

# WorkForce® 610 Series



## Quick Guide

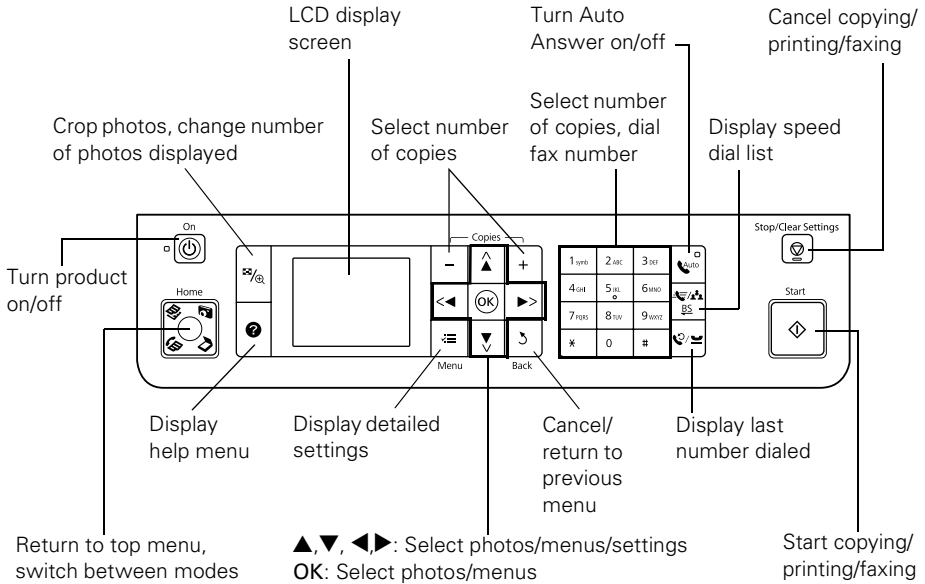
*Basic Printing, Copying, Scanning, and Faxing  
Maintenance  
Solving Problems*

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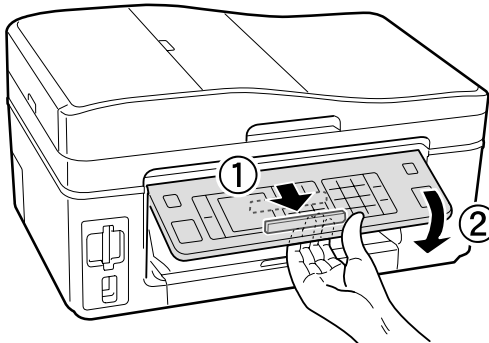
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# Using the Control Panel



## Adjusting the Control Panel

The control panel is adjustable. To raise it, lift it up from the bottom. To lower it, squeeze the release lever underneath and push the control panel down.



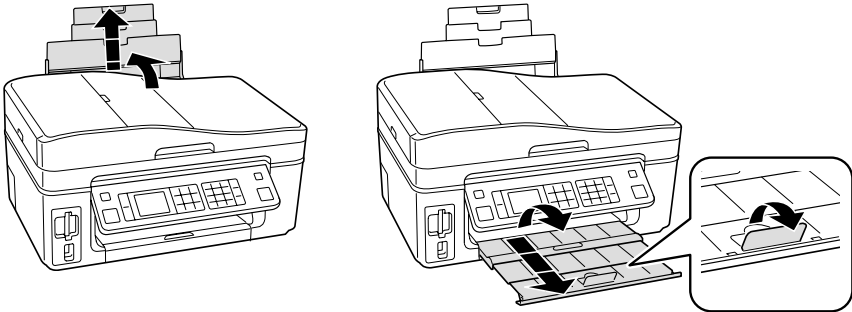
If you want to turn off the “beep” heard when you press a button, follow these steps:

1. Press the **Home** button.
2. Press **▶** until **Setup** is selected and press **OK**.
3. Press **◀** or **▶** to select **Printer Setup** and press **OK**.
4. Select **Sound** and press **OK**.
5. Press **▼** to select **Off** and press **OK**.
6. Press the **Home** button to return to the Home screen.

# Loading Paper

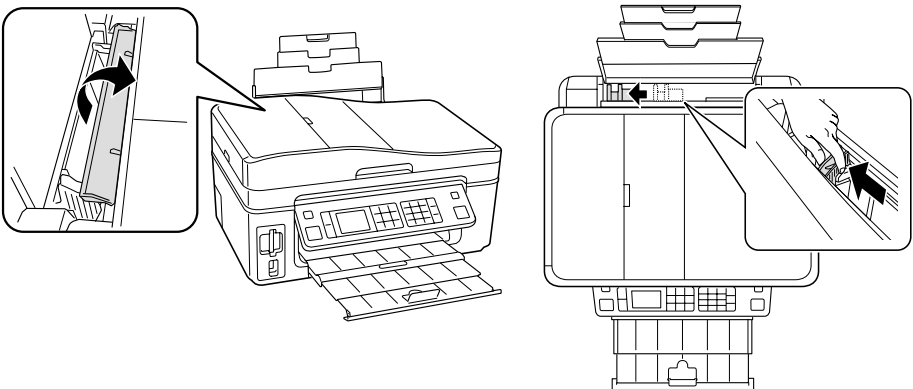
You can load up to 100 sheets of plain paper, or 80 sheets of Epson Bright White Paper or Epson Presentation Paper Matte. Load Epson Premium Presentation Paper Matte and most photo papers 20 sheets at a time. See the online *Epson Information Center* for capacity guidelines on other paper types.

1. Open the paper support and pull up the extensions. Then extend the output tray and raise the stopper.

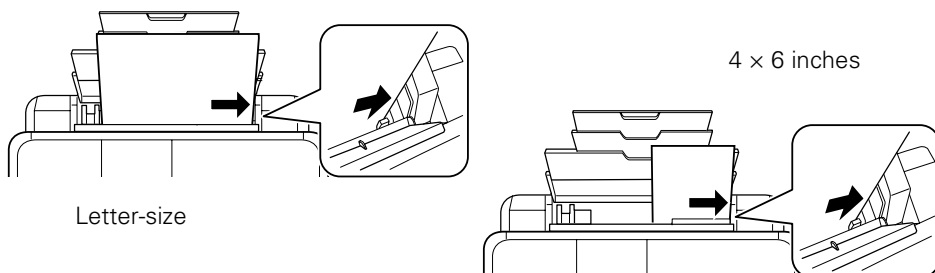


**Note:** If you are using legal-size paper, do not raise the stopper.

2. Hold the feeder guard forward, then squeeze the edge guide and slide it left.



3. Insert the paper, glossy or printable side up, short edge first, against the right side. Then slide the edge guide against the paper, but not too tightly.



**Note:**

Make sure the paper stack fits under the arrow mark inside the left edge guide.

Always load paper short edge first, even for landscape printing. Load letterhead or pre-printed paper top edge first.

For details on paper and instructions on loading envelopes, see the online *Epson Information Center*.



## Using Special Papers

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

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

Paper name	Size	Part number	Sheet count
Epson Bright White Paper	Letter (8.5 × 11 inches)	S041586	500
Epson Photo Paper Glossy	4 × 6 inches	S041809	50
		S042038	100
	Letter (8.5 × 11 inches)	S041141	20
		S041649	50
		S041271	100

<b>Paper name</b>	<b>Size</b>	<b>Part number</b>	<b>Sheet count</b>
Epson Premium Photo Paper Glossy	4 × 6 inches	S041808 S041727	40 100
	5 × 7 inches	S041464	20
	8 × 10 inches	S041465	20
	Letter (8.5 × 11 inches)	S042183 S041667	25 50
Epson Ultra Premium Photo Paper Glossy	4 × 6 inches	S042181 S042174	60 100
	5 × 7 inches	S041945	20
	8 × 10 inches	S041946	20
	Letter (8.5 × 11 inches)	S042182 S042175	25 50
Epson Premium Photo Paper Semi-gloss	4 × 6 inches	S041982	40
	Letter (8.5 × 11 inches)	S041331	20
Epson Presentation Paper Matte	Letter (8.5 × 11 inches)	S041062	100
	Legal (8.5 × 14 inches)	S041067	100
Epson Premium Presentation Paper Matte	8 × 10 inches	S041467	50
	Letter (8.5 × 11 inches)	S041257 S042180	50 100
Epson Premium Presentation Paper Matte Double-sided	Letter (8.5 × 11 inches)	S041568	50
Epson Ultra Premium Presentation Paper Matte	Letter (8.5 × 11 inches)	S041341	50
Epson Photo Quality Self-adhesive Sheets	A4 (8.3 × 11.7 inches)	S041106	10
Epson Iron-on Cool Peel Transfer	Letter (8.5 × 11 inches)	S041153	10



# Placing Originals for Copying, Scanning, or Faxing

Before you copy, scan, or fax, place your documents or photos on the scanner glass (below) or in the Automatic Document Feeder (see page 10).

