EPSON®

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WF-5690 User's Guide

Contents

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WF-5690 User's Guide

Welcome to the WF-5690 *User's Guide*.

For a printable PDF copy of this guide, click here.

Product Basics

See these sections to learn about the basic features of your product.

Note: Printing software instructions in this manual are intended for use with the standard Epson printer software. For more information on using the Printer Command Language (PCL) or PostScript (PS3) printer software, please see the appropriate sections.

Using the Control Panel
Product Parts Locations
Checking for Software Updates
Using Eco Mode and Other Power Saving Settings
Epson Connect Solutions for Smartphones, Tablets, and More
Using AirPrint
Using Google Cloud Print
Using Fire OS Printing
Using Windows 10 Mobile Printing

Using the Control Panel

See these sections to learn about the control panel and select control panel settings.

Control Panel Buttons and Lights
Setting a Password and Locking the Control Panel
Changing LCD Screen Language
Adjusting Control Panel Sounds
Adjusting the Screen Brightness
Turning Off the Operation Time Out Setting

Parent topic: Product Basics

Control Panel Buttons and Lights
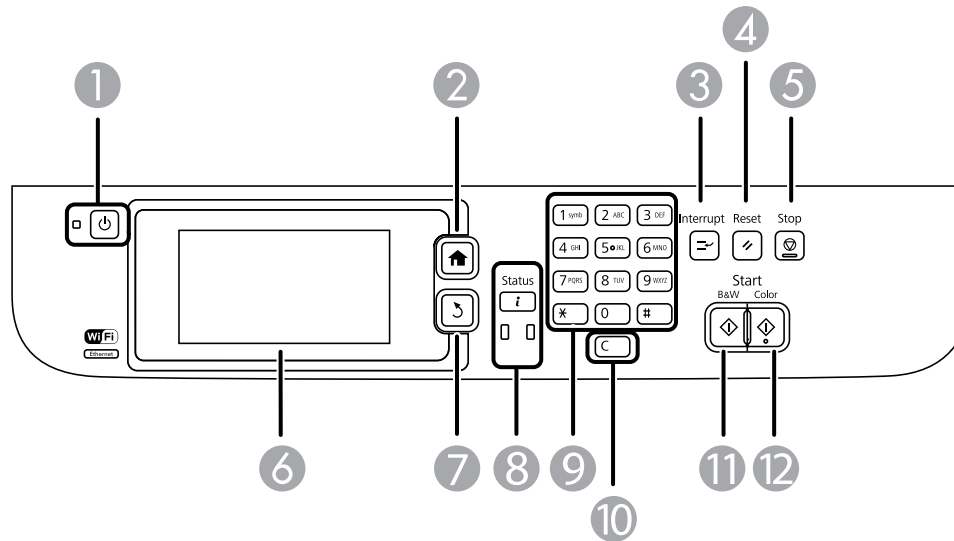
1	The ⏻ power button and light
2	The 🏠 home button
3	The ⬒↵ **Interrupt** button
4	The ⚡ **Reset** button
5	The ▽ **Stop** button
6	The LCD screen
7	The ↺ back button
8	The *i* **Status** button and lights
9	The numeric keypad
10	The **C** clear button
11	The ◇ **B&W** button
12	The ◇ **Color** button

Parent topic: Using the Control Panel

Status Icon Information

Your product may display status icons on the LCD screen for certain product status conditions. Press to view or change the current network settings.

Icons	Description
ⓘ	Displays additional information or instructions, such as on loading paper or placing a document.
ADF	A document is in the Automatic Document Feeder (ADF).
i ⚠	One or more of the ink cartridges are running low on ink or the maintenance box is nearly full. Press the *i* **Status** button to open the Status Menu, select **Printer Information**, and check the status of the consumables.
i ⊗	One or more of the ink cartridges are expended or the maintenance box is full. Press the *i* **Status** button to open the Status Menu, select **Printer Information**, and check the status of the consumables.
	Unread or unprinted fax data is stored in the product. If you have set up the product to save received faxes on a computer or external storage device, this icon may also indicate that received faxes have not been saved on the computer or storage device.
	Fax memory usage.
⚠ 100%	Fax memory is full. Delete received faxes you have already read or printed. If you have set up the product to save received faxes on a computer or external storage device, turn on the computer or connect the storage device to the product.
	A fax is sending or receiving.
	A Wi-Fi or an Ethernet connection is being processed.

Icons	Description
	No Ethernet connection.
	An Ethernet connection has been established.
	No Wi-Fi connection.
	A Wi-Fi network error has occurred or the product is searching for a connection.
	A Wi-Fi connection has been established. The number of bars indicates the connection's signal strength.
Adhoc	An Ad hoc connection has been established.
Direct	A Wi-Fi Direct mode connection has been established.
AP	A Simple AP mode connection has been established.
	Access to the product's functions are restricted to authorized users. Press the icon to log in to the printer. (You need to enter a user name and password.) Contact your administrator if you do not know the login information.
	Access to the product's functions are restricted to authorized users and a user is currently logged in. Press the icon to log out.

Note: If you see a numbered icon on top of the **Fax** icon on your product's LCD screen, received faxes have been temporarily saved to the product's memory.

Parent topic: Control Panel Buttons and Lights

Status Button Information

Press the *i* **Status** button on the control panel to view the current product and job status.

Function	Description
Printer	Displays the status of consumables and any errors that have occurred with the product. Select the error from the list to display the error message.
Job Monitor	Displays the current job and any jobs waiting to be processed.
Job History	Displays the job history and any error codes for failed jobs in the history.
Job Storage	Select **Inbox** to display received faxes stored in the product's history.
Confidential Job	Displays jobs that require a password to print.

Parent topic: Control Panel Buttons and Lights

Setting a Password and Locking the Control Panel

You can set an administrator password to lock the following settings and prevent them from being changed:

- System Administration Setup settings

- Eco mode settings

- Presets

- Contacts

Note: For more information on administration settings, see the *Administrator's Guide*.

1. Press the ⌂ home button, if necessary.

2. Select **Setup**.

You see a screen like this:

3. Scroll down and select **Admin Settings**.

4. Select **Admin Password**.

5. Select **Register**.

   You see a screen like this:

6. Use the displayed keyboard to enter a password, and press [↵].

7. Enter your password again to confirm.

8. Select **OK**.

9. Select **Lock Setting** and select **On**.

When the control panel is locked, you must enter the password to access any of the locked settings.

Note: If you forget your password, contact Epson for assistance.

Parent topic: Using the Control Panel

Entering Characters on the LCD Screen

Follow these guidelines to enter characters for passwords and other settings.

- To move the cursor, select [◄] or [►].

- To change the case of letters, select [⇧].

- To delete the previous character, select [⌫].

- To enter numbers or symbols, select [123#].

- To enter a space, select [␣].

Parent topic: Setting a Password and Locking the Control Panel

Using Presets

You can save frequently used copy, fax, and scan settings as presets. This lets you easily reuse them whenever necessary.

Note: Presets can be locked by an administrator. If you cannot access or change presets, contact your administrator for assistance.

1. Press the 🏠 home button, if necessary.
2. Select **Presets**. Enter the Administrator password, if necessary.

You see a screen like this:
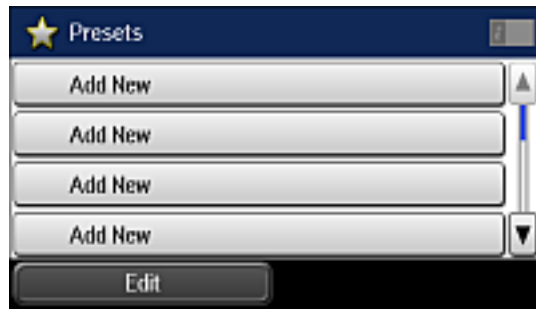
3. Select **Add New**.

4. Select the function for which you want to set up a preset.

   You see the main screen for that function, such as the Copy screen:

5. Select the settings you want to save, and select **Save**.

You see a screen like this:

6. Use the displayed keyboard to enter a name for the preset and press ⏎.

7. Select **Save**.

When you copy, fax, or scan, you can use the preset by selecting **Presets** and selecting your preset from the list.

Parent topic: Setting a Password and Locking the Control Panel

Related tasks
Entering Characters on the LCD Screen

Changing LCD Screen Language

You can change the language used on the LCD screen.

Note: This setting can be locked by an administrator. If you cannot access or change this setting, contact your administrator for assistance.

1. Press the ⌂ home button, if necessary.

2. Select **Setup**.

You see a screen like this:

3. Scroll down and select **System Administration**.

4. Select **Common Settings**.

5. Scroll down and select **Language**.

6. Select a language.

Parent topic: Using the Control Panel

Adjusting Control Panel Sounds

You can adjust the sound level heard when you press buttons on the control panel.

Note: This setting can be locked by an administrator. If you cannot access or change this setting, contact your administrator for assistance.

1. Press the 🏠 home button, if necessary.

2. Select **Setup**.

You see a screen like this:

3. Scroll down and select **System Administration**.

4. Select **Common Settings**.

5. Select **Sound**.

6. Select **Button Press**.

7. Press ◀ to decrease or ◀ to increase the sound.

8. Select **OK**.

Note: You can also adjust the **Sound Type** and the sound level for various product functions.

Parent topic: Using the Control Panel

Adjusting the Screen Brightness

You can adjust the brightness of the LCD screen.

1. Press the ⌂ home button, if necessary.

2. Select **Setup**.

You see a screen like this:

3. Scroll down and select **System Administration**.

4. Select **Common Settings**.

5. Select **LCD Brightness**.

6. Adjust the screen brightness by selecting a brightness level or by pressing the left and right arrow buttons.

7. Select **OK** to exit.

Parent topic: Using the Control Panel

Turning Off the Operation Time Out Setting

The Operation Time Out setting causes the LCD screen to return to the Home screen after a few minutes of inactivity. This feature is enabled by default, but you can turn it off.

Note: This setting can be locked by an administrator. If you cannot access or change this setting, contact your administrator for assistance.

1. Press the 🏠 home button, if necessary.

2. Select **Setup**.

You see a screen like this:

3. Scroll down and select **System Administration**.

4. Select **Common Settings**.

5. Scroll down and select **Operation Time Out**.

6. Select **Off**.

Parent topic: Using the Control Panel

Product Parts Locations

See these sections to identify the parts on your product.

Product Parts - Top
Product Parts - Inside
Product Parts - Back

Parent topic: Product Basics

Product Parts - Top
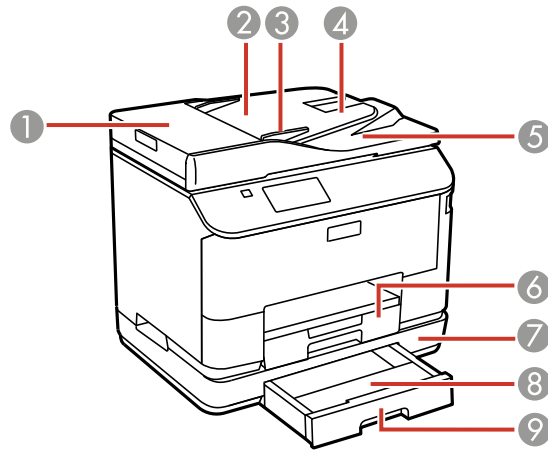
1	ADF cover
2	Automatic Document Feeder (ADF)
3	Edge guide
4	ADF input tray
5	ADF output tray
6	Paper cassette 1
7	Optional paper cassette unit
8	Optional paper cassette cover
9	Optional paper cassette 2
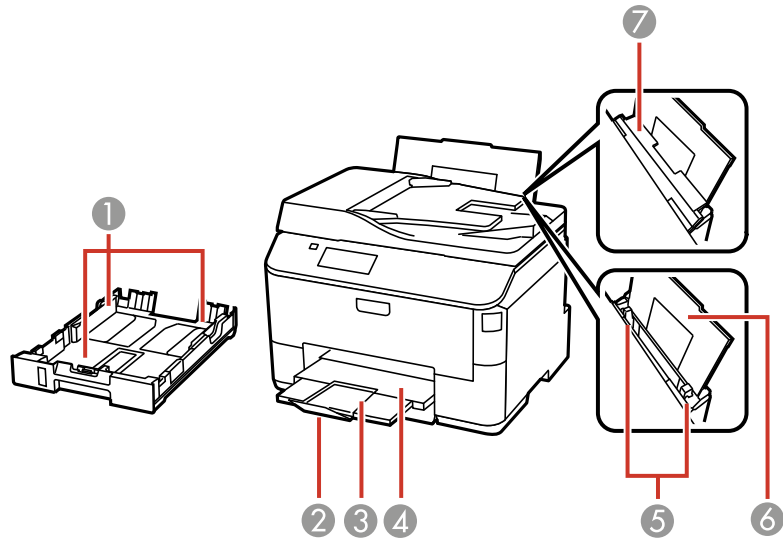
1   Edge guides

2   Paper stopper

3   Output tray extension

4   Output tray

5   Edge guides

6   Rear paper feed slot

7   Feeder guard
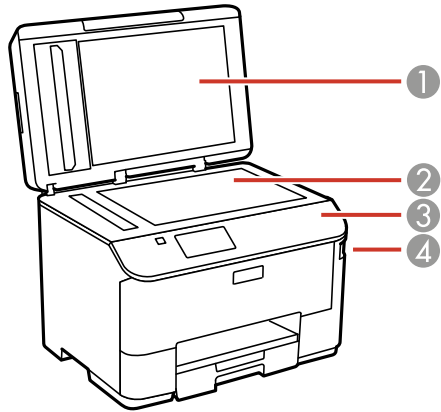
1	Document cover
2	Scanner glass
3	Control panel
4	USB Type A port for external devices

Parent topic: Product Parts Locations

Product Parts - Inside
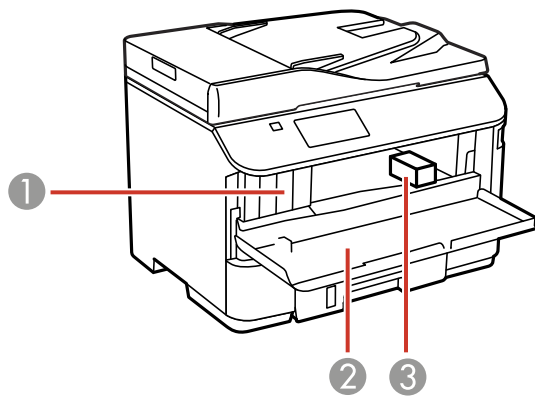
1   Ink cartridge slots

2   Front cover

3   Print head

Parent topic: Product Parts Locations

Product Parts - Back
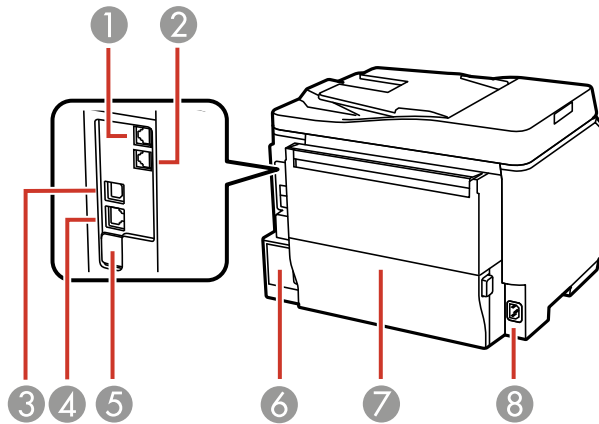
1   **Line** port

2   **EXT** port

3   **USB** port

4   **LAN** port

5   Service USB port (do not remove sticker)

6   Maintenance box

7   Rear cover

8   AC inlet

Parent topic: Product Parts Locations

Checking for Software Updates

Periodically, it's a good idea to check Epson's support website for free updates to your product software. Visit the driver download site at (U.S. downloads or Canadian downloads).

- **Windows**: Your printer software automatically checks for updates. You can also manually update the software by selecting **Software Update** here:

  - Accessing the Windows Desktop and right-clicking the product icon in the Windows taskbar

  - On the **Maintenance** tab in the printer settings window

  You can also update the software by selecting **EPSON Software Updater** in the **EPSON** or **EPSON Software** program group, accessible by the **Start** button, or on the **Start** or **Apps** screens, depending on your version of Windows.

- **OS X**: You can manually update the software by opening the **Applications** > **Epson Software** folder and selecting **EPSON Software Updater**.

Parent topic: Product Basics

Using Eco Mode and Other Power Saving Settings

Your product enters sleep mode automatically and turns off the LCD screen if it is not used for a period of time. You can make the time period shorter and select other options to save energy and resources.

Changing the Eco Settings
Changing the Sleep Timer Settings
Changing the Power Off Timer Settings

Parent topic: Product Basics

Changing the Eco Settings

You can use the product's control panel to change the Eco settings.

Note: The Sleep Timer setting in Eco Mode overrides the Sleep Timer setting in the Common Settings menu. If you turn on Eco Mode, 2-sided copying is selected by default. The Eco Mode setting can be locked by an administrator. If you cannot access or change this setting, contact your administrator for assistance.

1. Press the 🏠 home button, if necessary.

2. Select **Eco Mode**. Enter the administrator password, if necessary.

You see a screen like this:
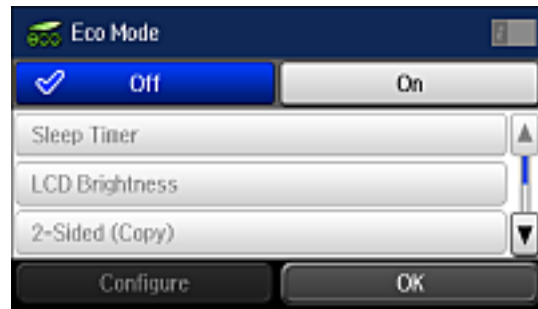
3. Select **On**.

4. Select **Configure**.

5. Change any settings as necessary.

6. Select **OK** to exit.

Parent topic: Using Eco Mode and Other Power Saving Settings

Changing the Sleep Timer Settings

You can adjust the time period before your product enters sleep mode and turns off the LCD screen.

Note: This setting can be locked by an administrator. If you cannot access or change this setting, contact your administrator for assistance. The Sleep Timer setting in Eco Mode overrides this Sleep Timer setting.

1. Press the 🏠 home button, if necessary.

2. Select **Setup**.

3. Scroll down and select **System Administration**. Enter the administrator password, if necessary.

4. Select **Common Settings**.

5. Select **Sleep Timer**.

You see a screen like this:
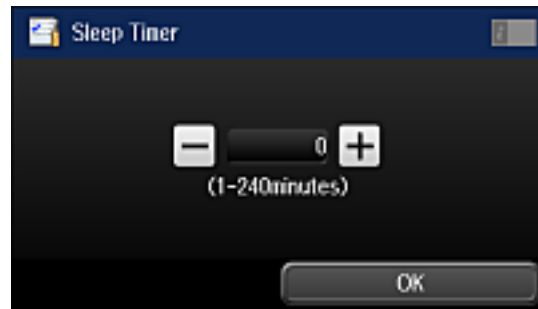
6. Do one of the following:

   • Press the **–** or **+** icons to reduce or increase the number of minutes.

   • Press the number of minutes on the LCD screen, select the number of minutes from the on-screen keypad, then press ⏎.

7. Select **OK**.

Parent topic: Using Eco Mode and Other Power Saving Settings

Changing the Power Off Timer Settings

You can have the product turn off automatically if it is not used for a specified period of time.

Note: This setting can be locked by an administrator. If you cannot access or change this setting, contact your administrator for assistance.

1. Press the ⌂ home button, if necessary.

2. Select **Setup**.

You see a screen like this:

3. Scroll down and select **System Administration**. Enter the administrator password, if necessary.

4. Select **Common Settings**.

5. Do one of the following depending on the setting you see displayed on the LCD screen:

   • Select **Power Off Timer**, then select a time period between **30minutes** and **12h** (12 hours).

   • Select **Power Off Settings**, then select **Power Off If Inactive** to adjust the time before the product turns off automatically or **Power Off If Disconnected** to turn the product off after 30 minutes of inactivity over the network.

Parent topic: Using Eco Mode and Other Power Saving Settings

Epson Connect Solutions for Smartphones, Tablets, and More

You can print documents, photos, emails, and web pages from your home, office, or even across the globe. You can use your smartphone, tablet, or computer. Epson offers these solutions to print from anywhere: Epson Email Print, Epson iPrint Mobile App, Epson Remote Print, and Epson Scan to Cloud.

Using Epson Email Print
Using the Epson iPrint Mobile App
Using Epson Remote Print
Using Epson Scan to Cloud

Parent topic: Product Basics

Using Epson Email Print

With Epson Email Print, you can print from any device that can send email, such as your smartphone, tablet, or laptop. Just activate your product's unique email address. When you want to print, attach a PDF, Microsoft Office document, or photo to an email and send it to your product.

1. Set up your product for network printing. See the link below.

2. If you did not already set up Email Print when you installed your product software, visit epson.com/connect to learn more about Email Print, check compatibility, and get detailed setup instructions.

3. Send an email with attachments to your product's Email Print address.

    Note: Both the email and any attachments print by default. You can change these printing options by logging into your Epson Connect account.

Parent topic: Epson Connect Solutions for Smartphones, Tablets, and More

Related topics
Wi-Fi or Wired Networking

Using the Epson iPrint Mobile App

Use this free Apple and Android app to print to nearby Epson networked products. The Epson iPrint Mobile App lets you print PDFs, Microsoft Office documents, photos, and web pages over a wireless network. You can even scan and save a file on your device, send it as an email, or upload it to an online service such as Box, Dropbox, Evernote, or Google Drive.

1. Set up your product on a network. See the link below.

2. Visit epson.com/connect to learn more about Epson iPrint and check the compatibility of your mobile device.

3. Download Epson iPrint from the Apple App Store or Google Play.

4. Connect your mobile device to the same wireless network that your product is using.

5. Print from your mobile device to your Epson product.

Parent topic: Epson Connect Solutions for Smartphones, Tablets, and More

Related topics
Wi-Fi or Wired Networking

Using Epson Remote Print

With Epson Remote Print software, you can print from your laptop or desktop computer to an Epson Email-enabled product anywhere in the world.

1. Connect your Epson product to your wireless network. See the link below.

2. If you did not already set up an Epson Connect account when you installed your product software, visit epsonconnect.com to create your account and register your product to the Epson Connect service.

   Note: Make a note of your product's email address.

3. Visit epsonconnect.com to learn more about Remote Print and how to download the Remote Print Driver software.

4. Download and install the Remote Print software.

5. Enter the email address and optional access key of your Epson product during Remote Print setup.

6. Now you are ready to print remotely. Select the print command in your laptop or desktop computer application and choose the Remote Print option for your Epson product.

Parent topic: Epson Connect Solutions for Smartphones, Tablets, and More

Related topics
Wi-Fi or Wired Networking

Using Epson Scan to Cloud

The Epson Scan to Cloud service allows you to scan and send a file as an email or upload it to an online service directly from your Epson product. Register an email address or online services such as Box, DropBox, Evernote, or Google Drive with your Epson Connect account.

1. Connect your Epson product to your network. See the link below.

2. If you did not already set up an Epson Connect account when you installed your product software, visit epsonconnect.com to create your account and register your product to the Epson Connect service.

   Note: Make a note of your product's email address and password.

3. Visit epsonconnect.com to sign into your account with the email address and password you selected.

4. Select your product, select **Scan to Cloud**, and select **Destination List**.

5. Click **Add**, then follow the instructions on the screen to create your destination list.

6. Now you are ready to use Scan to Cloud. Select the setting for scanning to Scan to Cloud on your Epson product control panel.

Parent topic: Epson Connect Solutions for Smartphones, Tablets, and More

Related topics
Wi-Fi or Wired Networking

Using AirPrint

AirPrint enables instant wireless printing from iPhone, iPad, and iPod touch with the latest version of iOS, and Mac with the latest version of OS X.

1. Load paper in your product.

2. Set up your product for wireless printing. See the link below.

3. Connect your Apple device to the same wireless network that your product is using.

4. Print from your device to your product.

Note: For details, see the AirPrint page on the Apple website.

Parent topic: Product Basics

Related topics
Wi-Fi or Wired Networking

Using Google Cloud Print

With a Google Account, you can print from your Apple or Android device to your Epson product. You can also print from Chromebooks and the Google Chrome browser without drivers or cables.

1. Connect your Epson product to your wireless network. See the link below.

2. Note your product's IP address by checking your network status. See the link below.

3. Connect your computer or your Apple or Android device to the same wireless network as your Epson product.

4. Enter your product's IP address into the address bar of a web browser.

5. Select the **Google Cloud Print Services** option.

   Note: If you don't see the **Google Cloud Print Services** option, turn your product off and back on. If the option still doesn't appear, select the **Firmware Update** option and follow the on-screen instructions to update your product.

6. Click **Register**.

7. Select the checkbox to agree to the Usage Advisory and click **Next**.

8. Click **OK** to launch the sign-in page.

   A separate browser window opens.

9. Enter your Google Account username and password and click **Sign in**, or, if you don't have an account, click **Sign up for a new Google Account** and follow the on-screen instructions.

10. Click **Finish printer registration** to complete setup and print a test page.

Your product is now linked to your Google Account and can be accessed from any Chromebook, computer, Apple or Android device with Internet access. Visit Epson Support for more information on using Google Cloud Print, or the Google Cloud Print website for a list of supported apps.

Setting Up Google Cloud Print on a Chromebook

Parent topic: Product Basics

Related topics
Wi-Fi or Wired Networking

Setting Up Google Cloud Print on a Chromebook

With a Google Account, you can print from a Chromebook without drivers or cables.

1. Connect your Epson product to your wireless network. See the link below.

2. Turn on your Chromebook and connect it to the same wireless network as your product.

   Note: See your Chromebook's documentation for details on connecting to a network.

3. Do one of the following:

- Click **Add to Cloud Print** in the notification that appears in the corner of your Chromebook screen.

  Note: If you do not see a notification, check to see if a number appears in the status area at the lower-right corner of the screen. Click this number to open the notifications menu, then click **Add to Cloud Print**.

- Open a web browser and enter **chrome://devices** in the address bar. Skip to step 4.

- If you see a registration confirmation screen instead, click **Register**.

4. Click **Add Device**.

5. Click the **Register** button that appears next to your product.

6. Click **Register** on the confirmation screen. Your product's LCD screen displays a confirmation message.

7. Select **OK** or press the **OK** button on your product to confirm the Google Cloud Print connection and print a test page.

Your product is now linked to your Google Account and can be accessed from any Chromebook, iPhone, or Android phone with Internet access. Visit Epson Support for more information on using Google Cloud Print, or the Google Cloud Print website for a list of supported apps

Parent topic: Using Google Cloud Print

Using Fire OS Printing

You can wirelessly print from Amazon Fire tablets and phones to your nearby networked Epson product. There is no software to download, no drivers to install, and no cables to connect. With just a few taps in Email, Calendar, Contacts, and WPS Office, you can send whatever is on the screen to an Epson product.

1. Connect your Epson product to your wireless network. See the link below.

2. Connect your Amazon device to the same wireless network as your product.

3. Now you are ready to print. From your Amazon application, tap the print option and select your product to print whatever is on the screen.

   Note: If you see a message telling you that a plug-in is required, tap **OK** and tap **Download**. If your Amazon Fire product uses Fire OS 5 and above, your device automatically uses the built-in Mopria Print Service app to print.

Visit epson.com/connect to learn more about Fire OS Printing (one of many Epson Connect Partner Solutions) and check the compatibility of your mobile device.

Parent topic: Product Basics

Using Windows 10 Mobile Printing

You can wirelessly print from Windows 10 Mobile tablets and phones to your nearby networked Epson product. There is no software to download, no drivers to install, and no cables to connect. Look for the print option in your Windows 10 application to send whatever is on the screen to an Epson product.

1. Connect your Epson product to your wireless network. See the link below.

2. Connect your Windows 10 Mobile device to the same wireless network as your product.

3. Now you are ready to print. From your Windows 10 application, tap the print option and select your product to print whatever is on the screen.

Visit epson.com/connect to learn more about Windows 10 Mobile Printing (one of many Epson Connect Partner Solutions) and check the compatibility of your mobile device.

Parent topic: Product Basics

Wi-Fi or Wired Networking

See these sections to use your product on a Wi-Fi or wired network.

Wi-Fi Infrastructure Mode Setup

You can set up your product to communicate with your computer using a wireless router or access point. The wireless router or access point can be connected to your computer over a wireless or wired network.
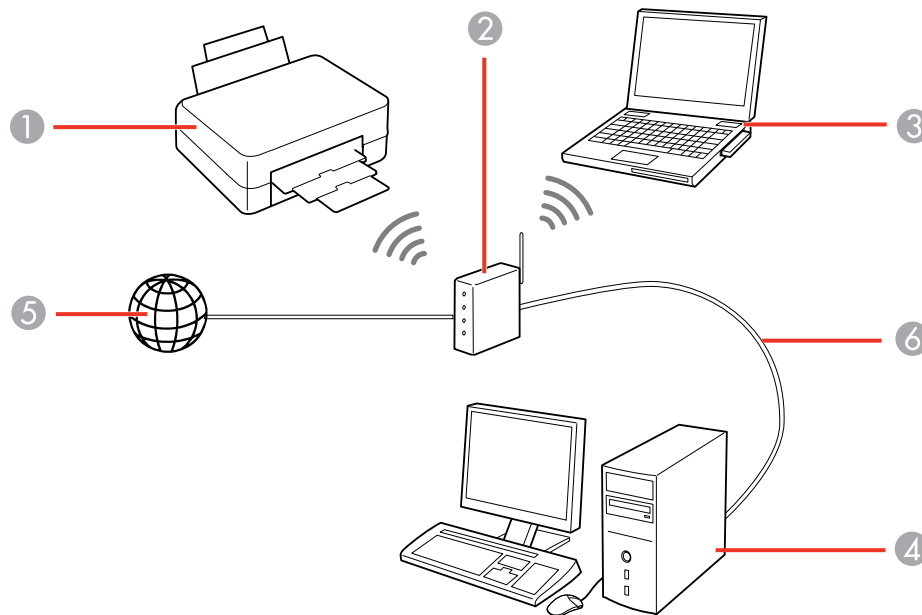
1   Epson product

2   Wireless router or access point

3   Computer with a wireless interface

4   Computer

5   Internet

6   Ethernet cable (used only for wired connection to the wireless router or access point)

Selecting Wireless Network Settings From the Control Panel

Parent topic: Wi-Fi or Wired Networking

Selecting Wireless Network Settings From the Control Panel

You can select or change wireless network settings using your product control panel.

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

Note: Breakdown or repair of this product may cause loss of fax and 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 fax and network data and settings.

1. Press the 🏠 home button, if necessary.

2. Press ⬚⬚.

3. Select **Wi-Fi Setup**.

   You see a screen like this:
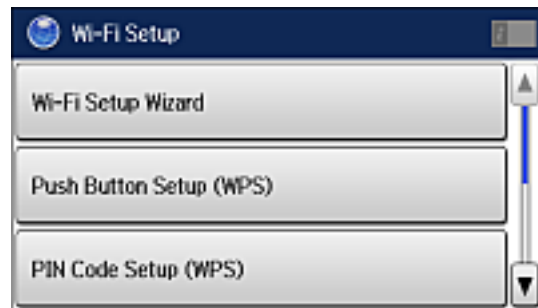
4. Select **Wi-Fi Setup Wizard**.

   Note: If you need to disable the wireless network to set up your product on an Ethernet network, scroll down and select **Disable Wi-Fi** instead. Then follow the instructions on changing to a wired network connection in this guide.

5. Select the name of your wireless network or enter the name manually.

   Note: To enter the wireless network name manually, select **Other Networks** and select the **Network (SSID)** field. Use the displayed keypad to enter your network name.

6. Select the **Password** field and enter your wireless password using the displayed keypad.

   Note: The network name and password are case sensitive. Be sure to correctly enter uppercase and lowercase letters, and numeric or special characters.

   • Press [◄] or [►] to move the cursor.

   • Press [⇧] to change the case of letters.

   • Press [⌫] to delete the previous character.

   • Press [123#] to enter numbers and symbols.

   • Press [␣] to enter a space.

7. Press [↵] when you finish entering your password and select **Proceed**.

8. Confirm the displayed network settings and select **OK** to save them.

   Note: If you need to change a setting, press the ↩ back button.

9. If you want to print a network setup report, press one of the ◈ **Start** buttons. (Otherwise, select **Done**.)

10. Press the ⌂ home button to return to the Home screen.

    If the network connection is successful, the Wi-Fi icon in the upper-right corner of the LCD screen is lit as shown.

Parent topic: Wi-Fi Infrastructure Mode Setup

Related references

Control Panel Buttons and Lights

Wi-Fi Direct Mode Setup

You can set up your product to communicate directly with your computer or another device without requiring a wireless router or access point.
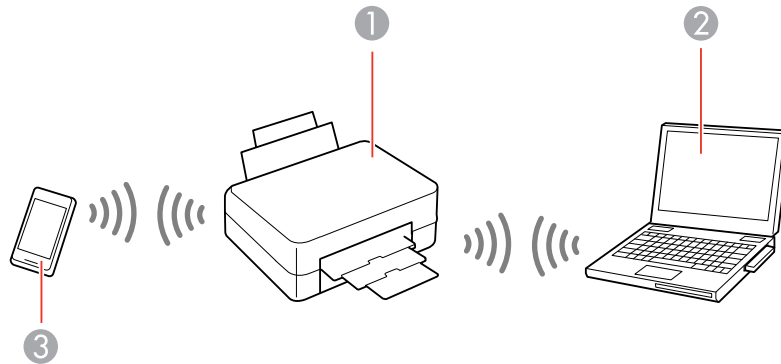
1	Epson product
2	Computer with a wireless interface
3	Other wireless device

Your product automatically selects one of these modes to communicate with your computer or device:

Access point mode
If your product is not already connected to a wireless network, it enters access point mode and the product itself acts as the network access point for up to 4 devices. When operating in this mode, your product displays an **AP** connection symbol on the LCD screen.

Peer-to-peer mode
If your product is already connected to a wireless network, it enters peer-to-peer mode and disconnects from any other networks. This also disables any other product features requiring access to the Internet. When operating in this mode, your product displays a **Direct** or **D** connection symbol on the LCD screen.

Note: To disconnect a peer-to-peer mode connection, release the connection to your product from your computer or other device. Your product will reconnect to the previously used network.

Enabling Wi-Fi Direct Mode

Enabling Wi-Fi Direct Mode

You can enable Wi-Fi Direct mode to allow direct communication between your product and computer or other devices without a wireless router or access point.

1. Press the 🏠 home button, if necessary.

2. Press ▦🛜.

3. Select **Wi-Fi Setup**.

    You see a screen like this:
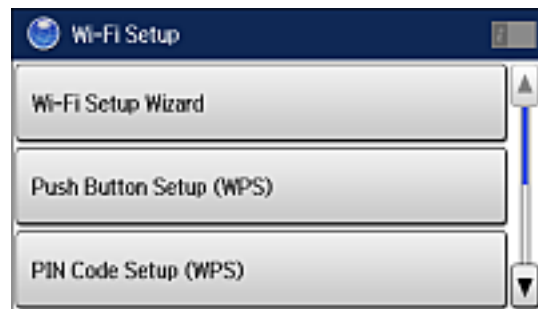
4. Scroll down and select **Wi-Fi Direct Setup**.

5. Select **Connection Setup**.

6. Select **Change Password** and select **Yes**.

    Note: If you have already connected devices or computers to your product via Wi-Fi Direct, they are disconnected when you change the password.

7. Enter your Wi-Fi Direct password.

Note: Your password must be at least 8 and no more than 22 characters long.

- Press or to move the cursor.
- Press to change the case of letters.
- Press to delete the previous character.
- Press to enter numbers and symbols.
- Press to enter a space.

8. Press when you finish entering your password.

You see a screen like this:

9. Scroll down to view the SSID (Wi-Fi network name) and password.

10. Use your computer or wireless device to select the Wi-Fi network name (SSID) displayed on the LCD screen, then enter the password shown.

11. Press the 🏠 home button to return to the Home screen.

    You see either an **AP** or **Direct** connection symbol on the LCD screen and should be able to print directly to your product from your computer or device.

    Note: If the **AP** or **Direct** connection symbol is not displayed on the LCD screen, Wi-Fi Direct mode is not enabled. Repeat these steps to try again.

Parent topic: Wi-Fi Direct Mode Setup

Related references
Control Panel Buttons and Lights

Related tasks
Entering Characters on the LCD Screen

Wi-Fi Protected Setup (WPS)

If your network uses a WPS-enabled wireless router or access point, you can quickly connect your product to the network using Wi-Fi Protected Setup (WPS).

Note: To check if your router is WPS-enabled, look for a button labeled **WPS** on your router or access point. If there is no hardware button, there may be a virtual WPS button in the software for the device. Check your network product documentation for details.

Using WPS to Connect to a Network

Parent topic: Wi-Fi or Wired Networking

Using WPS to Connect to a Network

If you have a WPS-enabled wireless router or access point, you can use Wi-Fi Protected Setup (WPS) to connect your product to the network.

1. Press the 🏠 home button, if necessary.

2. Press 🔲🛜.

3. Select **Wi-Fi Setup**.

You see a screen like this:
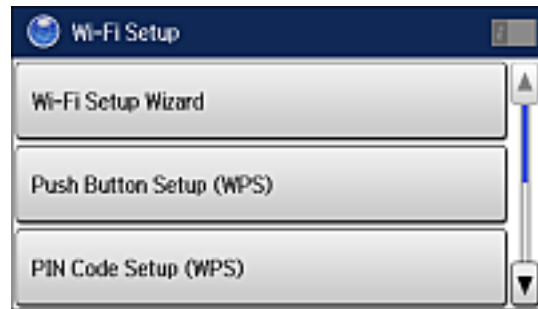
4. Select **Push Button Setup (WPS)**.

5. Follow the instructions on the LCD screen to complete WPS setup.

6. Press the ⌂ home button.

   If the network connection is successful, the Wi-Fi icon in the upper-right corner of the LCD screen is lit as shown.

Parent topic: Wi-Fi Protected Setup (WPS)

Printing a Network Status Sheet

You can print a network status sheet to help you determine the causes of any problems you may have using your product on a network.

1. Press the ⌂ home button, if necessary.

2. Select **Setup**.

   You see a screen like this:

3. Select **Network Status**.

4. Select **Wi-Fi/Network Status**.

   You see a screen like this:
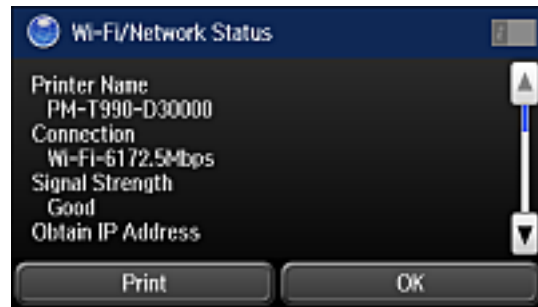
   Note: If you are connected to a wireless network, the signal strength is also displayed.

5. Select **Print**.

6. Press one of the ◊ **Start** buttons to print the network status sheet.

Examine the settings shown on the network status sheet to diagnose any problems you have.

Parent topic: Wi-Fi or Wired Networking

Changing or Updating Network Connections

See these sections to change or update how your product connects to a network.

Accessing the Web Config Utility

Changing a USB Connection to a Wi-Fi Connection

Changing a Wi-Fi Connection to a Wired Network Connection

Connecting to a New Wi-Fi Router

Disabling Wi-Fi Features

Parent topic: Wi-Fi or Wired Networking

Accessing the Web Config Utility

You can select your product's network settings and confirm its operating status using a web browser. You do this by accessing your product's built-in Web Config utility from a computer or other device that is connected to the same network as your product.

Note: For more information on the Web Config utility, see the *Administrator's Guide*.

1. Print a network status sheet.

2. Locate the IP address for your product that is listed on the network status sheet.

3. On a computer or other device connected to the same network as your product, open a web browser.

4. Enter your product's IP address into the address bar.

    You see the available Web Config utility options.

Parent topic: Changing or Updating Network Connections

Related tasks

Printing a Network Status Sheet

Changing a USB Connection to a Wi-Fi Connection

If you have already connected your product to your computer using a USB connection, you can change to a Wi-Fi connection.

1. Disconnect the USB cable from your product.

2. Uninstall your product software.

3. Download and install your product software from the Epson website using the instructions on the *Start Here* sheet.

Parent topic: Changing or Updating Network Connections

Changing a Wi-Fi Connection to a Wired Network Connection

If you have already connected your product to your computer wirelessly, you can change to a wired network connection if necessary.

1. Disable your product's Wi-Fi features.

2. Connect one end of an Ethernet network cable to the product's **LAN** port.

3. Connect the other end to any available LAN port on your router or access point.

4. Uninstall your product software.

5. Download and install your product software from the Epson website.

6. Follow the on-screen instructions to install the software.

7. When you see the Select Your Connection screen, select **Wired network connection**.

8. If you see a Select Setup Option screen, select **Set up printer for the first time**.

9. Continue following the rest of the on-screen instructions.

Parent topic: Changing or Updating Network Connections

Related tasks
Disabling Wi-Fi Features

Connecting to a New Wi-Fi Router

If you change the wireless router you have been using on your network, you need to update your product's Wi-Fi connection to the new router.

Note: If you switch to a 5 GHz wireless router, set the router to operate in dual band (2.4 GHz and 5 GHz) mode. See your router documentation for instructions.

1. Do one of the following:

   • **Windows**: Uninstall your product software.

   • **OS X**: Go to the next step.

2. Download and install your product software from the Epson website using the instructions on the *Start Here* sheet.

Parent topic: Changing or Updating Network Connections

Related tasks

Uninstalling Product Software - Windows

Disabling Wi-Fi Features

You may need to disable your product's Wi-Fi features if you change your network connection type or need to solve a problem with your network connection.

Note: Before disabling Wi-Fi features, make a note of your product's SSID (network name) and password, and any network settings selected for the Epson Connect services you may use.

1. Press the ⌂ home button, if necessary.

2. Press 🖧🛜.

3. Select **Wi-Fi Setup**.

    You see this screen:
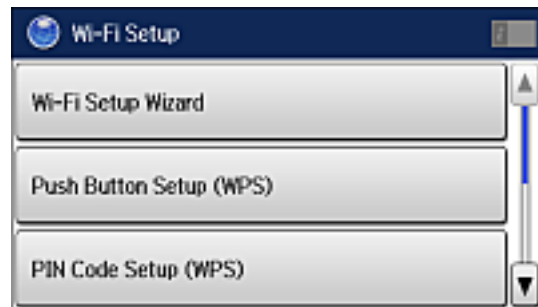
4. Scroll down and select **Disable Wi-Fi**.

5. Select **Yes** to disable Wi-Fi.

Parent topic: Changing or Updating Network Connections

Enabling Epson Universal Print Driver (PCL) or PostScript Printing

Before enabling Epson Universal Print Driver (PCL) or PostScript printing on your product, make sure you have installed the software as described on the *Start Here* sheet.

Installing the Epson Universal Print Driver - Windows
Installing the PostScript (PS3) Printer Software - Windows
Installing the PostScript (PS3) Printer Software - OS X
Selecting PDL (Page Description Language) Settings
Selecting Printer Language and Interface Settings
Printing a PS3 (PostScript) Status Sheet

Installing the Epson Universal Print Driver - Windows

The Epson Universal Print Driver supports multiple printer languages, such as PCL and ESC/P-R, and can be installed on a Windows computer.

Note: Make sure your product is turned on and connected to the same network as your computer before installing the printer software. Depending on your model, not all printer languages may be supported.

