan**  
Select to have the File Save Settings window appear automatically before you scan.
  - **Open image folder after scanning**  
Select to have Windows Explorer or Mac Finder automatically open to the folder where your scanned image is saved after scanning.
  - **Show Add Page dialog after scanning**  
If you are scanning a multi-page document using the PDF or Multi-Tiff format, select to display a prompt for scanning additional pages after the first page is scanned.
5. Click **OK**. Epson Scan starts scanning.

### View and Print Scanned Images

When you finish scanning images from Epson Scan, you see the scanned file in the Windows Explorer or Mac Finder window.



Follow these instructions to view the image and print it on your product:

1. Double-click the scanned file thumbnail or name.

The scanned image opens in the program on your computer assigned to the scanned file type, such as Photo Viewer (Windows) or Preview (Mac OS X) for JPG images, or Acrobat Reader for PDF images.

**Note:**

If you want to print from a specific program that supports the file type, you can also open the program and select the file from a program menu.

2. Modify the file as necessary in your program.
3. When you're ready to print, load paper, and follow the instructions in one of these sections:

Windows Printing

Mac Printing (Mac OS X 10.5 and 10.6)

Mac Printing (Mac OS X 10.4)

**Note:**

Also check the Help utility in your printing program for additional printing instructions.


**Convert a Document to Editable Text (OCR)**

You can scan a document and convert the image into text that you can edit with a word processing, spreadsheet, or HTML-editing program. This process is called OCR (Optical Character Recognition). To scan and use OCR, you need to use an OCR program, such as ABBYY FineReader.

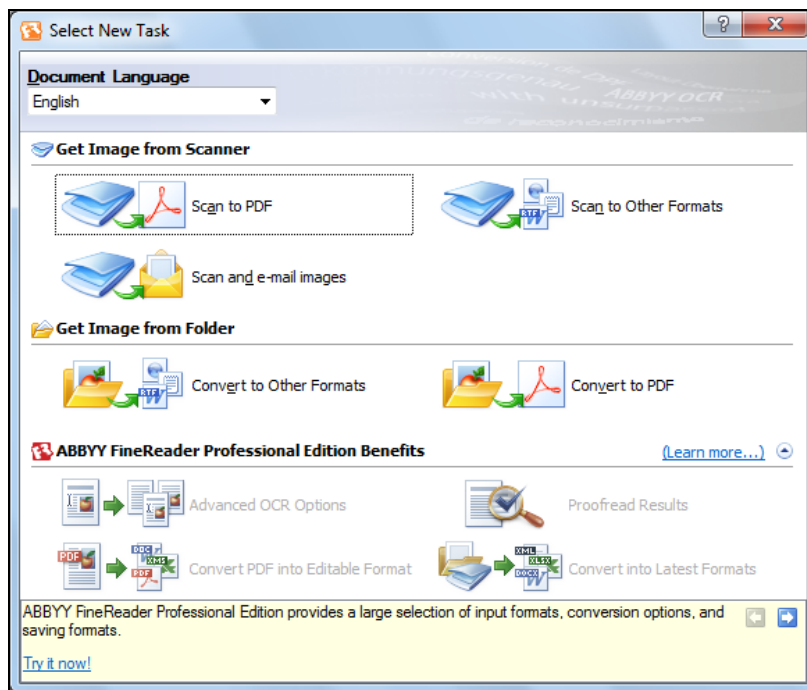
Windows

Mac OS X 10.4 and 10.5

**Windows**

1. Open the scanner cover and place your original on the scanner glass.
2. Click  or **Start > All Programs** or **Programs > ABBYY FineReader Sprint > ABBYY FineReader Sprint**.

You see the ABBYY FineReader window:



3. Select the language of the document you're going to scan, then click the **Scan to Other Formats** icon. You see the Select Scanner window.
4. Select your Epson product, then click **OK**. The ABBYY FineReader scan settings window opens.
5. Select your scanning settings.
6. Click **Preview** and adjust the area you want to scan, if necessary.
7. Click **Scan**. Your document is scanned.

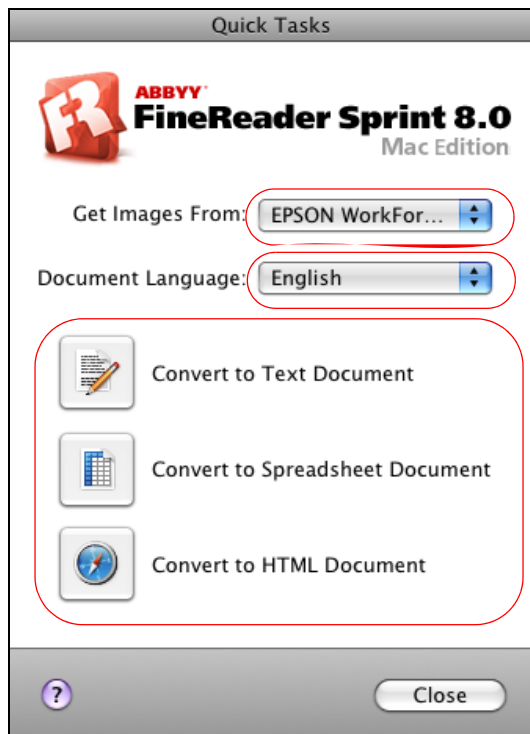
**Note:**

If you're scanning multiple pages, select the settings in the Multi-Page Scanning section. Click the **Scan** button on the ABBYY FineReader window for each page you want to scan.

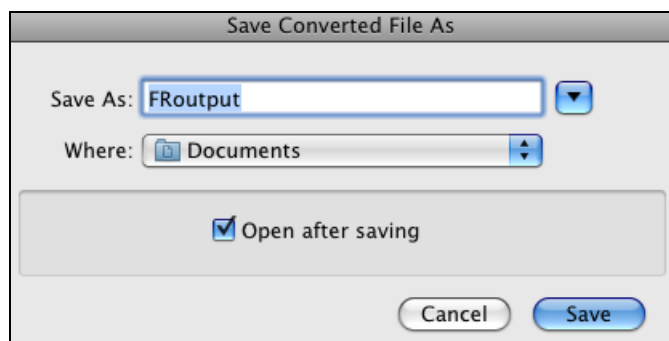
8. Click **Close** after scanning. Your document is processed into editable text.
9. The Save As window opens. Select a file format for your document (.rtf, .xls, .txt, .htm, and .pdf), then click the **Save** button. The file is saved and then opened in the application associated with the file type you selected.

**Mac OS X 10.4 and 10.5**

1. Open the scanner cover and place your original on the scanner glass.
2. Open the **Applications** folder, then click the **ABBYY FineReader** icon. You see the ABBYY FineReader window.
3. Select your Epson product in the **Get Images From** pop-up menu. Then select the language of your document and the type of document you want to scan.



4. Epson Scan starts in the last mode you used. Select your scanning settings, then click **Scan**.
5. After your document is scanned, you see the Epson Scan window again. Your document is scanned and processed into editable text. Close the Preview window, if necessary, then click the **Close** button to close Epson Scan.
6. The Save Converted File As window opens. Click the **Save** button. The file is saved and then opened in the application associated with the file type you selected.

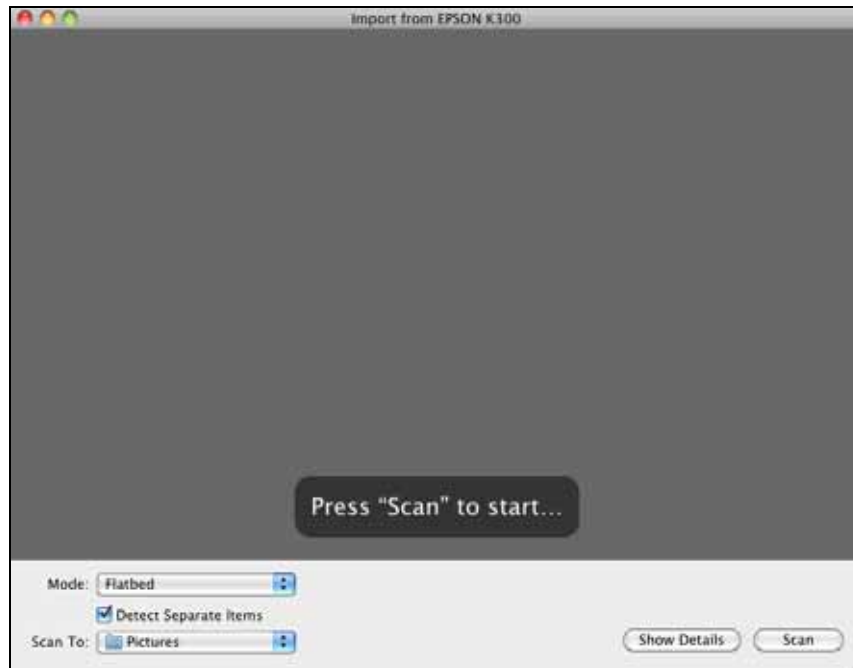


## Scanning With Mac OS X 10.6

If you're using Mac OS X 10.6, follow these steps to scan original documents and photos and save them as files on your computer:

1. Open an image editing application such as Preview and select **Import From Scanner** from the **File** menu, then select your Epson product.

2. If you would like to select scan settings, such as Color Restoration and File Save settings, click **Show Details**.
3. Click the **Scan** button to begin scanning. Your image is saved to the folder selected in the Scan To pop-up menu.

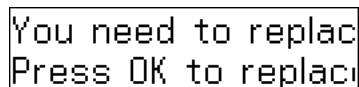




## Replace Ink Cartridges

Your product and its software will let you know when an ink cartridge is low or expended.

If an ink cartridge is expended, you see a message on the LCD screen.



### Note:

Printing stops when an ink cartridge is expended. If one ink cartridge still contains ink, you may be able to continue printing temporarily using the remaining cartridge.

When an installed ink cartridge is more than six months old, you may need to replace it if your printouts do not look their best, even after cleaning and aligning the print head.

Follow the instructions in these sections to check and replace your ink cartridges:

Check Ink Status From the LCD Screen

Check Ink Status From Your Computer

Temporarily Continue Printing When One Ink Cartridge is Expended

Purchase Epson Cartridges




Remove and Install Cartridges

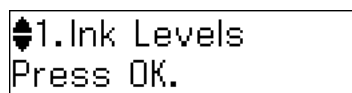
## Check Ink Status From the LCD Screen

You can check the ink cartridge status anytime using the LCD screen on your product.

### Note:


If an ink cartridge is expended, check the status of the other cartridge using your Windows or Mac OS X software.

1. Press the  menu button.
2. Press  or  to select **Maintenance**, then press **OK**.
3. Select **Ink Levels**, then press **OK**.



