

WorkForce® 520/525 Series



Quick Guide

Network Setup
Basic Copying, Printing, Scanning, and Faxing
Maintenance
Solving Problems

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Network Setup

This section provides detailed instructions for setting up your product on a wireless or wired network.

Before you begin, make sure you set up your product as described on the *Start Here* sheet. Then follow the steps in one of these sections to set up the product on your network:

- For wireless network setup, see below.
- For wired network (Ethernet®) setup, see page 18.

Wireless Network Setup

The steps in this section provide detailed instructions for setting up your product on a wireless network.

You will need to install the software on every computer that will print to your product. Temporary use of a USB cable (not included) is recommended for the first installation only. After the printer is connected to the network, you will be prompted to remove the USB cable.

If you are using Mac OS X 10.6 or don't have a USB cable, you can use the buttons on the printer to select wireless settings instead.

Note:

If you have trouble setting up your product, see “Network Problems” on page 50.

- If this is the first time that you're installing the product, see “Installing for the First Time” on page 5.
- If your product is already on your wireless network and you need to set up additional computers to print to the product, see “Setting Up Additional Computers” on page 14.

Installing for the First Time

Before you begin, make sure that you have the following information ready and write it in the space provided below:


- Network name (SSID): _____
- Network password: _____

Note:

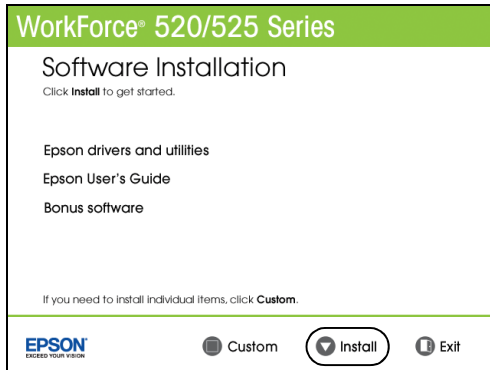
If your network password contains uppercase (ABC) or lowercase (abc) letters, be sure to note them correctly. If you don't know your network name (SSID) or network password, contact the person who set up your wireless network.

1. Make sure your product is turned on.
2. Insert the product software CD.
3. **Windows® 7 and Windows Vista®:** If you see the AutoPlay window, click **Run Setup.exe**. When you see the User Account Control screen, click **Yes** or **Continue**.

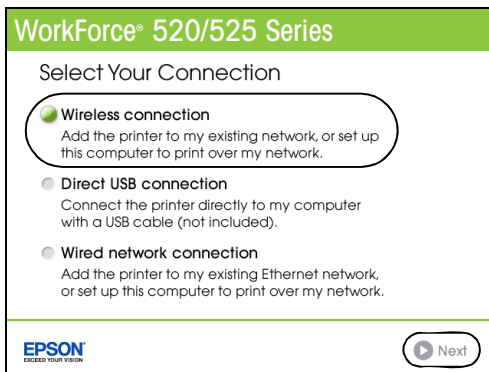
Windows XP: When you see the Software Installation screen, continue with step 4.

Mac OS® X: Double-click the  **Epson** icon.

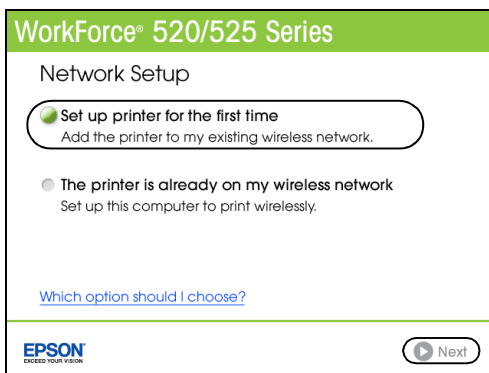
4. When you see this screen, click **Install**.



5. When you see this screen, select **Wireless connection** and click **Next**.



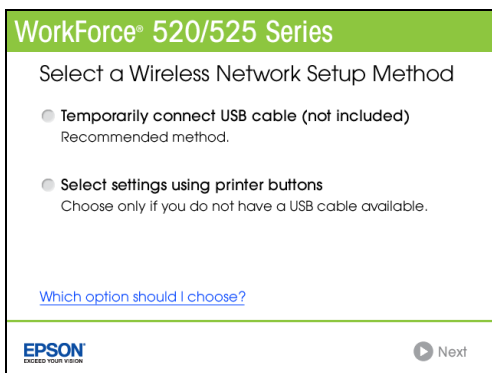
6. When you see this screen, select **Set up printer for the first time**, then click **Next**.



7. **Mac OS X 10.6:** At the next screen, click **Next**. Then skip to “Setting Up With the Product Buttons” on page 11 to set up the product without using a temporary USB connection.

6 Wireless Network Setup

- When you see this screen, select a wireless network setup method, then click **Next**.



Tip:

If you need help selecting a wireless network setup method, click **Which option should I choose** for more information on setup methods.

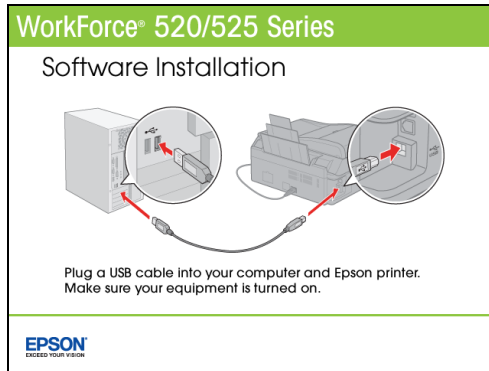
- At the next screen, click **Next**.
- Do one of the following:
 - If you selected **Temporarily connect USB cable**, continue with “Setting Up With a Temporary USB Cable” below.
 - If you selected **Select settings using printer buttons**, continue with “Setting Up With the Product Buttons” on page 11.

Setting Up With a Temporary USB Cable

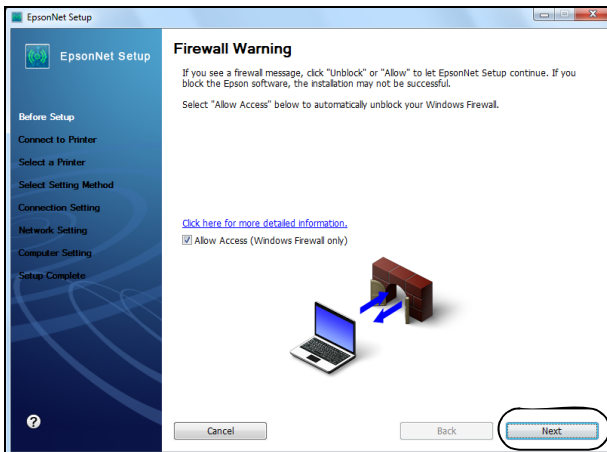
Do not connect the USB cable to your product until instructed to do so in the on-screen instructions.

- Wait while the software is installed.

- When you see this screen, connect the product to your computer with a USB cable.



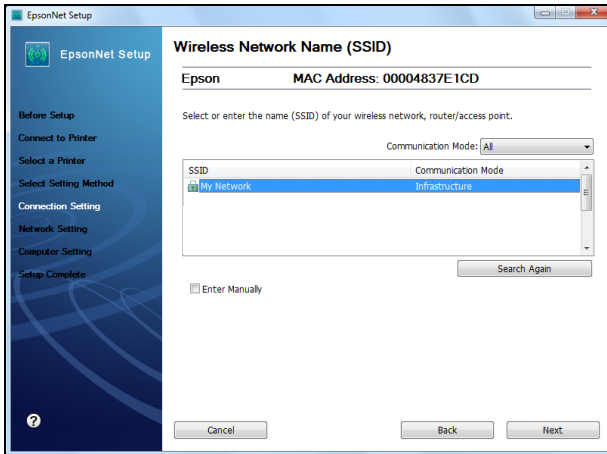
- Follow the on-screen instructions to continue installing the software.
- When you see the Firewall Warning screen, click **Next**.



Note:

If you see a firewall alert message, click **Unblock** or **Allow** to let EpsonNet Setup continue. Do not select **Ask Me Later**, **Keep Blocking**, or **Block**.

5. When you see a screen like the following, select your network name (SSID) from the list, then click **Next**.



Note:

If your network name isn't in the list, select **Enter Manually**. If your network name contains uppercase (ABC) or lowercase (abc) letters, enter them correctly.

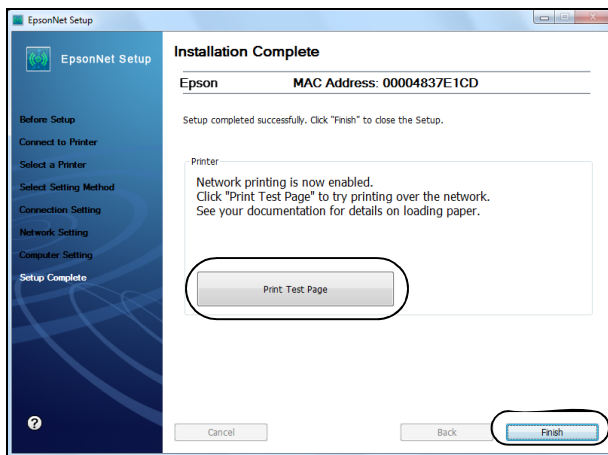
6. If you see a screen like the following, enter your security key or passphrase, then click **Next**.



Note:

If your security key contains uppercase (ABC) or lowercase (abc) letters, enter them correctly.

7. Wait while EpsonNet Setup configures your product for the network.
8. Follow the instructions on the screen to remove the USB cable from the product and your computer.
9. When you see the Installation Complete screen, print a test page, then click Finish.



10. Follow the on-screen instructions to install the rest of your software.

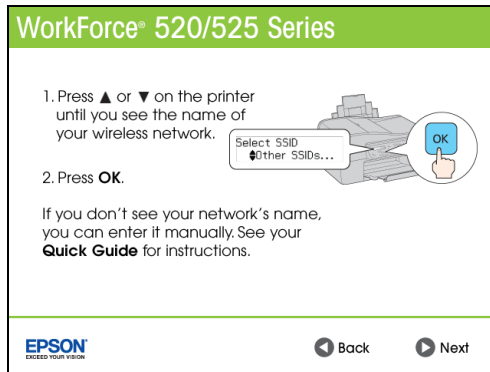
When installation is complete, remove the CD.