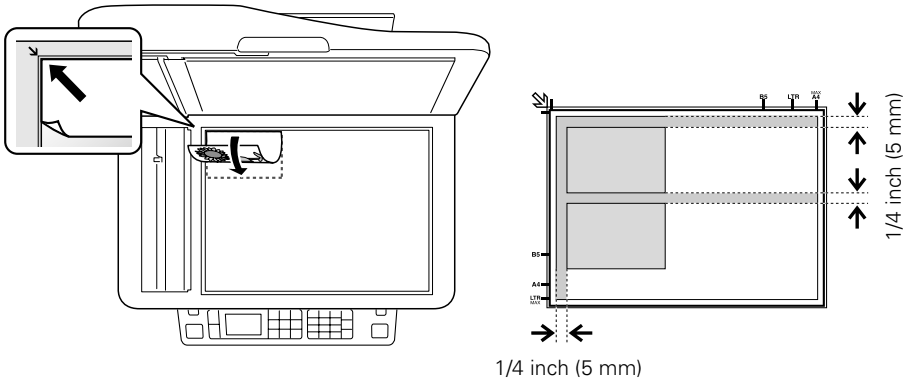
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## Using the Scanner Glass

You can place one or two photos or a document up to letter-size (or A4) on the scanner glass to make color or black and white copies.

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

If you're scanning 3 × 5- or 4 × 6-inch photos, you can place up to two at a time on the scanner glass. Place them at least 1/4 inch (5 mm) apart.



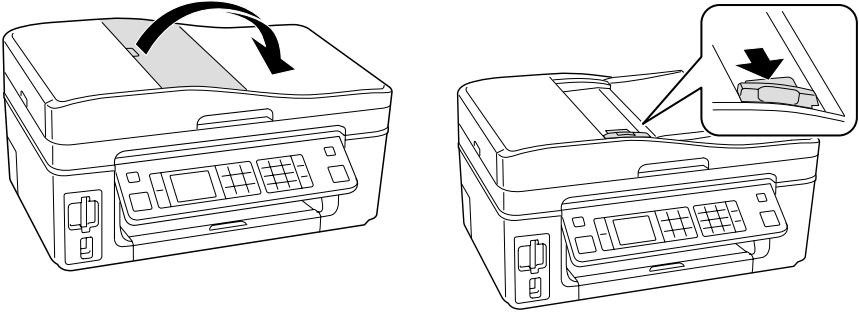
2. Close the cover gently so you don't move the original(s).

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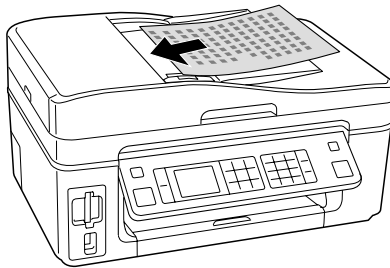
# Using the Automatic Document Feeder

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

1. Fan the originals, then tap them on a flat surface to even the edges.
2. Open the Automatic Document Feeder paper support, and then move the edge guide outward.



3. Insert the originals face-up.



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

# Copying a Document or Photo

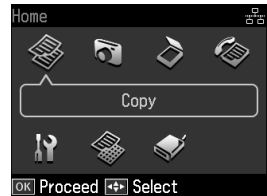
Once you've placed your originals on the scanner glass or in the Automatic Document Feeder (see page 9), you can make color or black and white copies. See:

- “Copying a Document” below
- “Restoring, Cropping, or Copying Photos” on page 13

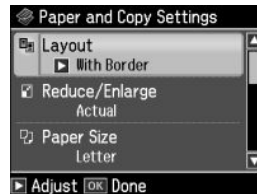
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## Copying a Document

1. Place your original(s) for copying (see page 9).
2. Load letter-, A4-, or legal-size paper.
3. Press the **Home** button until **Copy** is selected, then press **OK**.
4. Press **+** or **-** to select the number of copies you want.
5. Press **▲** or **▼** to select **Color** or **B&W** (black and white) copies.
6. Press **◀** or **▶** to change the density (make the copies lighter or darker).



7. To change print settings, press **Menu** and then **OK** to select **Paper and Copy Settings**. The **Layout** setting should be **With Border**.



- To adjust the copy size, press ▼ to select **Reduce/Enlarge**, press ►, then press ▲ or ▼ to choose **Actual** (and select a percentage using + or -), **Auto Fit Page** (to automatically size the image to fit your paper), or one of the specific size settings listed. Then press **OK**.

**Note:**

If you're using the Auto Document Feeder to copy a document, you can only select **Actual** at 100% or **Legal** → **Letter**.

- Press ▼ to select **Paper Size**, press ►, then press ▲ or ▼ to choose the size of paper you loaded. Press **OK**. (**Paper Size** options depend on the **Paper Type** setting you choose and whether your originals were loaded on the scanner glass or in the Automatic Document Feeder.)
- Press ▼ to select **Paper Type**, press ►, then press ▲ or ▼ to select **Plain Paper**. Or if you're using Epson special paper, choose the setting for the paper you loaded (see page 14). Then press **OK**.

**Note:**

If you're using the Automatic Document Feeder, **Plain Paper** is automatically selected.

- Press ▼ to select **Document Type**, press ►, then press ▲ or ▼ to choose **Text** for plain documents or **Text & Image** if your document contains photos or graphics. Then press **OK**.
- To change the copy quality (for plain paper only), press ▼ to select **Quality**, press ►, then press ▲ or ▼ to choose **Draft**, **Standard Quality**, or **Best**. Then press **OK**.

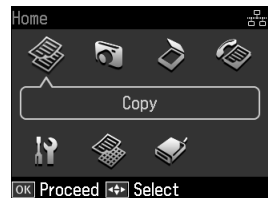
8. After you finish selecting your settings, press **OK**.

9. Press ⬠ **Start** to begin copying. To cancel copying, press Ⓞ **Stop/Clear Settings**.

# Restoring, Cropping, or Copying Photos

You can copy one or two photos onto 4 × 6-inch, 5 × 7-inch, 8 × 10-inch, or letter-size photo paper for instant photo reprints. You can also restore colors in faded photos, print with or without borders, convert photos to black and white, and crop your photos.

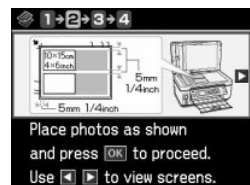
1. Place one or two photos on the scanner glass. Place them at least 1/4 inch (5 mm) apart (see page 9).
2. Load 4 × 6-inch, 5 × 7-inch, 8 × 10-inch, or letter-size Epson photo paper in the sheet feeder.
3. Press the Home button until Copy is selected. Then press OK.



4. Press Menu, press ◀ or ▶ until Copy/Restore Photos is selected, then press OK.
5. To turn on Color Restoration to restore colors in faded photos as you copy, press ▲ or ▼ to choose On, then press OK. (If your photo is not faded, do not turn on Color Restoration; press ▲ or ▼ to select Off, then press OK.)



6. When you see this screen, press OK to prescan your photos:
7. When you see a message asking you to select the number of copies, press OK.
8. If you placed more than one photo on the scanner glass, press ◀ or ▶ to move through your photos.



9. To print more than 1 copy, press + or - to select the number (up to 99). If you are copying 2 photos, repeat this step for the other photo.

10. If you want to crop your photo and enlarge the resulting image area to fit onto your paper, press **Display/Crop**.



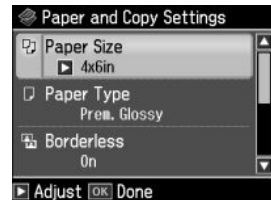
- To resize the image area, press **+** or **-**.
- To move the image area, use the arrow buttons.

To check the zoomed image, press **OK**. Press **OK** again if you are satisfied with the changes, or press **Back** if you need to make further edits.

If you are copying 2 photos, repeat this step for the other photo.

11. Press **OK** again to continue.

12. To change any of the settings displayed on the screen, press **Menu** and then **OK** to select **Paper and Copy Settings**.



- To change the paper size, select **Paper Size**, press **▶**, then press **▲** or **▼** to choose the size of paper you loaded. Press **OK**. (Paper Size options depend on the Paper Type setting you choose.)
- To change the paper type, select **Paper Type**, press **▶**, then press **▲** or **▼** to choose the setting for the paper you loaded. Then press **OK**.

For this paper type	Choose this 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
Epson Presentation Paper Matte	Matte
Epson Premium Presentation Paper Matte	
Epson Ultra Premium Presentation Paper Matte	

- To change the print layout, select **Borderless**, then press **▶**. Press **▲** or **▼** to choose **On** to expand the image all the way to the edge of the paper (slight cropping may occur) or **Off** to leave a small margin around the image. Then press **OK**.

- To adjust the amount of image expansion when printing borderless photos, select **Expansion**, press ►, then press ▲ or ▼ to choose **Standard**, **Medium**, or **Minimum**. Then press **OK**. (Your printed photo may have white borders if you use the **Minimum** setting.)
- If you want to create a black-and-white copy of a color photo, select **Filter**, press ►, then press ▲ or ▼ and choose **B&W**. Then press **OK**.

After you finish selecting your settings, press **OK**.

13. When you're ready to copy, press ⬠ **Start**. To cancel copying, press Ⓣ **Stop/Clear Settings**.

**Note:**

When you scan with your computer, you can use additional options to transform faded, dusty, or badly exposed photos into ones with true-to-life color and sharpness. See the online *Epson Information Center* for details.

# Faxing a Document or Photo

Your WorkForce 610 Series lets you send faxes by entering fax numbers or selecting entries from a speed dial list. Using the Automatic Document Feeder, you can fax up to 30 letter- or A4-size or 10 legal-size pages at a time.

