Home

Welcome to the Epson® WorkForce 435 *User's Guide*.

WorkForce 435 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:

Use the Control Panel Buttons

Adjust the LCD Screen Brightness

Change the Control Panel Language

Select Wireless Settings Using the Control Panel

Use the Control Panel Buttons
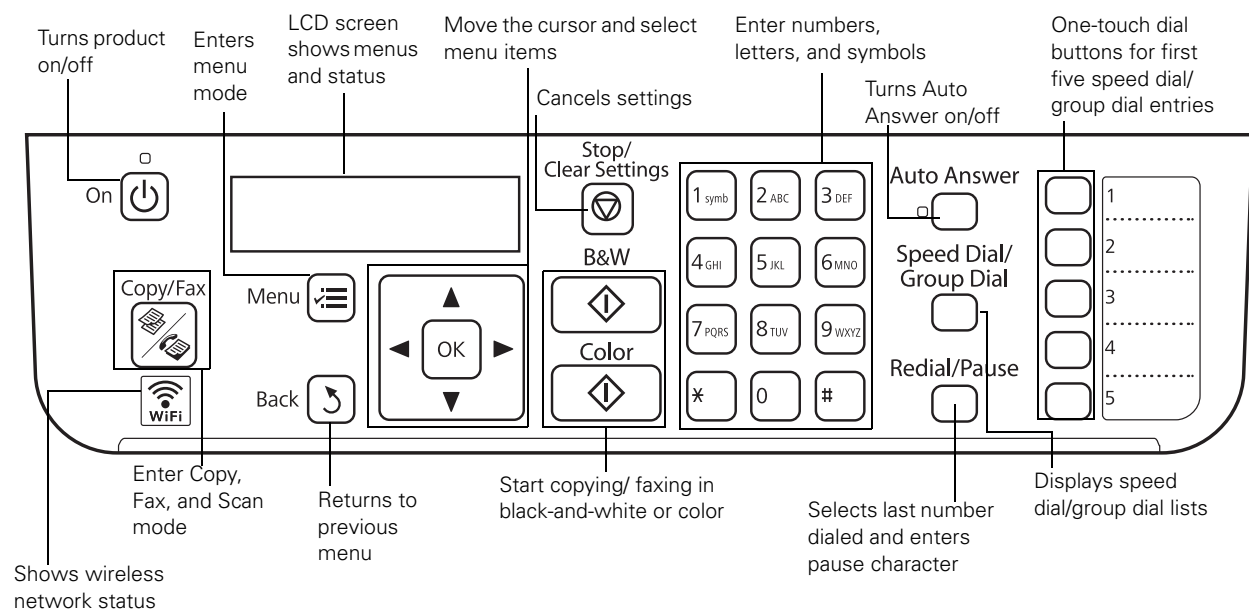
Adjust the LCD Screen Brightness

You can adjust the brightness of the LCD screen:

1. Press the ⏻ **On** 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. Press ⇥☰ **Menu** to exit.

Change the Control Panel Language

You can choose the language used on the LCD screen:

Note:

If you're using your product with a Windows® computer, you can also <u>change the language</u> of your printer software screens.

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. Press ⇥☰ **Menu** to exit.

Select Wireless Settings Using the Control Panel

You can select or change wireless network settings using the product's control panel.

To install your product on a wireless network, follow the instructions on the *Start Here* sheet and install the necessary software from the product CD. The installer program guides you through network setup.

Note:
Breakdown or repair of this product may cause loss of network data and settings. Epson is not responsible for backing up or recovering data and settings during or after the warranty period. We recommend that you make your own backup or print out your network data and settings.

1. Press the ⇥☰ **Menu** button.

2. Press ▲ or ▼ to select **Wi-Fi Settings**, and press **OK**.

1. Press ▲ or ▼ to select **Wi-Fi Setup**, and press **OK**.

2. Press ▲ or ▼ to select **Wi-Fi Setup Wizard**, and press **OK**.

3. Press ▲ or ▼ to select the name of your wireless network (SSID), and press **OK**. If you don't see your wireless network's name, you can enter it manually.

   Note:
   To enter the wireless network name manually, scroll down to select **Other SSIDs** and press **OK**. Continue as in the next step to use the numeric keypad buttons to enter your network name.

4. Enter your wireless password (or network name and then password) using the numeric keypad buttons.

- Repeatedly press the numeric keypad buttons as necessary to select uppercase letters (ABC), lowercase letters (abc), numbers (123), and symbols (@!#).

- Press ▶ to move to the next character.

- Press ◀ to delete a character.

- Press **OK** when you're finished.

5. If you want to print a network setup report, press **2**. (Otherwise, press **1**.)

6. Press ⌸≡ **Menu** to exit.

   The **WiFi** light should be on, but not flashing.

   Note:
   If the **WiFi** light is off, you may have selected the wrong network name or entered the password incorrectly. Repeat these steps to try again.

Identify Product Parts

Use these illustrations to identify the parts of your product.

Paper support extension

Edge guide

Paper support

Sheet feeder

Output tray

Output tray extension

Paper stopper

Document cover

Scanner glass

Control panel

Scanner

Ink cartridge holder
(in home position)

LINE port
(to wall jack)

EXT. port
(to phone)

USB port for
computer

Power inlet
(for power cable)

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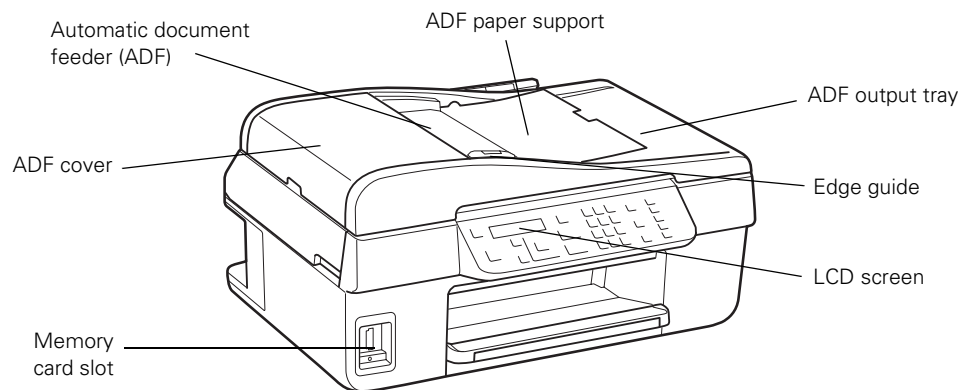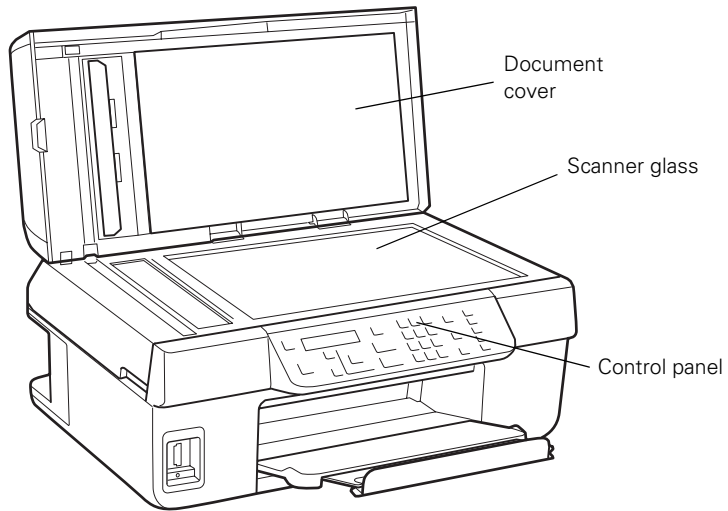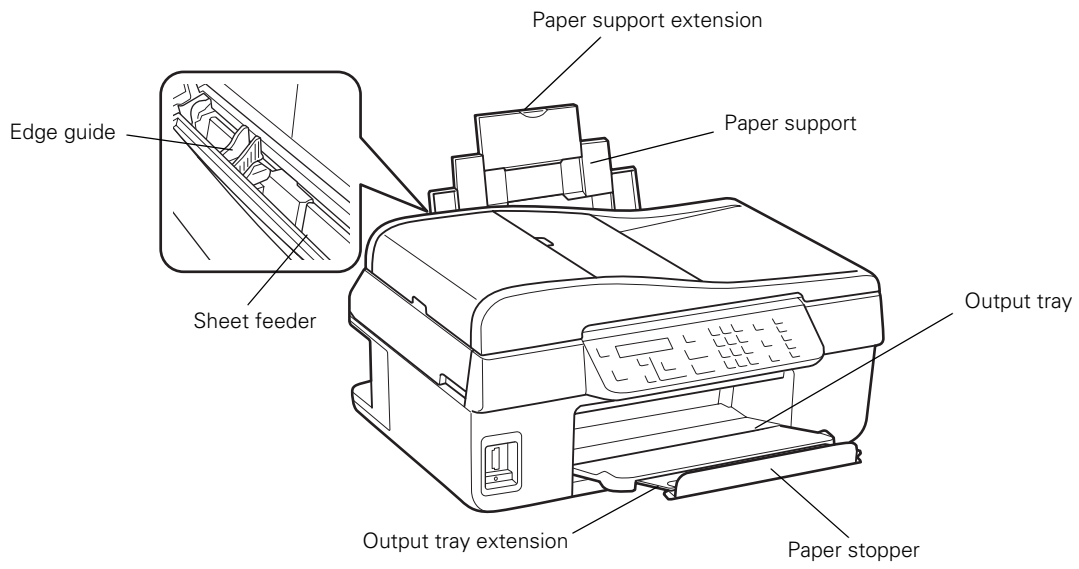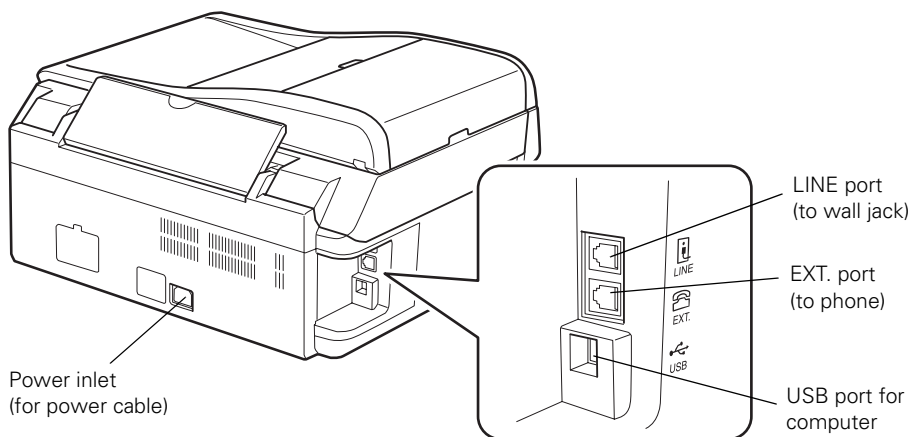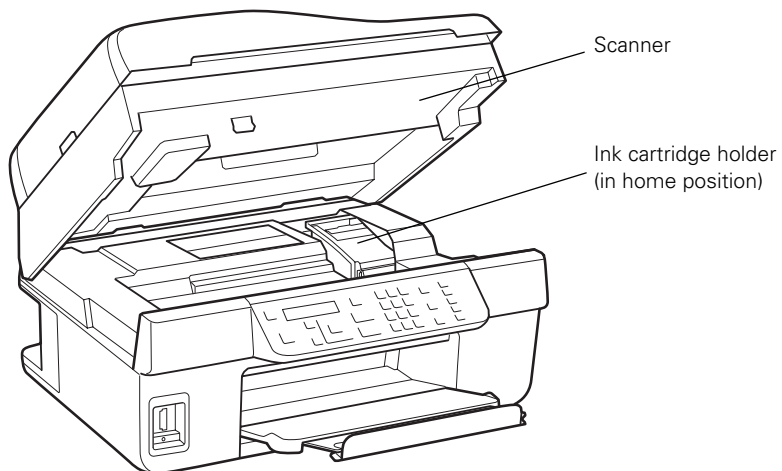
Load Paper

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

Load Paper for Documents

Load Paper for Photos

Load Envelopes

General Paper Information

Load Paper for Documents

You can print documents on a variety of paper types and sizes.

1. Open the paper support and pull up the extensions.
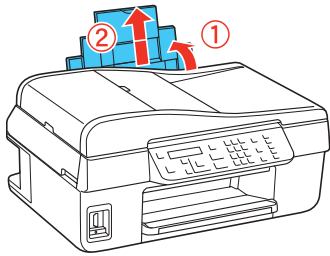
2. Pull out the output tray extensions, and flip up the paper stopper.
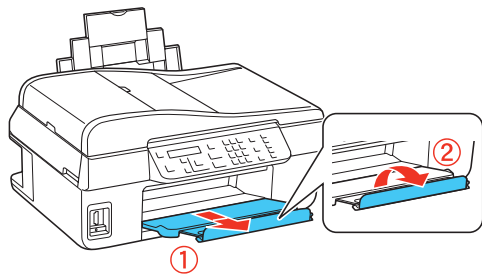
   Note:
   If you are using legal-size paper, do not raise the paper stopper.

3. Squeeze the edge guide and slide it left.
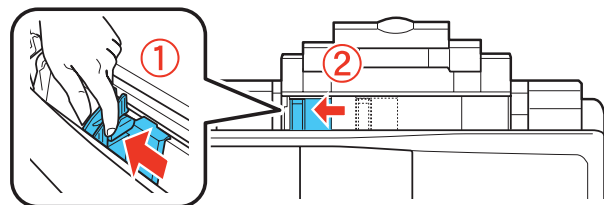
4. Insert paper, printable side up, against the right side and behind the tab.
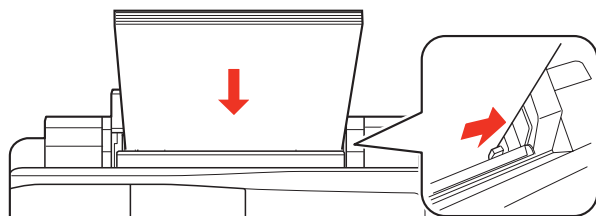
Tip:
Load only the <u>recommended number of sheets</u>.
Load paper short edge first, no matter which way your document faces.
Load letterhead or pre-printed paper top edge first.
Do not load paper with holes punched in it.
Do not load transparencies.
Do not load paper above the ▶ arrow on the edge guide.
Check the paper package for any additional loading instructions.

5. Squeeze the edge guide and slide it against the edge of the paper, but not too tightly.
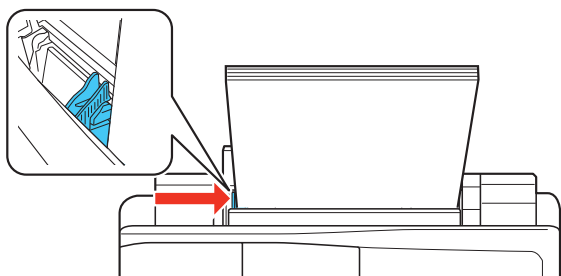
See also:

<u>Load Paper for Photos</u>

<u>Load Envelopes</u>

Load Paper for Photos

You can print photos on a variety of paper <u>types and sizes</u>, including <u>borderless</u> photos.

1. Open the paper support and pull up the extensions.
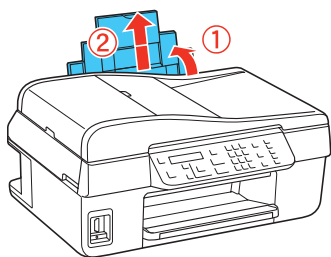
2. Pull out the output tray extensions, and flip up the paper stopper.
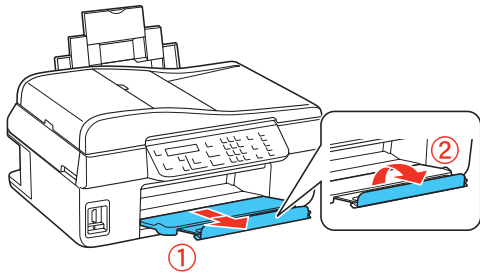
3. Squeeze the edge guide and slide it left.
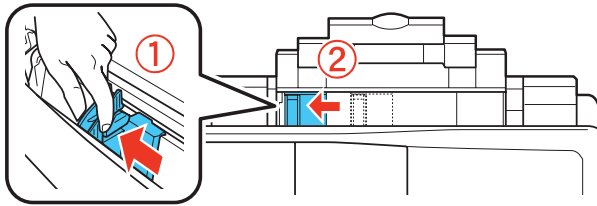
4. Insert paper, glossy or printable side up, short edge first, against the right side and behind the tab.
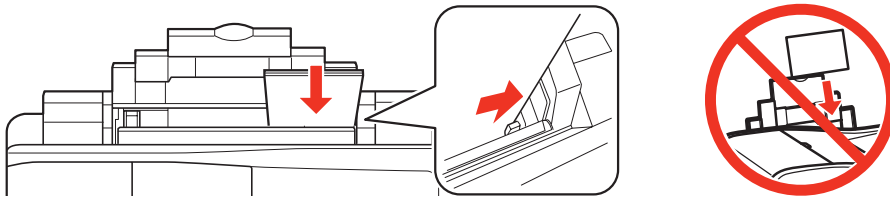
Tip:
Load only the recommended number of sheets.
Load paper short edge first, no matter which way your photo faces.
Check the photo paper package for any additional loading instructions.

5. Squeeze the edge guide and slide it against the edge of the paper, but not too tightly.
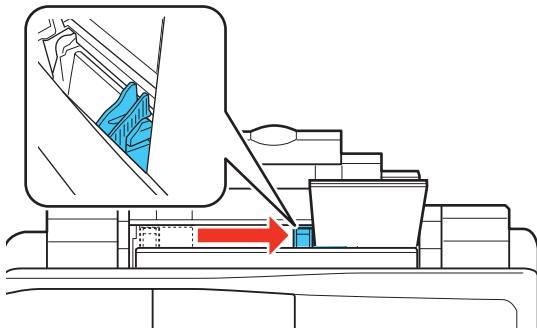
See also:

Load Envelopes

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

1. Open the paper support and pull up the extensions.
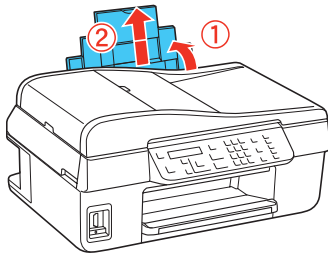
2. Pull out the output tray extensions, and flip up the paper stopper.
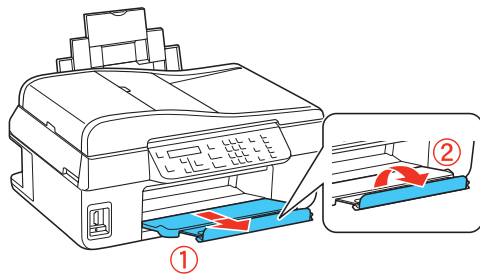
3. Squeeze the edge guide and slide it left.
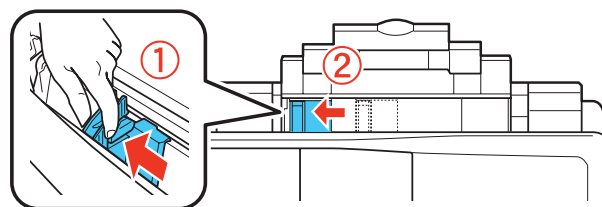
4. Load up to 10 envelopes against the right side and beneath the tab.

   Load them printable side up and flap edge left.
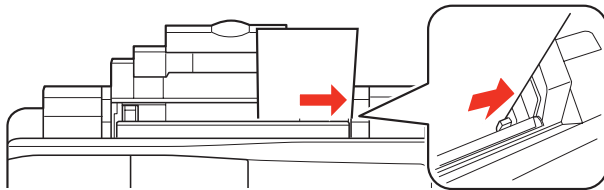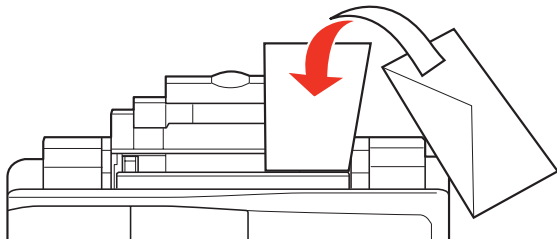
Tip:
Press each envelope flat before loading it or load one envelope at a time.

5. Squeeze the edge guide and slide it against the edge of the envelopes, but not too tightly.
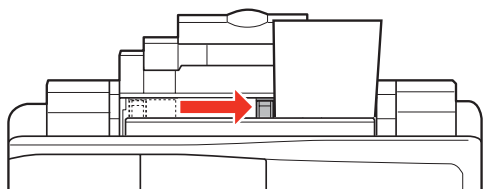
Note:
Do not use envelopes that are curled or folded, and avoid using envelopes that are too thin because they may curl during printing. Before printing, select **Envelope** as the paper type, select **Envelope #10** as the paper size, and **Landscape** as the orientation.

See also:

Load Paper for Documents

Load Paper for Photos

General Paper Information

Sheet Feeder Capacity

Available Epson Papers

Borderless Paper Types and Sizes

Paper or Media Type Settings for Loaded Paper

Sheet Feeder Capacity

Paper type	Load up to this many sheets
Plain paper—letter-size (8.5 × 11 inches [216 × 279 mm])	Approximately 100 sheets* 30 sheets for manual 2-sided printing
Epson Bright White Paper Epson Presentation Paper Matte	80 sheets
Epson Photo Paper Glossy Epson Premium Photo Paper Glossy Epson Ultra Premium Photo Paper Glossy Epson Premium Photo Paper Semi-gloss Epson Premium Presentation Paper Matte Epson Ultra Premium Presentation Paper Matte	20 sheets
Plain paper—legal size (8.5 × 14 inches [216 × 356 mm]) Epson Premium Presentation Paper Matte Double-sided Epson Photo Quality Self-adhesive Sheets Epson Iron-on Cool Peel Transfer Paper	1 sheet

*   Based on 20-lb [75 g/m^2] paper weight. Do not load paper higher than the ▶| arrow mark on the left edge guide. For legal-size paper and User Defined paper sizes, load one sheet at a time.

Available Epson Papers

You can purchase genuine Epson ink and paper.

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	50
		S042180	100
Epson Premium Presentation Paper Matte Double-sided	Letter (8.5 × 11 inches [216 × 279 mm])	S041568	50

Paper type	Size	Part number	Sheet count
Epson Ultra Premium Presentation Paper Matte	Letter (8.5 × 11 inches [216 × 279 mm])	S041341	50
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

Borderless Paper Types and Sizes

Borderless paper type	Borderless paper sizes
Epson Premium Photo Paper Semi-gloss Epson Photo Paper Glossy	4 × 6 inches (102 × 152 mm) Letter (8.5 × 11 inches [216 × 279 mm])
Epson Premium Photo Paper Glossy Epson Ultra Premium Photo Paper Glossy	4 × 6 inches (102 × 152 mm) 5 × 7 inches (127 × 178 mm) 8 × 10 inches (203 × 254 mm) Letter (8.5 × 11 inches [216 × 279 mm])
Epson Premium Presentation Paper Matte	8 × 10 inches (203 × 254 mm) Letter (8.5 × 11 inches [216 × 279 mm])
Epson Ultra Premium Presentation Paper Matte	Letter (8.5 × 11 inches [216 × 279 mm])

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.

Note:
The table below gives software settings, which apply when you are printing from a computer. If you are using the product's control panel to make copies, see Copy a Document or Photo for paper type settings.

For this paper	Select this paper Type or Media Type setting
Plain paper Epson Bright White Paper Epson Presentation Paper Matte Epson Iron-on Cool Peel Transfer Paper Epson Photo Quality Self-adhesive Sheets	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 Ultra Premium Presentation Paper Matte	Premium Presentation Paper Matte

For this paper	Select this paper Type or Media Type setting
Envelopes	Envelope

Place Originals for Copying, Faxing, or Scanning

Before you copy or scan, place your original documents or photos for scanning.

Place Documents or Photos on the Scanner Glass

Place Documents in the Automatic Document Feeder

Caution:
Do not place anything on top of the document cover or use the cover as a writing surface, or it could get permanently scratched.

Place Documents or Photos on the Scanner Glass

You can place documents or photos up to letter- or A4-size on the scanner glass.

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

1. Open the document cover.

2. Place your original facedown on the scanner glass with the top against the back left corner.
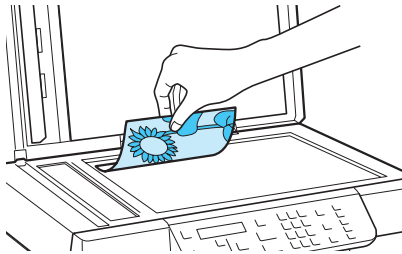
3. Close the document cover gently to keep your original in place.

Once the original document is placed on the scanner glass, you can copy, scan, or fax.

Note:
When there is a document on the scanner glass and in the Auto Document Feeder (ADF), priority is given to the document in the ADF.

See also:

Place Documents in the Automatic Document Feeder

Place Documents in the Automatic Document Feeder

You can copy, fax, or scan up to 30 letter- or A4-size sheets at a time using the Automatic Document Feeder (ADF). When loading legal-size sheets, insert only 10 sheets at a time. Make sure the originals are not creased or folded and do not have holes, tape, staples, or other materials that could obstruct the feeder.

Note:
When there is a document on the scanner glass and in the ADF priority is given to the document in the ADF.

1. Open the ADF paper support.
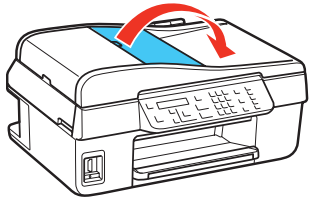
2. Slide the edge guide outward.
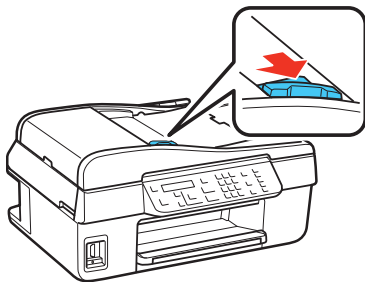
3. Fan the originals, then tap them on a flat surface to even the edges.
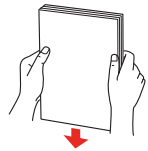
4. Insert the originals face-up, short edge first.
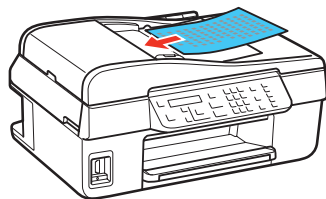
5. Slide the edge guide against the originals, but not too tightly.
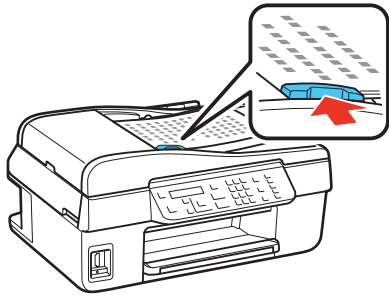
Note:
When you use the Copy function, letter-size paper is automatically selected for your printed copies. If you copy a legal-size document, the image will be cropped to fit. To copy a legal-size document on letter-size paper, press ⧦ **Menu**, select **Reduce/Enlarge**, then press **OK**. Press ▲ or ▼ to select **Legal->Letter**, then press **OK**.

Once the original document is loaded, you can copy, scan, or fax.

See also:

Place Documents or Photos on the Scanner Glass

Copy a Document or Photo

You can copy documents or photos in color or 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 onto letter- or A4-size plain paper or Epson special paper (various types available). If you use the Automatic Document Feeder (ADF), you can copy up to 30 sheets at a time onto letter- or A4-size plain paper.

1. Load letter- or A4-size plain paper or Epson special paper in the sheet feeder.

   Note:
   Load only the recommended number of sheets.

2. Place your original document(s) on the scanner glass or in the ADF.

3. Press the ✎ **Copy/Fax** button, if necessary.

```
Copy  Copies:♦ 1
Letter/Plain Paper,
```

4. To print more than 1 copy, press ▲ or ▼ to select the number (up to 99) or use the numeric keypad to enter the number.

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 change the paper type, select **Paper Type** and choose the type of paper you loaded.

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

Paper type	Paper Type setting
Epson Premium Photo Paper Glossy	Prem. Glossy
Epson Premium Photo Paper Semi-gloss	
Epson Ultra Premium Photo Paper Glossy	Ultra Glossy
Epson Photo Paper Glossy	Glossy

- 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 **Borderless** to expand the image all the way to the edge of the paper (slight cropping may occur).

  Note:
  You cannot select **Borderless** when copying on plain paper.

- 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 ADF, select **Legal->Letter** to copy a legal-size document on letter-size paper.

- If you chose 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 adjust the amount of image expansion when printing borderless photos, select **Expansion** and choose **Standard**, **Medium**, or **Minimum**.

  Note:
  You may see white borders on your printed photo if you use the **Minimum** setting.