To set up additional computers to print to the product, see “Setting Up Additional Computers” on page 14.

Setting Up With the Product Buttons

If you are using Mac OS X 10.6, or you did not connect a USB cable to set up the product on your wireless network, follow these steps to set it up using the product buttons:

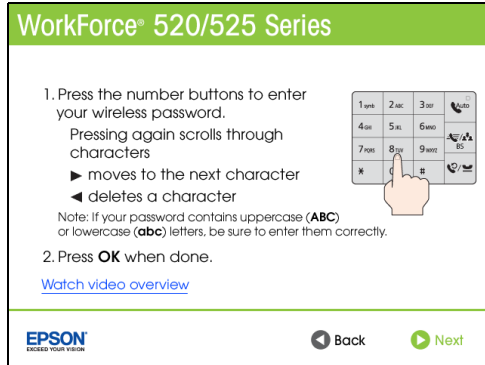
1. Follow the instructions on the screen to start the product's wireless Setup Wizard.
2. When you see this screen, use the product's buttons to select the name of your wireless network, then press **OK**. When you're finished, click **Next**.



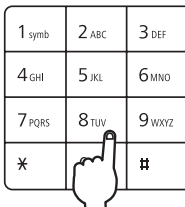
If your network name isn't listed, try the following:

- Make sure that your wireless router or access point is turned on and working correctly. Press the **⊗ Stop/Clear Settings** button to return to the previous screen, press **OK** to select **Setup Wizard**, then repeat step 2.
- If you still can't find the network name in the list, your router or access point is not broadcasting its network name. Press **▲** or **▼** to select **Other SSIDs**, then press **OK**. Continue with the steps in "Entering Your SSID Manually" on page 14.

3. When you see this screen, do one of the following:



- If your wireless network has security enabled, use the product's buttons to enter your network password. If your password has uppercase or lowercase letters, be sure to enter them correctly. Then click **Next** and go to step 4.



- Press the buttons repeatedly to select uppercase letters or lowercase letters, or numbers and special characters.
- Press ► to move to the next character.
- Press ◀ to delete a character.
- If your wireless network doesn't have security enabled, click **Next** and continue with step 4.

Note:

If you're having trouble entering your network password, click **Watch video overview** to watch a short video tutorial on how to enter your network password.

4. Follow the on-screen instructions to finish selecting network settings.

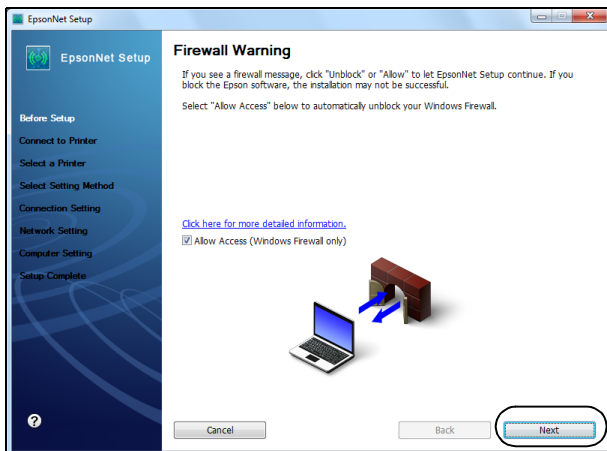
If you see a network setup failed message, the network password may have been entered incorrectly. If your password has uppercase or lowercase letters, or numbers, be sure to enter them correctly.

Note:

If the product still doesn't connect to your wireless network, see "The product cannot find or connect to the wireless router or access point" on page 50.

- 5. **Mac OS X 10.6:** Skip to step 10 on page 13.
- 6. Wait while the software is installed.

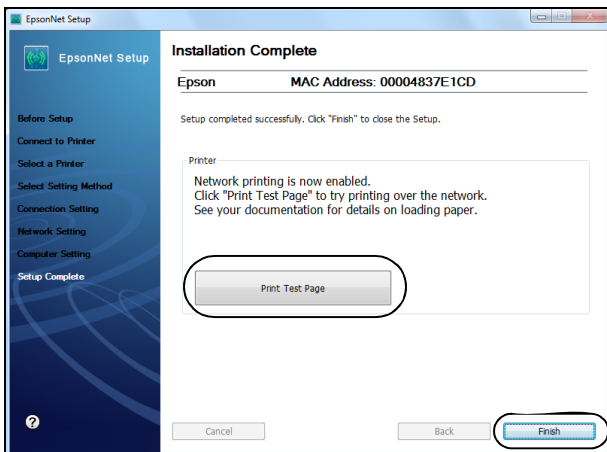
7. When you see the Firewall Warning screen, click **Next**.



Note:

If you see a firewall alert message, click **Unblock** or **Allow** to let EpsonNet Setup continue. Do not select **Ask Me Later**, **Keep Blocking**, or **Block**.

8. Wait while EpsonNet Setup configures your product for the network.
9. When you see the Installation Complete screen, print a test page, then click **Finish**.



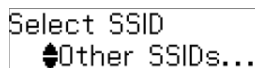
10. Follow the instructions on the screen to install the rest of your software.
When installation is complete, remove the CD.

To set up additional computers to print to the product, see “Setting Up Additional Computers” below.

Entering Your SSID Manually

If your network doesn't broadcast its name (SSID), follow these steps to enter it:

1. From the Select SSID screen on the product control panel, press ▲ or ▼ to select **Other SSIDs**, then press OK.

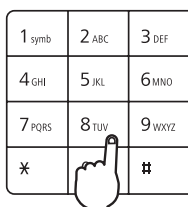


Select SSID
◆ Other SSIDs...

2. Use the numeric keypad on the control panel to enter your network name.

Important:

Network names are case-sensitive. Be sure to enter uppercase letters (ABC) or lowercase letters (abc) correctly.

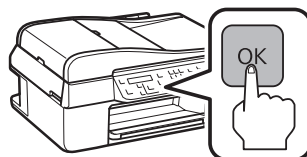


- Press the buttons repeatedly to select uppercase letters or lowercase letters, or numbers and special characters.

- Press ► to move to the next character.

- Press ◀ to delete a character.

3. When you're done entering your network name, press OK.
4. Continue with step 3 on page 12 to enter your network password.



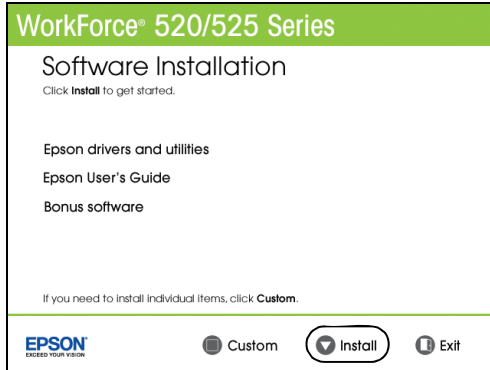
Setting Up Additional Computers

1. Make sure your product is turned on.
2. Insert the product software CD.
3. **Windows 7 and Windows Vista:** If you see the AutoPlay window, click **Run Setup.exe**. When you see the User Account Control screen, click **Yes** or **Continue**.

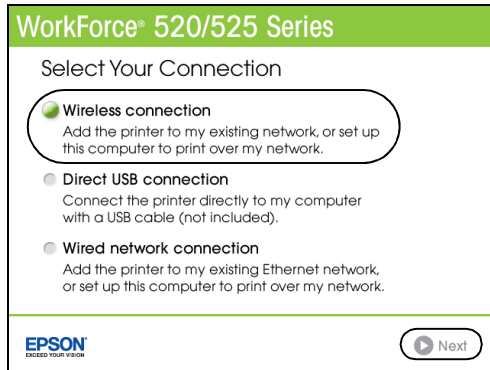
Windows XP: When you see the Software Installation screen, continue with step 4.

Mac OS X: Double-click the  **Epson** icon.

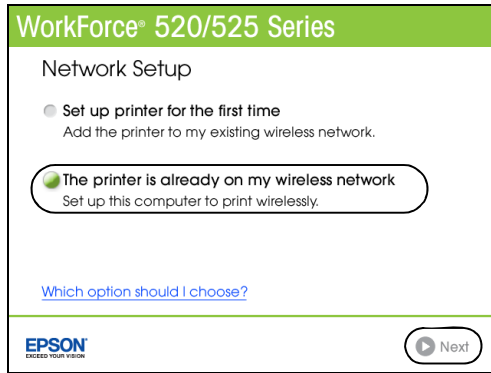
4. When you see this screen, click **Install**.



5. When you see this screen, select **Wireless connection** and click **Next**.



- When you see this screen, select **The printer is already on my wireless network**, then click **Next**.



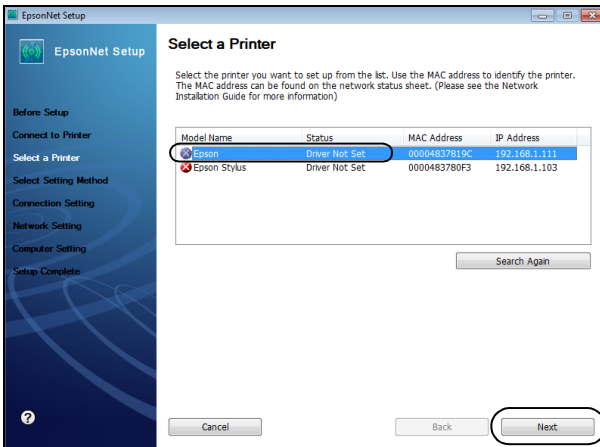
- Wait while the software is installed.
- Mac OS X 10.6: Skip to step 13 on page 17.
- When you see the Firewall Warning screen, click **Next**.



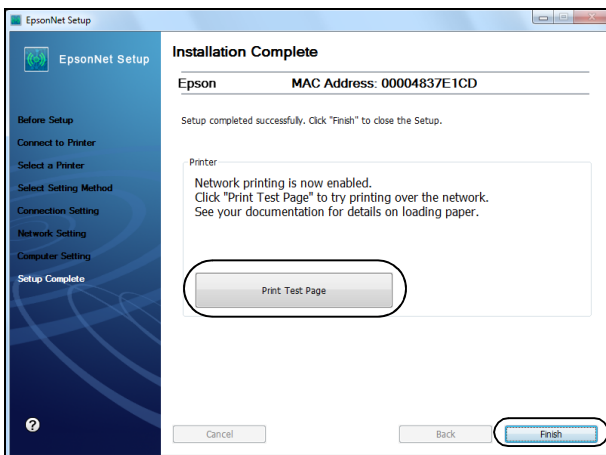
Note:

If you see a firewall alert message, click **Unblock** or **Allow** to let EpsonNet Setup continue. Do not select **Ask Me Later**, **Keep Blocking**, or **Block**.