See these sections:

- “Connecting a Phone or Answering Machine” below
- “Setting Up Fax Features” on page 17
- “Sending a Fax” on page 22
- “Receiving Faxes” on page 24

**Note:**

In Windows, you can also send a fax from your computer using the Epson FAX Utility, see the online *Epson Information Center* for details.

For more information on faxing and fax settings, see the online *Epson Information Center*.

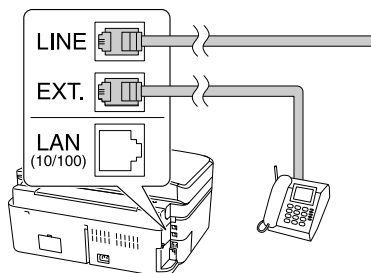
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## Connecting a Phone or Answering Machine

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

**Note:**

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





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

**Note:**

Remove the connector cap from the EXT. port before connecting a phone or answering machine.

If your answering machine is set to pick up on the fourth ring, you should set the printer to pick up on the fifth ring or later:

1. Press the **Home** button.
2. Press ◀, ▶, ▲, or ▼ to select **Setup**, then press **OK**.
3. Press ◀ or ▶ to select **Fax Setting**, then press **OK**.
4. Select **Communication**, then press **OK**.
5. Press ▲ or ▼ to select **Rings to Answer**, then press ▶.
6. Press ▲ or ▼ to select the number of rings, then press **OK**. Select more than the number of rings needed for the answering machine to pick up.

When you receive a call, if the other party is a fax and you pick up the phone or the answering machine answers, the product automatically begins receiving the transmission. 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:**

A phone or answering machine must be connected to the EXT. port for the 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 without having a phone or answering machine connected to the EXT. port, the call will disconnect when you hang up and the product will not receive the fax.

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## Setting Up Fax Features

Before sending or receiving faxes, you may want to create a fax header, select your fax preferences, and set up a speed dial list of frequently used fax numbers.

- “Entering Fax Header Information” on page 18
- “Select Scan and Print Settings” on page 19
- “Setting Up a Speed Dial or Group Dial List” on page 20

**Note:**

To change other settings or print fax reports, see the online *Epson Information Center*.

## Entering Fax Header Information

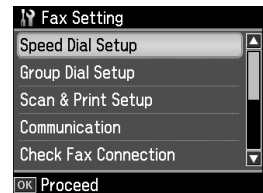
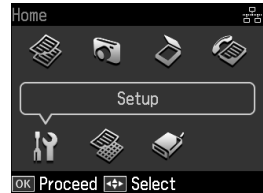
You should enter fax header information before sending faxes so that recipients can identify their source.

### Note:

If you leave the product unplugged for a long period of time, the date and time settings may get lost. See the online *Epson Information Center* for instructions on setting the date and time.

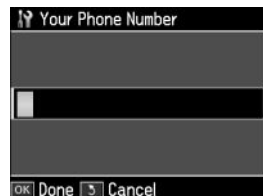
## Entering Your Sender Name

1. Press the Home button.
2. Press ◀, ▶, ▲, or ▼ to select Setup, then press OK.
3. Press ◀ or ▶ to select Fax Setting, then press OK.
4. Press ▲ or ▼ to select Header, then press OK.
5. Press OK to select Fax Header.
6. Use the numeric keypad to enter the header information; for letters, press a numeric key until you see the letter you want. (See page 19 for more information.) You can enter up to 40 digits.
7. Press OK to return to the Header menu.



## Entering Your Phone Number

1. Select Your Phone Number from the Header menu, then press OK. You see the phone number input screen.
2. Use the numeric keypad to enter your phone number (see page 19). You can enter up to 20 digits. (You don't need to enter any dashes.)
3. Press OK to return to the Header menu.



## Using the Keypad to Enter Numbers and Characters

Follow these guidelines to enter numbers and 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/Space	Inserts a space and moves the cursor one character to the right.
Speed/Group Dial/Backspace	Deletes a character and moves the cursor one space to the left.

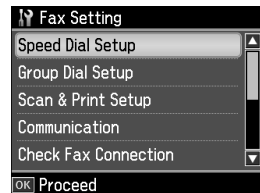
- To enter a fax number, use the numeric keypad. Press **Redial/Pause** to insert a pause symbol (–) when a brief pause is required during dialing. Use the **#** button to type the + symbol when entering a phone number in international dialing format.
- To enter characters, press a keypad number repeatedly to switch between uppercase, lowercase, or numbers.

Press 1symb to enter these characters: ! # % & ' ( ) \* + , - . / : ; = ? @ ~

## Select Scan and Print Settings

Use these settings to adjust the image quality of incoming and outgoing faxes, select the paper size loaded in your product, select the size at which faxes are printed, and select when you want printed reports.

1. Press the **Home** button.
2. Press **◀, ▶, ▲, or ▼** to select **Setup**, then press **OK**.
3. Press **◀ or ▶** to select **Fax Setting**, then press **OK**.
4. Select **Scan & Print Setup**, then press **OK**.



5. Adjust any of the following settings:

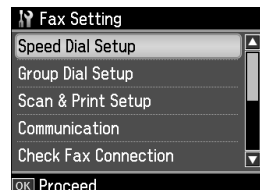
Setting and options	Description
<b>Resolution</b> Standard (default), Fine, Photo	Sets the scan resolution of outgoing faxes and the print quality of received faxes.
<b>Contrast</b> -4 to +4	Sets the contrast when sending and receiving faxes.
<b>Paper Size</b> Letter (default), Legal, A4	Indicates the size of paper loaded in the product.
<b>Auto Reduction</b> On (default), Off	Indicates whether large incoming faxes are reduced to fit on the selected Paper Size ( <b>On</b> ), or printed at their original size on multiple sheets ( <b>Off</b> ).
<b>Last Transmission Report</b> On Error (default), On Send, Off	Indicates when the product prints a report on the last transmitted fax. Select <b>Off</b> to turn off report printing, <b>On Error</b> to print reports only when an error occurs, or <b>On Send</b> to print reports for every fax you send.

## ***Setting Up a Speed Dial or 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. The product allows you to create up to 60 combined speed dial and group dial entries, add names to identify the recipients, and print a list for easy reference (see page 22).

### ***Creating a Speed Dial List***

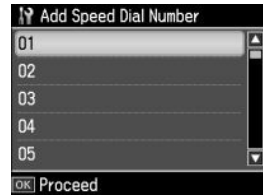
1. Press the Home button.
2. Press ◀, ▶, ▲, or ▼ to select **Setup**, then press OK.
3. Press ◀ or ▶ to select **Fax Setting**, then press OK.
4. Select **Speed Dial Setup**, then press OK.



5. Select **Create** and press **OK**. You see the list of available entries.

**Note:**

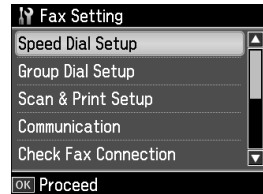
To edit or delete an entry from an existing list, select **Edit** or **Delete** instead.



6. Select or type the number of the speed dial entry you want to add, then press **OK**.
7. Use the numeric keypad to enter the phone number (see page 19). Press **OK**.
8. Use the numeric keypad to enter a name to identify the speed dial entry (see page 19), then press **OK**. You return to the Speed Dial Setup menu.
9. If you want to add another speed dial entry, repeat steps 5 through 8.

### ***Creating Your Group Dial List***

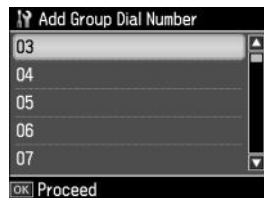
1. Press the **Home** button.
2. Press **◀**, **▶**, **▲**, or **▼** to select **Setup**, then press **OK**.
3. Press **◀** or **▶** to select **Fax Setting**, then press **OK**.
4. Select **Group Dial Setup** and press **OK**.



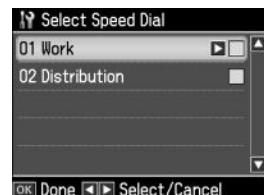
5. Select **Create** and press **OK**. You see the list of available entries.

**Note:**

To edit or delete an entry from an existing list, select **Edit** or **Delete** instead.



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 to identify the group dial entry (see page 19), then press **OK**. You see a screen like this:



- Press ▲ or ▼ to highlight a speed dial entry, then press ► to add it to the group dial list.

**Note:**

To remove a speed dial entry that you selected, press ▲ or ▼ to highlight the entry, then press ◀.

- Repeat step 8 to add additional speed dial entries to the group.
- When you're finished, press OK.
- If you want to create another group dial list, repeat steps 5 through 10.

## Printing Your Speed Dial or Group Dial List

To print your speed dial or group dial list, follow these steps:

- Press the Home button until Fax is selected, then press OK.
- Press Menu, then ◀ or ► to select Fax Report, and then press OK. You see this screen:
- Select Speed Dial List or Group Dial List and press OK.
- Make sure letter-size paper is loaded, then press ◊ Start to print your list.



---

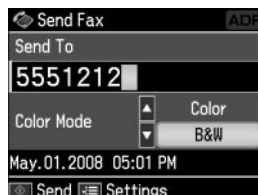
## Sending a Fax

You can send a fax by manually entering a fax number (as described below), redialing the previous fax number, or selecting an entry from your speed dial list.