1. Download the **EPSON Universal Print Driver** from epson.com/support/wf5690.
2. Double-click the downloaded package.

3. Follow the on-screen instructions until you see this screen:
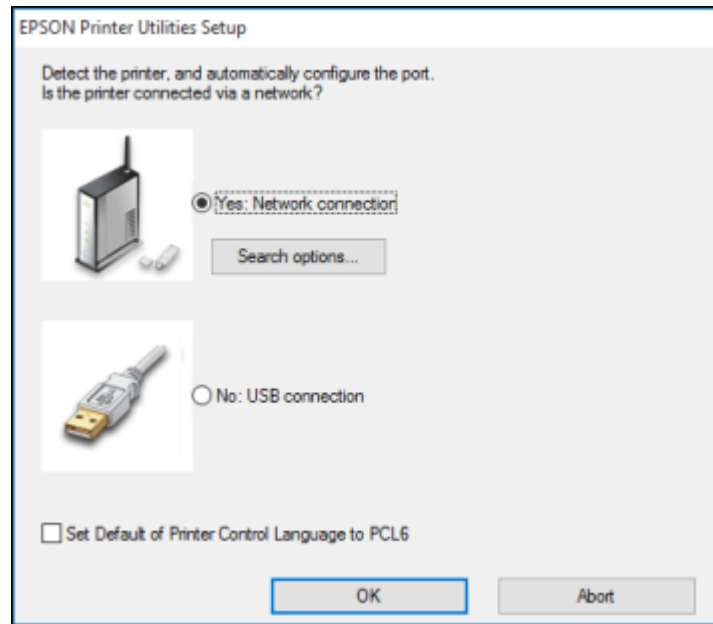
4. Select **Yes: Network connection** and click **OK**.

   Note: Select the **Set Default of Printer Control Language to PCL6** checkbox if you want to set the default printer language to PCL6. Leave this option deselected to set the printer language to ESC/P-R. (You can change this setting later as needed.)

After the software finishes searching for products, you see a screen like this:

EPSON Printer Utilities Setup

◉ Add EPSON Universal Print Driver

○ Add found printers

Select a port to connect a printer

Select from found printers

Found Printers:

Model Name	IP Address	MAC Address	Location
WP-XXXX	192.168.1.XXXX	0026ABF8E09C	
WF-XXXX	192.168.1.XXXX	AC18262C509C	Unknown
WF-XXXX	192.168.1.XXXX	0026ABFF35BD	Unknown

☑ Set as default printer   Display Settings

Help   Abort   OK   Back

5. Do one of the following:

- If you are installing one product, make sure **Add EPSON Universal Print Driver** is selected and continue with the next step.

- If you are installing more than one product, select **Add found printers** and go to step 9.

Note: You can customize and filter your product search results by clicking **Display Settings**.

6. Open the **Select a port to connect a printer** menu and select an existing printer port, if necessary. Otherwise, skip this option to create a new port automatically.

7. Select the product you want to install from the Found Printers list.

   Note: Deselect the **Set as default printer** checkbox if you do not want the product to be set as your default printer.

8. Click **OK**, then skip the remaining steps.

9. If you are installing more than one product, select the products from the Found Printers list and click **Add to Printer Folder**.
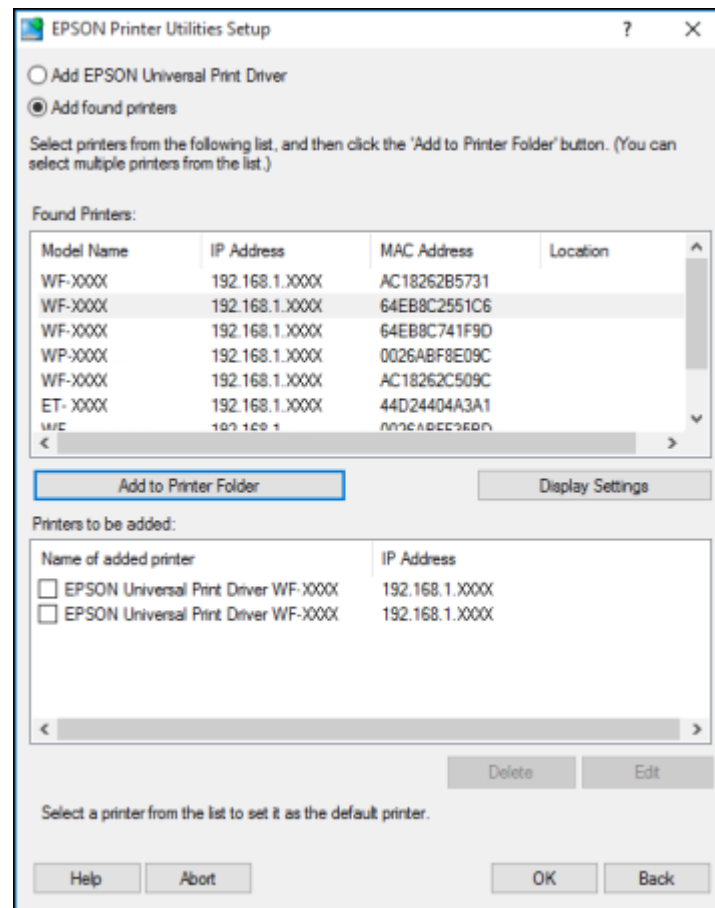
The selected products appear in the lower section of the screen.

10. Select the checkbox next to the product you want to make your default printer, if necessary.

11. Click **OK**.

Parent topic:

Installing the PostScript (PS3) Printer Software - Windows

If you did not install the standard Epson printer software, you need to install the PostScript (PS3) printer software before you can adjust the print settings and print to your network printer.

Note: Make sure your product is turned on and connected to the same network as your computer before installing the printer software.

1. Download the **Drivers and Utilities Combo Package - PS3 PostScript** from epson.com/support/wf5690.

2. Double-click the downloaded package.

3. Click **OK**.

4. Click **Accept**.

5. Click **Install**.

6. Click **Next** and follow the on-screen instructions.

Parent topic:

Installing the PostScript (PS3) Printer Software - OS X

If you did not install the standard Epson printer software, you need to install the PostScript (PS3) printer software before you can adjust the print settings and print to your network printer.

Note: Make sure your product is turned on and connected to the same network as your computer before installing the printer software.

1. Download the **Drivers and Utilities Combo Package - PS3 PostScript** from epson.com/support/wf5690.

2. Double-click the downloaded package.

3. Double-click **EPSON**.

4. Click **Continue** on the next two screens.

5. Click **Agree**.

6. Click **Install**.

7. If necessary, enter the administrator password.

8. Click **Start** and follow the on-screen instructions.

Parent topic: Enabling Epson Universal Print Driver (PCL) or PostScript Printing

Selecting PDL (Page Description Language) Settings

You can select settings for PCL and PostScript printing using the control panel on the product.

Note: These settings can be locked by an administrator. If you cannot access these settings, contact your administrator for assistance.

1. Press the 🏠 home button, if necessary.

2. Select **Setup**.

   You see a screen like this:

3. Scroll down and select **System Administration**. Enter the administrator password, if necessary.

4. Select **Universal Print Settings**.

5. Select **PDL Print Configuration**.

You see a screen like this:
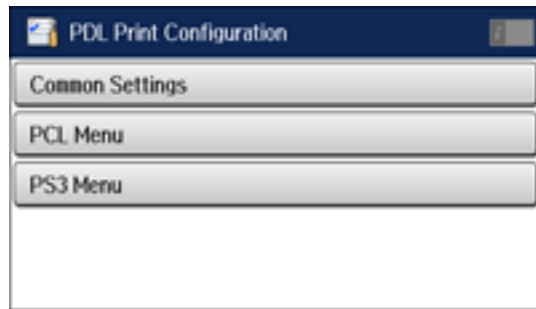
6. Select one of the options shown above, then select the settings you want to use.

7. When you are finished, press the 🏠 home button.

PDL Print Configuration Options

Parent topic: Enabling Epson Universal Print Driver (PCL) or PostScript Printing

PDL Print Configuration Options

Select the **PDL Print Configuration** options you want to use for PCL or PostScript printing.

PDL Print Configuration option	Available settings	Description
Common Settings		
Paper Size	Various sizes	Sets the default paper size for PCL or PostScript printing.
Paper Type	Various paper types	Sets the default paper type for PCL or PostScript printing.
Orientation	**Portrait**	Sets the default orientation for PCL or PostScript printing.
	Landscape	
Quality	**Draft**	Sets the quality for PCL or PostScript printing.
	Standard	
	Best	

PDL Print Configuration option	Available settings	Description
Ink Save Mode	**On/Off**	Saves ink by reducing print density.
Print Order	**Last Page on Top**	Starts printing from the first page of a file.
	First Page on Top	Starts printing from the last page of a file.
Number of Copies	1 to 999	Selects the number of copies to print.
Binding Margin	**Left Edge**	Specifies the binding edge for double-sided documents.
	Top Edge	
Auto Paper Ejection	**On/Off**	Ejects paper automatically when printing is stopped during a print job.
2-Sided Printing	**On/Off**	Selects duplex printing.
PCL Menu		
Font Source	**Resident**	Uses a font preinstalled on the printer.
	Download	Uses a font you have downloaded.
Font Number	1 to 111	Selects the default font number for the default font source.
Pitch	0.44 to 99.99 cpi	Selects the default font pitch if the font is scalable and fixed-pitch (availability depends on font source and number settings).
Height	4.00 to 999.75 pt	Selects the default font height if the font is scalable and proportional (availability depends on font source and number settings).
Symbol Set	Various	Selects the default symbol set. If the selected font is not available for the selected symbol set, the font source and number are replaced with **IBM-US** (the default setting).

PDL Print Configuration option	Available settings	Description
Form	5 to 128 lines	Sets the number of lines for the selected paper size and orientation. Changes the line spacing (VMI) stored in the printer. Later changes in page size or orientation cause changes in the **Form** value based on the stored VMI.
CR Function	**CR**	Selects the line feed command when printing with a driver from a specific operating system.
	CR+LF	
LF Function	**LF**	
	CR+LF	
Paper Source Assign	**4**	Makes the paper source select command compatible with HP LaserJet 4
	4K	Makes the paper source select command compatible with HP LaserJet 4000, 5000, and 8000
	5S	Makes the paper source select command compatible with HP LaserJet 5S
PS3 Menu		
Error Sheet	**On/Off**	Prints a sheet showing the status when errors occur during PostScript or PDF printing.
Coloration	**Color**	Selects the color mode for PostScript printing.
	Mono	
Image Protect	**On/Off**	Disable to lower the print quality automatically if the printer's memory becomes full.
Binary	**On/Off**	Enable when printing files that contain binary images. Allows you to print binary images even if the driver is set to ASCII.
Text Detection	**On/Off**	Converts a text file to a PostScript file when printing (available when **Printing Language** is set to **PS3**).
PDF Page Size	Various sizes	Selects the paper size when printing a PDF file. If **Auto** is selected, the paper size is determined based on the size of the first page.

Selecting Printer Language and Interface Settings

You can select printer language and interface settings using the control panel on the product.

Note: These settings can be locked by an administrator. If you cannot access these settings, contact your administrator for assistance.

1. Press the ⌂ home button, if necessary.

2. Select **Setup**.

   You see a screen like this:

3. Scroll down and select **System Administration**. Enter the administrator password, if necessary.

4. Select **Printer Settings**.

   You see a screen like this:

5. Select the **Printing Language** and other settings you want to use.

6. When you are finished, press the 🏠 home button.

Parent topic: Enabling Epson Universal Print Driver (PCL) or PostScript Printing

Printer Language and Interface Options

Select the settings you want to use.

Printer Settings option	Available settings	Description
USB I/F Timeout Setting	0.5 to 300 seconds	Specify the length of time before ending USB communication from a computer using the PCL or PostScript driver. This setting is necessary to avoid endless USB communication.
Printing Language	Auto	Select the language for the USB or network interface.
	PCL	
	PS3	
	PDF	
PC Connection via USB	Enable	Select whether to allow USB communication with the product.
	Disable	

Parent topic: Selecting Printer Language and Interface Settings

Printing a PS3 (PostScript) Status Sheet

You can print a PS3 (PostScript) status sheet or font list to confirm the current PostScript printer software version or fonts.

1. Press the 🏠 home button, if necessary.

2. Select **Setup**.

You see a screen like this:

3. Select **Print Status Sheet**.

4. Select the status sheet you want to print.

5. Press one of the ◇ **Start** buttons to print the status sheet.

Parent topic: Enabling Epson Universal Print Driver (PCL) or PostScript Printing

Loading Paper

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

Loading Paper in the Cassette

You can load plain paper in these sizes in the paper cassette:

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

- A4 (8.3 × 11.7 inches [210 × 297 mm])

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

1. Close the paper stopper and output tray, if necessary.
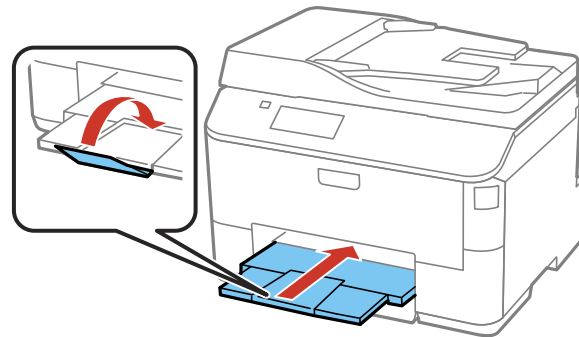
2. Pull out the paper cassette. If you are loading paper in the optional cassette, remove the paper cassette cover.
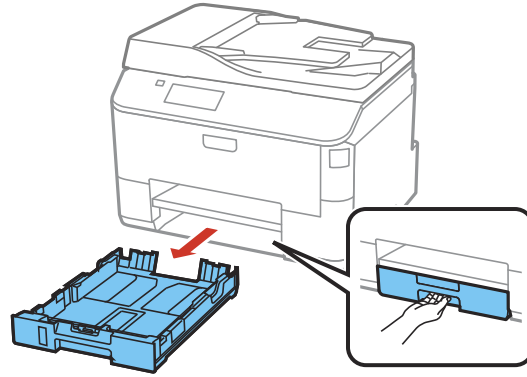
3. Slide the edge guides outward.
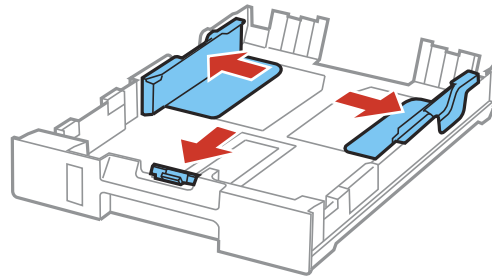
Note: If you are using legal-size paper, squeeze the tab and extend the paper cassette.
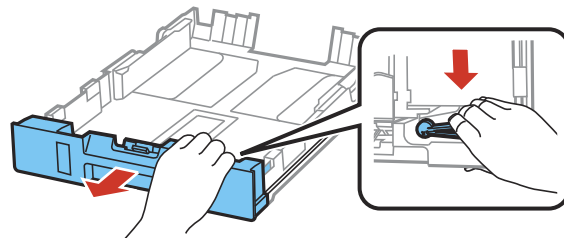
4. Set the front edge guide to the paper size you are using.
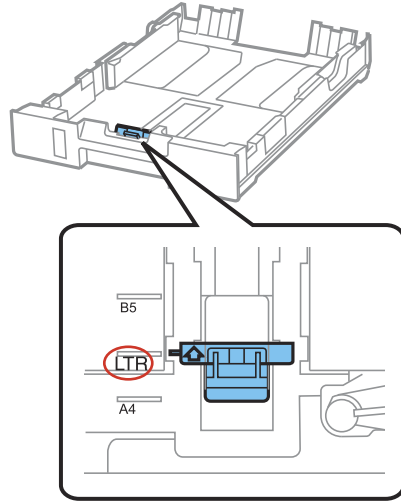
5. Load a stack of paper, printable side down, against the edge guide as shown.
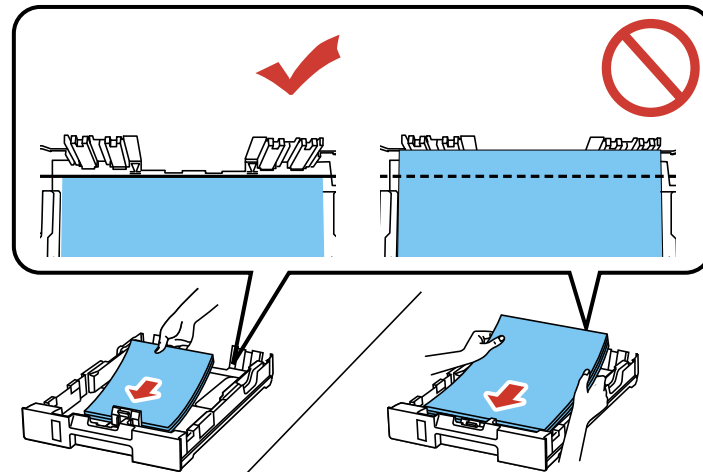
Note: Make sure the paper is loaded against the edge guide and not sticking out from the end of the cassette.

6. Slide the edge guides against the paper, but not too tightly. If you are loading paper in the optional cassette, reattach the paper cassette cover.
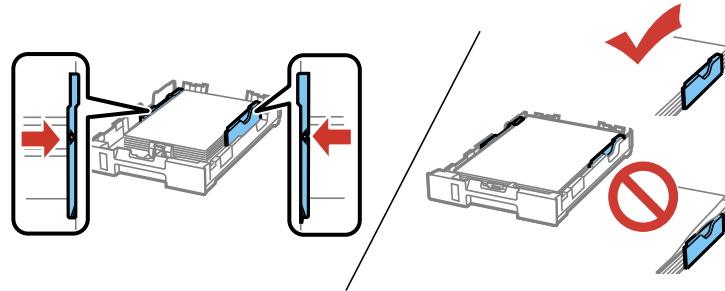
Caution: To prevent paper feeding problems, make sure the paper fits beneath the top edges of the guides.

7. Keep the cassette flat as you gently insert it.
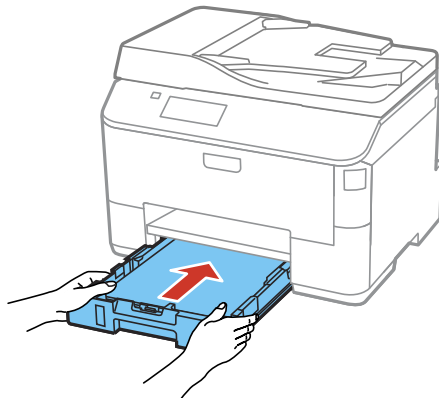
8. Extend the output tray and open the paper stopper.
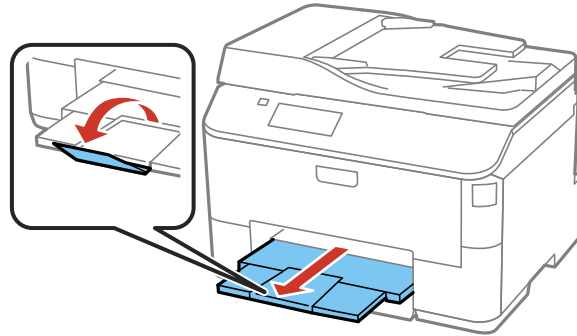
Note: If you are using legal-size or longer paper, do not open the paper stopper. Do not remove or insert the paper cassette during printing.

9. Select the size and type of paper you just loaded on the product LCD screen.

Always follow these paper loading guidelines:

- Load only the recommended number of sheets.
- Load paper short edge first, no matter which way your document faces.
- Load the printable side facedown.
- Load letterhead or pre-printed paper top edge first.
- Do not load paper above the arrow mark inside the edge guides.
- Check the paper package for any additional loading instructions.

Parent topic: Loading Paper

Related references

Paper Loading Capacity

Related tasks

Loading Paper and Envelopes in the Rear Paper Feed Slot

Loading Paper and Envelopes in the Rear Paper Feed Slot

You can print envelopes or documents in a variety of paper types and sizes in the rear paper feed slot.

1. Extend the output tray and open the paper stopper.
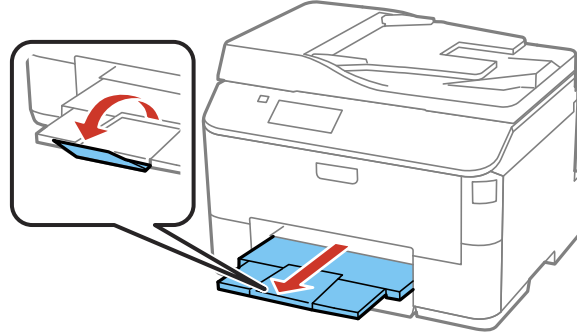
Note: If you are using legal-size or longer paper, do not open the paper stopper.

2. Open the feeder guard and pull up the paper support.
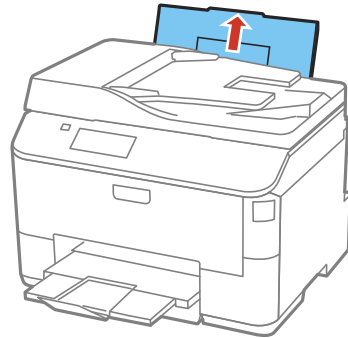
3. Flip the feeder guard forward, then slide the edge guides outward.
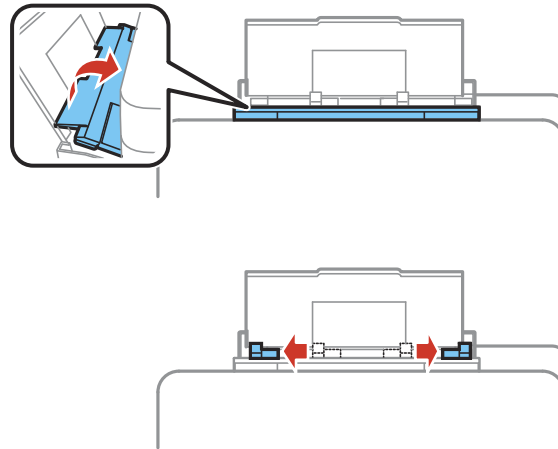
4. If you are inserting a stack of paper, fan the sheets first and tap the stack on a flat surface to even the edges.

Note: You can load one sheet of binder paper with holes on one of the long edges as shown. Do not select automatic 2-sided printing for this type of paper.
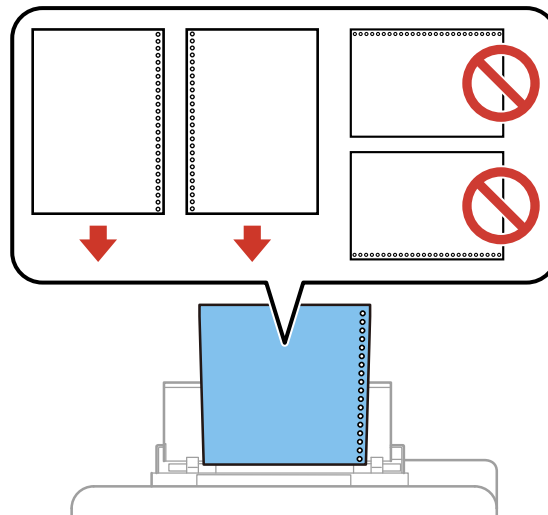
5. Do one of the following:

   • Insert paper, glossy or printable side up and short edge first, in the center of the tray.
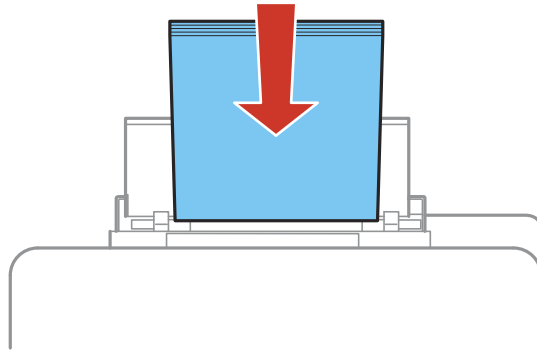
   Caution: To prevent paper feeding problems, make sure you do not load too much paper in the slot.

   • Load envelopes short edge first, with the flap facing down and the flap edge to the left, in the center of the slot.
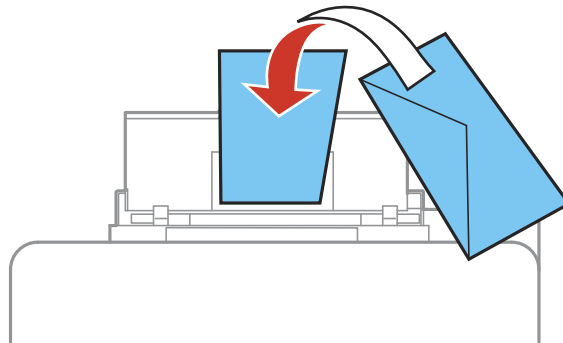
6. Slide the edge guides against the paper, but not too tightly.
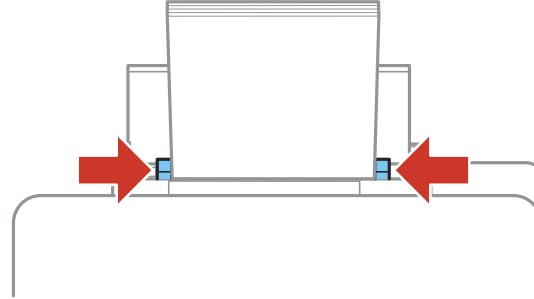
7. Select the size and type of paper you just loaded on the product LCD screen.

Always follow these paper loading guidelines:

- Load only the recommended number of sheets.
- Load paper short edge first, no matter which way your document faces.
- Load the printable side faceup.
- Load letterhead or pre-printed paper top edge first.
- Do not load paper above the arrow mark inside the edge guides.
- If you have trouble loading a stack of envelopes, press each envelope flat before loading it or load one envelope at a time.
- If print quality declines when printing multiple envelopes, try loading one envelope at a time.
- Do not load envelopes that are curled, folded, or too thin.
- Check the paper package for any additional loading instructions.

Parent topic: Loading Paper

Related references
Paper Loading Capacity

Related tasks
Loading Paper in the Cassette

Paper Loading Capacity

Paper type	Loading capacity - paper cassette	Loading capacity - rear paper feed slot
Plain paper	250 sheets Letter (8.5 × 11 inches [216 × 279 mm]) and A4 (8.3 × 11.7 inches [210 × 297 mm])	80 sheets
	250 sheets Legal (8.5 × 14 inches [216 × 356 mm])	1 sheet
Epson Bright White Paper	200 sheets	50 sheets 20 sheets for manual two-sided printing
Epson Presentation Paper Matte	—	80 sheets
Thick paper (cardstock up to 68 lb [256 g/m2])	—	10 sheets Letter (8.5 × 11 inches [216 × 279 mm]) and A4 (8.3 × 11.7 inches [210 × 297 mm]) 5 sheets for manual two-sided printing
	—	1 sheet Legal (8.5 × 14 inches [216 × 356 mm])

Paper type	Loading capacity - paper cassette	Loading capacity - rear paper feed slot
Epson Premium Presentation Paper Matte	—	20 sheets
Epson Premium Presentation Paper Matte Double-sided		
Epson Ultra Premium Presentation Paper Matte		
Epson Brochure & Flyer Paper Matte Double-sided		
Epson Photo Paper Glossy		
Epson Premium Photo Paper Glossy		
Epson Ultra Premium Photo Paper Glossy		
Epson Premium Photo Paper Semi-gloss		
Envelopes	—	10 envelopes

Parent topic: Loading Paper

Available Epson Papers

You can purchase genuine Epson ink and paper at epson.com/ink3 (U.S. sales) or 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 Type	Size	Part number	Sheet count
Epson Bright White Paper	Letter (8.5 × 11 inches [216 × 279 mm])	S041586	500
Epson Brochure & Flyer Paper Matte Double-sided	Letter (8.5 × 11 inches [216 × 279 mm])	S042384	150

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	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
Epson Ultra Premium Presentation Paper Matte	Letter (8.5 × 11 inches [216 × 279 mm])	S041341	50
Epson Photo Paper Glossy	4 × 6 inches (102 × 152 mm)	S041809	50
		S042038	100
	Letter (8.5 × 11 inches [216 × 279 mm])	S041141	20
		S041649	50
		S041271	100
Epson Premium Photo Paper Glossy	4 × 6 inches (102 × 152 mm)	S041808	40
		S041727	100
	5 × 7 inches (127 × 178 mm)	S041464	20
	8 × 10 inches (203 × 254 mm)	S041465	20
	Letter (8.5 × 11 inches [216 × 279 mm])	S042183	25
		S041667	50
Epson Ultra Premium Photo Paper Glossy	4 × 6 inches (102 × 152 mm)	S042181	60
		S042174	100
	5 × 7 inches (127 × 178 mm)	S041945	20
	8 × 10 inches (203 × 254 mm)	S041946	20
	Letter (8.5 × 11 inches [216 × 279 mm])	S042182	25
		S042175	50

Paper Type	Size	Part number	Sheet count
Epson Premium Photo Paper Semi-gloss	4 × 6 inches (102 × 152 mm)	S041982	40
	Letter (8.5 × 11 inches [216 × 279 mm])	S041331	20

Parent topic: Loading Paper

Available Epson Papers

Paper Type	Size	Part number	Sheet count
Epson High Quality Ink Jet Paper	A4 (8.3 × 11.7 inches [210 × 297 mm])	S041117	100
Epson Bright White Paper	Letter (8.5 × 11 inches [216 × 279 mm])	S041586	500
Epson Brochure & Flyer Paper Matte Double-sided	Letter (8.5 × 11 inches [216 × 279 mm])	S042384	150
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	8 × 10 inches (203 × 254 mm)	S041467	50
	Letter (8.5 × 11 inches [216 × 279 mm])	S041257 S042180	50 100
Epson Premium Presentation Paper Matte Double-sided	Letter (8.5 × 11 inches [216 × 279 mm])	S041568	50
Epson Ultra Premium Presentation Paper Matte	Letter (8.5 × 11 inches [216 × 279 mm])	S041341	50

Paper Type	Size	Part number	Sheet count
Epson Photo Paper Glossy	4 × 6 inches (102 × 152 mm)	S041809	50
		S042038	100
	Letter (8.5 × 11 inches [216 × 279 mm])	S041141	20
		S041649	50
		S041271	100
Epson Premium Photo Paper Glossy	4 × 6 inches (102 × 152 mm)	S041808	40
		S041727	100
	5 × 7 inches (127 × 178 mm)	S041464	20
	8 × 10 inches (203 × 254 mm)	S041465	20
	Letter (8.5 × 11 inches [216 × 279 mm])	S042183	25
		S041667	50
Epson Ultra Premium Photo Paper Glossy	4 × 6 inches (102 × 152 mm)	S042181	60
		S042174	100
	5 × 7 inches (127 × 178 mm)	S041945	20
	8 × 10 inches (203 × 254 mm)	S041946	20
	Letter (8.5 × 11 inches [216 × 279 mm])	S042182	25
		S042175	50
Epson Premium Photo Paper Semi-gloss	4 × 6 inches (102 × 152 mm)	S041982	40
	Letter (8.5 × 11 inches [216 × 279 mm])	S041331	20

Note: Paper/media availability varies by country.

Parent topic: Loading Paper

Paper or Media Type Settings - Printing Software

For this paper	Select this paper Type or Media Type setting
Plain paper Epson Bright White Paper	Plain Paper / Bright White Paper
Letterhead paper	Letterhead
Recycled paper	Recycled
Color paper	Color
Preprinted paper	Preprinted
Envelopes	Envelope
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 Presentation Paper Matte Epson Premium Presentation Paper Matte Epson Premium Presentation Paper Matte Double-sided Epson Brochure & Flyer Paper Matte Double-sided	Premium Presentation Paper Matte
Cardstock up to 68 lb (256 g/m^2)	Card Stock

Note: The settings listed here are available only when printing from your computer; they do not apply to your product's control panel settings.

Parent topic: Loading Paper

Selecting the Paper Settings for Each Source - Control Panel

You can change the default paper size and paper type for each source using the control panel on the product.

1. Press the 🏠 home button, if necessary.

2. Select **Setup**.

    You see a screen like this:

3. Select **Paper Setup**.

4. Select the paper source you want to change.

    You see a screen like this:

5. Select **Paper Size**.

6. Select the paper size you loaded.

7. Select **Paper Type**.

8. Select the paper type you loaded.

9. Select **OK**.

10. Select another paper source to change or press the 🏠 home button.

Paper Type Settings

For this paper	Select this Paper Type or Media Type setting
Plain paper Epson Bright White Paper Epson Presentation Paper Matte	Plain Paper
Letterhead paper	Letterhead
Recycled paper	Recycled
Color paper	Color
Preprinted paper	Preprinted
Envelopes	Envelope
Epson Ultra Premium Photo Paper Glossy	Ultra Glossy
Epson Premium Photo Paper Glossy	Prem. Glossy
Epson Photo Paper Glossy	Glossy
Epson Premium Photo Paper Semi-gloss	Prem. Semi-Gloss
Epson Premium Presentation Paper Matte Epson Premium Presentation Paper Matte Double-sided Epson Ultra Premium Presentation Paper Matte Epson Brochure & Flyer Paper Matte Double-sided	Prem. Matte
Cardstock up to 68 lb (256 g/m2)	Card Stock

Parent topic: Selecting the Paper Settings for Each Source - Control Panel

Selecting Default Paper Settings - Administrator

As an administrator, you can adjust default paper settings that apply to all print jobs sent to the product.

Note: These settings can be locked by an administrator. If you cannot access these settings, contact your administrator for assistance.
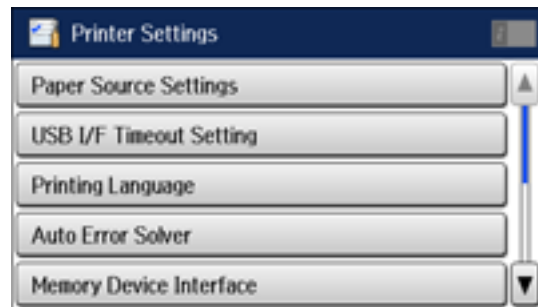
Parent topic:

Selecting the Default Printer Settings

You can change default printer settings using the control panel on the product.

Note: These settings can be locked by an administrator. If you can't access these settings, contact your administrator for assistance.
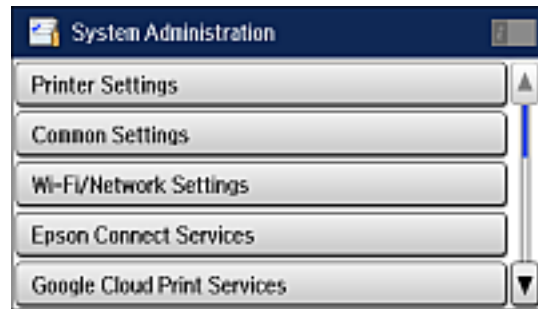
1. Press the 🏠 home button, if necessary.

2. Select **Setup**.

   You see a screen like this:

3. Scroll down and select **System Administration**. Enter the administrator password, if necessary.

You see a screen like this:

4. Select **Printer Settings**.

5. Select one of these **Auto Error Solver** options:

   - Turn on this setting to display a warning and print on one side of paper only when a 2-sided printing error occurs, or to print the data that the printer could process when a memory full error occurs.

   - Turn off this setting to display an error message and stop printing if an error occurs.

6. When you are finished, press the 🏠 home button to return to the Home screen.

Paper Source Settings Options

Parent topic: Selecting Default Paper Settings - Administrator

Paper Source Settings Options

Select the **Paper Source Settings** options you want to use for your printed jobs.

Paper Source Settings option	Available settings	Description
Rear Paper Feed Priority	Normal	Select **Normal** to give printing priority to paper loaded in the rear paper feed slot.
	Last	
A4/Letter Auto Switching	On	Select **On** to switch the selected paper size to match the loaded paper (Letter or A4) if the wrong size is selected.
	Off	

Paper Source Settings option	Available settings	Description
Auto Select Settings	Copy	Select **On** for any of these settings to automatically print on paper from any source containing paper that matches your paper settings.
	Fax	
	Other	
Error Notice	Paper Size Notice	Select **On** for either of these settings to display an error message when the selected paper type or size does not match the loaded paper.
	Paper Type Notice	

Parent topic: Selecting the Default Printer Settings

Setting the Universal Print Settings

You can change the default universal print settings using the control panel on the product.

Note: These settings can be locked by an administrator. If you cannot access these settings, contact your administrator for assistance.

1. Press the 🏠 home button, if necessary.

2. Select **Setup**.

   You see this screen:

3. Scroll down and select **System Administration**. Enter the administrator password, if necessary.

You see this screen:
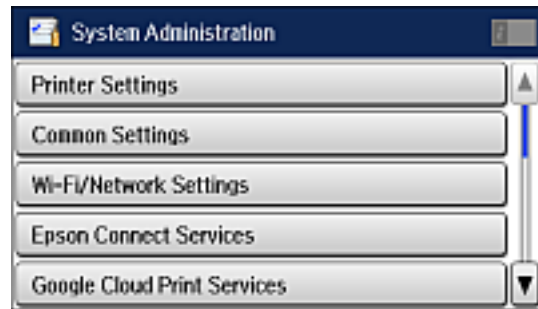
4. Select **Universal Print Settings**.

5. Adjust the settings as necessary.

6. When you are finished, press the ⌂ home button.

Universal Print Settings Options

Parent topic: Selecting Default Paper Settings - Administrator

Universal Print Settings Options

Select the **Universal Print Settings** you want to use.

Universal Print Settings option	Available settings	Description
Top Offset	—	Adjusts the top or left margin.
Left Offset	—	
Top Offset in Back	—	Adjusts the top or left margin of the back page when performing double-sided printing.
Left Offset in Back	—	
Check Paper Width	On	Select **On** to check the paper width before printing. This prevents printing beyond the edges of the paper when the paper size settings are incorrect, but may reduce the printing speed.
	Off	

Universal Print Settings option	Available settings	Description
Dry Time	Standard	Select the ink drying time you want to use when performing double-sided printing.
	Long	
	Longer	
Skip Blank Page	On	Select **On** to skip printing of blank pages automatically.
	Off	

Parent topic: Setting the Universal Print Settings

Installing and Enabling the Optional Second Paper Cassette

Follow these instructions to add the optional paper cassette to your product.

Note: If you are using the optional paper cassette with the PCL or PostScript (PS3) printer software, you must enable the second cassette in the printer software.

Installing the Optional Second Paper Cassette

Parent topic: Loading Paper

Installing the Optional Second Paper Cassette

You can install the optional paper cassette to provide more paper capacity.

1. Turn off the product and unplug the power cord and any connected cables.

    Warning: To avoid electric shock, make sure you unplug the power cord.

2. Remove the paper cassette from its carton and place it where you want to set up the product.

3. Carefully lift the product as shown, then gently lower it onto the paper cassette. Make sure the connectors and pins align correctly.
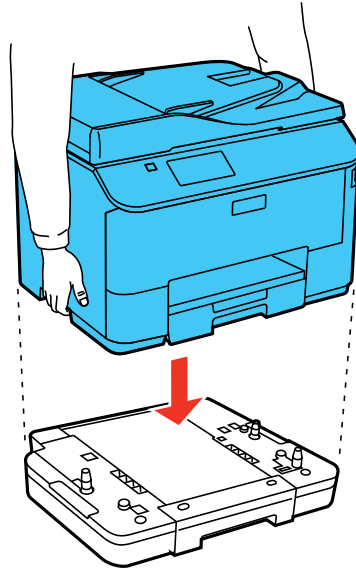
4. Reconnect the power cord and other connection cables, and plug in the product.

5. Turn on the product.

Parent topic: Installing and Enabling the Optional Second Paper Cassette

Placing Originals on the Product

Follow the instructions here to place your original documents or photos on the product.

Caution: Do not place anything on top of your product or use its cover as a writing surface to avoid damaging it.

Placing Originals on the Scanner Glass
Placing Originals in the Automatic Document Feeder

Placing Originals on the Scanner Glass

1. Open the document cover.
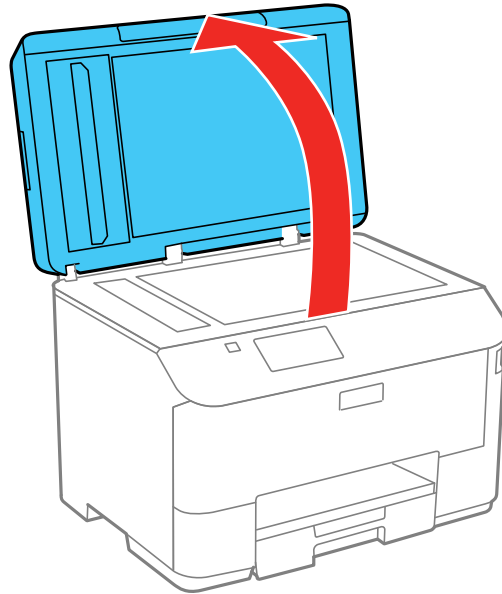
2. Place your original facedown on the scanner glass with the top facing into the corner. Slide the original to the edges of the indicated corner.
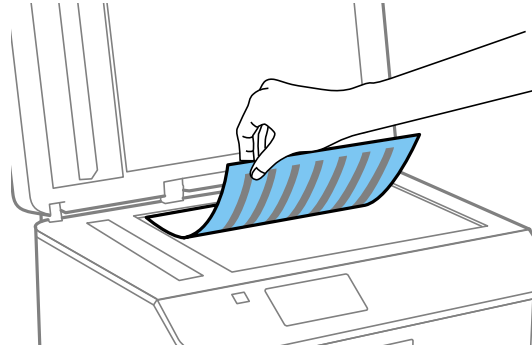
Note: You can place multiple originals on the scanner glass. Just make sure they are at least 0.8 inch (20 mm) away from each other.

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

Parent topic: Placing Originals on the Product

Related topics

Copying

Scanning

Faxing

Placing Originals in the Automatic Document Feeder

You can place multi-page original documents in the Automatic Document Feeder (ADF).You can also use the ADF to scan both sides of a 2-sided document. Make sure the originals meet the Automatic Document Feeder specifications before loading them.

Caution: Make sure your originals are not creased or folded, and do not contain holes, staples, tape, or other materials that could obstruct the feeder.

1. Slide the ADF edge guide outward.
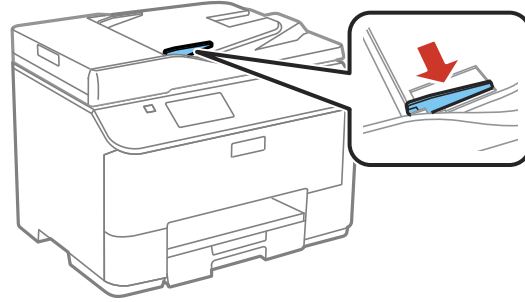
2. Fan your stack of originals and tap them gently on a flat surface to even the edges.
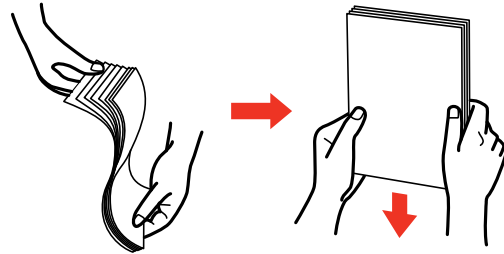
3. Insert the originals into the ADF faceup and top-edge first.

The **ADF** icon on the control panel lights up.

4. Slide the ADF edge guide against the originals, but not too tightly.
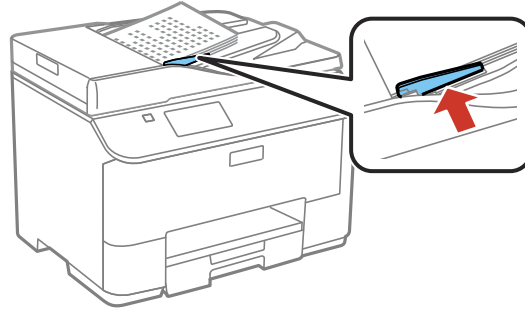
Note: If you are copying two originals onto one sheet, make sure the originals are loaded as shown:
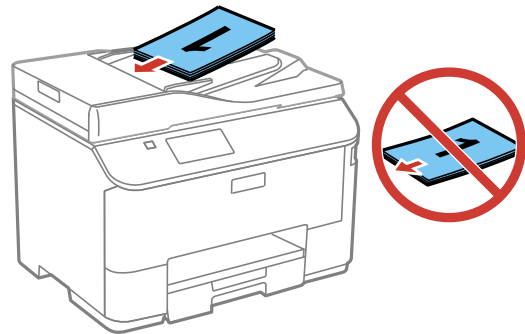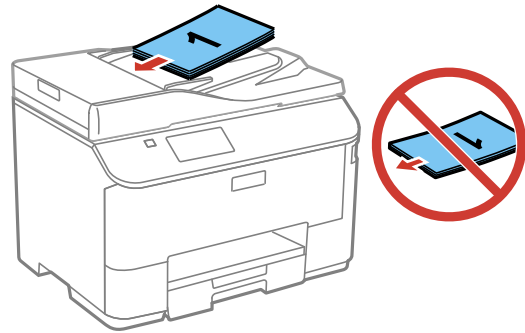
Parent topic: Placing Originals on the Product

Related references

Automatic Document Feeder (ADF) Specifications

Related topics

Copying

Scanning

Faxing

Copying

See the information here to copy documents or photos using your product.