10. If you see a screen like this one, select the product you would like to set up, then click **Next**.



11. Wait while EpsonNet Setup configures your product for the network.
12. When you see the Installation Complete screen, print a test page, then click **Finish**.



13. Follow the instructions on the screen to install the rest of your software.
When installation is complete, remove the CD.

Wired (Ethernet) Network Setup

The steps in this section provide detailed instructions for setting up your product on a wired (Ethernet) network.

Note:





If you're having trouble setting up your product, see "Network Problems" on page 50.

- If this is the first time that you're installing the product, follow the steps below.
- If your product is already on your wired network and you need to set up additional computers to print to the product, see page 22.

Installing for the First Time

1. Make sure your product is turned on.

Note:

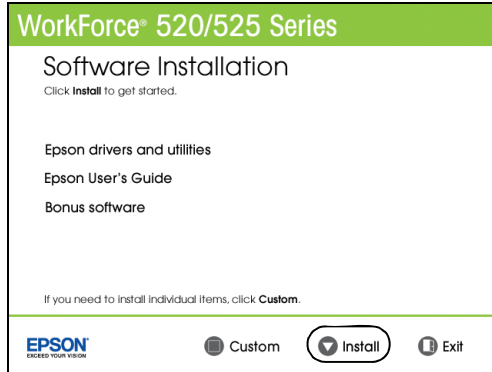
If you previously set up the product on a wireless network, you must disable the wireless LAN before you can connect to a wired network. Press  **Menu**, press  or  to select **Network Settings**, then **Wireless LAN Setup**, then **Disable Wireless LAN**. Press **OK**, press **1** to confirm, and press  **Menu** to exit.

2. Insert the product software CD.
3. **Windows 7 and Windows Vista:** If you see the AutoPlay window, click **Run Setup.exe**. When you see the User Account Control screen, click **Yes** or **Continue**.

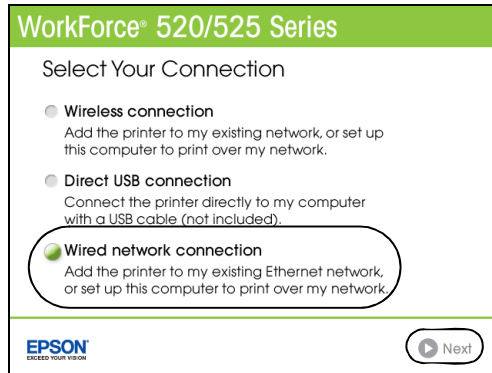
Windows XP: When you see the Software Installation screen, continue with step 4.

Mac OS X: Double-click the  Epson icon.

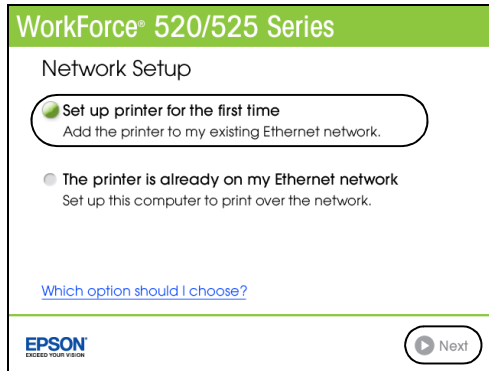
4. When you see this screen, click **Install**.



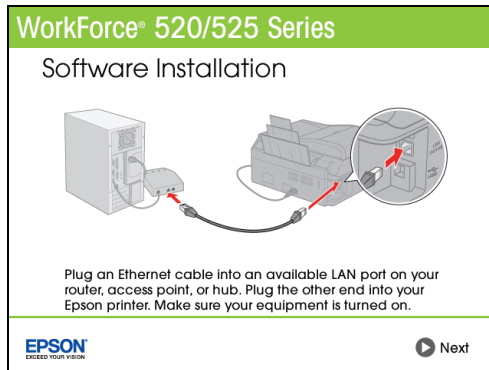
5. When you see this screen, select **Wired network connection** and click **Next**.



- When you see this screen, select **Set up printer for the first time**, then click **Next**.



- When you see this screen, connect the product to your router, access point, or hub with an Ethernet network cable, then click **Next**.



- Mac OS X 10.6:** Skip to step 14 on page 21.
- Wait while the software is installed, then click **Next** to start network installation.

10. When you see the Firewall Warning screen, click **Next**.

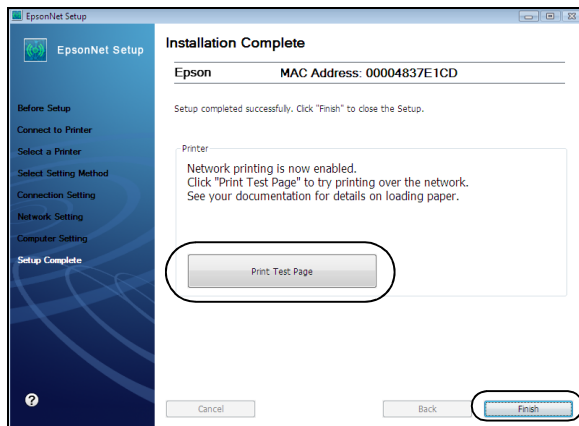


Note:

If you see a firewall alert message, click **Unblock** or **Allow** to let EpsonNet Setup continue. Do not select **Ask Me Later**, **Keep Blocking**, or **Block**.

11. Wait while EpsonNet Setup configures your product for the network.

12. If you see an Installation Complete screen that includes a **Print Test Page** button, click it to print a test page.



13. Click **Finish**.


14. Follow the instructions on the screen to install the rest of your software.

When installation is complete, remove the CD.

Setting Up Additional Computers

1. Make sure your product is turned on.
2. Insert the product software CD.
3. **Windows 7 and Windows Vista:** If you see the AutoPlay window, click **Run Setup.exe**. When you see the User Account Control screen, click **Yes** or **Continue**.

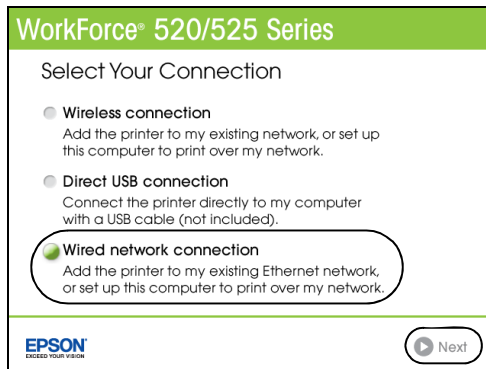
Windows XP: When you see the Software Installation screen, continue with step 4.

Mac OS X: Double-click the  **Epson** icon.

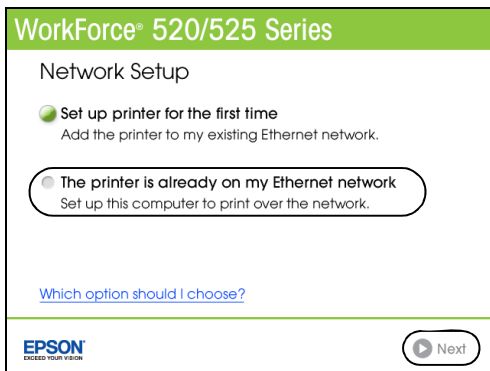
4. When you see this screen, click **Install**.



5. When you see this screen, select **Wired network connection** and click **Next**.



- When you see this screen, select **The printer is already on my Ethernet network**, then click **Next**.



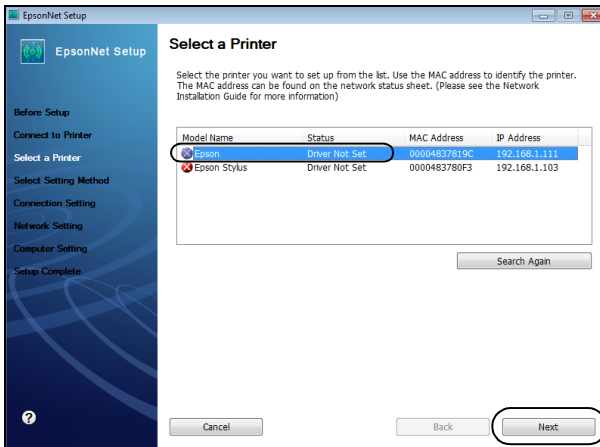
- Mac OS X 10.6: Skip to step 14 on page 24.
- Wait while the software is installed, then click **Next** to start network installation.
- When you see the Firewall Warning screen, click **Next**.



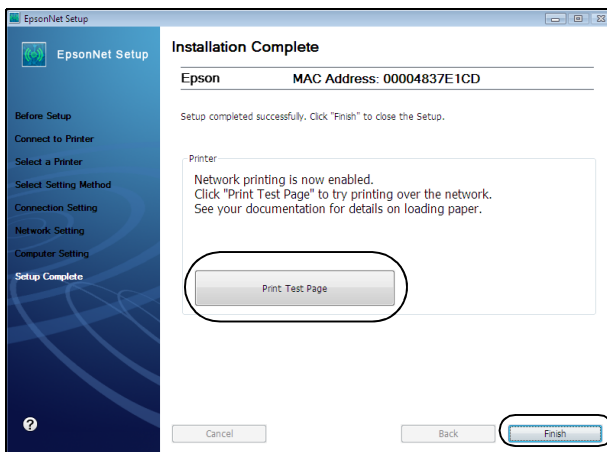
Note:

If you see a firewall alert message, click **Unblock** or **Allow** to let EpsonNet Setup continue. Do not select **Ask Me Later**, **Keep Blocking**, or **Block**.

10. If you see a screen like this one, select the product you would like to set up, then click **Next**.



11. Wait while EpsonNet Setup configures your product for the network.
12. If you see an Installation Complete screen that includes a **Print Test Page** button, click it to print a test page.