- Place your original(s) for faxing (see page 9).
- Press the Home button until Fax is selected, then press OK.
- Use the numeric keypad to enter the fax number.  
You can enter up to 64 digits.

**Note:**

To dial the number using your telephone, by redialing, or by selecting from your speed dial list, see the next section.



4. Press ▲ or ▼ to select **Color** or **B&W**.

**Note:**

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

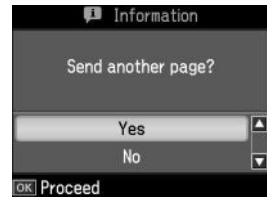
5. Press **OK**, if desired, to see a summary of your fax transmission settings.
6. Press ◊ **Start** to send your fax.

To cancel faxing, press Ⓢ **Stop/Clear Settings**.

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

If you placed your document on the scanner glass, you see this screen after the first page is scanned:

If you need to fax additional pages, select **Yes** and press **OK**. Then place your original on the scanner glass and press **OK** to continue. If you don't need to fax another page, select **No**, then press **OK**.



**Note:**

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

## ***Other Ways to Dial a Fax Number***

In addition to manual transmission, here are some other ways you can enter a fax number:

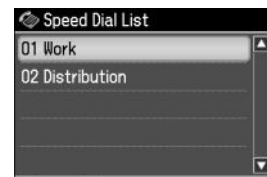
- If you've connected a telephone to your product, you can dial the fax number from the phone. When you see the screen at right, select **Send**, then press **OK**.

**Note:**

Don't hang up the phone until the product begins transmitting the fax.



- To select a speed dial or group dial entry, press **Speed/Group Dial/Backspace**. Select or type the number of the speed dial entry you want to use, then press **OK**.



- To redial the last fax number you used, press **Redial/Pause**. The last fax number is displayed on the screen.
- To specify a different time to send your fax, press **Menu**, press ◀ or ▶ to select **Fax Send Settings**, press **OK**, and select **Send Fax Later**. Then press ▶ and select **On**. (You cannot send or receive any faxes until the delayed fax has been sent or cancelled.)
- Press **Menu** and select **Poll to Receive** to receive a fax from another fax machine to which you have dialed (such as a fax information service).

---

## Receiving Faxes

Before receiving faxes, make sure you load plain paper and select the **Paper Size** setting that matches the size of paper you've loaded (see page 19). 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 **Automatic Reduction** setting you select.

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

To receive faxes automatically, make sure the **Auto Answer** light on the control panel is turned on. To turn it on, press the **Auto Answer/Space** button.

**Note:**

To change the number of rings before your product answers, see page 17.

To receive faxes manually, press the **Auto Answer/Space** button to turn off this feature (and the light). Then follow these steps:

1. When your telephone rings, lift the phone off the hook. You see this screen:
2. Select **Receive**, then press **OK**.
3. If you want to receive the fax, press the ◊ **Start** button.
4. After all the pages are received, you see the screen shown above. Replace the phone on the hook.





# Printing From a Memory Card

Your product lets you print photos directly from a memory card.

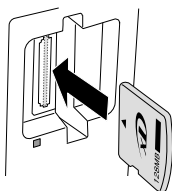
See the online *Epson Information Center* for instructions on copying memory card files between your product and a computer; printing photos by date; printing photos from a slideshow; printing photos directly from your camera; and printing photos pre-selected in your camera (DPOF™ or Digital Print Order Format).

---

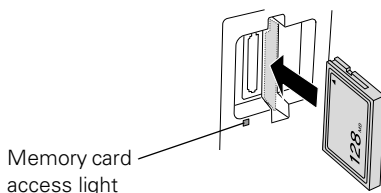
## Inserting the Card

1. Insert the card into the correct slot, as shown. Insert just one card at a time. The memory card access light flashes, then stays on.

### Left slot:



### Right slot:



SD™, SDHC™  
miniSD™\*, miniSDHC\*  
microSD\*, microSDHC\*  
MultiMediaCard™  
MMCplus, MMCmobile\*, MMCmicro\*  
Memory Stick™  
Memory Stick Duo™\*  
Memory Stick Micro™\*  
Memory Stick PRO™  
Memory Stick PRO Duo™\*  
Memory Stick PRO-HG Duo\*  
MagicGate™ Memory Stick  
MagicGate Memory Stick Duo™\*  
xD-Picture Card™  
xD-Picture Card Types H, M, M+

CompactFlash®  
Microdrive™

\* Adapter required

The image files on your card must meet these requirements:

<b>File format</b>	JPEG with the Exif version 2.21 standard
<b>Image size</b>	80 × 80 pixels to 9200 × 9200 pixels
<b>Number of files</b>	Up to 999 (If there are more than 999 photos on the card, you can select a group of photos to display. See your online <i>Epson Information Center</i> .)

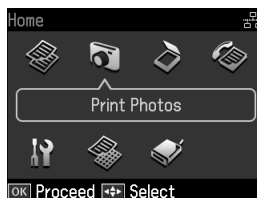
2. To remove the card, make sure the memory card access light is not flashing, then pull the card straight out of its slot.

**Caution:**

Do not remove the card or turn off the product while the memory card access light is flashing; you may lose data on the card.

## Selecting Photos From the Screen

1. Load Epson photo paper. See page 7 for a list.
2. Press the Home button until Print Photos is selected, then press OK.
3. Press ◀ or ▶ to select View and Print Photos, then press OK.
4. Press ◀ or ▶ to move through your photos and display the one that you want to print.
5. To print more than one copy, press + or - to select the number of copies you want of that photo.
6. If you want to crop your photo and enlarge the resulting image area to fit onto your paper, press Display/Crop.

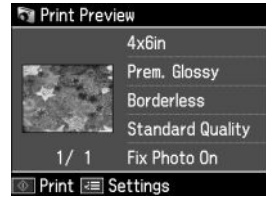


- To resize the image area, press + or -.
- To move the image area, use the arrow buttons.
- To rotate the image area, press Menu.

To check the zoomed image, press OK. Press OK again if you are satisfied with the changes, or press Back if you need to make further edits.

7. Press ◀ or ▶ to view other photos, select the number of copies, and crop, if desired.

8. When you're done selecting and cropping photos, press **OK**. You see the Print Preview screen:
9. To change any of the print settings displayed on the screen, press **Menu**, press ◀ or ▶ to select **Print Settings**, press **OK**, and select your settings. After you finish selecting your settings, press **OK** again.
10. To change any of the photo adjustments displayed on the screen, press **Menu**, ◀ or ▶ to select **Photo Adjustments**, press **OK**, and select your settings. After you finish selecting your settings, press **OK** again.
11. When you're ready to print, press ⬠ **Start**.



To cancel printing, press ⏹ **Stop/Clear Settings**.

**Note:**

To switch the display screen from displaying one photo at a time to 9 photos at a time, press the **Display/Crop** button 3 times when viewing your photos.

# Printing From Your Computer

This section describes the basic steps for printing a photo or document stored on your Windows® or Macintosh® computer. For detailed instructions on printing, see the online *Epson Information Center*.

Before you start, make sure you've installed your printer software and connected the product to your computer as described on the *Start Here* sheet.

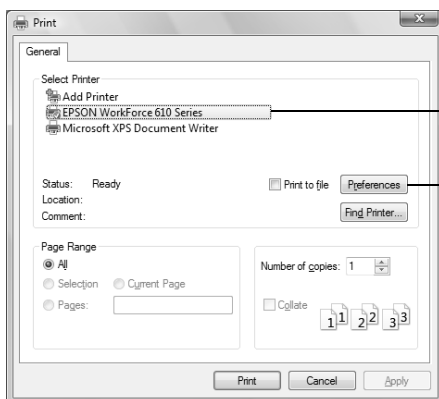
## Tip:

It's a good idea to check for updates to your product's software. See page 44 for instructions.

---

## Printing in Windows

1. Open a photo or document in an application.
2. Open the File menu and select **Print**. You see a window like this one:



Select EPSON WorkForce 610 Series

Click here to open your printer software

3. Select your product, then click the **Preferences** or **Properties** button.

## Note:

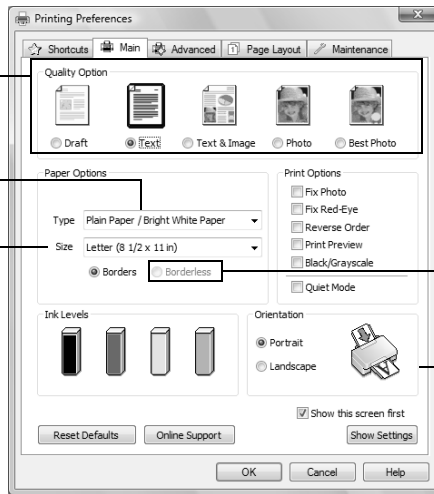
If you see a **Setup**, **Printer**, or **Options** button, click it. Then click **Preferences** or **Properties** on the next screen.

4. On the Main tab, select the basic print settings. Make sure you choose the correct paper **Type** setting for the paper you are using (see page 34).

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

Select your paper **Type**

Select your paper **Size**



Click here for borderless photos

Select your document or photo **Orientation**

**Note:**

For quick access to the most common settings, click the **Shortcuts** tab and select one of the presets. You can create your own presets by clicking the **Save Settings** button on the **Advanced** tab. For details, see your online *Epson Information Center*.