4. The ink cartridge status is displayed. Check the ink levels and replace a cartridge, if necessary.



5. Press  menu to exit.


See also:

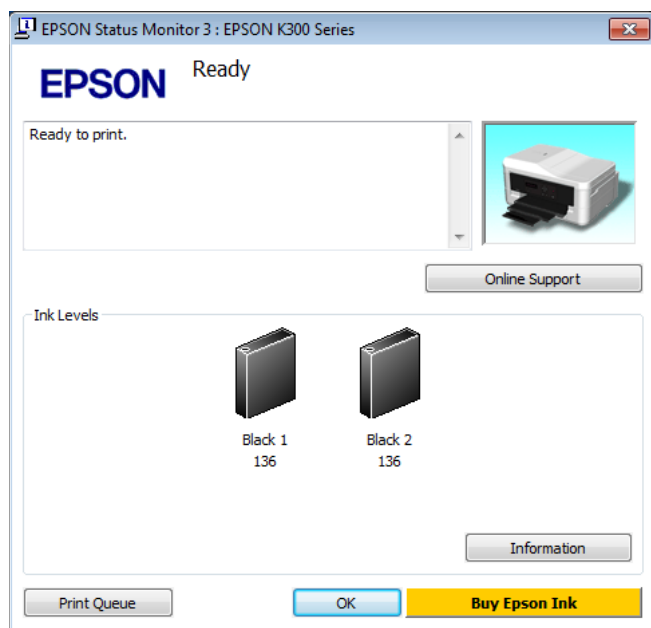
[Check Ink Status From Your Computer](#)

## Check Ink Status From Your Computer

You can check the ink cartridge status using your [Windows](#) or [Mac OS X](#) software. If one of the screens indicates that a cartridge is expended, [replace the cartridge](#).

### Windows

Double-click the  printer icon in the taskbar, usually in the bottom right corner of your screen.

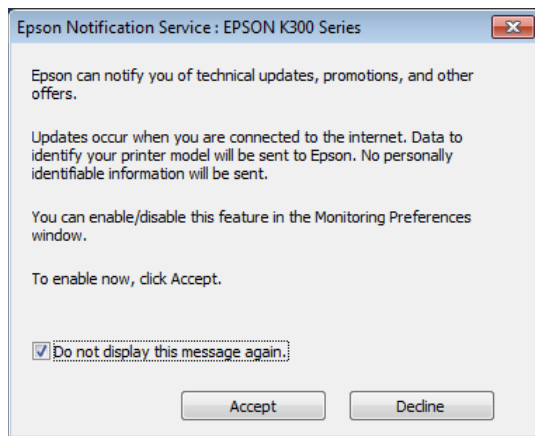


### Note:

If either of the ink cartridges installed in the printer is broken, incompatible with the printer model, or improperly installed, Epson Status Monitor will not display an accurate status of the ink cartridge. Be sure to replace or reinstall the ink cartridge indicated by Epson Status Monitor.

You may also see this screen each time you try to print (if your computer is connected to the Internet):

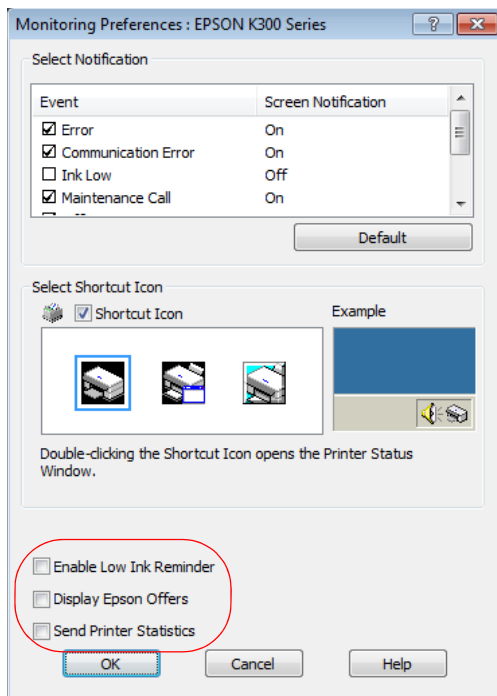




Select **Do not display this message again** and click **Decline** to disable online offers.  
**Promotional offers are not valid in Latin America.**

A **Low Ink Reminder** window may also appear on your computer screen when you try to print when ink is low. To disable this window, right-click the printer icon in the taskbar, usually in the bottom right corner of your screen, and select **Monitoring Preferences**. Then uncheck the **Enable Low Ink Reminder** checkbox.

You should also uncheck **Special Epson Offers** in this screen to keep the Special Offers screen from automatically displaying.



## Mac OS X

1. Open the **Applications** folder on your hard drive.

2. Open the **Epson Software** folder and then **Epson Printer Utility 4**.
3. Select **EPSON Status Monitor**.



**Note:**

The graphic displays the ink cartridge status when Epson Status Monitor was first opened. To update the ink cartridge status, click **Update**. If any ink cartridges installed in the printer are broken, incompatible with the printer model, or improperly installed, Epson Status Monitor will not display an accurate status of the ink cartridge. Be sure to replace or reinstall any ink cartridge indicated by Status Monitor.

See also:

[Check Ink Status From the LCD Screen](#)

## **Temporarily Continue Printing When One Ink Cartridge is Expended**

When one ink cartridge is expended and one ink cartridge still contains ink, you may be able to continue printing for a short time on plain paper or envelopes using the remaining cartridge. However, print speed will be slower, and you should replace the expended ink cartridge as soon as possible.

**Note:**

This feature is not available for Mac OS X 10.4.

Follow the instructions in these sections for your operating system:

[Windows](#)

[Mac OS X 10.5 and 10.6](#)

### **Windows**

1. If Epson Status Monitor 3 tells you that one cartridge printing is temporarily available, click **Stop** or **Cancel Print** to cancel your print job.

**Note:**

If the ink cartridge expended error message originates on another computer on the network, you may need to cancel the print job at the printer.

2. Load plain paper or envelopes.
3. In your print settings, select **Plain Papers** or **Envelope** as the paper Type setting.
4. Select a print quality option.
5. Print your file.
6. Epson Status Monitor 3 is displayed on your computer screen again. Click **One Cartridge Print** to print with one cartridge.

### **Mac OS X 10.5 and 10.6**

1. Click your product icon when it appears in the dock at the bottom of the screen.
2. If you see a message telling you that you can delete the print job and reprint with one ink cartridge, click the print job, click **Delete**, and follow the steps below to reprint the document with one cartridge.

**Note:**

If the ink cartridge expended error message originates on another computer on the network, you may need to cancel the print job at the printer.

3. Open **System Preferences**, then open the **Print & Fax** utility.
4. Make sure your printer is selected, then click on the **Options & Supply** button.
5. Click the **Driver** tab.
6. Make sure the **Permit temporary one cartridge printing** check box is selected and then close the window.
7. Load plain paper or envelopes.
8. In your print settings, select **Plain Paper** or **Envelope** as the Media Type setting.
9. Print your file.

## **Purchase Epson Cartridges**

Purchase genuine Epson cartridges and use them within six months of installing them and before the expiration date on the cartridge box.

You can purchase genuine Epson ink and paper from an Epson authorized reseller. To find the nearest reseller, call your nearest Epson sales office. See [Getting More Help](#).

When you purchase new ink, use the following Epson ink cartridge number:

Ink color	Part Number
Black	136

**Note:**

Leave your old cartridges in your printer until you are ready to replace them to prevent the print head nozzles from drying out.

We recommend that you use genuine Epson cartridges and do not refill them. The use of other products may affect your print quality and could result in printer damage.

Yields vary considerably based on images printed, print settings, paper type, frequency of use, and temperature. For print quality, a variable amount of ink remains in the cartridge after the “replace cartridge” indicator comes on. Your printer ships with full cartridges and part of the ink from the first cartridges is used for priming.

For best printing results, use up a cartridge within six months of opening the package.

Store ink cartridges in a cool, dark place. If you bring them inside from out in the cold, allow them to warm up to room temperature for at least 3 hours before using them.

## Remove and Install Cartridges


Be sure you have your replacement cartridges handy before you begin. You must install new cartridges immediately after removing the old ones.

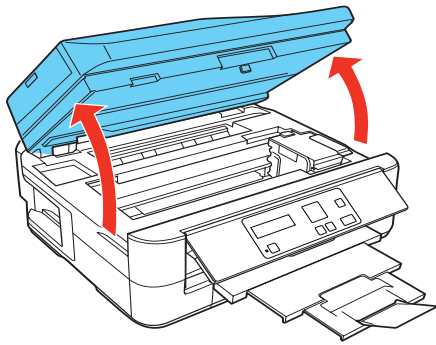
**Warning:**

Keep ink cartridges out of the reach of children and do not drink the ink.

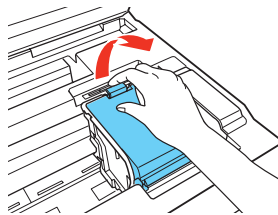
**Caution:**

Do not open ink cartridge packages until you are ready to install the ink. Cartridges are vacuum packed to maintain reliability.

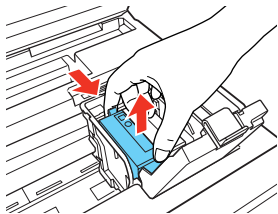
1. Turn on your product.
2. If an ink cartridge is low or expended, you see a message on the LCD screen indicating which cartridge to replace. Press **OK**.
3. If you're replacing a cartridge before you see a message on the LCD screen, press  menu, press **▲** or **▼** to select **Maintenance**, and press **OK**. Then select **Ink Cartridge Replacement** and press **OK**.
4. Open the scanner.



5. Open the ink cartridge cover.



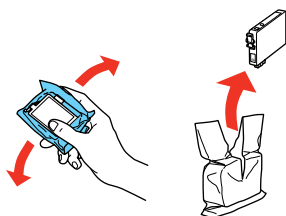
6. Squeeze the tab on the cartridge and lift it up. Dispose of it carefully. Do not take the used cartridge apart or try to refill it.



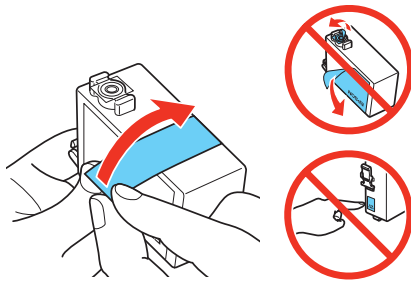
**Warning:**

If ink gets on your hands, wash them thoroughly with soap and water. If ink gets into your eyes, flush them immediately with water.

7. Before you open the new cartridge package, shake it four or five times. Then remove it from the package.



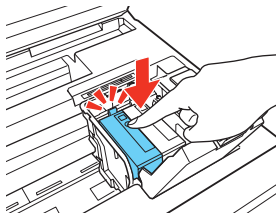
8. Remove the yellow tape from the bottom of the ink cartridge.



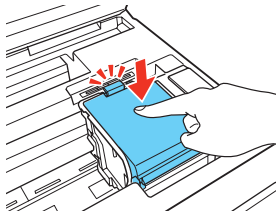
**Caution:**

Do not remove any other labels or seals, or ink will leak. Do not touch the green chip on the front of the cartridge. This can damage the ink cartridge.

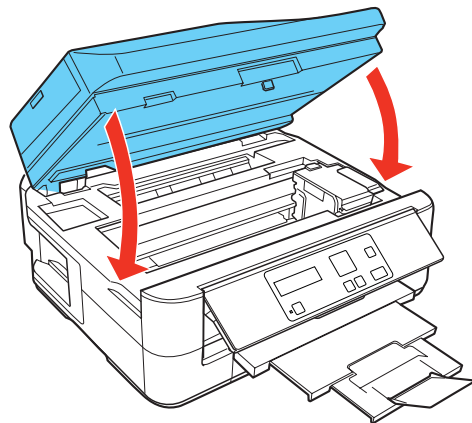
9. Insert the new ink cartridge into the holder and push it down until it clicks into place.



10. Close the cartridge cover and push it down until it clicks into place.



11. Carefully lower the scanner.



12. Press **OK** to begin priming the ink. This takes about 2 1/2 minutes.

When you see a completion message on the LCD screen, ink priming is finished.