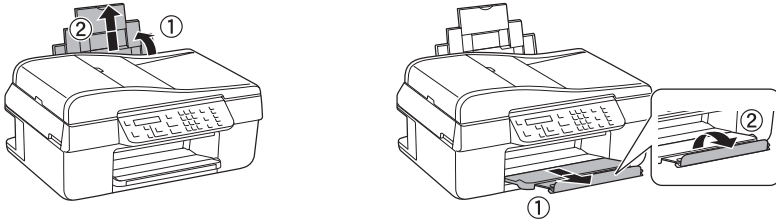


13. Click **Finish**.
14. Follow the instructions on the screen to install the rest of your software.
When installation is complete, remove the CD.

Loading Paper

You can print documents and photos on a variety of paper types and sizes. For details, see page 26. (For instructions on loading envelopes, see your online *User's Guide*.)

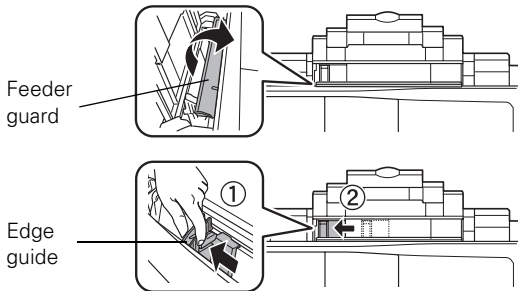
1. Open the paper support and pull up the extensions. Then pull out the output tray extensions and flip up the paper stopper.



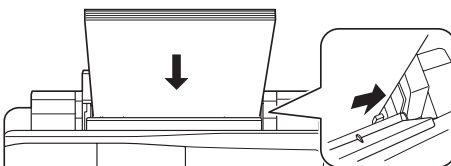
Note:

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

2. Squeeze the edge guide as you slide it all the way to the left. (If the feeder guard is in the way, flip it forward.)



3. Load paper against the right edge and behind the tab with the glossy or printable side face up. (Load letterhead or pre-printed paper top edge first.)



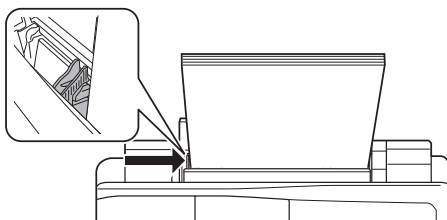
Always load paper short edge first; don't load it sideways.

You can load up to about 100 sheets of plain paper or 20 sheets of photo paper. Load other special papers one sheet at a time. See your online *User's Guide* for details.

Note:

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, as listed below.

4. Squeeze the edge guide and slide it against the paper, but not too tightly.



Using Special Papers

Epson offers a wide array of high quality papers, making it easy to maximize the impact of your documents, photos, presentations, and other projects.

You can purchase genuine Epson ink and paper at Epson Supplies CentralSM at www.epson.com/ink3 (U.S. sales) or www.epson.ca (Canadian sales). You can also purchase supplies from an Epson authorized reseller. To find the nearest one, call 800-GO-EPSON (800-463-7766).

Paper name	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 Premium Presentation Paper Matte Double-sided	Letter (8.5 × 11 inches [216 × 279 mm])	S041568	50

Paper name	Size	Part number	Sheet count
Epson Ultra Premium Photo Paper Glossy	Borderless 4 × 6 inches (102 × 152 mm)	S042181 S042174	60 100
	Borderless 5 × 7 inches (127 × 178 mm)	S041945	20
	Borderless 8 × 10 inches (203 × 254 mm)	S041946	20
	Letter (8.5 × 11 inches [216 × 279 mm])	S042182 S042175	25 50
Epson Premium Photo Paper Semi-gloss	Borderless 4 × 6 inches (102 × 152 mm)	S041982	40
	Letter (8.5 × 11 inches [216 × 279 mm])	S041331	20
Epson Premium Photo Paper Glossy	Borderless 4 × 6 inches (102 × 152 mm)	S041808 S041727	40 100
	Borderless 5 × 7 inches (127 × 178 mm)	S041464	20
	Borderless 8 × 10 inches (203 × 254 mm)	S041465	20
	Letter (8.5 × 11 inches [216 × 279 mm])	S042183 S041667	25 50
Epson Photo Paper Glossy	Borderless 4 × 6 inches (102 × 152 mm)	S041809 S042038	50 100
	Letter (8.5 × 11 inches [216 × 279 mm])	S041141 S041649 S041271	20 50 100
Epson Bright White Paper	Letter (8.5 × 11 inches [216 × 279 mm])	S041586	500
Epson Photo Quality Self-adhesive Sheets	A4 (8.3 × 11.7 inches [210 × 297 mm])	S041106	10
Epson Iron-on Cool Peel Transfer paper	Letter (8.5 × 11 inches [216 × 279 mm])	S041153	10

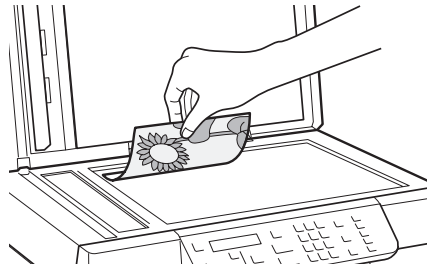
Placing Originals for Copying, Scanning, or Faxing

Before you copy, scan, or fax, place your documents or photos on the scanner glass or in the Automatic Document Feeder.

Using the Scanner Glass

You can place a photo or a document up to letter-size (or A4-size) on the scanner glass.

1. Open the document cover.
2. Place your original face-down on the scanner glass, with the top against the back left corner.
3. Close the cover gently to keep your original in place.



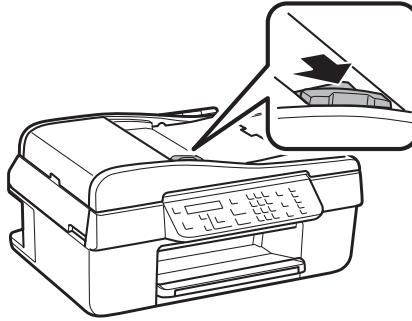
Using the Automatic Document Feeder

You can place up to 30 letter- or A4-size sheets or 10 legal-size sheets in the Automatic Document Feeder (ADF).

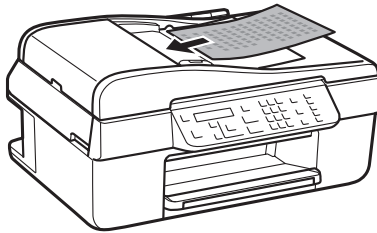
1. Open the ADF paper support.



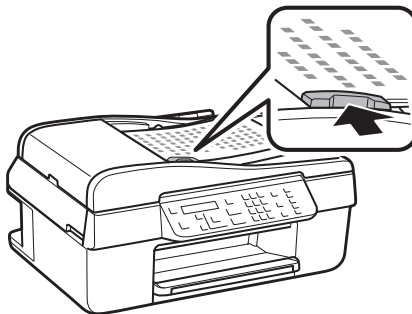
- Slide the edge guide outward.



- Fan the originals, then tap them on a flat surface to even the edges.
- Insert the originals face-up, top edge first.







- Slide the edge guide against the originals, but not too tightly.



Copying a Document or Photo

Follow the instructions in this section to make color or black-and-white copies.

Note:

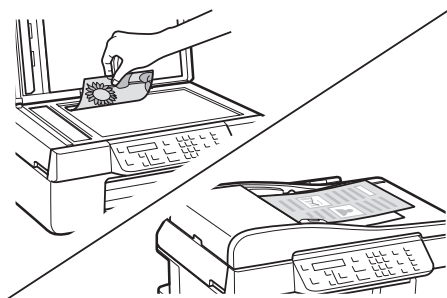
To turn off the “beep” heard when you press a button, press  **Copy**, press  **Menu**, press  or  to select **Maintenance**, then press **OK**. Select **Sound**, then select **Off** and press **OK**.

Copying a Document or Photo




You can copy documents onto plain paper or Epson special paper 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- or A4-size plain paper.







You can copy a photo onto 4 × 6-inch, 5 × 7-inch, letter-size, or A4-size Epson photo paper (various types available) for instant photo reprints.

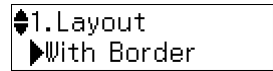
1. Load paper in the sheet feeder (see page 25).
2. Place your original document or photo on the scanner glass, or load your documents in the Automatic Document Feeder (see page 28).



Note:





When you use the Copy function with originals loaded in the Automatic Document Feeder, letter-size paper is automatically selected for your printed copies. If you copy a legal-size document, the image will be cropped to fit. To copy a full legal-size document on letter-size paper, press  **Menu**, select **Reduce/Enlarge**, then press **OK**. Press  or  to select **Legal->Letter**, then press **OK**.

3. Press the  **Copy** button.
4. Press  or  or use the numeric keypad to select the number of copies you want (up to 99).
5. To change the layout, press  **Menu**, then press **OK**. Press  or  to select **With Border** to leave a small margin around the image or **Borderless** to expand the image all the way to the edge of the paper (slight cropping may occur), then press **OK**.







Note:

You cannot print borderless on plain paper.

6. To change paper type, paper size, or any other print settings, press  or  to select the setting, then press **OK**. Press  or  to select an option, then press **OK**.

Note:

Not all **Paper Type**, **Paper Size**, **Layout**, and **Quality** settings may be available depending on the options you choose. See the online *User's Guide* for details.

7. After you finish selecting settings, press  **Menu** to exit the settings menu.
8. Press the  **B&W** or  **Color** button to begin copying. To cancel copying, press  **Stop/Clear Settings**.

Note:

Do not pull out paper as it is printing; it ejects automatically.

Printing From Your Computer

This section describes the basic steps for printing from a Windows or Macintosh® computer. For detailed instructions on printing, see the online *User's Guide*.

Tip:

It's a good idea to check for updates to your Epson product software; see page 49.

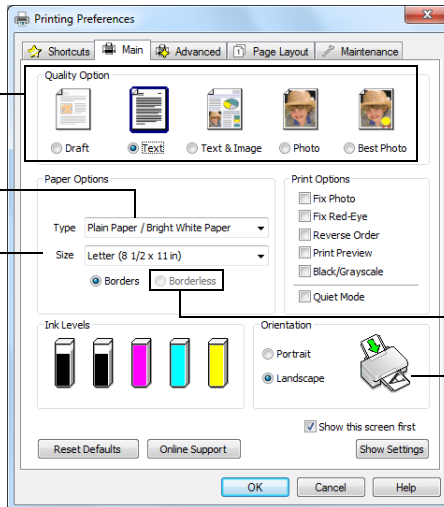
Printing in Windows

1. Open a photo or document in a printing program, open the File menu, and select Print.
2. Select your product, then click the Preferences or Properties button.
3. On the Main tab, select basic print settings. Make sure you choose the correct paper Type setting for your paper (see page 35).