  After you finish selecting your settings, press ⊰≡ **Menu**.

6. Press the ◇ **B&W** or ◇ **Color** button to begin copying.

   To cancel copying, press ⊘ **Stop/Clear Settings**.

Copy Photos

You can copy photos onto 4 × 6-inch (102 × 152 mm), 5 × 7-inch (127 × 178 mm), letter-size, or A4-size Epson special paper (various types available) for instant photo reprints.

1. Load Epson special paper in the sheet feeder.

   Note:
   Load only the recommended number of sheets.

2. Place your original photo on the scanner glass.

3. Press the ✎ **Copy/Fax** button, if necessary.

```
Copy  Copies:♦ 1
Letter/Plain Paper,
```

4. To print more than 1 copy, press ▲ or ▼ to select the number (up to 99) or use the numeric keypad to enter the number.

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 change the paper type, select **Paper Type** and choose the type of paper you loaded.

Paper type	Paper Type setting
Plain paper	Plain Paper
Epson Bright White Paper	
Epson Presentation Paper Matte	
Epson Premium Presentation Paper Matte Epson Ultra Premium Presentation Paper Matte	Matte
Epson Premium Photo Paper Glossy	Prem. Glossy
Epson Premium Photo Paper Semi-gloss	
Epson Ultra Premium Photo Paper Glossy	Ultra Glossy
Epson Photo Paper Glossy	Glossy

*   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 **Borderless** to expand the image all the way to the edge of the paper (slight cropping may occur).

    Note:
    You cannot select **Borderless** when copying on plain paper.

*   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).
*   If you chose 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 adjust the amount of image expansion when printing borderless photos, select **Expansion** and choose **Standard**, **Medium**, or **Minimum**.

   Note:
   You may see white borders on your printed photo if you use the **Minimum** setting.

   After you finish selecting your settings, press ⁄≡ **Menu**.

6. Press the ◈ **B&W** or ◈ **Color** button to begin copying.

   To cancel copying, press ⊖ **Stop/Clear Settings**.

Print From Your Computer

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

Follow the instructions in these sections for your computer type:

Windows Printing

Mac Printing (Mac OS X 10.5, 10.6, or 10.7)

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 sheet feeder.

Windows Printing

You can print on your product using any Windows printing program.

Note:
You can change the language of the Windows printer software screens, if desired.

Follow the steps in these sections:

Print From a Program

Select Basic Options

Change Print Layout

Select Advanced Options

Print Your Document or Photo

Check Printing Status

Change Default Print Settings

Change Auto Update Options

Change the Language

See also:

Mac Printing (Mac OS X 10.5, 10.6, or 10.7)

Mac Printing (Mac OS X 10.4)

Print From a Program

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

1. Select the print option in your application.

Note:
You may need to select a print icon on your screen, the **Print** option in the File menu, or another command. See you application's help utility for details.
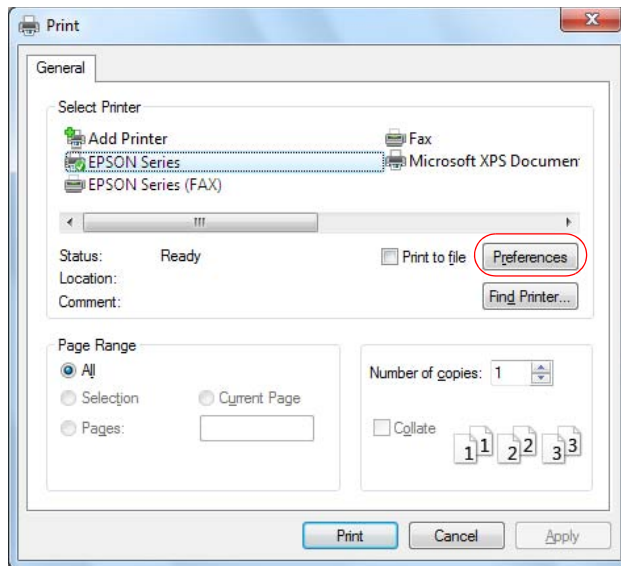
2. Select your product, if necessary.

3. Click **Properties** or **Preferences** to view your print settings.

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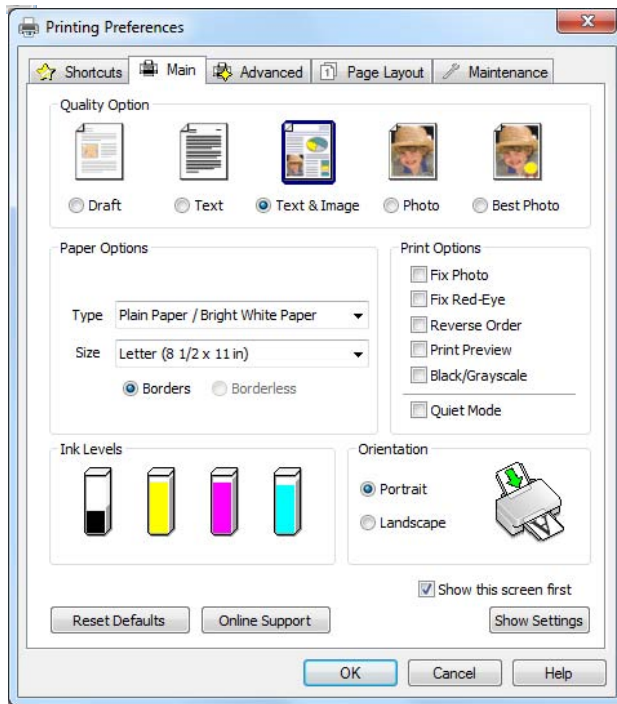
Follow the steps in these sections to select settings, print, and control printing:

Select Basic Options

Change Print Layout

Select Advanced Options

Print Your Document or Photo

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, click the **Shortcuts** tab. Point to one of the Printing Presets to view a list of the settings for it.
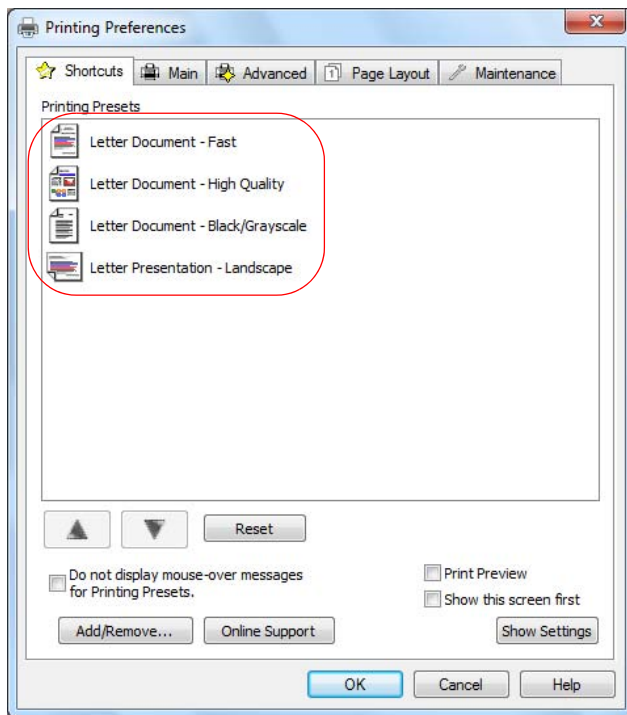
If the settings are correct for your print job, click the preset and _print_.

To create your own presets, click the **Save Settings** button on the Advanced tab.

To delete a preset you created, click **Add/Remove** on the Shortcuts tab, 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** 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.
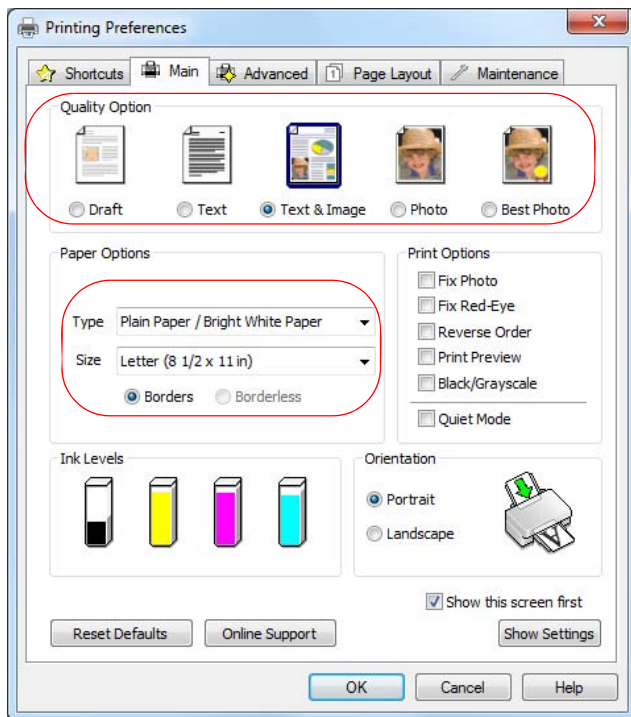
Tip:
For information about an option, move the mouse over the setting or right-click it to access the on-screen **Help**.

1. Select a **Quality Option** that matches your document or photo, and the print quality you want.

2. Select the paper Type setting that matches the paper you loaded.

3. Select the paper **Size** setting for the paper you loaded. A **User Defined** option is also available so you can create a custom size.

4. If you're printing borderless photos, select **Borderless**. For documents or photos with borders, select **Borders**.

   Note:
   For borderless photos, make sure you load a compatible borderless paper size and type.

5. Select any of the **Print Options** you want for your document or photo, such as **Fix Photo** to improve the color, contrast, and sharpness of flawed photos.

   Note:
   Fix Photo uses a sophisticated face recognition technology to optimize photos that include faces. For this to work, both eyes and the nose must be visible in the subject's face. If your photo includes a face with an intentional color cast, such as a statue, you may want to turn off Fix Photo to retain the special color effects.

6. Choose **Portrait** or **Landscape** orientation for your document or photo. (Choose **Landscape** for printing envelopes.)

You can also:

- Select different <u>print layout settings</u>.
- Select <u>advanced printing options</u>.
- See a summary of your settings (click **Show Settings**).
- Return to the default settings (click **Reset Defaults**).
- Access the Epson product support website (click **Online Support**).

When you're finished, you're ready to <u>print</u>.

Change Print Layout

You can select a variety of sizing and layout options on the **Page Layout** tab.
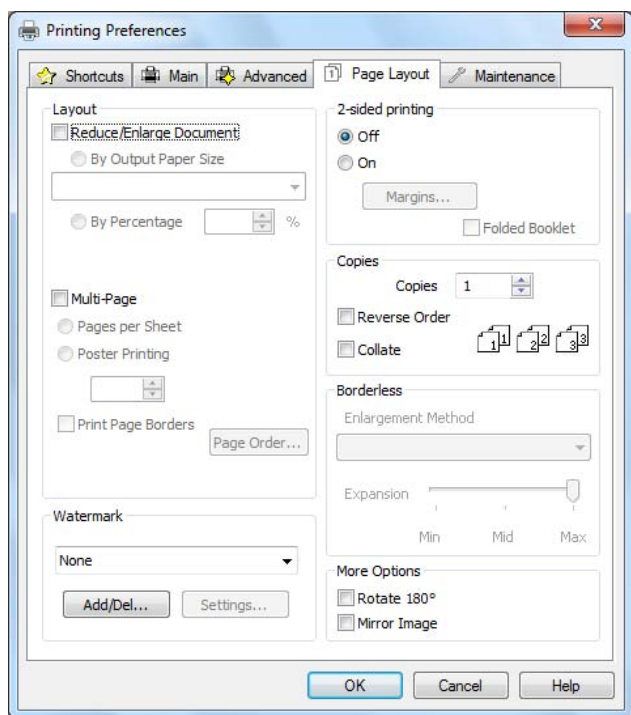
For information on selecting settings, right-click the setting and click **Help**.

See also:

<u>Select Basic Options</u>

<u>Select Advanced Options</u>

<u>Print Your Document or Photo</u>

Select Advanced Options

Click the **Advanced** tab on the top of the printer settings window to select Advanced options.
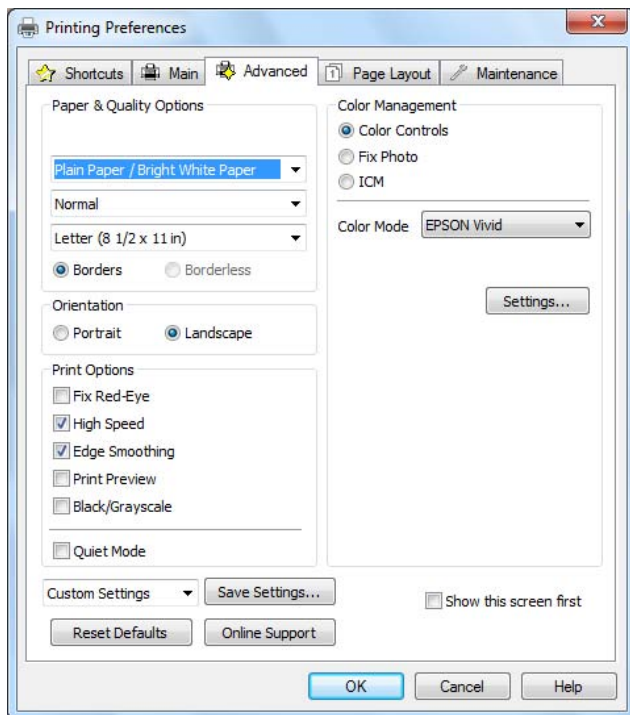
1. Select the <u>paper type setting</u> that matches the paper you loaded.

2. Select the print quality setting for your document or photo, such as **Fast Economy** for the fastest printing or **Best Photo** or **Photo RPM**® **(Max dpi)** for the best print quality.

   Note:
   Available print quality settings depend on the selected paper type setting.

3. Select the paper size setting for the paper you loaded. **User Defined** and custom options are also available so you can create a custom size.

4. If you're printing borderless photos, select **Borderless**. For documents or photos with borders, select **Borders**.

   Note:
   For borderless photos, make sure you loaded a <u>compatible borderless paper size and type</u>.

5. Choose **Portrait** or **Landscape** orientation for your document or photo. (Choose **Landscape** for printing envelopes.)

6. Select any of the **Print Options** you want for your document or photo.

7. Select **Color Management** options for finer control of the color in your document or photo.

You can also:

• Save all your selected settings for later use (click **Save Settings** and name the settings); to use saved settings later, select them from the **Custom Settings** list or from the <u>Shortcuts</u> tab.

• Return to the default settings (click **Reset Defaults**).

• Select different <u>print layout settings</u>.

- Select <u>basic printing options</u>.
- Access the Epson product support website (click **Online Support**).

When you're finished, you're ready to <u>print</u>.

Print Your Document or Photo

After <u>selecting your print settings</u>, click **OK** to save them and return to the Print window.
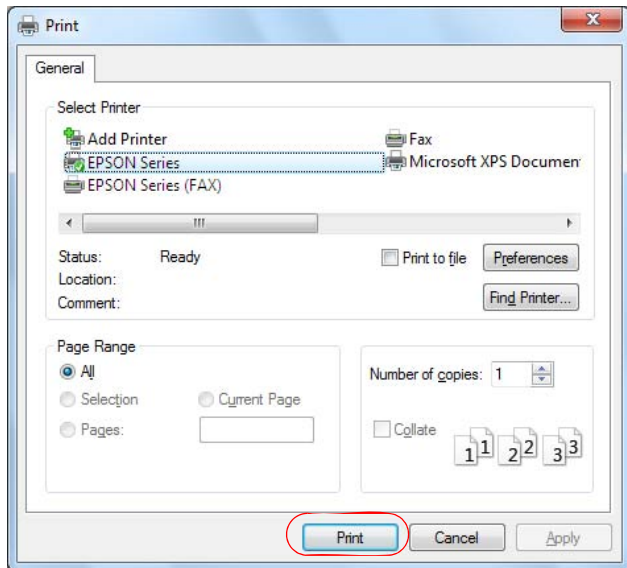
Click **OK** or **Print** to start printing.

During printing, you can <u>check printing status</u>.

Check Printing Status

During printing, you see this window showing the progress of your print job. It allows you to control printing and check ink cartridge status.
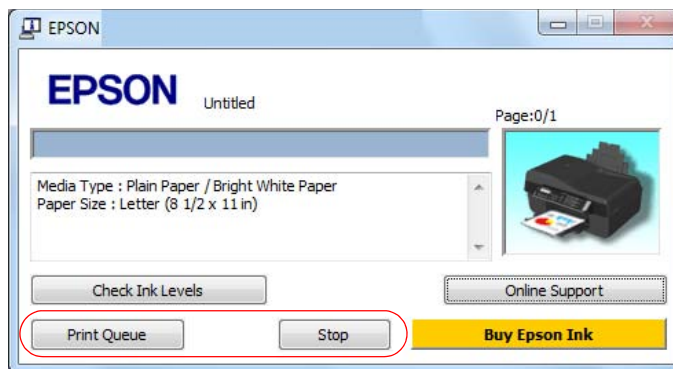
- To cancel printing, click **Stop**.
- To see print jobs lined up for printing, click **Print Queue**.

• To check ink status, click **Check Ink Levels**.

If you see an error during printing, see <u>Solve Problems</u> for solutions.

Note:
You can also cancel printing by pressing the product's ⊘ **Stop/Clear Settings** 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 ⊠ product icon in the Windows taskbar.

2. Select **Printer Settings**.

   You see the printer settings window:
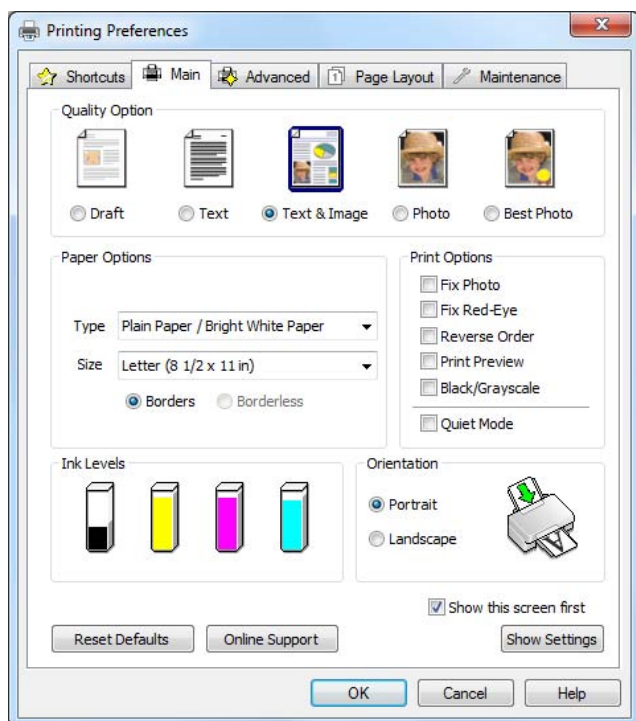
3. <u>Select the print settings</u> you want to use as defaults in all your Windows programs.

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

Change Auto Update Options

Your printer software automatically checks for updates. You can use the Driver Update Setup menu to change how often the software checks for updates or to completely disable this feature.

1. Right-click the ⊠ product icon in the Windows taskbar and select **Auto Update Settings**.
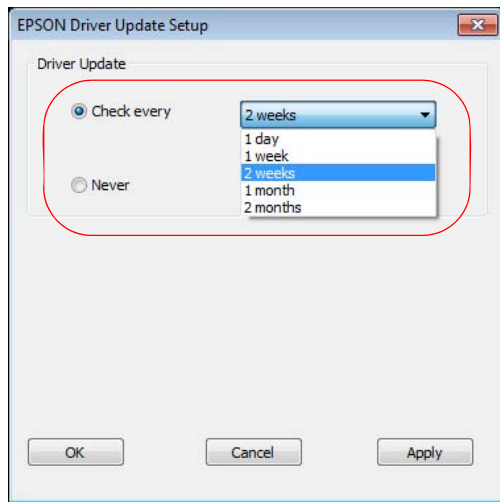
2. Select how often you want the software to check for updates or choose **Never** to completely disable the automatic update feature.

   Note:
   If you choose to disable the automatic update feature, it's a good idea to periodically <u>check for product software updates</u>.

3. Click **Apply**, then click **OK** to close the screen.

Change the Language

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

1. Right-click the product icon in the Windows taskbar and select **Printer Settings**.

2. Click the **Maintenance** tab.

   You see the maintenance options.
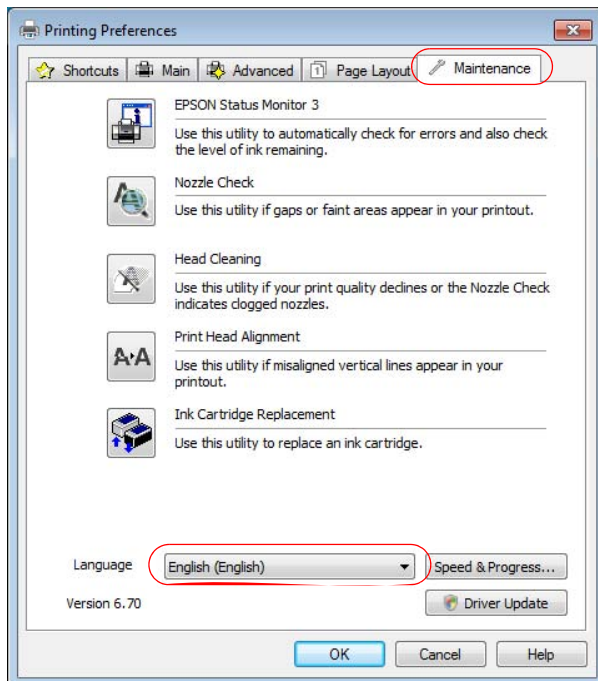
3. Select the **Language** you want to display.

4. Click **OK** to close the printer software screen. The language used on the printer software screen changes to your selection the next time you access it.

Note:
You can also <u>change the language</u> of the LCD display screen on your product.

Mac Printing (Mac OS X 10.5, 10.6, or 10.7)

You can print using any Mac OS® X printing program.

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

<u>Open Your File for Printing</u>

<u>Select Print Options</u>

<u>Select Page Setup Options</u>

<u>Change Print Layout</u>

<u>Manage Color</u>

<u>Print Your Document or Photo</u>

<u>Check Printing Status</u>

See also:

<u>Windows Printing</u>

<u>Mac Printing (Mac OS X 10.4)</u>

Open Your File for Printing

You can open a file for printing by either:

• Starting a printing program and opening the document or photo from it.

• Double-clicking the document or photo file icon on the screen.

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

Select Print Options

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

1. Open the **File** menu and select the print command in your application.

   Note:
   You may need to select a print icon on your screen, the **Print** option in the File menu, or another command. See your application's help utility for details.

2. Select your product as the **Printer** setting.
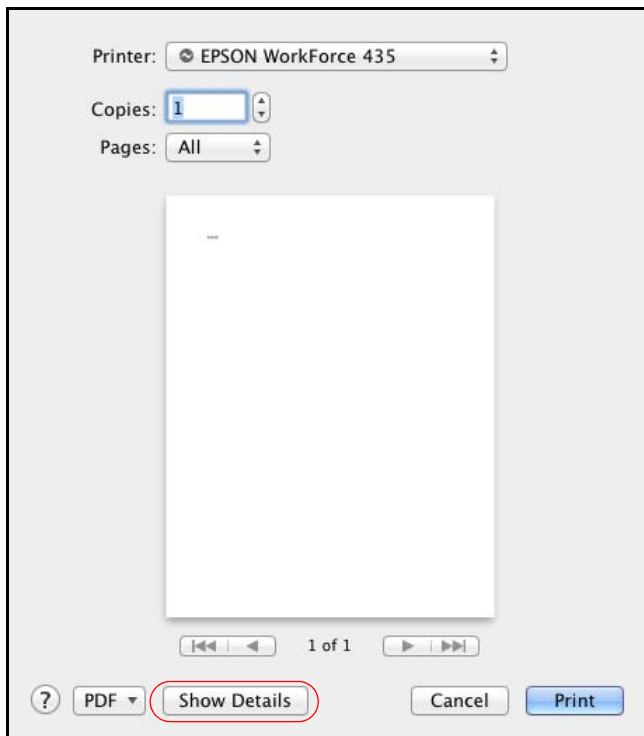
3. Click the **Show Details** or ▼ arrow button to expand the Print window, if necessary.

   You see the expanded printer settings window for your product.

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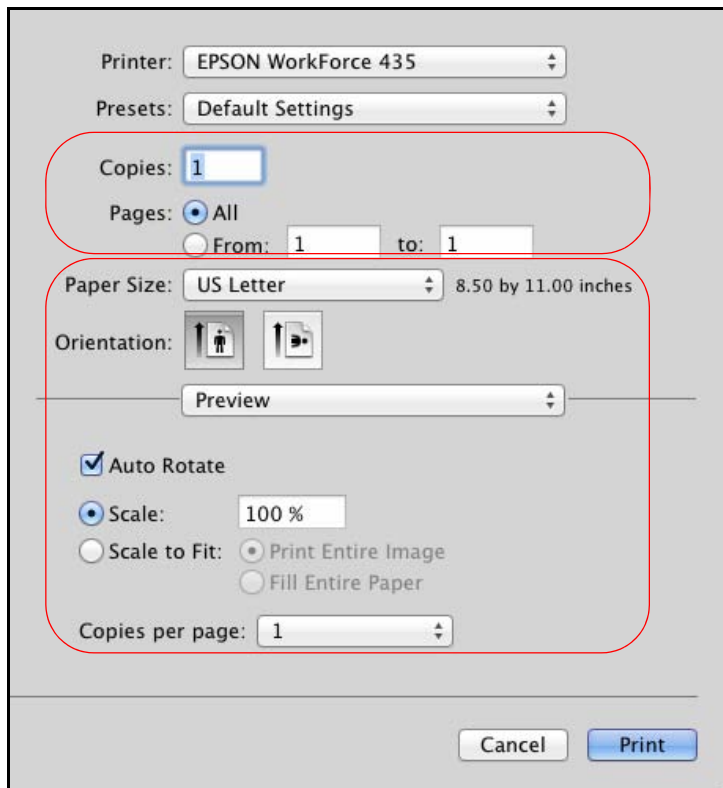
Note:
The Print window may look different depending on the version of Mac OS X you're using.

4. Select the page setup options.

   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.
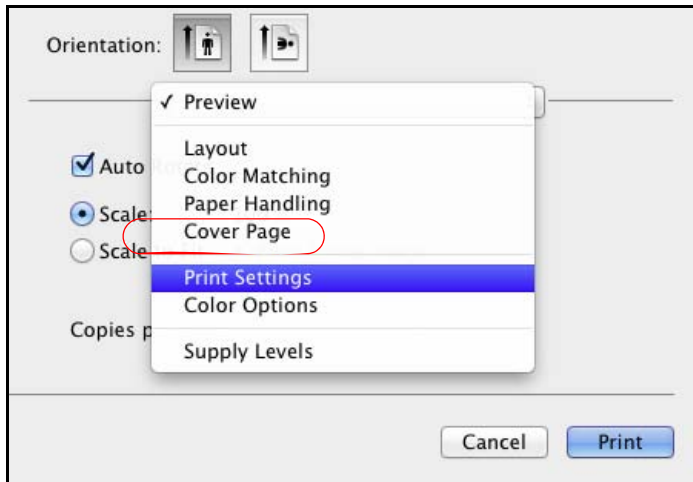
These settings appear on the screen:
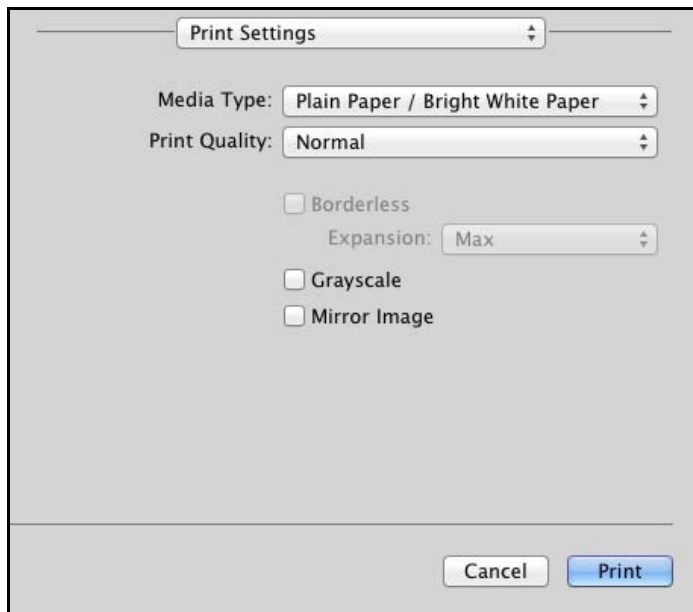
7. Select the Media Type setting that matches the paper you loaded.