Note: Copies may not be exactly the same size as your originals.

Copying Documents or Photos
Copying Options

Copying Documents or Photos

You can copy documents or photos onto various sizes and types of paper, including Epson special papers.

1. Place your original document or photo on the scanner glass, or place multi-page documents in the ADF.

2. Load the paper you want to print on.

3. Press the ⌂ home button, if necessary.

4. Select **Copy**.

   You see a screen like this:

5. To print more than one copy, press a number key on the product's control panel, or select **copies** and use the displayed keypad to enter the number of copies.

6. Change any of the displayed settings as necessary.

7. Select **Settings** to view and change additional copy settings, if necessary. Then press the ↺ back button

8. Select **Preview** to preview your copy on the LCD screen.

9. Select **Preset** to save your copy settings.

Note: Presets can be locked by an administrator. If you can't access or change this setting, contact your administrator for assistance.

10. When you are ready to copy, press one of the ◊ **Start** buttons.

Note: To cancel printing, press the ⊘ **Stop** button or select **Cancel**.

Parent topic: Copying

Copying Options

Select the copying options you want to use for your copies.

Note: Not all options or settings may be available, depending on other copying settings.

Copying option	Available settings	Description
Layout	With Border	Leaves a small margin around the image or document
	2-up	Copies multiple page documents onto one sheet. Also, select **Settings** and change the **Document Orientation** and **Layout Order** settings as necessary.
	4-up	
	ID Card	Copies both sides of an ID card onto one side of a sheet of paper
Document Size	Various sizes	Select the document size of your original
Paper Source	Various sources	Select the paper source that you want to use. If you select **Auto**, paper is fed automatically depending on the paper settings you selected for the paper sources.

Copying option	Available settings	Description
Zoom	Custom Size	Automatically sizes the image by the percentage you select
	Actual Size	Copies at 100% size
	Auto Fit Page	Automatically sizes the image to fit the paper size you selected
	Letter->4x6in and other conversions	Automatically converts from one size to another
2-Sided	Off	Select to make 2-sided copies. When you select **1>2-Sided** or **2>1-Sided**, also select **Advanced** and select the binding edge for your originals or copies.
	2>2-Sided	
	1>2-Sided	
	2>1-Sided	
Document Orientation	Portrait	Specifies the orientation of your originals
	Landscape	
Quality	Text	Specifies the document type of your originals and adjusts the quality of your copies
	Text(Best)	
	Text & Image	
	Text & Image(Best)	
	Photo	
Density	Varying levels	Adjusts the lightness or darkness of copies
Remove Shadow	Off	Select **On** to erase the shadows that appear in the center of a document when copying a book or that appear around a document when copying thick paper.
	On	
Remove Punch Holes	Off	Select **On** to erase the binding holes on a document
	On	
Collate Copy	Off	Select **On** to print multiple copies of a multi-page document both in order and sorted into sets
	On	

Copying option	Available settings	Description
Dry Time	**Standard**	Select to adjust the drying time for 2-sided copies, if smudges or marks appear on the front of the paper when you print on the second side
	Long	
	Longer	
Advanced Settings	Various settings	Select advanced settings such as **Saturation** and **Sharpness**

Parent topic: Copying

Printing from a Computer

Before printing from your computer, make sure you have set up your product and installed its software as described on the *Start Here* sheet.

Note: If you have an Internet connection, it is a good idea to check for updates to your product software on Epson's support website. If you see a Software Update screen, select **Enable automatic checking** and click **OK**. The update scans your system to see if you have the latest product software. Follow the on-screen instructions.

Printing with Windows
Printing with OS X
Printing with the Epson Universal Print Driver - Windows
Printing with the PostScript (PS3) Printer Software - Windows
Printing with the PostScript (PS3) Printer Software - OS X
Cancelling Printing Using a Product Button

Printing with Windows

You can print with your product using any Windows application, as described in these sections.

Selecting Basic Print Settings - Windows
Selecting Double-sided Printing Settings - Windows
Selecting Additional Layout and Print Options - Windows
Selecting a Printing Preset - Windows
Selecting Extended Settings - Windows
Printing Your Document or Photo - Windows
Selecting Default Print Settings - Windows
Changing Automatic Update Options

Parent topic: Printing from a Computer

Selecting Basic Print Settings - Windows

Select the basic settings for the document or photo you want to print.

1. Open a photo or document for printing.

2. 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.

3. If necessary, select your product name as the printer you want to use.

   Note: You may also need to select **Properties** or **Preferences** to view your print settings.

   You see the Main tab of your printer settings window:

4. For the **Paper Source** setting, select where you loaded the paper you want to print on.
5. Select the size of the paper you loaded as the **Document Size** setting.

6.   Select the orientation of your document.

   Note: If you are printing an envelope, select **Landscape**.

7.   Select the type of paper you loaded as the **Paper Type** setting.

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

8.   Select the **Quality** setting that matches the print quality you want to use.

9.   Select a Color option:

   • To print a color document or photo, select the **Color** setting.

   • To print text and graphics in black or shades of gray, select the **Black/Grayscale** setting.

10.   To print on both sides of the paper, select the **2-Sided Printing** setting and select the options you want.

11.   To print multiple pages on one sheet of paper, or print one image on multiple sheets of paper, select one of the settings in the **Multi-Page** menu and select the printing options you want.

12.   To print multiple copies and arrange their print order, select the **Copies** options.

13.   To preview your job before printing, select **Print Preview**.

14.   To save your print job as a project that can be modified and combined with other print jobs, select **Job Arranger Lite**.

15.   To reduce noise during printing when you select **Plain Paper/Bright White Paper**, select **On** in the Quiet Mode menu.

Paper Source Options - Windows

Print Quality Options - Windows

Multi-Page Printing Options - Windows

Parent topic: Printing with Windows

Related tasks

Selecting Double-sided Printing Settings - Windows

Printing Your Document or Photo - Windows

Paper Source Options - Windows

You can select any of the available options in the Paper Source menu to print on the paper loaded in that source.

Note: Paper Cassette 2 is available only if your product has two cassettes.

Auto Select
Automatically selects the paper source based on the selected paper size.

Paper Cassette 1
Selects the paper in cassette 1 as the paper source.

Paper Cassette 2
Selects the paper in cassette 2 as the paper source.

Rear Paper Feed Slot
Selects the paper in the rear feed slot as the paper source.

Parent topic: Selecting Basic Print Settings - Windows

Print Quality Options - Windows

You can select any of the available Quality options to fine-tune the quality of your print. Some settings may be unavailable, depending on the paper type and border setting you have chosen.

Draft
For draft printing on plain paper.

Standard
For everyday text and image printing.

Standard - Vivid
For text and graphics with good quality and print speed.

High
For photos and graphics with high print quality.

More Settings
Opens a window that lets you choose among levels of speed and quality.

Parent topic: Selecting Basic Print Settings - Windows

Multi-Page Printing Options - Windows

You can select any of the available options in the Multi-Page menu to set up your multi-page print job.

2-Up and 4-Up
Prints 2 or 4 pages on one sheet of paper. Click the **Page Order** button to select page layout and border options.

2×1 Poster, 2×2 Poster, 3×3 Poster, 4×4 Poster
Prints one image on multiple sheets of paper to create a larger poster. Click the **Settings** button to select image layout and guideline options.

Selecting Double-sided Printing Settings - Windows

You can print on both sides of the paper by selecting one of the **2-Sided Printing** options on the Main tab.

Note: Some options may be pre-selected or unavailable, depending on other settings you have chosen or if you are accessing the product over a network.
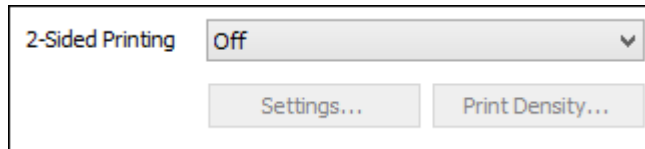
1. Select one of the following options for **2-Sided Printing**:

   • **Auto (Long-edge binding)** to print your double-sided print job by automatically flipping the paper on the long edge.

   • **Auto (Short-edge binding)** to print your double-sided print job by automatically flipping the paper on the short edge.

2. Click the **Settings** button.

You see this window:
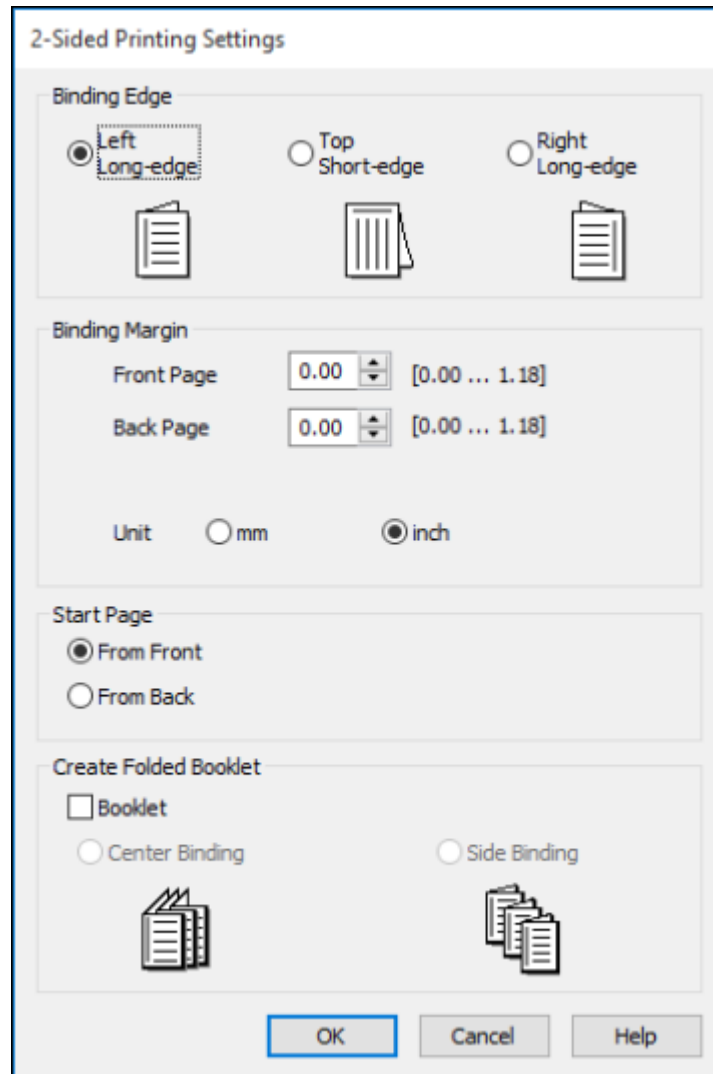
3. Select the double-sided printing options you want to use.

4. Click **OK** to return to the Main tab.

5. Click the **Print Density** button.

   You see this window:
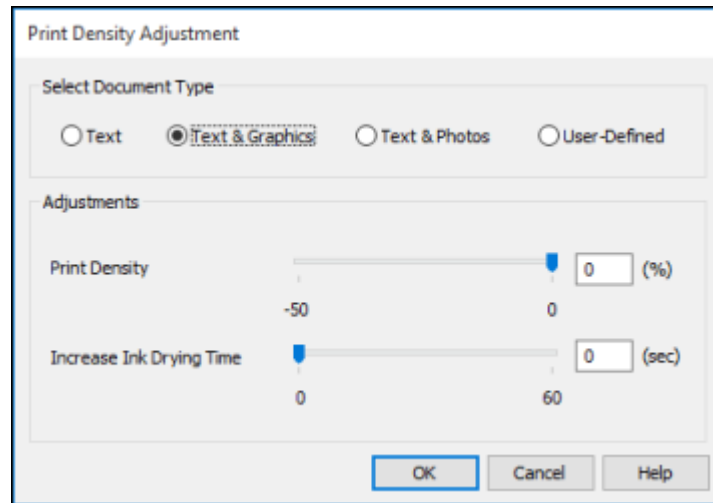
6. Select the type of document you are printing as the Document Type setting. The software automatically sets the **Adjustments** options for that document type.

7. If necessary, select the **Adjustments** options you want to use.

8. Click **OK** to return to the Main tab.

9. Print a test copy of your double-sided document to test the selected settings.

10. Follow any instructions displayed on the screen during printing.

Double-sided Printing Options - Windows

Print Density Adjustments - Windows

Parent topic: Printing with Windows

Related tasks

Selecting Basic Print Settings - Windows

Double-sided Printing Options - Windows

You can select any of the available options on the 2-Sided Printing Settings window to set up your double-sided print job.

Binding Edge Options
   Select a setting that orients double-sided print binding in the desired direction.

Binding Margin Options
   Select options that define a wider margin to allow for binding.

Start Page
   Selects whether printing starts on the front or back page.

Create Folded Booklet Options
   Select the **Booklet** checkbox and a binding option to print double-sided pages as a booklet.

Parent topic: Selecting Double-sided Printing Settings - Windows

Print Density Adjustments - Windows

You can select any of the available options on the Print Density Adjustment window to adjust the print quality of your double-sided print job.

Print Density
   Sets the level of ink coverage for double-sided printing.

Increase Ink Drying Time
   Sets the amount of time required for drying ink after printing on one side of the paper before printing the other side in double-sided printing to prevent ink smearing.

Parent topic: Selecting Double-sided Printing Settings - Windows

Selecting Additional Layout and Print Options - Windows

You can select a variety of additional layout and printing options for your document or photo on the More Options tab.

1. To change the size of your printed document or photo, select the **Reduce/Enlarge Document** checkbox and select one of these sizing options:

   • Select the **Fit to Page** option to size your image to fit the paper you loaded. Select the size of your document or photo as the **Document Size** setting, and the size of your paper as the **Output Paper** setting. If you want to center your image on the paper, select the **Center** option.

   • Select the **Zoom to** option to reduce or enlarge your document or photo by a specific percentage. Select the percentage in the **%** menu.

2. Select one of the following Color Correction options:

   • Select **Automatic** to automatically adjust the sharpness, brightness, contrast, and color saturation for your image.

- Select **Custom** and click the **Advanced** button to manually adjust the color correction settings or turn off color management in your printer software.

- Select **Image Options** to access additional settings for improving printed images.

  Note: You can also select **Color Universal Print** settings.

3. To add the following features, click the **Watermark Features** button:

   - **Anti-Copy Pattern**: adds a watermark that only appears when your printout is copied
   - **Watermark**: adds a visible watermark to your printout
   - **Header/Footer**: adds information such as the date and time to the top or bottom of your printout

     Note: Click the **Settings** button to customize the text and location of the header or footer.

4. To add a password to your print job, select the **Confidential Job** checkbox, then enter a password. Confidential jobs are stored in the product's memory without being printed. To print the job, enter the password for the confidential job on the product's control panel.

   Note: Confidential print jobs are cleared from the product's memory after printing.

5. Select any of the Additional Settings options to customize your print.

Custom Color Correction Options - Windows
Image Options and Additional Settings - Windows
Header/Footer Settings - Windows

Parent topic: Printing with Windows

Related tasks
Printing Your Document or Photo - Windows

Custom Color Correction Options - Windows

You can select any of the available options in the Color Correction window to customize the image colors for your print job.
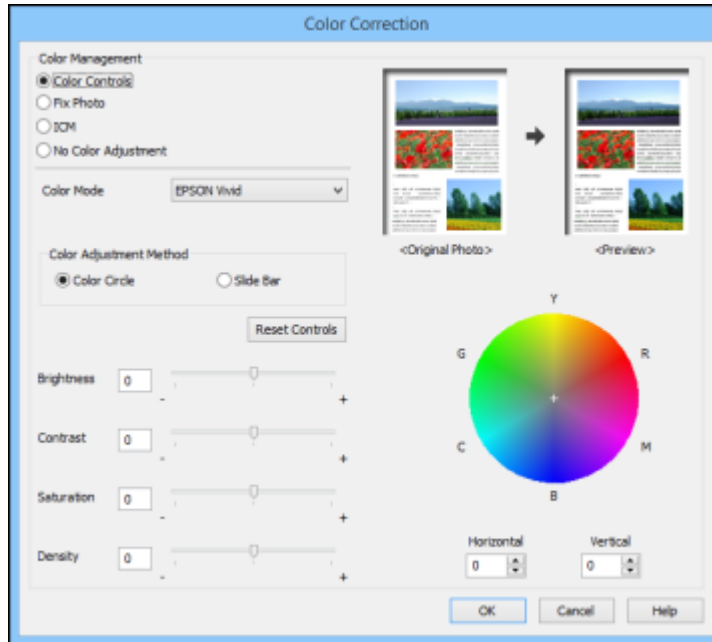
Color Controls
Lets you select a **Color Mode** setting, individual settings for **Brightness**, **Contrast**, **Saturation**, and **Density**, and individual color tones. Depending on the selected color mode, you can also adjust the midtone density using the **Gamma** setting.

Fix Photo
Improves 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.

ICM
Lets you manage color using installed color printing profiles.

No Color Adjustment
Turns off color management in your printer software so you can manage color using only your application software.

Parent topic:

Image Options and Additional Settings - Windows

You can select any of the Image Options and Additional Settings to customize your print. Some options may be pre-selected or unavailable, depending on other settings you have chosen.

Image Options

Emphasize Text
Adjusts the weight of printed text to increase readability.

Emphasize Thin Lines
Adjusts the weight of printed lines to increase visibility.

Edge Smoothing
Smooths jagged edges in low-resolution images such as screen captures or images from the Web.

Fix Red-Eye
Reduces or removes red-eye in photos.

Print Text in Black
Prints colored text in black.

For Color Text
Prints colored text on a background pattern or underlined.

For Color Graphs and Images
Prints colored graphics and images with overlay patterns.

For Color Text, Graphs, and Images
Prints colored text, graphics, and images with overlay patterns.

Enhancement Options
Specifies Color Universal Print enhancement settings for text, graphics, and images.

Additional Settings Options

Rotate 180º
Prints the image rotated 180º from its original orientation.

High Speed

Speeds up printing but may reduce print quality.

Mirror Image

Flips the printed image left to right.

Parent topic: Selecting Additional Layout and Print Options - Windows

Header/Footer Settings - Windows

You can select any of the Header/Footer Settings options to add headers or footers when you print. The items are available to print at the top or bottom of your pages, in either the left, right, or center of the page.

Note: These settings are not saved with your document.
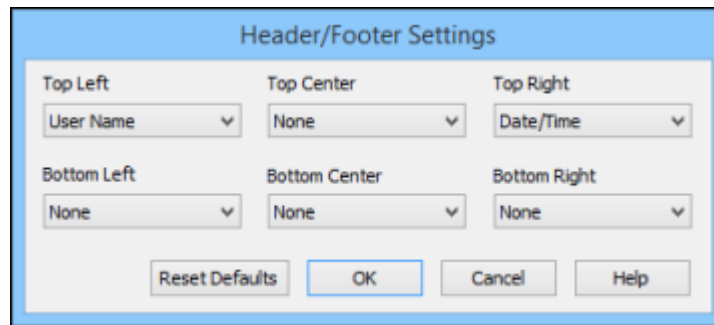
You can select to print the following information:

• User Name

• Computer Name

• Date

• Date/Time

• Collate Number (copy number)

Note: The user name, computer name, date, and time come from the Windows Control Panel on your computer.

Parent topic: Selecting Additional Layout and Print Options - Windows

Selecting a Printing Preset - Windows

For quick access to common groups of print settings, you can select a printing preset on the **Main** or **More Options** tab.

Note: You can create your own preset by clicking the **Add/Remove Presets** button.

1. Click the **Main** or **More Options** tab.

   You see the available **Printing Presets** on the left:
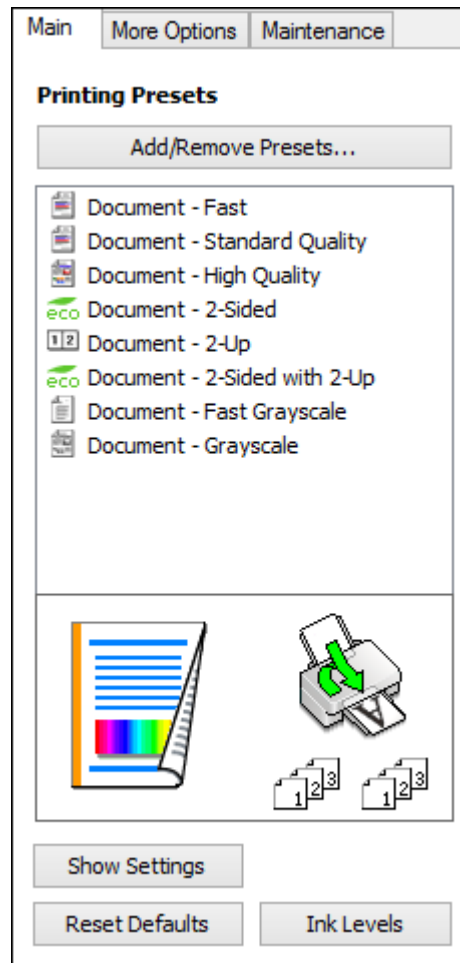
2. Place your cursor over one of the **Printing Presets** to view its list of settings.

3. Click on a preset to change its settings, or use any of the available options on the screen to control your printing presets.

4. To choose a preset for printing, select it.

5. Click **OK**.

Parent topic: Printing with Windows

Selecting Extended Settings - Windows

You can select additional settings that apply to all the print jobs you send to your product.

1. Access the Windows Desktop and right-click the product icon in the Windows taskbar.

2. Select **Printer Settings**.

3. Click the **Maintenance** tab.

You see the maintenance options:
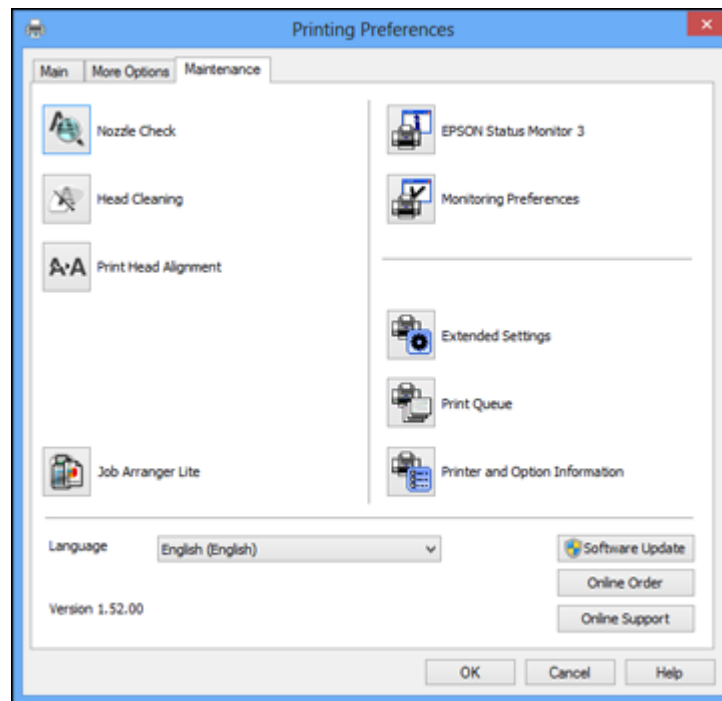
4. Click the **Extended Settings** button.

   You see this window:
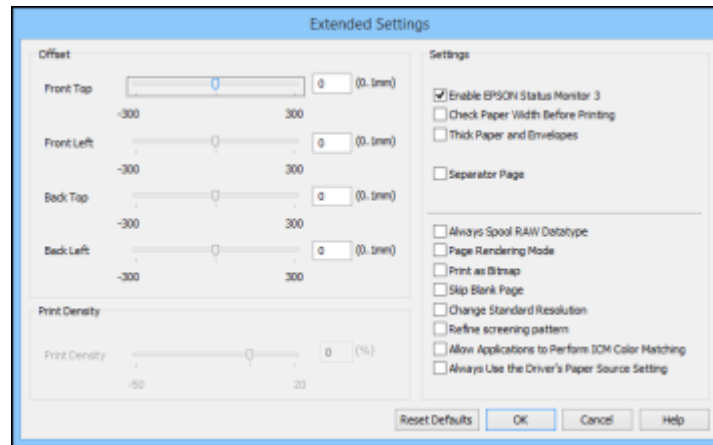
5. Select any of the extended settings to customize your print.

6. Click **OK** to close the Extended Settings window.

7. Click **OK** to close the printer software window.

   Extended Settings - Windows

   Parent topic: Printing with Windows

Extended Settings - Windows

You can select from these settings on the Extended Settings window.

Enable EPSON Status Monitor 3
Enables product monitoring for ink and paper supplies and other issues.

Check Paper Width Before Printing
Prevents printing beyond the edges of the paper if the paper size setting is incorrect; may reduce print speed.

Thick Paper and Envelopes
Prevents ink from smearing when you print on envelopes or other thick paper.

Separator Page
Before each document, prints a separator page containing the title, user, date, and time.

Always Spool RAW Datatype
Increases print speed and may solve other printing problems.

Page Rendering Mode
Increases print speed when printing is extremely slow or the print head stops during printing.

Print as Bitmap
Increases print speed when printing is extremely slow or the print head stops during printing, and other settings do not help.

Skip Blank Page
Ensures that your product does not print pages that contain no text or images.

Change Standard Resolution
Reduces the resolution of print data to correct printing problems.

Refine screening pattern
Prints graphics with a finer screening pattern.

Allow Applications to Perform ICM Color Matching
Allows applications to perform ICM color matching.

Always Use the Driver's Paper Source Setting
Prints using the paper source setting in the printer driver, rather than the setting in your application.

Parent topic: Selecting Extended Settings - Windows

Printing Your Document or Photo - Windows

Once you have selected your print settings, you are ready to save your settings and print.

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

You see your application's Print window, such as this one:
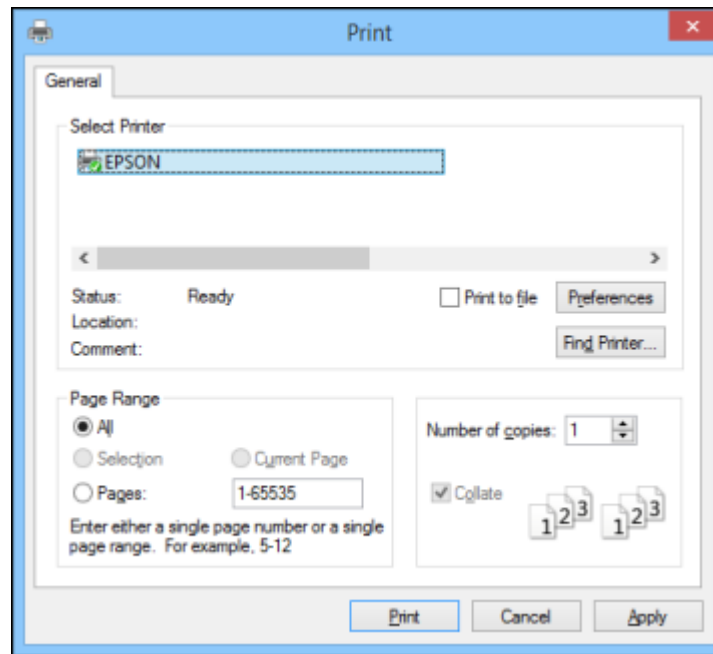
2. Click **OK** or **Print** to start printing.

Parent topic: Printing with Windows

Selecting Default Print Settings - Windows

When you change your print settings in a program, the changes apply only while you are printing in that program session. If you want to change the print settings you use in all your Windows programs, you can select new default print settings.

1. Access the Windows Desktop and right-click the product icon in the Windows taskbar.

2. Select **Printer Settings**.

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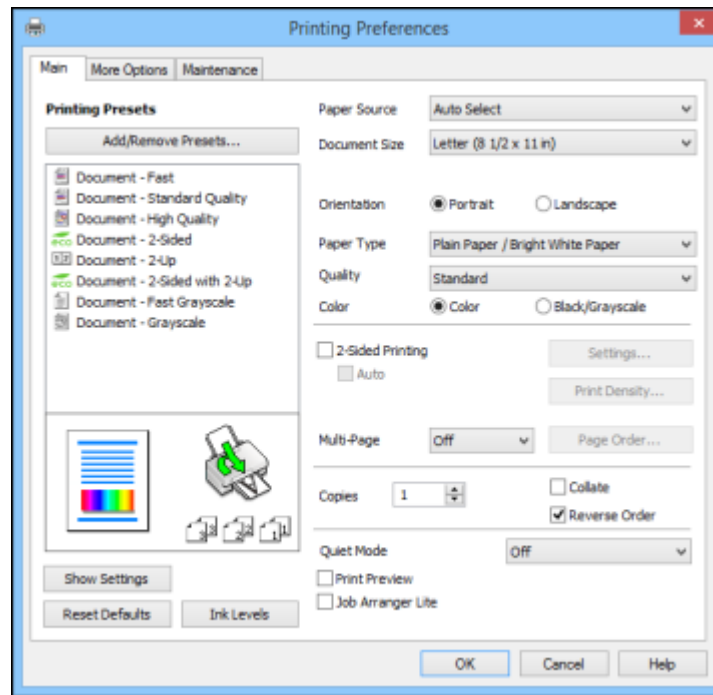
3. Select the print settings you want to use as defaults in all your Windows programs.

4. Click **OK**.

These settings are now the defaults selected for printing. You can still change them as needed for printing in any program session.

Changing the Language of the Printer Software Screens

Parent topic: Printing with Windows

Changing the Language of the Printer Software Screens

You can change the language used on the Windows printer software screens.

1. Access the Windows Desktop and right-click the product icon in the Windows taskbar.

2. Select **Printer Settings**.

You see the printer settings window.

3. Click the **Maintenance** tab.

   You see the maintenance options:
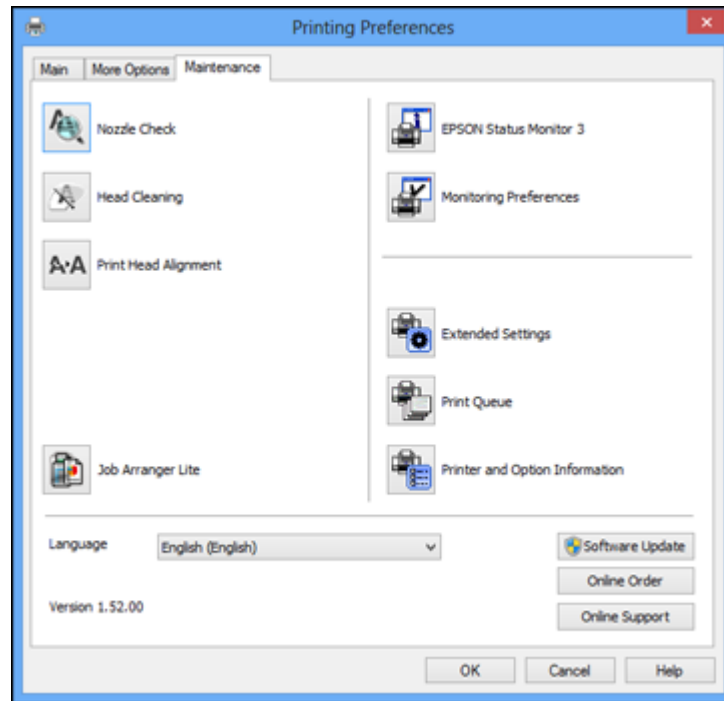
4. Select the language you want to use as the **Language** setting.
5. Click **OK** to close the printer software window.

The printer software screens appear in the language you selected the next time you access them.

Parent topic: Selecting Default Print Settings - Windows

Changing Automatic Update Options

Your printer software for Windows automatically checks for updates to the product software. You can change how often the software checks for updates or disable this feature.

1. Access the Windows Desktop and right-click the product icon in the Windows taskbar.
2. Select **Software Update Settings**.

You see this window:

Software Update Settings ✕

Check for Software Updates on the Internet

⦿ Check every   2 weeks   ⌄

◯ Never

OK   Cancel
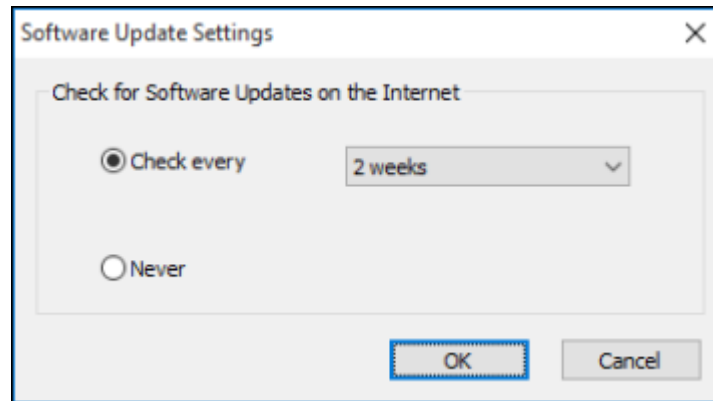
3. Do one of the following:

   • To change how often the software checks for updates, select a setting in the **Check every** menu.

   • To disable the automatic update feature, select the **Never** option.

4. Click **OK** to exit.

Note: If you choose to disable the automatic update feature, you can check for updates manually.

Parent topic: Printing with Windows

Related tasks
Checking for Software Updates

Printing with OS X

You can print with your product using any OS X printing program, as described in these sections.

Note: If you have an Internet connection, it is a good idea to check for updates to your product software on Epson's support website.

Selecting Basic Print Settings - OS X
Selecting Page Setup Settings - OS X
Selecting Print Layout Options - OS X

Parent topic: Printing from a Computer

Selecting Basic Print Settings - OS X

Select the basic settings for the document or photo you want to print.

1. Open a photo or document for printing.

2. 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.

3. Select your product as the **Printer** setting.

Printer:	EPSON	⇕
Presets:	Default Settings	⇕

4. If necessary, click the arrow next to the Printer setting or the **Show Details** button to expand the print window.

You see the expanded printer settings window for your product:

Printer: EPSON

Presets: Default Settings

Copies: 1

Pages: ● All
○ From: 1   to: 1

Paper Size: US Letter   8.50 by 11.00 inches

Orientation:

Preview

☑ Auto Rotate

● Scale: 100 %

○ Scale to Fit: ● Print Entire Image
○ Fill Entire Paper

Copies per page: 1

Cancel   Print

Note: The print window may look different, depending on the version of OS X and the application you are using.

5. Select the **Copies** and **Pages** settings as necessary.

Note: If you do not see these settings in the print window, check for them in your application before printing.

6. Select the page setup options: **Paper Size** and **Orientation**.

   Note: If you do not see these settings in the print window, check for them in your application before printing. They may be accessible by selecting **Page Setup** from the File menu.

7. Select any application-specific settings that appear on the screen, such as those shown in the image above for the Preview application.

8. Select **Print Settings** from the pop-up menu.
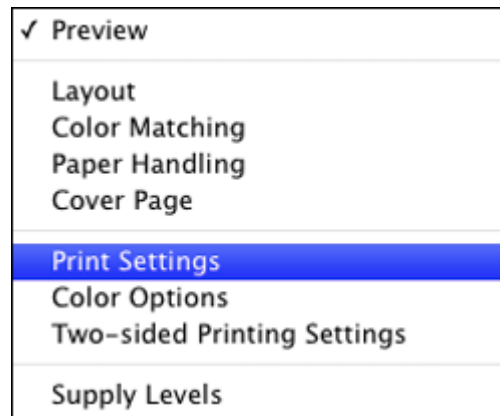
You see these settings:
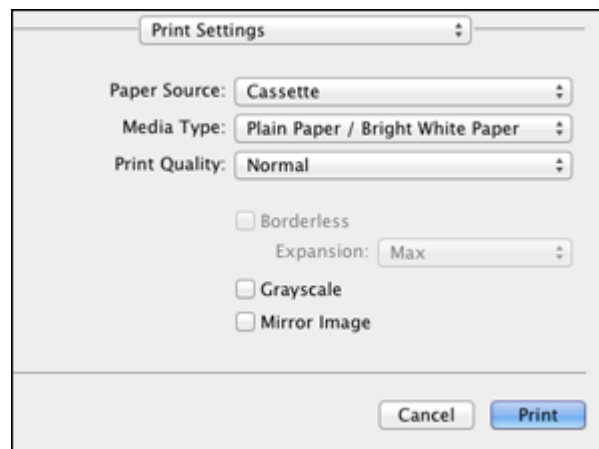
9. Select the **Paper Source** you wish to print from.

10. Select the type of paper you loaded as the **Media Type** setting.

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

11. Select the **Print Quality** setting you want to use.

12. Select any of the available print options.

Paper Source Options - OS X
Print Quality Options - OS X
Print Options - OS X

Parent topic: Printing with OS X

Related references

Paper Type Settings

Related tasks

Selecting Page Setup Settings - OS X
Printing Your Document or Photo - OS X

Paper Source Options - OS X

You can select any of the available options in the Paper Source menu to print on the paper loaded in that source.

Auto Select
Automatically selects the paper source based on the selected paper size.

Cassette 1
Selects the paper in cassette 1 as the paper source.

Cassette 2
Selects the paper in cassette 2 as the paper source.

Rear Paper Feed Slot
Selects the paper in the rear feed slot as the paper source.

Parent topic: Selecting Basic Print Settings - OS X

Print Quality Options - OS X

You can select any of the available Print Quality options to fine-tune the quality of your print. Some settings may be unavailable, depending on the paper type setting you have chosen.

Draft
> For draft printing on plain paper.

Normal
> For everyday text and image printing.

Normal - Vivid
> For everyday text and image printing with good quality and print speed.

Fine
> For text and graphics with good quality and print speed.

Quality
> For text and graphics with increased quality and print speed.

Best Quality
> For the best print quality, but the slowest print speed.

Parent topic: Selecting Basic Print Settings - OS X

Print Options - OS X

You can select any of the print options to customize your print. Some options may be unavailable, depending on other settings you have chosen.

Grayscale
> Prints text and graphics in black or shades of gray.

Mirror Image
> Lets you flip the printed image horizontally.

Parent topic: Selecting Basic Print Settings - OS X

Selecting Page Setup Settings - OS X

Depending on your application, you may be able to select the paper size and orientation settings from the print window.
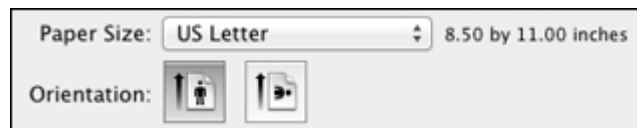
Note: If you do not see these settings in the print window, check for them in your application before printing. They may be accessible by selecting **Page Setup** from the File menu.

1. Select the size of the paper you loaded as the **Paper Size** setting.

2. Select the orientation of your document or photo as shown in the print window.

   Note: If you are printing an envelope, select the ⬚ icon.

Note: You can reduce or enlarge the size of the printed image by selecting **Paper Handling** from the pop-up menu and selecting a scaling option.

Parent topic: Printing with OS X

Selecting Print Layout Options - OS X

You can select a variety of layout options for your document or photo by selecting **Layout** from the pop-up menu on the print window.
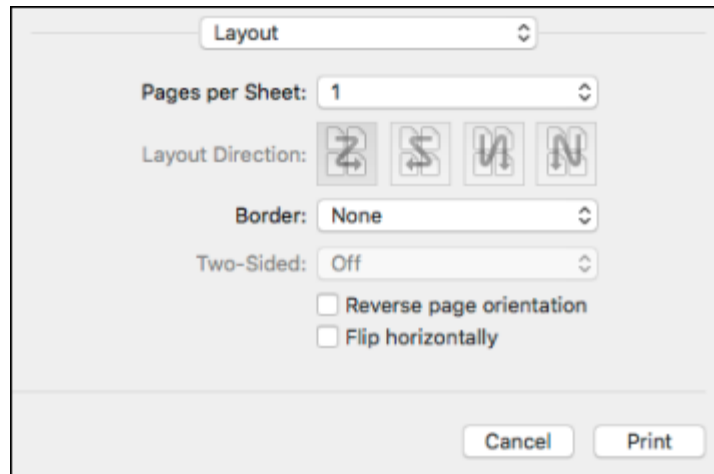
- To print multiple pages on one sheet of paper, select the number of pages in the **Pages per Sheet** pop-up menu. To arrange the print order of the pages, select a **Layout Direction** setting.

- To print borders around each page on the sheet, select a line setting from the **Border** pop-up menu.

- To invert or flip the printed image, select the **Reverse page orientation** or **Flip horizontally** settings.

Parent topic: Printing with OS X

Selecting Double-sided Printing Settings - OS X

You can print on both sides of the paper by selecting **Two-sided Printing Settings** from the pop-up menu on the print window.
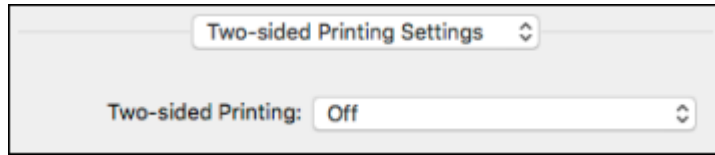
Two-sided Printing Settings ⇕	
Two-sided Printing:	Off ⇕

Note: Some options may be pre-selected or unavailable, depending on other settings you have chosen or if you are accessing the product over a network. This screen may be different, depending on the version of OS X you are using.

1. Select one of the **Two-sided Printing** options.

2. Select the type of document you are printing as the **Document Type** setting. The software automatically sets the Adjustments options for that document type.
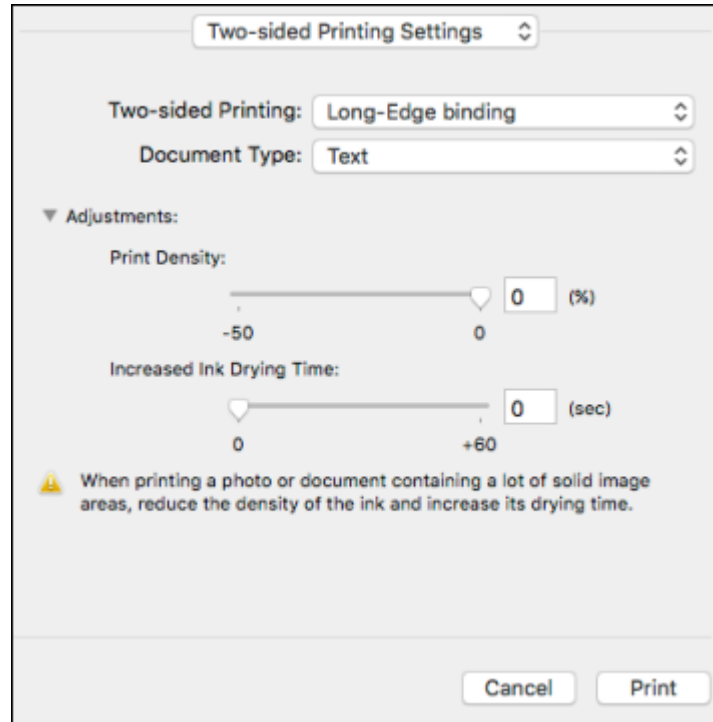
3. If necessary, customize the Adjustments settings as instructed on the screen.

4. Print a test copy of your double-sided document to test the selected settings.

5. Follow any instructions displayed on the screen during printing.

Double-sided Printing Options and Adjustments - OS X

Parent topic: Printing with OS X

Double-sided Printing Options and Adjustments - OS X

You can select any of the available options in the **Two-sided Printing Settings** or **Output Settings** pop-up menu to set up your double-sided print job.

Two-sided Printing Options

Long-Edge binding
Orients double-sided printed pages to be bound on the long edge of the paper.

Short-Edge binding
Orients double-sided printed pages to be bound on the short edge of the paper.

Adjustments

Print Density
Sets the level of ink coverage for double-sided printing.

Increased Ink Drying Time
Sets the amount of time required for drying ink after printing on one side of the paper before printing the other side in double-sided printing.