Select the type of document you're printing (choose **Photo** or **Best Photo** for pictures)

Select your paper **Type**

Select your paper **Size**



Click here for borderless photos

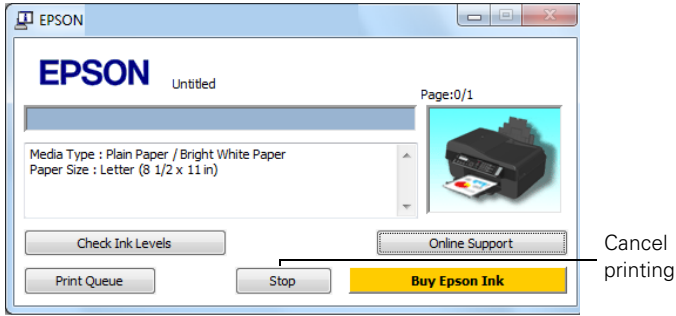
Select your document or photo **Orientation**

Tip:

For more information about print settings, click **Help**.

4. To resize your printout or print double-sided, click the **Page Layout** tab.

- For more printing options, click the **Advanced** tab.
- Click **OK** to save your settings.
- Click **OK** or **Print** to start printing. This window appears and shows the progress of your print job.



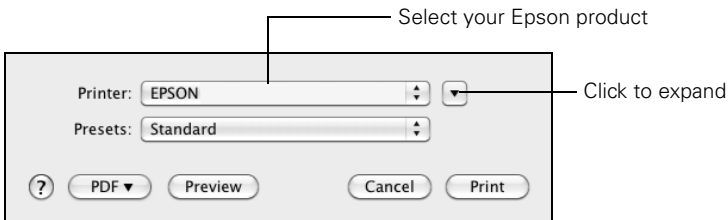
Printing With a Macintosh

Follow the steps below to print from Mac OS X 10.5 to 10.6.

Note:

If you're printing from Mac OS X 10.4, see your online *User's Guide* for instructions.

- Open a photo or document in a printing program, open the **File** menu, and select **Print**.
- Select your product as the **Printer** setting.

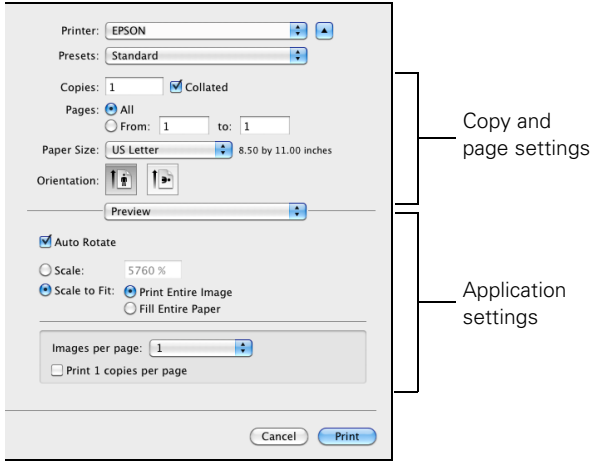


- Click the arrow to expand the **Print** window, if necessary.

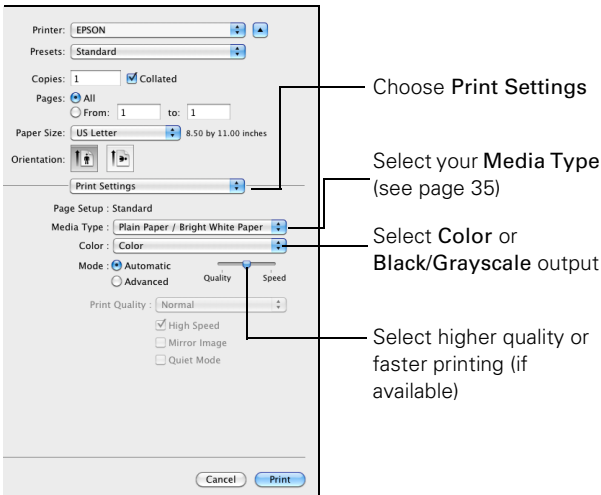
4. Select basic copy and page settings. For borderless photos, choose a **Paper Size** setting with a **Sheet Feeder - Borderless** option.

Note:

If the setting you want isn't shown (for example, **Scale**), check for it in your application before printing or check for it at the bottom of this window.



5. Choose **Print Settings** from the pop-up menu, and select these print settings:



6. Choose any other printing options you may need from the pop-up menu. See the online *User's Guide* for details.

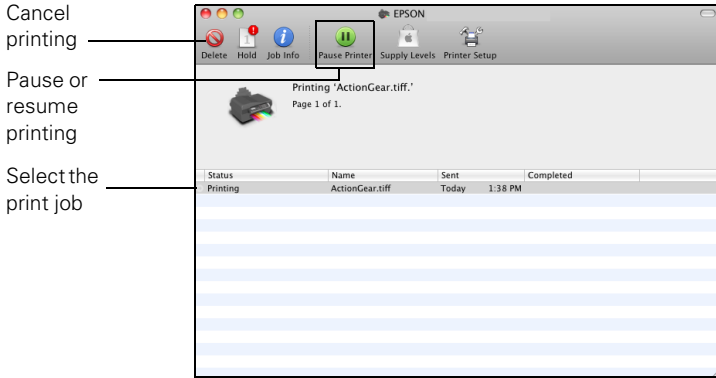
7. Click the **Advanced** button to change additional settings.

Note:

For more information on print settings, click ?.

8. Click **Print**.

9. To monitor your print job, click the  printer icon in the dock.



Selecting the Correct Paper Type

Select the correct **Type** (see page 32) or **Media Type** (see page 34) setting in your printer software so the ink coverage can be adjusted accordingly.

For this paper/media	Select this setting
Plain paper Epson Bright White Paper Epson Presentation Paper Matte Epson Iron-on Cool Peel Transfer paper	Plain Paper/Bright White Paper
Epson Ultra Premium Photo Paper Glossy	Ultra Premium Photo Paper Glossy
Epson Premium Photo Paper Glossy	Premium Photo Paper Glossy
Epson Photo Paper Glossy	Photo Paper Glossy
Epson Premium Photo Paper Semi-gloss	Premium Photo Paper Semi-Gloss
Epson Premium Presentation Paper Matte Epson Premium Presentation Paper Matte Double-sided Epson Photo Quality Self-adhesive Sheets	Premium Presentation Paper Matte
Envelopes	Envelope

Faxing a Document

Your WorkForce 520/525 Series lets you send faxes by entering fax numbers, selecting entries from a speed dial or group dial list, or using the one-touch dial buttons. Using the Automatic Document Feeder, you can fax up to 30 pages at a time.

Note:

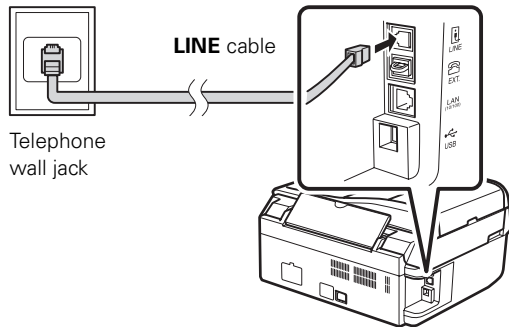
You can also send a fax from your computer using the Epson FAX Utility. With Windows, see the online *User's Guide*. With Macintosh, download the utility from the Epson support web site listed on page 54.

Connecting a Phone or Answering Machine

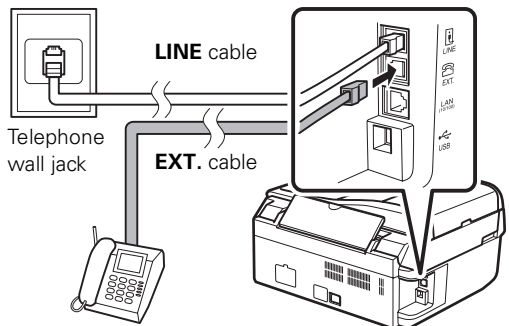
1. Connect the phone cable from the wall jack to the **LINE** port on the back of the product.

Note:

If you're connecting the product to a DSL phone line, you must plug a DSL filter into the wall jack or you won't be able to use the fax or telephone equipment. Contact your DSL provider for the necessary filter.



2. To use a telephone or answering machine, you need a second phone cable. Connect one end of the cable to the telephone or answering machine, and connect the other end to the **EXT.** port on the back of the product.



In Auto Answer mode, if the incoming call is a fax and you pick up the phone or the answering machine answers, the WorkForce 520/525 Series automatically begins receiving the fax. If the other party is a caller, the phone can be used as normal or a message can be left on the answering machine.

Note:

Any phone or answering machine must be connected to the EXT. port to detect an incoming fax call when a phone is picked up.

Setting Up Fax Features

Before sending or receiving faxes, you should create a fax header and select the number of rings before the fax answers.

Note:

To select other settings or use the Epson FAX Utility, see the online *User's Guide*.





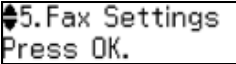


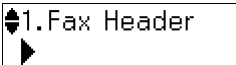
Entering Fax Header Information

You should enter your name and phone number in the fax header before sending faxes so that recipients can identify the origin of the fax.

Note:

If you leave the WorkForce 520/525 Series unplugged for a long period of time, the date and time settings may get lost. See the *Start Here* sheet or online *User's Guide* for instructions on resetting them.

Entering Your Sender Name

1. Press the  Fax button, then press  Menu.
2. Press  or  to select Fax Settings, then press OK. 
3. Press  or  to select Header, then press OK.
4. Press OK to select Fax Header. 
5. Use the numeric keypad to enter your sender name or other header information (see “Using the Keypad to Enter Numbers and Characters” on page 38). You can enter up to 40 digits.
6. When you're done, press OK to return to the Fax Header screen.

Entering Your Phone Number

1. From the Fax Header screen, press ▲ or ▼ to select **Your Phone Number**, then press OK. You see the phone number input screen.

Your Phone Number
2. Use the numeric keypad to enter your phone number (up to 20 digits).
3. When you're done, press OK to return to the Your Phone Number screen.
4. Press ☰ Menu to exit the Fax Settings menu.