   Note:
   The settings may not exactly match the name of your paper. See the paper type settings list for details.

8. Select the **Print Quality** setting as necessary to select higher quality or faster print speed. Available print quality settings depend on the selected **Media Type** setting.

9. Select **Min**, **Mid**, or **Max** to adjust the **Expansion** for borderless printouts. You may see white borders on your printed photo if you use the **Min** setting.

> **Note:**
> This option is available only when you choose a Paper Size setting of **Sheet Feeder - Borderless** from the Print window.

10. Select the **Grayscale** output checkbox to print using black ink only.

> **Note:**
> If you select **Grayscale**, some color ink will still be used for print head maintenance.

11. To flip the image you're printing, click **Mirror Image**. (If you are printing on Epson Iron-on Cool Peel Transfer paper, turn on **Mirror Image**.)

You can also:

• Select different print layout settings

• Select color management options

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 or photo 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.

   If you want to print a borderless photo, select the paper size with a **Sheet Feeder - Borderless** option.

   Note:
   For borderless photos, make sure you loaded a compatible borderless paper size and type.

2. Choose a portrait or landscape **Orientation** option for your document or photo. (Choose landscape left for envelopes.)

Change Print Layout

You can select a variety of layout options from the Print window.

1. Select **Layout** from the pop-up menu.
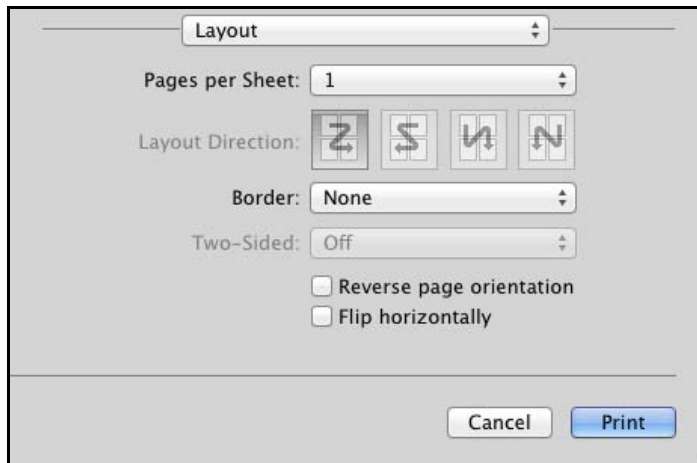
2. Select the following as necessary:

- 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.

- To rotate the image you are printing 180°, click **Reverse Page Orientation**.

Manage Color

You can manage how colors are handled in your photos by selecting **Color Options** from the Print window.

Note:
If you want to use ColorSync to manage color, select **Color Matching** from the pop-up menu, then select the profile for the paper you are using.

1. Select **Color Options** from the pop-up menu.
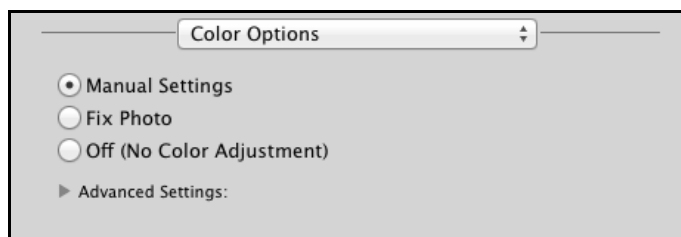
2. Select one of the following color options:

- **Manual Settings** lets you select a color **Mode** for printing the colors in photos and graphics: **EPSON Vivid** or **AdobeRGB**.

Expand Advanced Settings to remove red eyes (**Fix Red Eye**), adjust the midtone density in the printout (**Gamma**) when using **AdobeRGB**, and to adjust **Brightness**, **Contrast**, **Saturation**, and individual **Cyan**, **Magenta**, and **Yellow** color tones.

- **Fix Photo** automatically analyzes your photos and, if necessary, adjusts the brightness, contrast, and saturation.

  Expand Advanced Settings to select **Scene Correction** and choose **Auto Correct, People, Landscape, Night Scene, Sepia,** or **Gray**. You can also select additional options for **Digital Camera Correction** and **Smooth Skin.**

  Note:
  Fix Photo (or Auto Photo Correction) uses a sophisticated face recognition technology to optimize photos that include faces. For this to work, both eyes and the nose must be visible in the subject's face. If your photo includes a face with an intentional color cast, such as a statue, you may want to turn off Fix Photo to retain the special color effects.

- **Off (No Color Adjustment)** turns off printer software color adjustments so you can use the color adjustments in your program only.

Print Your Document or Photo

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, control printing, and check ink cartridge status.

1. Click your product icon when it appears in the Dock.
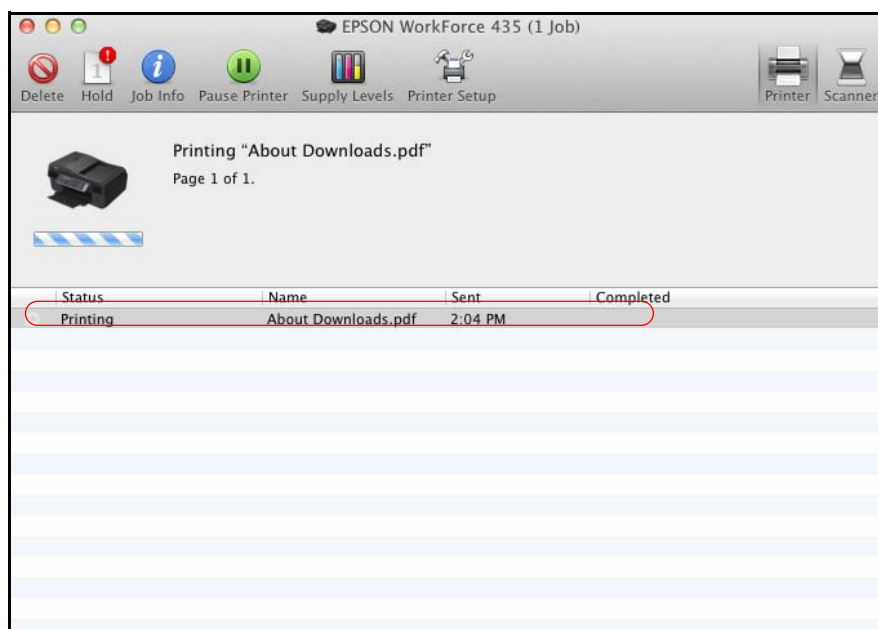
2. Select from these options:

- 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 the product's ⊘ **Stop/Clear Settings** button.

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

If you see an error during printing, see <u>Solve Problems</u> for solutions.

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:

<u>Open Your File for Printing</u>

<u>Select Page Options</u>

<u>Select Basic Print Options</u>

<u>Change Print Layout</u>

<u>Manage Color</u>

<u>Print Your Document or Photo</u>

<u>Check Printing Status</u>

See also:

<u>Windows Printing</u>

<u>Mac Printing (Mac OS X 10.5, 10.6, or 10.7)</u>

Open Your File for Printing

You can open a file for printing by either:

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

Note:
Before printing, make sure you added your product to the Printer Setup Utility.

When you're ready to print, select the <u>page options</u> and <u>print options</u>, and then <u>print</u>.

Select Page Options

Open the Page Setup window to select your page options.

1. Open the **File** menu and select **Page Setup**.
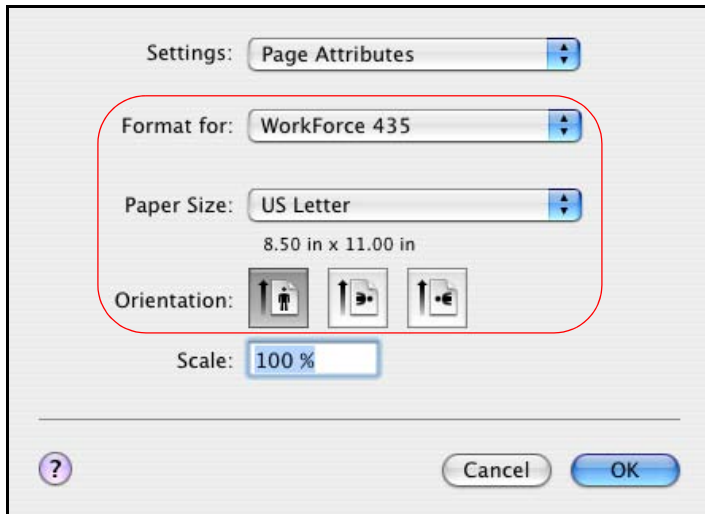
2. Select your product as the **Format for** setting.

3. Select the **Paper Size** setting for the paper you loaded. A **Custom** option is also available so you can create a custom size.

   If you want to print a borderless photo, select the paper size with a **Sheet Feeder - Borderless** option.

   Note:
   For borderless photos, make sure you loaded a compatible borderless paper size and type.

4. Choose a portrait or landscape **Orientation** option for your document or photo. (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**.
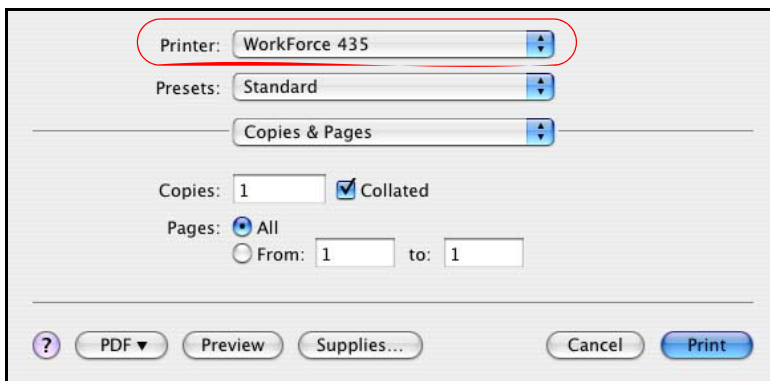
2. Select your product as the **Printer** setting.

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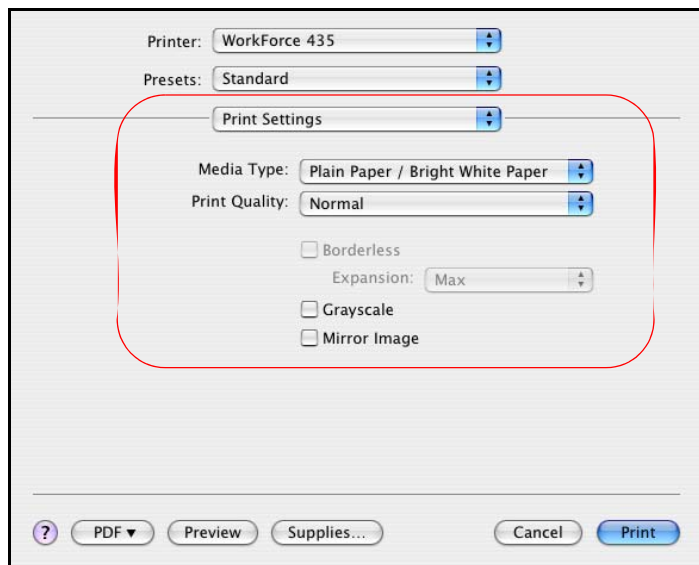
4. Select the Media Type setting that matches the paper you loaded.

    Note:
    The settings may not exactly match the name of your paper. See the paper type settings list for details.

5. Select the **Print Quality** setting as necessary to select higher quality or faster print speed. Available print quality settings depend on the selected **Media Type** setting.

6. Select **Min**, **Mid**, or **Max** to adjust the **Expansion** for borderless printouts. You may see white borders on your printed photo if you use the **Min** setting.

    Note:
    This option is available only when you chose a Paper Size setting of **Sheet Feeder - Borderless** from the Print window.

7. Select the **Grayscale** output checkbox to print using black ink only.

    Note:
    If you select **Grayscale**, some color ink will still be used for print head maintenance.

8. To flip the image you're printing, click **Mirror Image**. (If you are printing on Epson Iron-on Cool Peel Transfer paper, turn on **Mirror Image**.)

You can also:

*   Select different print layout settings

*   Select color management options

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

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Change Print Layout

You can select a variety of layout options from the <u>Print window</u>.

1. Select **Layout** from the pop-up menu.
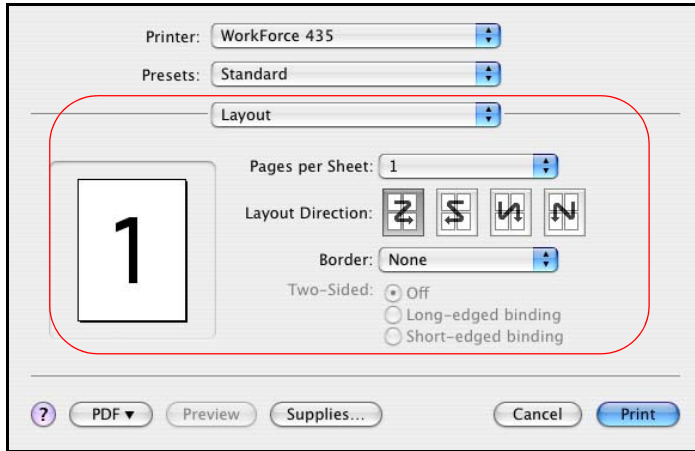
2. Select the following as necessary:

    •   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.

Manage Color

You can manage how colors are handled in your photos by selecting **Color Management** and **ColorSync** options from the <u>Print window</u>.

1. Select **Color Options** from the pop-up menu.
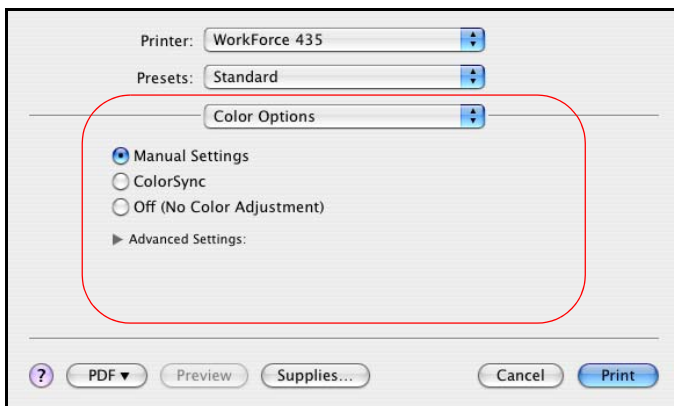
2. Select one of the following color management methods:

- **Manual Settings** lets you select a color **Mode** for printing the colors in photos and graphics: **EPSON Vivid** or **Adobe RGB**.

  Expand Advanced Settings to remove red eyes (**Fix Red Eye**), adjust the midtone density in the printout (**Gamma**) when using **AdobeRGB**, and to adjust **Brightness**, **Contrast**, **Saturation**, and individual **Cyan**, **Magenta**, and **Yellow** color tones.

- **ColorSync** uses standard color profiles for your product and paper to help match image colors. Select the ColorSync® conversion method and filters in the next step.

- **Off (No Color Adjustment)** turns off printer software color adjustments so you can use the color adjustments in your program only.

3. If you selected **ColorSync** as the color management method, select **ColorSync** from the pop-up menu to continue customizing its use.

Print Your Document or Photo

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, control printing, and check ink cartridge status.

1. Click your product icon when it appears in the Dock.
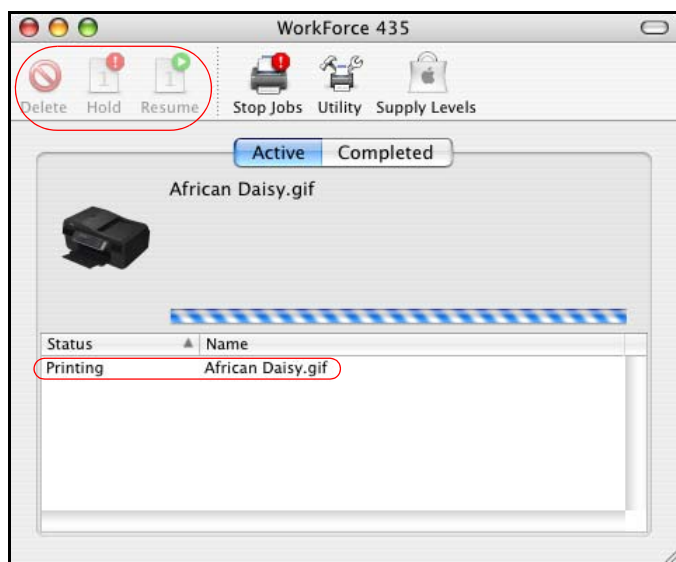
2. Select from these options:

- 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 the product's ⊘ **Stop/Clear Settings** button.

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

If you see an error during printing, see <u>Solve Problems</u> for solutions.

Fax a Document

You can send faxes from the product's <u>control panel</u> or from a <u>Windows</u> or <u>Mac</u> computer.

Before sending a fax, you should create a fax header and select your fax preferences. You can also set up your product to automatically receive faxes or set it to ask for confirmation before receiving a fax.

If you want to connect a telephone or answering machine to the same phone line as the product, be sure to connect the phone and answering machine to the phone line first.

Note:
This product allows you to store names, telephone numbers, and fax data in its memory even when the power is turned off. Make sure you restore all of the default settings if you give away or dispose of the product. This will erase all of your network settings and fax data.

<u>Connect a Phone or Answering Machine</u>

<u>Set Up Your Fax Features</u>

<u>Set Up a Speed Dial and Group Dial List</u>

<u>Send a Fax</u>

<u>Receive Faxes</u>

Connect a Phone or Answering Machine

You can connect the product to a phone line, and connect a telephone or answering machine to the same phone line so you can use it to make voice calls.

Note:
If you do not connect a telephone to your product, make sure to turn on **Auto Answer**. Otherwise, you cannot receive faxes.

1. Connect the phone cable from the wall jack to the **LINE** port on the back of your product.
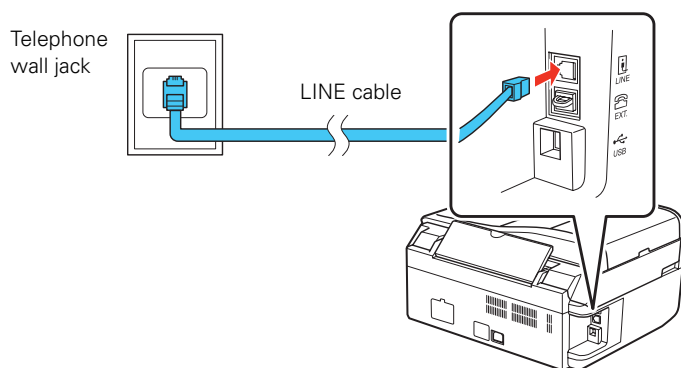
   Note:
   If you have a DSL Internet connection, you must plug a DSL filter into the wall jack or you won't be able to use the fax or telephone equipment as described below. Contact your DSL provider for the necessary filter.
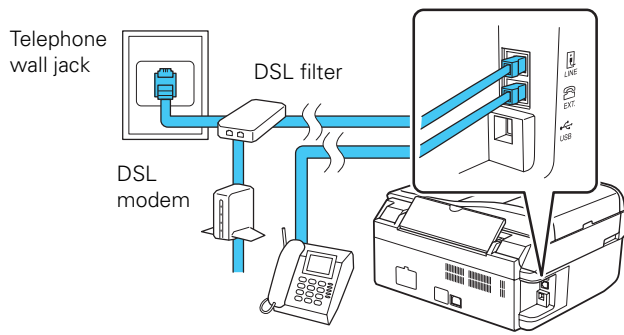
2. To use a telephone or answering machine, you need a second phone cable. Before connecting the cable, remove the cap from the **EXT**. port on the back of your product, if present.
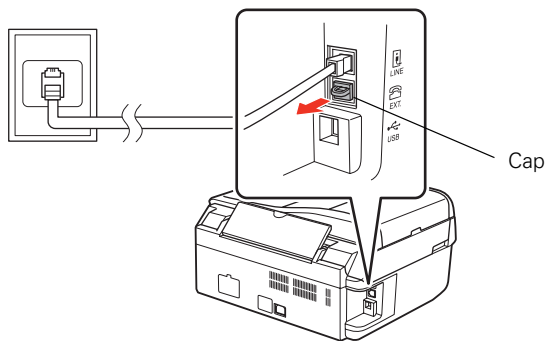
3. Connect one end of the cable to the telephone or answering machine, and connect the other end to the **EXT.** port.
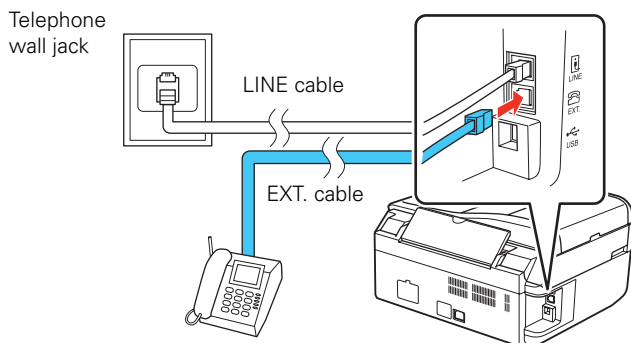
Tip:
If you've connected an answering machine, you may need to adjust the number of rings after which the fax picks up. (The number of rings to answer must be one more than for the answering machine.)

A phone or answering machine must be connected to the **EXT.** port on your product to detect an incoming fax call when a phone is picked up. If a fax call comes in, and you pick up the phone

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without having a phone or answering machine connected to the **EXT.** port, the call will be disconnected when you hang up and your product will not receive the fax.

In Auto Answer mode, if the incoming call is a fax and you pick up the phone or the answering machine answers, the product 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:
Epson cannot guarantee compatibility with VoIP, cable phone systems, or fiber-optic digital services such as FIOS.

Set Up Your Fax Features

Before sending or receiving faxes, you should create a fax header and select your fax preferences.

There are two ways to set up your fax features:

* Set up your fax features from the control panel.

* Set up your fax features from a Windows computer or a Mac computer.

Note:
If you leave the product unplugged for a long period of time, the date and time settings may get lost and you must reset them.

Set Up Your Fax Features from the Control Panel

Change Your Country or Region

Enter the Header Information

Enter the Date and Time

Select Send/Receive Settings

Select Communication Settings

Print Fax Reports

Restore Fax Settings

Enter Numbers and Characters

Change Your Country or Region

Before using your product to fax documents, you need to select the region where you are using it.

1. Press the ⧉☰ **Menu** button.

2. Press ▲ or ▼ to select **Maintenance**, then press **OK**.

3. Press ▲ or ▼ to select **Country/Region**, then press **OK**.

4. Press ▲ or ▼ to select your region, then press **OK**.

5. Press **1** to confirm your selection (or **2** to cancel).

   Note:
   When you change the region, the fax settings are restored to their defaults.

6. Press ⧉☰ **Menu** to exit.

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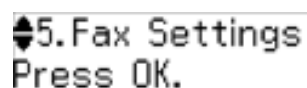
You should enter your name and phone number in the fax header before sending a fax so that recipients can identify the origin of the fax.

Entering Your Sender Name

Enter Your Phone Number

Entering Your Sender Name

1. Press the ✎ **Copy/Fax** button, if necessary.
2. Press the ⬚ **Menu** button.
3. Press ▲ or ▼ to select **Fax Settings**, then press **OK**.

```
⬆5.Fax Settings
Press OK.
```

4. Press ▲ or ▼ to select **Header**, then press **OK**.
5. Select **Fax Header**, then press **OK**. You see this screen:
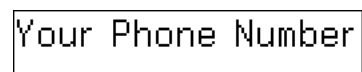
```
Fax Header
```

6. Use the numeric keypad to enter your sender name or other header information. You can enter up to 40 digits.
7. Press **OK**. You return to the Fax Header screen.

Enter Your Phone Number

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

```
Your Phone Number
```

2. Use the numeric keypad to enter your phone number. You can enter up to 20 digits.
    Note:
    When entering a phone number, the ***** button does not work.

    Use the **#** button to type the + symbol for an international number, such as +22 to dial a number in India.

3. Press **OK**. You return to the Your Phone Number screen.
4. Press ⬚ **Menu** to return to the Fax mode screen.

Enter the Date and Time

1. Press the ⊒ **Menu** button.
2. Press ▲ or ▼ to select **Maintenance**, then press **OK**.
3. Press ▲ or ▼ to select **Daylight Saving Time**, then press **OK**.
4. Select **Summer** if your region uses Daylight Saving Time (DST) and it's currently in effect (spring through summer). Otherwise select **Winter**.

    Note:
    When you change the setting from **Winter** to **Summer**, the clock is automatically set ahead by one hour. When you change it from **Summer** to **Winter**, the clock is set back one hour.
5. Press **OK**.
6. Press ▲ or ▼ to select **Date/Time**, then press **OK**. You see this screen:

```
 Date:
♦mm.dd.yyyy
```
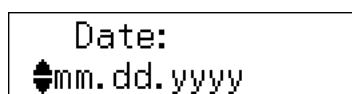
7. Press ▲ or ▼ to select the date display format, then press **OK**.
8. Use the numeric keypad to change the date, then press **OK**.
9. Press ▲ or ▼ to select a 12-hour or 24-hour display, then press **OK**.
10. Use the numeric keypad to set the time.
11. If you selected **12h**, press ▲ or ▼ to select **AM** or **PM**.
12. Press **OK**.
13. Press ⊒ **Menu** to return to the Fax mode screen.

Select Send/Receive Settings

You can select the paper, sizing, and quality settings for your incoming and outgoing faxes, and choose the printed reports you want.

1. Press the ⅍ **Copy/Fax** button, if necessary.
2. Press the ⊒ **Menu** button.
3. Press ▲ or ▼ to select **Fax Settings**, then press **OK**.

```
♦5.Fax Settings
Press OK.
```

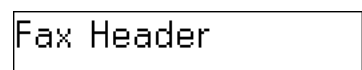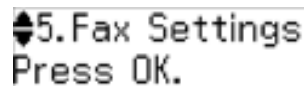4. Press ▲ or ▼ to select **Send/Receive Setup**, then press **OK**.
5. To adjust any of the following settings, press **OK**:
    - **Quality**: sets the scan resolution and print quality of incoming and outgoing faxes. Select **Fine** for small print or detailed line art, **Photo** for pictures, or **Standard** for basic faxes.
    - **Contrast**: sets the contrast when scanning and printing. Positive values make the image darker, negative values make the image lighter.

- **Paper Size**: indicates the size of paper loaded in the product for printing.
- **Auto Reduction**: indicates whether large incoming faxes are reduced to fit on the selected Paper Size (**On**), or printed at their original size on multiple sheets (**Off**).
- **Last Transmission Report**: indicates when the product prints a report on the last transmitted fax. Select **Off** to turn off report printing, **On Error** to print reports only when an error occurs, or **On Send** to print reports for every fax you send.
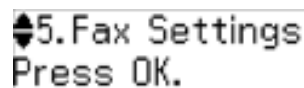
Press **OK** when you're done.

6. When finished, press the ⇜ **Menu** button to return to the Fax mode screen.

Select Communication Settings

Select these settings to customize how your product receives and transmits faxes.

1. Press the ✏ **Copy/Fax** button, if necessary.
2. Press the ⇜ **Menu** button.
3. Press ▲ or ▼ to select **Fax Settings**, then press **OK**.

```
♦5.Fax Settings
Press OK.
```

4. Press ▲ or ▼ to select **Communication**, then press **OK**.
5. To adjust any of the following settings, press **OK**:
   - **DRD**: can be used with a "Distinctive Ring Service" provided by your phone company. With this service, you can have two or more phone numbers assigned to the same line, with each number given a distinctive ring. For example, if you have a phone number for personal calls that's set to ring normally (with a single ring) and a fax number set for a double ring, select **Double** as the DRD setting. Then the fax system picks up only those calls with a double ring. (**All** is the default setting.)
   - **ECM**: indicates whether you use Error Correction Mode to automatically request retransmission of fax data that is received with detected errors. (**On** is the default setting.)
   - **V.34**: indicates the speed at which you transmit faxes. **On** is 33.6 Kbps and **Off** 14.4 Kbps.
   - **Rings to Answer**: indicates the number of rings that must occur before the product automatically receives a fax. You may want to change this setting if you have connected a telephone or answering machine. (**4** is the default setting.)
   - **Dial Tone Detection**: when this setting is **On**, the product dials automatically when it detects a dial tone. It may not be able to detect a dial tone when connected to a PBX (Private Branch Exchange) or TA (Terminal Adapter) system. In that case, turn this setting off.

Press **OK** when you're done.

6. When finished, press the ⇜ **Menu** button to return to the Fax mode screen.

Print Fax Reports

You can print the following fax reports:

- **Fax Log**: prints a report of recent fax transmissions.
- **Last Transmission**: prints a report of your last fax transmission.
- **Speed Dial List**: prints a list of your speed dial entries.
- **Group Dial List**: prints a list of your group dial entries.
- **Reprint Faxes**: reprints your most recent incoming fax.
- **Protocol Trace**: prints a protocol trace of your last fax transmission.