Parent topic: Selecting Double-sided Printing Settings - OS X

Managing Color - OS X

You can adjust the Color Matching and Color Options settings to fine-tune the colors in your printout, or turn off color management in your printer software.

1. Select **Color Matching** from the pop-up menu in the print window.
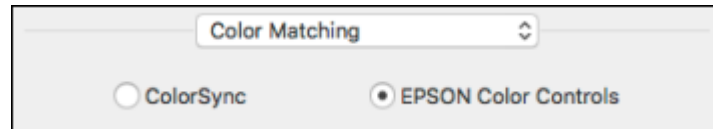
2. Select one of the available options.

3. Select **Color Options** from the pop-up menu in the print window.
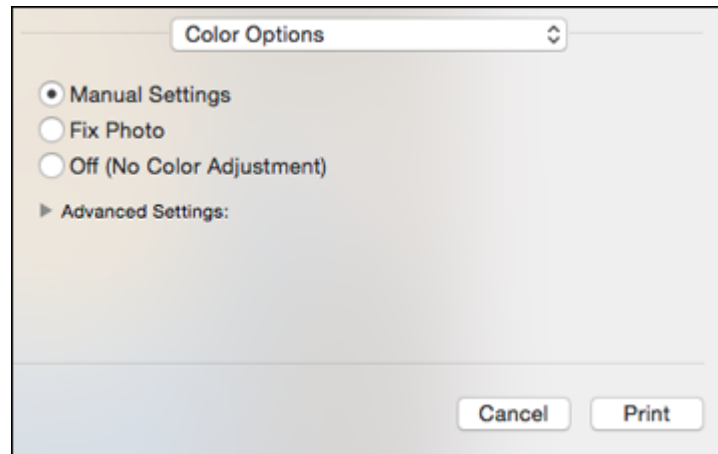
Note: The available settings on the Color Options menu depend on the option you selected on the Color Matching menu.

4. Select one of the available options.

Color Matching and Color Options - OS X

Parent topic: Printing with OS X

Color Matching and Color Options - OS X

You can select from these settings on the **Color Matching** and **Color Options** menus.

Color Matching Settings

EPSON Color Controls
Lets you manage color using controls in your printer software or turn off color management.

ColorSync
Prints using standard color profiles for your product and paper to help match image colors. You can customize the conversion method and filter settings on the ColorSync pop-up menu in the print window.

Color Options Settings

Manual Settings

Lets you select manual color adjustments. Click the arrow next to **Advanced Settings** and select settings for **Brightness**, **Contrast**, **Saturation**, and individual color tones. You can also select a color **Mode** setting for printing photos and graphics and the **Fix Red-Eye** setting to reduce or remove red-eye in photos. Depending on the selected color mode, you can also adjust the midtone density using the **Gamma** setting.

Fix Photo

Improves the color, contrast, and sharpness of flawed photos. Click the arrow next to **Advanced Settings** and select the **Fix Red-Eye** setting to reduce or remove red-eye in 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.

Off (No Color Adjustment)

Turns off color management in your printer software so you can manage color using only your application software.

Note: An ICC profile is required if color management is turned off.

Parent topic: Managing Color - OS X

Selecting Printing Preferences - OS X

You can select printing preferences that apply to all the print jobs you send to your product.

1. In the Apple menu or the Dock, select **System Preferences**.

2. Select **Print & Fax**, **Print & Scan**, or **Printers & Scanners**, select your product, and select **Options & Supplies**.

3. Select **Driver** or **Options**.

You see a screen like this:
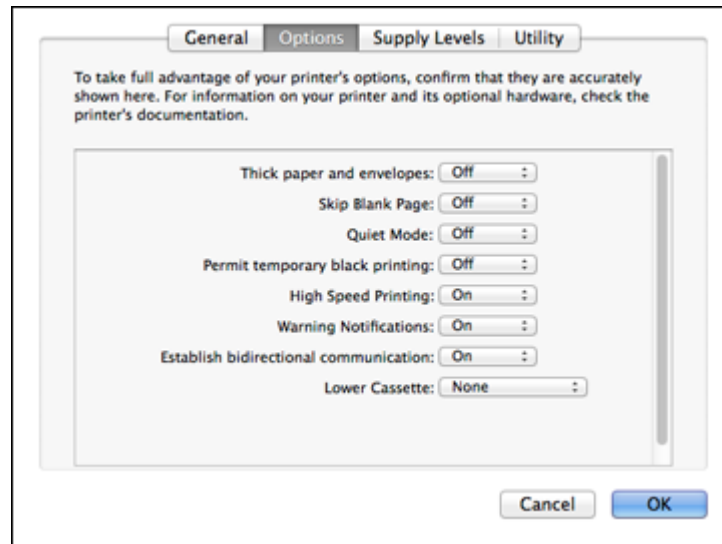
4. Select any of the available printing preferences.

5. Click **OK**.

Printing Preferences - OS X

Parent topic: Printing with OS X

Printing Preferences - OS X

You can select from these settings on the **Options** or **Driver** tab.

Note: Automatic Cassette Switching is available only if your product has two cassettes.

Skip Blank Page
Ensures that your product does not print pages that contain no text or images.

Quiet Mode
Lessens noise during printing but may decrease print speed.

Permit temporary black printing
Allows you to print using black ink when color ink is expended.

Automatic Cassette Switching
Automatically switches to the other cassette when one of the cassettes runs out of paper.

High Speed Printing
Speeds up printing but may reduce print quality.

Warning Notifications
Lets you choose whether or not to receive warning notifications from the printer software for various operating conditions.

Establish bidirectional communication
Allows the product to communicate with the computer. Do not change the default setting unless you experience issues when using a shared printing pool.

Lower Cassette
Specifies whether the optional cassette is present.

Parent topic: Selecting Printing Preferences - OS X

Printing Your Document or Photo - OS X

Once you have selected your print settings, you are ready to print.

Click **Print** at the bottom of the print window.
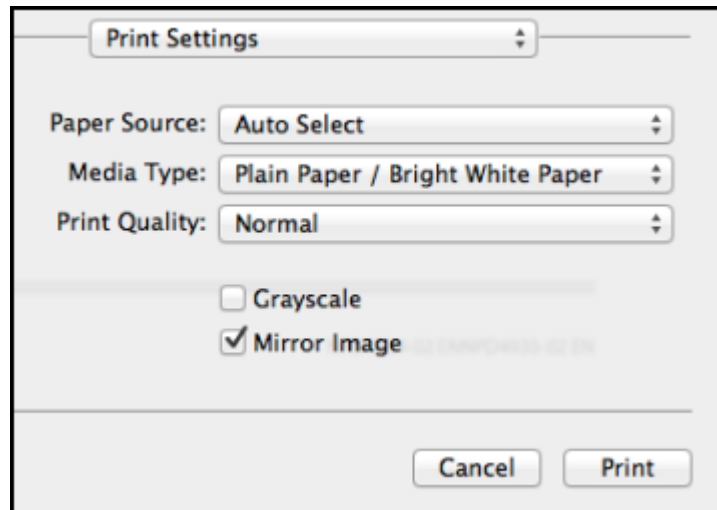
Checking Print Status - OS X

Parent topic:

Related tasks

Checking Print Status - OS X

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

1. Click the printer icon when it appears in the Dock.

    You see the print status window:
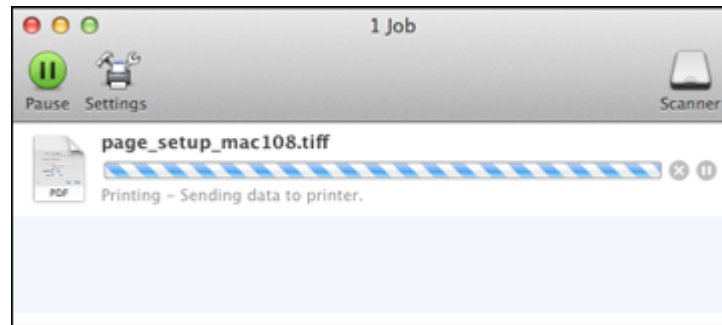
2. Select the following options as necessary for your version of OS X:

    - To cancel printing, click the print job and click ⊗ or **Delete**.

    - To pause a print job, click the print job and click ⏸ or **Hold**. To resume a print job, click the paused print job and click ↻ or **Resume**.

    - To pause printing for all queued print jobs, click **Pause** or **Pause Printer**.

    - To display other printer information, click **Settings** or **Supply Levels**.

    Parent topic: Printing Your Document or Photo - OS X

Printing with the Epson Universal Print Driver - Windows

You can print with the Epson Universal Print Driver using any Windows printing program, as described in these sections.

Parent topic: Printing from a Computer

Synchronizing Printer Settings - Epson Universal Print Driver - Windows

You may need to synchronize the printer driver with the product if the printer driver does not detect the correct information or settings from the product.

1. Do one of the following:

   - **Windows 10:** Right-click and select **Control Panel** > **Hardware and Sound** > **Devices and Printers**. Right-click **EPSON Universal Print Driver** and select **Printer properties**.

   - **Windows 8.x:** Navigate to the **Apps** screen and select **Control Panel** > **Hardware and Sound** > **Devices and Printers**. Right-click **EPSON Universal Print Driver** and select **Printer properties**.

   - **Windows 7:** Click and select **Devices and Printers**. Right-click **EPSON Universal Print Driver** and select **Printer properties**.

   - **Windows Vista:** Click and select **Control Panel**. Click **Printer** under **Hardware and Sound**, then right-click **EPSON Universal Print Driver** and select **Properties**.

   - **Windows XP:** Click **Start** and select **Printers and Faxes**. Right-click **EPSON Universal Print Driver** and select **Properties**.

2. Click the **Optional Settings** tab.

You see this window:

3. Make sure **Acquire from Printer** is selected and click **Get**.

    The product's settings and other information appears in the Current Printer Information area.

4. Click **OK**.

Parent topic: Printing with the Epson Universal Print Driver - Windows

Related tasks

Installing the Optional Second Paper Cassette

Selecting Basic Print Settings - Epson Universal Print Driver - Windows

Select the basic settings for the document or photo you want to print.

1. Open a photo or document for printing.

2. 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.

3. If necessary, select **EPSON Universal Print Driver** as the printer you want to use.

   Note: You may also need to select **Properties** or **Preferences** to view your print settings.

   You see the Main tab of your printer settings window:
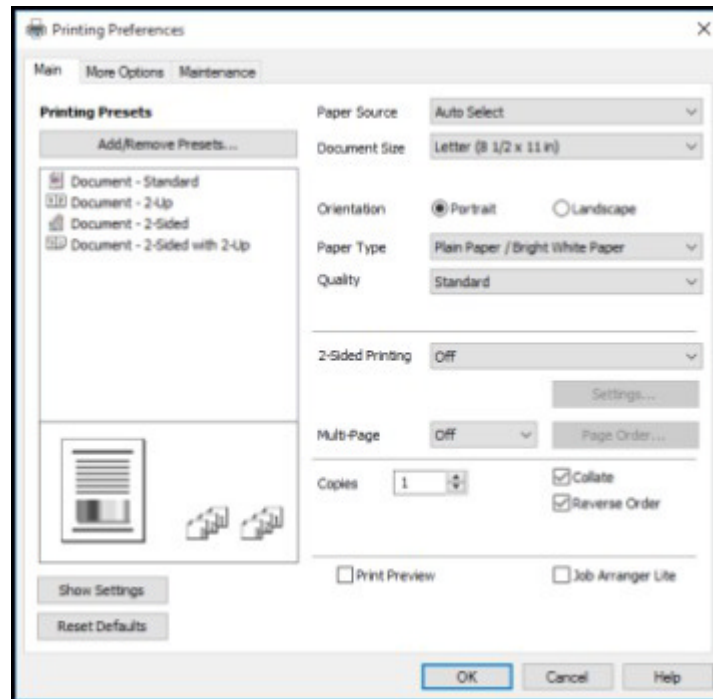
Note: For more information about a setting, right-click it and select **Help**.

4. For the **Paper Source** setting, select where you loaded the paper you want to print on.

5. Select the size of the paper you loaded as the **Document Size** setting.

   Note: You can also select the **User-Defined** setting to create a custom paper size.

6. Select the orientation of your document.

   Note: If you are printing an envelope, select **Landscape**.

7. Select the type of paper you loaded as the **Paper Type** setting.

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

8. Select the **Quality** setting that matches the print quality you want to use.

9. Select a Color option:
   • To print a color document or photo, select the **Color** setting.
   • To print text and graphics in black or shades of gray, select the **Grayscale** setting.

10. To print on both sides of the paper, select one of the **2-Sided Printing** settings.

11. To print multiple pages on one sheet of paper, or print one image on multiple sheets of paper, select one of the settings in the **Multi-Page** menu and select the printing options you want.

12. To print multiple copies and arrange their print order, select the **Copies** options.

13. To preview your job before printing, select **Print Preview**.

14. To save your print job as a project that can be modified and combined with other print jobs, select **Job Arranger Lite**.

Parent topic: Printing with the Epson Universal Print Driver - Windows

Related references

Paper Type Settings
Print Quality Options - Windows
Multi-Page Printing Options - Windows

Selecting Additional Layout and Print Options - Epson Universal Print Driver - Windows

You can select a variety of additional layout and printing options for your document or photo on the More Options tab.
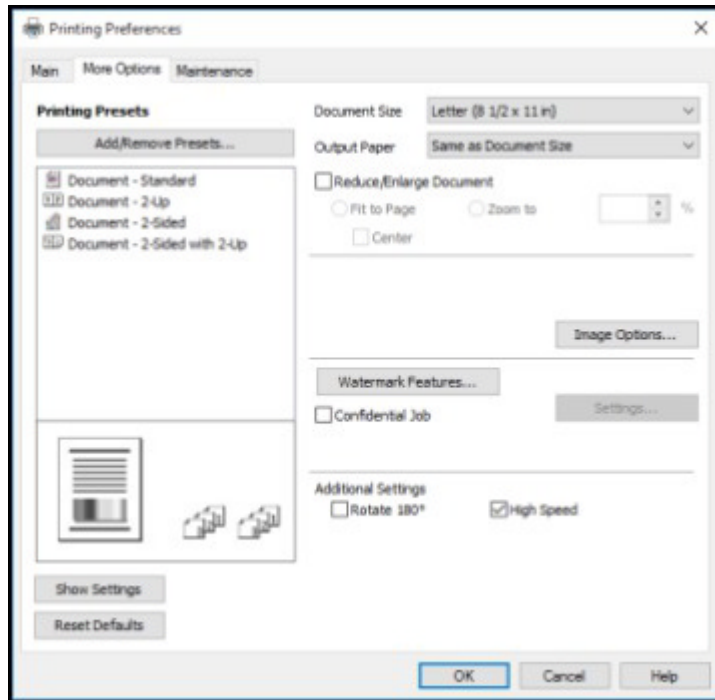
Note: For more information about a setting, right-click it and select **Help**.

1. To change the size of your printed document or photo, select the **Reduce/Enlarge Document** checkbox and select one of these sizing options:

    • Select the **Fit to Page** option to size your image to fit the paper you loaded. Select the size of the your document or photo as the **Document Size** setting, and the size of your paper as the **Output Paper** setting. If you want to center your image on the paper, select the **Center** option.

    • Select the **Zoom to** option to reduce or enlarge your document or photo by a specific percentage. Select the percentage in the **%** menu.

2. Select one of the following Color Correction options:

   • Select **Automatic** to automatically adjust the sharpness, brightness, contrast, and color saturation for your image.

   • Select **Custom** and click the **Advanced** button to manually adjust the color correction settings or turn off color management in your printer software.

   • Select **Image Options** to access additional settings for improving printed images.

3. To add the following features, click the **Watermark Features** button:

   • **Watermark**: adds a visible watermark to your printout.

     Note: Click the **Add/Delete** button to create your own watermark, and click the **Settings** button to customize the watermark.

   • **Header/Footer**: adds information such as the date and time to the top or bottom of your printout.

     Note: Click the **Settings** button to customize the text and location of the header or footer.

4. To add a password to your print job, select the **Confidential Job** checkbox, then enter a password. Confidential jobs are stored in the product's memory without being printed. To print the job, enter the password for the confidential job on the product's control panel.

   Note: Confidential print jobs are cleared from the product's memory after printing.

5. Select any of the Additional Settings options to customize your print.

Parent topic: Printing with the Epson Universal Print Driver - Windows

Related references

Custom Color Correction Options - Windows

Image Options and Additional Settings - Windows

Header/Footer Settings - Windows

Selecting Maintenance Options - Epson Universal Print Driver - Windows

You can select maintenance and other optional settings on the Maintenance tab.
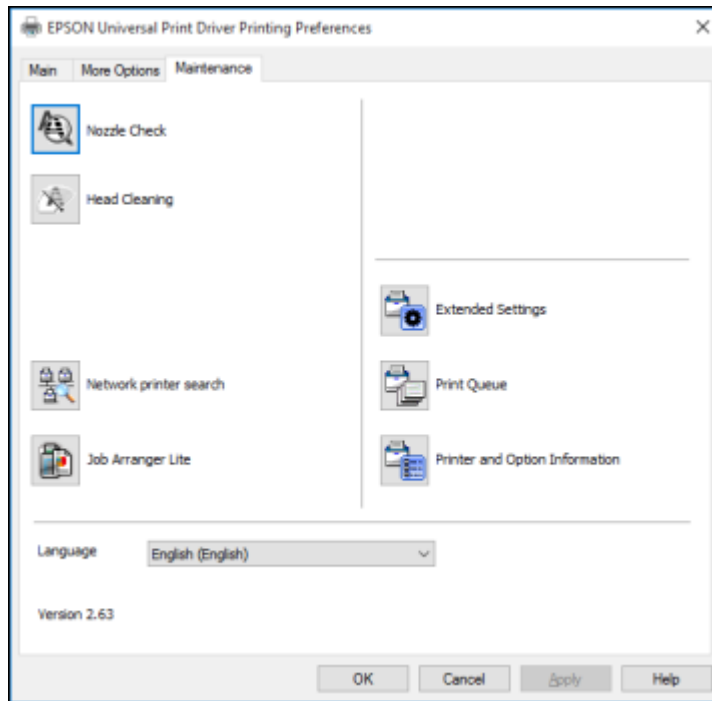
Note: For more information about a setting, right-click it and select **Help**.

- **Nozzle Check** lets you print a nozzle check pattern to check for clogged nozzles.

- **Head Cleaning** lets you clean the print head.

- **Network printer search** lets you search for and connect to a product on the network.

- **Job Arranger Lite** lets you save your print job as a project that can be modified and combined with other print jobs.

- **Extended Settings** lets you change a variety of print settings.

- **Print Queue** displays all the print jobs in queue. You can also cancel or restart print jobs.

- **Printer and Option Information** displays information on the printer settings and any optional equipment installed.

- **Language** lets you change the language of the printer software screens.

Extended Settings - Epson Universal Print Driver - Windows

Parent topic: Printing with the Epson Universal Print Driver - Windows

Related concepts

Print Head Nozzle Check

Print Head Cleaning

Extended Settings - Epson Universal Print Driver - Windows

You can select from these settings on the Extended Settings window.
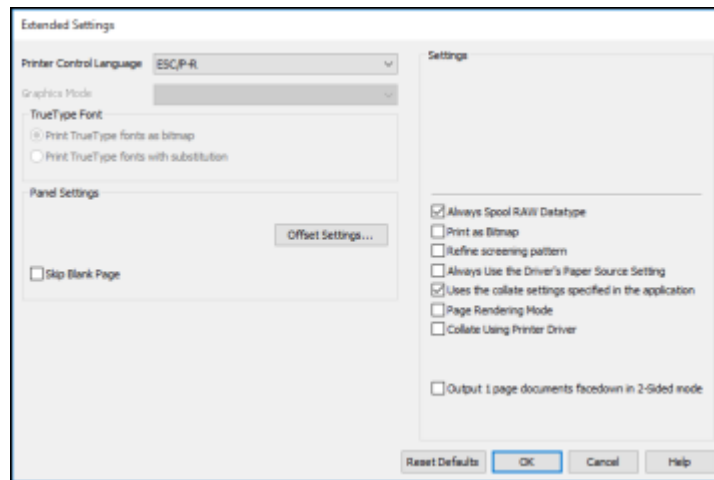
Printer Control Language
Lets you select the printer control language.

Graphics Mode
Lets you select the mode by which to output PDL commands to the product.

TrueType Font
Lets you select how you want to print TrueType fonts.

Offset Settings
Lets you make fine-tune adjustments to the print position of data on your printout.

Skip Blank Page
Ensures that your product does not print pages that contain no text or images.

Always Spool RAW Datatype
Increases print speed and may solve other printing problems.

Print as Bitmap
Increases print speed when printing is extremely slow or the print head stops during printing, and other settings do not help.

Refine screening pattern
Prints graphics with a finer screening pattern.

Always Use the Driver's Paper Source Setting
Prints using the paper source setting in the printer driver, rather than the setting in your application.

Uses the collate settings specified in the application
Prints using the collate setting in your application.

Page Rendering Mode
Increases print speed when printing is extremely slow or the print head stops during printing.

Collate Using Printer Driver
Prints and collates multi-page documents using the printer driver. Deselect this checkbox to use the product to collate your print jobs instead. (This setting is automatically enabled if there is not enough memory on the product to collate your print job.)

Output 1 page documents facedown in 2-Sided mode
Outputs single-sided pages in a 2-sided print job facedown instead of faceup.

Parent topic: Selecting Maintenance Options - Epson Universal Print Driver - Windows

Selecting Default Print Settings - Epson Universal Print Driver - Windows

When you change your print settings in a program, the changes apply only while you are printing in that program session. If you want to change the print settings you use in all your Windows programs, you can select new default print settings.

1. Do one of the following:

   - **Windows 10:** Right-click ▦ and select **Control Panel** > **Hardware and Sound** > **Devices and Printers**. Right-click **EPSON Universal Print Driver** and select **Print Preferences**.

   - **Windows 8.x:** Navigate to the **Apps** screen and select **Control Panel** > **Hardware and Sound** > **Devices and Printers**. Right-click **EPSON Universal Print Driver** and select **Print Preferences**.

* **Windows 7:** Click ![icon] and select **Devices and Printers**. Right-click **EPSON Universal Print Driver** and select **Printing Preferences**.

* **Windows Vista:** Click ![icon] and select **Control Panel**. Click **Printer** under **Hardware and Sound**, right-click **EPSON Universal Print Driver**, and select **Printing Preferences**.

* **Windows XP:** Click **Start** and select **Printers and Faxes**. Right-click **EPSON Universal Print Driver** and select **Printing Preferences**.

You see the printer settings window:

Note: For more information about a setting, right-click it and select **Help**.

2. Select the print settings you want to use as defaults in all your Windows programs.

3. Click **OK**.

These settings are now the defaults selected for printing. You can still change them as needed for printing in any program session.

Parent topic: Printing with the Epson Universal Print Driver - Windows

Locking Printer Settings - Epson Universal Print Driver - Windows

Administrators can lock some printer settings to prevent unauthorized changes.

1. Do one of the following:

   - **Windows 10:** Right-click and select **Control Panel** > **Hardware and Sound** > **Devices and Printers**. Right-click **EPSON Universal Print Driver** and select **Printer properties**.

   - **Windows 8.x:** Navigate to the **Apps** screen and select **Control Panel** > **Hardware and Sound** > **Devices and Printers**. Right-click **EPSON Universal Print Driver** and select **Printer properties**.

   - **Windows 7:** Click and select **Devices and Printers**. Right-click **EPSON Universal Print Driver** and select **Printer properties**.

   - **Windows Vista:** Click and select **Control Panel**. Click **Printer** under **Hardware and Sound**, then right-click **EPSON Universal Print Driver** and select **Properties**.

   - **Windows XP:** Click **Start** and select **Printers and Faxes**. Right-click **EPSON Universal Print Driver** and select **Properties**.

2. Click the **Optional Settings** tab.

3. Click **Driver Settings**.

You see this window:
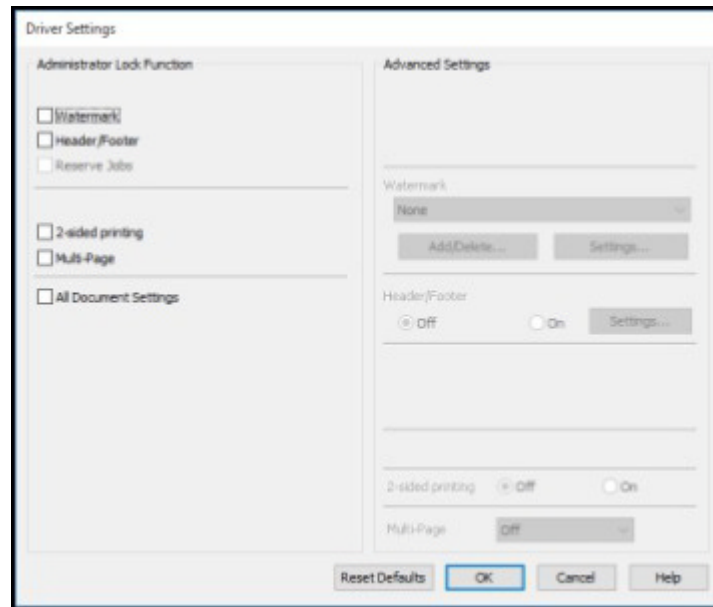
4. Select the checkbox for the settings you want to lock. To lock all print settings, select **All Document Settings**.

5. Under **Advanced Settings**, select the setting option you want to use for each locked setting.

6. Click **OK**.

Epson Universal Print Driver Locked Setting Options

Parent topic: Printing with the Epson Universal Print Driver - Windows

Epson Universal Print Driver Locked Setting Options

Select the options you want to use for any locked print settings.

Setting	Options	Description
Watermark	Various text watermarks	Lets you select the text for the watermark or prohibit watermarks
	Add/Delete	Lets you add or delete a customized text or image-based watermark
	Settings	
		Lets you select the size, position, color and other watermark settings
Header/Footer	Off	Prohibits headers or footers
	On	Allows headers and footers
	Settings	Lets you select the text and position for printing headers and footers
Color	Color	Allows color printing
	Grayscale	Allows printing in black or shades of gray only
2-sided printing	Off	Allows printing on only one side of the paper
	On	Allows printing on both sides of the paper
Multi-Page	Off	Prohibits multi-page settings
	2-Up	Allows printing of 2 pages on one sheet of paper
	4-Up	Allows printing of 4 pages on one sheet of paper

Parent topic: Locking Printer Settings - Epson Universal Print Driver - Windows

Adding Network Printers - Epson Universal Print Driver - Windows

You can use the Epson Universal Print Driver to find and add network printers.

1. Do one of the following:

   - **Windows 10:** Right-click and select **Control Panel** > **Hardware and Sound** > **Devices and Printers**. Right-click **EPSON Universal Print Driver** and select **Printer properties**.

   - **Windows 8.x:** Navigate to the **Apps** screen and select **Control Panel** > **Hardware and Sound** > **Devices and Printers**. Right-click **EPSON Universal Print Driver** and select **Printer properties**.

- **Windows 7:** Click ![icon] and select **Devices and Printers**. Right-click **EPSON Universal Print Driver** and select **Printer properties**.

- **Windows Vista:** Click ![icon] and select **Control Panel**. Click **Printer** under **Hardware and Sound**, then right-click **EPSON Universal Print Driver** and select **Properties**.

- **Windows XP:** Click **Start** and select **Printers and Faxes**. Right-click **EPSON Universal Print Driver** and select **Properties**.

2. Click the **Optional Settings** tab.

   You see this window:

3. Click **Network printer search**.

4. When you see the search results, select **Add found printers**.

You see a screen like this:
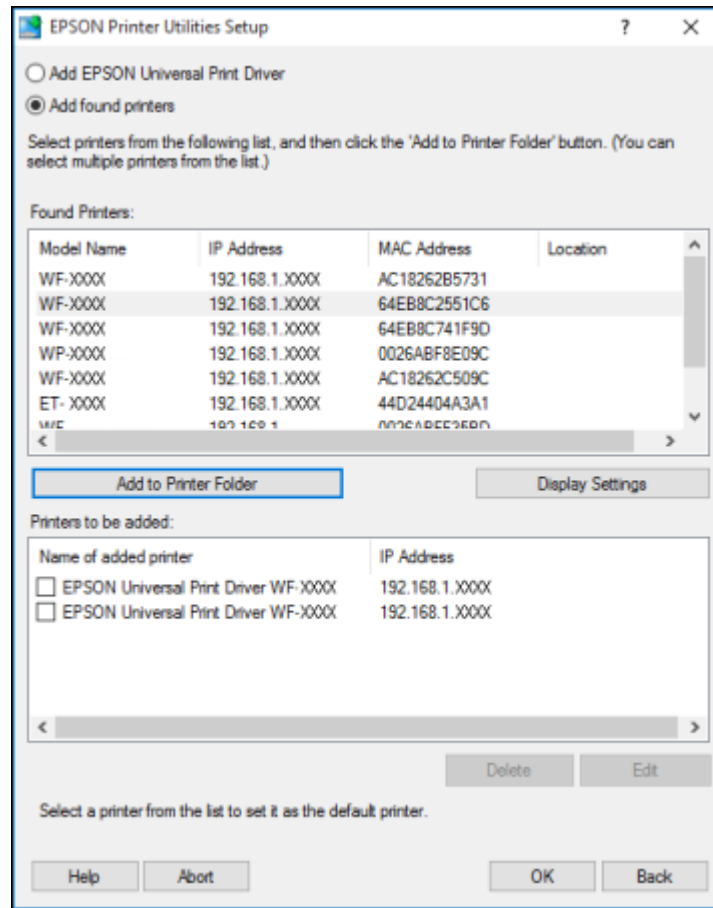
5. Select the printer or printers you want to add.

6. Click **Add to Printer Folder**.

   The selected printer or printers appear in the lower section of the screen.

7. Select the checkbox next to the product you want to make your default printer, if necessary.

8. Click **OK**.

Parent topic: Printing with the Epson Universal Print Driver - Windows

Printing with the PostScript (PS3) Printer Software - Windows

You can print with the PostScript (PS3) printer software using any Windows printing program, as described in these sections.

Note: The PostScript printer software supports products that are connected via Ethernet. If your product is connected via USB, you will need to install the standard Epson printer software. To download the standard Epson printer software, go to epson.com/support/wf5690.

Selecting Basic Print Settings - PostScript Printer Software - Windows
Selecting Additional Layout and Print Options - PostScript Printer Software - Windows
Selecting Default Print Settings - PostScript Printer Software - Windows

Parent topic: Printing from a Computer

Selecting Basic Print Settings - PostScript Printer Software - Windows

Select the basic settings for the document or photo you want to print.

1. Open a photo or document for printing.

2. 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.

3. If necessary, select your product name as the printer you want to use, and then click the **Preferences** button.

You see the Layout tab of your printer settings window:
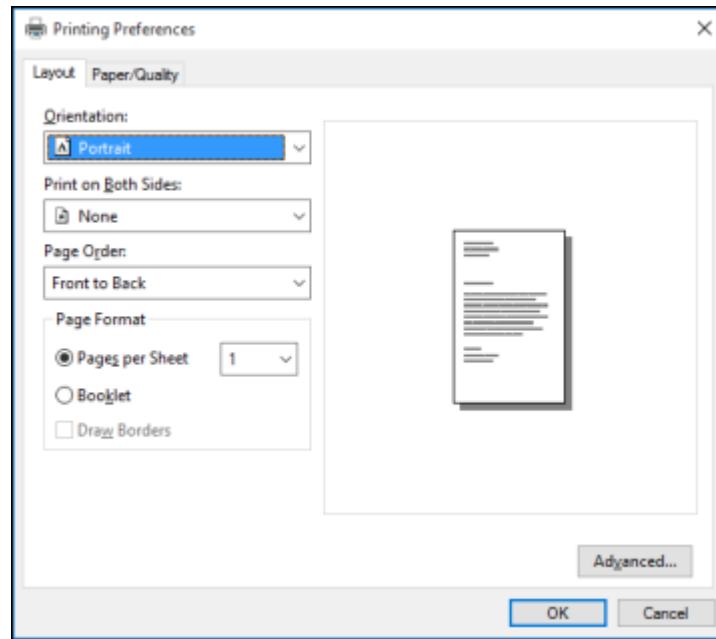
4. Select the orientation of your document.

5. To print on both sides of the paper, select one of the **Print on Both Sides** settings.

6. To change the printing order of the pages, select one of the **Page Order** settings.

7. To print multiple pages on one sheet of paper, adjust the **Pages per Sheet** setting.

8. To create a folded booklet out of your photo or document, select the **Booklet** option.

9. Click the **Paper/Quality** tab.

You see this window:
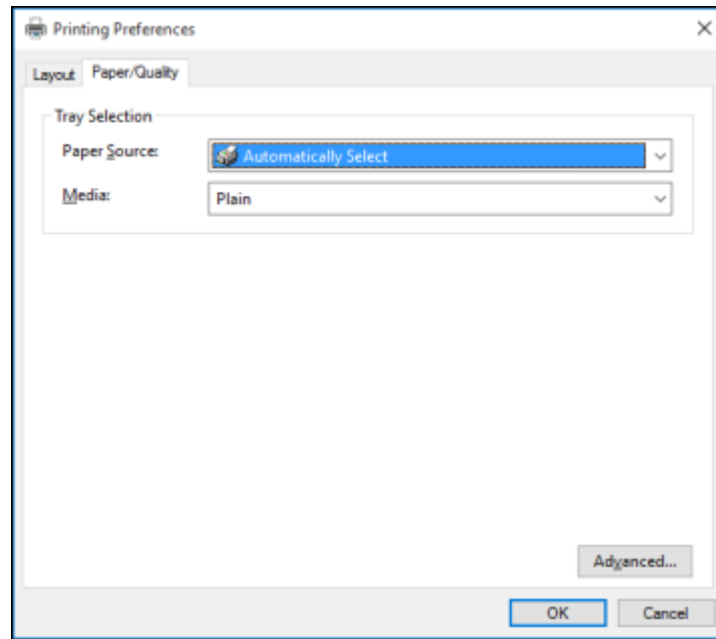
10. Select the **Paper Source** that matches where you loaded the paper you want to print on.

11. Select **Plain** as the **Media** setting.

    Note: The PostScript printer software supports plain paper printing on these paper and envelope sizes:

    • A4 (8.3 × 11.7 inches [210 × 297 mm])

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

    • No. 10 (4.1 × 9.5 inches [105 × 241 mm])

12. Select one of the following as the Color setting:

    • To print a color document or photo, select the **Color** setting.

    • To print text and graphics in black only, select the **Black & White** setting.

Parent topic: Printing with the PostScript (PS3) Printer Software - Windows

Selecting Additional Layout and Print Options - PostScript Printer Software - Windows

You can select a variety of additional layout and printing options for your document or photo by clicking the **Advanced** button.
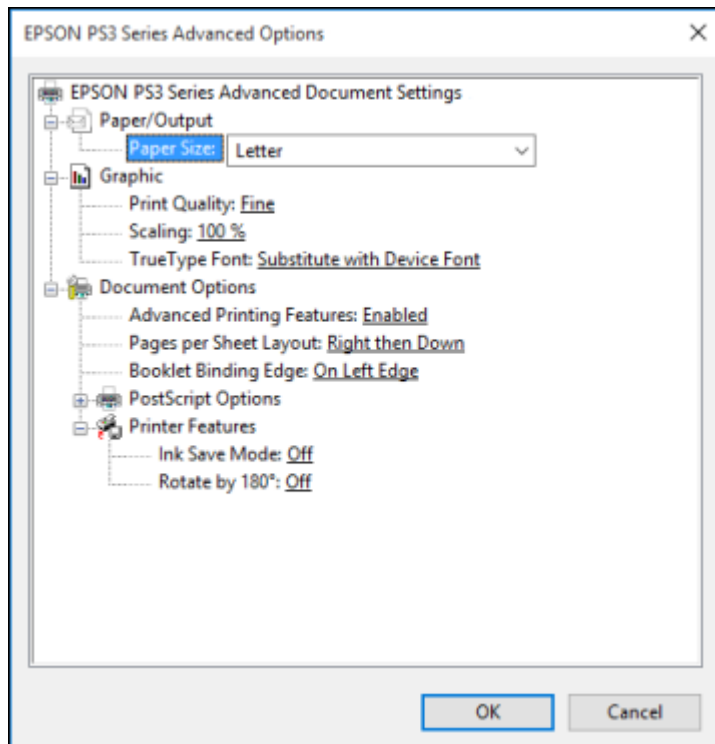
1. Select the size of the paper you loaded as the **Paper Size** setting.

2. Select the **Print Quality** option that matches the print quality you want to use.

3. Adjust the **Scaling** setting to reduce or enlarge your document or photo by a specific percentage.

4. To utilize the Windows Image Color Management system, set the **ICM Method** option to one of the **ICM Handling** options and select the **ICM Intent** setting you want to use.

5. Adjust the **Pages Per Sheet Layout** setting to change the order of multiple pages on a single sheet of paper when you have adjusted the **Pages Per Sheet** setting on the **Layout** tab.

6. Adjust the **Booklet Binding Edge** setting to change the orientation of your printed booklet.

7. Expand the PostScript Options heading to access the advanced PostScript printer software features.

8. Select any of the remaining **Printer Features** options to customize your printouts.

Parent topic: Printing with the PostScript (PS3) Printer Software - Windows

Selecting Default Print Settings - PostScript Printer Software - Windows

When you change your print settings in a program, the changes apply only while you are printing in that program session. If you want to change the print settings you use in all your Windows programs, you can select new default print settings.

1. Do one of the following:

   - **Windows 10:** Right-click and select **Control Panel** > **Hardware and Sound** > **Devices and Printers**. Right-click your product name and select **Printer properties**.

   - **Windows 8.x:** Navigate to the **Apps** screen and select **Control Panel** > **Hardware and Sound** > **Devices and Printers**. Right-click your product name and select **Print Preferences**.

   - **Windows 7:** Click and select **Devices and Printers**. Right-click your product name and select **Printing Preferences**.

   - **Windows Vista:** Click and select **Control Panel**. Click **Printer** under **Hardware and Sound**, right-click your product name, and select **Printing Preferences**.

   - **Windows XP:** Click **Start** and select **Printers and Faxes**. Right-click your product name and select **Printing Preferences**.

You see the printer settings window:

2. Select the print settings you want to use as defaults in all your Windows programs.

3. Click **OK**.

These settings are now the defaults selected for printing. You can still change them as needed for printing in any program session.

Parent topic: Printing with the PostScript (PS3) Printer Software - Windows

Printing with the PostScript (PS3) Printer Software - OS X

You can print with the PostScript (PS3) printer software using any OS X printing program, as described in these sections.

Selecting Basic Print Settings - PostScript Printer Software - OS X
Selecting Page Setup Settings - PostScript Printer Software - OS X
Selecting Print Layout Options - PostScript Printer Software - OS X
Sizing Printed Images - PostScript Printer Software - OS X

Parent topic:

Selecting Basic Print Settings - PostScript Printer Software - OS X

Select the basic settings for the document or photo you want to print.

1. Open a photo or document for printing.

2. 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.

3. Select your product as the **Printer** setting.

Printer:	EPSON	↕
Presets:	Default Settings	↕

4. If necessary, click the arrow next to the Printer setting or the **Show Details** button to expand the print window.

You see the expanded printer settings window for your product:

Note: The print window may look different, depending on the version of OS X and the application you are using.

5. Select the **Two-Sided**, **Copies**, and **Pages** settings as necessary.

Note: If you do not see these settings in the print window, check for them in your application before printing.

6. Select the page setup options: **Paper Size** and **Orientation**.

    Note: If you do not see these settings in the print window, check for them in your application before printing. They may be accessible by selecting **Page Setup** from the File menu.

7. Select any application-specific settings that appear on the screen, such as those shown in the image above for the Preview application.

8. Select **Paper Feed** from the pop-up menu.

    Preview

    Layout
    Color Matching
    Paper Handling
    ✓ Paper Feed
    Cover Page

    Printer Features

    You see these settings:

    Paper Feed

    ⦿ All Pages From: Auto Select
    ○ First Page From: Rear Paper Feed
       Remaining From: Rear Paper Feed

                              Cancel   Print
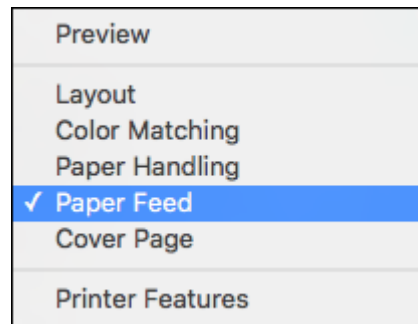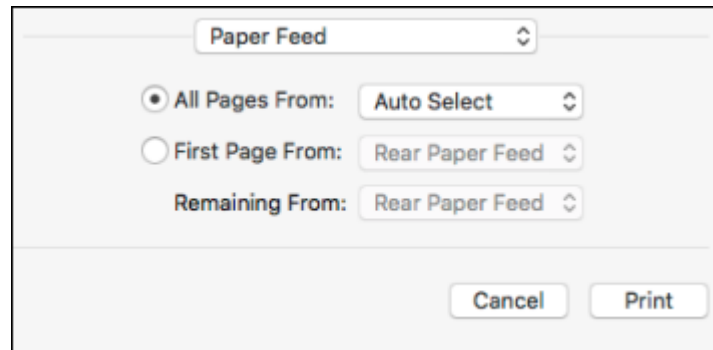
9. Select **All Pages From** or **First Page From** and select the paper source you want to print from.

10. Select **Printer Features** from the pop-up menu.

Preview

Layout
Color Matching
Paper Handling
Paper Feed
Cover Page

✓ Printer Features

You see these settings:

Printer Features

Feature Sets: Quality

MediaType: Plain
Print Quality: Fine

Cancel Print
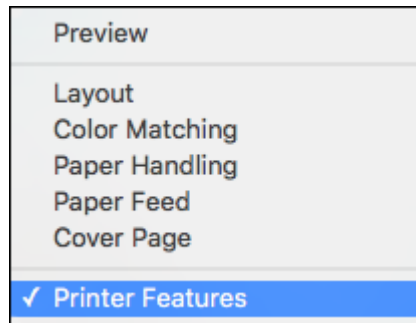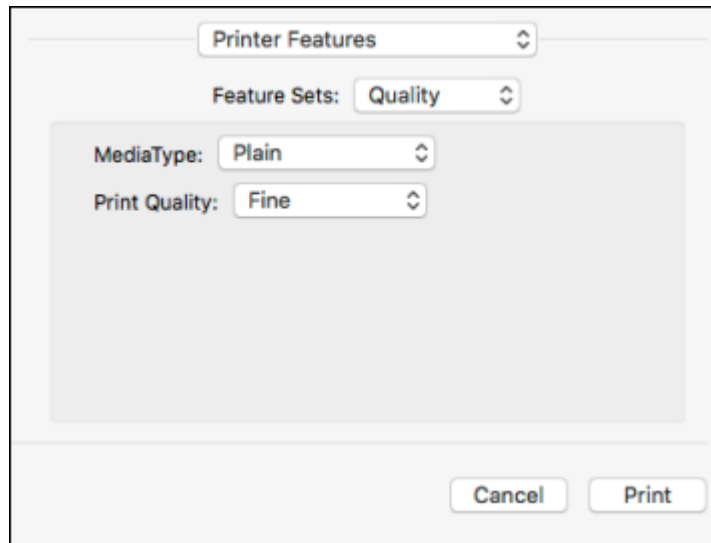
11. Select **Plain** as the **MediaType** setting.

Note: The PostScript printer software supports plain paper printing on these paper and envelope sizes:

- A4 (8.3 × 11.7 inches [210 × 297 mm])

- Letter (8.5 × 11 inches [216 × 279 mm])
- No. 10 (4.1 × 9.5 inches [105 × 241 mm])

12. Select one of the following **Print Quality** options:
    - For fast printing with reduced quality, select **Fast**.
    - For printing text and graphics with good quality and print speed, select **Fine**.
    - For the best printing with reduced speed, select **Maximum**.
13. Select **Color** from the Feature Sets pop-up menu.