Using the Keypad to Enter Numbers and Characters

When entering phone numbers and text in Fax mode, follow these guidelines:

- To enter a fax number, use the numeric keypad. Press **Redial/Pause** to insert a pause symbol (–) when a pause is required during dialing. Use the # button to insert the + symbol when entering an international phone number.
- To move the cursor, add a space, or delete a character:
 - ◀ or ▶: Move the cursor to the left or right.
 - **Auto Answer**: Inserts a space and moves the cursor right.
 - **Speed Dial/Group Dial**: Deletes a character and moves the cursor left.
- To enter characters, press a keypad button repeatedly to switch between uppercase, lowercase, or numbers. Press 1 to enter special characters.

Selecting the Number of Rings to Answer

If you connected an answering machine and it is set to pick up on the fourth ring, you should set the WorkForce 520/525 Series to pick up on the fifth ring or later:





1. Press the ☎ Fax button, then press ☰ Menu.
2. Press ▲ or ▼ to select **Fax Settings**, then press OK.
3. Press ▲ or ▼ to select **Communication**, then press OK.
4. Press ▲ or ▼ to select **Rings to Answer**, then press OK.
5. Press ▲ or ▼ or use the numeric keypad to select the number of rings, then press OK. Select more rings than you use for the answering machine.
6. Press ☰ Menu to exit the Fax Settings menu.

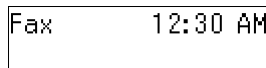
Sending a Fax From the Control Panel

You can send a fax by manually entering a fax number, as described below.

Note:

To dial the number using a telephone, by redialing, or by selecting from your speed dial list, see the next section. To send a fax from your computer using the Epson FAX Utility, see your online *User's Guide*.

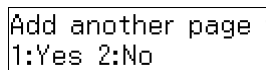
1. Place your original(s) for faxing (see page 28).
2. Press the  **Fax** button.
3. Use the numeric keypad to manually enter the fax number. You can enter up to 64 digits.
4. To change fax settings, press  **Menu** and select settings as necessary.
5. Press the  **B&W** or  **Color** button to send your fax.



Note:

If the recipient's fax machine prints only in black and white, your fax is automatically sent in black and white even if you select color.

- If you are scanning with the Automatic Document Feeder, your document is automatically scanned and faxed.
- If you placed your document on the scanner glass, you see this screen after the first page is scanned:



If you need to fax additional pages, place your original on the scanner glass or in the Automatic Document Feeder. Then press **1** to continue. If you do not need to fax another page, press **2**. Your document is faxed.

- If the fax number is busy, you see a redialing message and the product redials after one minute. To redial immediately, press **Redial/Pause**.

To cancel faxing, press  **Stop/Clear Settings** at any time.

Other Ways to Dial a Fax Number

Here are some other ways you can dial a fax number:

- **Redial/Pause:** Redial the last fax number you used.
- **Speed Dial/Group Dial:** Select or type the number of the speed dial/group dial entry and press **OK**. Press **1** to enter another entry, or press **2** to continue.

- **One-touch dial button:** Press a button on the right side of the control panel to select one of the first five speed dial/group dial entries and press OK. Press 1 to enter another entry or press 2 to continue.
- If you've connected a telephone to the product, dial the number from the phone. Press 1 to confirm.

Fax ready. 1:Send 2:Receive

Note:

Don't hang up the phone until you begin transmitting the fax.

Receiving Faxes

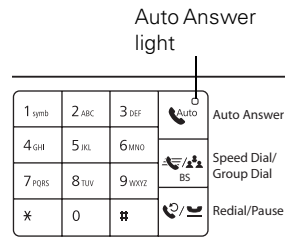
Before receiving faxes, make sure you load plain paper and select the **Paper Size** setting that matches the size of paper you've loaded. If the incoming fax pages are larger than the paper size you loaded, the fax size is reduced to fit or printed on multiple pages, depending on the **Auto Reduction** setting you select. See your online *User's Guide* for instructions.

To receive faxes automatically, make sure the **Auto Answer** light is turned on. To turn it on, press the **Auto Answer** button, then press **OK**.

Note:

To change the number of rings before the product answers, see page 38.

If you run out of paper during printing, you see the error message **Paper out**. Load more paper and press the **OK** button to continue.



To receive faxes manually, turn off the **Auto Answer** light and follow these steps:

1. When your telephone rings, lift the phone off the hook.
2. Press 2 to receive the fax, then press 1 at the next screen.
3. After all the pages are received, you see the Fax ready screen. Replace the phone on the hook.
4. Press OK to print the fax.

Scanning a Document or Photo

You can use your WorkForce 520/525 Series to scan original documents and photos and save them on your computer.

Quick Scanning With the Scan Button

Use the ↗ **Scan** button to quickly scan a photo or document and save it on your computer. You can even scan a photo and have it automatically included in an email message.

Note:

For Mac OS X 10.6, see “Scanning With Mac OS X 10.6” on page 43.

1. Open the document cover and place your original face-down on the glass, in the back left corner, as shown on page 28.
2. Close the cover gently so you don't move the original.
3. Press the ↗ **Scan** button.
4. Press ▲ or ▼ to select one of the following options:
 - **Scan to PC** automatically creates a JPG image and saves it to your computer; ideal for scanning photos
 - **Scan to PDF** automatically creates a PDF file and saves it to your computer; ideal for scanning documents
 - **Scan to Email** automatically scans a photo, resizes it, launches your email application, and attaches a JPG image to a new outgoing message
5. Do one of the following:
 - If you connected your product to your computer with a USB cable, press **OK** to select **USB Connection** and begin scanning.
 - If you connected your product to a wireless or wired network, press ▲ or ▼ until you see your computer name, then press **OK** to begin scanning.

Once your image is scanned, you see its icon in Windows Explorer or Macintosh Finder, or as an attachment in your email application.

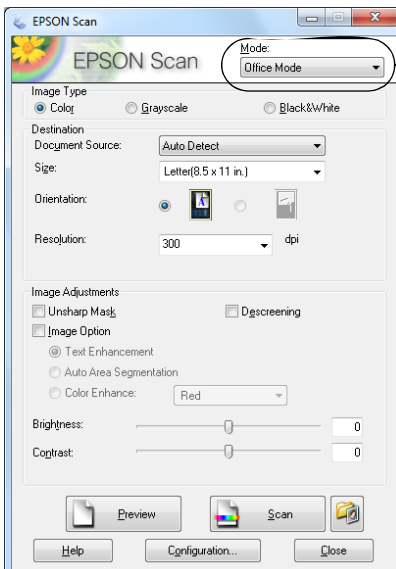
Scanning With Epson Scan Software

You can scan from any TWAIN-compliant application using Epson Scan. Or you can start Epson Scan directly from your computer and save your image to a file.

Note:

For Mac OS X 10.6, see “Scanning With Mac OS X 10.6” on page 43. For detailed scanning instructions, see the online *User’s Guide*.

1. Open the document cover and place your original face-down on the glass, in the back left corner, as shown on page 28.
2. Close the cover gently so you don’t move the original.
3. Do one of the following to start Epson Scan:
 - **Windows:**
Double-click the EPSON Scan icon on your desktop.
 - **Macintosh:**
Double-click EPSON Scan in the Applications folder.
 - To scan from an application, start your application. Then open the File menu, choose **Import** or **Acquire**, and select your product.
4. Epson Scan opens in Office Mode the first time you use it. (You can change the scan mode using the Mode selector in the upper right corner.)



Click here to change the scan mode

Note:

You cannot use Home mode to scan with the Automatic Document Feeder.

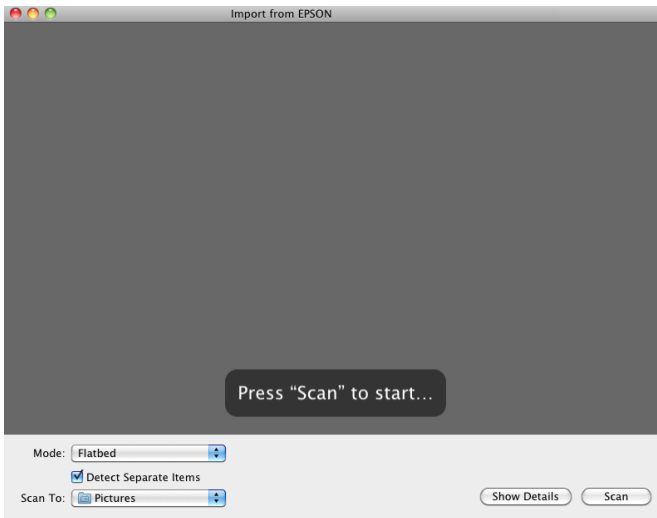
5. Click **Scan**.

The image is scanned and you see its icon in Windows Explorer or Macintosh Finder.

Scanning With Mac OS X 10.6

You can 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 product.
2. Click the **Scan** button to begin scanning. Your image is saved to the folder selected in the **Scan To** pop-up menu.



Note:

For details on scanning, click the **Show Details** button.

Maintaining Your Product

Follow the instructions in this chapter to check and clean the print head nozzles, check ink levels, and replace ink cartridges. If you need to align the print head, see the online *User's Guide*.

Caution:

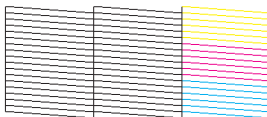
To keep your product looking like new, don't place anything on top of the cover or use it as a writing surface. If you need to clean the cover, use only a soft, non-abrasive microfiber-type cloth.

Checking the Print Head Nozzles

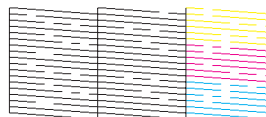
If your printouts are faint or have gaps in them, some of the nozzles in the print head may be clogged or ink may be running low in one or more of the ink cartridges. Follow the steps below to check the print head nozzles.

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**, then press the **◇ Color** button.
5. Check the nozzle check pattern that prints to see if there are gaps in the lines.

2.Nozzle Check
Press the Color bu



Nozzles are clean



Nozzles need cleaning

Note:

If Auto Answer is turned on, press **OK** to continue.

6. If there are no gaps, the print head is clean. Press **1** and then press **☰ Menu** to continue printing.







If there are gaps or the pattern is faint, press **2** to clean the print head (see page 45).

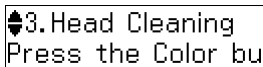
Cleaning the Print Head

If print quality has declined and the nozzle check indicates clogged nozzles, you can clean the print head. Print head cleaning uses ink, so clean it only if necessary.