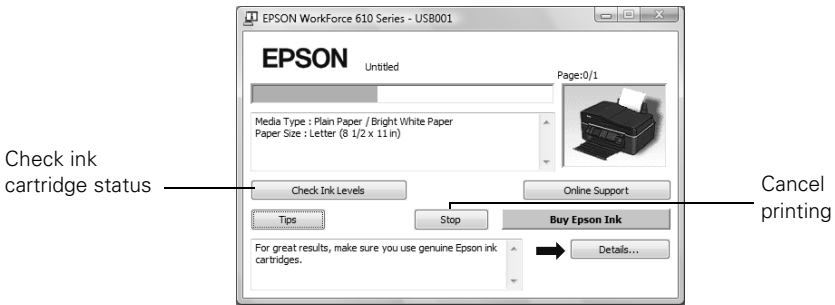
5. To improve the color, contrast, and sharpness of photos, select **Fix Photo**.
6. To reduce or remove red-eye effects in photos, select **Fix Red-Eye**.
7. If you want to reduce or enlarge your printout, or print double-sided, click the **Page Layout** tab and select settings as necessary.
8. For more printing options, click the **Advanced** tab.

**Note:**

For more information about print settings, click **Help** or see your online *Epson Information Center*.

9. Click **OK** to save your settings.

10. Click **OK** or **Print** to start printing. This window appears and shows the progress of your print job.



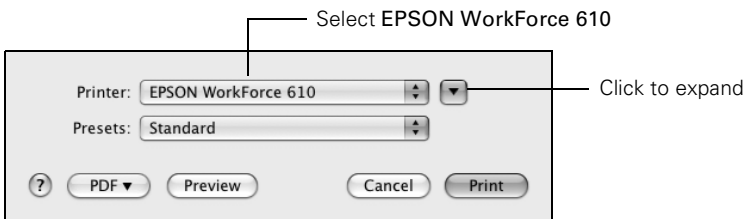
---

## Printing With a Macintosh

See the section below for your Mac<sup>®</sup> operating system.

### **Mac OS<sup>®</sup> X 10.5**

1. Open a photo or document in an application.
2. Open the **File** menu and select **Print**.
3. Select your product as the **Printer** setting.

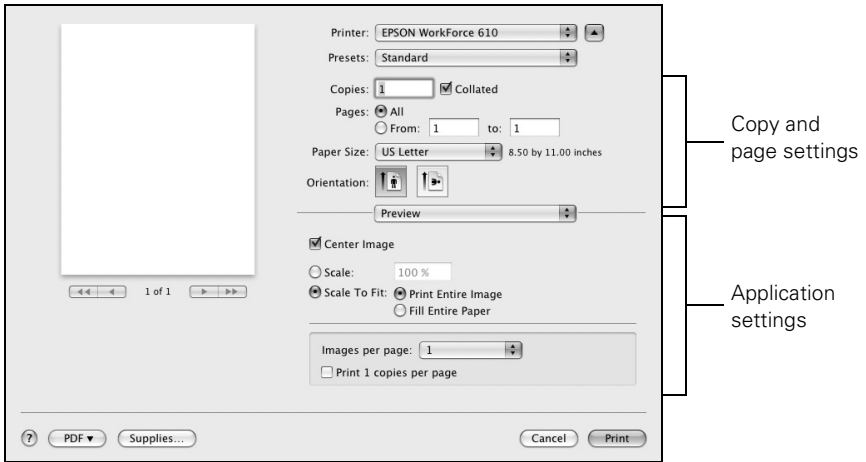


4. Click ▼ to expand the Print window, if necessary.

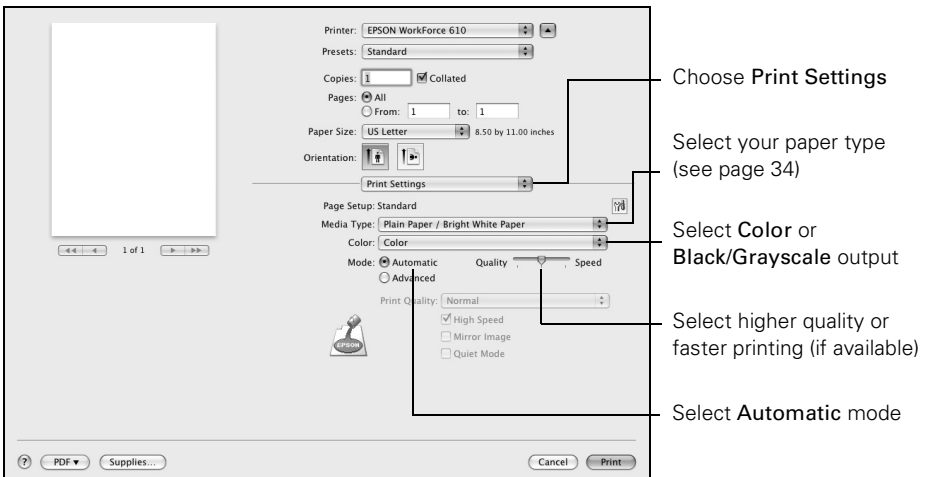
- Select the basic page setup options. For borderless photos, choose a **Paper Size** setting with a **Sheet Feeder - Borderless** option.

**Note:**

If the setting you want isn't shown (for example, **Scale**), check for it in your application before printing. Or check for it in the settings for your application at the bottom of this window. (If you're printing from Preview, you see the settings shown below.)




- Choose **Print Settings** from the pop-up menu, then select the following print settings:

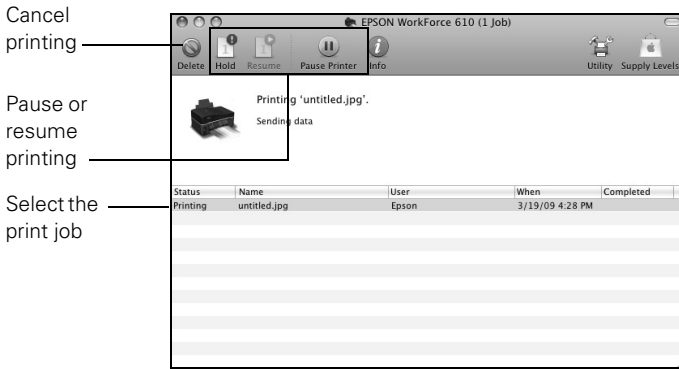


- Choose any other printing options you may need from the pop-up menu. See the online *Epson Information Center* for details.

**Note:**

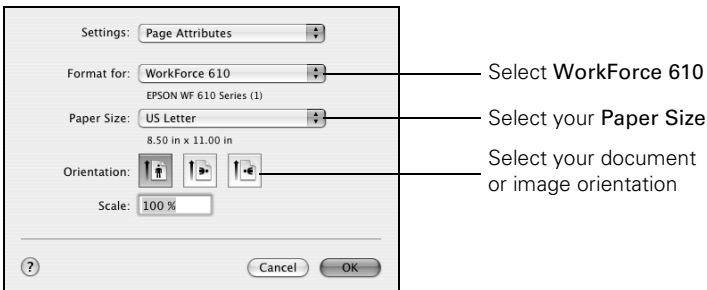
To reduce or remove red-eye effects in photos, choose **Extension Settings** from the pop-up menu and select **Fix Red-Eye**.

- Click **Print**.
- To monitor your print job, click the  printer icon in the dock. Select your print job, then select an option to cancel, pause, or resume printing, if necessary.



## Mac OS X 10.3 and 10.4

- Open a photo or document in an application.
- Select **Page Setup** from the File menu. Select the following settings:

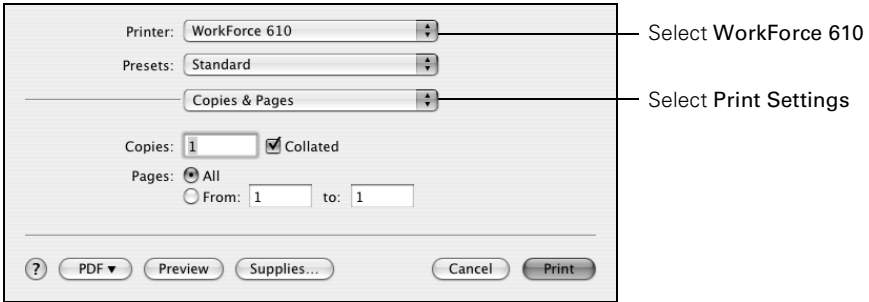


For borderless photos, choose a **Sheet Feeder - Borderless** option in the Paper Size list for your paper size.

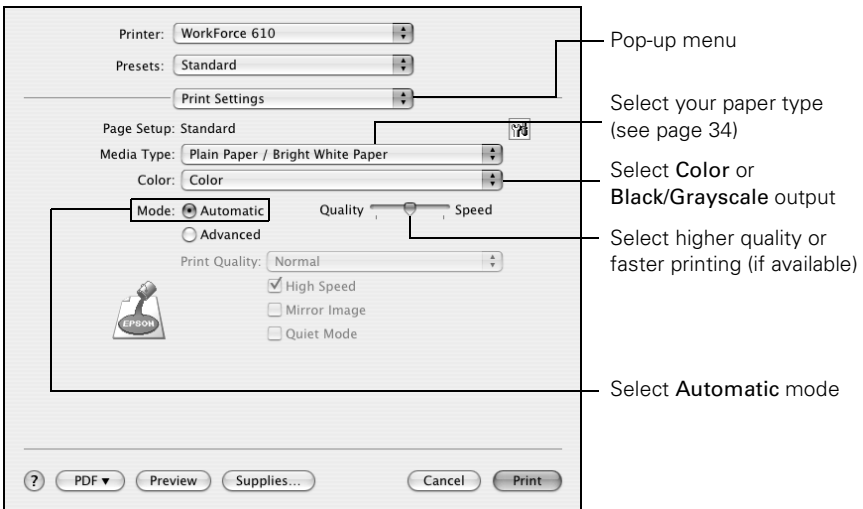
- Click **OK** to close the Page Setup window.