Note:
You can have the product automatically print a fax report for the last transmitted fax. Select **On Send** as the **Last Transmission Report** setting in the Send/Receive Setup menu.

1. Press the ⁒ **Copy/Fax** button, if necessary.

2. Press the �≡ **Menu** button.

3. Press ▲ or ▼ to select **Fax Settings**, then press **OK**.

```
♦5.Fax Settings
Press OK.
```

4. Select **Print Report**, then press **OK**.

5. Select a report type and press **OK**.

   Note:
   Selecting **Fax Log** will give you the option to Print or View. Select **Print**, press ▶, and press the ♦ **Color** button to print the report.

6. Make sure letter-size paper is loaded in the product, then press the ♦ **Color** button to print the report.

Restore Fax Settings

You can restore your fax settings to their original default options.

1. Press the ⁒ **Copy/Fax** button, if necessary.

2. Press the ≡ **Menu** button.

3. Press ▲ or ▼ to select **Restore Default Settings**, then press **OK**.

4. Select one of these options and press **OK** to restore the default settings you selected:

   - **Reset Fax Send/Receive Settings**: Restores the Send/Receive Setup and Communication default settings.
   - **Reset Fax Data Settings**: Restores the Speed Dial Setup, Group Dial Setup, Header, and Fax Log default settings.
   - **Reset Wi-Fi Settings**: Restores all wireless network default settings.

- **Reset All except Wi-Fi & Fax Settings**: Restores all default settings except options for the wireless network and fax settings.

- **Reset All Settings**: Restores all settings.

5. Press the **1** key to confirm your selection or the **2** key to cancel it.

6. Press the ⋲≡ **Menu** button to return to the Fax mode screen.

Enter Numbers and Characters

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

- **To enter phone numbers**
  Use the numeric keypad. Press **Redial/Pause** to insert a pause symbol (-) when a brief pause is required during dialing.

- **To enter text**
  Press a keypad button repeatedly to switch between the uppercase or lowercase letters, or numbers available on it. Press **1** to enter these special characters: ! # % & ' ( ) * + , - . / : ; = ? @ ~.

- To move the cursor, add a space, or delete a character:

Button	Function
◀ or ▶	Moves the cursor to the left or right.
Auto Answer	Inserts a space and moves the cursor one character to the right.
Speed Dial/Group Dial	Deletes a character and moves the cursor one space to the left.

Set up Your Fax Features in Windows

Before sending or receiving faxes, you should create a fax header and select basic fax preferences.

1. Click 🟦 or **Start**, > **All Programs** or **Programs** > **Epson Software** > **FAX Utility**.

2. Click the **Fax Settings for Printer** button.
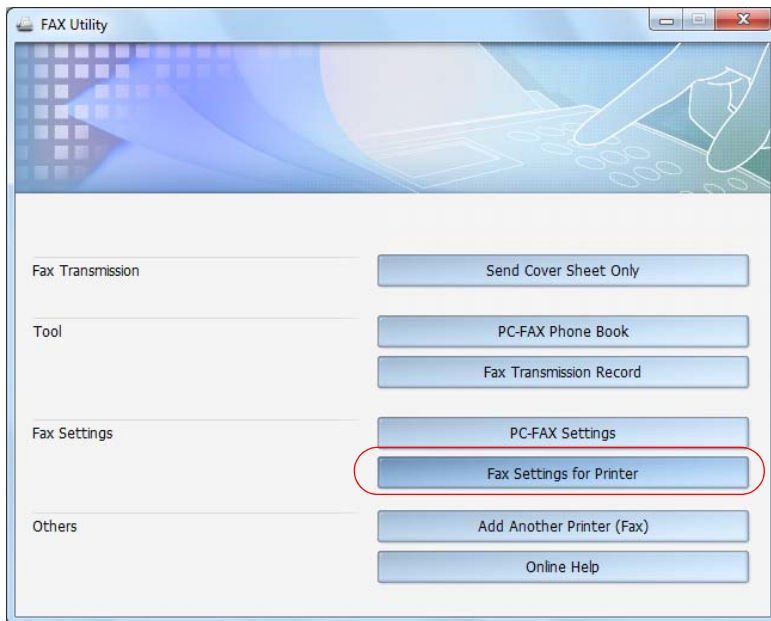
3. Select your product in the Printer drop-down list, then click **Fax Settings**.
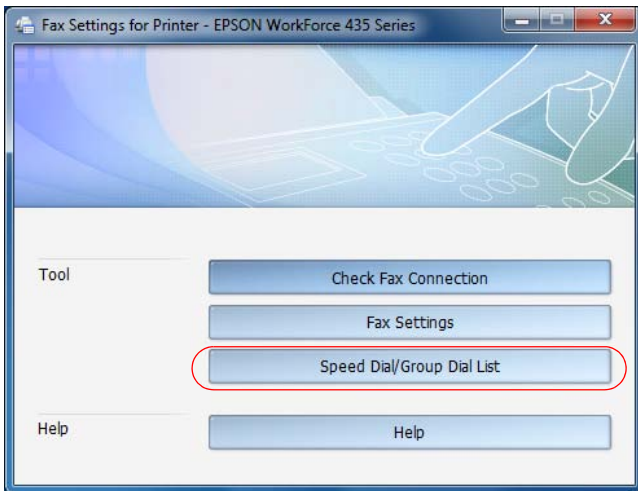
4. Follow the prompts on the screen to enter your fax header information and select basic fax settings.

   Note:
   For detailed information on entering your fax header information or selecting settings, click **Help**.

Set Up Your Fax Features in Mac OS X

Before sending or receiving faxes, you should create a fax header and select basic fax preferences.

1. Do one of the following:

- **Mac OS X 10.6/10.7**: In the Apple menu or the Dock, select **System Preferences**. Select **Print & Scan** or **Print & Fax**, select the **FAX** option for your product, and select **Options & Supplies**. Select **Utility** and select **Open Printer Utility**.

- **Mac OS X 10.4/10.5**: In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax**, select the **FAX** option for your product, and select **Open Print Queue**. Select **Utility**.

2. Double-click **FAX Utility**.

3. Select your **FAX** product in the **Printer** pop-up menu, then click **Fax Settings**.
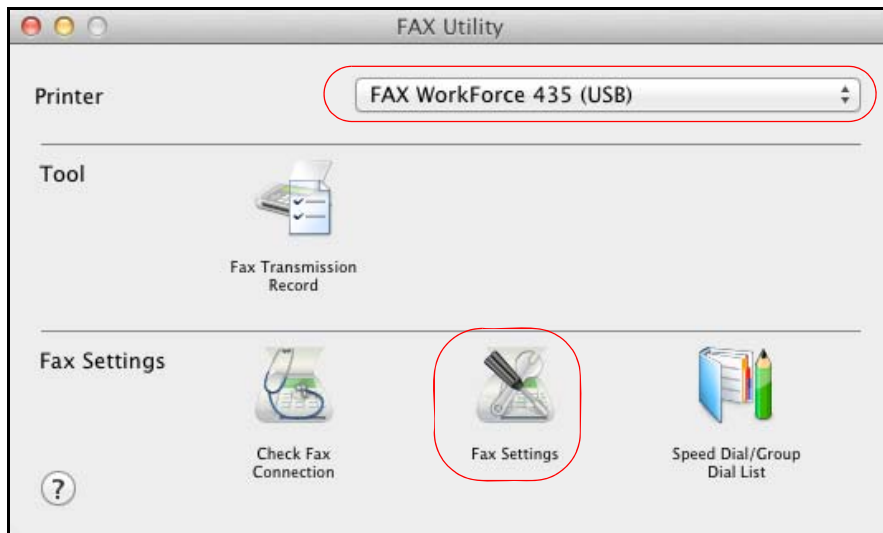
4. Follow the prompts on the screen to enter your fax header information and select basic fax settings.

   Note:
   For detailed information on entering your fax header information or selecting settings, click the **?**.

Set Up a Speed Dial and Group Dial List

You can create a speed dial list of fax numbers so you can quickly select them for faxing. You can also set up a group dial list to automatically send the same fax message to multiple speed dial numbers.

There are two ways to set up a speed dial and group dial list:

- Set up a speed dial and group dial list from the control panel.

- From your Windows or Mac computer.

Note:
In case the speed/group dial list is lost due to a product malfunction, we recommend that you back up the data whenever you update the list.

Set Up a Speed Dial and Group Dial List from the Control Panel

You can create up to 60 combined speed dial and group dial entries, add names to identify the recipients, and print a speed dial or group dial list for easy reference.

Create a Speed Dial Entry

Edit a Speed Dial Entry
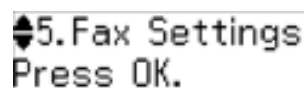
Delete a Speed Dial Entry

Print Your Speed Dial List

Set Up Your Group Dial List

Create a Speed Dial Entry

1. Press the ⁒ **Copy/Fax** button, if necessary.
2. Press the ⁒≡ **Menu** button.
3. Press ▲ or ▼ to select **Fax Settings**, then press **OK**.

```
♦5.Fax Settings
Press OK.
```

4. Press ▲ or ▼ to select **Speed Dial Setup**, then press **OK**.
5. Press ▲ or ▼ to select **Create**, then press **OK**. You see the available entries.
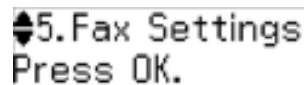
```
♦[01]Speed Dial Lis
01
```

6. Select or type the number of the entry you want to add, then press **OK**. You can have up to 60 entries.
7. Use the numeric keypad to enter the fax number (up to 64 digits), then press **OK**.
8. Use the numeric keypad to enter a name (up to 30 characters) to identify the speed dial entry, then press **OK**. You return to the Create menu.

   To add another speed dial entry, press **OK** and repeat the steps above.

9. Press ⁒≡ **Menu** to return to the Fax mode screen.

Edit a Speed Dial Entry

1. Press the ⁒ **Copy/Fax** button, if necessary.
2. Press the ⁒≡ **Menu** button.
3. Press ▲ or ▼ to select **Fax Settings**, then press **OK**.

```
♦5.Fax Settings
Press OK.
```

4. Press ▲ or ▼ to select **Speed Dial Setup**, then press **OK**.

5. Press ▲ or ▼ to select **Edit**, then press **OK**. You see your list of speed dial entries:

```
♦[01]Speed Dial Lis
01 XXXXXX
```

6. Select or type the number of the entry you want to edit, then press **OK**.

7. Use the <u>numeric keypad</u> to edit the phone number, then press **OK**.

8. Use the <u>numeric keypad</u> to edit the name for the speed dial entry, then press **OK**.

To edit another speed dial entry, press **OK** and repeat the steps above.

Delete a Speed Dial Entry

1. Press the ✎ **Copy/Fax** button, if necessary.

2. Press the ⬱ **Menu** button.

3. Press ▲ or ▼ to select **Fax Settings**, then press **OK**.

```
♦5.Fax Settings
Press OK.
```

4. Press ▲ or ▼ to select **Speed Dial Setup**, then press **OK**.

5. Press ▲ or ▼ to select **Delete**, then press **OK**. You see your list of speed dial entries:

```
♦[01]Speed Dial Lis
01 XXXXXX
```

6. Select or type the number of the entry you want to delete, then press **OK**.

7. At the confirmation screen, press the **1** key to delete the entry or press the **2** key to cancel.

8. Press ⬱ **Menu** to return to the Fax mode screen.

Print Your Speed Dial List

1. Press the ✎ **Copy/Fax** button, if necessary.

2. Press the ⬱ **Menu** button.

3. Press ▲ or ▼ to select **Fax Settings**, then press **OK**.

```
♦5.Fax Settings
Press OK.
```

4. Select **Print Report**, then press **OK**.

5. Press ▲ or ▼ to select **Speed Dial List**.

6. Make sure letter-size paper is loaded in the product, then press the ◊ **Color** button to print the list.

Set Up Your Group Dial List
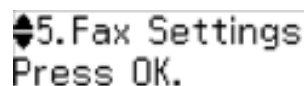
The group dial list allows you to easily send the same fax message to many fax numbers in your speed dial list. You can create up to 60 entries (combined with speed dial entries), with up to 30 entries in a group. You can also edit or delete entries, and print the list for easy reference.

Note:
You can also set up a group dial list in Windows.
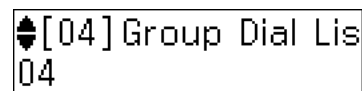
Create a Group Dial Entry

1. Press the ⁏⁏ **Copy/Fax** button, if necessary.

2. Press the ⌷≡ **Menu** button.

3. Press ▲ or ▼ to select **Fax Settings**, then press **OK**.

⬍5.Fax Settings
Press OK.

4. Press ▲ or ▼ to select **Group Dial Setup**, then press **OK**.

5. Press ▲ or ▼ to select **Create**, then press **OK**. You see the available entries.

⬍[04]Group Dial Lis
04

6. Select or type the number of the entry you want to add, then press **OK**.

7. Use the numeric keypad to enter a name (up to 30 characters) to identify the group dial entry, then press **OK**.

8. Select or type the number of a speed dial entry and press ***** to add the entry to the group dial list.
   Note:
   Press * again to cancel adding the speed dial entry that you selected.

9. Repeat the steps above to add additional speed dial entries to the group.

10. When finished, press **OK**.

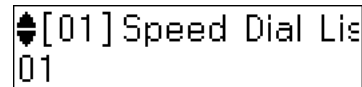11. Press ⌷≡ **Menu** to return to the Fax mode screen.

Edit a Group Dial Entry

1. Press the ⁏⁏ **Copy/Fax** button, if necessary.

2. Press the ⌷≡ **Menu** button.

3. Press ▲ or ▼ to select **Fax Settings**, then press **OK**.

‡5.Fax Settings
Press OK.

4. Press ▲ or ▼ to select **Group Dial Setup**, then press **OK**.

5. Press ▲ or ▼ to select **Edit**, then press **OK**.

6. Select or type the number of the entry you want to edit, then press **OK**.

7. Follow the prompts on the screen to edit the group dial list.

8. When finished, press **OK**.

Delete a Group Dial Entry

1. Press the ✂ **Copy/Fax** button, if necessary.

2. Press the ⁐ **Menu** button.

3. Press ▲ or ▼ to select **Fax Settings**, then press **OK**.

‡5.Fax Settings
Press OK.

4. Press ▲ or ▼ to select **Group Dial Setup**, then press **OK**.

5. Press ▲ or ▼ to select **Delete,** then press **OK**.

6. Select or type the number of the entry you want to delete, then press **OK**.

7. At the confirmation screen, press the **1** key to delete the entry or press the **2** key to cancel.

8. Press ⁐ **Menu** to return to the Fax mode screen.

Print Your Group Dial List

1. Press the ✂ **Copy/Fax** button, if necessary.

2. Press the ⁐ **Menu** button.

3. Press ▲ or ▼ to select **Fax Settings**, then press **OK**.

‡5.Fax Settings
Press OK.

4. Select **Print Report**, then press **OK**.

5. Press ▲ or ▼ to select **Group Dial List**.

6. Make sure letter-size paper is loaded in the product, then press the ◊ **Color** button to print the list.

Set Up a Speed Dial and Group Dial List in Windows

You can create up to 60 combined speed dial and group dial entries, import fax numbers from the Windows Address Book, and back up fax numbers stored in the product's phone book.

1. Click ![icon] or **Start**, > **All Programs** or **Programs** > **Epson Software** > **FAX Utility**.

2. Click the **Fax Settings for Printer** button.
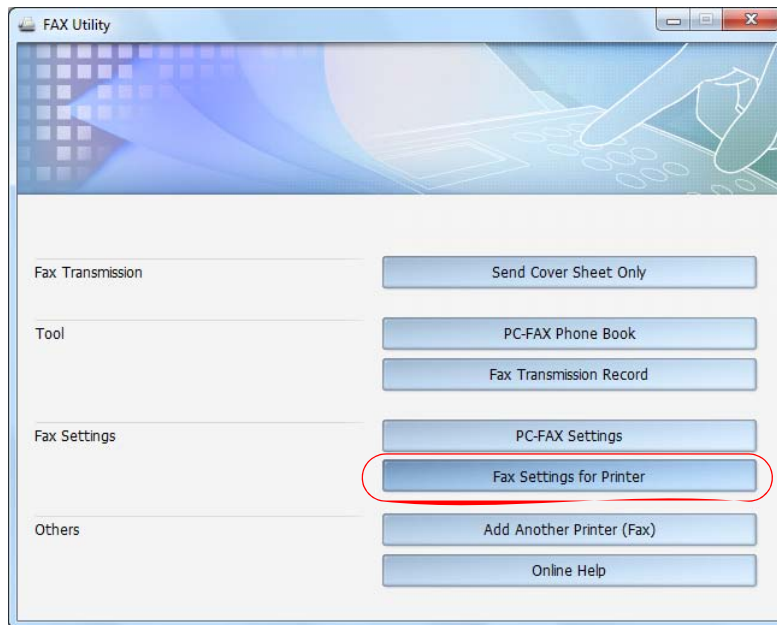
3. Select your product in the Printer drop-down list, then click **Speed Dial/Group Dial List**.
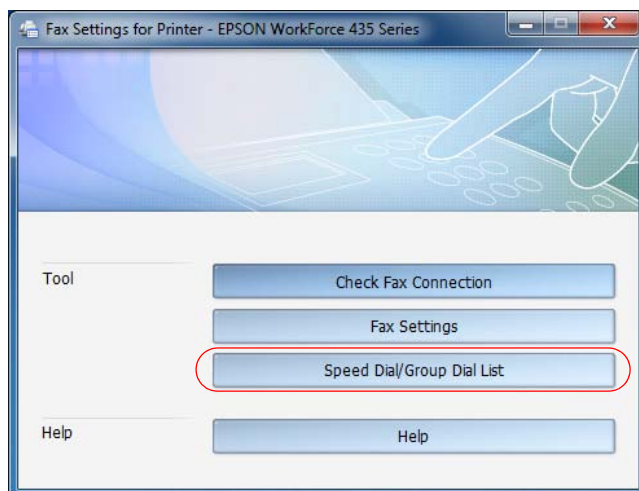
4. To add a new group dial or speed dial entry, select a blank entry and click ![icon].
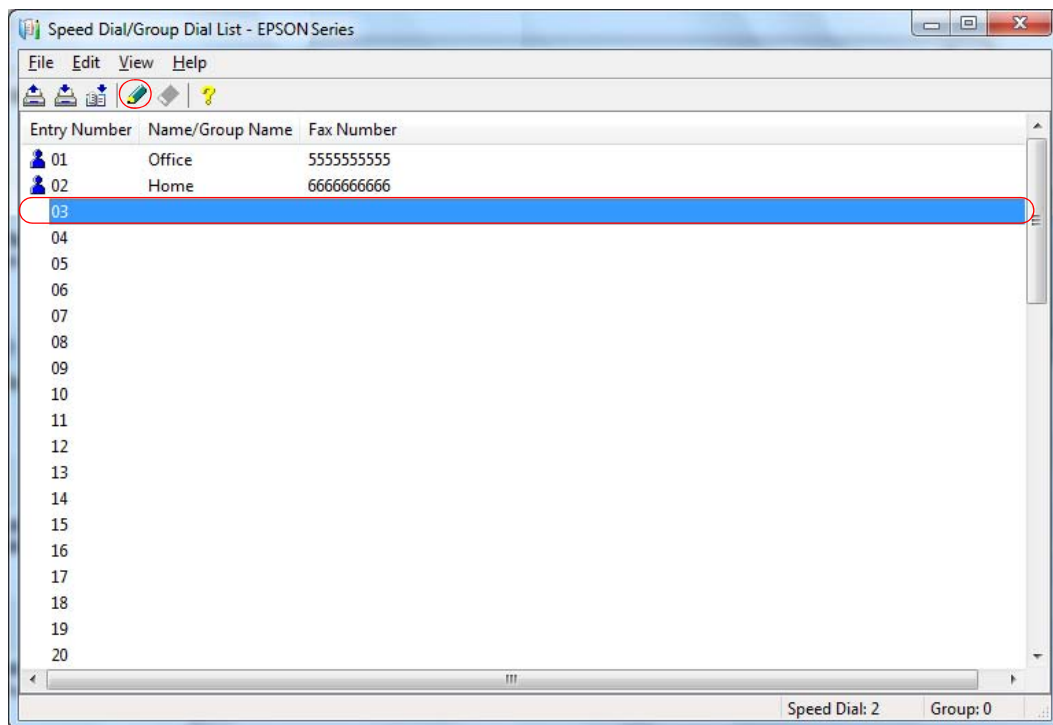
Note:
To edit an existing entry, select the entry and click ✏. To delete an entry, select the entry and click ◆.

5. Do one of the following:

    •   To create a speed dial entry, select **Speed Dial**, enter a name and fax number for the contact, then click **OK**.

    •   To create a group dial entry, select **Group**, enter a name for the group, select the checkboxes for the numbers you want to add, then click **OK**.

6. When you're done, click 📥 to save the speed and group dial entries to the product's phone book.

Set Up a Speed Dial and Group Dial List in Mac OS X

You can create up to 60 combined speed dial and group dial entries, import fax numbers from your Mac OS X Address Book, and back up fax numbers stored in the product's phone book.

1. Do one of the following:

    •   **Mac OS X 10.6/10.7**: In the Apple menu or the Dock, select **System Preferences**. Select **Print & Scan** or **Print & Fax**, select the **FAX** option for your product, and select **Options & Supplies**. Select **Utility** and select **Open Printer Utility**.

    •   **Mac OS X 10.4/10.5**: In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax**, select the **FAX** option for your product, and select **Open Print Queue**. Select **Utility**.

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2. Double-click **Fax Utility**, then select your **FAX** product in the Printer list.
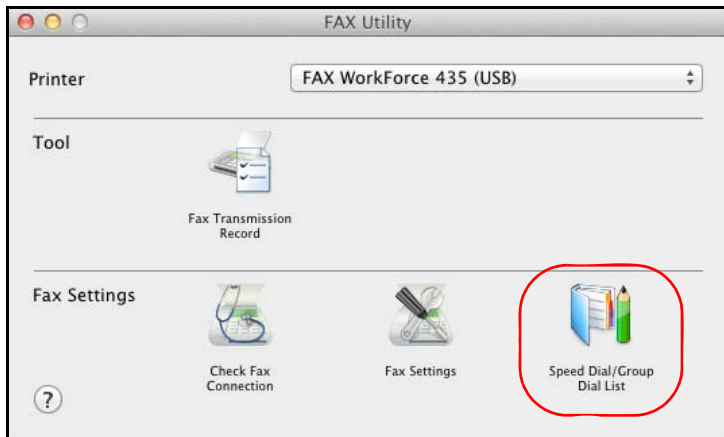
3. To import from your address book, click the import icon.

    To add a new group dial or speed dial entry, double-click a blank entry.
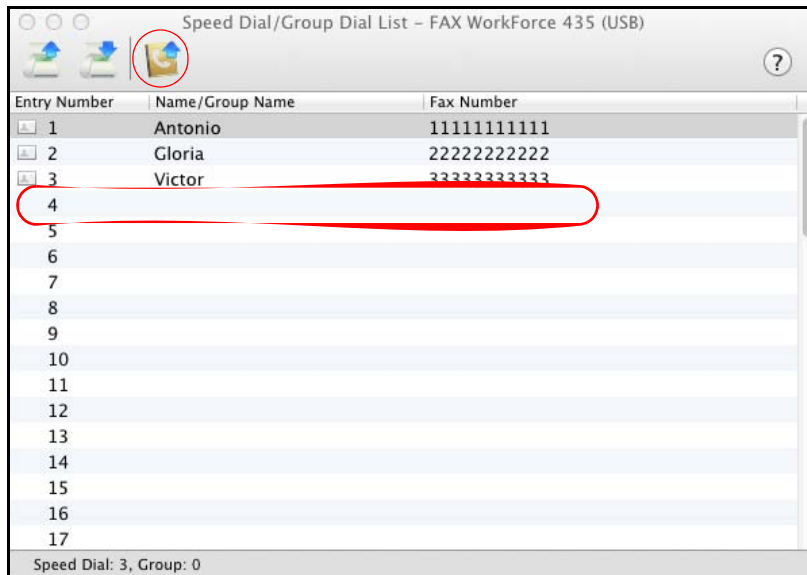
Note:
To edit an existing entry, select it and change the information as desired. To delete an entry, select it and press the **Delete** key on your keyboard.

4. Do one of the following:

    • To create a speed dial entry, select **Speed Dial**, enter a name and fax number for the contact, then click **OK**.

    • To create a group dial entry, select **Group Dial**, enter a name for the group, click the checkboxes for the numbers you want to add, then click **OK**.

5. When you're done, click the ![icon] Send Speed Dials icon to save the speed and group dial entries to the product's phone book.

Send a Fax

There are two ways to send a fax:

*   From the product's control panel.

*   From a Windows or Mac computer.

Send a Fax from the Control Panel

You can send your fax in the following ways:

*   By manually entering a fax number or redialing the previous fax number.

*   By selecting an entry from your speed dial or group dial list.

*   By using a connected telephone to dial the number.

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

Manually Enter a Fax Number

1. Place your original on the scanner glass or in the Automatic Document Feeder.

2. Press the ✎ **Copy/Fax** button, if necessary.

```
Fax          12:34 AM
```

3. Do one of the following:

    *   Use the numeric keypad to enter the fax number. You can enter up to 64 digits.

    *   Press **Redial/Pause** to redial the last fax number you used. The last fax number is displayed on the screen.

4. To change any of the fax settings, press ✐≡ **Menu**.

    Fax Settings

    *   **Quality**: to increase the scanning resolution of the transmitted document.

    *   **Contrast**: to change the contrast of the transmitted document.

    *   **Send Fax Later**: to specify what time you want to send your fax. (You cannot send another fax job until the delayed fax has been transmitted or cancelled.)

    *   **Fax Mode**: to select Sending or Poll to Receive mode. Use Poll to Receive mode to receive a fax from another fax machine to which you have dialed (such as a fax information service).

    Press ✐≡ **Menu** when done selecting the settings.

5. Press the ◇ **B&W** or ◇ **Color** button to begin scanning your document.

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

6. Depending on where you placed your original, the following happens:

    *   If you are faxing with the Automatic Document Feeder, your document is automatically scanned and faxed.

    *   If you are faxing from the scanner glass, you see this screen after the first page is scanned:

```
Add another page
1:Yes 2:No
```

        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.

    Note:
    If the fax number is busy or there is some other connection problem, you see a redialing screen and the fax number is redialed after one minute. Wait for the redial, or press **Redial/Pause** to redial immediately.

        When faxing is complete, you see this screen again:

```
Fax        12:34 AM
```

Select a Speed Dial/Group Dial Entry

1. Place your original on the scanner glass or in the Automatic Document Feeder.

2. Press the ✇ **Copy/Fax** button, if necessary.

```
Fax        12:34 AM
```

3. Do one of the following to select a speed dial/group dial entry:

    *   Press the **Speed Dial/Group Dial** button. Select or type the number of the speed dial/group dial entry you want to use, then press **OK**. You see the screen below:

```
Enter another numb
1:Yes 2:No
```

        Press the **1** key to enter another number, or press the **2** key to continue with the selection made.

- Press a one-touch dial button to select one of the first five speed dial/group dial entries, then press **OK**. Press the **1** key to enter another number, or press the **2** key to continue with the selection made.

4. To change any of the fax settings, press ⌐≡ **Menu**.

   Fax Settings

   - **Quality**: to increase the scanning resolution of the transmitted document.

   - **Contrast**: to change the contrast of the transmitted document.

   - **Send Fax Later**: to specify what time you want to send your fax. (You cannot send another fax job until the delayed fax has been transmitted or cancelled.)

   - **Fax Mode**: to select Sending or Poll to Receive mode. Use Poll to Receive mode to receive a fax from another fax machine to which you have dialed (such as a fax information service).

   Press ⌐≡ **Menu** when done selecting the settings.

5. Press the ◇ **B&W** or ◇ **Color** button to begin scanning your document.

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

   Note:
   If you use the group dial list, only **B&W** is available.

6. Depending on where you placed your original, the following happens:

   - If you are faxing with the Automatic Document Feeder, your document is automatically scanned and faxed.

   - If you are faxing from the scanner glass, you see this screen after the first page is scanned:

```
Add another page
1:Yes 2:No
```

   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.

   Note:
   If the fax number is busy or there is some other connection problem, you see a redialing screen and the fax number is redialed after one minute. Wait for the redial, or press **Redial/Pause** to redial immediately.

   When faxing is complete, you see this screen again:

```
Fax          12:34 AM
```

Use Your Telephone to Dial the Number

1. Place your original on the scanner glass or in the Automatic Document Feeder.
2. Press the ✎ **Copy/Fax** button, if necessary.

```
Fax       12:34 AM
```

   If you've connected a telephone to the product, you can use it to dial the fax number.