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 (see page 47).

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 **Head Cleaning**, then press the  **Color** button.



Cleaning lasts around 2 1/2 minutes. When it's finished, you see a message on the LCD screen.

Caution:

Never turn off the product during head cleaning or you may damage it.

5. Press **2** to run a nozzle check and confirm that the print head is clean.

Note:

If you don't see any improvement after cleaning the print head four times, turn off your product and wait at least six hours to let any dried ink soften. Then try cleaning the print head again. If quality does not improve, one of the ink cartridges may need to be replaced. If that doesn't help, contact Epson as described on page 54.

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.

Checking Ink Levels

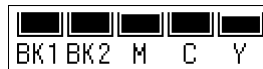
You can check the ink levels anytime right on the LCD screen. To check the ink levels with your Windows or Macintosh software, see the instructions in your online *User's Guide*.

Note:

You cannot print or copy when an ink cartridge is expended even if the other cartridges are not expended. Replace any expended cartridges before printing or copying.

1. Press **☰ Menu**.
2. Press **▲** or **▼** to select **Maintenance**, then press **OK**.
3. Press **OK** to select **Ink Levels**.
4. The ink cartridge status is displayed. See page 47 to replace a cartridge, if necessary.
5. Press **☰ Menu** to exit.

1. Ink Levels
Press OK.



In Windows, a window may appear on your computer screen if you try to print when ink is low. This window can optionally display ink offers and other updates from Epson.

Note:

To disable checking for ink offers or updates from Epson, see the instructions in your online *User's Guide*.

Purchasing Epson Ink Cartridges

You can purchase genuine Epson ink and paper at Epson Supplies Central at www.epson.com/ink3 (U.S. sales) or www.epson.ca (Canadian sales). You can also purchase supplies from an Epson authorized reseller. To find the nearest one, call 800-GO-EPSON (800-463-7766).

Use the following list when you order or purchase new ink cartridges:

Ink color	Standard-capacity	High-capacity
Black (2)	125	126
Cyan	125	126
Magenta	125	126
Yellow	125	126

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 product 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. The product ships with full cartridges and part of the ink from the first cartridges is used for priming the product.

For best printing results, use up a cartridge within six months of opening the package and before the expiration date on the cartridge box.

Store ink cartridges in a cool, dark place. If cartridges have been exposed to cold temperatures, allow them to warm up to room temperature for at least 3 hours before using them.

Replacing Ink Cartridges

Make sure you have a new ink cartridge before you begin.

Caution:




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

Leave the expended cartridge installed until you have obtained a replacement, or the ink remaining in the print head nozzles may dry out.

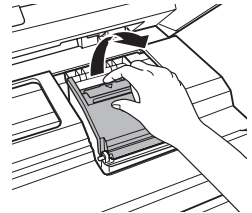
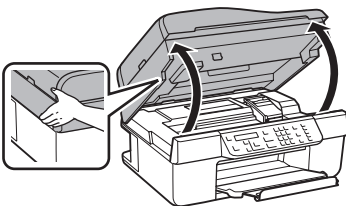
1. Turn on the product.
2. If an ink cartridge is low or expended, you see a message on the LCD screen indicating which color to replace. Press OK.

You need to replace
Press OK to replace

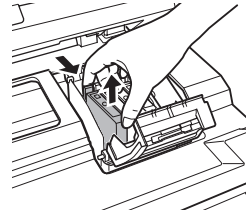
If a cartridge is expended, you must replace it to be able to print or copy. If a cartridge is low, you can continue printing until a cartridge needs replacement.

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.

3. Open the scanner, then open the cartridge cover.



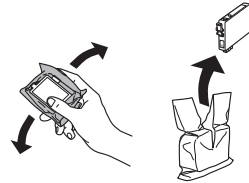
- Squeeze the tab on the cartridge and lift it up. Dispose of it carefully. Do not take the used cartridge apart or try to refill it.



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. Keep ink cartridges out of the reach of children and don't drink the ink.

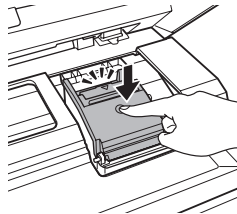
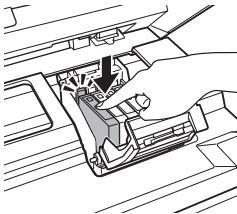
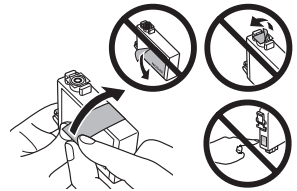
- Before you open the new cartridge package, shake it gently four or five times. Then remove it from the package.
- Remove the yellow tape from the bottom of the ink cartridge.



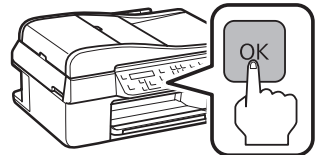
Caution:

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.

- Insert the new ink cartridge into the holder and push it down until it clicks into place.
- Once you replace all the cartridges that need replacing, close the cartridge cover and push it down until it clicks into place.



- Close the scanner.
- Press **OK** to begin charging the ink. This takes about 2 1/2 minutes. When you see a completion message on the LCD screen, ink charging is finished.



Caution:

Never turn off the product while ink is charging or you'll waste ink. If you see an ink replacement message on the LCD screen, press **OK** and press down all the cartridges securely. Then press **OK** again. If you remove a low or expended ink cartridge, you cannot reinstall and use the cartridge.


Solving Problems

If you have a problem with your Epson product, check the messages on the LCD screen to diagnose the cause. You can also check the basic troubleshooting suggestions beginning on page 50, or your online *User's Guide*.

Checking for Software Updates

Periodically, it's a good idea to check Epson's support website for free updates to your product software. Open your online *User's Guide* and select **Download the Latest Software** or visit Epson's support website at epson.com/support (U.S.) or epson.ca/support (Canada).



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

Error Indicators

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 messages	Problem and solution
Printer error Scanner error A fax error has occurred.	Turn the product off, make sure no paper is jammed inside (see page 52), and turn it back on. If the error is not resolved, contact Epson (see page 54).
No dial tone. Fax job incomplete.	Make sure the phone cable is securely connected to a working phone line. If you connected the product to a PBX (Private Branch Exchange) or Terminal Adapter, turn off Dial Tone Detection ; see your online <i>User's Guide</i> .

LCD screen messages	Problem and solution
<p>The product's ink pads are nearing or at the end of their service life. Please contact Epson Support.</p>	<p>When the ink pads are saturated, the product stops and you will need to contact Epson (see page 54) to replace ink pads and continue printing.</p>

Problems and Solutions

Check the solutions below if you're having trouble using your Epson product.

Network Problems

The product cannot find or connect to the wireless router or access point

- Try connecting to the wireless router or access point with your computer or another device to confirm that it is working correctly.
- Make sure that the product is within range of your router or access point.
- Avoid placing the product near a microwave oven, 2.4 GHz cordless phone, or large metal object such as a filing cabinet.
- Make sure there aren't any access restrictions (such as MAC address filtering) set on the wireless router or access point. If access restrictions are set, register the product's MAC address on the router or access point. Print a Network Status Sheet (see page 51) to obtain the MAC address. Then see your router or access point's documentation for instructions.
- If your wireless router or access point doesn't broadcast its network name (SSID), see page 14 for instructions on manually entering your wireless network name. If your wireless router or access point has wireless security enabled, you will also need to know what kind of security it is using.
- If the product doesn't connect to your wireless network, the WEP key or WPA passphrase may have been entered incorrectly.

EpsonNet Setup was unable to find my product on the network

Make sure the product is turned on and the WiFi light on the product is on.

Network setup was unsuccessful

Make sure that the product is turned on and the WiFi light on the product is on. Then remove and reinsert the CD to reinstall the product software.

The 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 the product is turned on and the WiFi light on the product is on.
- When using TCP/IP, make sure the 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.







Printing is slow or the print is cut off

Print a Network Status Sheet (see below) and check the signal strength. If it's poor, try moving the product closer to your wireless router or access point. Avoid placing the product next to a microwave oven, 2.4 GHz cordless phone, or large metal objects such as a filing cabinet.

Cannot find the scanner or start Epson Scan

- Epson Scan is not available in Mac OS X 10.6; see page 43 for scanning instructions.
- 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 the product off and on, and then try again. Check the **Timeout Setting** in **EPSON Scan Settings**. For details, see the Epson Scan Help.
- 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 **Print Network Status Sheet**.
4. Press the  **Color** button to print a network status sheet.


Printing and Copying Problems

- Make sure your paper is loaded printable side up (usually the whiter, brighter, or glossy side). Load it short edge first, and against the right side. Don't load paper above the arrow mark inside the edge guide.
- Make sure the type of paper you loaded matches the paper size and paper type settings on the control panel or in your printer software (see page 35) when copying or faxing.
- Use the Automatic Document Feeder to fax or scan legal-size documents, but not to copy them. Letter-size paper is automatically selected for copying. If you copy a legal-size document, your image will be cropped.
- Position your original against the back left corner of the scanner glass. If the edges are cropped, move your original away from the edges slightly. Place the document flat against the scanner glass.

Paper Feeding Problems

If paper doesn't feed correctly, remove the paper and fan the sheets, then reload them as shown on page 25. Do not load too many sheets at once.

If paper has jammed, follow these steps:

1. Gently pull out jammed paper from the output tray or sheet feeder.
2. If paper is stuck inside, press the  On button to turn off the product. Lift the scanner, remove the jammed paper, close the scanner, and turn on the product.

If documents don't feed correctly in the Automatic Document Feeder (ADF), make sure the paper is not bent, folded, or curled. If paper has jammed:

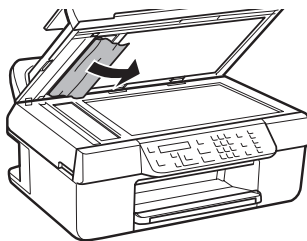
1. Open the ADF cover and remove any jammed paper.

Caution:



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



2. The message on the LCD screen asks if the paper has been removed. Press 1 to clear the message.
3. Lift the scanner cover, remove any jammed paper inside, and lower the scanner cover.
4. Close the ADF cover and reload the paper.