**Note:**

If you see an error message after you have already replaced the ink cartridge, it may not be installed correctly. Remove and reinstall the ink cartridge so that it clicks into place.

If you replaced a cartridge while copying a document or photo, cancel printing and make sure your original is still placed correctly on the scanner glass. Then copy your original again.

**Caution:**

Never turn off your Epson product while ink is priming or you'll waste ink.

If you remove an ink cartridge for later use, protect the ink supply area from dirt and dust and store it in the same environment as your product with the label facing upward. Note that there is a valve in the ink supply port, making covers or plugs unnecessary, but care is needed to prevent the ink from staining items that the cartridge touches. Do not touch the ink cartridge ink supply port or surrounding area, and do not store the cartridge upside down.

If you remove a low or expended ink cartridge, you cannot reinstall and use the cartridge.





## Adjust Print Quality

If your print quality declines, you may need to run a utility to clean or align the print head.

Clean the Print Head

Align the Print Head

If running these utilities does not solve the problem, you may need to replace the ink cartridges.

If you see ink on the back of a printout, you may need to clean the paper path.

### Clean the Print Head

If your printouts become too light, or you see dark or light bands across them, you may need to clean the print head nozzles. Cleaning uses ink, so clean the nozzles only if print quality declines.

You can check for clogged nozzles before you clean them so you don't clean them unnecessarily.

#### Note:

You cannot clean the print head if an ink cartridge is expended, and may not be able to clean it when a cartridge is low. You must replace the cartridge first.

Follow the instructions in these sections to check your print head nozzles and clean them:

Check the Print Head Nozzles

Clean the Print Head Nozzles







#### Check the Print Head Nozzles

You can print a nozzle check pattern to check for clogged nozzles using your product's control panel or your software. See these sections below:

From the Control Panel

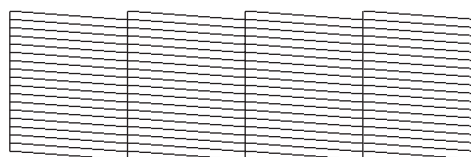
From the Computer

#### *From the Control Panel*

1. Load a few sheets of plain paper in the sheet feeder.
2. Press  menu.
3. Press  or  to select **Maintenance**, then press **OK**.
4. Press  or  to select **Nozzle Check**.
5. Press the  start button.
6. Check the nozzle check pattern that prints to see if there are gaps in the lines.



Nozzles need cleaning



Nozzles are clean


7. If there are no gaps, the print head is clean and you can continue printing.

If there are gaps or the pattern is faint, clean the print head.

### *From the Computer*

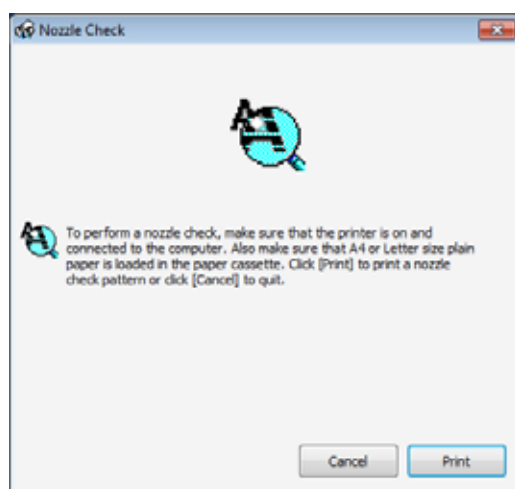
1. Load a few sheets of plain paper in the paper cassette.

2. **Windows:**

Right-click the  printer icon in the taskbar, usually in the bottom right corner of your screen (the taskbar) and select **Nozzle Check**.

### **Mac OS X:**

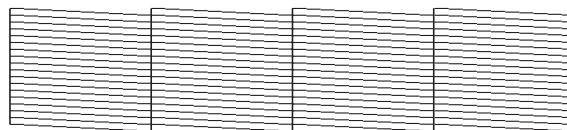
Open the **Applications** folder, open the **Epson Software** folder, and select **Epson Printer Utility 4**. Then select **Nozzle Check**.



3. Click **Print**.
4. Check the printed nozzle check pattern to see if there are gaps in the lines.



Nozzles need cleaning



Nozzles are clean

5. If there are no gaps, click **Finish**.

If there are gaps or the pattern is faint, clean the print head.

### **Clean the Print Head Nozzles**







If print quality has declined and the nozzle check pattern indicates clogged nozzles, you can clean the print head.

**Note:**

You cannot clean the print head if an ink cartridge is expended, and may not be able to clean it when a cartridge is low. You must replace the cartridge first.

You can clean the print head using your product's control panel or your software. See these sections below:





Using the Control PanelFrom the Computer*Using the Control Panel*

1. Load a few sheets of plain paper in the paper cassette.
2. Press  menu.
3. Press  or  to select **Maintenance**, then press **OK**.
4. Press  or  to select **Head Cleaning**.
5. Press the  start button. The cleaning cycle lasts around 2 1/2 minutes.

When you see a completion message on the LCD screen, cleaning is finished.

**Caution:**

Never turn off your product during a cleaning cycle or you may damage it.


6. Press  to run a nozzle check to confirm that the print head is clean.
7. If the printout looks good, press  to finish; if not, press  to run another cleaning cycle.  
You may need to clean the print head up to 4 times. You can also turn off your product and wait at least 6 hours. Then try printing again.
8. When you're done, press  menu to exit.

You may need to clean the print head up to 4 times. You can also turn off your product and wait at least 6 hours. Then try printing again.

**Note:**

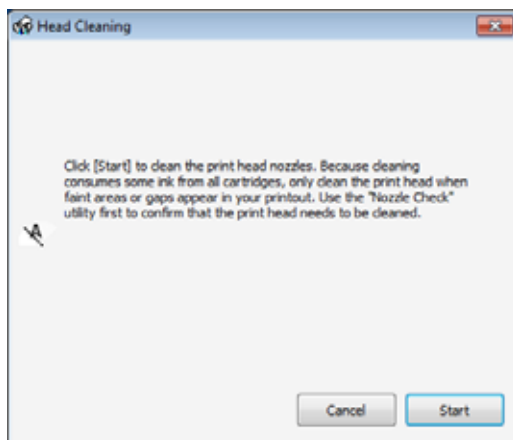
If you do not use your product often, it is a good idea to print a few pages at least once a month to maintain good print quality.

*From the Computer*


1. Load a few sheets of plain paper in the paper cassette.
2. **Windows:**  
Right-click the  printer icon in the taskbar, usually in the bottom right corner of your screen, and select **Head Cleaning**.

**Mac OS X:**

Open the **Applications** folder, open the **Epson Software** folder, and select **Epson Printer Utility 4**. Then select **Head Cleaning**.




3. Follow the on-screen instructions to start the cleaning cycle, which can take up to 2 1/2 minutes.

The  on light flashes throughout the cleaning cycle and stays on green when the cycle is finished.

**Caution:**

Never turn off your product during a cleaning cycle or you may damage it.

4. When the  on light stops flashing and remains on, you can check to see if the nozzles are clean. Click **Print Nozzle Check Pattern** and click **Print**.
5. Check the nozzle check pattern that prints to see if there are gaps in the lines.



Nozzles need cleaning



Nozzles are clean

6. If there are no gaps, click **Finish**.

If there are gaps or the pattern is faint, click **Clean** to clean the print head again.

You may need to clean the print head up to 4 times. You can also turn off your product and wait at least 6 hours. Then try printing again.

**Note:**

If you do not use your product often, it is a good idea to print a few pages at least once a month to maintain good print quality.

## Align the Print Head







If your printouts become grainy or blurry, or you see dark or light bands across them, you may need to align the print head.

**Note:**




Banding may also occur if your print head nozzles need cleaning.

You can align the print head using your product's control panel or your software. See these sections below:


Using the Control PanelFrom the Computer***Using the Control Panel***

1. Load a few sheets of plain paper in the paper cassette.
2. Press  menu.
3. Press  or  to select **Maintenance**, then press **OK**.
4. Press  or  to select **Head Alignment**.
5. Press the  start button.

The alignment sheet prints.

6. Look at pattern #1 and find the square patch with no noticeable streaks or lines.
7. Press  or  to select the number for that patch, then press **OK**.
8. Repeat steps 6 and 7 for patterns #2 and #3.
9. When you finish, you see a message indicating alignment is complete.
10. When you're done, press  menu to exit.

***From the Computer***


1. Load a few sheets of plain paper in the paper cassette.
2. **Windows:**  
Right-click the  printer icon in the bottom right corner of your screen (the taskbar) and select **Print Head Alignment**.

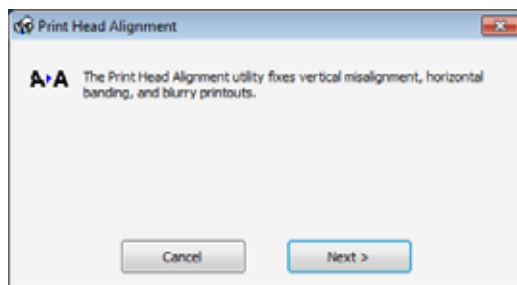
**Mac OS X:**

Open the **Applications** folder, open the **Epson Software** folder, and select **Epson Printer Utility 4**. Then select **Print Head Alignment**.

3. Follow the on-screen instructions to print an alignment sheet.

**Note:**

Do not press the  stop button to cancel printing of the alignment sheet.



4. Check the printed alignment pattern and compare it to the alignment criteria on your screen.
5. Enter the numbers of the best patterns and click **Next**.


**Note:**

If no patterns are aligned, choose the closest one and click **Realignment**. Then print another alignment sheet and check it.

6. Follow the on-screen instructions to print and compare each alignment sheet, or click **Skip**.

## Clean the Paper Path

If you see ink on the back of a printout, you can clean the paper path and rollers inside the printer. This removes any excess ink.

1. Make sure there aren't any originals on the scanner glass.
2. Load several sheets of plain paper.
3. Press the  start button.
4. This feeds paper through the printer to clean the rollers. Repeat if necessary.



# Solve Problems

If you have a problem using your product, check these sections for guidance in diagnosing and solving the problem:

[Checking for Software Updates](#)

[Problem-solving Tools](#)

[Problems and Solutions](#)

[Reinstalling Software](#)


[Getting More Help](#)

## Note:

If the LCD screen only shows the time, your product is in sleep mode to save power. This occurs after 13 minutes elapse without pressing a button. Press any button to wake it up.

## Checking for Software Updates

Periodically, it's a good idea to check [Epson's support website](#) for free updates to your product's software.

With Windows, you can select **Driver Update** on the **Maintenance** tab in the printer settings window. You can also Click  or **Start** >, select **All Programs** or **Programs**, select **EPSON**, select your product, and select **Driver Update**.

## Problem-solving Tools

You can often diagnose problems with your product by [checking the messages](#) on the LCD screen. If the information does not help you solve your problem, check for [additional solutions](#).

To determine if your product is operating properly, [run a printer check](#).

## Note:

If you need to reset your product's default settings, press the  menu button, press **▲** or **▼** to select **Restore Default Settings**, and press **OK**. Press **▲** to confirm your selection.

See also:

[Identify Product Parts](#)

## Check LCD Screen Messages

Follow the instructions on the LCD screen to solve most common problems. If you see one of the error messages below, follow the steps here to proceed.