3. Dial the number from the connected phone. You see this screen:

```
Fax ready.
1:Send 2:Receive
```

   Press the **1** key to confirm communication with the receiving fax machine.

4. To change any of the fax settings, press ⊿≡ **Menu**.

   Fax Settings

   • **Quality**: to increase the scanning resolution of the transmitted document.

   • **Contrast**: to change the contrast of the transmitted document.

   • **Send Fax Later**: to specify what time you want to send your fax. (You cannot send another fax job until the delayed fax has been transmitted or cancelled.)

   • **Fax Mode**: to select Sending or Poll to Receive mode. Use Poll to Receive mode to receive a fax from another fax machine to which you have dialed (such as a fax information service).

   Press ⊿≡ **Menu** when done selecting the settings.

5. Press the ◇ **B&W** or ◇ **Color** button to begin scanning your document.

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

6. Depending on where you placed your original, the following happens:

   • If you are faxing with the Automatic Document Feeder, your document is automatically scanned and faxed.

   • If you are faxing from the scanner glass, you see this screen after the first page is scanned:

```
Add another page
1:Yes 2:No
```

   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.

Note:
If the fax number is busy or there is some other connection problem, you see a redialing screen and the fax number is redialed after one minute. Wait for the redial, or press **Redial/ Pause** to redial immediately.

When faxing is complete, you see this screen again:

```
Fax        12:34 AM
```

You can now hang up the phone.

Send a Fax in Windows

You can send a fax from a printing program in Windows.

1. Open the file you want to fax, and select the print command.

   Note:
   You may need to select a print icon on your screen, the **Print** option in the **File** menu, or another command. See your application's help utility for details.
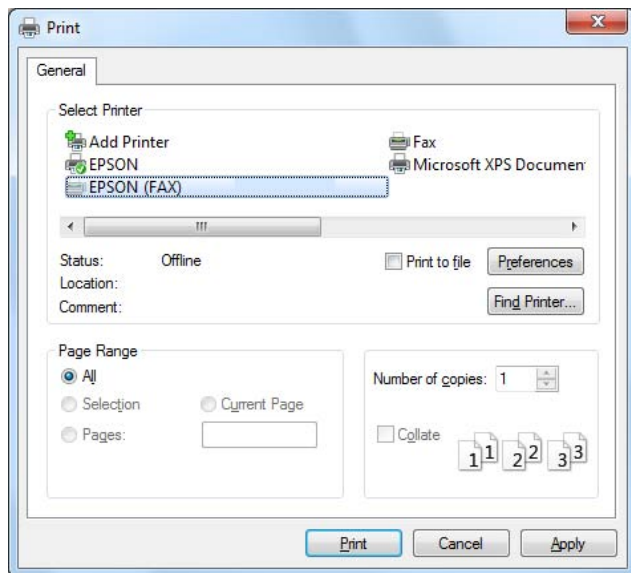
2. Select your product with the **(FAX)** option.

3. To change the Paper Size, Orientation, Color, Image Quality, or Character Density settings, click the **Preferences** or **Properties** button.
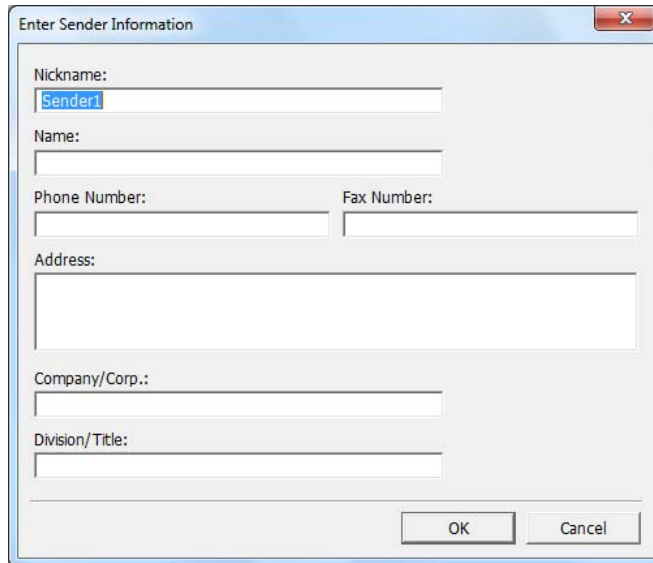
   Note:
   If you see a **Setup**, **Printer**, or **Options** button, click it. Then click **Preferences** or **Properties** on the next screen.

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

4. Select the Page Range as necessary. (Leave the Number of copies set to 1.)

5. Click **Print**.

   If you're faxing for the first time, you see a window like this one:

Enter your sender information so that recipients can identify the origin of the fax. Then click **OK** to save the sender information.

6. Input a fax number or set up a phone book of numbers for future use, then click **Next**.

   Note:
   For detailed instructions on using the Epson FAX Utility, click **Help**.

7. Add a cover sheet, if desired. Select a cover sheet style, enter your subject and comment information, then click **Next**.

8. Click **Send** to transmit your fax.

Send a Fax in Mac OS X

You can send a fax from a printing application on your Mac.

1. Open the file you want to fax and select the print command in your application.

   Note:
   You may need to select a print icon on your screen, the **Print** option in the **File** menu, or another command. See your application's help utility for details.

2. Select your **FAX** product as the printer.
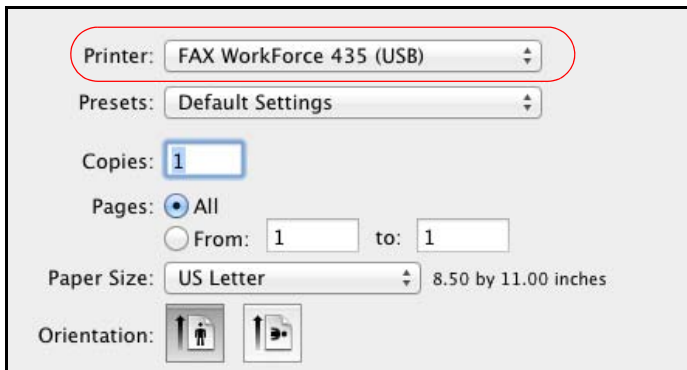
3. Select the pages you want to fax. (Leave the number of **Copies** set to **1**.) You can fax up to 100 pages, including the cover sheet.

   Note:
   For more information about selecting fax print settings, click the **?**.

4. Select **Recipient Settings** from the pop-up menu and do one of the following to choose your recipient(s):

   • Choose a name or group from the **Recipient List**

   • Enter a new name and fax number and then click the + button.

   • Click the ⬤ Address icon and select a recipient from your address book.
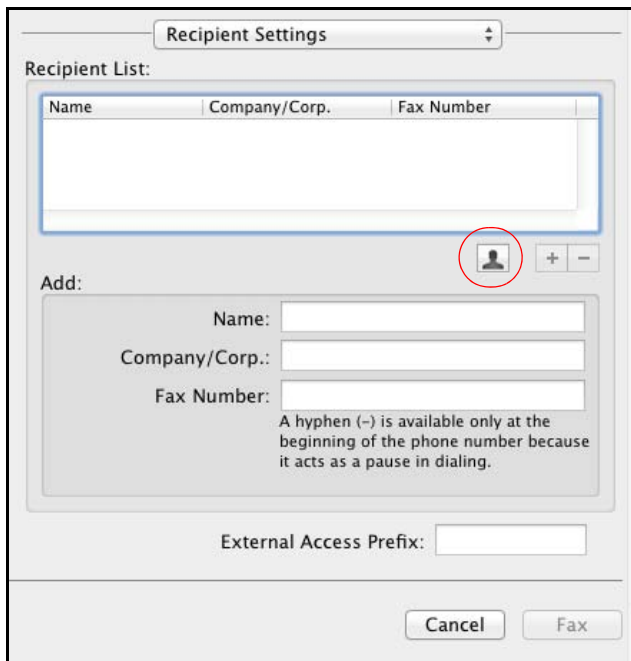
5. Select **Fax Settings** from the pop-up menu and select the **Color** and **Image Quality** settings you want for the fax.
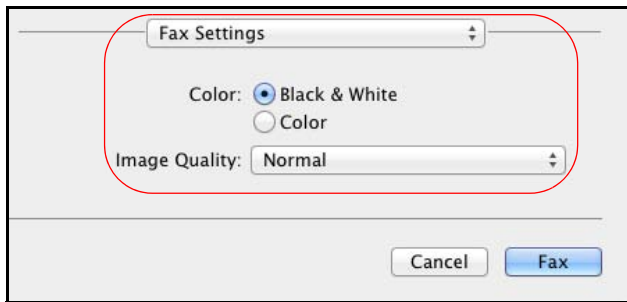
6. Click **Fax**.

   Note:
   For detailed instructions on using the Epson FAX Utility, click the **?**.

   If you need to cancel sending the fax, press ⊘ **Stop/Clear Settings** on the product's control panel.

Receive Faxes

The product automatically receives and prints faxes when you turn on **Auto Answer** mode. You can also set it to receive faxes manually if you connected the product and a phone or answering machine to a phone line that also receives voice calls. Then you can check for a fax tone from the sending fax machine and press a button on the product to receive the fax, or allow your answering machine to determine if the call is an incoming fax.

Automatically Receive a Fax

Manually Receive a Fax

Note:
You can also use Poll to Receive mode to receive a fax from another fax machine to which you have dialed (such as a fax information service).

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.

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

Automatically Receive a Fax

The product tells you whether Auto Answer mode is turned on by the light next to the **Auto Answer** button:
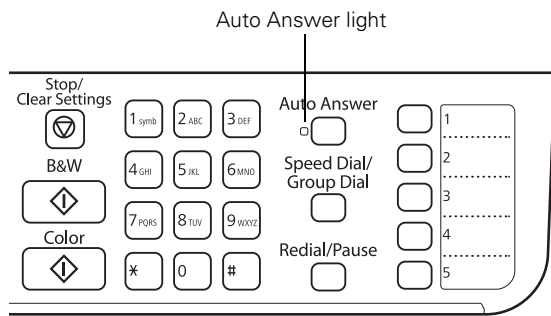
Auto Answer light

To change the answer mode, press the **Auto Answer** button. The light stays on when Auto Answer mode is turned on. Press the button again to manually receive faxes.

If you connected a telephone with an answering machine, you can set the number of rings before the product picks up. For example, if your answering machine is set to pick up on the fourth ring, you can set the product to pick up on the fifth ring. If the incoming call is a fax and you pick up the phone or the answering machine answers, the product automatically begins receiving the transmission. If the incoming call is a caller, the phone can be used as normal or a message can be left on the answering machine.

If your phone company provides Distinctive Ring Service, you can also have a second phone number dedicated to receiving faxes that's on the same line as the one you use for making voice calls. Then set the appropriate DRD setting (a double ring tone, for example).

Manually Receive a Fax

To receive faxes manually, turn off Auto Answer mode. If you connected the product and a phone or answering machine to a phone line that also receives voice calls, then you can press a button on the product to receive the fax, or allow your answering machine to determine if a call is an incoming fax.

1. When your telephone rings, lift the phone off the hook. You see this screen:

```
Fax ready.
1:Send 2:Receive
```

2. Press **2** to select receive mode.

3. To receive the fax transmission, press **1**.

4. When the fax is done transmitting, you see the previous screen again. Replace the phone on the hook.

5. Press **OK** to print the fax.

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Transfer Photos To/From a Memory Card

You can use the product to transfer photos between your memory card and computer. You can also back up your memory card to an external storage device.

Follow the instructions in these sections to transfer photos to or from a memory card:

Insert a Memory Card

Transfer Photos Between a Memory Card and Your Computer
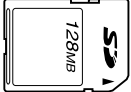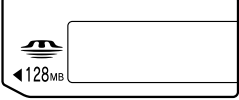
Remove a Memory Card

See also:
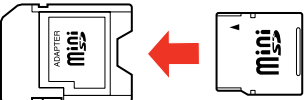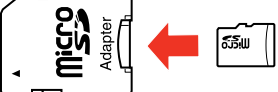
Compatible Memory Cards
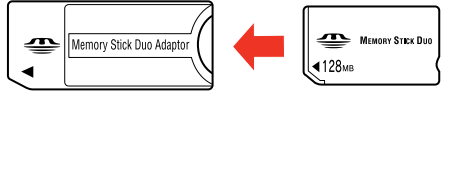
Compatible Memory Cards

You can use the following types of memory cards:

	xD-Picture Card xD-Picture Card Type M xD-Picture Card Type M+ xD-Picture Card Type H
	SD^{TM} SDHC^{TM}
	Memory Stick^{TM} Memory Stick PRO MagicGate^{TM} Memory Stick

The following cards require an adapter. Consult your documentation for any special instructions on using them.

	miniSD^{TM} miniSDHC
	microSD microSDHC

	Memory Stick Duo^{TM} Memory Stick PRO Duo^{TM} Memory Stick PRO-HG Duo MagicGate Memory Stick Duo^{TM}
	Memory Stick Micro^{TM}

Make sure the images stored on your card meet these requirements:

File format	JPEG with the Exif version 2.3 standard
Image size	80×80 pixels to 9200×9200 pixels
Number of files	Up to 999

Insert a Memory Card

Make sure your memory card and the files on it are compatible with your product.

1. Insert your card into the left or right slot as shown below. Insert only one card at a time.

    Caution:
    If your memory card requires an adapter, attach it before inserting the card into the slot; otherwise, the card might get stuck.

Memory card access light
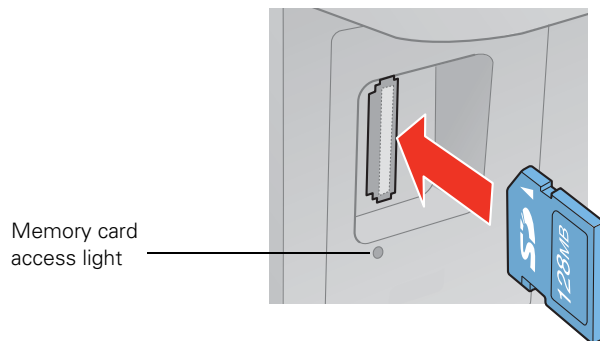
2. The memory card access light flashes, then stays lit. Now you can transfer photos between your memory card and your computer or print your photos.

    Caution:
    Do not remove a card or turn off the product when the memory card access light is flashing, or you may lose photos on the card. See Remove a Memory Card.

See also:

Transfer Photos Between a Memory Card and Your Computer

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Transfer Photos Between a Memory Card and Your Computer

Before you transfer photos, make sure you installed the software that came with your product and connected it to your computer or network. See the *Start Here* sheet for instructions.

Note:
If you are going to transfer files from your computer to your memory card, make sure the write protect switch on your memory card is set to allow writing to the card.

1. Insert a memory card in one of the memory card slots.

2. Access the memory card files from your computer:

   Windows:
   Click 🌐 or **Start**, then click **Computer** or **My Computer**. Double-click the ⬜ removable disk icon for the memory card.

   Mac OS X:
   If your product is connected to your computer with a USB cable, your memory card opens as a drive on your desktop. Double-click it and continue with step 3.

   If you installed the product on a network, do one of the following:

   > **Mac OS X 10.5/10.6/10.7**:
   > Double-click the hard drive icon on your desktop or select **Computer** from the **Go** menu, click your product in the **Shared** section of the sidebar (you may need to widen the sidebar to see the name), then double-click the **MEMORYCARD** icon.

   > **Mac OS X 10.4**:
   > Double-click the hard drive icon on your desktop, click **Network** in the sidebar, then double-click your product (it may be located within a folder with your network's name) and click **OK**. Double-click the **MEMORYCARD** icon that appears on your desktop.

3. A folder opens on your computer, showing the contents of your memory card. Now you can transfer your photos:

   • To transfer photos to your computer, select them in your memory card folder and drag them to the desired location on your computer, such as the desktop or a folder.

   • To transfer photos from your computer to the memory card, select the photos on your computer and drag them to the memory card folder.

4. Before you remove the memory card or turn off the product, make sure the memory card access light is not flashing. If your product is connected to your computer by a USB cable, prepare the card for removal (not necessary when accessing the memory card over a network).

Remove a Memory Card

Follow these steps to remove your card:

Memory card access light
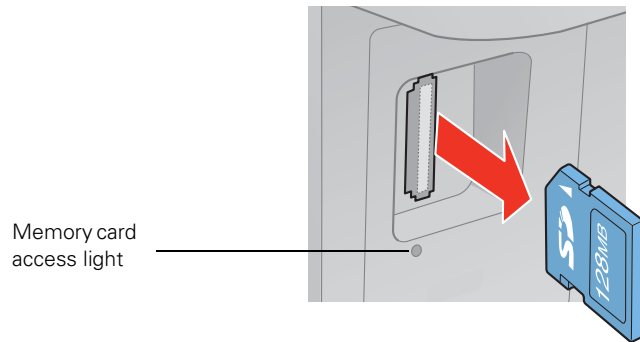
Caution:

Do not remove a card or turn off your product when its access light is flashing, or you may lose photos or files on the card.

1. Make sure the memory card access light is not flashing.

2. If the product is connected to your computer by a USB cable (not a network connection), do one of the following:

   - **Windows:**
     Right-click the name of your card (removable disk) in Computer, My Computer, or Windows Explorer, and select **Eject**.

   - **Mac OS X:**
     Drag the ☐ removable disk icon from your desktop into the trash.

3. Pull the memory card straight out of its slot.

Scan to Your Computer

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

Note:
Epson Scan is not available for Mac OS X 10.6 or OS X 10.7. See Scanning With Mac OS X 10.6/10.7.

Scan From Your Computer

Your product allows you to scan an image to your computer. Before using this feature, make sure you've installed the product software and connected the product to your computer or network.

Note:
Epson Scan is not available for Mac OS X 10.6 or OS X 10.7. For scanning instructions, see Scanning With Mac OS X 10.6/10.7.

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

Start Epson Scan

Select a Scan Mode

Scan in Office Mode

Scan in Home Mode (Semi-Automatic)

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

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.
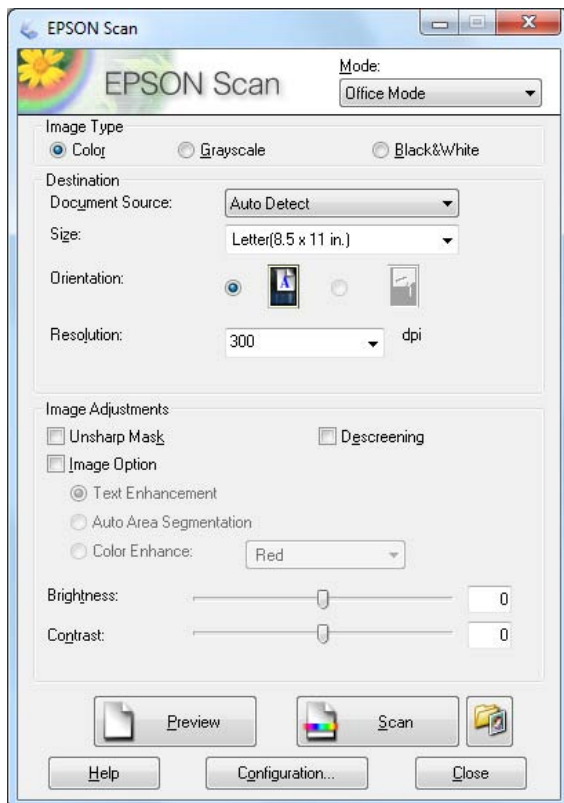
Note:

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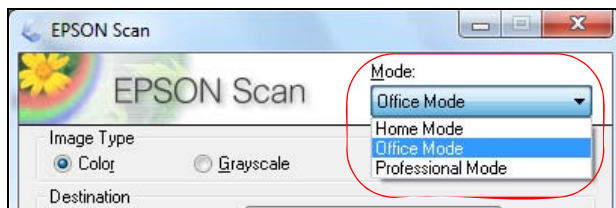
For instructions on scanning in a mode, click the mode name below:

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 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.
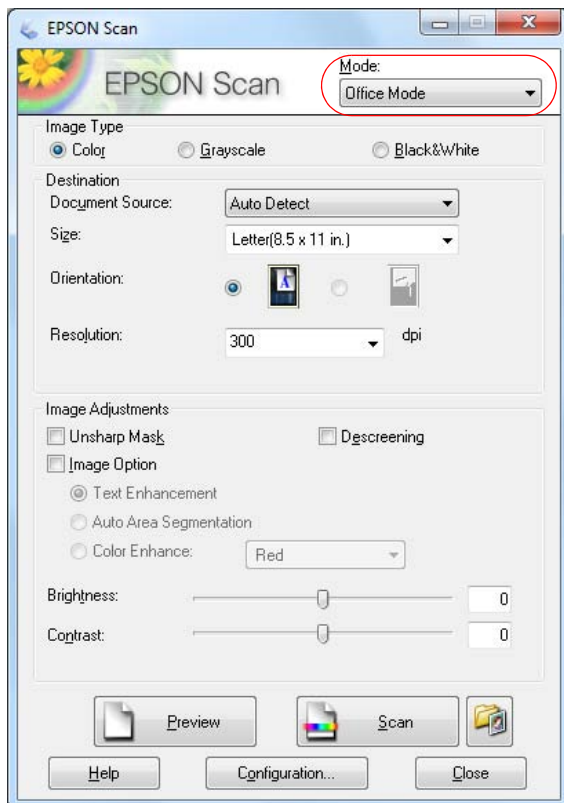
2. Select whether your original is **Color**, **Grayscale**, or **Black&White** as the Image Type.

3. Select where you placed your originals as the Document Source setting. Select **Auto Detect** to locate the originals automatically, **ADF** (Automatic Document Feeder), or **Scanner Glass**.

4. Select the **Size** of the originals and their **Orientation**.

5. Select the desired scanning **Resolution**.

   <u>Select a resolution</u>

   Resolution is indicated in dpi (dots per inch):

   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 OS X 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.
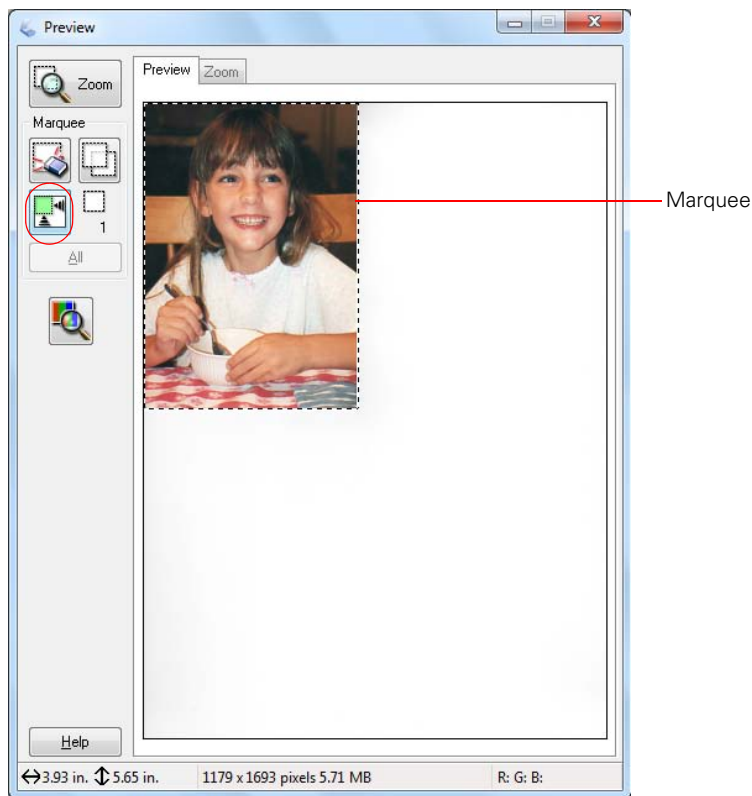
2. To move a marquee, click inside the marquee and drag it where you want it.

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.
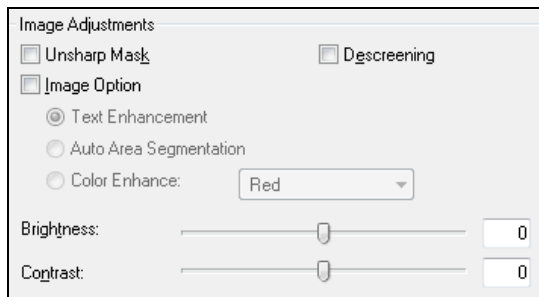
Setting	Description
Unsharp Mask	Turn on to make the edges in different areas of your image clearer. Turn off to leave softer edges.
Descreening	Removes the rippled pattern that can appear in subtly shaded image areas, such as in skin tones. Also improves results when scanning magazine or newspaper images. 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 **Image Option** 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 **Black&White** as the Image Type.) Check the **Image Option** box and then select the setting.
Color Enhance	Enhances red, green, or blue shades in the scan. (Available when you select **Grayscale** or **Black&White** for the Image Type setting.) Check the **Image Option** 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.
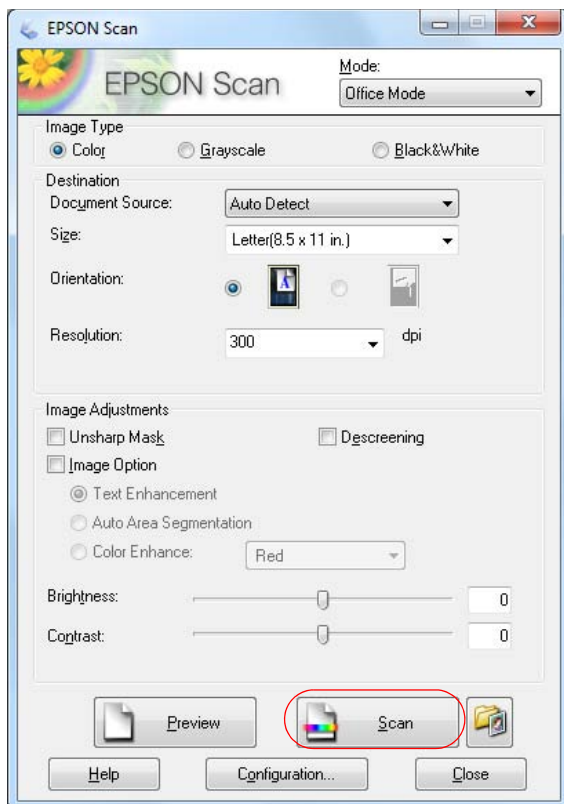
1. Click **Scan**.

   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 OS X Finder.

5. Now you can view and print your scanned images, attach them to an e-mail, or use them however you like.

Scan in Home Mode (Semi-Automatic)

Start Epson Scan and make sure **Home Mode** is selected as the Mode setting.
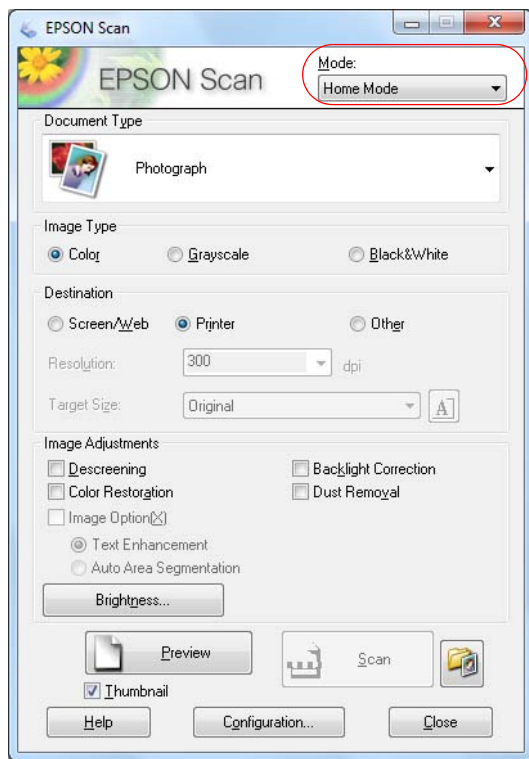
Follow the instructions in these sections to select settings as necessary for your type of original:

Select Document or Image Type

Select Scan File Destination

Select Scan Quality (Resolution)

Preview

Select Scanned Image Area

Adjust Image Quality

Scan and View Image

See also:

Scan in Office Mode

Scan in Professional Mode (Fully Manual)

Select Document or Image Type
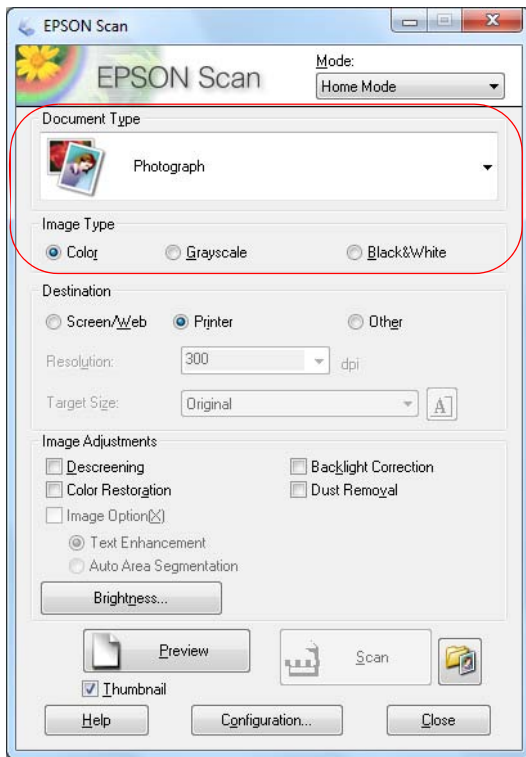
1. Select the type of original you're scanning as the **Document Type**, such as **Photograph** or **Text/Line Art**.