    You see these settings:

Printer Features

    Feature Sets: Color

    Color Mode: Color
    Press Simulation: Auto
    Simulation Method: Off
    Pure Black Mode: On

    Cancel   Print
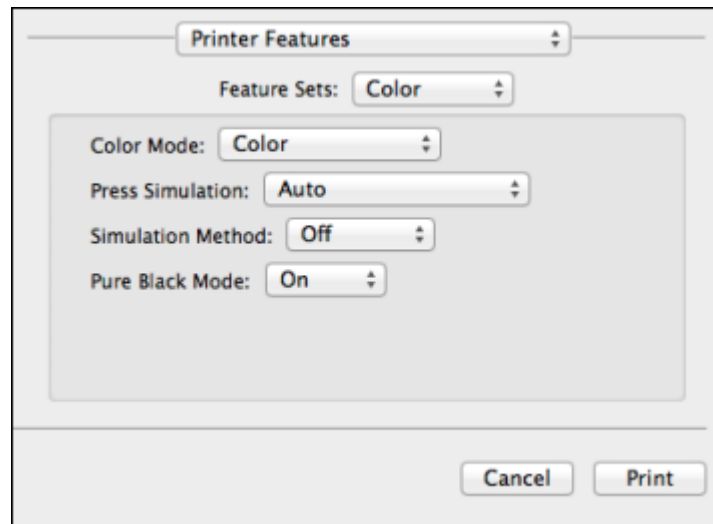
14. Select a **Color Mode** option:
    - To print a color document or photo, select the **Color** setting.
    - To print text and graphics in black only, select the **Monochrome** setting.
15. Select any of the available print options.

Parent topic: Printing with the PostScript (PS3) Printer Software - OS X

Related tasks

Selecting Page Setup Settings - OS X

Selecting Page Setup Settings - PostScript Printer Software - OS X

Depending on your application, you may be able to select the paper size and orientation settings from the print window.
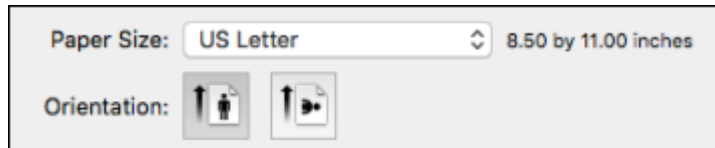
Note: If you do not see these settings in the print window, check for them in your application before printing. They may be accessible by selecting **Page Setup** from the File menu.

1. Select the size of the paper you loaded as the **Paper Size** setting. You can also select a custom setting to create a custom paper size.
2. Select the orientation of your document or photo as shown in the print window.

Note: You can reduce or enlarge the size of the printed image by selecting **Paper Handling** from the pop-up menu and selecting a scaling option.

Parent topic: Printing with the PostScript (PS3) Printer Software - OS X

Selecting Print Layout Options - PostScript Printer Software - OS X

You can select a variety of layout options for your document or photo by selecting **Layout** from the pop-up menu on the print window.
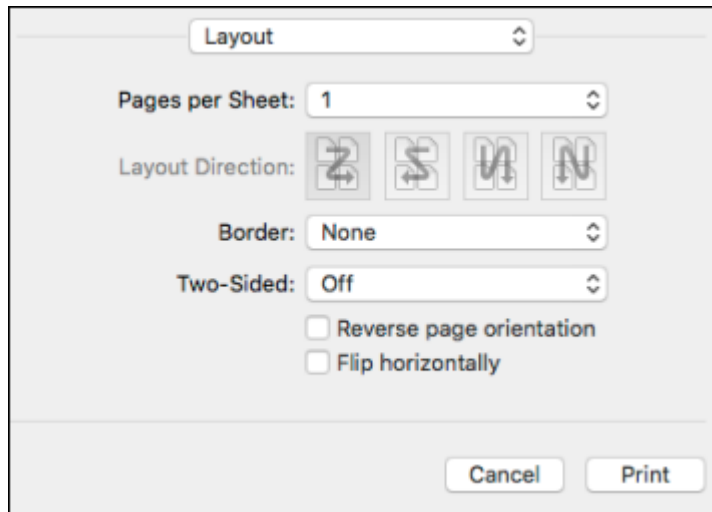
- To print multiple pages on one sheet of paper, select the number of pages in the **Pages per Sheet** pop-up menu. To arrange the print order of the pages, select a **Layout Direction** setting.

- To print borders around each page on the sheet, select a line setting from the **Border** pop-up menu.

- To print on both sides of the page, select one of the **Two-Sided** settings.

- To invert or flip the printed image, select the **Reverse page orientation** or **Flip horizontally** settings.

Parent topic: Printing with the PostScript (PS3) Printer Software - OS X

Sizing Printed Images - PostScript Printer Software - OS X

You can adjust the size of the image as you print it by selecting **Paper Handling** from the pop-up menu on the Print window.
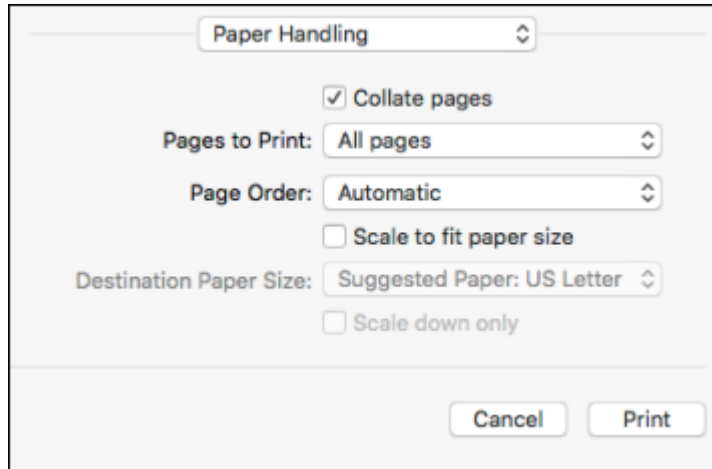
- To print only selected pages in a multi-page document, select an option from the **Pages to Print** pop-up menu.
- To adjust the order in which pages are printed, select an option from the **Page Order** pop-up menu.
- To scale the image to fit on a specific paper size, select the **Scale to fit paper size** checkbox and select a paper size from the **Destination Paper Size** pop-up menu.

Parent topic: Printing with the PostScript (PS3) Printer Software - OS X

Managing Color - PostScript Printer Software - OS X

You can adjust the Color Matching settings to fine-tune the colors in your printout.

1. Select **Color Matching** from the pop-up menu in the print window.

```
┌─────────────────────────────────────────────┐
│   Color Matching                    ◇        │
│                                              │
│        ⦿ ColorSync  ○ In printer             │
│      Profile:  Automatic          ◇          │
│                                              │
│                                              │
│                         Cancel     Print     │
└─────────────────────────────────────────────┘
```
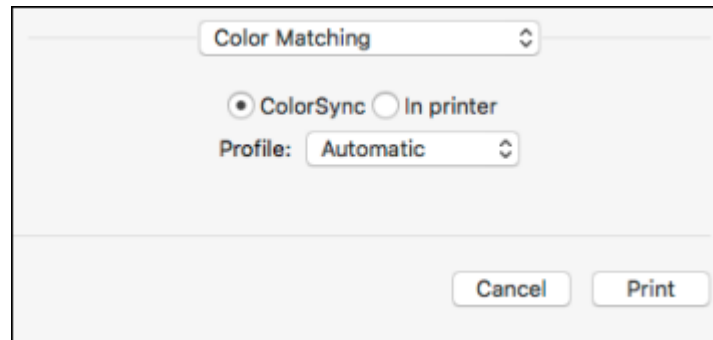
2. Do one of the following:
   • To print using standard color profiles for your product and paper to help match image colors, select **ColorSync**. Select one of the available **Profile** options to change the active color profile.
   • To use the product's default color matching, select **In printer**.

Parent topic: Printing with the PostScript (PS3) Printer Software - OS X

Printing Your Document or Photo - PostScript Printer Software - OS X

Once you have selected your print settings, you are ready to print.

Click **Print** at the bottom of the print window.
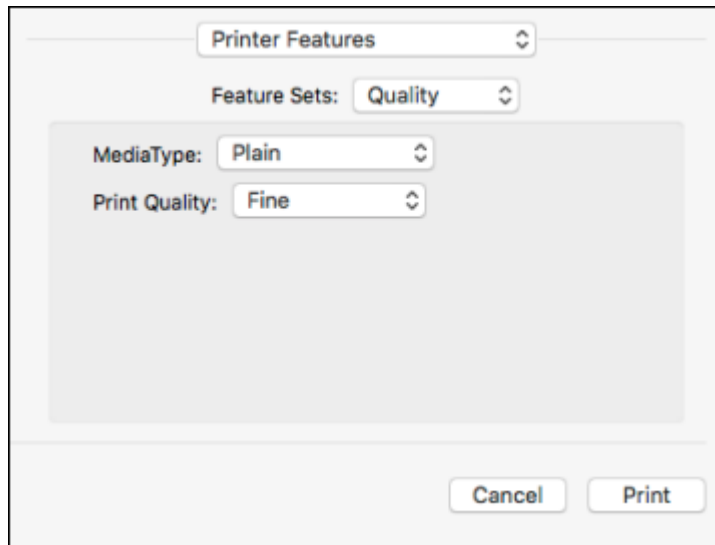
Checking Print Status - PostScript Printer Software - OS X

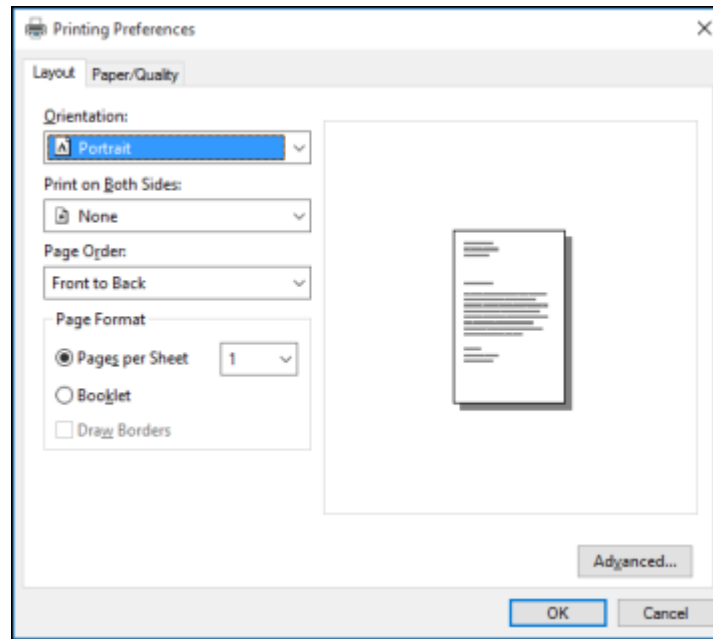**Parent topic:** Printing with the PostScript (PS3) Printer Software - OS X

Checking Print Status - PostScript Printer Software - OS X

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

1. Click the printer icon when it appears in the Dock.

You see the print status window:

2. Select the following options as necessary for your version of OS X:

- To cancel printing, click the print job and click [X] or **Delete**.

- To pause a print job, click the print job and click [II] or **Hold**. To resume a print job, click the paused print job and click [↻] or **Resume**.

- To pause printing for all queued print jobs, click **Pause** or **Pause Printer**.

- To display other printer information, click **Settings** or **Supply Levels**.

Parent topic: Printing Your Document or Photo - PostScript Printer Software - OS X

Cancelling Printing Using a Product Button

If you need to cancel printing, press the ⊘ **Stop** button on your product.

Parent topic: Printing from a Computer

Scanning

You can scan original documents or photos and save them as digital files.

Starting a Scan

After placing your original documents or photos on your product for scanning, start scanning using one of these methods.

Parent topic:

Related topics

Starting a Scan Using the Product Control Panel

You can scan an image to a memory device or to your computer using your product's control panel.

1. Make sure you installed the product software and connected the product to your computer or network.

   Note: Restart your computer after installing the product software to enable scanning from the control panel. Also make sure the Event Manager program is not being blocked by your firewall or security software.

2. Place your original on the product for scanning.

   Note: To scan a double-sided document, place it in the ADF and select the **2-Sided** setting.

3. Press the ⌂ home button, if necessary.

4. Select **Scan**.

   You see a screen like this:

5. Select one of the following **Scan to** options:

   • **Email** lets you send scanned files through a pre-configured email server.

   • **Network Folder/FTP** saves your scan file to a specified folder on a network.

   • **Memory Device** saves your scan file on a memory or USB device and lets you select the file format, quality, and other settings.

   • **Cloud** sends your scanned files to a destination that you have registered with Epson Connect.

   • **Document Capture Pro** allows you to scan over a network using your saved job settings in Document Capture Pro or Document Capture.

   Note: You cannot use this option to scan an image to Document Capture or Document Capture Pro when your product is connected to your computer's USB port.

   • **Computer (WSD)** lets you manage network scanning in Windows 10, Windows 8, Windows 7, or Windows Vista (English only). To use this feature, you must first set up WSD (Web Services for Devices) on the computer.

6. Select **Preset** to save your scan settings.

   Note: Presets can be locked by an administrator. If you cannot access or change this setting, contact your administrator for assistance.

7. Do any of the following, as necessary:

   • Select the email address, location, destination, or computer.

- Select **Contacts** to choose an email address or network folder.

- Select **Format** to choose the file format.

- Select **Settings** or **Menu** to display additional scanning options.

Adding and Assigning Scan Jobs

Parent topic: Starting a Scan

Related tasks

Using Presets

Using Epson Scan to Cloud

Related topics

Placing Originals on the Product

Adding and Assigning Scan Jobs

You can view, change, or add available default scan settings when you scan using the Document Capture Pro option on the product control panel. You do this by accessing the scan jobs in the Document Capture Pro (Windows) or Document Capture (OS X) program.

1. Start Document Capture Pro or Document Capture on a computer connected to the product.

2. Click the [icon] Manage Job icon from the toolbar at the top of the window.

   You see a window showing the current scan job list.

3. If you want to add a scan job, click **Add** or the **+** icon, enter a name for the new job, select settings as necessary, and click **OK**.

   You can now use the new scan job when you scan with Document Capture Pro or Document Capture.

   Note: See the Help information in Document Capture Pro or Document Capture for details.

4. If you want to assign scan jobs to the selection list on the product control panel, do one of the following:

   - **Windows**: Click **Event Settings**.

   - **OS X**: Click the [icon] icon at the bottom of the window, then click **Event Settings**.

5. Select the jobs that you want to assign to any of the pull-down menus.
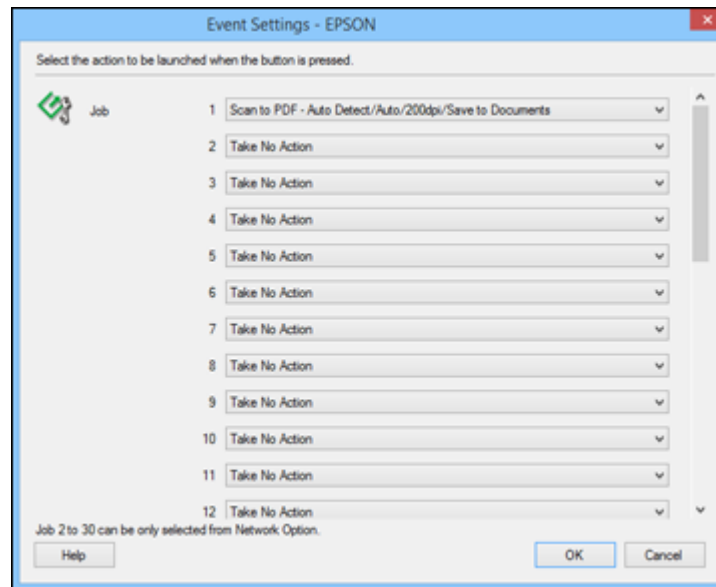
You can now use the added scan jobs when you scan from the product control panel.

6. Click **OK**, then click **OK** again.

Parent topic: Starting a Scan Using the Product Control Panel

Starting a Scan with Document Capture Pro or Document Capture

When you scan with Document Capture Pro (Windows) or Document Capture (OS X), the program automatically saves your scanned file on your computer in the folder you specify. You can select settings, preview, and change the scanned file settings as necessary.

1. Do one of the following to start Document Capture Pro or Document Capture:

   • **Windows 8.x**: Navigate to the **Apps** screen and select **Document Capture Pro**.

   • **Windows (other versions)**: Click or **Start**, and select **All Programs** or **Programs**. Select **EPSON Software**, then select **Document Capture Pro**.

   • **OS X**: Open the **Applications** folder, select the **Epson Software** folder, and select **Document Capture**. Select your product and click **OK**, if necessary.

You see a window like this:
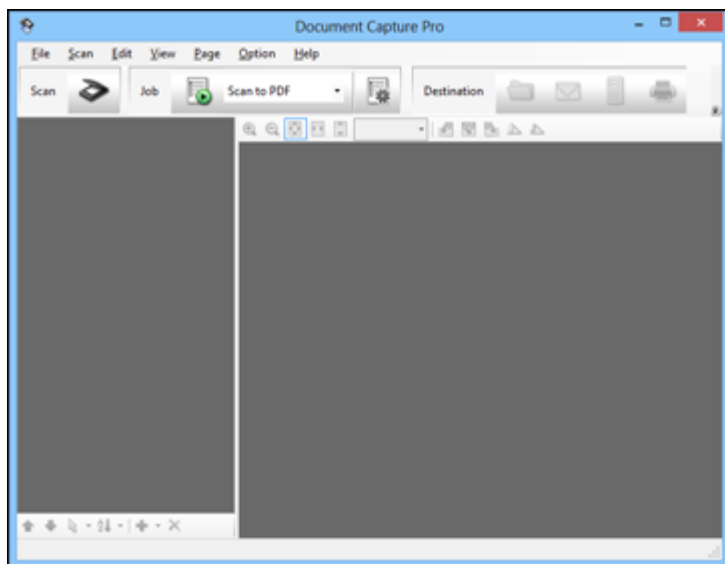
2. Click the Scan icon.

You see a window like this:
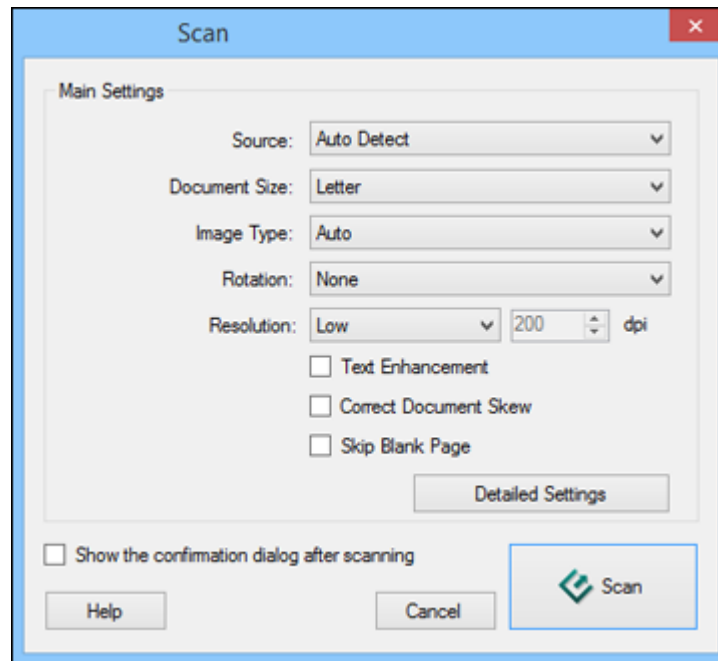
Note: With OS X, you can download and install Epson Scan scanning software, which will provide additional image adjustment features within Document Capture. To download Epson Scan, visit Epson's driver download site (U.S. downloads or Canadian downloads).

3. If you want to use a scan job that you created instead, select it from the Job list in the Document Capture Pro or Document Capture window, click the [ ] Start Job button, and skip the rest of these steps.

4. Select any displayed scan settings you want to use.

Note: See the Help information in Document Capture Pro or Document Capture for details.

5. If you want to select detailed scan settings, do one of the following:

   • **Windows**: Click **Detailed Settings**. Select any displayed scan settings you want to use and click **OK**.

- **OS X**: If you installed Epson Scan, close the Scan Settings window, open the **Scan** menu at the top of the screen and select **Displays the EPSON Scan Setup Screen**. Click the ⬛ Scan icon. Select any displayed scan settings you want to use and click **OK**.

6. Click **Scan**.

   You see a preview of your scan in the Document Capture Pro or Document Capture window.

7. Check the scanned images and edit them as necessary.

8. Click one of the Destination icons to choose where to save your scanned file.

   Note: You may need to click the arrow next to the icons in order to see all of them. The available icons may vary, depending on the software version you are using.

9. Select settings as necessary, then click **OK**, **Send**, or **Print** to save the scanned file.

Parent topic: Starting a Scan

Starting a Scan Using the Epson Scan Icon

You can start the Epson Scan program to select scan settings, scan, and save the scanned image to a file.

- **Windows 8.x**: Navigate to the **Apps** screen and select **EPSON Scan** under **EPSON** or **EPSON Software**.

- **Windows (other versions)**: Click 🪟 or **Start**, and select **All Programs** or **Programs**. Select **EPSON** or **EPSON Software** and click **EPSON Scan**.

- **OS X**: Open the **Applications** folder, open the **Epson Software** folder, and double-click the **EPSON Scan** icon.

  Note: With OS X, in addition to scanning with Image Capture, you can download and install Epson Scan scanning software. Epson Scan provides additional image adjustment and photo correction features for enhancing scanned images, and provides an interface for TWAIN-compliant OCR scanning software. To download Epson Scan, visit Epson's driver download site (U.S. downloads or Canadian downloads).

Note: In OS X 10.11, if you see a message asking if you want to use TWAIN to scan with your product, select **Yes** to scan using Epson Scan.

You see an Epson Scan window like this:
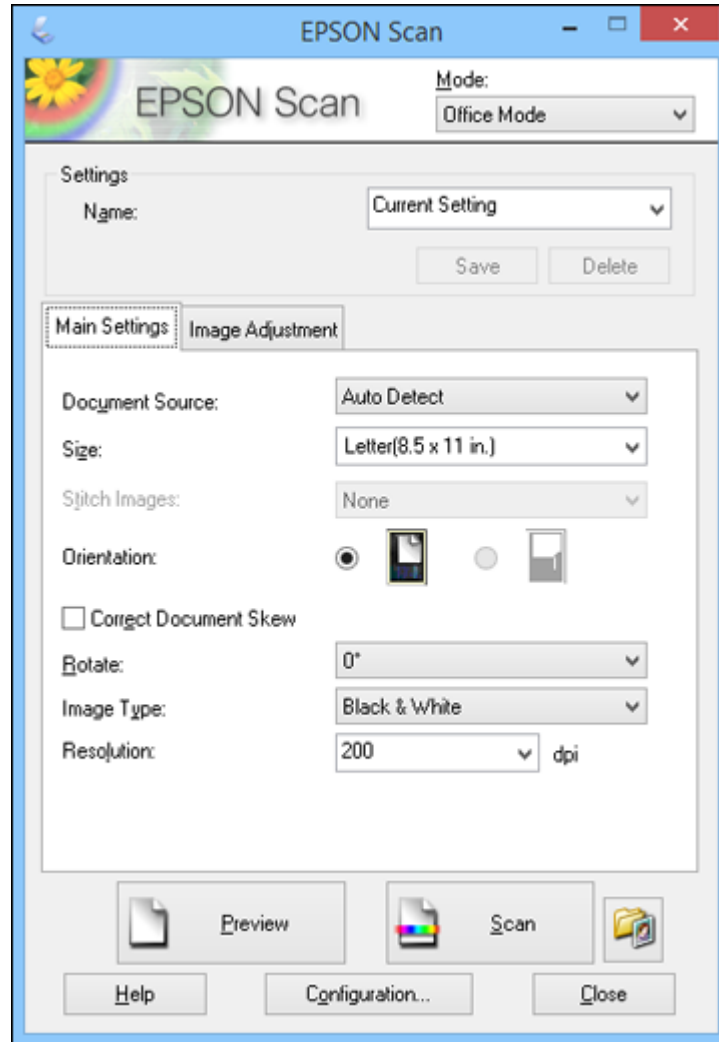
Parent topic: Starting a Scan

Related tasks

Scanning with OS X Using Image Capture

Related topics

Placing Originals on the Product

Selecting Epson Scan Settings

Starting a Scan from a Scanning Program

You can start Epson Scan from a scanning program to select scan settings, scan, and open the scanned image in the program.

Note: With OS X, in addition to scanning with Image Capture, you can download and install Epson Scan scanning software. Epson Scan provides additional image adjustment and photo correction features for enhancing scanned images, and provides an interface for TWAIN-compliant OCR scanning software. To download Epson Scan, visit Epson's driver download site (U.S. downloads or Canadian downloads).

Note: In OS X 10.11, if you see a message asking if you want to use TWAIN to scan with your product, select **Yes** to scan using Epson Scan.

1. Open your scanning program and select its scanning option. (See your scanning program help for instructions.)

2. Select your product.

   Note: In certain programs, you may need to select your product as the "source" first. If you see a **Select Source** option, choose it and select your product. With Windows, do not select a **WIA** option for your product; it will not work correctly.

You see an Epson Scan window like this:
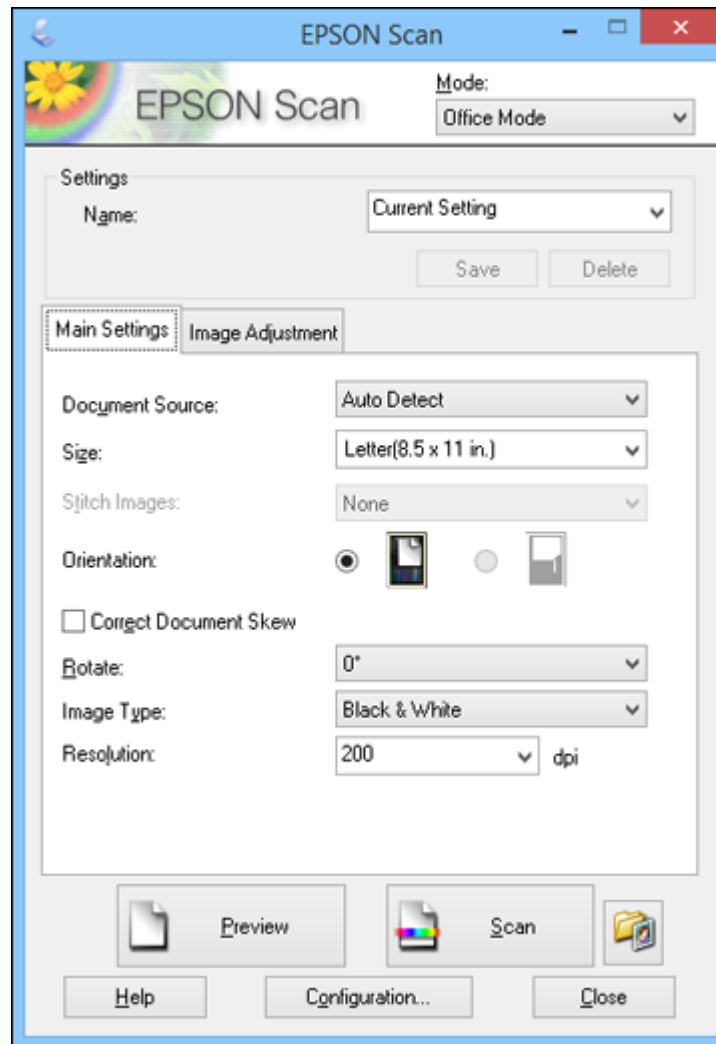
Note: Epson Scan may start in a different mode when you first access it.

Parent topic: Starting a Scan

Related topics

Placing Originals on the Product

Selecting Epson Scan Settings

After starting Epson Scan, you can select settings in various modes to customize your scan.

Scan Modes

Selecting the Scan Mode

Scanning in Office Mode

Scanning in Professional Mode

Image Preview Guidelines

Scan Resolution Guidelines

Selecting Scan File Settings

Parent topic: Scanning

Scan Modes

Epson Scan provides a choice of scan modes with different levels of control over your settings.

Office Mode
You can quickly scan text documents and adjust them on a preview screen. You can also select various image adjustment options and preview your scanned image.

Professional Mode
You can manually customize all available settings, and preview and size your scanned image.

Parent topic: Selecting Epson Scan Settings

Selecting the Scan Mode

Select the Epson Scan mode you want to use from the Mode box in the upper right corner of the Epson Scan window:
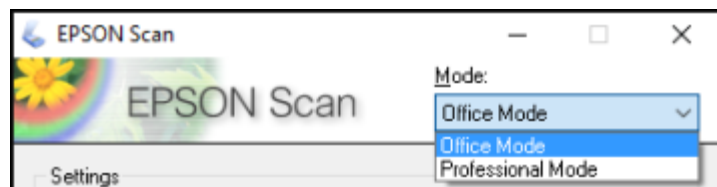
Scanning in Office Mode

When you scan in Office Mode, Epson Scan automatically saves your scanned file in PDF format in your operating system's Documents or My Documents folder, or opens it in your scanning program. You can select settings, preview, and change the scanned file settings as necessary.

1. Start Epson Scan and select **Office Mode** as the Mode setting.

You see this window:

2. Select the **Document Source** setting indicating where you placed your original.

   Note: If you are using the ADF, remove any documents from the scanner glass.

3. Select the **Size** and **Orientation** settings that match your original.

4. To scan both sides of a 2-sided original into one image, select a **Stitch Images** setting.

   Note: To use the Stitch Images setting, you must select **ADF-Double-sided** as the **Document Source** setting.

5. To allow Epson Scan to detect and correct any skew in your original, select **Correct Document Skew**.

6. To rotate your original in your scan, select a **Rotate** setting.

7. Select the **Image Type** setting that matches your original.

8. Select the **Resolution** setting you want to use for your scan.

9. Click the **Preview** button.

   Epson Scan previews your original and displays the result in a separate Preview window.

10. If you are using the ADF, reinsert your original into the ADF.

11. If desired, select the area in your preview image that you want to scan (scan area).

   Note: You cannot select a scan area if you chose **ADF-Double-sided** as the **Document Source** setting.

12. Click the **Image Adjustment** tab and select any of the image adjustment settings you want to use. Before making adjustments, click the image or scan area in the Preview window.

13. Click **Scan**.

   You see the File Save Settings window.

14. Change any of the necessary file save settings and click **OK**.

Epson Scan scans your original, and saves the file in the selected folder or opens it in your scanning program. If the file was saved directly to your computer, you see the file in the Windows Explorer or OS X Finder, where you can view and print the image, if desired.

Available Document Source Settings - Office Mode

Selecting a Scan Area - Office Mode

Available Image Adjustments - Office Mode

Parent topic: Selecting Epson Scan Settings

Related concepts

Scan Resolution Guidelines

Related tasks

Available Document Source Settings - Office Mode

You can select these Document Source options in Epson Scan Office Mode.

Scanner Glass
Selects the scanner glass as the location where the originals are placed on your product for scanning.

ADF - Single-sided
Selects the Automatic Document Feeder as the location where the originals are placed on your product for single-sided scanning.

ADF - Double-sided
Selects the Automatic Document Feeder as the location where the originals are placed on your product for double-sided scanning.

Auto Detect
Automatically detects where the originals are placed on your product for scanning.

Parent topic:

Selecting a Scan Area - Office Mode

You can select a specific area in your preview image to include in your scanned image. You can select the entire image area or a portion of it. You can even select multiple scan areas to create multiple scanned images of different areas.

You can also use the scan area to select specific Image Adjustments settings for a scanned image. Just be sure to click inside the scan area before selecting the settings.

1. In the Preview window, click the ![icon] Auto Locate icon to create a marquee (dotted line) on the preview image.
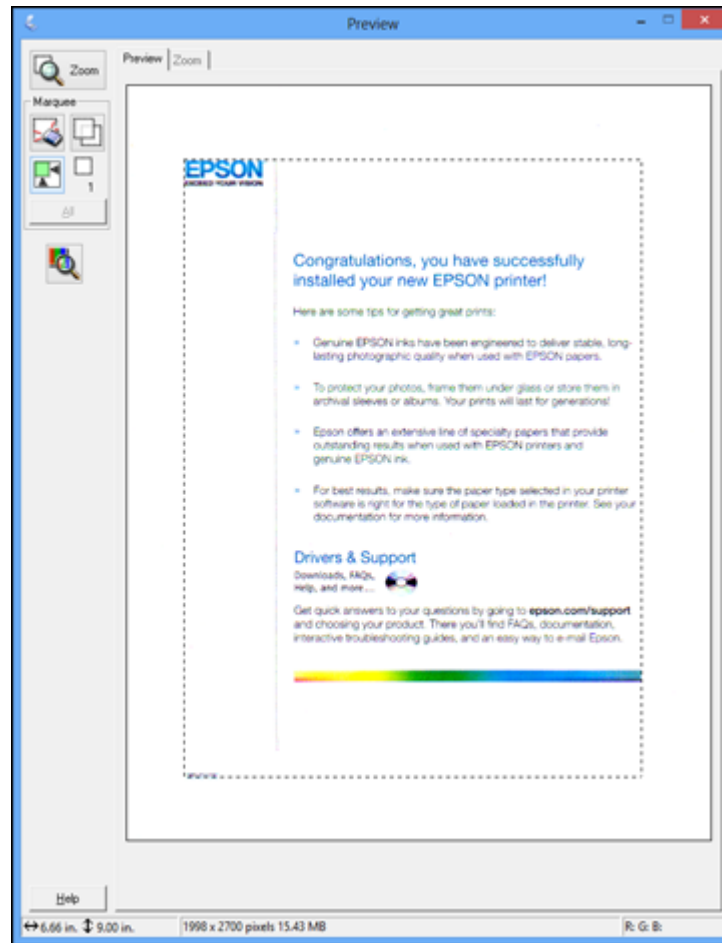
2. Do the following, as necessary, to work with the selected scan area:

   • If the marquee is correct, continue with the next step.

   • To move the marquee, click inside the scan area and drag the marquee where you want it.

- To resize the scan area, place your cursor over the edge or corner of the marquee, then click and drag the edges where you want them. (Hold down the **Shift** key as you resize the marquee to retain the same width/height proportions.)

- To create additional marquees (up to 50, if available), click the ⬚ Copy Marquee icon to copy the existing marquee and paste it on the preview image.

  Note: If you draw multiple marquees, make sure you select the **All** button in the Preview window before you scan. Otherwise, only the area inside the currently selected marquee will be scanned.

- To delete a marquee, click the marquee, then click the 🔳 Delete Marquee icon.

- To rotate your original in your scan, click one of the **Rotate** icons.

3. Click inside each scan area and make any necessary settings in the Epson Scan window.

Parent topic: Scanning in Office Mode

Related concepts

Scan Resolution Guidelines

Image Preview Guidelines

Related tasks

Selecting Scan File Settings

Available Image Adjustments - Office Mode

You can select these Image Adjustments options in Epson Scan Office Mode. Not all adjustment settings may be available, depending on other settings you have chosen.
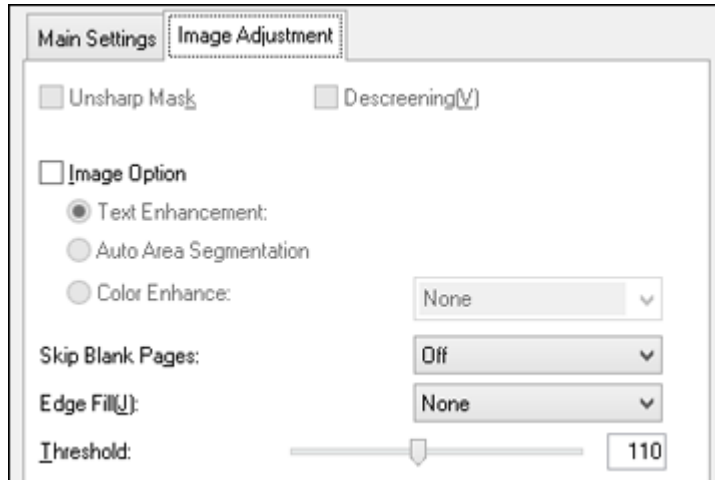
Note: Select the **Image Option** checkbox if you need to set any of the grayed-out image adjustments beneath the checkbox. Not all adjustment settings may be available, depending on the Image Type setting.

Unsharp Mask
Makes the edges of certain image areas clearer. Turn off this option to leave softer edges.

Descreening
Removes the ripple pattern that might appear in subtly shaded image areas, such as skin tones. This option improves results when scanning magazines or newspapers. (The results of descreening do not appear in the preview image, only in your scanned image.)

Text Enhancement
Sharpens the appearance of letters in text documents.

Auto Area Segmentation
Makes grayscale images clearer and text recognition more accurate by separating the text from the graphics.

Color Enhance
Enhances the red, green, or blue shades in the scanned image.

Skip Blank Pages
Ensures that your product does not scan pages that contain no text or images.

Edge Fill
Corrects shadowing around the edges of the image by filling the shadows with the color you select.

Brightness
Adjusts the overall lightness and darkness of the scanned image.

Contrast
Adjusts the difference between the light and dark areas of the overall scanned image.

Threshold
Adjusts the level at which black areas in text and line art are delineated, improving text recognition in OCR (Optical Character Recognition) programs.

Parent topic: Scanning in Office Mode

Scanning in Professional Mode

When you scan in Professional Mode, Epson Scan automatically saves your scanned file in PDF format in your operating system's Documents or My Documents folder, or opens it in your scanning program. You can select settings, preview, and change the scanned file settings as necessary.

1. Start Epson Scan and select **Professional Mode** as the Mode setting.

You see this window:
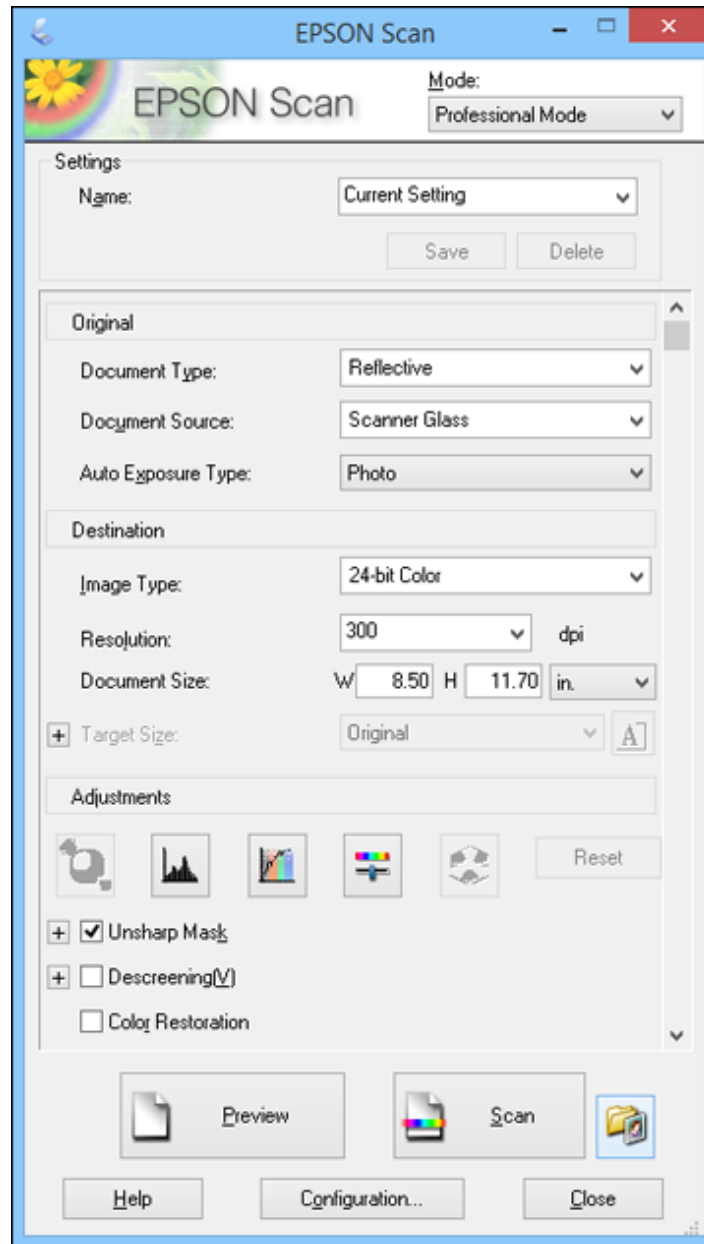
2. Select the **Document Type** setting that matches your original, such as **Reflective** for documents or photos.

3. Select the **Document Source** setting indicating where you placed your original. To scan a 2-sided document in the ADF, select **ADF - Double-sided**.

   Note: If you are using the ADF, remove any documents from the scanner glass.

4. Select the specific type of original you are scanning as the **Auto Exposure Type** setting: **Document** or **Photo**.

5. Select the details of your original and how you want it scanned as the **Image Type** setting.

6. Select the **Resolution** setting you want to use for your scan.

7. Select the size of your document as the **Document Size** or adjust the size by altering the selection on the Preview window.

8. Click the **Preview** button.

   Epson Scan previews your original and displays the result in a separate Preview window.

9. If you are using the ADF, reinsert your original into the ADF.

10. If desired, select the area in your preview image that you want to scan (scan area).

    Note: You cannot select a scan area if you chose **ADF-Double-sided** as the **Document Source** setting.

11. Select any of the image adjustment settings you want to use. Before making adjustments, click the image or scan area in the Preview window.

12. If you want to reduce or enlarge your image as you scan, select the **Target Size** setting you want to use.

    Note: You cannot select a target size if you chose **ADF-Double-sided** as the **Document Source** setting.

13. Click **Scan**.

    You see the File Save Settings window.

14. Change any of the necessary file save settings and click **OK**.

Epson Scan scans your original, and saves the file in the selected folder or opens it in your scanning program. If the file was saved directly to your computer, you see the file in the Windows Explorer or OS X Finder, where you can view and print the image, if desired.

Available Document Source Settings - Professional Mode

Available Image Types - Professional Mode

Selecting a Scan Area - Professional Mode

Available Image Adjustments - Professional Mode

Selecting a Scan Size - Professional Mode

Parent topic: Selecting Epson Scan Settings

Related concepts

Scan Resolution Guidelines

Image Preview Guidelines

Related tasks

Scanning in Office Mode

Selecting Scan File Settings

Available Document Source Settings - Professional Mode

You can select these Document Source options in Epson Scan Professional Mode.

Scanner Glass
Selects the scanner glass as the location where the originals are placed on your product for scanning.

ADF - Single-sided
Selects the Automatic Document Feeder as the location where the originals are placed on your product for single-sided scanning.

ADF - Double-sided
Selects the Automatic Document Feeder as the location where the originals are placed on your product for double-sided scanning.

Parent topic: Scanning in Professional Mode

Available Image Types - Professional Mode

You can select these Image Type options in Epson Scan Professional Mode.

24-bit Color
Select this setting for color photos.

Color Smoothing
Select this setting for color graphic images, such as charts or graphs.

8-bit Grayscale
   Select this setting for black-and-white photos.

**Black & White**
   Select this setting for black text documents or line art.

Parent topic:

Selecting a Scan Area - Professional Mode

You can select a specific area in your preview image to include in your scanned image. You can select the entire image area or a portion of it. You can even select multiple scan areas to create multiple scanned images of different areas (Normal Preview mode only).

You can also use the scan area to select specific image Adjustments settings for a scanned image. Just be sure to click inside the scan area before selecting the settings.

Note: In Professional Mode, the default Preview mode is Normal Preview mode. To use Thumbnail Preview mode instead, click the **Thumbnail** tab.