4. Select **Print** from the File menu. You see a window like this one:



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



**Note:**


In certain programs, you may need to select **Advanced** before you can select **Print Settings**. For more information about printer settings, click the ? button.

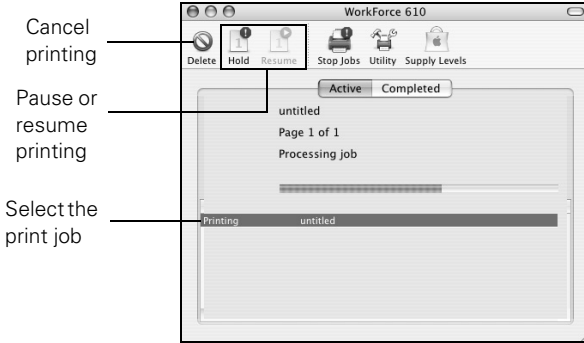
6. Click the **Advanced** button to change additional settings.

**Note:**

For more information on advanced settings click ?.

7. Choose any other printing options you may need from the pop-up menu. See the online *Epson Information Center* for details.
8. Click **Print**.

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



## Selecting the Correct Paper Type

Select the correct **Type** (see page 29) or **Media Type** (see page 33) setting in your printer software. This tells the product what kind of paper you're using, so the ink coverage can be adjusted accordingly.

For this paper/media	Select this setting
Plain paper Epson Bright White Paper Epson Presentation Paper Matte Epson Photo Quality Self-adhesive Sheets Epson Iron-on Cool Peel Transfer	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
Envelopes	Envelope

# Scanning a Document or Photo

You can use your product to scan original documents and photos and save them as digital files on your computer or other device.

The Epson Scan software provides three scanning modes:

- **Office Mode** previews your image and scans text documents quickly.
- **Home Mode** previews your image and provides preset options for scanning.
- **Professional Mode** previews your image and provides a full array of tools.

**Note:**

For detailed scanning instructions, see the online *Epson Information Center*.

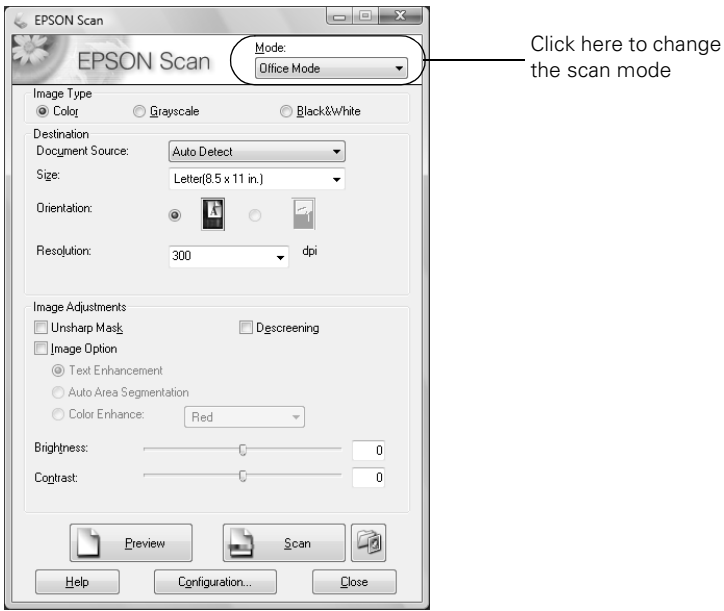
---

## Basic Scanning

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

1. Open the document cover and place your original face-down on the scanner glass, in the back left corner, as shown on page 9.
2. Close the cover gently so you don't move the original.
3. Do one of the following to start Epson Scan:
  - **Windows:**  
Double-click the **EPSON Scan** icon on your desktop.
  - **Macintosh:**  
Double-click **EPSON Scan** in the Applications folder.
  - If you are scanning from an application, start your application. Then open the File menu, choose **Import** or **Acquire**, and select your product.

4. Epson Scan opens in Office Mode the first time you use it. (You can change the scan mode using the Mode selector in the upper right corner.)



**Note:**

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

5. Click **Scan**.

**Note:**

If you started Epson Scan by double-clicking **EPSON Scan**, you see a File Save Settings window. Select the name, location, and format (such as PDF) for your scanned document, then click **OK**.

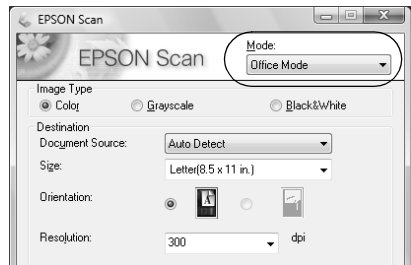
6. If you started Epson Scan by double-clicking **EPSON Scan**, open the file by double-clicking it in Windows Explorer or Macintosh Finder.

If you started Epson Scan from another application, your scanned image appears in the application's window.

# Scanning Multiple Pages

You can scan a document and save it on your computer in PDF or another format. With the Automatic Document Feeder, you can scan up to 30 letter- or A4-size or 10 legal-size pages at a time.

1. Place your document in the Automatic Document Feeder (see page 10).
2. Do one of the following to start Epson Scan:
  - **Windows:** Double-click the EPSON Scan icon on your desktop.
  - **Macintosh:** Double-click EPSON Scan in the Applications folder.
3. Select **Office Mode** in the upper right.
4. Select the **Image Type**.
5. Select **Auto Detect** or **ADF** (Automatic Document Feeder) as the **Document Source** setting.
6. Select the **Size** of the originals and their **Orientation** on the scanner.
7. Select the scanning **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
8. Click the **Preview** button to scan and eject the first page. Place the page back on top of the other pages and reload them in the feeder.
9. If desired, draw a marquee (or box) around the area you want to scan in the Preview window. Adjust the image quality, if necessary. See the online *Epson Information Center* for details.
10. Click **Scan** and select the name, location, and format (such as PDF) for your scanned document. Then click **OK**.



To open the file, double-click it in Windows Explorer or Macintosh Finder.

# Maintaining Your All-in-One

Follow the steps here to check and clean the print head, and replace ink cartridges. To align the print head, if necessary, see the online *Epson Information Center*.

## Checking the Print Head Nozzles

If your printouts are faint or have gaps in them, the print head nozzles may be clogged. Follow these steps to check the print head nozzles:

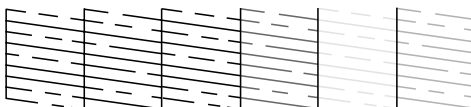
1. Load letter- or A4-size plain paper in the sheet feeder (see page 6).
2. Press the Home button.
3. Press ◀, ▶, ▲, or ▼ to select **Setup**, then press OK.
4. Press ◀ or ▶ to select **Maintenance**, then press OK.  
You see this screen:
5. Select **Nozzle Check** and press OK.
6. Press ⬢ Start.
7. Check the nozzle check pattern that prints to see if there are gaps in the lines.



Nozzles  
are clean



Nozzles need  
cleaning



8. If there are no gaps, the print head is clean. Select **Finish Nozzle Check** and press OK.

If there are gaps or the pattern is faint, select **Head Cleaning** and press OK. Then press ⬢ Start to clean the print head.

# Cleaning the Print Head

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

## Note:

You cannot clean the print head if an ink cartridge is expended, and may not be able to clean it when a cartridge is low. You must replace the cartridge first (see page 42).

1. Load letter- or A4-size plain paper in the sheet feeder (see page 6).
2. Press the **Home** button.
3. Press ◀, ▶, ▲, or ▼ to select **Setup**, then press **OK**.
4. Press ◀ or ▶ to select **Maintenance**, then press **OK**.  
You see this screen:
5. Select **Head Cleaning** and press **OK**.
6. Press ◊ **Start**.



Cleaning takes about 2 minutes. When it's finished, you see a message on the display screen.

## Caution:

Never turn off the printer during a cleaning cycle or you may damage it.

7. Select **Nozzle Check** and press **OK**. Then press ◊ **Start** to run a nozzle check and confirm that the print head is clean.
8. If there are still gaps or the pattern is faint, repeat steps 5 through 7 to run another cleaning cycle and check the nozzles again.
9. Select **Finish Nozzle Check** and press **OK** when you're done.

## Note:

If you don't see any improvement after cleaning the print head four times, turn off your product and wait at least six hours to let any dried ink soften. Then try printing again.

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

---

# Checking the Ink Cartridge Status

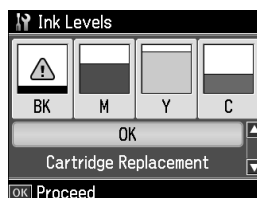
Your product will let you know when an ink cartridge is low or expended by displaying a message on its display screen or your computer. You cannot print or copy when an ink cartridge is expended even if the other cartridges are not expended. Replace any expended cartridges before printing or copying.