Faxing Problems

- Make sure the recipient's fax machine is turned on and working.
- Make sure the **LINE** port on the product is connected to a telephone wall jack. Verify that the telephone wall jack works by connecting a phone to it.
- Make sure the **Auto Answer** light is turned on to receive faxes automatically.
- If your phone line includes voice mail answering services, calls or faxes may be inadvertently received by your voice mail service.
- If the line has static, press  **Fax**, press  **Menu**, select **Fax Settings**, select **Communication**, and turn off the **V.34** and **ECM** settings.
- If the product is connected to a DSL phone line, you must have a DSL filter connected to the phone jack. Contact your DSL provider for the filter.
- If you connected a telephone or answering machine, make sure it is connected to the **EXT.** port.

Print Quality Problems

- For the best print quality, use Epson papers (see page 26) and genuine Epson ink cartridges (see page 47).
- If you notice light or dark bands across your printouts or they are too faint, run a nozzle check (see page 44) to see if the print head needs cleaning.
- If you notice jagged vertical lines, you may need to align the print head. See the online *User's Guide* for instructions.
- The ink cartridges may be low on ink. Check your cartridge levels (see page 45) and replace cartridges, if necessary (see page 47).
- 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. Do not spray glass cleaner directly on the glass.

Where to Get Help

Epson Technical Support

Internet Support

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

Speak to a Support Representative

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

- Product name (WorkForce 520/525 Series)
- Product serial number (located on the label in back)
- Proof of purchase (such as a store receipt) and date of purchase
- Computer configuration and description of the problem

Then call:

- U.S.: (562) 276-4382, 6 AM – 6 PM, Pacific Time, Monday through Friday
- Canada: (905) 709-3839, 6 AM – 6 PM, Pacific Time, Monday through Friday

Days and hours of support are subject to change without notice. Toll or long distance charges may apply.

Purchase Supplies and Accessories

You can purchase genuine Epson ink and paper at Epson Supplies Central at www.epson.com/ink3 (U.S. sales) or www.epson.ca (Canadian sales). You can also purchase supplies from an Epson authorized reseller. To find the nearest one, call 800-GO-EPSON (800-463-7766).

Other Software Technical Support

ABBYY® FineReader®

Phone: (510) 226-6717



www.abbyyusa.com

support@abbyyusa.com

Notices

Important Safety Instructions

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

- Be sure to follow all warnings and instructions marked on the product.
- Use only the type of power source indicated on the product label.
- Use only the power cord that comes with the product. Use of another cord may cause fires or shock. Do not use the cord with any other equipment.
- Place the product near a wall outlet where the plug can be easily unplugged.
- If you won't be using the product for a long period, unplug the power cord from the electrical outlet.
- Always turn off the product using the  On button, and wait until the  On light stops flashing before unplugging the product or cutting off power to the electrical outlet.
- Avoid plugging the 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.
- If you use an extension cord with the 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.
- Place the 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 the product in locations that are subject to rapid changes in heat or humidity, shocks or vibrations, or dust.
- Leave enough room around the product for sufficient ventilation. Make sure the product is at least 4 inches (10 cm) away from the wall.
- Do not place the product near a radiator or heating vent or in direct sunlight.
- Do not block or cover openings in the product case or insert objects through the slots.
- Do not use aerosol products that contain flammable gases inside or around the 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 the product is copying, printing, scanning, or faxing.
- Do not touch the flat white cable inside the product.
- Do not spill liquid on the product.
- Be careful not to trap your fingers when closing the scanner cover or scanner.
- Adjust only those controls that are covered by the operating instructions. Except as specifically explained in your documentation, do not attempt to service the product yourself.
- Unplug the product and refer servicing to qualified service personnel under the following conditions: if the power cord or plug is damaged; if liquid has entered the product; if the product has been dropped or the case damaged; if the product does not operate normally or exhibits a distinct change in performance.
- When storing or transporting the product, do not tilt it, stand it on its side, or turn it upside down; otherwise ink may leak from the cartridges.

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 Instructions

- Keep ink cartridges out of the reach of children and do not drink the ink.
- 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 the product or touch any cartridges during printing.
- Install a new ink cartridge immediately after removing an expended one. Leaving cartridges uninstalled can dry out the print head and may prevent the product from printing.
- Do not shake ink cartridges after opening their packages; 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 the 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.

Telephone Equipment Safety Instructions

When using telephone equipment, you should always follow basic safety precautions to reduce the risk of fire, electric shock, and personal injury, including the following:

- Do not use the Epson product near water.
- Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone to report a gas leak in the vicinity of the leak.

Caution:

To reduce the risk of fire, use only a No. 26 AWG or larger telecommunication line cord.

Declaration of Conformity

According to 47CFR, Part 2 and 15 for: Class B Personal Computers and Peripherals; and/or CPU Boards and Power Supplies used with Class B Personal Computers:

We: Epson America, Inc.
Located at: MS 3-13
3840 Kilroy Airport Way
Long Beach, CA 90806
Telephone: (562) 290-5254

Declare under sole responsibility that the product identified herein, complies with 47CFR Part 2 and 15 of the FCC rules as a Class B digital device. Each product marketed is identical to the representative unit tested and found to be compliant with the standards. Records maintained continue to reflect the equipment being produced can be expected to be within the variation accepted, due to quantity production and testing on a statistical basis as required by 47CFR §2.909. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Trade Name: Epson
Type of Product: Multifunction printer
Model: C365A

FCC Compliance Statement

For United States Users

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the back side is a label that contains, among other information, the FCC registration number and the **ringer equivalence number (REN)** for this equipment. You must, upon request, provide this information to your local telephone company. The information associated with the services the equipment is to be connected are REN: **0.0B**, Jack type: **RJ-11C**.

The REN is useful to determine the quantity of devices that you may connect to your telephone line and still have all of those devices ring when your telephone number is called. In most, but not all areas, the sum of the RENs of all devices connected to one line should not exceed five (5.0). To be certain of the number of devices that you may connect to your line, you may want to contact your local telephone company to determine the maximum REN for your calling area. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format **US: BKMEFA00BC365A**. The digits represented by 00 are the REN without a decimal point (e.g., 00 is a REN of 0.0). For earlier products, the REN is separately shown on the label.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs.

Should this equipment cause harm to the telephone network, the telephone company may discontinue your service temporarily. If possible they will notify you in advance that temporary discontinuance of service may be required. But if advanced notice isn't practical, the telephone company will notify you as soon as possible. You will be informed of your right to file a complaint with the FCC. The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the proper functioning of your equipment. If they do, you will be notified in advance to give you an opportunity to maintain uninterrupted telephone service.

This product is not intended to be repaired. If you experience trouble with this equipment, please contact:

Name: Epson America, Inc.
Address: 3840 Kilroy Airport Way, Long Beach, CA 90806 U.S.A.
Telephone: (562) 981-3840

The telephone company may ask that you disconnect this equipment from the network until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. In order to program this information into your fax machine, follow the instructions in “Entering Fax Header Information” on page 37.

According to the FCC’s electrical safety advisory, we recommend that you may install an AC surge arrester in the AC outlet to which this equipment is connected. Telephone companies report that electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources and that this is a major nationwide problem.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment Model C365A does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

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

1. This product meets the applicable Industry Canada technical specifications.

Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada.

2. The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas 5.

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.

Epson America, Inc., Limited Warranty

What Is Covered: Epson America, Inc. ("Epson") warrants to the original retail purchaser that the Epson printer covered by this limited warranty statement, if purchased and operated only in the United States or Canada, will be free from defects in workmanship and materials for a period of one (1) year from the date of original purchase. For warranty service, you must provide proof of the date of original purchase.

What Epson Will Do To Correct Problems: Should your Epson printer prove defective during the warranty period, please call the Epson ConnectionSM at (562) 276-4382 (U.S.) or (905) 709-3839 (Canada) for warranty repair instructions and return authorization. An Epson service technician will provide telephone diagnostic service to determine whether the printer requires service. If service is needed, Epson will, at its option, exchange or repair the printer without charge for parts or labor. If Epson authorizes an exchange for the defective unit, Epson will ship a replacement printer to you, freight prepaid, so long as you

use an address in Canada or the U.S. (excluding Puerto Rico and U.S. Possessions). Shipments to other locations will be made freight collect. You are responsible for securely packaging the defective unit and returning it to Epson within five (5) working days of receipt of the replacement. Epson requires a debit or a credit card number to secure the cost of the replacement printer in the event that you fail to return the defective one. If Epson authorizes repair instead of exchange, Epson will direct you to send your printer to Epson or its authorized service center, where the printer will be repaired and sent back to you. You are responsible for packing the printer and for all costs to and from the Epson authorized service center. When warranty service involves the exchange of the printer or a part, the item replaced becomes Epson property. The replacement printer or part may be new or refurbished to the Epson standard of quality, and, at Epson's option, may be another model of like kind and quality. Exchange products and parts assume the remaining warranty period of your original product covered by this limited warranty.

What This Warranty Does Not Cover: This warranty covers only normal use in the United States and Canada. Using this product for continuous production or similar high duty purposes is not considered normal use; damage, maintenance or service from such use will not be covered under this warranty. This warranty is not transferable. This warranty does not cover any color change or fading of prints or reimbursement of materials or services required for reprinting. This warranty does not cover damage to the Epson product caused by parts or supplies not manufactured, distributed or certified by Epson. This warranty does not cover ribbons, ink cartridges or third party parts, components, or peripheral devices added to the Epson product after its shipment from Epson, e.g., dealer or user-added boards or components. Epson is not responsible for warranty service should the Epson label or logo or the rating label or serial number be removed or should the product fail to be properly maintained or fail to function properly as a result of misuse, abuse, improper installation, neglect, improper shipping, damage caused by disasters such as fire, flood, and lightning, improper electrical current, software problems, interaction with non-Epson products, or service other than by an Epson Authorized Servicer. If a claimed defect cannot be identified or reproduced, you will be held responsible for the costs incurred.

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In Canada, warranties include both warranties and conditions.

Some jurisdictions do not allow limitations on how long an implied warranty lasts, and some jurisdictions do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations and exclusions may not apply to you. This warranty gives you specific legal rights and you may have other rights which vary from jurisdiction to jurisdiction.

To find the Epson Authorized Reseller nearest you, visit our website at:
<http://www.epson.com>.

To find the Epson Customer Care Center nearest you, visit
<http://www.epson.com/support>.

You can also write to:

Epson America, Inc., P.O. Box 93012, Long Beach, CA 90809-3012

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