LCD screen message	Problem and solution
You need to replace the following ink cartridge(s): XXX	<a href="#">Replace the expended cartridges.</a>



LCD screen message	Problem and solution
The ink cartridges are installed incorrectly: XXX. Press it down until it clicks into place, then press <b>OK</b> .	<u>Reinstall the ink cartridge</u> so that it clicks into place.
Paper out or jam. Load paper or remove the jammed paper, then press <b>◇</b> .	If paper is out, <u>load paper</u> in the cassette. If paper is jammed, <u>remove the jammed paper</u> . Press the <b>◇</b> start button.
Paper jam in the ADF. Remove the jammed paper, and press <b>OK</b> .	<u>Remove the jammed paper</u> from the Automatic Document Feeder, and then turn your product off.
Printer error. See your documentation.	Turn your product off, make sure no <u>paper is jammed</u> inside, and turn it back on. If the error is not resolved, <u>contact Epson</u> for help.
Scanner error. See your documentation.	Turn your product off and then back on. If the error is not resolved, <u>contact Epson</u> for help.
The printer's ink pads are nearing the end of their service life. Please contact Epson Support.	<u>Contact Epson</u> to replace ink pads before the end of their service life. When the ink pads are saturated, your product stops printing and you need to replace the pads to continue printing.
The printer's ink pads are at the end of their service life. Please contact Epson Support.	<u>Contact Epson</u> to replace ink pads to continue printing.

### Run a Printer Check

A printer check will help you determine if your product is operating properly.

1. If your product is connected to your computer, disconnect the USB or Ethernet cable.
2. Turn off your product.
3. Load plain paper in the paper cassette.
4. Press the **⏻** power button to turn on the printer.
5. Press **≡** menu, press **▲** or **▼** to Select **Maintenance**, select **Nozzle Check**, and then press the **◇** start button.
6. Your product begins printing the nozzle check pattern.
  - If the page prints, your product is operating. Your problem may be caused by your computer, cable, software, or setting selections. Check for additional solutions or reinstall your software.

If the pattern on the page has gaps, clean or align the print head.

- If the page does not print, your product may have a problem. Check for additional solutions. If they don't work, contact Epson.

## **Problems and Solutions**

Check these sections for solutions to problems you may have using your product:

Setup Problems

Copying Problems

Scanning Problems

Documents Jam in the Automatic Document Feeder

Paper Feeding Problems While Printing

Problems Printing From a Computer

Page Layout and Content Problems

Print Quality Problems (quality is correct on screen)

Image Quality Problems (quality problem appears on screen)

Network Problems

If none of the solutions here solve your problem, contact Epson for help.

See also:

Problem-solving Tools

Reinstalling Software

### **Setup Problems**

Noise After Ink Installation



Software Installation Problems

Control Panel Language Is Incorrect

A Red Light Stays On Inside the Printer After You Turn Off the Power

#### ***Noise After Ink Installation***

- The first time you install ink cartridges, your product must prime its print head for 2 1/2 minutes. Wait until priming finishes (you see a message that priming is complete) before you turn off your product, or it may prime improperly and use excess ink the next time you turn it on.

If your product stops moving or making noise, but the  on light is still flashing after 5 minutes, turn off your product. If the  light is still flashing when you turn it back on, contact Epson.

- Turn off your product, and then make sure the ink cartridges are inserted completely.
- Make sure no packing materials have been left in your product.

#### ***Software Installation Problems***

- If you're installing your product on a network, follow the instructions on the *Start Here* sheet.
- Make sure your product is turned on and the USB or Ethernet cable is securely connected at both ends. If you still have problems, disconnect the cable and carefully follow the software installation instructions on the *Start Here* sheet. Also make sure your system meets the requirements.
- Close your other programs, including any screen savers and virus protection software, and install the software again.
- Make sure your product is selected as the default printer.
- If you see an error message or your software doesn't install correctly in Windows, you may not have software installation privileges. Contact your System Administrator.
- If you connected your product using a USB cable, make sure the USB Controller is working properly in Device Manager. See your Windows help system for details. If it's not working, contact your computer manufacturer. If you are using a USB hub, try connecting your product directly to your computer.

### ***Control Panel Language Is Incorrect***

If you want to use a different language for the messages on the LCD screen:

1. Press the ☰ menu button, then press ▲ or ▼ to select **Maintenance**, then press **OK**.
2. Press ▲ or ▼, then press ► to select your desired language, then press **OK**.
3. Press the ☰ menu button to exit.

### ***A Red Light Stays On Inside the Printer After You Turn Off the Power***

The light may stay on for up to 15 minutes and then go out automatically. This is normal.

## **Copying Problems**

Nothing Prints, Even Though the On Light Is On

Printing Noise Occurs, Even Though Nothing Prints

Noise Occurs When You Turn on Your product or it Sits for a While

Edges Are Cropped

Photos Are Not Scanned

### ***Nothing Prints, Even Though the On Light Is On***

- Run a printer check.
- If nothing prints when you're copying, make sure your original is placed face-down on the scanner glass or face-up in the ADF.
- Printing stops when one ink cartridge is expended, although you may be able to continue printing temporarily with one ink cartridge.

### ***Printing Noise Occurs, Even Though Nothing Prints***

- Check to see if the print head nozzles are clogged.

- Your product won't operate properly if it's tilted or at an angle. Place it on a flat, stable surface that extends beyond the base in all directions.

***Noise Occurs When You Turn on Your product or it Sits for a While***

Your product is performing routine maintenance.

***Edges Are Cropped***

Make sure your original is positioned against the back left corner of the glass. Move your original away from the edges slightly.

***Photos Are Not Scanned***

- Make sure they are at least 1.2 × 1.6 inches (3 × 4 cm) in size.
- Place them correctly on the scanner glass.

**Scanning Problems**

The Scanner Software Does Not Work Properly

You Cannot Start Epson Scan

You Cannot Scan Over Your Network

***The Scanner Software Does Not Work Properly***

- Make sure your computer has enough memory and meets the other system requirements for the software you are using. See your software documentation for details.
- The scanner software may not work properly when your computer is in standby mode (Windows) or sleep mode (Mac OS X 10.4 and 10.5). Restart Epson Scan and try scanning again.
- The scanner software may not work properly if you upgraded your operating system, but did not reinstall Epson Scan.
- If you're using Mac OS X 10.6, you cannot use Epson Scan. Use the ICA scanning application in Mac OS X 10.6 to scan a document or photo.


***You Cannot Start Epson Scan***

- Make sure your product is turned on.
- Check the cable connection between your product and your computer to make sure it is secure.
- The scanner may not work properly when your computer is in standby mode (Windows) or sleep mode (Mac OS X 10.4 and 10.5). Restart Epson Scan and try scanning again.
- The scanner may not work properly if you upgraded your operating system but did not reinstall Epson Scan (not available for Mac OS X 10.6).
- Make sure the WorkForce K301 is selected in your scanning program.
- Epson Scan is not available on Mac OS X 10.6. See Scanning With Mac OS X 10.6.

### ***You Cannot Scan Over Your Network***

- Epson Scan is not available on Mac OS X 10.6. See [Scanning With Mac OS X 10.6](#).
- Make sure you've restarted your computer after installing the software and setting up the network connection. The printer cannot detect your computer until you've restarted it.
- Make sure Epson Event Manager is not being blocked by your firewall or security software.
- Check to make sure your computer isn't in standby mode (Windows) or sleep mode (Mac OS X 10.4 and 10.5).
- If network communication was interrupted while starting Epson Scan, exit Epson Scan, and restart it after a few seconds. If Epson Scan cannot restart, turn your product off and back on, and then try restarting Epson Scan. Check the **Timeout Setting** in Epson Scan Settings. For details, see the Epson Scan Help.
- Make sure the scanner is selected in the Epson Scan Settings.

#### **Windows:**

Click  or **Start > All Programs** or **Programs > EPSON > EPSON Scan > EPSON Scan Settings**. Then select your scanner from the **Select Scanner** list, select **Network** as the **Connection** setting, and click **OK**. If you do not see the scanner listed in the **Network Scanner Address** window, click **Add**, let the application search for the scanner or click **Enter address** to add the IP address yourself, then click **OK**.

#### **Mac OS X 10.4 and 10.5:**

Double-click the **EPSON Scan Settings** icon in the **Applications > Epson Software** folder. Then select your scanner from the **Select Scanner** list, select **Network** as the **Connection** setting, and click **OK**. If you do not see the scanner listed in the **Network Scanner Address** window, click **Add**, let the application search for the scanner or click **Enter address** to add the IP address yourself, then click **OK**.

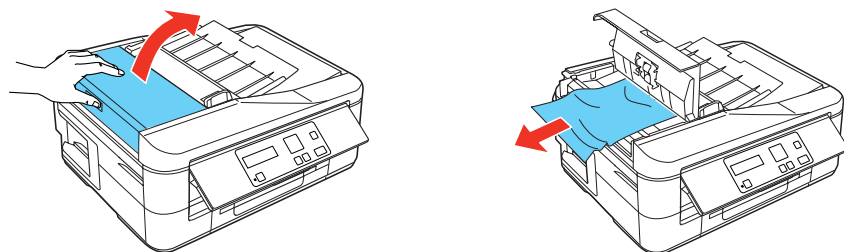
- If you are scanning a large document at high resolution, a communication error may occur. If the scan did not complete, lower the resolution.

### **Documents Jam in the Automatic Document Feeder**

If you're loading legal-size paper, insert only 10 sheets at a time to prevent paper feeding problems.

If a document jams inside the ADF, follow the steps on the LCD screen to clear the jam. If necessary, check the following areas:

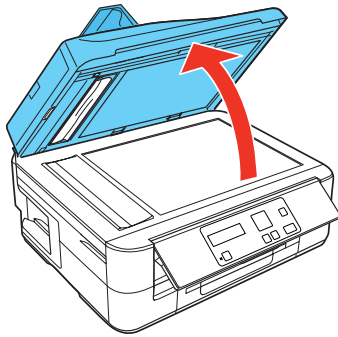
1. Open the ADF cover and remove any jammed paper.



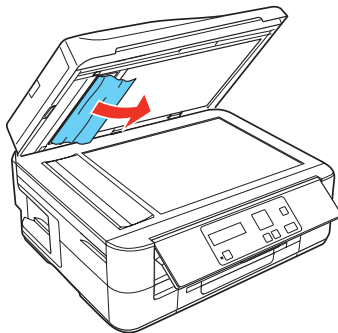
**Caution:**

Do not try to remove the paper without opening the ADF cover first, or you could damage the mechanism.

2. Leave the ADF cover open, then raise the ADF.



3. Remove the jammed paper.



4. Lower the ADF and close the cover.
5. Reload the paper. Make sure the corners of the paper are not bent, folded, or curled up.

**Paper Feeding Problems While Printing****Paper Does Not Feed Correctly****Paper Ejects Wrinkled****Paper Jams When Printing*****Paper Does Not Feed Correctly***

- If paper doesn't feed, remove it from the paper cassette. Fan the stack and reload it. Make sure the paper is not above the tabs on the edge guides.
- If multiple pages feed at once, remove the paper from the tray, fan the edges to separate the sheets, then reload it.
- Make sure you adjust the edge guide to match the length of the paper. Check that the paper is flush against it before you insert the cassette.