1. Do one of the following to select your scan area in the Preview image:

   • **Normal preview**: Click the ![icon] Auto Locate icon to create a marquee (dotted line) on the preview image.
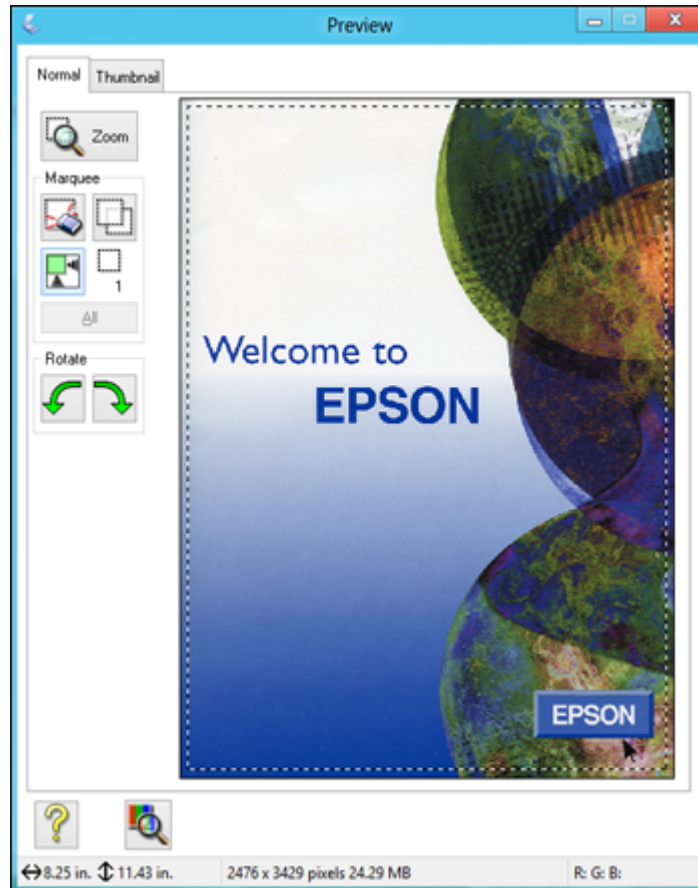
- **Thumbnail preview**: Your scan area is selected automatically, but you can change it. Place your cursor in one corner of the desired scan area, then click and drag the cursor to the opposite corner to create a marquee (dotted line) on the preview image.
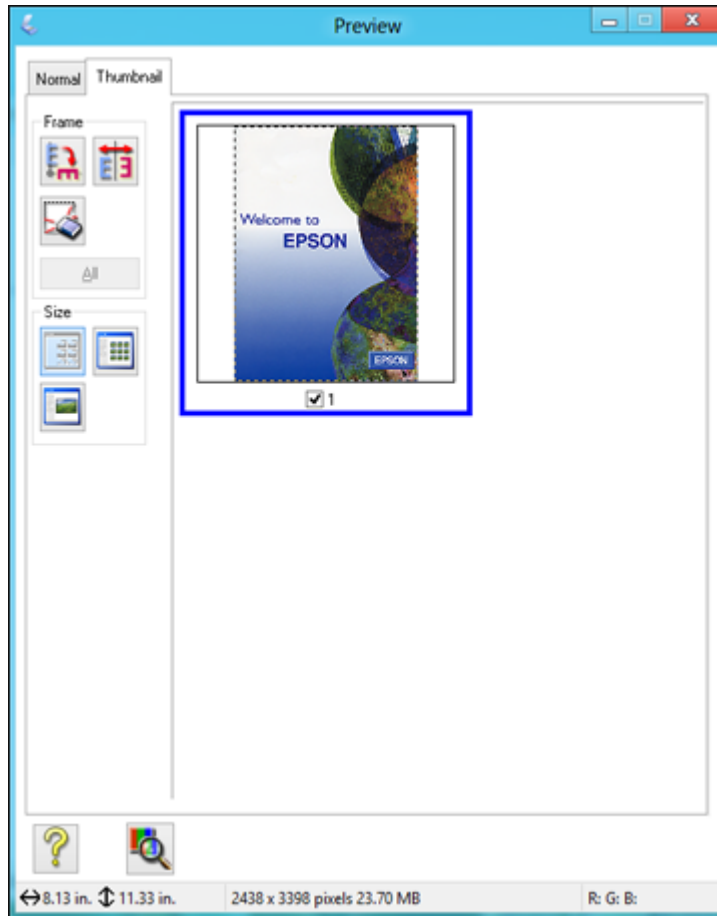
2. Do the following, as necessary, to work with the selected scan area:
   - If the marquee is correct, continue with the next step.
   - To move the marquee, click inside the scan area and drag the marquee where you want it.

- To resize the scan area, place your cursor over the edge or corner of the marquee, then click and drag the edges where you want them. (Hold down the **Shift** key as you resize the marquee to retain the same width/height proportions.)

- **Normal preview**: To create additional marquees (up to 50, if available), click the ⊡ Copy Marquee icon to copy the existing marquee and paste it on the preview image.

- To delete a marquee, click the marquee, then click the 🗑 Delete Marquee icon.

- **Thumbnail preview**: To change the preview style, click one of the **Size** icons.

Note: If you draw multiple marquees, make sure you select the **All** button in the Preview window before you scan. Otherwise, only the area inside the currently selected marquee will be scanned.

3. Click inside the scan area and make any necessary settings in the Epson Scan window.

Parent topic: Scanning in Professional Mode

Available Image Adjustments - Professional Mode

You can select these Adjustments options in Epson Scan Professional Mode. Not all adjustment settings may be available, depending on other settings you have chosen.
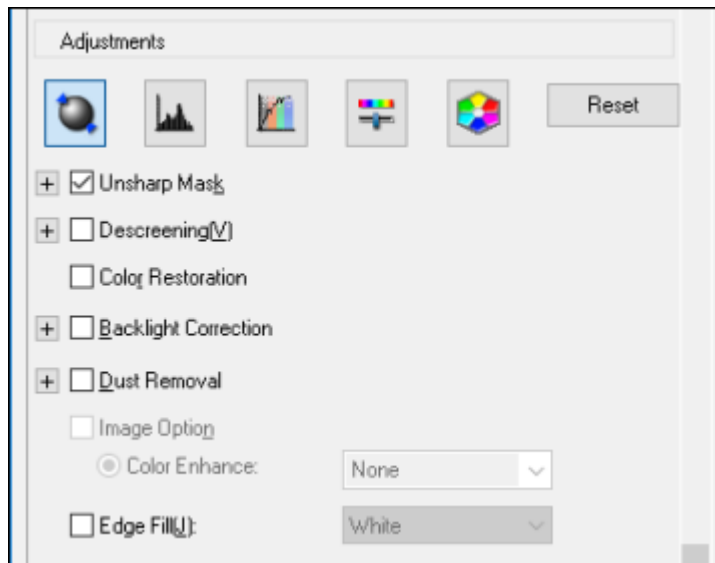
Click the ⊞ image adjustment icon to access additional settings.

Click the **+** (Windows) or ▶ (OS X) icon next to a setting to change the level of adjustment.

Unsharp Mask

Makes the edges of certain image areas clearer. Turn off this option to leave softer edges.

Descreening

Removes the ripple pattern that might appear in subtly shaded image areas, such as skin tones. This option improves results when scanning magazines or newspapers. (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

Automatically adjusts the image exposure settings when you click the [icon] Auto Exposure icon. To automatically adjust image exposure settings continuously, click the **Configuration** button, click the **Color** tab, and select **Continuous auto exposure**. You can adjust the level of auto exposure using a slider.

Histogram Adjustment

Provides a graphical interface for adjusting highlight, shadow, and gamma levels individually. (For advanced users only.) Click the [icon] histogram icon to access the settings.

Tone Correction

Provides a graphical interface for adjusting tone levels individually. (For advanced users only.) Click the [icon] tone correction icon to access the settings.

Brightness

Adjusts the overall lightness and darkness of the scanned image.

Contrast

Adjusts the difference between the light and dark areas of the overall scanned image.

Saturation

Adjusts the density of colors in the overall image.

Color Balance

Adjusts the balance of colors in the overall image.

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 ![icon] Color Palette icon to access the settings.

Threshold

Adjusts the level at which black areas in text and line art are delineated, improving text recognition in OCR (Optical Character Recognition) programs.

Parent topic: Scanning in Professional Mode

Selecting a Scan Size - Professional Mode

You can reduce or enlarge the size of your image as you scan. You can also select a specific scan size, such as a common photo size like 4 × 6 inches (102 × 152 mm). This places a scan area of that size on the preview image so you can use it to help crop the image in the correct proportions.

1. Click the **Preview** button to preview your image.

2. In the Epson Scan window, select the size you want your scanned image to be from the **Target Size** list.
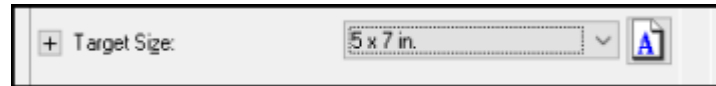
Note: If you need to rotate the orientation of the target size for your image, click the ![icon] orientation icon.

A marquee (dotted line) appears on your preview image proportioned for the size you selected.

3. Do the following, as necessary, to work with the selected scan area:

   • To move the marquee, click inside the scan area and drag the marquee where you want it.

   • To resize the scan area, place your cursor over the edge or corner of the marquee, then click and drag the edge where you want it.

   Note: Manually adjusting the marquee will not change the target size of the scanned file. The marquee only indicates the area of the image that will be scanned.

4. To create a scanned image size that is not available in the Target Size list, click the **Customize** option.

You see this window:

5. Name the custom size, enter the size, click **Save**, and click **OK**. Then adjust the marquee on the preview image.

   The marquee is automatically proportioned for your custom scan size.

6. To use additional sizing tools, click the **+** (Windows) or ▶ (OS X) icon next to the Target Size setting and select options as desired.
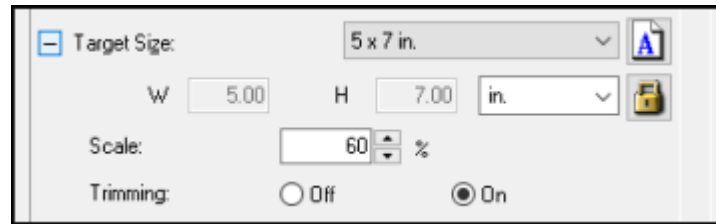
- **Scale**: Reduces or enlarges your image by the percentage you enter.
- **Trimming**: Turns automatic image cropping on or off.
- ⬜ Unlock icon: Unlocks the width/height proportions of the scanned image size so you can adjust it without constraint.

Parent topic: Scanning in Professional Mode

Image Preview Guidelines

You can preview your scanned image so you can adjust the scan settings using the preview as a guide. There are two types of preview available, depending on the scan mode and selected settings:

Thumbnail preview
   A thumbnail preview displays your previewed images as thumbnails with the scanned image area and exposure automatically selected.

Normal preview
   A normal preview displays your previewed images in their entirety so you can select the scanned image area and other settings manually.

Parent topic: Selecting Epson Scan Settings

Scan Resolution Guidelines

If you plan to enlarge a scanned image so you can print it at a larger size, you may need to increase the resolution from the default resolution set by Epson Scan. Follow these guidelines to determine the resolution setting you need:

- You will enlarge the image as you scan it.

  If you will enlarge the image using Epson Scan's Target Size setting, you do not need to increase the Resolution setting.

- You will scan the image at its original size but enlarge it later in an image-editing program.

  Increase Epson Scan's Resolution setting in your scan. Increase the resolution by the same amount you will increase the image size to retain a high image quality. For example, if the resolution is 300 dpi (dots per inch) and you will double the image size later, change the Resolution setting to 600 dpi.

- You will scan the image at 100% or smaller size.

  Select Epson Scan's Resolution setting based on how you will use the scanned image:

  - Email/view on a computer screen/post on the web: 96 to 150 dpi

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

  - Fax: 200 dpi

Parent topic: Selecting Epson Scan Settings

Selecting Scan File Settings

You can select the location, name, and format of your scan file on the File Save Settings window. You can also select various optional settings that control how Epson Scan behaves when you scan and save files.
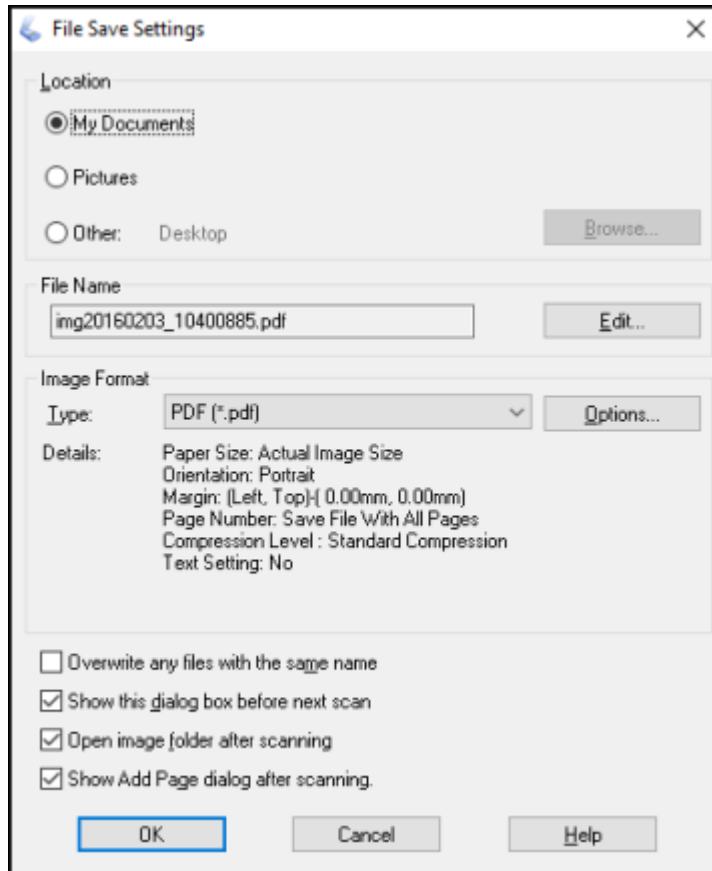
The File Save Settings window may appear after you click **Scan** on the Epson Scan window. You may also be able to access the window by clicking the ⬛ icon on the Epson Scan window.

1. Do one of the following to select the folder in which you want to save your scanned image:
    *   Click the button for one of the displayed folders.

- Click the **Other** button, click the **Browse** or **Choose** button, and select a folder.
2. If you want to change the default name for your scanned image, click **Edit** and select the options you want.
3. Select the file format you want to use in the Image Format **Type** menu.
4. If your file format provides optional settings, click the **Options** button to select them.
5. Choose any of the optional settings you want to use by selecting their checkboxes.
6. Click **OK**.

   If you selected **PDF** or **Multi-TIFF** as the **Type** setting, you see this window after Epson Scan scans your document:
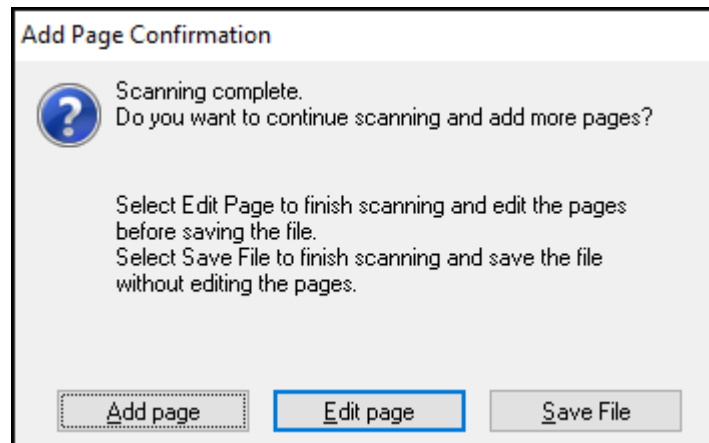
7. Choose one of the following options:
   - If you are scanning only one page, click **Save File**.
   - If you need to scan additional pages in a document, click **Add page**. Place additional pages on the product for scanning, click **Scan**, and repeat until you have scanned all the pages. When you are finished, click **Save File**.

- If you need to delete or reorder the scanned pages, click **Edit page**. Delete or reorder the pages using the icons that appear on the bottom of the editing window. When you are finished, click **OK**.

Note: If you installed an OCR (Optical Character Recognition) program, you may see a screen indicating the program is converting your page to text. Wait until the program re-scans the page and close the program, if necessary.

Available Scanned File Types and Optional Settings

Parent topic: Selecting Epson Scan Settings

Available Scanned File Types and Optional Settings

You can select from a variety of scanned file types and optional settings on the File Save Settings window in Epson Scan.

File Formats

Bitmap (*.bmp)
A standard image file format for most Windows programs.

JPEG (*.jpg)
An image format that lets you highly compress image data. However, the higher the compression, the lower the image quality. (The TIFF format is recommended when you need to modify or retouch your scanned image.)

Multi-TIFF (*.tif)
A TIFF file format when multiple pages are saved to the same file, allowing you to edit the images using a compatible program.

PDF (*.pdf)
A document format that is readable by Windows and OS X systems using Adobe Reader, Acrobat, or other programs. You can save multi-page documents in one PDF file.

PICT (*.pct)
A standard image file format for most 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.

Optional Settings

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 (in certain Epson Scan modes).

Open image folder after scanning
   Select to have Windows Explorer or 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.

Parent topic: Selecting Scan File Settings

Scanning with OS X Using Image Capture

With OS X 10.6/10.7/10.8/10.9, you can scan with your product using an image-editing application such as Image Capture.

Note: With OS X, in addition to scanning with Image Capture, you can download and install Epson Scan scanning software. Epson Scan provides additional image adjustment and photo correction features for enhancing scanned images, and provides an interface for TWAIN-compliant OCR scanning software. To download Epson Scan, visit Epson's driver download site (U.S. downloads or Canadian downloads).

1. Open an image editing application, such as Image Capture.

2. Select your Epson product from the **DEVICES** or **SHARED** list in the Finder, if necessary. (You may need to hover over the **DEVICES** or **SHARED** list, click **Show**, and select your product.)

3. If you see the **Show Details** button, click it.

   If you are scanning an item on the scanner glass, your product begins a preview scan.

4. Select the **Scan Mode** setting indicating where you placed your original (if available). Select any other available scan settings as necessary.

Scan Mode:	Document Feeder
Kind:	Color
Resolution:	300 dpi
Size:	US Letter
Orientation:	
	☐ Duplex
Scan To:	Pictures
Name:	Scan
Format:	PDF
	☐ Combine into single document
Image Correction:	None
Unsharp Mask	None
Descreening	None
Backlight Correction	None
Dust Removal	None
	☐ Color Restoration
	☐ Quiet Mode

Hide Details   Scan

Note: If you are scanning a multi-page document in the ADF, you can have Image Capture combine all the pages into a single document. After all pages have been scanned, you see the message **No document loaded**.

5. Select the folder in which you want to save your scanned file in the **Scan To** pop-up menu.

6. Click **Scan**.

   Your scanned file is saved in the folder you selected.

Available Scan Settings - OS X Image Capture

Parent topic: Scanning

Related topics
Placing Originals on the Product

Available Scan Settings - OS X Image Capture

You can select these scan settings in your imaging editing application for OS X, if available.

Image Correction
Provides a graphical interface for adjusting brightness, tint, temperature, and saturation.

Unsharp Mask
Makes the edges of certain image areas clearer. Turn off this option to leave softer edges.

Descreening
Removes the ripple pattern that might appear in subtly shaded image areas, such as skin tones. This option improves results when scanning magazines or newspapers. (The results of descreening do not appear in the preview image, only in your scanned image.)

Backlight Correction
Removes shadows from photos that have too much background light.

Dust Removal
Removes dust marks from your originals automatically.

Color Restoration
Restores the colors in faded photos automatically.

Quiet Mode
Reduces noise during scanning and may reduce scan speed.

Parent topic: Scanning with OS X Using Image Capture

Scanning Special Projects

Your product's scanning software offers various options to help you quickly complete special scan projects.

Scanning to a SharePoint Server or Cloud Service

Scanning Multi-Page Originals as Separate Files

Parent topic: Scanning

Scanning to a SharePoint Server or Cloud Service

You can use Document Capture Pro to upload scanned images to a SharePoint server or a cloud service.

1. Do one of the following to start Document Capture Pro:

   • **Windows 8.x**: Navigate to the **Apps** screen and select **Document Capture Pro**.

   • **Windows (other versions)**: Click ![icon] or **Start**, and select **All Programs** or **Programs**. Select **EPSON Software**, then select **Document Capture Pro**.

   • **OS X**: Open the **Applications** folder, select the **Epson Software** folder, and select **Document Capture**. Select your product and click **OK**, if necessary.

   You see a window like this:
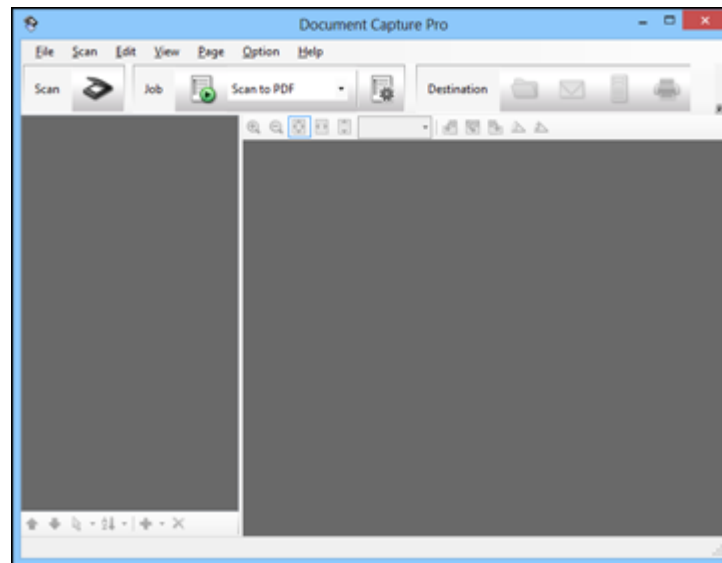
2. Click the ![Scan icon] **Scan** icon.

3. Select any displayed scan settings you want to use.

   Note: See the Help information in Document Capture Pro or Document Capture for details.

4. Click **Scan**.

   You see a preview of your scan in the Document Capture Pro or Document Capture window.

5. Click one of the cloud service Destination icons to choose where to save your scanned file.

   - ![Web Folder icon] Web Folder (WebDAV)

   - ![Evernote icon] Evernote (Windows only)

   - ![Google Drive icon] Google Drive

   - ![SugarSync icon] SugarSync

   - ![SharePoint icon] Microsoft SharePoint server (Windows only)

   Note: You may need to click the arrow next to the icons in order to see all of them. The available icons may vary, depending on the software version you are using.

6. Select your Destination settings.

   Note: The settings may vary, depending on the software version you are using. See the Help information in Document Capture Pro or Document Capture for details.

7. Select any other scan settings as necessary, and click **Send**.

   Your originals are scanned and uploaded to the indicated server.

Note: You can also create a scan job for uploading scanned images to a SharePoint server or a cloud service. You can use the scan job when you scan with Document Capture Pro or Document Capture or when you scan using the Document Capture Pro option on the product control panel.

Parent topic: Scanning Special Projects

Scanning Multi-Page Originals as Separate Files

You can use Document Capture Pro (Windows only) to scan multi-page originals as separate scanned files. You indicate where you want the new scanned files to start by inserting a blank page or barcode between the pages of your original.

Note: The settings may vary, depending on the software version you are using. See the Help information in Document Capture Pro for details.

1. Load a multi-page original with blank pages or barcodes inserted where you want to start a new scanned file.

2. Do one of the following to start Document Capture Pro:

   - **Windows 8.x**: Navigate to the **Apps** screen and select **Document Capture Pro**.

   - **Windows (other versions)**: Click or **Start**, and select **All Programs** or **Programs**. Select **EPSON Software**, then select **Document Capture Pro**.

   You see this window:
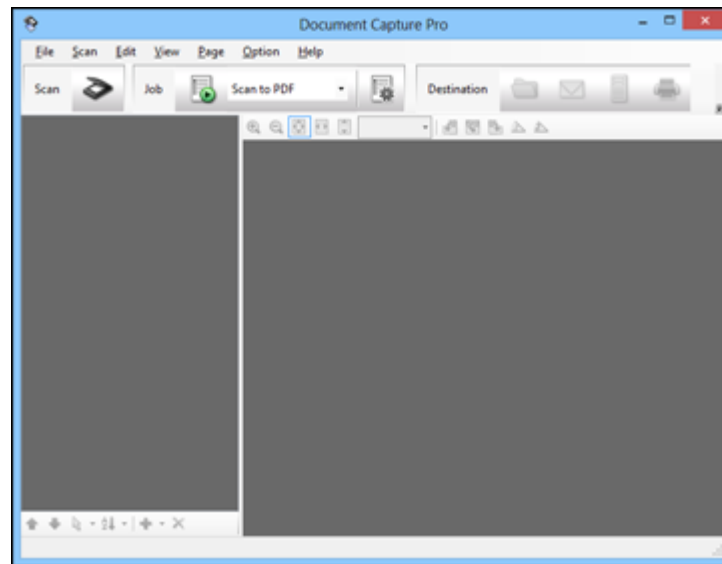
3. Click the **Scan** icon.

4. Select any displayed scan settings you want to use.

   Note: See the Help information in Document Capture Pro for details.

5. Click **Scan**.

   You see a preview of your scan in the Document Capture Pro window.

6. Open the **File** menu and select **Batch Save**.

7. Click **File Name Settings**.

8. Select **Apply Job Separation** and click **Separation Settings**.

9. Select the method you used to separate the originals, select a folder name specification and click **OK**.

10. Select any other settings from the File Name settings window as necessary and click **OK**.

11. Select any other settings from the Batch Save window as necessary and click **OK**.

    Your originals are saved into separate files as specified.

Note: You can also create a scan job for scanning multi-page originals as separate scanned files. You can use the scan job when you scan with Document Capture Pro or when you scan using the Document Capture Pro option on the product control panel.

Parent topic: Scanning Special Projects

Faxing

See these sections to fax using your product.

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.

Note: When using the Epson Universal Print Driver or PostScript (PS3) printer software with the product, you can fax using the printer buttons or the utilities included with the standard Epson printer software. To download the standard Epson printer software, go to epson.com/support/wf5690.

Connecting a Telephone or Answering Machine
Setting Up Fax Features
Setting Up Contacts and Contact Groups
Sending Faxes
Receiving Faxes
Checking Fax Status
Printing Fax Reports

Connecting a Telephone or Answering Machine

You must connect your product to a telephone wall jack to send or receive faxes. If you want to use the same telephone line to receive calls, you can connect a telephone or answering machine to your product using an additional phone cable.

Note: If you do not connect a telephone to your product, make sure Receive Mode is set to **Auto**. Otherwise, you cannot receive faxes.

1. Connect a phone cable to your telephone wall jack and to the **LINE** port on your product.
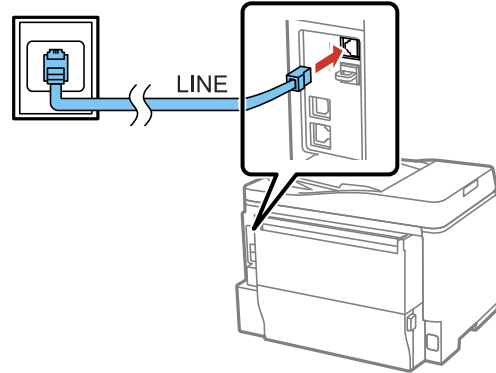
Note: If you have a DSL or ISDN connection, you must connect the appropriate DSL filter, or ISDN terminal adapter or router to the wall jack to be able to use the line for faxing or voice calls using your product. Contact your DSL or ISDN provider for the necessary equipment.

DSL connection
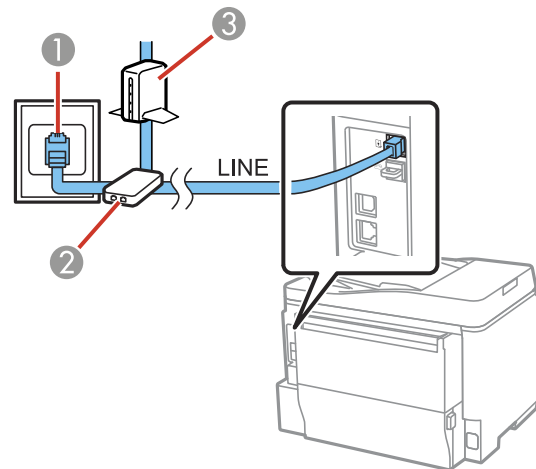
| 1 | Telephone wall jack |

| 2 | DSL filter |
| 3 | DSL modem |

ISDN connection
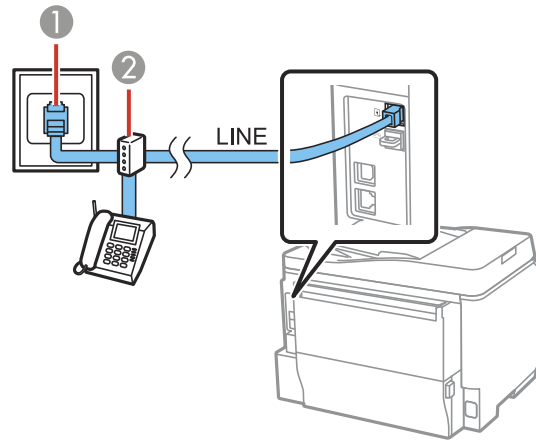
| 1 | ISDN wall jack |
| 2 | Terminal adapter or ISDN router |

2. If you are connecting a telephone or answering machine to your product using a second phone cable, remove the cap from the **EXT** port on your product.
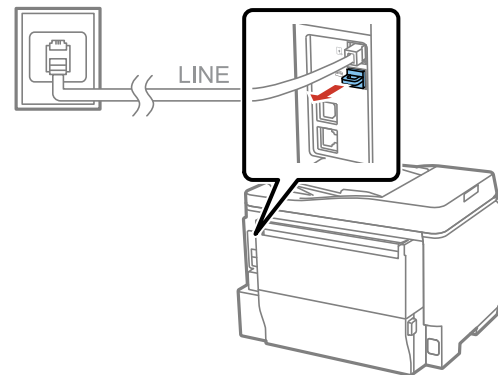
3. Connect a second phone cable to your telephone or answering machine and to the **EXT** port on your product.
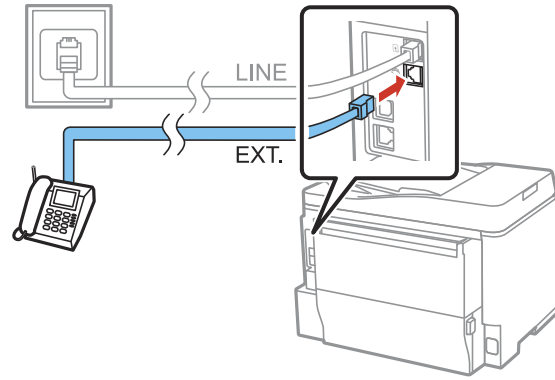
Note: If you connect an answering machine and Receive Mode is set to **Auto**, set the number of rings before your product answers a call to a number that is higher than your answering machine's setting for the number of rings.

Any phone or answering machine must be connected to the **EXT** port for your product to detect an incoming fax call when the phone is picked up. Epson cannot guarantee compatibility with VoIP, cable phone systems, or fiberoptic digital services such as FIOS.

Parent topic: Faxing

Related tasks
Receiving Faxes Automatically

Setting Up Fax Features

Before faxing with your product, set up your fax header and select the fax features you want to use.

Note: If you leave your product unplugged for a long period of time, you may need to reset the date and time settings for faxes.

Setting Up Basic Fax Features
Selecting Advanced Fax Settings
Setting Up Fax Features Using the Fax Utility - Windows
Setting Up Fax Features Using the Fax Utility - OS X

Parent topic:

Related tasks

Setting Up Basic Fax Features

See these sections to select the basic settings you need to use the product's fax features.

Parent topic:

Selecting Your Country or Region

Before faxing, select the country or region in which you are using your product.

Note: If you change the country or region, your fax settings return to their defaults and you must select them again. This setting can be locked by an administrator. If you can't access or change this setting, contact your administrator for assistance.

1. Press the 🏠 home button, if necessary.

2. Select **Setup**.

3. Scroll down and select **System Administration**. Enter the administrator password, if necessary.
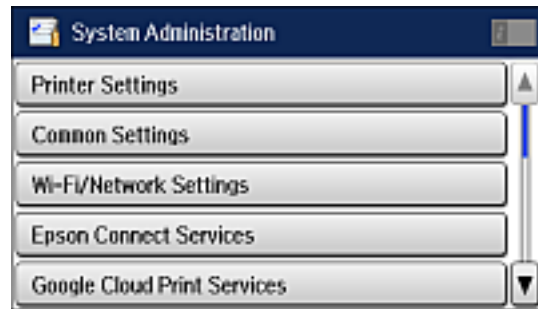
4. Select **Common Settings**.
5. Scroll down and select **Country/Region**.
6. Scroll up or down, if necessary, then select your country or region.

   You see a confirmation screen.

7. If the setting is correct, select **Yes**. (If not, select **No** and retry.)

   Note: Changing the country or region restores the fax settings to the default settings.

   Parent topic: Setting Up Basic Fax Features

Selecting the Date and Time

Before faxing, select the current date, time, and daylight saving phase in your area, and choose your preferred date and time format.

Note: This setting can be locked by an administrator. If you can't access or change this setting, contact your administrator for assistance.

1. Press the 🏠 home button, if necessary.

2. Select **Setup**.

3. Scroll down and select **System Administration**. Enter the administrator password, if necessary.

4. Select **Common Settings**.

5. Select **Date/Time Settings**.

You see a screen like this:
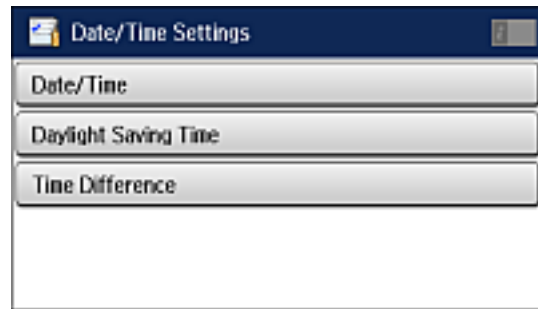
6. Select **Daylight Saving Time**.

7. Select the setting that applies to your area:

   • **Winter**: it is winter or your region does not use Daylight Saving Time (DST)

   • **Summer**: it is spring or summer and your region uses Daylight Saving Time (DST)

   Note: If your region uses Daylight Saving Time (DST), you must change this setting to match the season. When you change from **Winter** to **Summer**, your product automatically sets its clock ahead one hour. When you change from **Summer** to **Winter**, it sets its clock back one hour.

8. Select **Date/Time**.

9. Select the date format you want to use.

10. Use the numeric keypad to enter the current date.

11. Select the time format you want to use.

12. Use the numeric keypad to enter the current time.

13. If necessary, select **Time Difference** and use the icons on the screen to set the difference between UTC (Coordinated Universal Time) and your time zone.

Parent topic: Setting Up Basic Fax Features

Using the Fax Setup Wizard

You can setup the product's basic fax settings using the Fax Setting Wizard. This wizard is automatically displayed when the product is turned on for the first time. You can also change these settings individually from the Fax Settings menu.

Note: These settings can be locked by an administrator. If you can't access or change these setting, contact your administrator for assistance.

1. Press the ⌂ home button, if necessary.

2. Select **Setup**.

⚙ Setup	
Ink Levels	▲
Maintenance	
Paper Setup	
Print Status Sheet	
Network Status	▼

3. Scroll down and select **System Administration**. Enter the administrator password, if necessary.

System Administration	
Printer Settings	▲
Common Settings	
Wi-Fi/Network Settings	
Epson Connect Services	
Google Cloud Print Services	▼
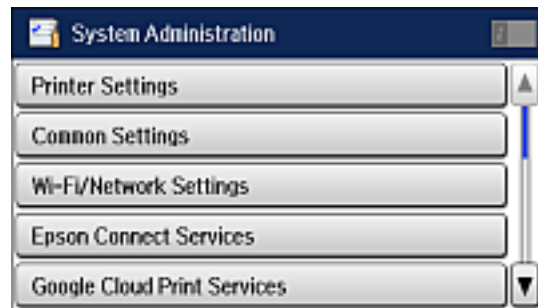
4. Scroll down and select **Fax Settings**.

5. Scroll down and select **Fax Setting Wizard**.

    The Fax Setting Wizard screen appears.

6. Select **Start**.

7. On the Fax Header screen, use the displayed keypad to enter the sender name for your fax source, such as your name or a business name. You can enter up to 40 characters.

8. On the Your Phone Number screen, use the displayed keypad to enter your fax number, up to 20 characters.

   Note: The name and phone number in the fax header identifies the source of the faxes you send.

9. On the Distinctive Ring Setting screen, do one of the following:
   • If you have subscribed to a distinctive ring service from your telephone company, select **Proceed**. Select the ring pattern to be used for incoming faxes or select **On**. Go to step 12.
   • If you do not have a distinctive ring service, select **Skip** and go to the next step.

   Note: Distinctive ring services allows you to have several phone numbers on one phone line. Each number is assigned a different ring pattern. You can use one number for voice calls and another for fax calls. Select the ring pattern assigned to fax calls in the DRD Setting. If you select **On** or a ring pattern other than **All**, Receive Mode is automatically set to **Auto**.

10. On the Receive Mode Setting screen, do one of the following:
    • If you have connected an external telephone or answering machine to the product, select **Yes** and go to the next step.
    • If you did not connect an external telephone or answering machine, select **No** and go to step 12. (Receive Mode is automatically set to **Auto**; otherwise you cannot receive faxes.)

11. On the next Receive Mode Setting screen, select **Yes** to receive faxes automatically or select **No** to receive faxes manually.

    Note: If you connect an external answering machine and select to receive faxes automatically, make sure the **Rings to Answer** setting is correct. If you select to receive faxes manually, you need to answer every call and operate the product's control panel or your phone to receive faxes.

12. On the Confirm Settings screen, confirm the displayed settings and select **Proceed**, or press ↻ back to change the settings.

13. On the Run Check Fax Connection screen, select **Start** and follow the on-screen instructions to check the fax connection and print a report of the check result. If there are any errors reported, try the solutions on the report and run the check again.

    Note:
    • If the Select Line Type screen appears, select the correct line type.

- If the Select Dial Tone Detection screen appears, select **Disable**. However, disabling the dial tone detection function may drop the first digit of a fax number and send the fax to the wrong number.

Parent topic: Setting Up Basic Fax Features

Related tasks

Entering Characters on the LCD Screen

Selecting the Line Type

If you connect the product to a PBX phone system or terminal adapter, you must change the product's line type. PBX (Private Branch Exchange) is used in office environments where an external access code such as "9" must be dialed to call an outside line. The default Line Type setting is PSTN (Public Switched Telephone Network), which is a standard home phone line.

Note: This setting can be locked by an administrator. If you can't access or change this setting, contact your administrator for assistance.

1. Press the 🏠 home button, if necessary.

2. Select **Setup**.

3. Scroll down and select **System Administration**. Enter the administrator password, if necessary.
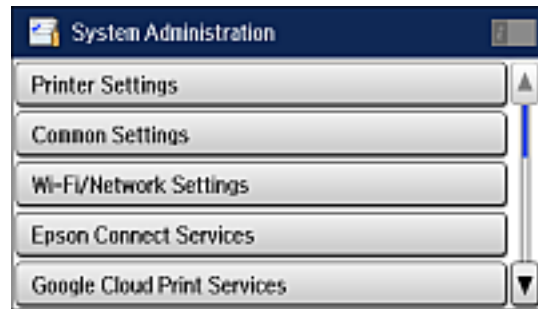
4. Scroll down and select **Fax Settings**.
5. Select **Basic Settings**.
6. Select **Line Type**.
7. Select **PBX**.

    You see a screen like this:
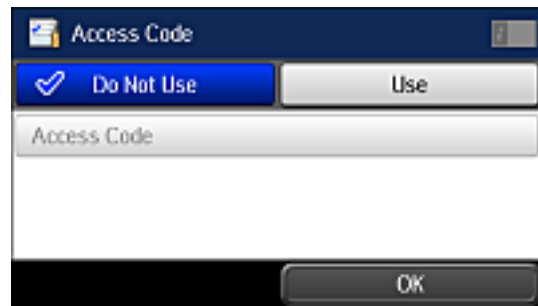
8. Select **Use**.
9. Select **Access Code**.
10. Use the displayed keypad to enter the external access code such as 9, and select **OK**.

Parent topic: Setting Up Basic Fax Features

Setting the Number of Rings to Answer

If you connect an external answering machine and select to receive faxes automatically, make sure the Rings to Answer setting is correct. The number of rings should be higher than the number of rings your answering machine is set to for answering a call.

Note: This setting can be locked by an administrator. If you can't access or change this setting, contact your administrator for assistance.

1. Press the ⌂ home button, if necessary.

2. Select **Setup**.

3. Scroll down and select **System Administration**. Enter the administrator password, if necessary.
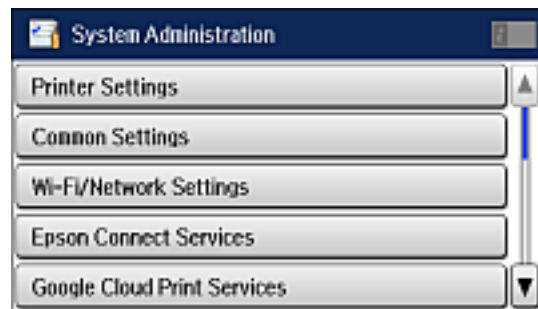
4. Scroll down and select **Fax Settings**.

5. Select **Receive Settings**.

6. Select **Rings to Answer**.
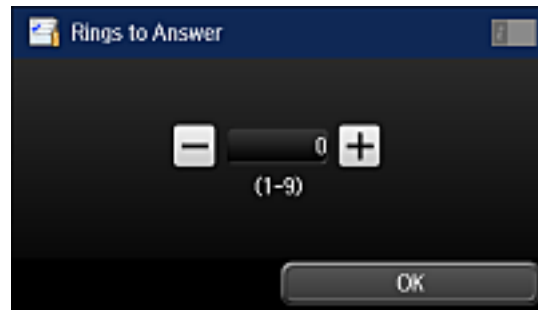
7. Select the number of rings, and select **OK**. Make sure to select a number higher than the number of rings your answering machine is set to for answering a call.

Note: An answering machine picks up every call faster than the product, but the product can detect fax tones and start receiving faxes. If you answer the phone and hear a fax tone, check that the product has started receiving the fax, then hang up the phone.

Parent topic: Setting Up Basic Fax Features

Selecting Advanced Fax Settings

You can select a variety of advanced fax settings.

Note: These settings can be locked by an administrator. If you can't access or change these setting, contact your administrator for assistance.

1. Press the ⌂ home button, if necessary.

2. Select **Setup**.

3. Scroll down and select **System Administration**. Enter the administrator password, if necessary.
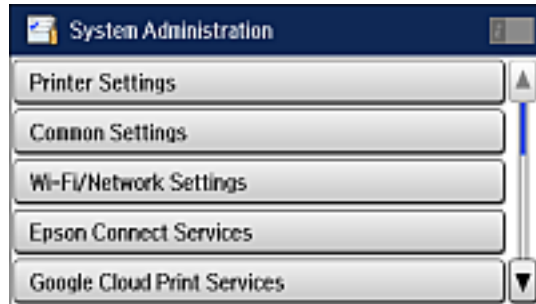
4. Scroll down and select **Fax Settings**.

You see a screen like this:

5. Select the group of settings you want to change.

Parent topic: Setting Up Fax Features

Related topics
Receiving Faxes
Sending Faxes
Setting Up Basic Fax Features

User Default Settings - Fax

Set the default settings you want to use for faxing.

Setting	Options	Description
Resolution	**Standard**	Adjusts the scan resolution and print quality of outgoing faxes.
	Fine	
	Super Fine	
	Ultra Fine	
	Photo	
Density	**Auto**	Automatically adjusts the darkness of outgoing faxes. Select this option when sending black-and-white text documents.
	Manual	Lets you select from various density levels.
Document Size (Glass)	**Half Letter**	Sets the size for a document placed on the scanner glass.
	A5	
	Letter	
	A4	

Setting	Options	Description
ADF 2-Sided	Off	Select **On** to enable 2-sided faxing from the ADF. The Direct Send option and color faxing are disabled when you turn on this setting.
	On	
Direct Send	Off	Select **On** to send black-and-white faxes to a single recipient as soon as the connection is made, without saving the scanned image to memory. You cannot use this setting when sending a color fax or sending a fax to multiple recipients.
	On	
Continuous Scan from ADF	Off	Select **On** to have the product to ask if you want to scan another page after a document in the ADF has finished scanning.
	On	
Transmission Report	Print on Error	Lets you select when to print transmission reports.
	Print	
	Do Not Print	

Parent topic: Selecting Advanced Fax Settings

Send Settings - Fax

Set the send options you want to use for outgoing faxes.