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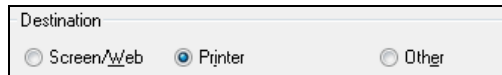
1. Select the way you plan to use your scanned image as the **Destination**. The **Resolution** setting is selected based on the **Destination** you choose.

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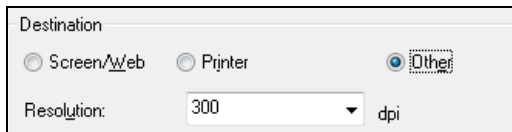
2. Select your **Resolution** based on how and when you will enlarge your image.

    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

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 <u>crop the area you want to scan</u> and <u>select image quality settings</u>.

4. When you're finished, you can <u>select your scan size</u> and <u>scan</u>.

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.
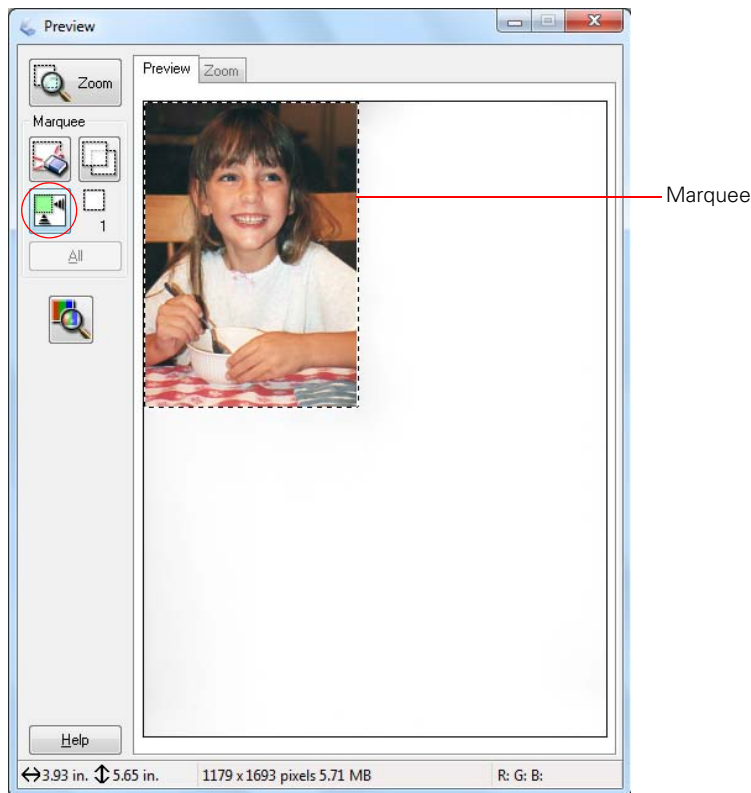
2. To move a marquee, click inside the marquee and drag it where you want it.

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 **Text/Line Art**, **Newspaper**, or **Magazine** as the Document Type setting.) Check the Image Option 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 **Text/Line Art**, **Newspaper**, or **Magazine** as the Document Type setting and **Black&White** as the Image Type.) Check the Image Option 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 **Black&White** as the Image Type setting.) Click the **Brightness** 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 **Brightness** button to access the **Contrast** 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. <u>Preview</u> your original image.

2. Select the size you want your scanned image to be from the **Target Size** list.
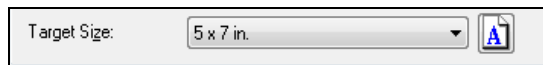
Note:
If you need to rotate the orientation of the scan area marquee, click the ▣ orientation icon.

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**.
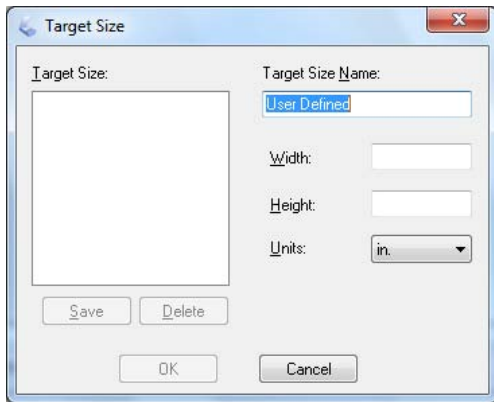
4. Name the custom size, enter the size, click **Save**, and click **OK**. Then create a marquee on the preview image to <u>define the scanned image area</u>. The size is automatically proportioned.

5. When you're finished, you can <u>scan and view your image</u>.

Scan and View Image

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

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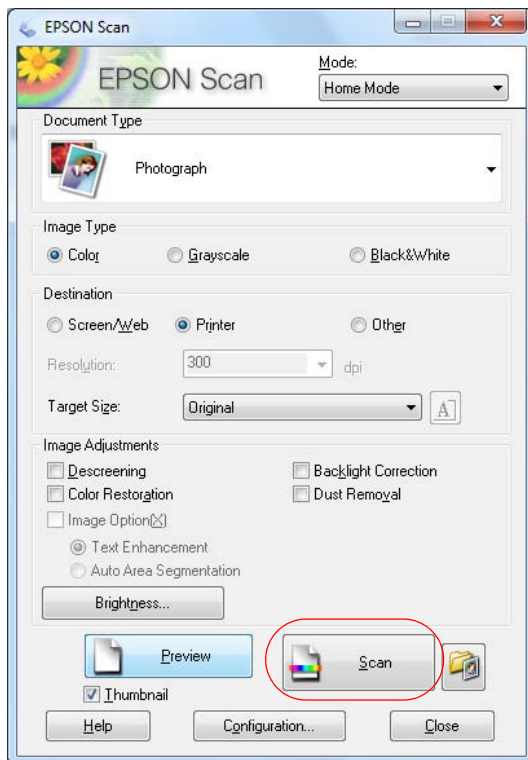
Note:
If you started your scan from within a TWAIN-compatible scanning program, your scanned images open in the program window. Click **Close** to exit Epson Scan.

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 OS X Finder.

5. Now you can view and print your scanned images, attach them to an e-mail, or use them however you like.

Scan in Professional Mode (Fully Manual)

Start Epson Scan and make sure **Professional Mode** is selected as the Mode setting.
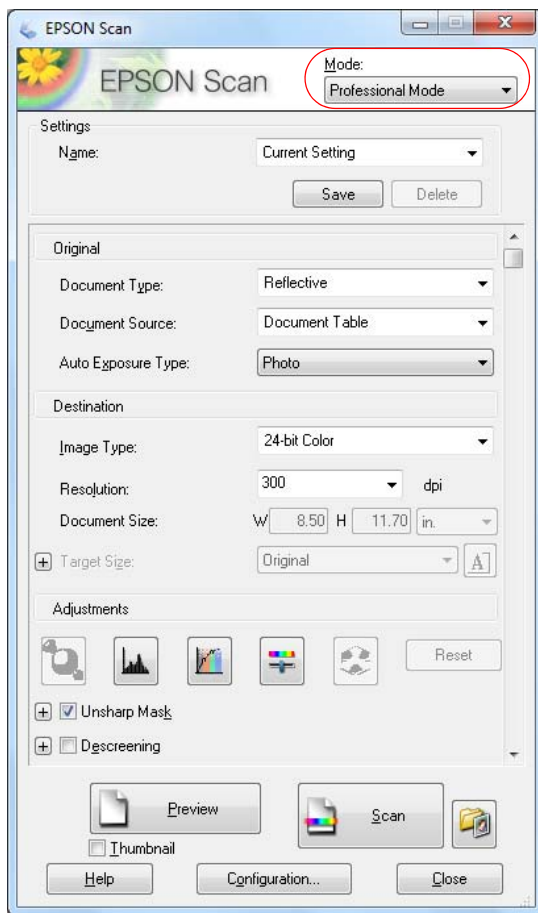
Follow the instructions in these sections to select settings as necessary for your type of original:

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
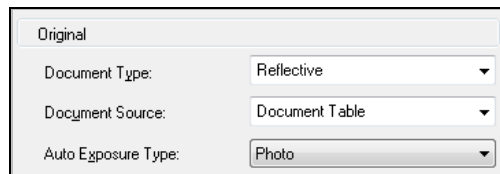
Scan and View Image

See also:

Scan in Office Mode

Scan in Home Mode (Semi-Automatic)

Select Document or Image Type
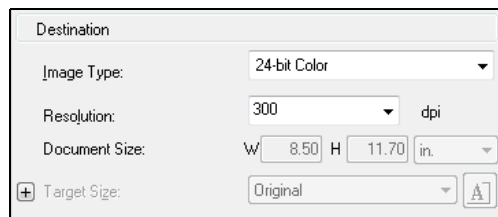
1. Select the basic type of original you're scanning as the **Document Type**. Select **Reflective** for documents or photos.
2. Select where you placed your originals as the Document Source setting. Select **ADF** (Automatic Document Feeder) or **Scanner Glass**.
3. Select the specific type of original as the **Auto Exposure Type**, such as **Document** or **Photo**.
4. Now select the Destination settings.

Select Scan File Destination and Scan Quality (Resolution)

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).

    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

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 <u>select the area you want to scan</u> and <u>select image quality settings</u>.

5. When you're finished, you can <u>select your scan size</u> and <u>scan</u>.

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.

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Marquee

- **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 <u>select image quality settings</u>.

6. When you're finished, you can <u>select your scan size</u> and <u>scan</u>.

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 **Configuration** button, click the **Color** tab, and select **Continuous auto exposure**. 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 **Black & White** 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.

Marquee

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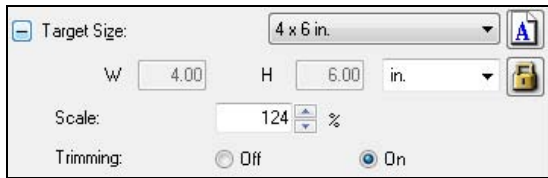
- **Scale**: reduces or enlarges your image by the percentage you enter
- **Trimming**: turns automatic image cropping on or off (see Epson Scan Help for details)
- 🔒 unlock icon: unlocks the width/height proportions of the scanned image size so you can adjust it without constraint

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 OS X 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.
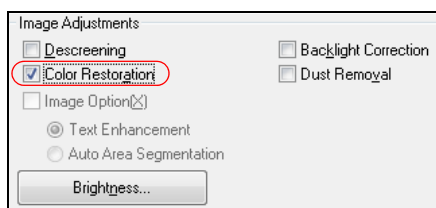
Note:
You can also select other image quality settings before you scan.

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 OS X 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 <u>view and print</u> the image.

Professional Mode

1. Select the type of original you're scanning as the <u>Document Type and Auto Exposure Type</u>.

2. Select the way you plan to use your scanned image as the <u>Destination</u>.

3. <u>Preview</u> your image.

4. If desired, you can <u>crop the area you want to scan</u> and <u>select your scan size</u>.

5. Scroll down to the Adjustments area and click the **Color Restoration** checkbox.
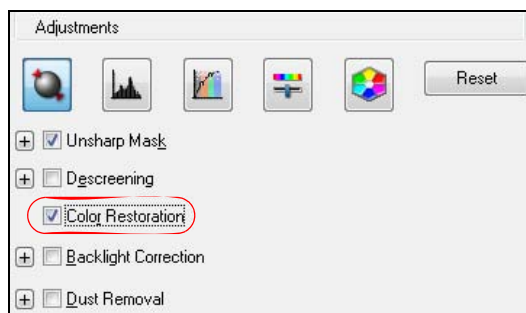
> **Note:**
> You can also select other <u>image quality settings</u> before you scan.

6. Click **Scan**.

7. <u>Select the scan file settings</u> 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 OS X 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 <u>view and print</u> 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. <u>Place your original document</u> on the scanner glass or in the Auto Document Feeder.

2. <u>Start Epson Scan</u>.

3. <u>Select a Mode setting</u>.
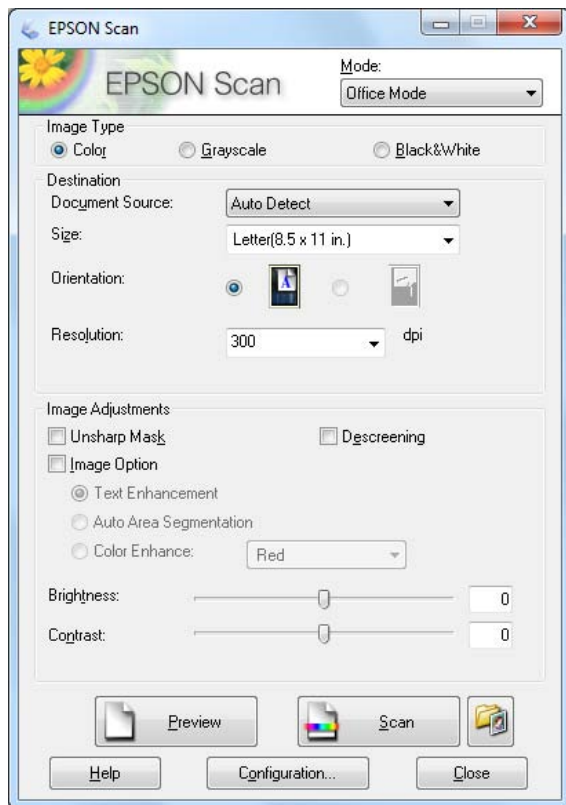
4. Select your <u>Document Type and Image Type</u>, then select <u>Destination</u> settings.

5. <u>Preview</u> your image.

6. Click **Scan**.

7. In the <u>scan file settings window</u>, select a folder for your file and select **PDF** as the file Type setting.
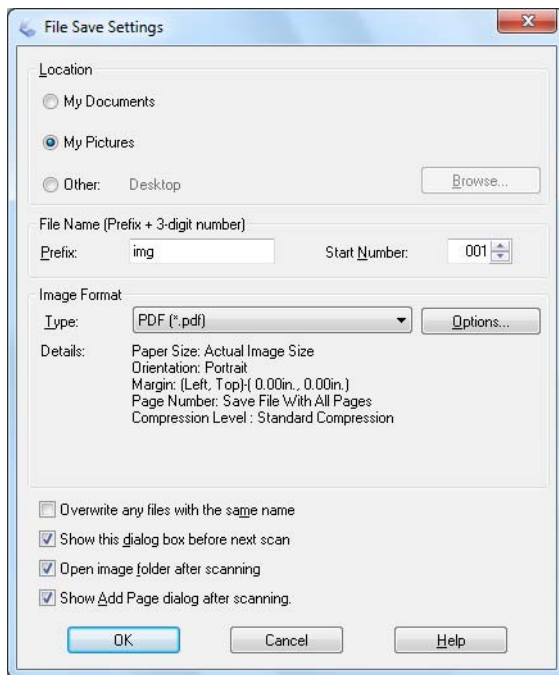
8. Click **OK**.

    Your document is scanned and you see this window:
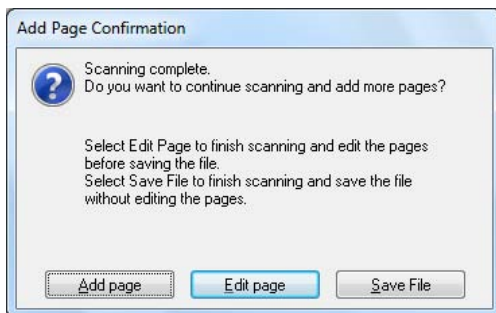
9. If you're scanning only one page, click **Save File**.

    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 **Save File**.

    Note:

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

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

Now you can <u>view and print</u> 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**.
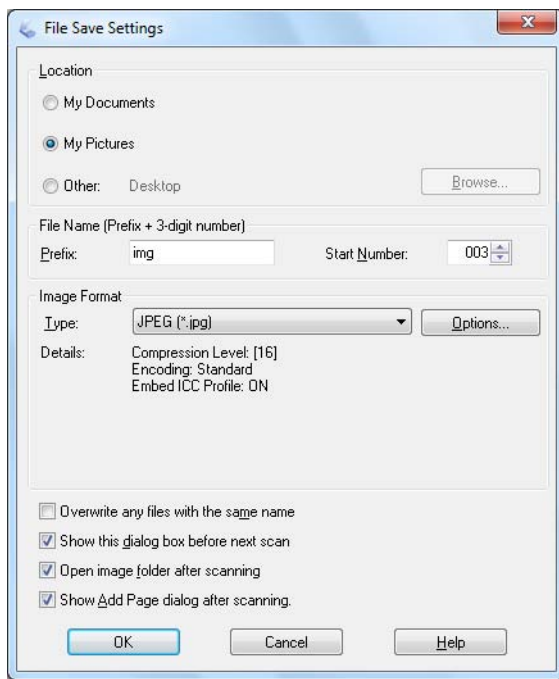
2. Specify a file name prefix. A 3-digit number is automatically added to the file name, but you can change the Start Number if you like.

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 OS X 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 OS X Finder window.
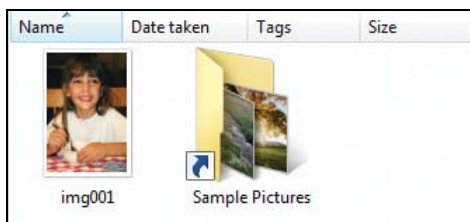
Follow these instructions to view the image and print it on your product:

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 Windows Vista Photo Gallery 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, <u>load paper</u>, and follow the instructions in one of these sections:

   <u>Windows Printing</u>

   <u>Mac Printing (Mac OS X 10.5, 10.6, or 10.7)</u>

   <u>Mac Printing (Mac OS X 10.4)</u>

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 text into data 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.

<u>Windows</u>

<u>Mac OS X 10.4 and 10.5</u>

Windows

1. Open the document cover and <u>place your original</u> on the scanner glass.

2. Click 🌐 or **Start** > **All Programs** or **Programs** > **ABBYY FineReader Sprint** > **ABBYY FineReader Sprint**.

   You see the ABBYY FineReader window:
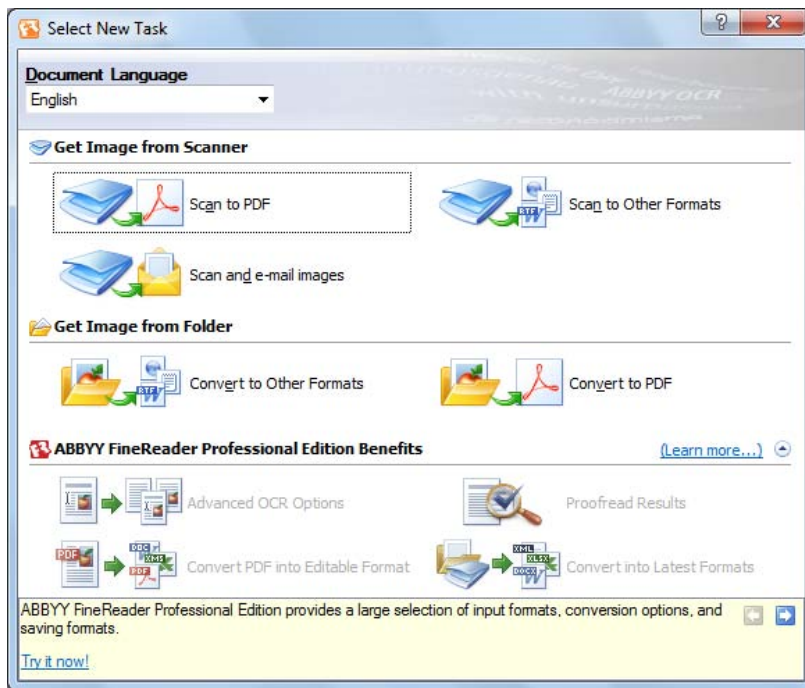
3. Select the language of the document you're going to scan, then click the **Scan to Other Formats** icon. You'll see the Select Scanner window.

4. Select your Epson product, then click **OK**. The ABBYY FineReader scan settings window opens.

5. Select your scanning settings, then click **Scan**. (If you are scanning only one page, click **Close** in the ABBYY FineReader window.)

   Note:
   If you're going to scan 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. Click **Close** after the last page.

   Your document is scanned and processed into editable text.

6. 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 document 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.

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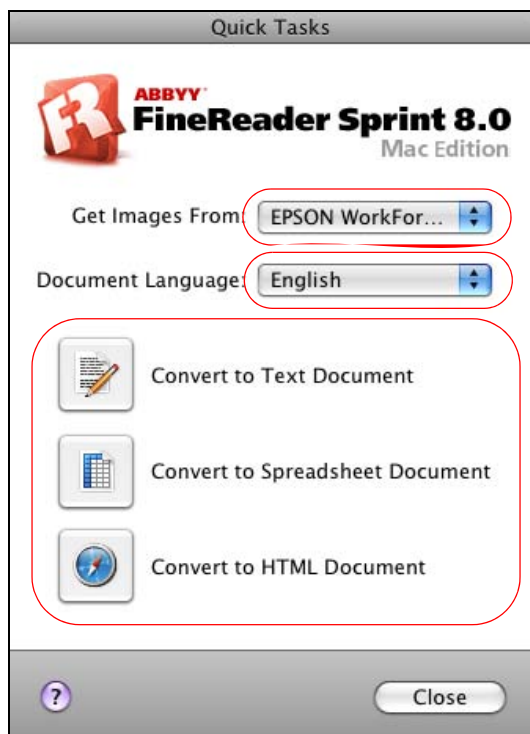
4. Epson Scan starts in the last mode you used. Select your scanning settings, then click **Scan**.

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.
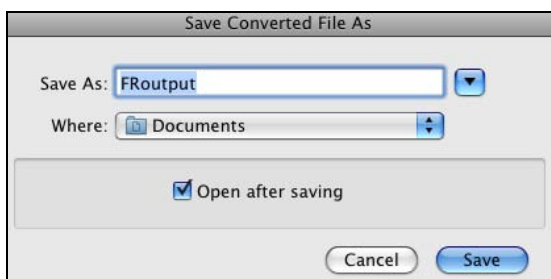
Scanning With Mac OS X 10.6/10.7

If you're using Mac OS X 10.6 or 10.7, 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**.
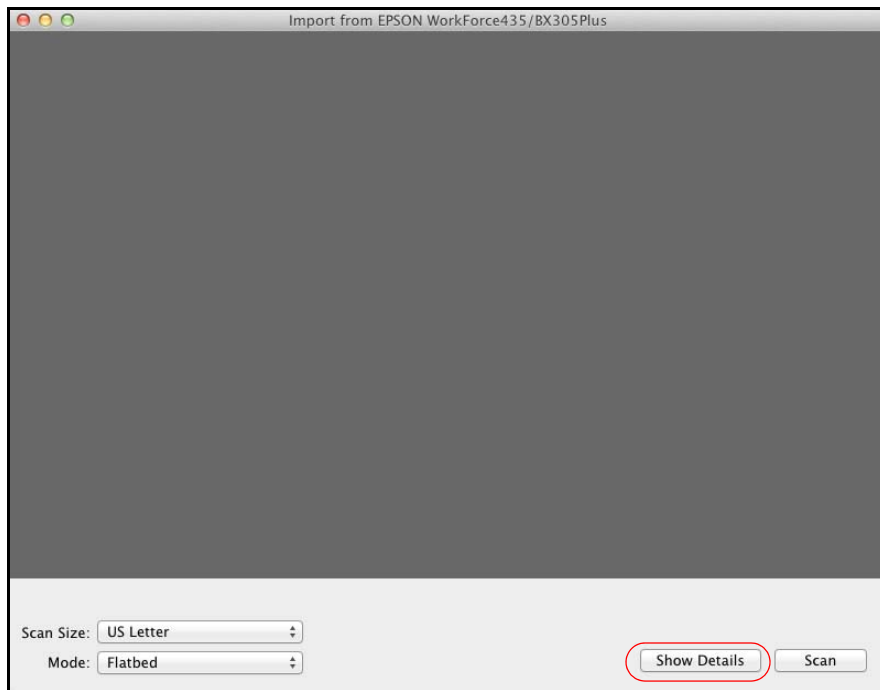
3. Click the **Scan** button to begin scanning. Your image is saved to the folder selected in the Scan To pop-up menu.

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:

```
You need to replac
Press OK to replac
```

Note:
If a black ink cartridge is expended, you cannot print or copy even if the other cartridges are not expended. Replace any expended black cartridge before printing or copying. (You can still scan and send faxes.) If a color cartridge is expended, you may be able to continue printing temporarily with black ink.

With Windows, when black ink is low and there is more color ink than black ink, you will see a message when you print from your computer. You can select to save black ink by using a mixture of colors to create black. The message only appears if you select **Plain Paper/Bright White Paper** as the paper Type and **Text** as the Quality Option setting.

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:

Check Ink Status From the LCD Screen

Check Ink Status From Your Computer

Conserve Black Ink When Black Ink Is Low

Temporarily Print From Your Computer with Black Ink When Color Ink Cartridges are Expended

Purchase Epson Cartridges

Remove and Install Cartridges

Check Ink Status From the LCD Screen

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

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

You can check the ink cartridge status anytime using the product's LCD screen.

1. Press the ⋶ **Menu** button.

2. Press ▲ or ▼ to select **Maintenance**, then press **OK**.

3. Select **Ink Levels**, then press **OK**.

```
♦1.Ink Levels
Press OK.
```

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

```
 |_!_|███ ███ ███
  BK   Y   M   C
```
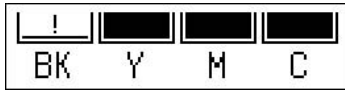
5. Press ⫤ **Menu** to exit.

You can also check the ink cartridge status using your <u>Windows</u> or <u>Mac OS X</u> software. If one of the screens shown indicate that a cartridge is expended, <u>replace the cartridge</u>.

Check Ink Status From Your Computer

You can check the ink cartridge status using your <u>Windows</u> or <u>Mac OS X</u> software. If one of the screens indicates that a cartridge is expended, <u>replace the cartridge</u>.

Windows

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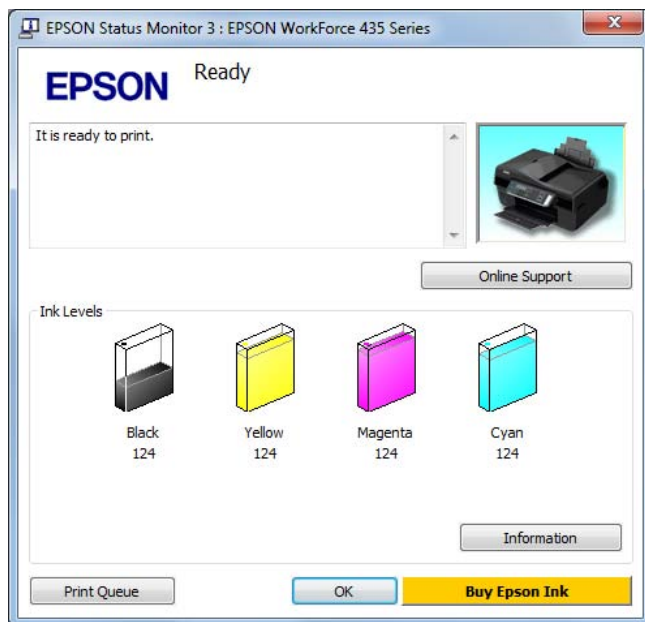
A window may also appear on your computer screen when you try to print when ink is low. To disable the low ink reminder window, right-click the 🖨 printer icon in the bottom-right corner of your screen and select **Monitoring Preferences**. Then uncheck the **Enable Low Ink Reminder** checkbox.
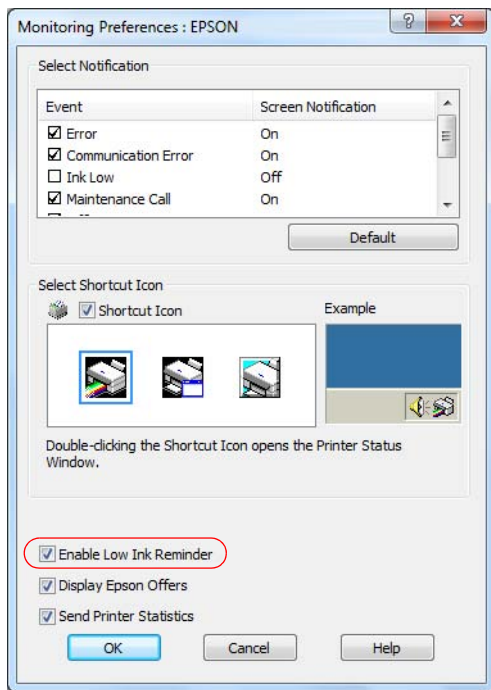
Mac OS X

1. Do one of the following:

   - **Mac OS X 10.6/10.7**: In the Apple menu or the Dock, select **System Preferences**. Select **Print & Scan** or **Print & Fax**, select the **FAX** option for your product, and select **Options & Supplies**. Select **Utility** and select **Open Printer Utility**.