- Load only up to the recommended number of sheets. If you're printing on both sides of the paper, try loading fewer sheets.
- Use new, smooth, high-quality paper, that is not curled, creased, old, or too thin. Make sure to load it printable side down.
- Do not load paper with holes punched in it for insertion in a binder.

### ***Paper Ejects Wrinkled***

- If the paper doesn't eject fully, you may have set the wrong paper size. Press the  $\diamond$  start button, then open the scanner and remove the paper. Select the correct paper size when you reprint.
- If paper is wrinkled when it ejects, the paper may be damp or too thin. Load new paper.
- Make sure the paper Type or Media Type setting matches the paper you loaded.

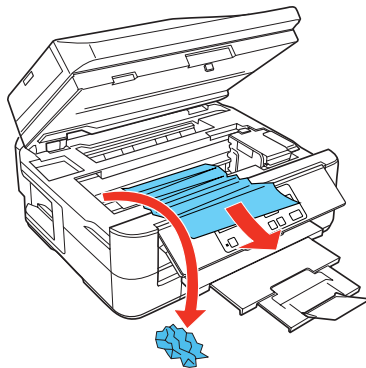
### ***Paper Jams When Printing***

If paper jams when printing, follow the steps on the LCD screen to clear the jam. If necessary, check the following areas:

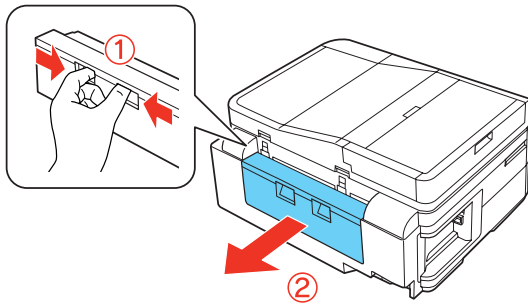
1. Lift the scanner and carefully remove any paper trapped inside, including any torn pieces.

#### **Caution:**

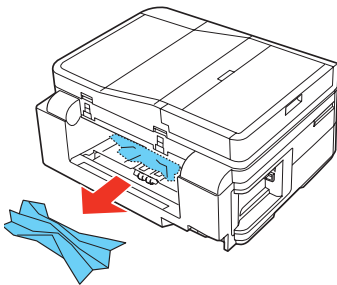
Be careful not to damage the cables inside the printer. Do not attempt to move the print head by hand.



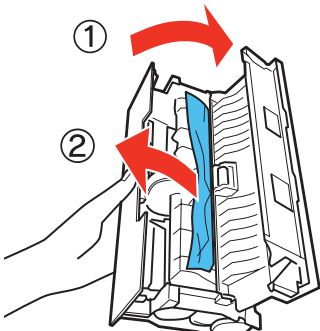
2. Lower the scanner and turn your product around.
3. Remove the auto duplexer from the back of your product.




4. If you can see the jammed paper, carefully pull it out. Avoid touching the paper feed rollers.

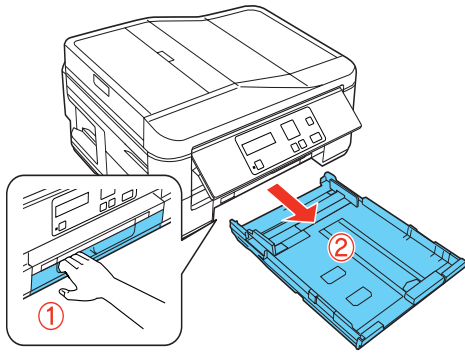


5. If the paper is in the auto duplexer, open it and pull the paper out.

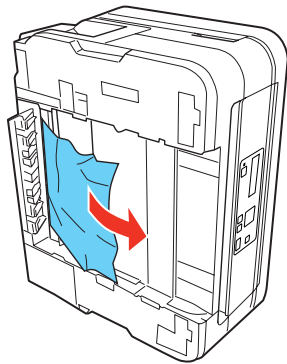


6. Reattach the auto duplexer.
  7. Press the  start button to clear the error indicator, then press **OK**.
- If paper is still jammed after checking for it in other parts of the printer, follow these steps.
1. Turn your product off, unplug it, and disconnect any cables.
  2. Pull out the paper cassette.





3. Carefully stand your product on its side.



4. Carefully remove the jammed paper.
5. Place your product back on its base.
6. Replace the paper cassette.
7. Plug in the power cord and USB or Ethernet cable.
8. Turn your product back on.

### **Problems Printing From a Computer**

Nothing Prints, Even Though the On Light Is On

Printing Noise Occurs, Even Though Nothing Prints

Noise Occurs When Your Product Sits for a While

No Printer Icon Appears in Windows Taskbar

Slow Printing

Cannot Print Over a Network

***Nothing Prints, Even Though the On Light Is On***

- Make sure the USB or Ethernet cable is connected securely at both ends and meets the requirements.

- Run a printer check. If the test page prints, make sure your software is installed correctly.
- When one ink cartridge is expended and one ink cartridge still contains ink, you may be able to continue printing for a short time on plain paper or envelopes using the remaining cartridge. However, print speed will be slower, and you should replace the expended ink cartridge as soon as possible.


#### ***Printing Noise Occurs, Even Though Nothing Prints***

- Check to see if the print head nozzles are clogged.
- Your product won't operate properly if it's tilted or at an angle. Place it on a flat, stable surface that extends beyond the base in all directions.

#### ***Noise Occurs When Your Product Sits for a While***

Your product is performing routine maintenance.

#### ***No Printer Icon Appears in Windows Taskbar***

Try restarting your computer. If you still don't see the  printer icon, follow these steps:

1. Do one of the following:

##### **Windows 7:**

Click  and select **Devices and Printers**.

##### **Windows Vista:**

Click , select **Control Panel**, and click **Printer** under **Hardware and Sound**.

##### **Windows XP:**

Click **Start**, select **Control Panel**, then select **Printers and Faxes** (or **Printers and Other Hardware** and then **Printers and Faxes**).

2. Right-click your product and select **Printing Preferences**.
3. Click the **Maintenance** tab.
4. Click The **Monitoring Preferences** button.
5. Click the **Shortcut Icon** box. Then click **OK** to close the open windows.

#### ***Slow Printing***

Make sure your system meets the requirements. If you're printing a high-resolution image, you need more than the minimum requirements listed. You may also need to:

- Clear space on your hard drive or run a defragmentation utility.
- Close programs that you're not using.
- Increase your system's memory.
- If your printer is connected directly to your computer with a USB cable, use a computer with a high-speed USB 2.0 port.
- If you installed your product using an Ethernet cable, use a computer and router (or hub or switch) with 100 Base-T ports.

- If you print continuously for an extended period, your product may slow down to prevent overheating. Stop printing for at least 30 minutes, but don't turn your product off. When you resume, your product will print at normal speed.

For the fastest printing, try these tips:

- In Windows, make sure the following checkboxes are selected in the Extended Settings screen: **High Speed**, **Always Spool RAW data**, **Page Rendering Mode**, and **Print as Bitmap**.
- For Mac OS X 10.5 and 10.6, enable **High Speed Printing**. Select **System Preferences > Print & Fax > your product (in the Printers list) > Open Print Queue**, then select **Driver**.
- For Mac OS X 10.4, check the **High Speed Printing** setting in the Extension Settings pop-up menu in the Print window of your printer software.
- If your product is connected to a USB hub, disconnect unused USB devices.

#### ***Cannot Print Over a Network***

- Make sure you set up your software properly for network printing. See the *Start Here* sheet.
- Try printing to your product from another computer on the network and see if the problem persists.

### **Page Layout and Content Problems**

#### Image Is Inverted Like a Mirror Image

#### Blank Pages Print

#### Too Many Copies Print

#### Incorrect Margins

#### Incorrect Characters Print

#### Incorrect Image Size or Position

#### ***Image Is Inverted Like a Mirror Image***

- Turn off the mirror setting in your application program.

#### ***Blank Pages Print***

- Make sure your product is selected as your printer.
- Check to see if the print head nozzles are clogged.
- In Windows, make sure **Skip Blank Page** is selected in Extended Settings.
- For Mac OS X 10.5 or later, enable **Skip Blank Page**. Select **System Preference > Print & Fax > your product (in the Printers list) > Options & Supplies**, then select **Driver**.

#### ***Too Many Copies Print***

Make sure that the **Copies** option in your printer software or program is not set for multiple copies.

#### ***Incorrect Margins***

- Make sure the paper settings are correct for your paper size in the Windows, Mac OS X 10.4, or Mac OS X 10.5/10.6 printer software.
- Choose the correct margins for your paper size in your printing program.
- Use the **Print Preview** option in your Windows, Mac OS X 10.4, or Mac OS X 10.5/10.6 program to check your margins before you print.
- Make sure your paper is positioned correctly in the cassette.

#### ***Incorrect Characters Print***

- Make sure the USB or Ethernet cable is securely connected and meets the requirements. Then try printing again.
- Make sure your printer is selected in Windows.
- If you're using a switch box or USB hub with your printer, connect the printer directly to your computer.
- Turn your product off, check that the cables are securely connected, and turn it back on again.

#### ***Incorrect Image Size or Position***

- If you are scanning, make sure the original is positioned correctly on the scanner glass.
- If you are copying, make sure you selected the correct paper size. See Copy Documents and Photos for details.
- If you are printing from your computer, make sure the paper and layout options are set correctly in your Windows, Mac OS X 10.5/10.6, or Mac OS X 10.4 program.

#### **Print Quality Problems (quality is correct on screen)**

If your printout has a quality problem but the image looks fine on your computer screen, check the solutions in this section.

If the image also looks incorrect on screen, check for image quality problems.

#### **Note:**

Images will only print in black-and-white.

Printout Has White or Dark Lines Across It


Printout Is Blurry or Smeared

Printout Is Faint or Has Gaps

Printout Is Grainy

#### ***Printout Has White or Dark Lines Across It***

- The print head nozzles may need cleaning.
- Select a higher **Quality** option in Windows, Mac OS X 10.5 to 10.6, or Mac OS X 10.4.
- Turn off **High Speed** mode in the printer software.

In Windows, disable **High Speed Copies**. Right-click the  printer icon in the taskbar, usually in the bottom right corner of your screen, and select **Printer Settings**. Click the **Maintenance** tab, and then click the **Extended Settings** button.


For Mac OS X 10.5 and 10.6, disable **High Speed Printing**. Select **System Preference** > **Print & Fax** > your product (in the Printers list) > **Options & Supplies**, then select **Driver**.

For Mac OS X 10.4, uncheck the **High Speed Printing** setting in Extension Settings pop-up menu in the Print window of your printer software.

- Make sure the paper Type or Media Type setting matches the paper you loaded.
- Make sure the printable side of the paper is face-down. It's usually brighter or whiter.
- The ink cartridges may need replacing.
- Align the print head.
- The printer won't operate properly if it's tilted or at an angle. Place it on a flat, stable surface that extends beyond the base in all directions.

#### ***Printout Is Blurry or Smeared***

- Make sure your paper isn't damp or curled, or loaded face-up (the printable side should be face-down).
- Make sure your paper meets the specifications.
- Use Epson papers to ensure proper saturation and absorption of genuine Epson inks.
- The print head nozzles may need cleaning.
- Align the print head.
- Remove each sheet from the output tray as it is printed.
- Turn off **High Speed** mode in the printer software.

In Windows, disable **High Speed Copies**. Right-click the  printer icon in the taskbar, usually in the bottom right corner of your screen, and select **Printer Settings**. Click the **Maintenance** tab, and then click the **Extended Settings** button.