To check ink cartridge status from the display screen anytime, follow these steps:

1. Press the **Home** button.
2. Press ◀ or ▶ to select **Setup** and press **OK**.
3. Press ◀ or ▶ to select **Ink Levels**, then press **OK**. You see a screen like this:

A cartridge marked with ⚠ is getting low on ink. See page 42 to replace the cartridge, if necessary.

4. Press **OK** to exit.



A window may appear on your computer screen when you try to print when ink is low. This window can optionally display ink offers and other updates retrieved from an Epson website.

**Note:**

To disable checking for ink offers or updates from Epson, see the instructions in your online *Epson Information Center*.



---

# Purchasing Epson Ink Cartridges

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

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

Ink color	Standard-capacity	High-capacity	Extra High-capacity
Black	69	68	97
Magenta	69	68	—
Yellow	69	68	—
Cyan	69	68	—

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

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

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

# Replacing Ink Cartridges

Make sure you have a new ink cartridge before you begin. You must install new cartridges immediately after removing the old ones.

## Caution:

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

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

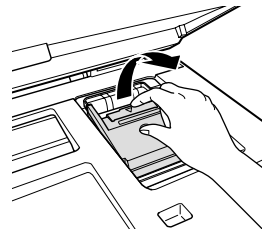
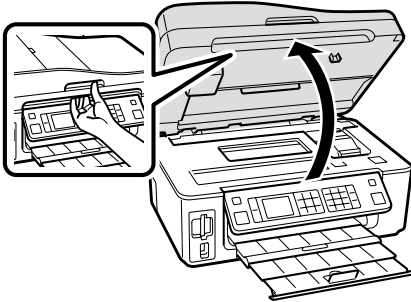
1. Turn on your product.

If a cartridge is expended, you see a message on the display screen. Note which cartridges need to be replaced and press **OK**. (You cannot print until you have replaced any expended ink cartridges.)



If you're replacing a cartridge before you see a message on the display screen, press the **Home** button, press **◀**, **▶**, **▲**, or **▼** to select **Setup**, then press **OK**. Press **◀** or **▶** to select **Maintenance**, then press **OK**. Select **Ink Cartridge Replacement** and press **OK**.

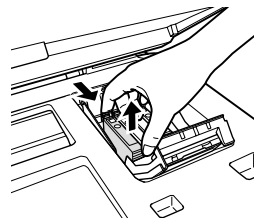
2. Lift up the scanner, then open the cartridge cover.



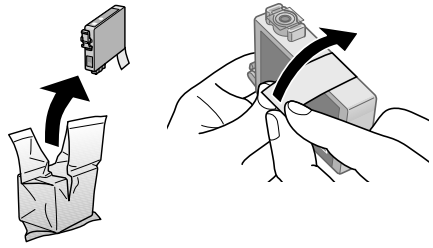
3. Squeeze the tab on the cartridge and lift it straight up. Dispose of it carefully. Do not take the used cartridge apart or try to refill it.

## 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.



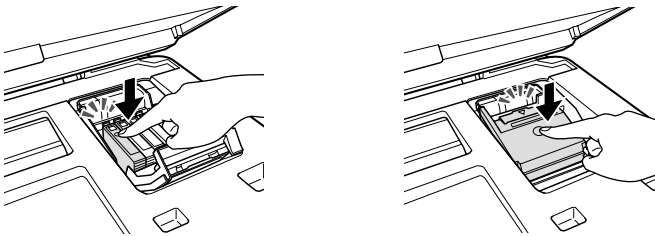
4. Before you open the new cartridge package, shake it gently four or five times. Then remove the cartridge from the package. Do not touch the green chip on the side.
5. Remove the yellow tape from the bottom of the ink cartridge.



**Caution:**

Do not remove any other labels or seals, or ink may leak.

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



7. Once you replace all the cartridges that need replacing, close the cartridge cover and push it down until it clicks into place.
8. Lower the scanner.
9. Press **OK** to begin charging the ink. This takes about 3 minutes. When you see a completion message on the display screen, ink charging is finished.

**Caution:**

Never turn off your product while ink is charging or you'll waste ink. If you see an ink replacement message on the display screen, press **OK** and press down all the cartridges securely. Then press **OK** again.

**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.

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

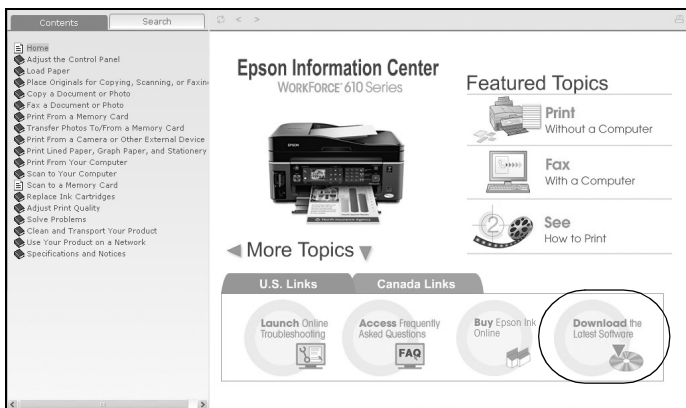
# Solving Problems


If you have a problem with your product, check the messages on the LCD display screen to diagnose the cause. You can also check “Problems and Solutions” on page 46 or see the online *Epson Information Center* for more detailed help.

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## Checking for Software Updates

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



With Windows, you can right-click the printer icon on your task bar and select **Driver Update**. You can also Click  or **Start**, select **All Programs** or **Programs**, select **EPSON**, select your printer's folder, and click **Driver Update**.

# Error Indicators

LCD display screen message	Problem and solution
Paper jam. Open the scanner unit and remove the jammed paper. Then close the scanner unit and press $\diamond$ . See your documentation or Epson.com.	Paper is jammed. Carefully remove the jam (see page 47).
Paper jam. Open the scanner unit, remove jammed paper, then power off and on again. For details, see your documentation or Epson.com.	
Communication error. Make sure the computer is connected, then try again.	Make sure the computer is connected correctly. If the error message still appears, make sure that scanning software is installed on your computer and that the software settings are correct.
A printer error has occurred. Turn power off and then on again. For details, see your documentation or Epson.com.	Turn your product off, make sure no paper is jammed inside (see page 47), and turn it back on. If the error is not resolved, contact Epson for help (see page 50).
A scanner error has occurred. Turn power off and then on again. If the error is not fixed, visit Epson.com for technical support.	Turn your product off and then back on. If the error is not resolved, contact Epson for help (see page 50).
The printer's ink pads are nearing the end of their service life. Please contact Epson Support.	Parts inside your product are at the end of their service life. Contact Epson for help (see page 50).
The printer's ink pads are at the end of their service life. Please contact Epson Support.	


LCD display screen message	Problem and solution
Error in the data. The document cannot be printed. The data is not available because of a malfunction in the sending device.	See the documentation for the device transmitting the data.
Error in the data. The document may not be printed correctly. A part of the data is corrupted or cannot be buffered.	
Cannot recognize the device.	The memory card or storage device is not inserted correctly or there is a problem with the card or device. Remove it and check the card or device. If you're using a memory card, make sure it is compatible with your product (see page 25).
Cannot recognize the memory card or disk.	
Backup Error. Error Code xxxxxxxx	A problem occurred and backup was canceled. Make a note of the error code and contact Epson for help (see page 50).

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## Problems and Solutions

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

**Note:**

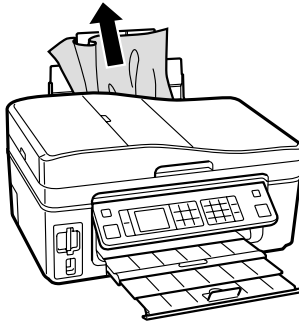
If the screen is dark, your product is in sleep mode to save power. Press any button (except the  On button) to wake it up.

### *Printing and Copying Problems*

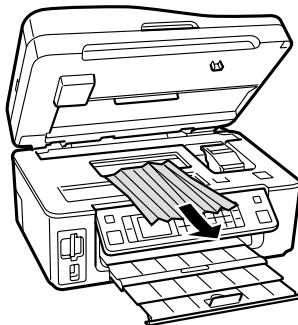
- Make sure your paper is loaded printable side up (usually the whiter, brighter, or glossy side). Load it short edge first, and against the right edge guide. Don't load paper above the arrow mark inside the guide.
- Make sure the type of paper you loaded matches the paper size and paper type settings on the control panel when copying (see page 11), when faxing (see page 24), or in your printer software (see page 34).
- Make sure your original is positioned against the back left corner of the scanner glass. If the edges are cropped, move your original away from the edges slightly.

## Paper Feeding Problems

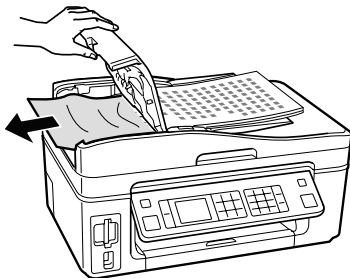
- If paper doesn't feed correctly, remove it from the sheet feeder. Tap the edges to align the stack of paper and flip through the stack to separate the sheets a little. Then reload the paper against the right side, and slide the left edge guide against the paper (but not too tightly).
- Do not load too many sheets at once (see page 6).
- Do not load paper with holes punched in it.
- If paper has jammed:
  1. Press **Start** to eject the jammed paper.
  2. If paper is still jammed, gently pull it out from the output tray or sheet feeder.