   - **Mac OS X 10.4/10.5**: In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax**, select the **FAX** option for your product, and select **Open Print Queue**. Select **Utility**.Follow the on-screen instructions to print an alignment sheet.

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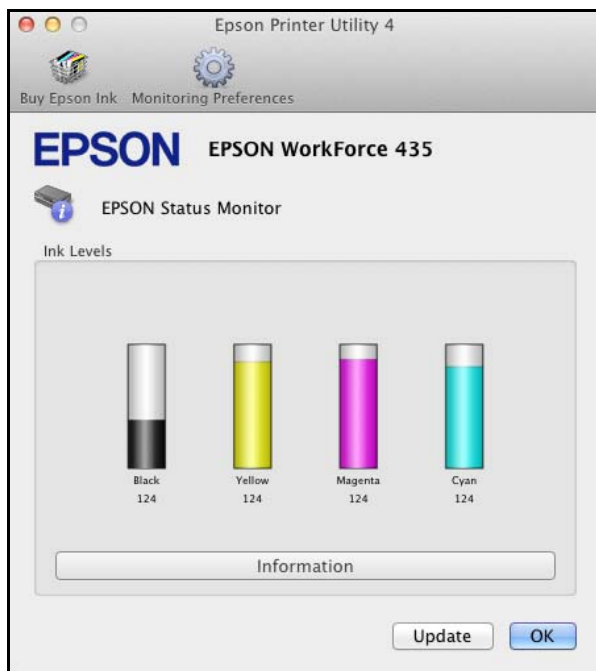
Note:
The graphic displays the ink cartridge status when Status Monitor was first opened. To update the ink cartridge status, click **Update**. If any of the ink cartridges installed in the product is broken, incompatible with the product model, or improperly installed, Status Monitor will not display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

Conserve Black Ink When Black Ink Is Low

The window below appears when black ink runs low and there is more color ink than black ink. It appears only when you are using a Windows operating system and you've selected **Plain Paper / Bright White Paper** as the paper Type, and **Text** as the Quality Option setting.
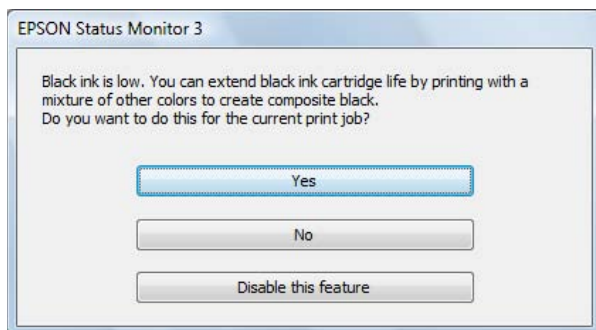
Click **Yes** to use a mixture of color inks to create black, or **No** to continue using the remaining black ink for the job you are printing. You will see the same window the next time you print a similar job.

Click **Disable this feature** to continue using the remaining black ink.

Note:
If you disable this feature, it remains disabled unless you reinstall the printer software.

Temporarily Print From Your Computer with Black Ink When Color Ink Cartridges are Expended

When color ink is expended and black ink still remains, you may be able to continue printing for a short time on plain paper or envelopes using only black ink. However, you should replace the expended ink cartridge(s) as soon as possible.

Note:
This feature is not available for Mac OS X 10.4.

You may also be able to continue copying from the control panel for a short time on plain paper using only black ink. If you see a message on your LCD screen telling you that you can temporarily copy and print in black and white, follow the instructions on the screen.

Windows

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

    Note:
    If the color ink cartridge expended error message originates on another computer on the network, you may need to cancel the print job using the product's control panel.

2. Load plain paper or envelopes.

3. In your print settings, select **Plain Paper/Bright White Paper** or **Envelope** as the paper Type setting and select the **Black/Grayscale** check box in Print Options.

4. Click **OK**.

5. Print your file.

    Epson Status Monitor 3 is displayed on your computer screen again.

6. Click **Print in Black** to print with black ink.

Mac OS X 10.5, 10.6, and 10.7

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

2. If you see a message telling you that you can delete the print job and reprint in black, click the print job, click **Delete**, and follow the steps below to reprint the document with black ink.

    Note:
    If the color ink cartridge expended error message originates on another computer on the network, you may need to cancel the print job using the product's control panel.

3. Do one of the following:

- **Mac OS X 10.6/10.7**: In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax** or **Print & Scan**, select your product, and select **Options & Supplies**. Select **Utility** and select **Open Printer Utility**.

- **Mac OS X 10.5**: In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax**, select your product, and select **Open Print Queue** or **Print Queue**. Select **Utility**.

4. Select **Monitoring Preferences**.

5. Make sure the **Permit temporary black printing** check box is selected and then close the window.

6. Load plain paper or envelopes.

7. In your print settings, select **Plain Paper/Bright White Paper** or **Envelope** as the Media Type setting and select **Grayscale** as the Color setting. (Make sure you haven't selected a borderless paper size.)

8. 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.

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

Ink color	Moderate-capacity (for lighter use)	High-capacity
Black	124	126
Cyan	124	126
Magenta	124	126
Yellow	124	126

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 the printer.

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 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**.

   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. Lift up the scanner unit.
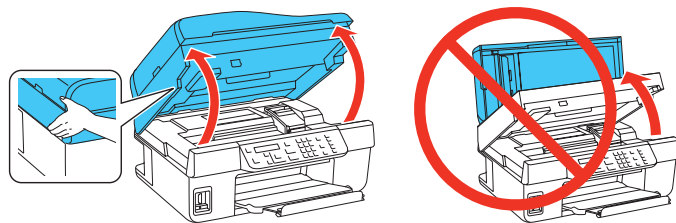
4. Open the cartridge cover.
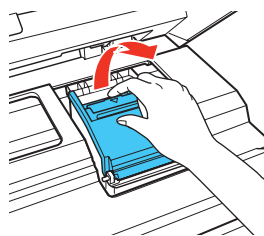
5. Squeeze the tab on the cartridge and lift it up. Dispose of it carefully. Do not take the used cartridge apart or try to refill it.
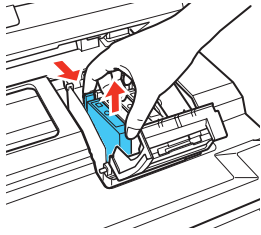
Warning:
If ink gets on your hands, wash them thoroughly with soap and water. If ink gets into your eyes, flush them immediately with water. Keep ink cartridges out of the reach of children and do not drink the ink.

6. Before you open the new cartridge package, shake it four or five times. Then remove it from the package.
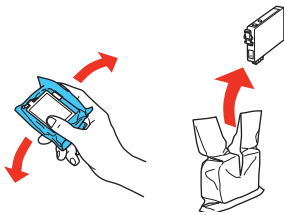
7. Remove the yellow tape from the bottom of the ink cartridge.
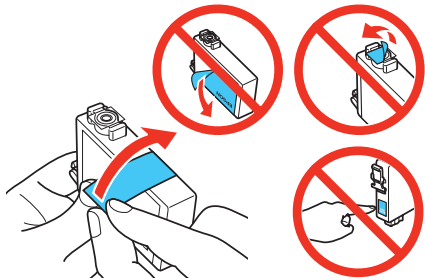
Caution:
Do not remove any other labels or seals, or ink will leak. Do not touch the green chip on the front of the cartridge. This can damage the ink cartridge.

8. Insert the new ink cartridge into the holder and push it down until it clicks into place.
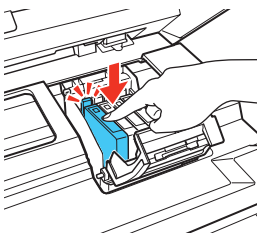
9. Close the cartridge cover and push it down until it clicks into place.
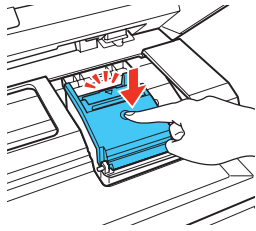
10. Lower the scanner unit.
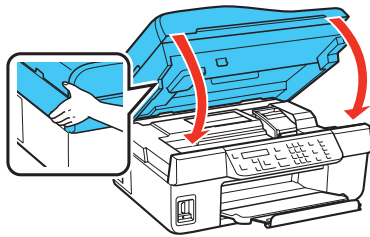
11. Press **OK** to begin priming the ink. This takes about 2 1/2 minutes.
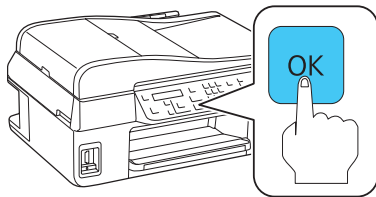
When you see a completion message on the LCD screen, ink priming is finished.

Note:
If you 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

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

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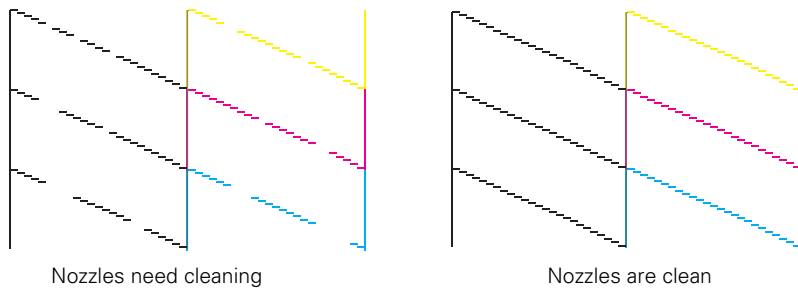
7. If there are no gaps, the print head is clean and you can continue printing.

    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 sheet feeder.

2. Do one of the following:

    •   **Windows**:
        Right-click the ▨ product icon in the Windows taskbar and select **Nozzle Check**.

    •   **Mac OS X 10.6/10.7**: In the Apple menu or the Dock, select **System Preferences**. Select
        Print & Scan or **Print & Fax**, select the **FAX** option for your product, and select **Options
        & Supplies**. Select **Utility** and select **Open Printer Utility**.

    •   **Mac OS X 10.4/10.5**: In the Apple menu or the Dock, select **System Preferences**. Select
        Print & Fax, select the **FAX** option for your product, and select **Open Print Queue**.
        Select **Utility**.

3. Select **Nozzle Check**.
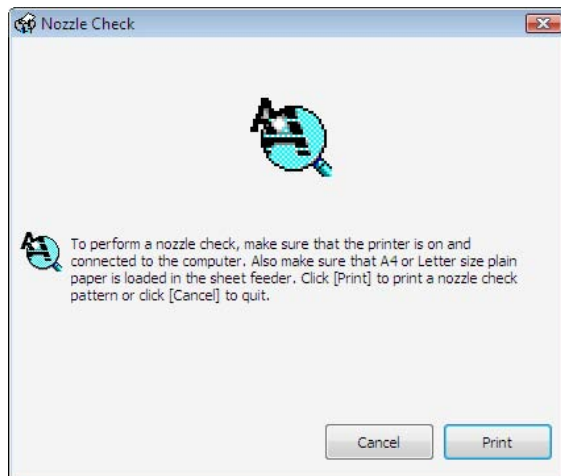
4. Click **Print**.

5. Check the printed nozzle check pattern to see if there are gaps in the lines.

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Nozzles need cleaning   Nozzles are clean
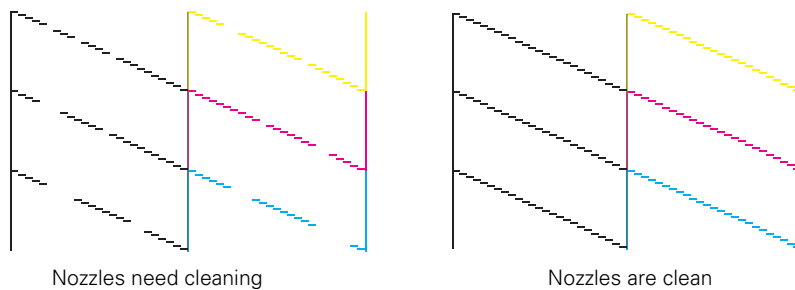
6. If there are no gaps, click **Finish**.

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

Clean the Print Head

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 Panel

From the Computer

Using 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 **Head Cleaning**.

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

7. If the printout looks good, press **1** to finish; if not, press **2** 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.

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 sheet feeder.
2. Do one of the following:
   - **Windows**:
     Right-click the ▧ product icon in the Windows taskbar and select **Nozzle Check**.
   - **Mac OS X 10.6/10.7**: In the Apple menu or the Dock, select **System Preferences**. Select **Print & Scan** or **Print & Fax**, select the **FAX** option for your product, and select **Options & Supplies**. Select **Utility** and select **Open Printer Utility**.
   - **Mac OS X 10.4/10.5**: In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax**, select the **FAX** option for your product, and select **Open Print Queue**. Select **Utility**.
3. Select **Head Cleaning**.
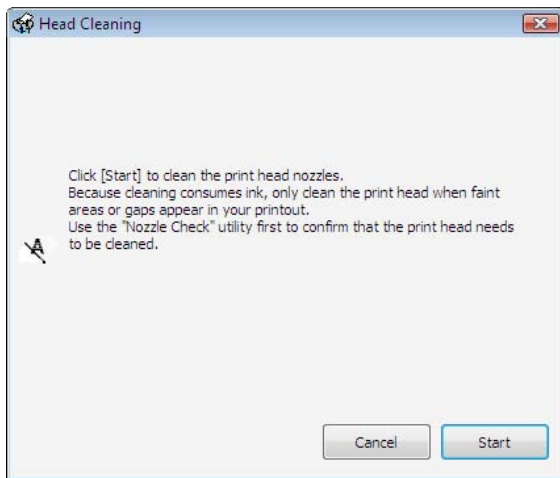
4. Follow the on-screen instructions to start the cleaning cycle, which lasts around 2 1/2 minutes.

   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.

5. 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**.
6. Check the nozzle check pattern that prints to see if there are gaps in the lines.

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Nozzles need cleaning   Nozzles are clean
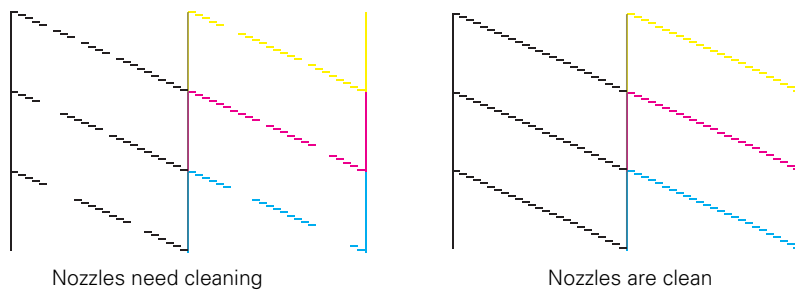
7. If there are no gaps, click **Finish**.

   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 Panel

From the Computer

Using 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 **Head Alignment**.

5. Press the ◇ **Color** button.

   The alignment sheet prints.

6. Look at pattern #0 and find the patch that is most evenly printed, 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 each of the other alignment patterns.

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. <u>Load a few sheets of plain paper</u> in the sheet feeder.
2. Do one of the following:
    *   **Windows**:
        Right-click the 🖼 product icon in the Windows taskbar and select **Nozzle Check**.
    *   **Mac OS X 10.6/10.7**: In the Apple menu or the Dock, select **System Preferences**. Select **Print & Scan** or **Print & Fax**, select the **FAX** option for your product, and select **Options & Supplies**. Select **Utility** and select **Open Printer Utility**.
    *   **Mac OS X 10.4/10.5**: In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax**, select the **FAX** option for your product, and select **Open Print Queue**. Select **Utility**.Follow the on-screen instructions to print an alignment sheet.
3. Select **Print Head Alignment**.
    Note:
    Do not press the ⊘ **Stop/Clear Settings** button to cancel printing of the alignment sheet.
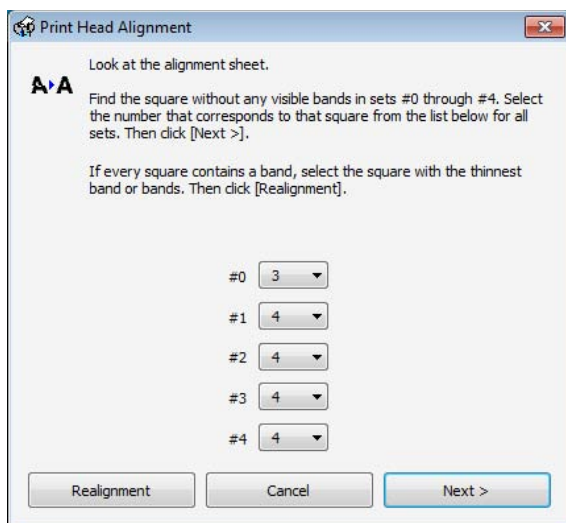
4. Check the printed alignment pattern and compare it to the alignment criteria on your screen.
5. Enter the numbers of the best patterns and click **Next**.
    Note:
    If no patterns are aligned, choose the closest one and click **Realignment**. Then print another alignment sheet and check it.
6. 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 or in the Automatic Document Feeder.

2. Load several sheets of plain paper.

3. Press the ✇ **Copy/Fax** button if necessary, then press the ◊ **Color** button.

This feeds paper through the printer to clean the rollers. Repeat if necessary.

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

See also:

Clean the Print Head

Clean the Paper Path

Cleaning

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

Caution:
Do not use a hard or abrasive brush, benzine, alcohol, or paint thinner to clean the product or you may damage it. Do not use oil or other lubricants inside the product or let water get inside it. Do not place anything on top of the document cover or use it as a writing surface, or it could get permanently scratched.

1. Turn off the product.

2. Unplug the power cable.

3. Disconnect the USB cable, if connected.

4. Remove all the paper.

5. Clean the sheet feeder using a soft brush.

6. Clean the scanner glass with a soft, lint-free cloth moistened with a little glass cleaner.

   Caution:
   Do not spray glass cleaner directly on the glass. Do not press the glass surface with any force.

7. Clean the LCD screen with a soft, dry cloth. Do not use liquid or chemical cleansers.

8. Clean the inside of the document cover with a soft, non-abrasive microfiber cloth.

9. Close the document cover and paper support, then clean the outer case with a soft cloth dampened with mild detergent.

Note:
Close the paper support and ADF paper support when you are not using the 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 follows:

1. Turn off the product.

Note:

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.

2. Remove all the paper.

3. Close the paper support and output tray.
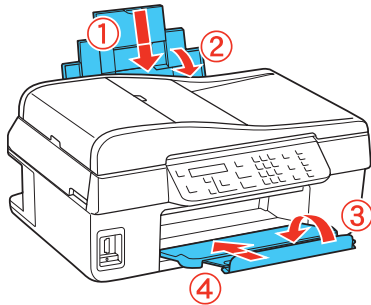
4. Lift up the scanner unit and check that the ink cartridge holder is all the way to the right (the home position). If necessary, turn on the product, wait until the print head locks into the home position, then turn it off again.
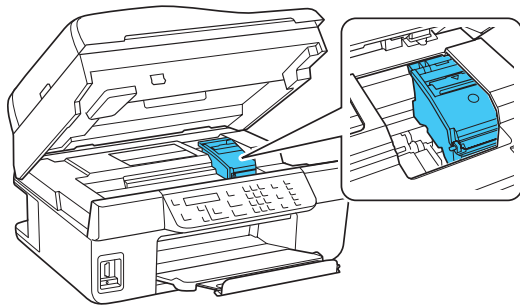
5. Fasten the ink cartridge holder to the case using tape. Leave the ink cartridges installed to avoid damaging the product.

   Caution:

   Do not place tape on the flat, white cable inside the product; otherwise you may damage your product.

6. Lower the scanner unit.

7. Unplug all the connected cables.

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

9. Keep the product level during transportation to prevent damage.

10. After unpacking your product, remove the tape securing the ink cartridge holder.

If print quality has declined when you print again in a new location, clean and align the print head.

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

Re-installing 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 (except the ⏻ **On** button) to wake it up.

Breakdown or repair of this product may cause loss of network and/or fax data and settings. Epson is not responsible for backing up or recovering data and settings during or after the warranty period. We recommend that you make your own backup or print out your network and/or fax data and settings.

Checking for Software Updates

Periodically, it's a good idea to check Epson's support website (U.S. or Canada) for free updates to your product's software. You can select **Download the Latest Software** from the Home screen of this *User's Guide* or visit the product software download site for your product (U.S. downloads or Canadian downloads).

Note:
Windows: Your Windows product software automatically checks for updates. You can manually update the product software by selecting **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 product's LCD screen.

If that does not help you solve your problem, check for additional solutions.

If you need to determine if your product is operating properly, run a product check.

If you need to reset all of your control panel settings to their default settings, press the ✎ **Copy/Fax** button if necessary, press the ⊜ **Menu** button, select **Restore Default Settings**, and press **OK**. Press ▲ or ▼ to select **Reset All Settings**, and press **OK** again. (If you want to reset

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everything except your fax and network settings, select **Reset All except Wi-Fi & Fax Settings**.)
Press **1** to confirm your selection.

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
Printer error See your documentation.	Turn the product off, make sure no paper is jammed inside, and turn it back on. If the error is not resolved, contact Epson for help.
Scanner error See your documentation.	Turn the product off and then back on. If the error is not resolved, contact Epson for help.
A fax error has occurred. See your documentation.	Turn the product off, make sure no paper is jammed inside, and turn it back on. If the error is not resolved, contact Epson for help.
A printer's ink pad is nearing the end of its service life. Please contact Epson Support.	Press the ◊ **Color** button to resume printing. The message will be displayed until the ink pad is replaced. Contact Epson to replace ink pads before the end of their service life. When the ink pads are saturated, the product stops and you need to replace the pads to continue printing.
A printer's ink pad is at the end of its service life. Please contact Epson Support.	Contact Epson to replace ink pads to continue printing.

Run a Product Check

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

1. If your computer is connected, disconnect the USB cable.

2. Load plain paper in the sheet feeder.

3. Press ⌀≡ **Menu**, press ▲ or ▼ to select **Maintenance** and press **OK**, select **Nozzle Check**, then press the ◊ **Color** button.

4. 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 re-install your software.

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

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

Reset Control Panel Defaults

If you have a problem with settings on the product control panel, you can reset them to their factory defaults. You can choose which settings to reset or reset them all.

1. Press ⇌≡ **Menu**, press ▲ or ▼ to select **Restore Default Settings** and press **OK**.

2. Press press ▲ or ▼ to select one of these options and press **OK**:

   - **Reset Fax Send/Receive Settings**: Resets the <u>Send/Receive Setup</u> and <u>Communication</u> settings.

   - **Reset Fax Data Settings**: Resets the <u>Speed Dial Setup</u>, <u>Group Dial Setup</u>, <u>Header</u>, and Fax Log settings.

   - **Reset Wi-Fi Settings**: Resets all wireless network settings.

   - **Reset All except Wi-Fi & Fax Settings**: Resets all control panel settings, except for fax and wireless network settings.

   - **Reset All Settings**: Resets all control panel settings.

Problems and Solutions

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

<u>Setup Problems</u>

<u>Copying Problems</u>

<u>Paper Problems</u>

<u>Problems Printing From a Computer</u>

<u>Problems Scanning From a Computer</u>

<u>Page Layout and Content Problems</u>

<u>Print Quality Problems (quality is correct on screen)</u>

<u>Image Quality Problems (quality problem appears on screen)</u>

<u>Network Problems</u>

<u>Faxing Problems</u>

If none of the solutions here solve your problem, <u>contact Epson for help</u>.

See also:

<u>Problem-solving Tools</u>

<u>Re-installing Software</u>

Setup Problems

<u>Noise After Ink Installation</u>

<u>Software Installation Problems</u>

Noise After Ink Installation

- The first time you install ink cartridges, your product must prime its print head for about 2 1/2 minutes. Wait until the process is complete (the ⏻ **On** light stops flashing) before you turn off your product, or it may prime improperly and use excess ink the next time you turn it on.

  If the 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, then make sure the ink cartridges are inserted completely and the ink cartridge cover is closed completely. Also make sure no packing material remains in the product. Wait a moment, then turn the product back on to clear the error.

Software Installation Problems

- If you're installing the product on a network, follow the instructions on the *Start Here* sheet.

- If you're installing the product using a USB cable, make sure your product is turned on and the 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 and on the screen. 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.

- In Windows, make sure your product is selected as the default printer and that the correct port is shown in the printer properties.

- 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 installed the 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 connected the USB cable temporarily when setting up your product for wireless use, remember to disconnect the cable after setup.

Copying Problems

Nothing Prints, Even Though the On Light Is On

Printing Noise Occurs, Even Though Nothing Prints

Noise Occurs When the Product Sits for a While

Edges Are Cropped

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

- Run a product check. If the test page prints, make sure your software is installed correctly.

- Printing stops when an ink cartridge is expended. If a color cartridge is expended, you may be able to continue printing temporarily with black ink. If a black cartridge is expended, you must replace it to continue printing.

Printing Noise Occurs, Even Though Nothing Prints

- Check to see if the print head nozzles are clogged. Then clean the print head, if necessary.
- 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 the Product 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.

Paper Problems

Paper Does Not Feed Correctly

Paper Does Not Eject or Ejects Wrinkled

Paper Jams in the Printer

Paper Jams in the Automatic Document Feeder

Paper Does Not Feed Correctly

- If paper doesn't feed, remove it from the sheet feeder. Fan it, then stack and align the edges. Reload it against the right side, behind the tab, then squeeze the left edge guide and slide it against the paper. Make sure the paper is not above the arrow mark inside the left edge guide. Make sure the paper support extensions are fully extended.
- If multiple pages feed at once, remove the paper from the sheet feeder, fan the edges to separate the sheets, then reload it.
- 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 up.
- Do not load paper with holes punched in it for insertion in a binder.

Paper Does Not Eject or Ejects Wrinkled

- If the paper doesn't eject fully, you may have set the wrong paper size. Press the ◊ **Color** button, then open the scanner unit and remove the paper. Select the correct paper size when you reprint.
- If it's wrinkled when it ejects, the paper may be damp or too thin. Load new paper.

Paper Jams in the Printer

If paper jams, follow these steps:

1. Cancel the print job from your computer, if necessary.
2. Gently pull out any jammed paper from the output tray or sheet feeder.
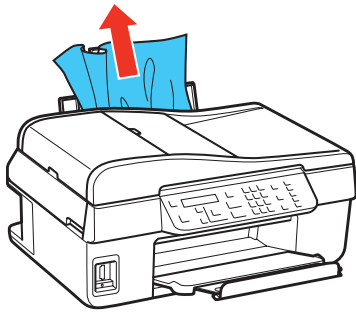
3. If paper is stuck inside, turn off the product.

4. Lift the scanner unit, remove the jammed paper and torn pieces, lower the scanner unit, and turn the product back on.
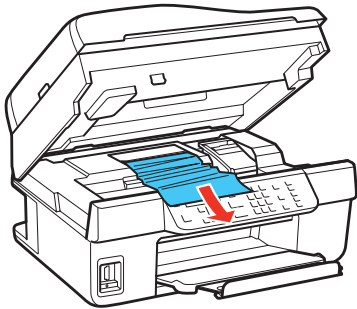
5. Carefully follow all underline paper loading instructions when you load new paper.

Paper Jams 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 the LCD screen indicates that a paper jam has occurred, press **OK** and follow the instructions below:

```
Paper jam in the Au
Press OK.
```

1. Open the ADF cover and remove any jammed paper.
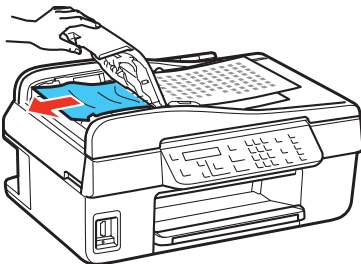
Caution:
Open the ADF cover before removing paper, or you could damage the mechanism.

```
Remove the paper
1:Yes 2:No
```

2. Lift the document cover, remove any jammed paper, then lower the document cover.
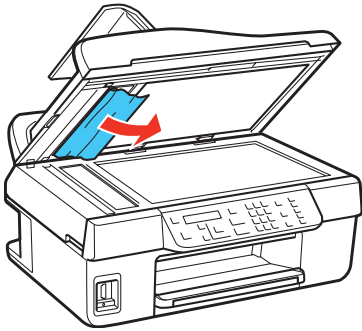
3. Close the ADF cover and reload the paper. Make sure the corners of the paper are not bent, folded, or curled up.
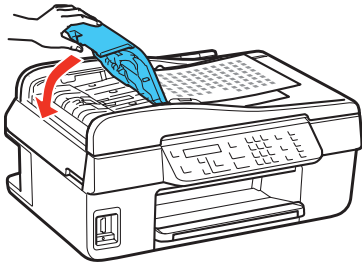
4. The message on the LCD screen asks if paper has been removed. Press **1** to clear the message.