For Mac OS X 10.5 and 10.6, disable **High Speed Printing**. Select **System Preference** > **Print & Fax** > your product (in the Printers list) > **Options & Supplies**, then select **Driver**.

- For Mac OS X 10.4, uncheck the **High Speed Printing** setting in Extension Settings pop-up menu in the Print window of your printer software.
- If you are using double-sided paper such as Epson Bright White paper, and you're printing heavily saturated or dark images on the front side of the paper, you may notice that smudges or marks appear on the front when you print the second side. If one side of the paper will contain a lighter image or text, print that side first to eliminate marks or smudging. If you're copying a document or photo, increase the Dry Time.
- Clean the rollers inside your product.


#### ***Printout Is Faint or Has Gaps***

- The print head nozzles may need cleaning.

- The ink cartridges may be old or low on ink, and you may need to replace them.
- Make sure the paper Type or Media Type setting matches the paper you loaded.
- Make sure your paper isn't damaged, old, dirty, or loaded face-up. If it is, reload a new stack of paper with the printable side down; it is usually brighter or whiter than the other side. For best results, use genuine Epson paper.

### ***Printout Is Grainy***

- Make sure the printable side of the paper is face-down. It's usually brighter or whiter.
- Select a higher **Quality** option in Windows, Mac OS X 10.5 to 10.6, or Mac OS X 10.4.
- Turn off **High Speed** mode in the printer software.

In Windows, disable **High Speed Copies**. Right-click the  printer icon in the taskbar, usually in the bottom right corner of your screen, and select **Printer Settings**. Click the **Maintenance** tab, and then click the **Extended Settings** button.

For Mac OS X 10.5 and 10.6, disable **High Speed Printing**. Select **System Preference** > **Print & Fax** > your product (in the Printers list) > **Options & Supplies**, then select **Driver**.

For Mac OS X 10.4, uncheck the **High Speed Printing** setting in Extension Settings pop-up menu in the Print window of your printer software.

- Align the print head.
- You may need to increase the image resolution or print in a smaller size; see your software documentation.

### **Image Quality Problems (quality problem appears on screen)**

If a scanned image on your computer screen has a quality problem, check the solutions in this section.

If the image looks correct on screen but prints with poor quality, check for print quality problems.

#### **Note:**

The color and quality of images displayed on your product's screen will not match your originals.

Image Consists of a Few Dots Only

Line of Dots Appears in All Scanned Images

Straight Lines in Image Appear Crooked

Image Is Distorted or Blurry

Image Colors Are Patchy at the Edges

Image Is Too Dark

Back of Original Image Appears in Scanned Image

Ripple Patterns Appear in Image

Image Is Scanned Upside-Down

Scan Area Not Adjustable in Thumbnail Preview

Edges Are Cropped

## Multiple Photos Are Not Scanned

### *Image Consists of a Few Dots Only*

- Make sure the document is placed on the scanner glass with the side to be scanned facing down.
- When scanning with the **Black&White** setting in Home, Professional, or Office Mode, adjust the **Threshold** setting.

### *Line of Dots Appears in All Scanned Images*

If a dotted line appears in the image, clean the scanner glass with a soft, dry, lint-free cloth (paper towels are not recommended), or use a small amount of glass cleaner on a soft cloth, if necessary. **Don't spray glass cleaner directly on the glass.**

### *Straight Lines in Image Appear Crooked*

Make sure the document lies perfectly straight on the scanner glass.

### *Image Is Distorted or Blurry*

- Make sure the document lies flat on the scanner glass. Also make sure your document is not wrinkled or warped.
- Make sure you do not move your document or your product while scanning.
- Make sure your product is placed on a flat, stable surface.
- Select **Unsharp Mask** in Epson Scan's Professional Mode.
- Adjust the **Auto Exposure** setting in Epson Scan's Professional Mode.
- Increase the **Resolution** setting in Epson Scan's Home, Office, or Professional Mode.

### *Image Colors Are Patchy at the Edges*

If your document is very thick or warped at the edges, cover the edges with paper to block external light as you scan.

### *Image Is Too Dark*

- Adjust the **Auto Exposure** setting in Epson Scan's Professional Mode.
- Check the **Brightness** setting in Epson Scan's Home, Office, or Professional Mode, or adjust brightness using the **Histogram** in Professional Mode (see Epson Scan Help).
- Check the brightness and contrast settings of your computer monitor.

### *Back of Original Image Appears in Scanned Image*

If your original is printed on thin paper, images on the back may be visible to your product and appear in your scanned image. Try scanning the original with a piece of black paper placed on the back of it.

### *Ripple Patterns Appear in Image*

A rippled pattern (called a moiré) may appear in a scanned image of a printed document. It is caused by interference from the differing pitches in the scanner's screen and the halftone screen in your original. To reduce this effect:

- Select the **Descreening** option in Epson Scan's Home, Office, or Professional Mode.
- Select a lower **Resolution** setting in Epson Scan's Home, Office, or Professional Mode.

#### ***Image Is Scanned Upside-Down***

In Home or Professional Mode, your product automatically detects the top of certain photos by analyzing the preview for human faces, the sky, or other orientation factors using **Auto Photo Orientation**. It then places the photos in the correct orientation in the scanned file. If your particular photo is not oriented correctly, you can turn off **Auto Photo Orientation** and try again.

Click the **Configuration** button, click the **Preview** tab, and click the **Auto Photo Orientation** checkbox to turn it off.

#### ***Scan Area Not Adjustable in Thumbnail Preview***

- Create a marquee or adjust the existing marquee to select the area you want to scan in Home or Professional Mode.
- Switch to the Normal preview (if available) in Home or Professional Mode and preview your image again.

#### ***Edges Are Cropped***

Make sure your original is positioned in the front right corner of the glass. Move your original away from the edges slightly.

#### ***Multiple Photos Are Not Scanned***

Move your photos further apart, up to 0.8 inch (20 mm).

### **Network Problems**

EpsonNet Setup was Unable to Find My Product on the Network

Your Product Does Not Appear in the Add Printer Window (Mac OS X)

Cannot Print Over the Network

Cannot Find the Scanner or Start Epson Scan

Print a Network Status Sheet

#### ***EpsonNet Setup was Unable to Find My Product on the Network***

Verify that your product is turned on and connected to your network.

#### ***Your Product Does Not Appear in the Add Printer Window (Mac OS X)***

Make sure the printer driver was installed correctly and that your computer's TCP/IP settings are configured correctly.

#### ***Cannot Print Over the Network***




- Make sure you set up your software properly for network printing. See the *Start Here* sheet.
- Print a network status sheet and verify that the network settings are correct.
- When using TCP/IP, make sure your product's IP address is set correctly for your network. If your network does not assign IP addresses using DHCP, you need to set the IP address manually.
- For an Ethernet connection, make sure that your product is turned on, and that your router, access point, switch, or hub link LED for the port your product is connected to is on or flashing. If the link LED is off, try the following:
  - Make sure the Ethernet cable is securely connected to both your product and your router, access point, switch, or hub.
  - Try connecting to another port on your router, access point, switch, or hub.
  - Try connecting your product to another router, access point, switch or hub.
  - Try connecting your product to your router, access point, switch, or hub with another Ethernet cable.
  - Try printing from another computer on the network to see if the problem persists.

#### ***Cannot Find the Scanner or Start Epson Scan***

- Epson Scan is not available on Mac OS X 10.6. See Scanning With Mac OS X 10.6.
- Make sure you've restarted your computer after installing the software and setting up the network connection. The printer cannot detect your computer until you've restarted it.
- Make sure Epson Event Manager is not being blocked by your firewall or security software.
- Check to make sure your computer isn't in standby mode (Windows) or sleep mode (Mac OS X 10.5 or 10.4).
- If network communication was interrupted while starting Epson Scan, exit Epson Scan, and restart it after a few seconds. If Epson Scan cannot restart, turn your product off and back on, and then try restarting Epson Scan. Check the **Timeout Setting** in Epson Scan Settings. For details, see the Epson Scan Help.
- Make sure the scanner is selected in the Epson Scan Settings.

#### **Windows:**

Click  or **Start > All Programs** or **Programs > EPSON > EPSON Scan > EPSON Scan Settings**. Then select your scanner from the **Select Scanner** list, select **Network** as the **Connection** setting, and click **OK**. If you do not see the scanner listed in the **Network Scanner Address** window, click **Add**, let the application search for the scanner or click **Enter address** to add the IP address yourself, then click **OK**.

#### **Mac OS X 10.4 and 10.5:**

Double-click the **EPSON Scan Settings** icon in the **Applications > Epson Software** folder. Then select your scanner from the **Select Scanner** list, select **Network** as the **Connection** setting, and click **OK**. If you do not see the scanner listed in the **Network Scanner Address** window, click **Add**, let the application search for the scanner or click **Enter address** to add the IP address yourself, then click **OK**.

- If you are scanning a large document at high resolution, a communication error may occur. If the scan did not complete, lower the resolution.

### *Print a Network Status Sheet*

1. Press the ☰ menu button.
2. Press ▲ or ▼ to select **Network Settings**, then press **OK**.
3. Press ▲ or ▼ to select **Network Settings**, then select **Print Network Status**.
4. Press ⬅ start to print the network status sheet.


## Reinstalling Software

If you have a problem that requires you to uninstall and reinstall your software, follow the instructions in one of these sections.

### Windows

### Mac OS X

### **Windows**

1. Turn off your product.
2. Disconnect the USB or Ethernet cable.
3. Click  or **Start**, and select **All Programs** or **Programs**.
4. Select **EPSON**, select your product, then select **EPSON Printer Software Uninstall**.

#### **Note:**

If you see a User Account Control window, click **Yes** or **Continue**.

5. Select your product and click **OK**. Then follow the on-screen instructions.
6. Open the Windows **Control Panel**.
7. In Windows 7 and Windows Vista, select **Programs and Features**—or, if you're using Classic view, select **Programs**, then click **Uninstall a program**.

In Windows XP, double-click **Add or Remove Programs**.

8. Click **Epson Event Manager** in the list of currently installed programs and click **Uninstall/Change** (Windows 7 or Windows Vista) or **Change/Remove** (Windows XP). Click **Yes** or **Continue** if necessary.
9. Click **EPSON Scan** in the list of currently installed programs and click **Uninstall/Change** (Windows 7 and Windows Vista) or **Change/Remove** (Windows XP). Click **Yes** or **Continue** if necessary.
10. Click **Next**.

In some cases, a message may appear to prompt you to restart the computer. If so, make sure **Yes, I want to restart my computer now** is selected and click **Finish**.

11. Restart your computer, then see the *Start Here* sheet to reinstall your software.

## Mac OS X

1. Turn off your product.
2. Disconnect the USB or Ethernet cable.
3. Insert the printer software CD-ROM in your CD-ROM or DVD drive.
4. Double-click the **Epson** CD-ROM icon on your desktop.
5. Open the **Common** folder, then open the **Epson Scan** folder in the CD-ROM window.  
You may have to scroll down to see the **Epson Scan** folder.
6. Double-click the **Epson Scan Uninstaller** icon.  
When the Installer screen appears, select **Uninstall** from the pop-up menu at the top and click the **Uninstall** button.
7. Follow the on-screen instructions to uninstall Epson Scan.  
When Epson Scan uninstall is complete, open the **Common** folder, then open the **Printer** folder in the CD-ROM window.
8. Double-click the **EPSON Printer Uninstaller** icon.  
In the EPSON Printer window, select **Uninstall** from the pop-up menu at the top and click the **Uninstall** button.
9. Follow the on-screen instructions to uninstall the printer software.
10. When the printer driver uninstall is complete, do the following:
  - **Mac OS X 10.4**  
Open the **Applications** folder, select **Utilities**, choose **Printer Setup Utility**, select **EPSON WorkForce K301**, and click **Delete**.
  - **Mac OS X 10.5 or 10.6**  
Select **System Preferences**, select **Print & Fax**, select your printer, and click the – button.
11. Restart your Mac, and then see the *Start Here* sheet to reinstall your software.