3. If paper is stuck inside, press the **On** button to turn off the printer. Then lift the scanner, remove the jammed paper and torn pieces, close the scanner, and turn the printer back on.



- If documents don't feed correctly in the Automatic Document Feeder, make sure the corners of the paper are not bent, folded, or curled up. Do not load too many sheets at once (see page 10).
- If documents have jammed in the Automatic Document Feeder:
  1. Open the ADF cover and pull any paper out to the left.



**Caution:**

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

2. Select **Yes** or press **OK** to clear any messages on the display screen.
3. Reload the paper.

## ***Faxing Problems***

- Make sure the recipient's fax machine is turned on and working.
- Make sure the **LINE** port on your product is connected to a telephone wall jack. Verify that the telephone wall jack works by connecting a phone to it.
- If the line has static, press the **Home** button and select **Setup**. Press ◀ or ▶ to select **Fax Setting**, press **OK**, select **Communication**, then press **OK**. Turn off the **V.34** and **ECM** (Error Correction Mode) settings.
- If your product is connected to a DSL phone line, you must have a DSL filter connected to the phone jack. Contact your DSL provider for the necessary filter.



- If fax calls are disconnected when you hang up, make sure a phone or answering machine is connected to the EXT. port.
- If an answering machine is connected, be sure to set the number of rings to answer for receiving faxes to be greater than the number of rings for the answering machine (see page 17).

## ***Print Quality Problems***

If you have any problems with the copy or print quality, try these solutions:

- For the best print quality, use Epson special papers (see page 7) and genuine Epson ink cartridges (see page 42).
- If you notice light or dark bands across your printouts or they are too faint, run a nozzle check (see page 38) to see if the print head needs cleaning.
- If you notice jagged vertical lines, you may need to align the print head. See the online *Epson Information Center* for instructions.
- The ink cartridges may be low on ink. Check your cartridge status (see page 40) and replace cartridges, if necessary (see page 42).
- Make sure the document is placed flat against the scanner glass and your product is not tilted or placed on an uneven surface.
- Clean the scanner glass with a soft, dry, lint-free cloth (paper towels are not recommended and may permanently scratch the surface), or use a small amount of glass cleaner on a soft cloth, if necessary. Do not spray glass cleaner directly on the glass.
- Make sure your paper isn't damp or curled.
- Use a support sheet with special paper (such as a sheet of plain paper beneath the special paper sheet) or load your paper one sheet at a time. Remove sheets from the output tray so not too many collect at a time.
- Make sure that the paper support extensions are fully extended (see page 6).

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# Where to Get Help

## ***Epson Technical Support***

### **Internet Support**

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

### **Speak to a Support Representative**

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

- Product name (WorkForce 610 Series)
- Product serial number (located on the label in back)
- Proof of purchase (such as a store receipt) and date of purchase
- Computer configuration and description of the problem

Then call:

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

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

## ***Purchase Supplies and Accessories***

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

## ***Other Software Technical Support***

ArcSoft Print Creations™  
[www.arcsoft.com/support](http://www.arcsoft.com/support)

NewSoft® Presto! PageManager®  
(408) 503-1212  
Fax (408) 503-1201  
[ContactUs@newssoftinc.com](mailto:ContactUs@newssoftinc.com)

# Notices

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## Important Safety Instructions

Before using your product, read and follow the safety instructions here and in your online *Epson Information Center*:

- Be sure to follow all warnings and instructions marked on the product.
- Use only the type of power source indicated on the product label.
- Use only the power cord that comes with the product. Use of another cord may cause fires or shock. Do not use the cord with any other equipment.
- Place the product near a wall outlet where the plug can be easily unplugged.
- If you won't be using the product for a long period, unplug the power cord from the electrical outlet.
- Always turn off the product using the ⏻ On button, and wait until the ⏻ On light stops flashing before unplugging the printer or cutting off power to the electrical outlet.
- Avoid plugging the product into an outlet on the same circuit as a photo copier or air control system that regularly switches on and off, or on an outlet controlled by a wall switch or timer.
- Do not let the power cord become damaged or frayed.
- If you use an extension cord with the product, make sure the total ampere rating of the devices plugged into the extension cord does not exceed the cord's ampere rating. Also, make sure the total ampere rating of all devices plugged into the wall outlet does not exceed the wall outlet's ampere rating.
- Place the product on a flat, stable surface that extends beyond its base in all directions. It will not operate properly if it is tilted or at an angle.
- Before transporting the printer, make sure that the print head is in the home (far right) position and the ink cartridges are in place.
- When storing or transporting the product, do not tilt it, stand it on its side, or turn it upside down; otherwise ink may leak from the cartridges.
- Avoid placing the product in locations that are subject to rapid changes in heat or humidity, shocks or vibrations, or dust.
- Leave enough room around the product for sufficient ventilation. Make sure the back of the product is at least 4 inches (10 cm) away from the wall.
- Do not place the product near a radiator or heating vent or in direct sunlight.

- Do not block or cover openings in the product case or insert objects through the slots.
- Do not use aerosol products that contain flammable gases inside or around the printer. Doing so may cause fire.
- Do not press too hard on the document table when placing the originals.
- Do not open the scanner section while the product is in use.
- Do not touch the flat white cable inside the product, and be careful not to trap your fingers when lowering the scanner.
- Do not spill liquid on the product.
- Adjust only those controls that are covered by the operating instructions. Except as specifically explained in your documentation, do not attempt to service the product yourself.
- Unplug the product and refer servicing to qualified service personnel under the following conditions: if the power cord or plug is damaged; if liquid has entered the product; if the product has been dropped or the case damaged; if the product does not operate normally or exhibits a distinct change in performance.

**WARNING:**

The cords included with this product contain chemicals, including lead, known to the State of California to cause birth defects or other reproductive harm. **Wash hands after handling.** (This notice is provided in accordance with Proposition 65 in Cal. Health & Safety Code § 25249.5 and following.)

## ***LCD Screen Safety***

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

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

- Keep ink cartridges out of the reach of children and do not drink the ink.
- Be careful when you handle used ink cartridges; there may be ink remaining around the ink supply port. If ink gets on your skin, wash it off with soap and water. If it gets in your eyes, flush them immediately with water.
- Do not put your hand inside the product or touch any cartridges during printing.

- Install a new ink cartridge immediately after removing an expended one. Leaving cartridges uninstalled can dry out the print head and may prevent the product from printing.
- If you remove an ink cartridge for later use, protect the ink supply area from dirt and dust and store it in the same environment as the product. Note that there is a valve in the ink supply port, making covers or plugs unnecessary, but care is needed to prevent the ink from staining items that the cartridge touches. Do not touch the ink cartridge ink supply port or surrounding area. Do not store the cartridge upside down.
- Do not shake ink cartridges after opening their packages; this can cause leakage.

## ***Telephone Equipment Safety Instructions***

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

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

### **Caution:**

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

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## **Epson America, Inc. Limited Warranty**

**What Is Covered:** Epson America, Inc. (“Epson”) warrants to the original retail purchaser that the Epson printer covered by this limited warranty statement, if purchased and operated only in the United States or Canada, will be free from defects in workmanship and materials for the warranty period, as measured from the date of original purchase. The “warranty period” means two years, if you registered your printer purchase with Epson within 60 days of purchase, and one year otherwise. For residents of California or Quebec, failure to submit the product registration form does not diminish your warranty rights. For warranty service, you must provide proof of the date of original purchase.

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

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

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

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WARRANTY OR ANY OTHER LEGAL THEORY. IN NO EVENT SHALL EPSON OR ITS AFFILIATES BE LIABLE FOR DAMAGES OF ANY KIND IN EXCESS OF THE ORIGINAL RETAIL PURCHASE PRICE OF THE PRODUCT.

In Canada, warranties include both warranties and conditions.

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

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

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

You can also write to:

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

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## Declaration of Conformity

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

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

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

Trade Name: Epson  
Type of Product: Multifunction printer  
Model: C363B

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# FCC Compliance Statement

## *For United States Users*

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the back side is a label that contains, among other information, the FCC registration number and the **ringer equivalence number (REN)** for this equipment. You must, upon request, provide this information to your local telephone company. The information associated with the services the equipment is to be connected are REN: **0.1B**, Jack type: **RJ-11C**.

The REN is useful to determine the quantity of devices that you may connect to your telephone line and still have all of those devices ring when your telephone number is called. In most, but not all areas, the sum of the RENs of all devices connected to one line should not exceed five (5.0). To be certain of the number of devices that you may connect to your line, you may want to contact your local telephone company to determine the maximum REN for your calling area. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format **US: BKMFA01BC363B**. The digits represented by 01B are the REN without a decimal point (e.g., 01B is a REN of 0.1B). For earlier products, the REN is separately shown on the label.

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

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

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

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

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



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

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. In order to program this information into your fax machine, follow the instructions in “Entering Fax Header Information” on page 18.

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

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment Model C363B does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

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

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

## **WARNING**

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

## **For Canadian Users**

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

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

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

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

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

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

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