Problems Printing From a Computer

Nothing Prints, Even Though the On Light Is On

Printing Noise Occurs, Even Though Nothing Prints

Noise Occurs When the Product Sits for a While

No Printer Icon Appears in Windows Taskbar

Slow Printing

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

*   Make sure your product is turned on.

*   If the product is connected with a USB cable, make sure the cable is connected securely at both ends and meets the requirements.

- If you connected your product to a USB hub, make sure it is a first-tier hub. If it still does not print, connect your product directly to your computer instead of the hub.

- Run a product check. If the test page prints, make sure your software is installed correctly.

- Printing stops when an ink cartridge is expended. If a color cartridge is expended, you may be able to continue printing temporarily with black ink. If a black cartridge is expended, you must replace it to continue printing.

- In Windows, clear any stalled print jobs from the Windows Spooler:

  - **Windows 7**:
    Click ![icon], select **Devices and Printers**. Right-click your product name, select **See what's printing**, right-click the stalled print job, click **Cancel**, and click **Yes**.

  - **Windows Vista**:
    Click ![icon], select **Control Panel**, and click **Printer** under Hardware and Sound. Right-click your product name, select **Open**, right-click the stalled print job, click **Cancel**, and click **Yes**.

  - **Windows XP**:
    Click **Start** and select **Printers and Faxes**. (Or open the **Control Panel**, select **Printers and Other Hardware** if necessary, and **Printers and Faxes**.) Right-click your product name, select **Open**, right-click the stalled job, click **Cancel**, and click **Yes**.

Printing Noise Occurs, Even Though Nothing Prints

- Check to see if the print head nozzles are clogged. Then clean the print head, if necessary.

- 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 the 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 ![icon] product icon, follow these steps:

1. Do one of the following:

   Windows 7:
   Click ![icon] and select **Devices and Printers**.

   Windows Vista:
   Click ![icon], 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 name and select **Printing Preferences**.

3. Click the **Maintenance** tab.

4. Click the **Speed & Progress** button, then click the **Monitoring Preferences** button.

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5. Click the **Shortcut Icon** box. Then click **OK** to close the open program 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 any programs that you're not using when you print.

- Increase your system's memory.

- If your product is connected directly to your computer with a USB cable, use a high-speed USB 2.0 port.

- If your product is connected to a USB hub, connect it directly to your computer instead.

- If you installed the printer on a wireless network, use a computer and router or wireless access point with 802.11g or 802.11n. Try moving the printer and your wireless router or access point closer together. Also avoid placing the printer next to a microwave oven, 2.4 GHz cordless phone, or large metal object (such as a filing cabinet).

- If printing becomes closer after printing continuously for a long time, the product may have automatically slowed down to protect the print mechanism from overheating or becoming damaged. Let the product rest with the power on for 30 minutes, then try printing again.

For the fastest printing, try these tips:

- Choose **Black/Grayscale** or **Grayscale** in your printer settings if your document doesn't include color.

- For Windows, choose **Draft** for the Quality Option.

- For Mac OS X, choose **Fast Economy** for the Print Quality.

Problems Scanning From a Computer

The Scanner Software Does Not Work Properly

You Cannot Start Epson Scan

The Scanner Software Does Not Work Properly

- Make sure your computer has enough memory and meets the other system requirements.

- Make sure your computer is not running in a power-saving mode, such as sleep or standby. If so, wake your system and restart your scanning software.

- The scanner software may not work properly if you upgraded your operating system but did not reinstall Epson Scan (not available for Mac OS X 10.6/10.7).

You Cannot Start Epson Scan

- Make sure your product is turned on.

- Make sure your computer is not running in a power-saving mode, such as sleep or standby. If so, wake your system and restart your scanning software.

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- Make sure your product isn't in a power-saving mode. If so, press any button (except the ⏻ **On** button) to wake it up.

- Check the cable connection between your product and your computer or your wireless network connection to make sure it is functioning.

- The scanner software may not work properly if you upgraded your operating system but did not reinstall Epson Scan (not available for Mac OS X 10.6/10.7).

- Make sure that Epson Scan is selected in your scanning program.

- Epson Scan is not available for Mac OS X 10.6 or 10.7. See Scanning With Mac OS X 10.6/ 10.7.

Page Layout and Content Problems

Image Is Inverted Like a Mirror Image

Blank Pages Print

Too Many Copies Print

Incorrect Margins

White Border on Borderless Photo

Incorrect Characters Print

Incorrect Image Size or Position

Image Is Inverted Like a Mirror Image

- Turn off the mirror setting in your printing program.

- Turn off the **Mirror Image** setting in the product software Page Layout window (Windows) or Print Settings windows (Mac OS X 10.4 or Mac OS X 10.5/10.6/10.7). (If you are printing on Epson Iron-on Cool Peel Transfer Paper, however, the image should be inverted.)

Blank Pages Print

- Make sure you select the correct paper size settings in your printing program or product software.

- Make sure your product is selected as your printer.

- Check to see if the print head nozzles are clogged. Then clean the print head, if necessary.

Too Many Copies Print

Make sure that the **Copies** option in your product 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 10.5/10.6/10.7 product software.

- Choose the correct margins for your paper size in your printing program.

- Use the **Print Preview** option in your <u>Windows</u>, <u>Mac OS X 10.4</u>, or <u>Mac OS X 10.5/10.6/10.7</u> product software to check your margins before you print.

- Make sure your paper is positioned next to the right side of the feeder.

White Border on Borderless Photo

- Make sure you are printing on a paper that supports <u>borderless printing</u>.

- In the <u>Windows</u> product software, make sure you selected the **Borderless** option.

  In the <u>Mac OS X 10.4</u> or <u>Mac OS X 10.5/10.6/10.7</u> product software, make sure you selected a **Paper Size** listed as **Sheet Feeder - Borderless**.

- Use the **Expansion** setting in the product software to adjust how the image fits on the page.

Incorrect Characters Print

- Make sure the USB cable is securely connected and meets the <u>requirements</u>. Then try printing again.

- Make sure your printer is selected in Windows.

- If you're using a switch box or USB hub with your product, connect the product directly to your computer.

- Turn your Epson product off, check that the cables are securely connected, and turn it back on again.

- In Windows, clear any stalled print jobs from the Windows Spooler:

  - **Windows 7**:
    Click 🔵, select **Devices and Printers**. Right-click your product name, select **See what's printing**, right-click the stalled print job, click **Cancel**, and click **Yes**.

  - **Windows Vista**:
    Click 🔵, select **Control Panel**, and click **Printer** under Hardware and Sound. Right-click your product name, select **Open**, right-click the stalled print job, click **Cancel**, and click **Yes**.

  - **Windows XP**:
    Click **Start** and select **Printers and Faxes**. (Or open the **Control Panel**, select **Printers and Other Hardware** if necessary, and **Printers and Faxes**.) Right-click your product name, select **Open**, right-click the stalled job, click **Cancel**, and click **Yes**.

Incorrect Image Size or Position

- If you are copying, make sure you selected the correct paper size on the control panel. See <u>Copy a Document or Photo</u> for details.

- If you are printing from your computer, make sure the paper and layout options are set correctly in your <u>Windows</u>, <u>Mac OS X 10.4</u>, or <u>Mac OS X 10.5/10.6/10.7</u> product software.

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.

Printout Has White or Dark Lines Across It

Printout Is Blurry or Smeared

Printout Is Faint or Has Gaps

Printout Is Grainy

Incorrect Colors in Printout

Printout Has White or Dark Lines Across It

- The print head nozzles may need cleaning.

- Select a higher **Quality Option** or **Print Quality** in the Windows, Mac OS X 10.4, or Mac OS X 10.5/10.6/10.7 product software.

- Make sure the paper Type or Media Type setting matches the paper you loaded.

- Make sure the printable side of the paper is faceup. It's usually brighter or whiter.

- The ink cartridges may need replacing.

- Align the print head.

- 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.

Printout Is Blurry or Smeared

- Make sure your paper isn't damp or curled, or loaded facedown (the printable side should be faceup).

- Use a support sheet with special paper (such as a sheet of plain paper beneath the special paper sheet), or try loading your paper one sheet at a time.

- Make sure your paper meets the specifications.

- Use Epson papers to ensure proper saturation and absorption of genuine Epson inks.

- Make sure the paper type setting in your product software matches the type of paper you loaded.

- Remove each sheet from the output tray as it is printed.

- Avoid handling printouts on glossy paper right after printing to allow the ink to set.

- If you are using double-sided paper and 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.

- Clean the print head.

- Clean the paper path.

- Align the print head.

Printout Is Faint or Has Gaps

- Clean the print head.
- 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 facedown. If it is, reload a new stack of paper with the printable side up; 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 faceup. It's usually brighter or whiter.
- Select a higher **Quality Option** or **Print Quality** in the Windows, Mac OS X 10.4, or Mac OS X 10.5/10.6/10.7 product software.
- Select **Photo RPM (Max dpi)** for the Quality Type (Windows) or **Photo RPM** for the Print Quality (Mac OS X 10.4 or Mac OS X 10.5/10.6/10.7). Remember that this setting increases print time.
- Align the print head.
- Clean the paper path.
- You may need to increase the image resolution or print in a smaller size; see your software documentation.

Incorrect Colors in Printout

- Make sure your Windows, Mac OS X 10.4, or Mac OS X 10.5/10.6/10.7 product software is not set to print in grayscale.
- For best results, use genuine Epson ink and paper.
- Clean the print head.
- The ink cartridges may be old or low on ink, and you may need to replace them.
- Try turning off **Fix Photo** in the Windows or Mac OS X 10.5/10.6/10.7 product software.
- Try changing the **Gamma** setting in your Windows, Mac OS X 10.4, or Mac OS X 10.5/10.6/10.7 product software.
- Your printed colors can never exactly match your on-screen colors. However, you can use a color management system to get as close as possible. Try using **ICM** (Windows) or **ColorSync** (Mac OS X 10.4).

  In Mac OS X 10.5/10.6/10.7, you can select ColorSync from the **Color Matching** pop-up menu.

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.

Image Consists of a Few Dots Only

Image Consists of a Few Dots Only

- Make sure the document is <u>placed on the scanner glass</u> with the side to be scanned facing down.

- When scanning with the **Black & White** setting in <u>Home</u>, <u>Professional</u>, or <u>Office Mode</u>, adjust the **Threshold** setting.

Line of Dots Appears in All Scanned Images

If a dotted line appears in the image, <u>clean the scanner glass</u> 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 <u>on the scanner glass</u>.

Image Is Distorted or Blurry

- Make sure the document lies flat <u>on the scanner glass</u>. Also make sure your document is not wrinkled or warped.

- Make sure you do not move the document or your product while scanning.

- Make sure your product is placed on a flat, stable surface.

- Select **Unsharp Mask** in Epson Scan's <u>Professional</u> Mode.

- Adjust the **Auto Exposure** setting in Epson Scan's <u>Professional</u> Mode.

- Increase the **Resolution** setting in Epson Scan's <u>Home</u>, <u>Office</u>, or <u>Professional</u> 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 <u>Professional</u> Mode.

- Check the **Brightness** setting in Epson Scan's <u>Home</u>, <u>Office</u>, or <u>Professional</u> 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 show through the paper 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 <u>Home</u>, <u>Office</u>, or <u>Professional</u> Mode.

- Select a lower **Resolution** setting in Epson Scan's <u>Home</u>, <u>Office</u>, or <u>Professional</u> 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.

Image Colors Do Not Match Original Colors

- Change the **Image Type** setting in Epson Scan's <u>Home</u>, <u>Office</u>, or <u>Professional</u> Mode. Select different combinations of this setting and the others mentioned below.

- Try selecting a different **Tone Correction** or **Auto Exposure** setting in <u>Professional</u> Mode.

- Check the color matching and color management capabilities of your computer, display adapter, and software. Some computers can change the palette of colors on your screen. See your software and hardware manuals for details.

  Printed colors can never exactly match the colors on your monitor because printers and monitors use different color systems: monitors use RGB (red, green, and blue) and printers typically use CMYK (cyan, magenta, yellow, and black).

Scan Area Not Adjustable in Thumbnail Preview

- Create a marquee or adjust the existing marquee to select the area you want to scan in <u>Home</u> or <u>Professional</u> Mode.

- Switch to the Normal preview (if available) in <u>Home</u> or <u>Professional</u> 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.

Network Problems

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

The product's WiFi light is on but nothing prints

EpsonNet Setup was unable to find my product on the network

Network setup was unsuccessful

The 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

Printing is slow or the print is cut off

Print a Wi-Fi Status Sheet

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 Wi-Fi Status Sheet 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 the *Start Here* sheet 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.

The product's WiFi light is on but nothing prints

Make sure your firewall or security software is not set to block port 3629 (TCP/UDP). Contact your firewall manufacturer for assistance.

EpsonNet Setup was unable to find my product on the network

- Verify that the product is turned on and connected to your network. If the wireless connection is active, the **WiFi** light should be on. See the *Start Here* sheet for details.

- If necessary, reinstall your product software and try running EpsonNet Setup again.

Network setup was unsuccessful

Make sure that the product is turned on and connected to your network. If the wireless connection is active, the **WiFi** light should be on. See the *Start Here* sheet for details. Then remove and reinsert the CD to reinstall the product software.

The product does not appear in the Add Printer window (Mac OS X)

• Turn your product off, wait 30 seconds, then turn it back on again.

• Make sure the product software was installed correctly and that your computer's TCP/IP settings are configured correctly.

Cannot print over the network

• Make sure that your product is turned on.

• Make sure you set up your software properly for network printing. See the *Start Here* sheet and follow the onscreen instructions during installation.

• Print a Wi-Fi Status Sheet and verify that the network settings are correct. If the network status is **Disconnected**, check any cable connectors and turn your product off and then on again.

• 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.

• Make sure your computer and product are both using the same wireless network.

• If you are connecting the product via EpsonNet Setup and the **WiFi** light is not solid green, make sure your product software was installed correctly. If necessary, reinstall your software.

Cannot find the scanner or start Epson Scan

• If you are scanning a large original at a high resolution, a network communication error may occur. Try scanning again at a lower resolution.

• 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 back on, and then try restarting Epson Scan.

• Check the **Timeout Setting** in EPSON Scan Settings. For details, see the Epson Scan Help.

• Epson Scan is not available for Mac OS X 10.6 or OS X 10.7. See Scanning With Mac OS X 10.6/10.7.

Printing is slow or the print is cut off

Print a Wi-Fi Status Sheet 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.

Print a Wi-Fi Status Sheet

1. Press the ⁒≡ **Menu** button.

2. Press ▲ or ▼ to select **Wi-Fi Settings**, then press **OK**.

3. Press ▲ or ▼ to select **Print Wi-Fi Status Sheet**.

4. Press the ◊ **Color** button to print a Wi-Fi status sheet.

5. Press the ⫶☰ **Menu** button to exit.

Faxing Problems

If you're having trouble sending or receiving faxes, check the following:

- Print a fax connection report to diagnose the problem. Press the ✂ **Copy/Fax** button if necessary, press ⫶☰ **Menu**, select **Fax Settings** and press **OK**, select **Check Fax Connection**, and press **OK**. Then press the ◊ **Color** button to print the report.

- Make sure the **LINE** port on your product is connected to a telephone wall jack.

- If you connected a telephone or answering machine, make sure it is connected to your product's **EXT.** port. If you answer the phone and hear a fax tone, and the call disconnects when you hang up, check for a secure connection to the **EXT.** port.

- Make sure the **Auto Answer** light is turned on so your product can automatically receive faxes as necessary.

- Make sure paper is loaded correctly in your product.

- Verify that the telephone wall jack works by connecting a phone to it. If the line has static, try turning off the **V.34** and **ECM** (Error Correction Mode) communication settings.

- If you connected your product to a DSL phone line, you must connect a DSL filter to the phone jack. Contact your DSL provider for the necessary filter.

- If you connected your product to a VoIP (Voice over Internet Protocol) phone line, you should be aware that fax machines are designed to work over standard analog phone lines. Epson cannot guarantee that fax transmission will work when using VoIP.

- If your phone line includes voice mail answering services, calls or faxes may be inadvertently received by your voice mail service.

- Make sure the recipient's fax machine is turned on and working.

Re-installing Software

If you have a problem that requires you to re-install your software, follow the instructions in one of these sections.

Windows

Mac OS X

Windows

1. Turn off your product.

2. If the product is connected with a USB cable, disconnect it from the product.

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** utility.

7. In Windows 7 and Windows Vista, select **Programs and Features**. 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

In most cases, you do not need to uninstall your product software before reinstalling it. However, you can download the Uninstall Center utility from the Epson support website to uninstall your product software as described here.

1. To download the Uninstall Center utility, visit the Epson download site (U.S. or Canada).

2. Extract the contents of the zip file you downloaded onto your hard drive.

3. Quit all applications currently running on your Mac.

4. Open the **Applications > Epson Software** folder.

5. Double-click the **Uninstall Center** icon.

6. Select the checkbox for each software program you want to uninstall.

7. Click **Uninstall**.

8. Follow the onscreen instructions to uninstall the software.

9. To reinstall your product software see the *Start Here* sheet for instructions.

Getting More Help

If you need additional help with your Epson product or its software, contact Epson.

Epson Help

Help With Other Software

Epson Help

Epson provides these technical support services:

Internet Support

Visit Epson's support website for solutions to common problems with the product (U.S. or Canada). You can download product software 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
- Product serial number (located on a label on the product)
- Proof of purchase (such as a store receipt) and date of purchase
- Computer configuration
- Description of the problem

Then call:

- U.S.: (562) 276-4382, 6 AM to 8 PM, Pacific Time, Monday through Friday; 7 AM to 4 PM, Pacific Time, Saturday
- Canada: (905) 709-3839, 6 AM to 6 PM, Pacific Time, Monday through Friday

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

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).

Help With Other Software

Software	Online and E-mail
ABBYY FineReader	www.abbyyusa.com support@abbyyusa.com

Specifications and Notices

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

Computer System Requirements

Product Specifications

Software Notices

Copyright and Trademarks

Computer System Requirements

To use your product and its software, your computer system should meet or exceed the requirements in these sections:

Windows Requirements

Mac Requirements

Note:
Visit Epson's support website for the latest in compatibility and printer software for your product (U.S. or Canada).

Note:
Visit the Epson website for the latest in compatibility and product software.

Windows Requirements

Your system should include:

*   Microsoft Windows 7, Windows Vista, Windows XP Professional x64, or Windows XP

*   For wired connections, a USB 1.1 port (minimum) or USB 2.0 port (recommended)

*   For wired connections, a shielded USB "AB" cable up to 6.5 feet (2 meters) long. Using an improperly shielded USB cable may cause the product to malfunction.

Mac Requirements

Your system should include:

*   Mac OS X 10.4.11, 10.5.8, 10.6.x, or 10.7

*   For wired connections, a USB 1.1 port (minimum) or USB 2.0 port (recommended)

*   For wired connections, a shielded USB "AB" cable up to 6.5 feet (2 meters) long. Using an improperly shielded USB cable may cause the product to malfunction.

Product Specifications

See these sections for the detailed specifications of your product:

Printing

Scanning

Automatic Document Feeder (ADF)

See also:

Printing

Paper path

    Sheet feeder, top entry

Sheet feeder capacity

    Approx. 100 sheets at 20 lb (75 g/m^2), up to 0.5 inch (12 mm) paper stack depth

For legal-size paper, special papers such as Self-adhesive sheets, and User Defined paper sizes, load one sheet at a time.

Scanning

Scanner type

    Flatbed color

Photoelectric device

    CIS

Effective pixels

    10,200 × 14,040 pixels at 1200 dpi

    Scanning area may be restricted if resolution setting is large.

Document size

    Maximum: 8.5 × 11.7 inches (216 × 297 mm)
    Scanner glass: US letter size 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 per color 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, or A4

Paper type

Plain paper

Paper weight

20 lb (75 g/m^2) to 24 lb (95 g/m^2)

Sheet feeding capacity

Total thickness of 0.12 inch (3 mm)
Approx. 30 sheets (letter, A4), 10 sheets (legal)

Fax

Fax type

Black and white and color fax capability

Support line

Household phone line

Speed

Up to 33.6 kbps

Resolution

Monochrome:

Standard: 203 × 98 dpi

Fine: 203 × 196 dpi

Photo: 203 × 196 dpi

Color:

Fine: 200×200 dpi

Photo: 200×200 dpi

Error correction mode

CCITU/ITU Group 3 fax with error correction mode

Speed dial/group dial numbers

Up to 60 (combined)

Page memory

Up to 180 pages (ITU-T No. 1 chart)

Redial

2 times (with 1 minute interval)

Interface

RJ-11 Phone Line
RJ-11 Telephone set connection

Network Interface

Wireless LAN

Standard: IEEE 802.11b/g/n (IEEE 802.11b/g/n or b/g compliant, depending on purchase location)

Security: WEP (64/128bit), WPA-PSK (TKIP/AES) WPA2 compliant

Frequency band: 2.4 GHz

Communication mode: Ad hoc mode, infrastructure mode

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 (8.3×11.7 inches [210×297 mm]))

A6 (4.1×5.8 inches [105×148 mm]))

Letter (8.5×11 inches [216×279 mm])

Legal (8.5×14 inches [216×357 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

0.003 to 0.004 inch (0.08 to 0.11 mm)

Weight

17 lb to 24 lb (64 g/m^2 to 90 g/m^2)

Envelopes

Size

No. 10 (4.1 × 9.5 inches [105 × 241 mm])
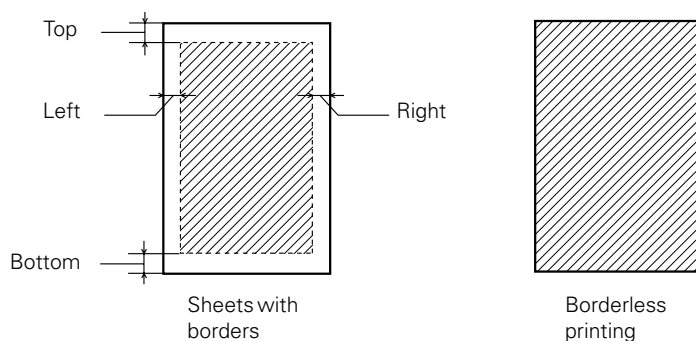
Paper type

Plain paper

Weight

20 lb to 24 lb (75 g/m^2 to 90 g/m^2)

Printable Area

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

Single sheets
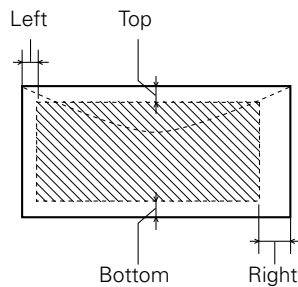

Sheets with borders

Borderless printing

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

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

Color

Black, Magenta, Cyan, Yellow

Part numbers

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)

Memory Card

Compatible memory cards:

Memory Stick

Memory Stick PRO

Memory Stick Duo*

Memory Stick PRO-HG Duo*

Memory Stick Micro*

MagicGate Memory Stick

MagicGate Memory Stick Duo*

SDHC

SD

MultiMediaCard

MMCplus

MMCmobile*

MMCmicro*

miniSDHC*

miniSD*

microSDHC*

microSD*

* Adapter required

Voltage Requirements

3.3 v

Maximum current is 450 mA

File Format

DCF (Design rule for Camera File system) version 1.0 or 1.0* compliant

* SDXC memory cards are not supported. Memory cards that use the exFAT format are not supported.

Image Size

80 × 80 pixels to 9200 × 9200 pixels

Number of Files

Up to 999

Size and Weight

Size

Stored:

Width: 18.1 inches (460 mm)

Depth: 16.2 inches (411 mm)

Height: 9.3 inches (235 mm)

Printing:

Width: 18.1 inches (460 mm)

Depth: 21.3 inches (541 mm)

Height: 11.9 inches (303 mm)

Weight

15.7 lb (7.1 kg)

(without the ink cartridges or power cable)

Electrical

Power supply rating

Input voltage range

Rated frequency range

50 to 60 Hz

Input frequency range

49.5 to 60.5 Hz

Rated current

Power consumption

Copying: Approx. 15 W

Ready mode: Approx. 6.0 W

Sleep mode: Approx. 3.7 W

Power off mode: 0.2 W

Default Delay Times for Power Management for Epson Products

This product will enter sleep mode after a period of nonuse. The time interval has been set at the factory to ensure that the product meets Energy Star standards of energy efficiency and cannot be modified by the consumer.

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

This equipment contains the following wireless module.
Manufacture: Marvell Semiconductor Inc.
Type: SP88W8786-MD0-2C2T00

This product conforms to Part 15 of the FCC Rules and RSS-210 of the IC Rules. Epson cannot accept responsibility for any failure to satisfy the protection requirements resulting from a non-recommended modification of the product. 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 of the device.

To prevent radio interference to the licensed service, this device is intended to be operated indoors and away from windows to provide maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.

Interface

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

Software Notices

OPEN SOURCE SOFTWARE LICENSE

1) This printer product includes open source software programs listed in Section 6) according to the license terms of each open source software program.

2) We provide the source code of the GPL Programs, LGPL Programs and Apple Public Source License Programs (each is defined in Section 6) until five (5) years after the discontinuation of same model of this printer product. If you desire to receive the source code above, please see the "Contacting Customer Support" in Appendix or Printing Guide of this User's Guide, and contact the customer support of your region. You shall comply with the license terms of each open source software program.

3) The open source software programs are WITHOUT ANY WARRANTY; without even the implied warranty of MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. See the license agreements of each open source software program for more details, which are described in OSS.pdf on your Printer Software CD-ROM.

4) OpenSSL toolkit

This printer product includes software developed by the OpenSSL project for use in the OpenSSL Toolkit (http://www.openssl.org/).

This product includes cryptographic software written by Eric Young (eay@cryptsoft.com).

5) The license terms of each open source software program are described in OSS.pdf on your Printer Software CD-ROM.

6) The list of open source software programs which this printer product includes are as follows.

GNU GPL

This printer product includes the open source software programs which apply the GNU General Public License Version 2 or later version ("GPL Programs").

The list of GPL Programs:

base-passwd-3.5.7

busybox-1.2.2.1

ifupdown-0.6.8

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

sysvinit-2.86

udev-0.093

udhcp 0.9.8cvs20050124-5

util-linux-2.12

usb8786

GNU LGPL

This printer product includes the open source software programs which apply the GNU Lesser General Public License Version 2 or later version ("LGPL Programs").

The list of LGPL Programs:

uclibc-0.9.29

libusb-libs-0.1.12

zeroconf 0.6.1-1

Apple Public Source License

This printer product includes the open source software programs which apply the Apple Public Source License Version1.2 or its latest version ("Apple Public Source License Programs").

Apple Public Source License Programs:

Bonjour

Net-SNMP license

This printer product includes the open source software program "Net-SNMP" which applies the terms and conditions provided by owner of the copyright to the "Net-SNMP".

OpenSSL License/Original SSLeay License

This printer product includes the open source software program "OpenSSL toolkit" which applies the license terms of OpenSSL License and Original SSLeay License.

BSD License (Berkeley Software Distribution License)

This printer product includes the open source software programs which apply the Berkeley Software Distribution License ("BSD Programs").

The list of BSD Programs:

busybox-1.2.2.1

util-linux-2.12

mount-2.12

mvlutils-2.8.4

netkit-ftp-0.17

netkit-base-0.17

portmap-5beta

Sun RPC License

This printer product includes the open source software programs which apply the Sun RPC License ("Sun RPC Programs").

The list of Sun RPC Programs:

busybox- 1.2.2.1

netkit-inetd-0.17

portmap-5beta

TCP Wrappers license

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"TCP Wrappers" Program:

libwrap-libs-7.6

libncurses license

This printer product includes the open source software program "libncurses" which applies the terms and conditions provided by owner of the copyright to the "libncurses".

"libncurses" Program:

libncurses-5.4

linux-ftpd license

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"linux-ftpd" Program:

linux-ftpd-0.17

ARC4 license

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"ARC4" Program:

ARC4

SHA1 license

This printer product includes the open source software program "SHA1" which applies the terms and conditions provided by owner of the copyright to the "AES".

"SHA1" Program:

SHA1

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Default Delay Times for Power Management for Epson Products

This product will enter sleep mode after a period of nonuse. The time interval has been set at the factory to ensure that the product meets Energy Star standards of energy efficiency, and cannot be modified by the consumer.

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