## Getting More Help

If you need additional help with your product or its software, contact Epson. For help with other software for your product not made by Epson, contact the manufacturer.

### Internet Support

Visit [Epson's support website](#) for your product for solutions to common problems. You can download drivers, get FAQs and troubleshooting advice, or e-mail Epson with your questions (site available in Spanish and Portuguese only).

### Speak to a Support Representative

Before you call Epson for support, please have the following information ready:

- Product name (WorkForce K301)
- Product serial number (located on the back of product)

- Proof of purchase (such as a store receipt) and date of purchase
- Computer configuration
- Description of the problem

Then call:

<b>Country</b>	<b>Telephone Number</b>
Argentina	(54 11) 5167-0300
Chile	(56 2) 484-3400
Colombia	(57 1) 523-5000
Costa Rica	800-377-6627
Ecuador	(593 4) 604-4220
Mexico Mexico City Other cities	(52 55) 1323-2052 01-800-087-1080
Peru Lima Other cities	(51 1) 418-0210 0800-10126
Uruguay	00040-5210067
Venezuela	(58 212) 240-1111

If your country does not appear on the list, contact the Epson sales office in the nearest country. Toll or long distance charges may apply.

### **Purchase Supplies and Accessories**

You can purchase genuine Epson ink and paper from an Epson authorized reseller. To find the nearest reseller, call your nearest Epson sales office, as described above.

### **Help With Other Software**

<b>Software</b>	<b>Online and E-mail</b>
ABBYY FineReader	www.abbyyusa.com support@abbyyusa.com

# Clean and Transport Your Product

If your product gets dirty or you need to move it some distance, follow the instructions in these sections:

## Cleaning

## Transportation

### Cleaning

To keep your product working at its best, you should clean it several times a year.

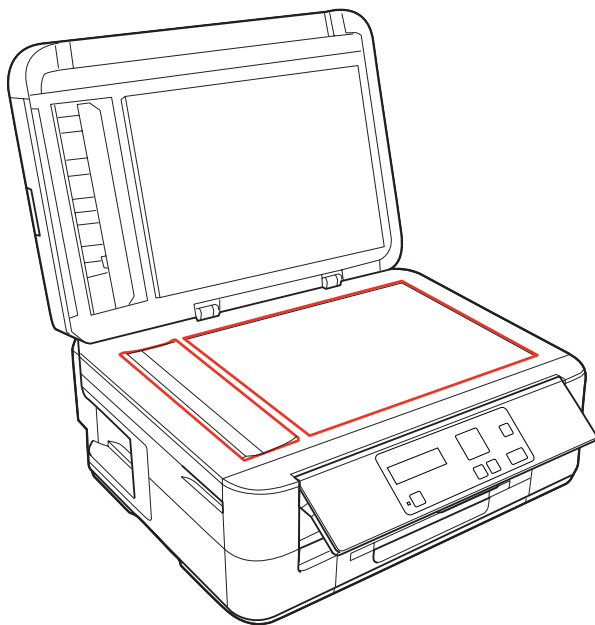
#### **Note:**

If ink has contaminated the paper feed rollers inside your product (for example, if you see vertical streaks or smudges on your printouts), you may also need to clean the paper path.

#### **Caution:**

Do not use a hard brush, benzine, alcohol, or paint thinner to clean your product or you may damage it. Do not use oil or other lubricants inside your product or let water get inside it.

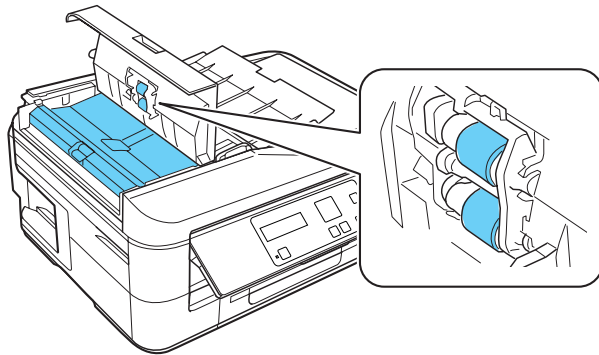
1. Turn off your product.
2. Unplug the power cable.
3. Disconnect the USB or Ethernet cable.
4. Remove all the paper.
5. Clean the scanner glass with a soft, lint-free cloth (microfiber is recommended), moistened with a little glass cleaner. If necessary, clean the top of the plastic strip (left area outlined below) with a lint-free cloth only.



**Caution:**

Do not spray glass cleaner directly on the glass and do not press the glass surface with any force.

6. Clean the LCD screen with a soft, dry cloth. Do not use liquid or chemical cleansers.
7. Open the ADF cover and use a soft, dry, non-abrasive, microfiber cloth to clean the roller and the interior of the ADF.



8. Close the ADF, then clean the outer case with a soft cloth dampened with mild detergent.

**Note:**

Close the ADF paper support when you are not using your product to protect it from dust.

## Transportation

If you need to ship your product or transport it a long distance, prepare it for transportation as described below.

**Caution:**

When storing or transporting your product, avoid tilting it, placing it vertically, or turning it upside down; otherwise ink may leak.

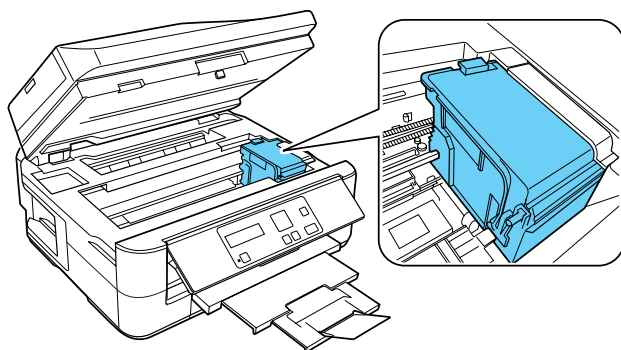
Leave the ink cartridges installed. Removing the cartridges can dry out the print head and may prevent your product from printing.

Do not carry your product by the control panel; this may damage your product.

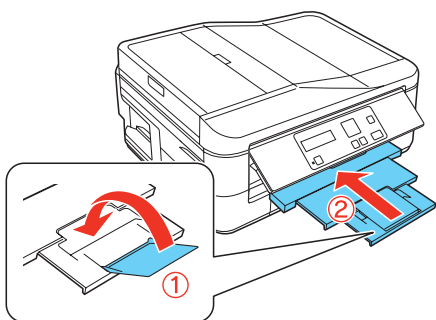
When storing this product in a box, place it so that the control panel does not get damaged.

1. Turn off your product.

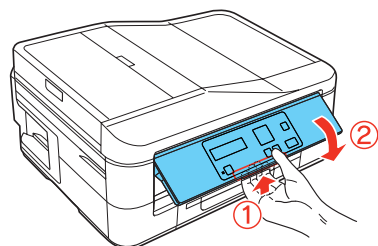
2. Lift up the scanner and check that the print head is all the way to the right (the home position).  
If necessary, turn on your product, then turn it off again. Leave the ink cartridges installed.



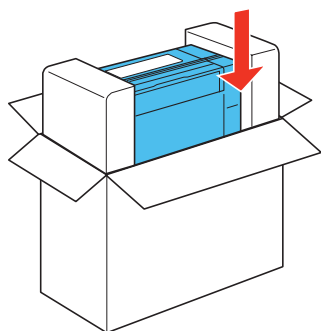
3. Lower the scanner.
4. Remove all the paper from the cassette, and reinsert the cassette.
5. Unplug all the connected cables.
6. Close the output tray.



7. Press the release bar underneath the control panel, and lower the control panel all the way down.



8. Pack your product in its original box or one of a similar size using protective material to keep it from moving inside the box.



9. Keep your product level during transportation to prevent damage.  
If print quality has declined when you print again in a new location, clean and align the print head.





# Specifications and Notices

For information about using your product and detailed specifications, see:

[Important Safety Instructions](#)

[Computer System Requirements](#)

[Product Specifications](#)

[FCC Compliance Statement](#)

[Info-ZIP copyright and license](#)

[Open-source Software Notices](#)

[Copyright and Trademarks](#)

## Important Safety Instructions

Before using your Epson product, read and follow these safety instructions:

- Be sure to follow all warnings and instructions marked on your product.
- Use only the type of power source indicated on the product label.
- Use only the power cord that comes with your product. Use of another cord may cause fires or shock. Do not use the cord with any other equipment. Make sure the power cord meets all relevant local safety standards.
- Place your product near a wall outlet where the plug can be easily unplugged.
- If you won't be using your product for a long period, unplug the power cord from the electrical outlet.
- Always turn off your product using the ⏻ power button, and wait until the ⏻ on light stops flashing before unplugging your product or cutting off power to the electrical outlet.
- Avoid plugging your product into an outlet on the same circuit as a photocopier or air conditioning system that regularly switches on and off, or on an outlet controlled by a wall switch or timer.
- Do not let the power cord become damaged or frayed. Place the cord in a position to avoid abrasions, cuts, fraying, crimping, and kinking. Do not place objects on top of it and do not allow it to be stepped on or run over. Be careful to keep the cord straight at each end. If damage occurs to the plug, replace the cord or consult a qualified electrician.
- If you use an extension cord with your product, make sure the total ampere rating of the devices plugged into the extension cord does not exceed the cord's ampere rating. Also, make sure the total ampere rating of all devices plugged into the wall outlet does not exceed the wall outlet's ampere rating.
- When connecting the printer to a computer or other device with a cable, ensure the correct orientation of the connectors. Each connector has only one correct orientation. Inserting a connector in the wrong orientation may damage both devices connected by the cable.
- Place your product on a flat, stable surface that extends beyond its base in all directions. It will not operate properly if it is tilted or at an angle.

- Avoid placing your product in locations that are subject to rapid changes in heat or humidity, shocks or vibrations, or dust. Do not place your product near a radiator or heating vent or in direct sunlight. Do not place or store the printer outdoors.
- Keep your product away from potential sources of electromagnetic interference, such as loudspeakers or the base units of cordless phones.
- Allow space behind the printer for the cables, and space above the printer so that you can fully raise the document cover.
- Leave enough room around your product for sufficient ventilation. Make sure your product is at least 4 inches (10 cm) away from the wall.
- Do not block or cover openings in your product case or insert objects through the slots.
- Do not use aerosol products that contain flammable gases inside or around your product. Doing so may cause fire.
- Do not press too hard on the document table when placing the originals.
- Do not open the scanner section while your product is copying, printing, scanning, or faxing.
- Be careful not to trap your fingers when closing the scanner cover or scanner.
- Do not touch the flat white cable inside your product.
- Do not spill liquid on your product. Do not use your product near water. Do not use with wet hands.
- Unplug your product and refer servicing to qualified service personnel under the following conditions: if the power cord or plug is damaged; if liquid has entered your product; if your product has been dropped or the case damaged; if your product does not operate normally or exhibits a distinct change in performance.
- Adjust only those controls that are covered by the operating instructions. Except as specifically explained in your documentation, do not attempt to service your product yourself.
- Never disassemble, modify, or attempt to repair your product by yourself, except as specifically explained in the documentation. Do not adjust controls that are not covered by the operating instructions.
- When storing or transporting your product, do not tilt it, stand it on its side, or turn it upside down; otherwise ink may leak from the cartridges.
- Always keep this guide handy.