Setting	Options	Description
Batch Send	Off	Sorts outgoing faxes by recipient in the product's memory, and then sends them as a batch.
	On	
Save Failure Data	Off	Saves faxes that failed to be sent in the product's memory. You can resend the faxes from the product's Status Menu.
	On	

Parent topic: Selecting Advanced Fax Settings

Receive Settings - Fax

Set the receive options you want to use for incoming faxes.

Setting	Options	Description
Receive Mode	Manual	Lets you confirm whether an incoming fax should be printed; a telephone must be connected to the product
	Auto	Automatically receives and prints faxes.
Distinctive Ring	All	If you are using a Distinctive Ring Service on your phone line, your telephone company can assign two or more phone numbers to the same line and assign different ring patterns to each. If you use this service, select the number of rings for your fax number so your product can receive faxes on the correct number of rings. Select **All** for phones lines that do not use this service.
	Single	
	Double	
	Triple	
	Double&Triple	
Rings to Answer	1 to 9	Sets the number of rings before your product receives a fax. If Receive Mode is set to **Auto** and an answering machine is connected to the product, make sure this setting is set higher than the number of rings your answering machine is set to answer a call.
Remote Receive	Off	Lets you start receiving faxes using your phone instead of operating the product (if the Receive Mode is set to **Auto**). When you select **On**, you must also set a **Start Code**. If you are using a cordless handset with its base connected to the product, you can start receiving the fax by entering the code using the handset.
	On	
	Start Code	

Parent topic: Selecting Advanced Fax Settings

Output Settings - Fax

Set the output options you want to use for incoming faxes.

Note: If you select **Save to Inbox**, faxes are saved in the product's memory. Delete faxes after viewing or printing to prevent the memory from filling up. Even if you select other options for saving faxes, they may be saved temporarily in the product's memory.

Setting	Options	Description
Fax Output	Other Settings	Lets you create a folder for saving faxes on a memory device and select settings for forwarding faxes.
	Save to Inbox	Saves incoming faxes in the product's memory. You can view the faxes on the LCD screen and print if needed. Select how to process incoming faxes when the memory is full by selecting the option to receive and print faxes, or to reject incoming faxes.
	Save to Computer	To use this option, you must use the Epson FAX Utility. Select **Yes and Print** to have faxes saved to your computer and printed automatically.
	Save to Memory Device	Saves incoming faxes to a connected memory device or USB storage device. Select **Yes and Print** to have faxes saved to the memory device and printed automatically. **Note:** Received faxes are saved as PDF files and cannot be printed directly from the control panel.
	Forward	Forwards incoming faxes to as many as 5 numbers in your contact list. Select **Yes and Print** to have faxes forwarded and printed automatically. **Note:** Color faxes cannot be forwarded.
Auto Reduction	On	Select to reduce the size of large received faxes to fit on the paper size in the selected paper source.
	Off	Select to print large incoming faxes at their original size on multiple sheets, if necessary.
Auto Rotation	On	If you have loaded A5-size paper, select **On** to rotate landscape-oriented incoming faxes so that they print correctly on the paper.
	Off	
Collation Stack	On	Select **On** to print incoming faxes so that the pages are stacked in the correct page order. (When the product is low on memory, this option may not be available.)
	Off	

Setting	Options	Description
Print Suspend Time	Off	Select **On** to set a time period to stop automatic printing of faxes or reports and save received faxes in the product's memory. (Make sure there is enough free memory before using this function.)
	On	
	Time to Stop	
	Restart Time	
Forwarding Report	Print on Error	Selects whether or when to print a report after an incoming fax is forwarded.
	Print	
	Do Not Print	
Attach Image to Report	Off	Does not include an image of the fax on transmission reports.
	On(Small Image)	Prints transmission reports with an image of the first faxed page. (Does not work when you select **Direct Send**.)
	On(Large Image)	
Fax Log Auto Print	Off	Does not print the fax log.
	On(Every 30)	Prints the fax log after 30 faxes are sent or received.
	On(Time)	Prints the fax log at a time you select using the numeric keypad displayed on the LCD screen.
Report Format	Simple	Selects the amount of information on fax reports.
	Detail	

Parent topic:

Basic Settings - Fax

Set the basic options you want to use for incoming and outgoing faxes.

Setting	Options	Description
Fax Speed	Fast(33,600bps)	Sets the speed at which you send and receive faxes.
	Medium(14,400bps)	
	Slow(9,600bps)	

Setting	Options	Description
ECM	On	Turns on Error Correction Mode (ECM) to automatically correct errors in sent or received fax data.
	Off	Turns off Error Correction Mode (ECM); color faxes cannot be sent or received.
Dial Tone Detection	On	Automatically dials the number you enter for faxing when the product detects a dial tone.
	Off	Turns off automatic dial tone detection, which may be necessary if the product is connected to a PBX (Private Branch Exchange) or a TA (Terminal Adapter). However, turning this setting off may cause the product to drop the first digit of a fax number.
Line Type	PSTN	Selects a standard phone line (Public Switched Telephone Network).
	PBX	Selects Private Branch Exchange, the type of phone line used in office environments where an access code such as 9 must be used to call an outside line.
Header	Fax Header	Select to enter the header information and your phone number for inclusion on outgoing faxes.
	Your Phone Number	

Parent topic: Selecting Advanced Fax Settings

Security Settings - Fax

Set the security options you want to use for fax data.

Setting	Options	Description
Direct Dialing Restrictions	Off	Does not restrict dialed fax numbers.
	On	Allows faxing only to numbers stored in the contacts list or history.
	Enter Twice	Requires you to enter fax numbers twice to prevent errors.

Setting	Options	Description
Confirm Address List	Off	Selects whether or not to display a recipient confirmation screen before a fax is sent.
	On	
Inbox Password Settings	Register	Select to set a password for viewing incoming faxes.
Backup Data Auto Clear	Off	Automatically erases sent or received fax data from your product's memory.
	On	
Clear Backup Data	—	Deletes all sent or received fax data remaining in your product's memory; run this function if you are giving away or disposing of your product.

Parent topic: Selecting Advanced Fax Settings

Setting Up Fax Features Using the Fax Utility - Windows

You can set up your fax header and select your fax settings using the FAX Utility for Windows.

1. Do one of the following:

   - **Windows 8.x**: Navigate to the **Apps** screen.

   - **Windows (other versions)**: Click ![icon] or **Start** > **Programs** or **All Programs** > **EPSON Software**.

2. Select **FAX Utility**.

You see this window:

3. Select **Fax Settings for Printer**. (Select your product, if prompted.)

You see this window:
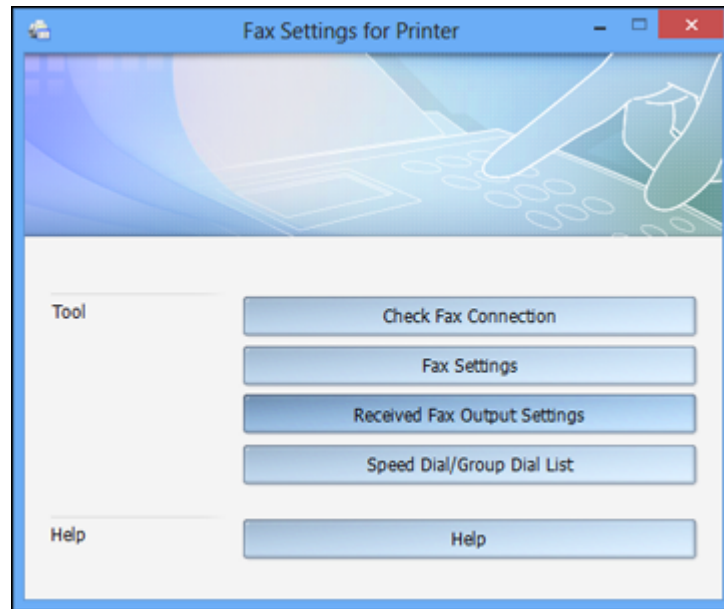
4. Select **Fax Settings**.

5. Follow the prompts that appear on the screen to enter your fax header information and select your fax settings.

   Note: For detailed information, select the FAX Utility **Help** option.

Parent topic: Setting Up Fax Features

Related topics
Setting Up Fax Features

Setting Up Fax Features Using the Fax Utility - OS X

You can set up your fax header and select your fax settings using the FAX Utility for OS X.

1. Do one of the following:
   - **OS X 10.6/10.7/10.8/10.9**: In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax**, **Print & Scan**, or **Printers & Scanners**, select your product, and select **Options & Supplies**. Select **Utility** and select **Open Printer Utility**.
   - **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**. Select **Utility**.
2. Double-click **FAX Utility**, if necessary.

   You see this window:
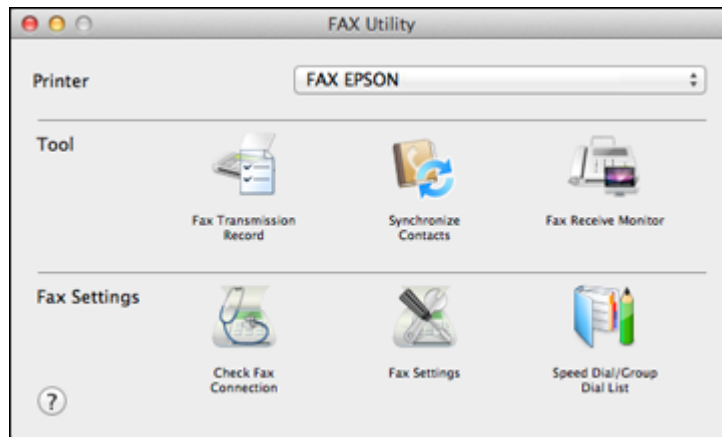
3. Select your **FAX** product in the Printer list.
4. Select **Fax Settings**.
5. Follow the prompts that appear on the screen to enter your fax header information and select your fax settings.

   Note: For detailed information, select the FAX Utility **?** icon.

Parent topic: Setting Up Fax Features

Related topics
Setting Up Fax Features

Setting Up Contacts and Contact Groups

You can set up a list of contacts and their fax numbers so you can quickly select them for faxing. You can also set up contact groups to send a fax message to multiple contacts.

Setting Up Contacts Using the Product Control Panel
Setting Up Speed/Group Dial Lists Using the Fax Utility - Windows
Setting Up Speed/Group Dial Lists Using the Fax Utility - OS X

Parent topic: Faxing

Setting Up Contacts Using the Product Control Panel

You can set up your contacts and contact groups using the control panel on your product.

Note: Contacts can be locked by an administrator. If you cannot access or change contacts, contact your administrator for assistance.

Creating a Contact
Editing or Deleting a Contact
Creating a Contact Group
Editing or Deleting a Contact Group

Parent topic: Setting Up Contacts and Contact Groups

Related tasks

Setting Up Speed/Group Dial Lists Using the Fax Utility - Windows
Setting Up Speed/Group Dial Lists Using the Fax Utility - OS X

Creating a Contact

You can create a list of contacts to save frequently used fax numbers.

Note: You can also create contacts from the Home screen, which lets you select several types of contacts. You can create up to 200 contacts and contact groups combined.

1. Press the 🏠 home button, if necessary.

2. Select **Fax**.

You see a screen like this:

3. Select **Contacts**. Enter the administrator password, if necessary.

    You see a screen like this:

4. Select **Menu**.

You see a screen like this:

Menu
Add Entry
Add Group
Print Contacts

Note: You can print your list of contacts and groups if necessary.

5. Select **Add Entry**.

6. Select the number you want to use for the contact you are adding.

   You see a screen like this:

Add Entry
Name
Not Entered
Index Word
Not Entered
Cancel   Save

7. Select the **Name** field, use the displayed keyboard to enter the contact name (up to 30 characters), and press ⏎.

8. Select the **Index Word** field, use the displayed keyboard to enter a word to use when searching for an entry (up to 30 characters), and press ⏎. (This field is optional.)

9. Select the **Fax Number** field, and use the numeric keypad on the LCD screen or the buttons on the product to enter the fax number. You can enter up to 64 characters.

   Note: If necessary, enter an outside line access code (such as **9**) at the beginning of the fax number. If the access code has been set up in the **Line Type** setting, enter the **#** pound sign instead of the code.

10. Set the **Fax Speed**, if necessary.

11. Select **Save**.

Parent topic: Setting Up Contacts Using the Product Control Panel

Editing or Deleting a Contact

You can edit or delete any of the contacts on your list.

1. Press the ⌂ home button, if necessary.

2. Select **Fax**.

   You see a screen like this:

3. Select **Contacts**. Enter the administrator password, if necessary.

4. Select the contact you want to edit or delete.

You see a screen like this:
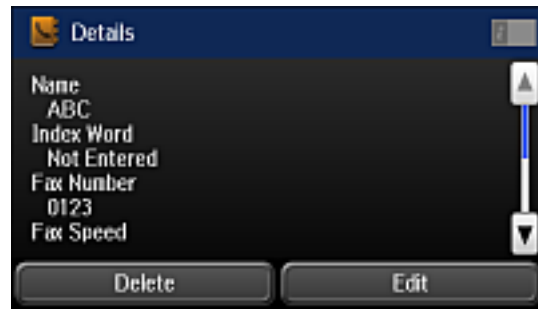
5. Do one of the following:

• To delete the contact, select **Delete** and select **Yes** on the confirmation screen.

• To edit the contact, select **Edit**, select the item you want to change, enter the correct information, and select ⏎. When you are finished editing, select **Save**.

Parent topic: Setting Up Contacts Using the Product Control Panel

Creating a Contact Group

You can create a group of contacts so that you can easily send faxes to multiple recipients.

Note: You can create up to 200 contacts and contact groups combined.

1. Press the 🏠 home button, if necessary.

2. Select **Fax**.

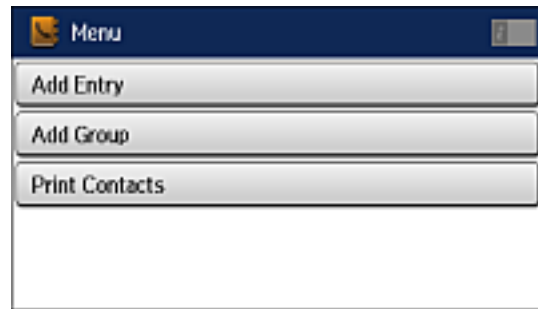You see a screen like this:

3. Select **Contacts**. Enter the administrator password, if necessary.
4. Select **Menu**.

   You see a screen like this:

   Note: You can print your list of contacts and groups if necessary.

5. Select **Add Group**.
6. Select the number you want to use for the group you are adding.

   You see a screen like this:

7. Select the **Name** field, use the displayed keyboard to enter the group name (up to 30 characters), and press ⏎.
8. Select the **Index Word** field, use the displayed keyboard to enter a word to use when searching for a group (up to 30 characters), and press ⏎. (This field is optional.)

9. Select **Proceed**.

   You see your contacts list.

10. Select the number next to each contact you want to include in your group.

    A check mark appears next to each selected contact.

11. Select **Save**.

Parent topic: Setting Up Contacts Using the Product Control Panel

Editing or Deleting a Contact Group

You can edit an existing contact group to add or delete entries. You can also delete the entire contact group.

1. Press the ⌂ home button, if necessary.

2. Select **Fax**.

   You see a screen like this:

3. Select **Contacts**. Enter the administrator password, if necessary.

You see a screen like this, showing both individual contacts and contact groups:
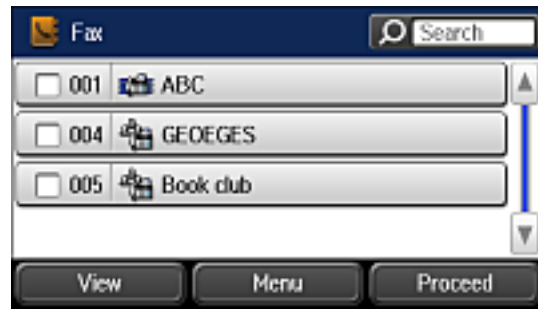
4. Select the group you want to edit.

   You see a screen like this:
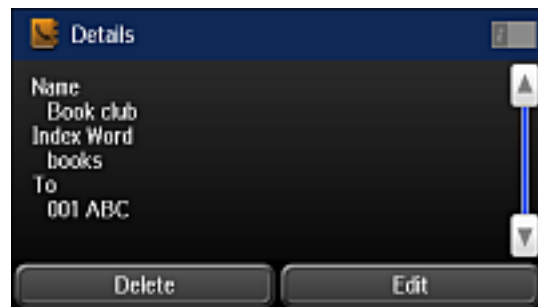
Note: If you want to delete the entire group, select **Delete**.

5. To edit the group, select **Edit**.
6. Select **Proceed**.

   You see a list of the contacts in your group.

7. To add or delete a contact, select the number next to it.
8. Select **Save**.

Parent topic: Setting Up Contacts Using the Product Control Panel

Setting Up Speed/Group Dial Lists Using the Fax Utility - Windows

You can set up your speed dial and group dial lists using the FAX Utility for Windows. The utility also lets you import fax numbers from the Windows Address Book and back up fax numbers stored in your product's memory.

Note: You can create up to 60 speed dial and group dial entries combined.

1. Do one of the following:

   • **Windows 8.x**: Navigate to the **Apps** screen.

   • **Windows (other versions)**: Click [icon] or **Start** > **Programs** or **All Programs** > **EPSON Software**.

2. Select **FAX Utility**.

   You see this window:

3. Select **Fax Settings for Printer**. (Select your product, if prompted.)
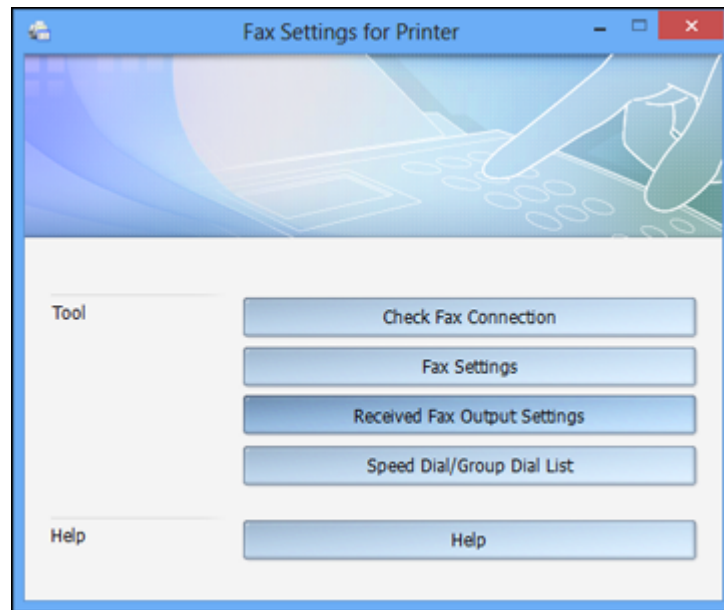
You see this window:

4. Select **Speed Dial/Group Dial List**.

You see this window:
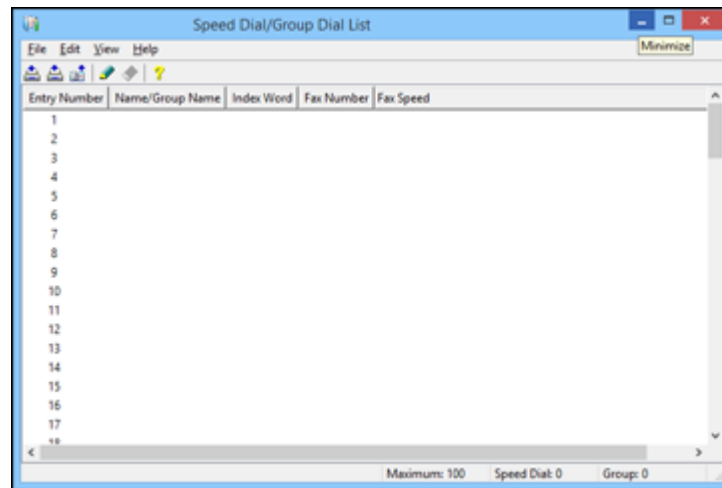
5. Select an empty entry and click the ✐ icon.

    Note: To edit an entry, select it and click the ✐ icon. To delete an entry, select it and click the ◆ icon.

6. Do one of the following:

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

    • To create a group dial entry, select **Group**, enter a name, select your desired fax numbers, and click **OK**.

7. Repeat the previous steps as necessary to add all your speed dial or group dial entries.

8. When you are finished, click the 🖫 icon to save the entries to your product's memory.

Parent topic: Setting Up Contacts and Contact Groups

Related topics

Setting Up Contacts Using the Product Control Panel

Setting Up Speed/Group Dial Lists Using the Fax Utility - OS X

You can set up your speed dial and group dial lists using the FAX Utility. The utility also lets you import fax numbers from the MacAddress Book and back up fax numbers to your product's memory.

Note: You can create up to 60 speed dial and group dial entries combined.

1. Do one of the following:

   • **OS X 10.6/10.7/10.8/10.9**: In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax**, **Print & Scan**, or **Printers & Scanners**, select your product, and select **Options & Supplies**. Select **Utility** and select **Open Printer Utility**.

   • **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**. Select **Utility**.

2. Double-click **FAX Utility**, if necessary.
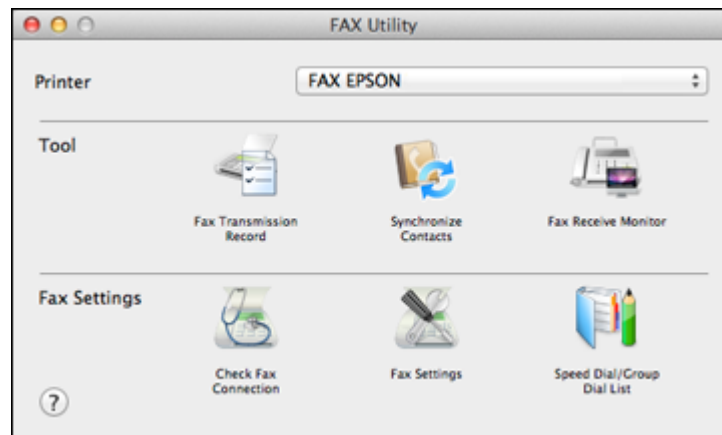
   You see this window:

3. Select your **FAX** product in the Printer list.
4. Select **Speed Dial/Group Dial List**.

You see this window:
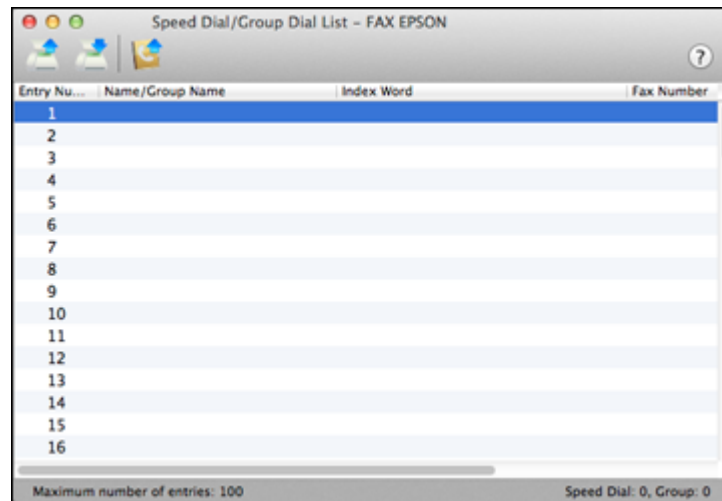
5. To add an entry, double-click an empty entry.

   Note: To edit an entry, select it and change the information. To delete an entry, select it and press the **Delete** key on your keyboard.

6. Do one of the following:

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

   • To create a group dial entry, select **Group Dial**, enter a name, select your desired fax numbers, and click **OK**.

7. Repeat the previous steps as necessary to add all your speed dial or group dial entries.

8. To import entries from your MacAddress book, click the ![icon] icon.

9. When you are finished, click the ![icon] icon to save the entries to your product's memory.

Parent topic: Setting Up Contacts and Contact Groups

Related topics
Setting Up Contacts Using the Product Control Panel

Sending Faxes

See these sections to send faxes using your product.

Sending Faxes from the Product Control Panel
Sending Faxes Using the Fax Utility - Windows
Sending Faxes Using the Fax Utility - OS X

Parent topic: Faxing

Sending Faxes from the Product Control Panel

See these sections to send faxes using the product's control panel.

Sending a Fax Using the Keypad, Contact List, or History
Fax Sending Options
Sending a Fax at a Specified Time
Sending a Fax on Demand
Sending a Stored Fax
Dialing Fax Numbers from a Connected Telephone

Parent topic: Sending Faxes

Related references

Fax Sending Options

Related tasks

Selecting the Line Type
Using Presets

Related topics

Setting Up Contacts and Contact Groups
Setting Up Contacts and Contact Groups
Placing Originals on the Product

Sending a Fax Using the Keypad, Contact List, or History

You can send a fax from your product control panel by entering the fax number, or selecting the number from either the contact list or fax history.

Note: You can send a black-and-white fax to up to 200 recipients at a time, or send a color fax to one recipient at a time. If your recipient's fax machine does not print in color, your fax is automatically sent in black-and-white.

Note: The product can queue up to 50 black-and-white fax jobs. You can check or cancel fax jobs in the queue using the Status Menu.

1. Place your original on the product for faxing.
2. Press the ⌂ home button, if necessary.
3. Select **Fax**.

Note: To fax a double-sided document, place your document in the ADF and turn on the **ADF 2-Sided** setting. (You cannot fax double-sided documents in color.)

4. Do one of the following to select fax recipients:

   - **Manually enter a fax number**: Press the **Enter a Fax Number** field and enter a fax number. Press ⏎ when done. To add another fax number, repeat the same steps. You can also use the numeric keypad on the control panel to enter a fax number.

     Note: If direct dialing has been restricted, you can only select the number from the contact list or fax history. If necessary, enter an outside line access code (such as 9) at the beginning of the fax number. If the access code has been set up in the **Line Type** setting, enter the **#** pound sign instead of the code.

   - **Select from the contact list**: Select **Contacts** to display the contact list screen. Select the checkbox next to one or more contact (select the checkbox again to deselect it). You can also select the **Search** field to search for recipients by name, index name, or entry number. Select **Proceed** when you are finished.

- **Select from the sent fax history**: Select **History** to display the sent fax history. Select a recipient from the list, select **Menu**, and select **Send to this number**.

   Note: To delete entered recipients, select the **Enter a Fax Number** field, select the recipient you want to delete, and select **Delete from the List**.

5. If you need to change any fax settings, select **Menu**, select **Fax Send Settings**, and select your settings.

6. If you want to preview your fax in black-and-white on the LCD, select **Preview**. (If the preview looks incorrect, select **Retry**, reposition the document or change the fax settings, and repeat this step.)

   Note: If you do not touch the preview screen for 20 seconds, your product sends the fax automatically. You cannot preview images when the Direct Send setting is turned on.

7. If you want to save your fax settings for later use, select **Presets** and add a new entry.

8. Press one of the ◇ **Start** buttons.

   Note: To cancel faxing, press the ⊘ **Stop** button. You can also cancel the job or check the job status from the Status Menu.

   Your product scans your original and prompts you to place additional pages, if necessary.

After scanning your originals, your product dials the number and sends the fax.

Note: Your product does not save sent color faxes to its memory. If the Save Failure Data option is enabled, faxes that failed to be sent are stored to the product's memory and you can resend them from the Status Menu screen.

Parent topic:

Fax Sending Options

While sending a fax, you can select **Menu** and select these options from the Fax Send Settings menu.

Note: You can also select these options in the User Default Settings menu.

Setting	Options	Description
Resolution	Standard	Adjusts the scan resolution and print quality of outgoing faxes.
	Fine	
	Super Fine	
	Ultra Fine	
	Photo	
Density	Auto	Automatically adjusts the darkness of outgoing faxes. Select this option when sending black-and-white text documents.
	Manual	Lets you select from various density levels.
Document Size (Glass)	Half Letter	Sets the size for a document placed on the scanner glass.
	A5	
	Letter	
	A4	
ADF 2-Sided	Off	Select **On** to enable 2-sided faxing from the ADF. The Direct Send option and color faxing are disabled when you turn on this setting.
	On	
Direct Send	Off	Select **On** to send black-and-white faxes to a single recipient as soon as the connection is made, without saving the scanned image to memory. You cannot use this setting when sending a color fax or sending a fax to multiple recipients.
	On	
Priority Send	Off	Select **On** to send the current fax before other faxes waiting to be sent.
	On	
Continuous Scan from ADF	Off	Select **On** to have the product to ask if you want to scan another page after a document in the ADF has finished scanning.
	On	
Transmission Report	Print on Error	Lets you select when to print transmission reports.
	Print	
	Do Not Print	

Parent topic:

Sending a Fax at a Specified Time

You can send a fax at a time of your choice.

Note: Make sure the product's date and time settings are correct. You can only send faxes in black-and-white when you use this option.

1. Place your original on the product for faxing.

2. Press the ⌂ home button, if necessary.

3. Select **Fax**.

Note: To fax a double-sided document, place your document in the ADF and turn on the **ADF 2-Sided** setting.

4. Enter a fax number or select a number from the Contacts list or History.

5. Select **Menu**.

6. Select **Send Fax Later**.

7. Select **On**.

8. Select **Time**, use the displayed keypad on the LCD screen to enter your desired time, and select **OK**.

9. Press one of the ◇ **Start** buttons.

Note: To cancel faxing, press the ⊘ **Stop** button.

After scanning your originals, your product dials the number and sends the fax at the specified time.

Note: If the product is turned off at the specified time, the fax is sent when it is powered on.

Parent topic: Sending Faxes from the Product Control Panel

Related references

Fax Sending Options

Related topics

Setting Up Contacts and Contact Groups

Placing Originals on the Product

Sending a Fax on Demand

You can store one scanned document (up to 100 black-and-white pages) and have it sent automatically when another fax machine requests it. Other fax users can receive the document by calling your fax number and using the polling receive function on their fax machines.

1. Place your original on the product for faxing.

2. Press the ⌂ home button, if necessary.

3. Select **Fax**.

4. Select **Menu**.

5. Select **Polling Send** and select **On**.

6. If you need to change any fax settings, select **Menu**, select **Fax Send Settings**, and select your settings.

7. Press the ◇ **B&W** button.

Your document is scanned and stored until you overwrite or delete it.

You can store only one document at a time. Subsequent documents overwrite the existing document. You can also delete a stored document from the Status Menu.

Parent topic: Sending Faxes from the Product Control Panel

Related references

Fax Sending Options

Related topics

Placing Originals on the Product

Sending a Stored Fax

You can store one scanned document (up to 100 black-and-white pages) and send it whenever necessary.

1. Place your original on the product for faxing.

2. Press the 🏠 home button, if necessary.
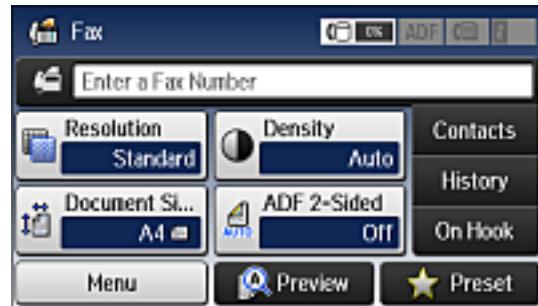
3. Select **Fax**.

4. Select **Menu**.

5. Select **Store Fax Data** and select **On**.

6. If you need to change any fax settings, select **Menu**, select **Fax Send Settings**, and select your settings.

7. Press the ◇ **B&W** button.

Your document is scanned, stored, and briefly previewed.

8. When you are ready to send the document, press the *i* **Status** button.

You see a screen like this:
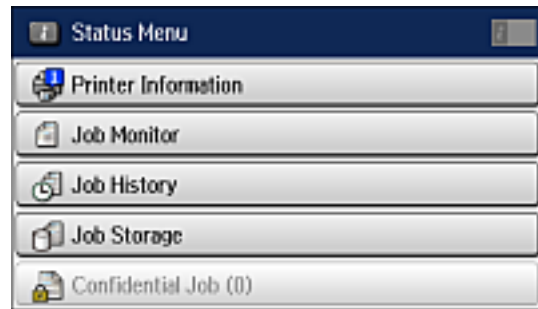
9. Select **Job Monitor**.

10. Select **Communication Job**.

11. Select the stored fax job you want to send.

12. Select **Send/View** and select **Send**.

You can store only one document at a time. Subsequent documents overwrite the existing document. You can also delete a stored document from the Status Menu.

Parent topic: Sending Faxes from the Product Control Panel

Related references

Fax Sending Options

Related topics

Placing Originals on the Product

Dialing Fax Numbers from a Connected Telephone

If you have connected a telephone to the **EXT** port on your product, you can send a fax by dialing the fax number from the connected telephone. If the recipient's phone number and fax number are the same, you can speak to the recipient before sending the fax.

1. Place your original on the product for faxing.

2. Press the ⌂ home button, if necessary.

3. Dial the fax number from the connected telephone. Speak to the recipient if necessary.

   Note: If you are using a pre-paid calling card, enter the number and password required to use the card before entering the destination fax number.

4. Select **Start Fax** on the LCD screen.

5. Select **Send**.

   Note: Your product now communicates with the recipient's fax machine. Do not hang up the telephone.

6. When you hear a fax tone, press one of the ◊ **Start** buttons to start sending the fax.

   Note: If your recipient's fax machine does not print in color, your fax is automatically sent in black-and-white.

7. Hang up the telephone.

Parent topic:

Related references

Fax Sending Options

Related topics

Placing Originals on the Product

Sending Faxes Using the Fax Utility - Windows

You can send a fax from a printing program in Windows. You can fax up to 100 pages at a time, including a cover sheet.

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

You see a window like this:
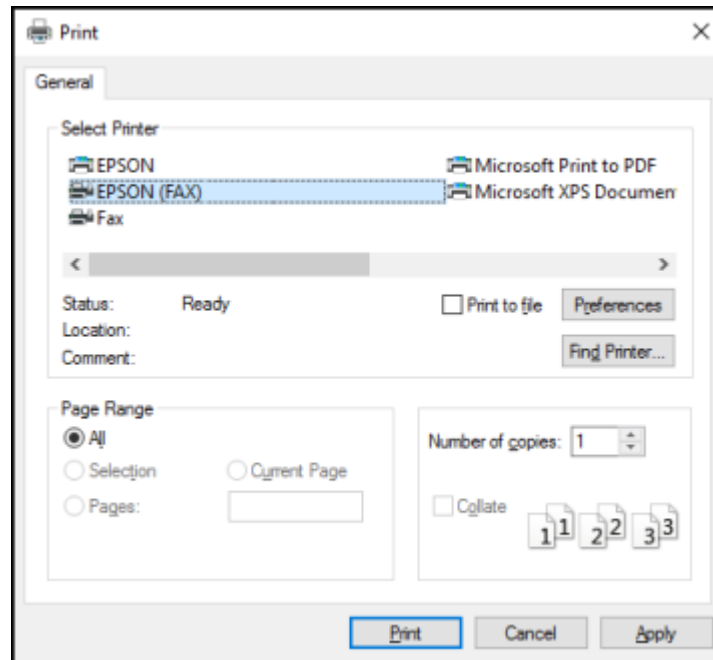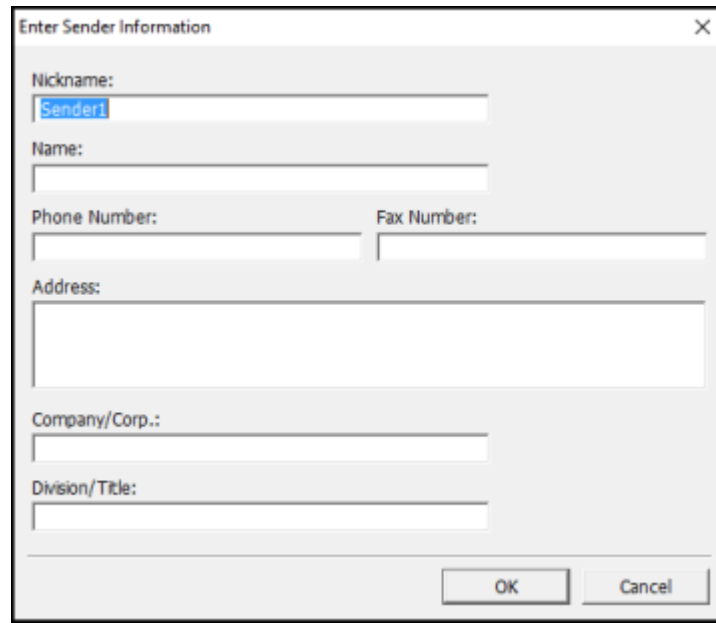
2. Select your product with the **FAX** option as the printer.

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** or **OK**.

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

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

You see a window like this:
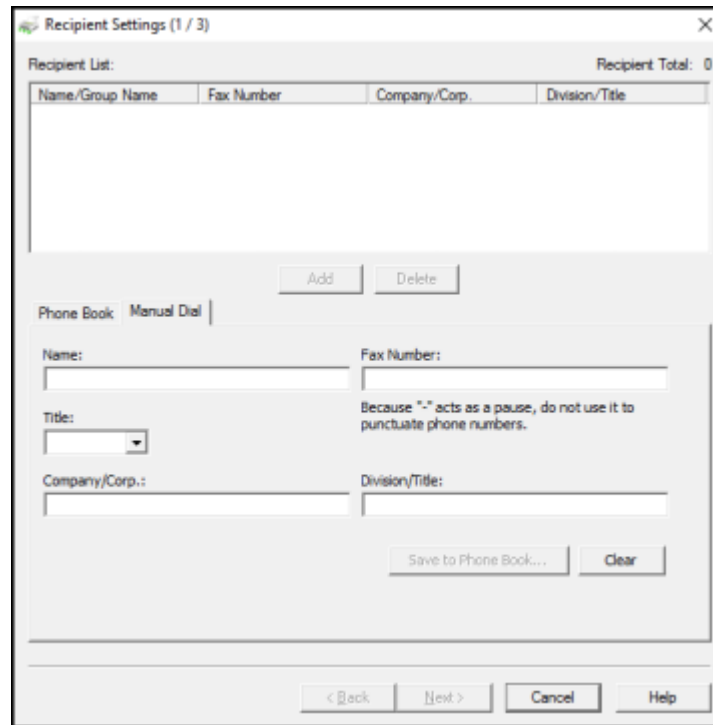
7. Enter the recipient's name and fax number or select a recipient from the phonebook, then click **Next**.

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

8. Select a cover sheet and enter a subject and message, then click **Next**.
9. Click **Send** to transmit your fax.

Parent topic: Sending Faxes
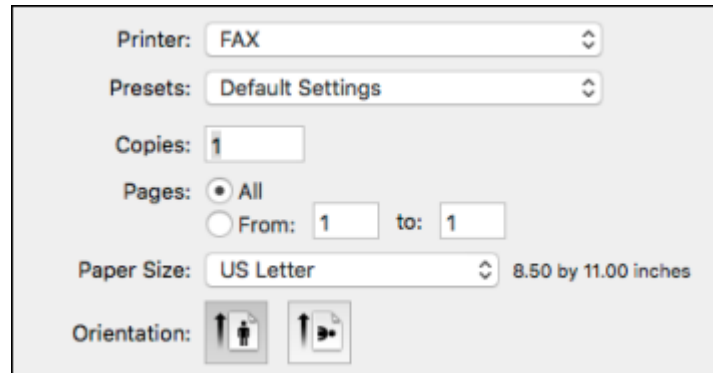
Sending Faxes Using the Fax Utility - OS X

You can send a fax from a OS X printing program using the FAX Utility. You can fax up to 100 pages at a time, including a cover sheet.

1. Open the file you want to fax.

2. 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.

3. Select your product **FAX** option as the **Printer** setting.
4. If necessary, click the arrow next to the Printer setting or the **Show Details** button to expand the print window.
5. Select the number of pages you are faxing as the **Pages** setting.

   Note: Leave the **Copies** setting set to **1**.

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

You see this window:

7. Do one of the following to choose your recipient:

    - Select a name or group from the **Recipient List**.

    - Enter a name, company, and fax number and click the **+** button.

    - Click the ![icon] icon and select a recipient from your address book.

8. Select **Fax Settings** from the pop-up menu.

You see this window:
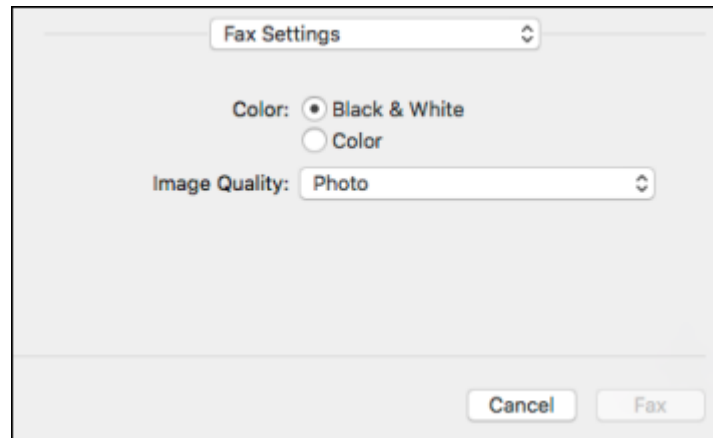
9. Select the **Color** and **Image Quality** settings you want to use for your fax.

10. Click **Fax**.

Parent topic: Sending Faxes

Receiving Faxes

See these sections to receive faxes with your product.

Fax Reception
Receiving Faxes Automatically
Receiving Faxes Manually
Forwarding Received Faxes
Receiving a Fax by Polling
Viewing a Fax on the LCD Screen

Parent topic: Faxing

Fax Reception

Your product will automatically receive and print faxes when you set the Receive Mode to **Auto**.

If you connected a telephone to your product so you can use the same phone line for faxes and voice calls, you can also set your product to receive faxes manually. This allows you to check for a fax tone using the telephone and press a button on your product to receive the fax.

Make sure to load paper in your product and select your fax settings before receiving a fax.

Note: If you run out of paper during fax printing, load more paper and press the button indicated on your product's LCD screen to continue.

Parent topic: Receiving Faxes

Receiving Faxes Automatically

To receive faxes automatically, make sure Receive Mode is set to **Auto** (the default setting for the product).

To change the Receive Mode if necessary, select **Setup** > **System Administration** > **Fax Settings** > **Receive Settings** > **Receive Mode**.

If an answering machine is connected, make sure the product's **Rings to Answer** setting is set higher than the number of rings your answering machine is set to answer a call. For example, if the answering machine is set to pick up on the fourth ring, set the product to pick up on the fifth ring or later.

Parent topic: Receiving Faxes

Related concepts

Fax Reception

Related tasks

Receiving Faxes Manually

Receiving Faxes Manually

You can set up your product to receive faxes manually by setting the Receive Mode to **Manual**. This lets you check for a fax tone on the connected telephone before receiving a fax.

1. To change the Receive Mode, select **Setup** > **System Administration** > **Fax Settings** > **Receive Settings** > **Receive Mode** and select **Manual**.

2. When the connected telephone rings, answer the call.

3. If you hear a fax tone, select **Start Fax** on the LCD display.

4. Select **Receive**.

5. Press one of the ◇ **Start** buttons to start receiving the fax.

6. Hang up the telephone.

Parent topic: Receiving Faxes

Related concepts

Fax Reception

Related tasks

Receiving Faxes Automatically

Forwarding Received Faxes

You can forward received faxes to another fax machine, or convert the faxes into PDF documents and forward them to a shared folder on the network or to an email address. Forwarded faxes are deleted from the product's memory. Before using this feature, make sure the date and time are set correctly, the forwarding destination is set up in the contact list, and the email server settings are configured.

Note: Color documents cannot be forwarded to another fax machine.

Note: This setting can be locked by an administrator. If you can't access or change this setting, contact your administrator for assistance.

1. Press the 🏠 home button, if necessary.

2. Select **Setup**.

3. Scroll down and select **System Administration**. Enter the administrator password, if necessary.

4. Scroll down and select **Fax Settings**.
5. Select **Output Settings**.
6. Select **Fax Output**.
7. Select **Settings**.
8. Select **Forward**.
9. Select **Yes**.