### ***LCD Screen Safety***

- Use only a dry, soft cloth to clean the LCD screen. Do not use liquid or chemical cleansers.
- If the LCD screen is damaged, contact Epson. If the liquid crystal solution gets on your hands, wash them thoroughly with soap and water. If the liquid crystal solution gets into your eyes, flush them immediately with water. If discomfort or vision problems remain after a thorough flushing, see a doctor immediately.

### ***Ink Cartridge Safety***

- Keep ink cartridges out of the reach of children and do not drink the ink.

- Shake new ink cartridges four or five times before opening their packages.
- Be careful when you handle used ink cartridges; there may be ink remaining around the ink supply port. If ink gets on your skin, wash it off with soap and water. If it gets in your eyes, flush them immediately with water. If you still have discomfort or vision problems, see a doctor immediately.
- Do not put your hand inside your product or touch any cartridges during printing.
- Do not try to move the print head by hand, or you may damage your product.
- Before transporting your product, make sure the print head is in the home (far right) position and the ink cartridges are in place.
- Install a new ink cartridge immediately after removing a used one. Leaving cartridges uninstalled can dry out the print head and may prevent your product from printing.
- Do not disassemble or modify ink cartridges. Doing so may prevent normal printing.
- Store ink cartridges in a cool, dark place.
- Do not touch the green IC chip on the side of the cartridge. Doing so may prevent normal operation and printing.
- Do not shake ink cartridges after opening their packages, and do not remove the label from the cartridge itself; this can cause leakage.
- If you remove an ink cartridge for later use, protect the ink supply area from dirt and dust and store it in the same environment as your product. Note that there is a valve in the ink supply port, making covers or plugs unnecessary, but care is needed to prevent the ink from staining items that the cartridge touches. Do not touch the ink cartridge ink supply port or surrounding area. Do not store cartridges upside down.

## **Computer System Requirements**

To use your product and its software, your computer system should meet these requirements:

### **Windows Requirements**

Microsoft® Windows 7, Windows Vista, Windows XP Professional x64 Edition, or Windows XP

### **Mac Requirements**

Mac OS X 10.4.11, 10.5.8, or 10.6.x

### **Note:**

Visit the [Epson website](#) for the latest in compatibility and drivers.

## **Product Specifications**

See these sections for the detailed specifications of your product:

[Printing](#)

[Scanning](#)

[Automatic Document Feeder \(ADF\)](#)

[Paper](#)

Ink Cartridges

Size and Weight

Electrical

Environmental

Standards

USB Interface

Network Interface

See also:

Computer System Requirements

Important Safety Instructions

## **Printing**

Paper path

Front paper cassette, front entry

Capacity

Approx 250 sheets at 20 lb (75 g/m<sup>2</sup>)

30 legal-size sheets

## **Scanning**

Scanner type

Flatbed color

Photoelectric device

CIS

Effective pixels

10,200 × 14,040 pixels at 1200 dpi

Document size

Maximum: 8.5 × 11.7 inches (216 × 297 mm) US letter or A4 size

Scanner glass: US letter size or A4

Automatic document feeder: US letter size, legal size (single-sided only), or A4

Scanning resolution

1200 dpi (main scan)

2400 dpi (sub scan)

Output resolution

50 to 4800, 7200, and 9600 dpi (50 to 4800 dpi in 1 dpi increments)

Image data

16 bits per pixel per color internal  
8 bits per pixel external (maximum)

Light source

LED

### **Automatic Document Feeder (ADF)**

Paper input

Face-up loading

Paper output

Face-down ejection

Paper size

US letter size, legal size (single-sided only), or A4

Paper type

Plain paper

Paper weight

17 lb (64 g/m<sup>2</sup>) to 24 lb (95 g/m<sup>2</sup>)

Sheet feeding capacity

Total thickness of 0.12 inch (3 mm)

Approx. 30 sheets (letter, A4), 10 sheets (legal)

### **Paper**

Use paper under normal conditions:

Temperature: 59 to 77 °F (15 to 25 °C)

Humidity: 40 to 60% RH

#### **Note:**

Since the quality of any particular brand or type of paper may be changed by the manufacturer at any time, Epson cannot guarantee the quality of any non-Epson brand or type of paper. Always test a sample of paper stock before purchasing large quantities or printing large jobs.

#### ***Single-sheets***

Size

A4 (210 × 297 mm; 8.3 × 11.7 inches)

A6 (105 × 148 mm; 4.1 × 5.8 inches)

Letter (8.5 × 11 inches [216 × 279 mm])

Legal (8.5 × 14 inches [216 × 356 mm])

4 × 6 inches (102 × 152 mm)

5 × 7 inches (127 × 178 mm)

8 × 10 inches (203 × 254 mm)

## Paper types

Plain paper

Special papers distributed by Epson

Thickness (for plain paper)

0.003 to 0.004 inch (0.08 to 0.11 mm)

Weight (for plain paper)

17 lb (64 g/m<sup>2</sup>) to 24 lb (90 g/m<sup>2</sup>)

## *Envelopes*

Size

No. 10 4 1/8 × 9 1/2 inch (105 × 241 mm)

Paper type

Plain bond paper

Weight

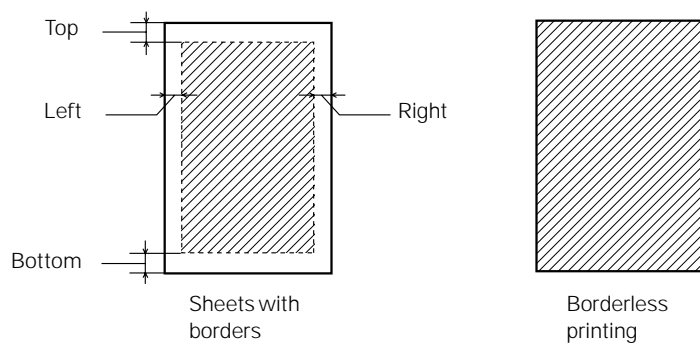
20 lb (75 g/m<sup>2</sup>) to 24 lb (90 g/m<sup>2</sup>)

## *Printable Area*

### **Note:**

When printing borderless, quality may decline in the expanded printable area.

Single sheets



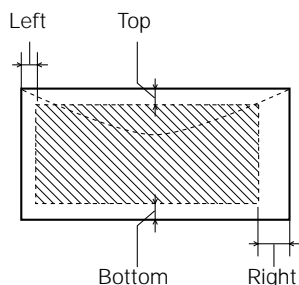
Top: 0.12 inch (3 mm) minimum

Left: 0.12 inch (3 mm) minimum

Right: 0.12 inch (3 mm) minimum

Bottom: 0.12 inch (3 mm) minimum

Envelopes



Left: 0.12 inch (3 mm) minimum

Bottom: 0.20 inch (5 mm) minimum

Top: 0.20 inch (5 mm) minimum

Right: 0.78 inch (20 mm)

## **Ink Cartridges**

### **Note:**

We recommend that you use genuine Epson cartridges and do not refill them. The use of other products may affect your print quality and could result in printer damage.

Yields vary considerably based on images printed, print settings, paper type, frequency of use, and temperature. For print quality, a small amount of ink remains in the cartridge after the “replace cartridge” indicator comes on.

For best printing results, use up a cartridge within six months of opening the package.

### Part numbers and ordering information

#### Cartridge life

Opened package: within 6 months

Unopened package: do not use if the date on the package has expired

#### Temperature

Storage: -4 to 104 °F (-20 to 40 °C)

1 month at 104 °F (40 °C)

Ink freezes at 10.4 °F (-12 °C)

Ink thaws and is usable after 3 hours at 77 °F (25 °C)

## **Size and Weight**

### Size

Stored:

Width: 17.6 inches (446 mm)

Depth: 14.2 inches (360 mm)



Height: 9.0 inches (228 mm)

Printing:

Width: 17.6 inches (446 mm)

Depth: 21.9 inches (557 mm)

Height: 9.4 inches (239 mm)

Weight

17.0 lb (7.7 kg)

(without the ink cartridges or power cable)

## **Electrical**

Power supply rating

**100 to 120 V model:**

100 to 120 V

**220 to 240 V model:**

220 to 240 V

**UPS model:**

100 to 240 V

Input voltage range

**100 to 120 V model:**

90 to 132 V

**220 to 240 V model:**

198 to 264 V

**UPS model:**

90 to 264 V

Rated frequency range

50 to 60 Hz

Input frequency range

49.5 to 60.5 Hz

Rated current

**100 to 120 V model:**

0.6 A

**220 to 240 V model:**

0.3 A

**UPS model:**

0.6 A to 0.3 A

Power consumption

**100 to 120 V model:**

Printing: Approx. 17 W (ISO/IEC24712 Letter pattern)

Ready mode: Approx. 4.8 W

Sleep mode: Approx. 2.7 W

Power off mode: 0.2 W

**220 to 240 V model:**

Printing: Approx. 17 W (ISO/IEC24712 Letter pattern)

Ready mode: Approx. 4.8 W

Sleep mode: Approx. 2.8 W

Power off mode: 0.4 W (220 to 240 V model)

**UPS model:**

Printing: Approx. 18 W (ISO/IEC24712 Letter pattern)

Ready mode: Approx. 5.5 W

Sleep mode: Approx. 3.2 W

Power off mode: 0.4 W (220 to 240 V model)

**Environmental****Temperature**

Operation: 50 to 95 °F (10 to 35 °C)

Storage: -4 to 104 °F (-20 to 40 °C)

1 month at 104 °F (40 °C)

**Humidity**

Operation: 20 to 80% RH

Storage: 5 to 85% RH

(without condensation)

**Standards****Safety**

UL60950-1

CAN/CSA C22.2 No. 60950-1

**EMC**

FCC part 15 Subpart B class B

CAN/CSA-CEI/IEC CISPR 22 Class B

**USB Interface****USB**

One USB 2.0 Hi-Speed port (Device Class for computers), Type B

**Network Interface****Standard**

## **FCC Compliance Statement**

### **For United States Users**

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio or television reception. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio and television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

### **WARNING**

The connection of a non-shielded equipment interface cable to this equipment will invalidate the FCC Certification of this device and may cause interference levels which exceed the limits established by the FCC for this equipment. It is the responsibility of the user to obtain and use a shielded equipment interface cable with this device. If this equipment has more than one interface connector, do not leave cables connected to unused interfaces. Changes or modifications not expressly approved by the manufacturer could void the user's authority to operate the equipment.

### **For Canadian Users**

This Class B digital apparatus complies with Canadian ICES-003.

*Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.*

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kernel-2.6.18

lsp-arm-versatile926ejs-2.6.18\_pro500

module-init-tools-3.2pre1

mount-2.12

net-tools-1.60

netbase-4.29

psmisc-21.5

readline-libs-5.0

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udev-0.093

udhcp 0.9.8cvs20050124-5

util-linux-2.12

usb8786

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