   Note: If you want to print the fax automatically before forwarding it, select **Yes and Print**.

10. Select **Other Settings**.
11. Select **Where to Forward**.
12. Select the forwarding destination from the contact list.

    Note: Select **View** to sort your contacts by the printer's features. You can select up to 5 forwarding destinations.

13. When you are finished selecting your forwarding destinations, select **Proceed**.
14. Confirm the displayed forwarding destinations are correct and select **Close**.
15. Select **Options When Forwarding Failed**.
16. Select the option you want to occur when received faxes fail to be forwarded; print the faxes or save them in the printer's inbox.

17. If you are forwarding to an email address, you can specify the subject by selecting **Email Subject to Forward**.

Note: If you are forwarding faxes to a shared folder on the network or an email address, you can test if fax forwarding was set up correctly by sending a scanned image to the destination using the scan to email or scan to network folder/ftp option. If you are forwarding faxes to a shared folder on the network, you can set up the FAX Utility to notify you whenever a new fax is received.

Parent topic: Receiving Faxes

Receiving a Fax by Polling

You can use polling to receive a fax from another fax machine (such as a fax information service).

Note: This procedure does not work if the fax information service includes audio guidance.

1. Press the ⌂ home button, if necessary.
2. Select **Fax**.

   You see a screen like this:

3. Select **Menu**.
4. Select **Polling Receive** and select **On**.
5. Enter the fax number you expect to receive the fax from.
6. Press one of the ◇ **Start** buttons to start receiving the fax.

Parent topic: Receiving Faxes

Viewing a Fax on the LCD Screen

You can save received faxes in your product's memory and view them on the LCD screen.

Note: To use this feature, you must first enable Save to Inbox from the Output Settings menu. The Inbox can be locked by an administrator. If you cannot access the Inbox, contact your administrator for assistance.

1. Press the ⌂ home button, if necessary.

2. Check the ▣ icon on the LCD screen. It turns on if there are any unread or unprinted faxes in the product's memory.

3. Select **Fax**.

4. Select **Open Inbox**. Enter the administrator password, if necessary.

5. Select the fax you want to view.

   You see the fax displayed on the screen.

6. Select **Menu**.

7. Select one of the printing or deleting options, and follow the on-screen instructions.

Note: Delete faxes after you print or view them to prevent the product's memory from filling up. When the memory is full, you can forward or print incoming faxes.

Parent topic: Receiving Faxes

Checking Fax Status

You can use the *i* **Status** button to check the status of current fax jobs, or faxes that have been received or sent.

1. Press the *i* **Status** button.

You see a screen like this:

| Status Menu |
| Printer Information |
| Job Monitor |
| Job History |
| Job Storage |
| Confidential Job (0) |
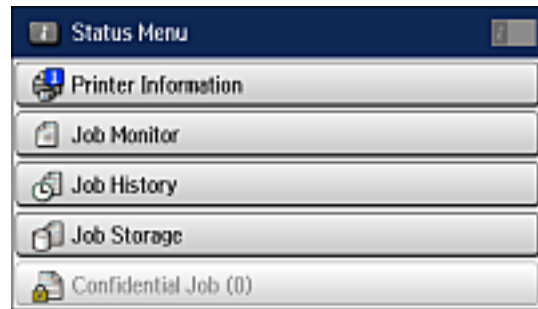
2. Do one of the following:

- To check the status of currrent fax jobs, select **Job Monitor**, select **Communication Job**, and select the fax job you want to check.

- To check the history of faxes that have been sent or received, select **Job History**, select **Receive Job** or **Send Job**, and select the job you want to check.

- To check received faxes that have been saved or temporarily saved in the product's memory, select **Job Storage** and select **Inbox**.

Note: If you see a numbered icon on top of the **Fax** icon on your product's LCD screen, received faxes have been temporarily saved to the product's memory.

Parent topic: Faxing

Printing Fax Reports

You can select from several fax reports to print whenever necessary. You can also have the fax log printed automatically by turning on **Fax Log Auto Print**.

1. Press the 🏠 home button, if necessary.

2. Select **Fax**.

You see a screen like this:

3. Select **Menu**, select **Fax Report**, and select the report you want to print.

Fax Report Options

Parent topic: Faxing

Related references
Fax Report Options

Fax Report Options

Select the fax report or list you want to print.

Fax Settings List
Print a list of the current fax communication settings.

Fax Log
View or print a report on recent fax transmissions.

Last Transmission
Print a report on the previous fax that was sent or received through polling.

Stored Fax Documents
Print a list of the fax jobs currently stored in the product's memory.

Protocol Trace
Print a detailed report for the previous sent or received fax.

Parent topic: Printing Fax Reports

Using USB Flash Drives With Your Product

Follow the instructions here to work with a USB flash drive inserted into your product.

Inserting a USB Flash Drive
Disconnecting a USB Device
Viewing and Printing From the LCD Screen
Transferring Files on a USB Device

Inserting a USB Flash Drive

Insert your USB flash drive into the USB port on the front of the product.

Note: Epson cannot guarantee the compatibility of your device. Make sure the files on the device are compatible with the product.

USB Device Photo File Specifications

Parent topic: Using USB Flash Drives With Your Product

USB Device Photo File Specifications

You can use USB devices with your product containing files that meet these specifications.

File format	JPEG with the Exif version 2.3 standard
	TIFF 6.0-compliant uncompressed images: RGB full-color or binary (not CCITT-encoded)
Image size	80 × 80 pixels to 10200 × 10200 pixels
File size	Up to 2GB
Number of files	JPEG: Up to 9990
	TIFF: Up to 999

Parent topic: Inserting a USB Flash Drive

Disconnecting a USB Device

After you finish working with a USB device, follow these steps to remove it.

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1. If your product is connected to your computer using a USB cable, do one of the following:

   • **Windows**: Open the **My Computer**, **Computer**, **This PC**, or **Windows Explorer** utility. Then right-click the name of your USB device (listed as a removable disk) and select **Eject**.

   • **OS X**: Drag the removable disk icon for your USB device from the desktop into the trash.

   Caution: Do not remove a USB device before completing the procedure above or you may lose data from the flash drive.

2. Pull the USB device out of the USB port on the front of the product.

   Parent topic: Using USB Flash Drives With Your Product

Viewing and Printing From the LCD Screen

See these sections to view and print photos or other files displayed on your product's LCD screen.

Printing JPEG Photos
Printing TIFF Files
Photo Adjustment Options - Device Mode
Print Setting Options - Device Mode

Parent topic: Using USB Flash Drives With Your Product

Printing JPEG Photos

You can select JPEG photos for printing as you view them on the LCD screen.

1. Press the 🏠 home button, if necessary.

2. Select **Memory Device**.

3. Select **JPEG**.

You see a screen like this:
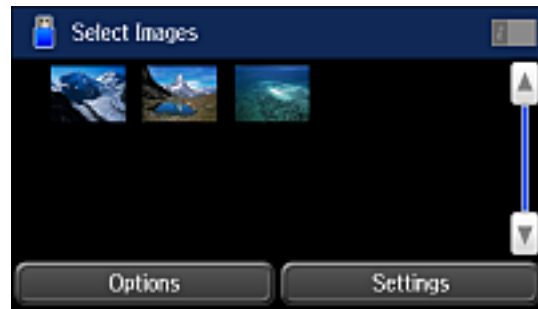
Note: If you have more than 999 JPEG images on your device, the images are divided into groups, and you must first select the group you want to display.

4. Do one of the following to select your photos:

   • To select individual photos, select the thumbnail image of the photo you want to print, then use the numeric keypad on the control panel or press **+** or **–** on the LCD screen to select the number of copies (up to 99). Press the left or right arrow buttons to scroll through and select additional photos, or press the ↰ back button to return to the thumbnail image view and select another photo.

   • To select all photos, select **Options** > **Select Images** > **Select All Images**.

5. To adjust a photo (adjustments modify only your printed copy, not the original file), select its thumbnail image, and select **Adjustments**. Make the necessary adjustments and press the ↰ back button.

6. To change the print settings, select **Settings**, and select the necessary settings. When you are finished, press the ↰ back button.

7. When you are ready to print, press one of the ◈ **Start** buttons.

   Note: To cancel printing, press the ⊘ **Stop** button or select **Cancel**.

Parent topic: Viewing and Printing From the LCD Screen

Related references
Print Setting Options - Device Mode
Photo Adjustment Options - Device Mode

Printing TIFF Files

You can select and print files in the TIFF format from a USB flash drive or other device.

1. Press the ⌂ home button, if necessary.

2. Select **Memory Device**.

3. Select **TIFF**.

   You see a list of the available files.

4. Select the file you want to print.

   You see information about the file.

5. Select **Proceed**.

6. Do the following as necessary:

   • To print more than one copy, use the numeric keypad on the control panel or press **+** or **–** on the LCD screen to select the number of copies (up to 99).

   • To change the print settings, select **Settings**, and select the necessary settings. When you are finished, press the � back button.

7. Select **Proceed**.

8. When you are ready to print, press one of the ◊ **Start** buttons.

   Note: To cancel printing, press the ⊘ **Stop** button or select **Cancel**.

Parent topic: Viewing and Printing From the LCD Screen

Photo Adjustment Options - Device Mode

Select the **Image Adjustments** you want to use when viewing and printing photos displayed on the LCD screen.

Photo adjustment settings	Available options	Description
Fix Photo	On	Automatically adjusts the brightness, contrast, and saturation of the photo based on the **Advanced** > **Scene Detection** setting that is selected
	Off	Turns off automatic adjustments; see **Note** below
	P.I.M.	Uses your camera's PRINT Image Matching or Exif Print adjustments
Fix Red-Eye	Off - This Image	Automatically fixes the red-eye effect in photos
	On - This Image	
	Off - All Image	
	On - All Image	

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.

Parent topic:

Print Setting Options - Device Mode

Select the **Print Settings** you want to use when printing from a USB flash drive or other memory device.

Note: Not all options or settings may be available, depending on the file format.

Print settings	Available options	Description
Paper Source	Various paper size and type settings	Indicates the source that contains the paper size and type you want to print on
Quality	**Standard**	Provides good quality for most prints
	Best	Provides the highest quality for special prints
Date	Various date formats	Prints the date the photo was taken on the photo in the format you select

Print settings	Available options	Description
Fit Frame	On	Automatically crops the photo to fit into the selected photo layout
	Off	Turns off automatic cropping
Bidirectional	On	Prints at normal speed
	Off	Slows down printing to improve print quality
Print Order	Last Page on Top	Select the order for printing multi-page TIFF files.
	First Page on Top	

Parent topic: Viewing and Printing From the LCD Screen

Transferring Files on a USB Device

You can transfer files to and from a USB device inserted into the USB port on the front of your product.

Setting Up File Sharing for File Transfers From Your Computer
Transferring Files from a USB Device to Your Computer

Parent topic: Using USB Flash Drives With Your Product

Related tasks
Disconnecting a USB Device
Inserting a USB Flash Drive

Setting Up File Sharing for File Transfers From Your Computer

Before you transfer files from a computer to a USB flash drive inserted into the USB port on the front of your product, you may need to set up your product's file sharing settings.

Caution: Remove the flash drive before you change this setting or you may lose data from the flash drive.

Note: These settings can be locked by an administrator. If you cannot access these settings, contact your administrator for assistance.

1. Press the 🏠 home button, if necessary.
2. Select **Setup**.

3. Scroll down and select **System Administration**. Enter the administrator password, if necessary.

4. Select **Printer Settings**.

5. Select **Memory Device Interface**.

    You see a screen like this:

6. Make sure **Memory Device** is set to **Enable**.

7. Select **File Sharing**.

8. Select the way your computer is connected to the product: either **USB** or **Wi-Fi/Network**.

Parent topic: Transferring Files on a USB Device

Transferring Files from a USB Device to Your Computer

You can transfer files to and from a USB device inserted into the USB port on the front of your product and a computer connected to your product.

Note: Do not transfer files to and from a USB device while you are printing from the device.

1. Make sure your product is connected to a computer.

2. Insert a USB device into the USB port on the front of your product.

3. Do one of the following to access your USB device files from your computer:

    • **Windows**: Open the **My Computer**, **Computer**, **This PC**, or **Windows Explorer** utility, then select the removable disk icon.

    • **OS X with a USB connection**: Look for the removable disk icon on your desktop, then select it.

- **OS X with a network connection**: Select the hard drive icon on your desktop or select **Computer** from the **Go** menu, select your product in the **SHARED** section of the sidebar (you may need to widen the sidebar to see the name), and select the **USBSTORAGE** icon.

4. Select the folder that contains your files.

5. Drag the files you want to transfer to the desired folder on your computer or on your USB device.

Note: Your product's LCD screen does not update to display new information about your USB device after you copy files to it or delete files from it. Remove and insert the USB device to update the information.

Parent topic: Transferring Files on a USB Device

Replacing Ink Cartridges and Maintenance Boxes

The maintenance box stores ink that gets flushed from the system during print head cleaning. When an ink cartridge is expended or the maintenance box is at the end of its service life, you need to replace it.

You may also need to replace a cartridge that is more than six months old if your printouts do not look their best, even after cleaning and aligning the print head.

Note: Please dispose of your used Epson branded ink cartridges and maintenance boxes responsibly and in accordance with local requirements. If you would like to return your used ink cartridges and maintenance boxes to Epson for proper disposal, please go to epson.com/recycle for more information.

Check Cartridge and Maintenance Box Status
Purchase Epson Ink Cartridges and Maintenance Box
Removing and Installing Ink Cartridges
Printing with Black Ink and Expended Color Cartridges
Conserving Low Black Ink with Windows
Replacing the Maintenance Box

Check Cartridge and Maintenance Box Status

Your product and its software will let you know when an ink cartridge is low or expended, or when the maintenance box needs to be replaced.

Note: When using the PCL or PostScript (PS3) printer software with the product, you can check ink cartridge and maintenance box status by using the printer buttons or the utilities included with the standard Epson printer software. To download the standard Epson printer software, go to epson.com/support/wf5690.

Checking Cartridge Status on the LCD Screen
Checking Cartridge and Maintenance Box Status with Windows
Checking Cartridge and Maintenance Box Status with OS X

Parent topic: Replacing Ink Cartridges and Maintenance Boxes

Checking Cartridge Status on the LCD Screen

When one of your cartridges is low, you see the 🔳 icon on the LCD screen and the orange *i* **Status** light flashes. When a cartridge is expended, you see the 🔳 icon and the orange *i* **Status** light stays on. You can use the *i* **Status** button check the status of the cartridges and maintenance box.

1. Press the *i* **Status** button.

2. Select **Printer Information**.

   You see a screen like this:
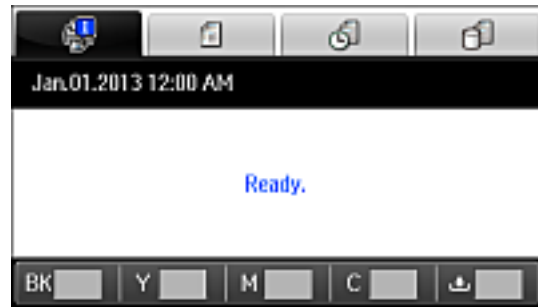
   The ink and maintenance box levels are displayed at the bottom of the screen.

   Note: The displayed ink and maintenance box levels are approximate.

3. For more information, select the ink cartridge images at the bottom of the screen.

Parent topic: Check Cartridge and Maintenance Box Status

Related tasks
Removing and Installing Ink Cartridges
Replacing the Maintenance Box

Checking Cartridge and Maintenance Box Status with Windows

A low ink reminder appears if you try to print when ink is low, and you can check your cartridge or maintenance box status at any time using a utility on your Windows computer.

1. To check your status, access the Windows Desktop, double-click the product icon in the Windows taskbar, and click **Details**.

You see this window:

2. Replace or reinstall the maintenance box or any ink cartridge as indicated on the screen.

   Note: If any of the cartridges installed in the product is broken, incompatible with the product model, or improperly installed, Epson Status Monitor will not display an accurate cartridge status.

3. To disable the low ink reminder, right-click the product icon in the Windows taskbar and select **Monitoring Preferences**.

   You see this window:
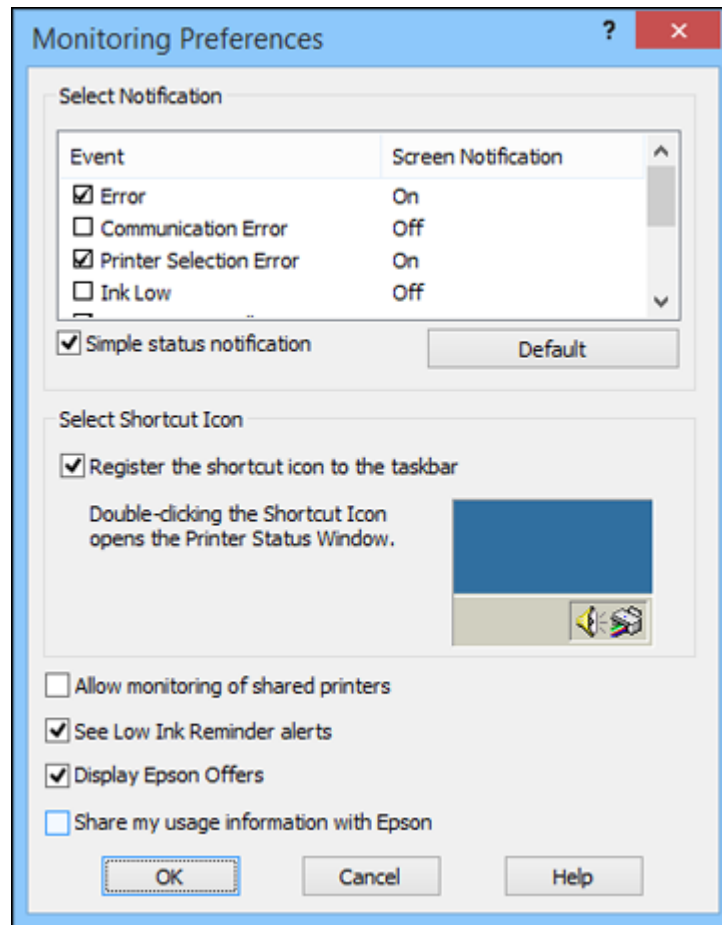
4. Deselect the **See Low Ink Reminder alerts** checkbox at the bottom of the screen.

5. To disable promotional offers, deselect the **Display Epson Offers** checkbox.

6. Click **OK**.

Parent topic:

Related tasks
Removing and Installing Ink Cartridges
Replacing the Maintenance Box

Checking Cartridge and Maintenance Box Status with OS X

You can check the status of your ink cartridges and maintenance box using a utility on your Mac.

1. Do one of the following:

   - **OS X 10.6/10.7/10.8/10.9**: In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax**, **Print & Scan**, or **Printers & Scanners**, select your product, and select **Options & Supplies**. Select **Utility** and select **Open Printer Utility**.

   - **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**. Select **Utility**.

2. Select **EPSON Status Monitor**.

You see this window:

3. Do the following as necessary:

- You can update the ink cartridge and maintenance box status by clicking **Update**.

- Replace or reinstall the maintenance box or any ink cartridge as indicated on the screen.

Note: If any of the cartridges installed in the product is broken, incompatible with the product model, or improperly installed, Epson Status Monitor will not display an accurate cartridge status.

Parent topic: Check Cartridge and Maintenance Box Status

Related tasks

Removing and Installing Ink Cartridges

Replacing the Maintenance Box

Purchase Epson Ink Cartridges and Maintenance Box

You can purchase genuine Epson ink, maintenance boxes, and paper at epson.com/ink3 (U.S. sales) or 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).

Note: This product uses only genuine Epson-brand cartridges. Other brands of ink cartridges and ink supplies are not compatible and, even if described as compatible, may not function properly.

The cartridges included with the printer are designed for printer setup and not for resale. After some ink is used for charging, the rest is available for printing. 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.

Ink Cartridge and Maintenance Box Part Numbers

Parent topic: Replacing Ink Cartridges and Maintenance Boxes

Ink Cartridge and Maintenance Box Part Numbers

Use these part numbers when you order or purchase a new maintenance box or ink cartridges.

Maintenance box part number: T6710

Note: For best printing results, use up a cartridge within 6 months of opening the package.

Ink color	Part number		
	Standard-capacity	**High-capacity**	**Extra High-capacity**
Black	786	786XL	788XXL
Cyan	786	786XL	788XXL
Magenta	786	786XL	788XXL
Yellow	786	786XL	788XXL

Parent topic: Purchase Epson Ink Cartridges and Maintenance Box

Removing and Installing Ink Cartridges

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

Caution: Leave your old cartridges in the printer until you are ready to replace them to prevent the print head nozzles from drying out. Do not open ink cartridge packages until you are ready to install the ink. Cartridges are vacuum packed to maintain reliability.

1. Turn on your product.

2. If an ink cartridge is low or expended, a message appears on your product and on your computer screen. Note which cartridges need to be replaced.

3. Open the front cover.
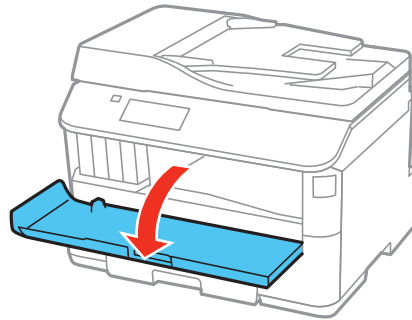
4. Push the ink cartridge in, then pull it out of the slot.
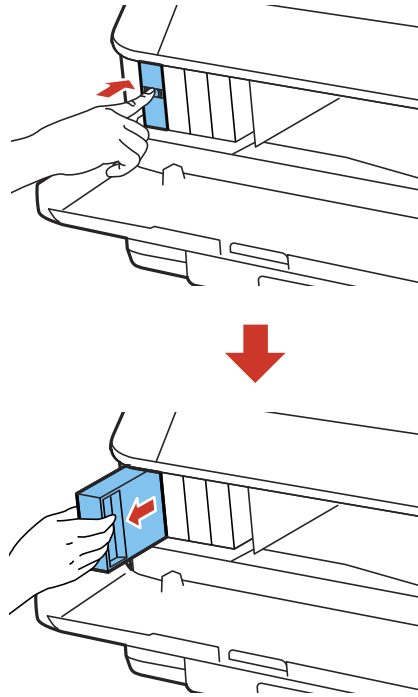
Note: Dispose of used cartridges carefully. Do not take the used cartridge apart or try to refill it.

Warning: If ink gets on your skin, wash it thoroughly with soap and water. If ink gets into your eyes, flush them immediately with water. If ink gets into your mouth, spit it out and see a doctor right away. Keep ink cartridges out of the reach of children.

5. Remove the cartridge from the package.
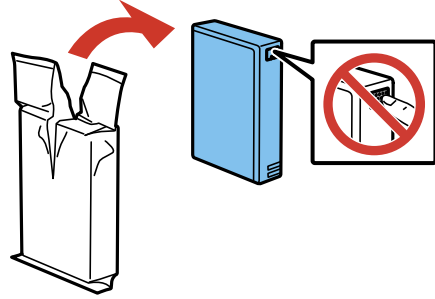
Caution: Do not touch the green chip on the cartridge. Install the new cartridge immediately after removing the old one; if you do not, the print head may dry out and be unable to print.

6. Gently shake the ink cartridge horizontally for about five seconds as shown.
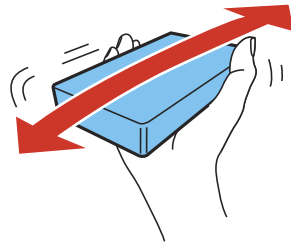
Caution: Do not remove any labels or seals, or ink will leak.

7. Insert the new cartridge into the holder and push it in until it clicks into place.
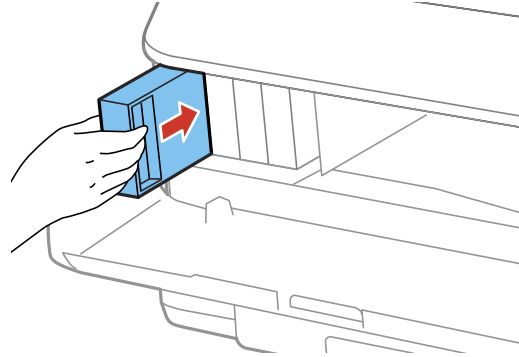
8. Select **Check** on the LCD screen to make sure the cartridges are installed correctly.

    Caution: If you see a message that an ink cartridge is installed incorrectly, press in the ink cartridge until it clicks into place.

9. When you are finished, close the front cover.
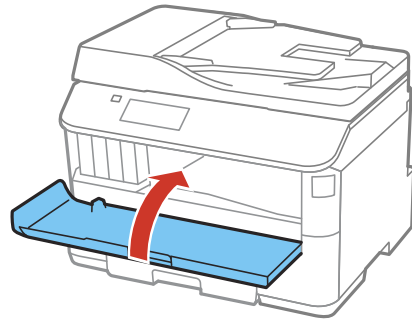
    The product starts charging the ink and returns to its previous state when finished.

    Note: Do not turn off the printer during ink replacement.

Caution: 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 printer. The valve in the ink supply port is designed to contain any excess ink, but do not touch the ink supply port or surrounding area. Always store ink cartridges with the label facing up; do not store cartridges upside-down.

Parent topic: Replacing Ink Cartridges and Maintenance Boxes

Related concepts

Purchase Epson Ink Cartridges and Maintenance Box

Printing with Black Ink and Expended Color Cartridges

When a color ink cartridge is expended, you can temporarily continue printing from your computer using black ink. Replace the expended color cartridge as soon as possible for future printing.

Note: You cannot print with expended color ink cartridges using your product's control panel.

Printing with Expended Color Cartridges - Windows
Printing with Expended Color Cartridges - OS X

Parent topic: Replacing Ink Cartridges and Maintenance Boxes

Printing with Expended Color Cartridges - Windows

If you see a message during printing telling you that you can temporarily print in black ink with an expended color cartridge, you can cancel your print job and select settings to print on plain paper or on an envelope.

Note: To use this feature, Epson Status Monitor must be enabled.

1. Load plain paper or an envelope in your product.
2. Access the print settings in your print application.
3. Click the **Main** tab.
4. Select **Plain Paper/Bright White Paper** or **Envelope** as the paper type setting.
5. Select the **Black/Grayscale** checkbox.
6. Click **OK**.
7. Print your document.

   Epson Status Monitor 3 displays a print message.

8. Click **Print in Black** to print your document.

Parent topic: Printing with Black Ink and Expended Color Cartridges

Printing with Expended Color Cartridges - OS X

If printing stops, you can cancel your print job and select settings to temporarily print with only black ink on plain paper or on an envelope.

1. Click the printer icon in the Dock.

2. If you see a message telling you that you can temporarily print with only black ink, click the **Delete** or
   button to cancel your print job. If you see an error message, click **OK**.

3. In the Apple menu or the Dock, select **System Preferences**.

4. Select **Print & Fax**, **Print & Scan**, or **Printers & Scanners**, select your product, and select **Options & Supplies**.

5. Select **Driver**.

   You see a screen like this:
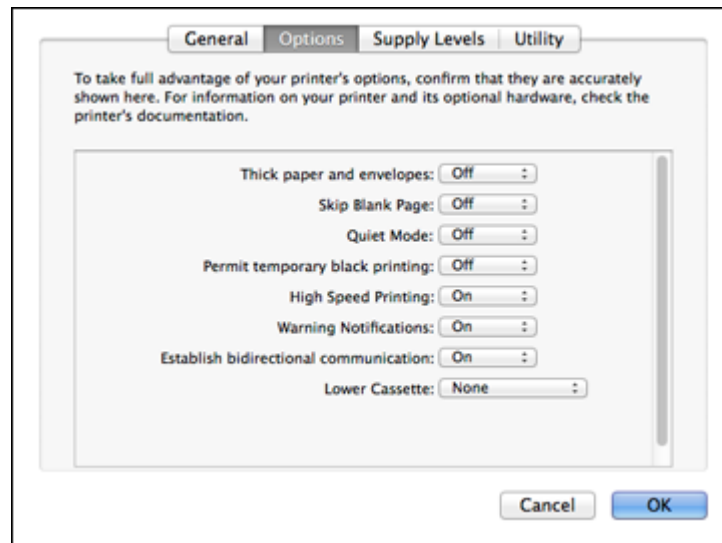
6. Select **On** as the **Permit temporary black printing** setting.

7. Click **OK**.

8. Close the utility window.

9. Load plain paper or an envelope in your product.

10. Access the print settings in your print application.

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

12. Select **Plain Paper/Bright White Paper** or **Envelope** as the paper type setting.

13. Select the **Grayscale** option.

14. Click **Print** to print your document.

Parent topic: Printing with Black Ink and Expended Color Cartridges

Conserving Low Black Ink with Windows

The following window appears when black ink runs low and there is more color ink.

Note: The window appears only when you have selected **Plain Paper/Bright White Paper** as the paper type setting, and depends on other selected print settings. To use this feature, Epson Status Monitor must be enabled.

- Click **Yes** to use a mixture of color inks to create black, or **No** to continue using the remaining black ink for the document you are printing.

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

  Note: If you disable this feature, it remains disabled until you install a new black ink cartridge.

Parent topic: Replacing Ink Cartridges and Maintenance Boxes

Replacing the Maintenance Box

Make sure you have a new maintenance box before you begin.

Caution: Do not reuse a maintenance box that has been removed and left uninstalled for more than a week. Keep the maintenance box away from direct sunlight.

1. Make sure the product is not printing.

2. Remove the new maintenance box from its package.

   Caution: Do not touch the green chip on the maintenance box.

3. Press the buttons on the sides of the rear cover and remove it.
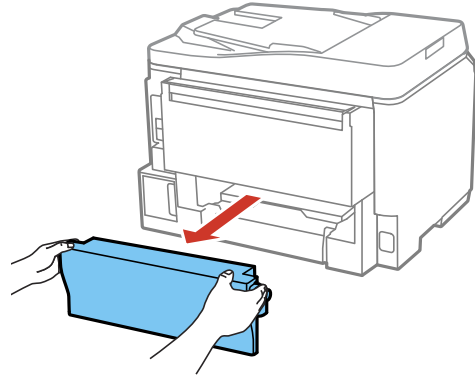
4. Grasp the maintenance box as shown and pull it out of its holder.
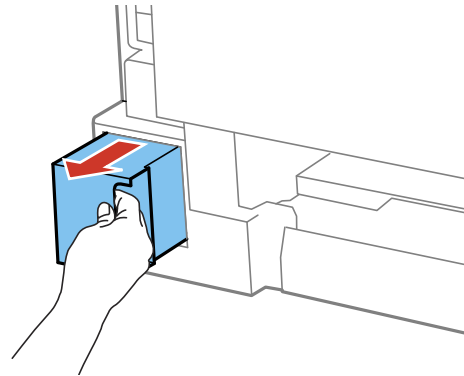
Note: Do not tilt the used maintenance box or take it apart.

Warning: If ink gets on your skin, wash it thoroughly with soap and water. If ink gets into your eyes, flush them immediately with water. If ink gets into your mouth, spit it out and see a doctor right away. Keep the maintenance box out of the reach of children and do not drink the ink.

5. Place the used maintenance box in the plastic bag that came with the new maintenance box. Seal the bag and dispose of it carefully.

6. Insert the new maintenance box into the holder and push it all the way in.
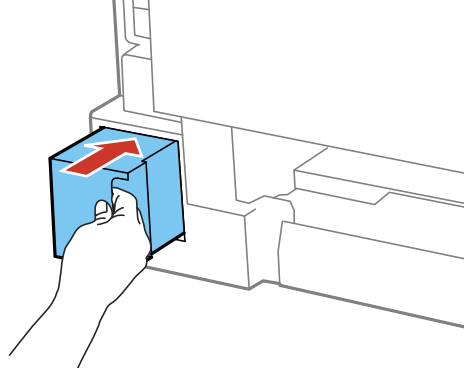
7. Press the buttons on the sides of the rear cover and reattach it.
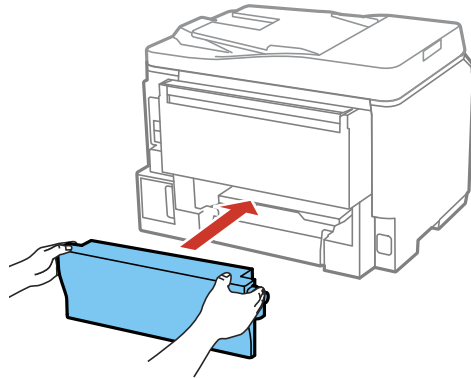
Parent topic: Replacing Ink Cartridges and Maintenance Boxes

Related concepts

Purchase Epson Ink Cartridges and Maintenance Box

Adjusting Print Quality

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

Note: When using the PCL or PostScript (PS3) printer software with the product, you can clean and align the print head and run a nozzle check by using the printer buttons or the utilities included with the standard Epson printer software. To download the standard Epson printer software, go to epson.com/support/wf5690.

Print Head Maintenance
Print Head Alignment
Cleaning the Paper Guide

Print Head Maintenance

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.

Print Head Nozzle Check
Print Head Cleaning

Parent topic: Adjusting Print Quality

Related topics
Replacing Ink Cartridges and Maintenance Boxes

Print Head Nozzle Check

You can print a nozzle check pattern to check for clogged nozzles.

Checking the Nozzles Using the Product Control Panel
Checking the Nozzles Using a Computer Utility

Parent topic: Print Head Maintenance

Checking the Nozzles Using the Product Control Panel

You can check the print head nozzles using the control panel on your product.

1. Make sure there are no errors on the LCD screen and plain paper is loaded in the product.

2. Press the 🏠 home button, if necessary.

3. Select **Setup**.

4. Select **Maintenance**.

   You see a screen like this:

5. Select **Print Head Nozzle Check**.

   You see a screen like this:

6. Press the ◇ **Color** button.

   The nozzle pattern prints.

7. Check the printed pattern to see if there are gaps in the lines.

Print head is clean

Print head needs cleaning

8. Do one of the following:
   - If there are no gaps, select **Done**.
   - If there are gaps or the pattern is faint, select **Clean the Print Head** and continue.

9. Follow the instructions on the screen to clean the print head, check the nozzles, and repeat the process as necessary.

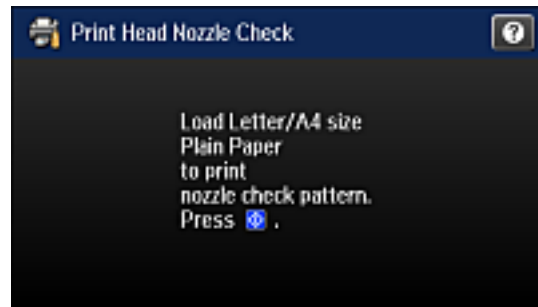If you don't see any improvement after cleaning the print head up to 4 times, leave the product turned on and wait at least 6 hours. Then try cleaning the print head again. If quality still does not improve, one of the ink cartridges may be old or damaged and needs to be replaced.

Parent topic: Print Head Nozzle Check

Related concepts
Print Head Cleaning

Related tasks
Removing and Installing Ink Cartridges

Related topics
Loading Paper

Checking the Nozzles Using a Computer Utility

You can check the print head nozzles using a utility on your Windows or Mac computer.

1. Make sure there are no errors on the LCD screen.

2. Load a few sheets of plain paper in the product.

3. Do one of the following:

   - **Windows:** Access the Windows Desktop and right-click the product icon in the Windows taskbar.

   - **OS X 10.6/10.7/10.8/10.9**: In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax**, **Print & Scan**, or **Printers & Scanners**, select your product, and select **Options & Supplies**. Select **Utility** and select **Open Printer Utility**.

   - **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**. Select **Utility**.

4. Select **Nozzle Check**.

   You see a window like this:

5. Click **Print**.

6. Check the printed pattern to see if there are gaps in the lines.

Print head is clean

Print head needs cleaning

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

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

Parent topic: Print Head Nozzle Check

Related concepts
Print Head Cleaning

Related tasks
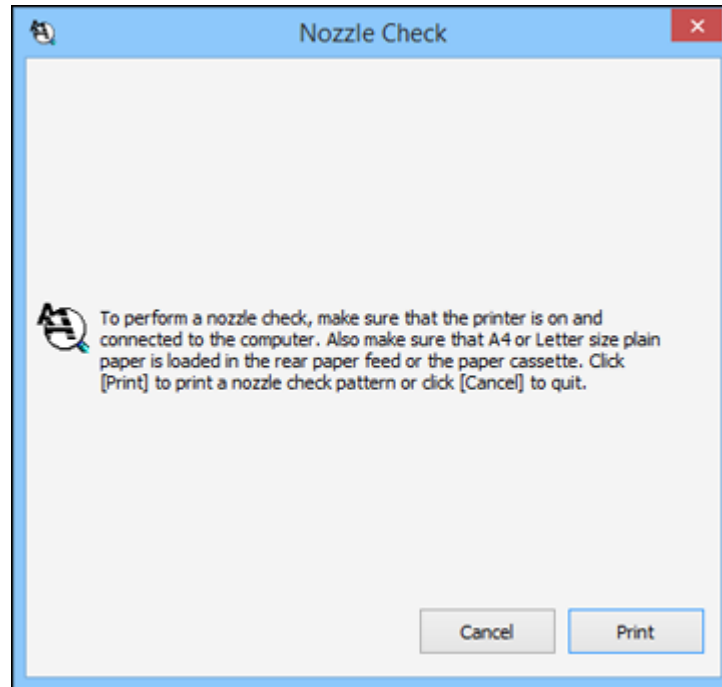Removing and Installing Ink Cartridges

Related topics
Loading Paper

Print Head Cleaning

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.

Cleaning the Print Head Using the Product Control Panel

Parent topic: Print Head Maintenance

Related tasks

Removing and Installing Ink Cartridges

Cleaning the Print Head Using the Product Control Panel

You can clean the print head using the control panel on your product.

1. Make sure there are no errors on the LCD screen and plain paper is loaded in the product.

2. Press the ⌂ home button, if necessary.

3. Select **Setup**.

4. Select **Maintenance**.

    You see a screen like this:
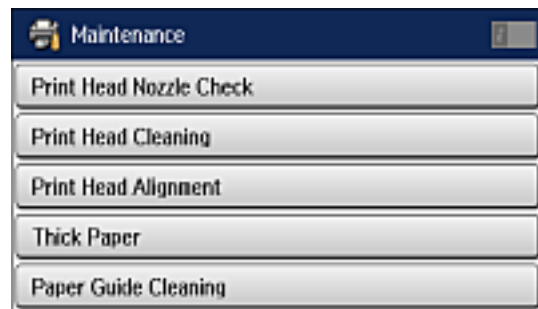
5. Select **Print Head Cleaning**.

    You see a screen like this:
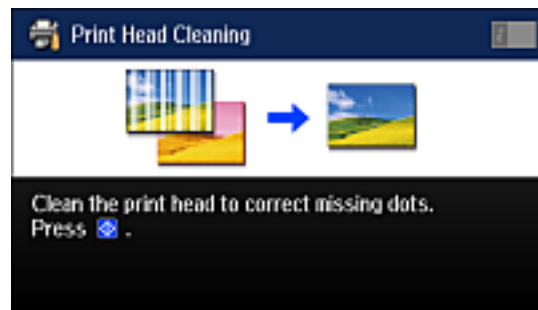
6. Press the ◊ **Color** button to clean the print head.

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

   Caution: Never turn off the product during a cleaning cycle or you may damage it.

7. Select **Print Nozzle Check Pattern**.

8. Press the ◊ **Color** button to confirm that the print head is clean.

9. Check the printed pattern to see if there are gaps in the lines.

   Print head is clean

   Print head needs cleaning

   • If there are no gaps, select **Done**.

   • If there are gaps or the pattern is faint, select **Clean the Print Head** to run the cleaning cycle again.

If you don't see any improvement after cleaning the print head up to 4 times, leave the product turned on and wait at least 6 hours. Then try cleaning the print head again. If quality still does not improve, one of the ink cartridges may be old or damaged and needs to be replaced.

Parent topic: Print Head Cleaning

Related tasks

Cleaning the Print Head Using a Computer Utility
Removing and Installing Ink Cartridges
Checking the Nozzles Using the Product Control Panel

Cleaning the Print Head Using a Computer Utility

You can clean the print head using a utility on your Windows or Mac computer.

1. Make sure there are no errors on the LCD screen.

2. Load a few sheets of plain paper in the product.

3. Do one of the following:

    *   **Windows:** Access the Windows Desktop and right-click the product icon in the Windows taskbar.

    *   **OS X 10.6/10.7/10.8/10.9**: In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax**, **Print & Scan**, or **Printers & Scanners**, select your product, and select **Options & Supplies**. Select **Utility** and select **Open Printer Utility**.

    *   **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**. Select **Utility**.

4. Select **Head Cleaning**.

    You see a window like this:

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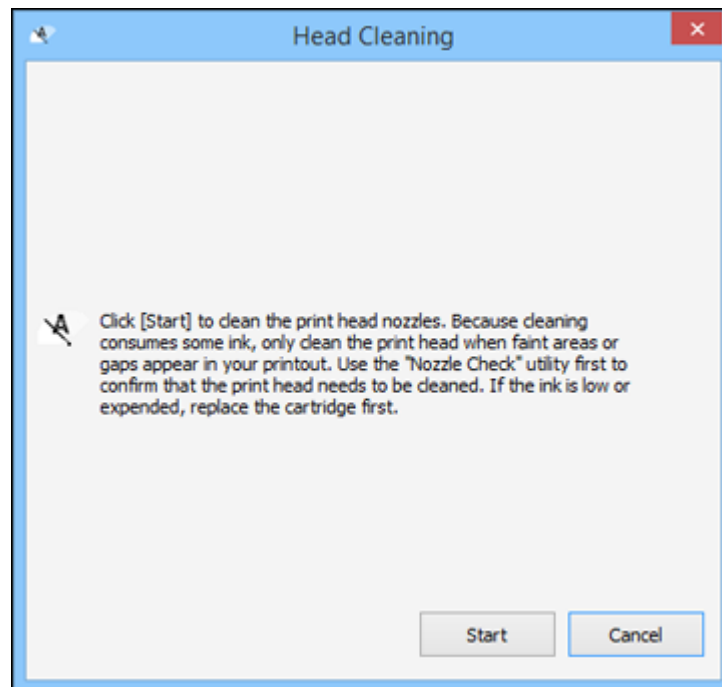
5. Click **Start** to begin the cleaning cycle.

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

   Note: Do not open the front cover during the cleaning cycle.

   Caution: Never turn off the product during a cleaning cycle or you may damage it.

6. When the cleaning cycle is finished, you can check to see if the nozzles are clean; click **Print Nozzle Check Pattern** and click **Print**.

7. Check the printed pattern to see if there are gaps in the lines.

   Print head is clean

   Print head needs cleaning

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

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

If you don't see any improvement after cleaning the print head up to 4 times, leave the product turned on and wait at least 6 hours. Then try cleaning the print head again. If quality still does not improve, one of the ink cartridges may be old or damaged and needs to be replaced.

Parent topic: Print Head Cleaning

Related tasks

Checking the Nozzles Using the Product Control Panel

Removing and Installing Ink Cartridges

Print Head Alignment

If your printouts become grainy or blurry, you notice misalignment of vertical lines, or you see dark or light horizontal bands, you may need to align the print head.

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

Parent topic: Adjusting Print Quality

Aligning the Print Head Using the Product Control Panel

You can align the print head using the control panel on your product.

1. Make sure there are no errors on the LCD screen and plain paper is loaded.
2. Press the 🏠 home button, if necessary.
3. Select **Setup**.
4. Select **Maintenance**.

   You see a screen like this:
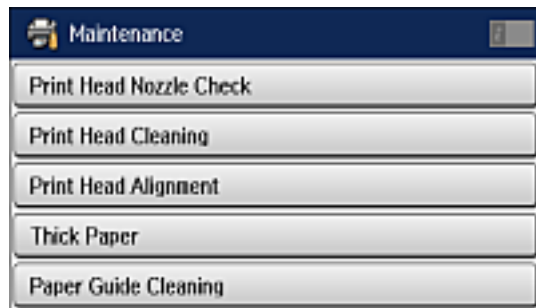
5. Select **Print Head Alignment**.

You see a screen like this:
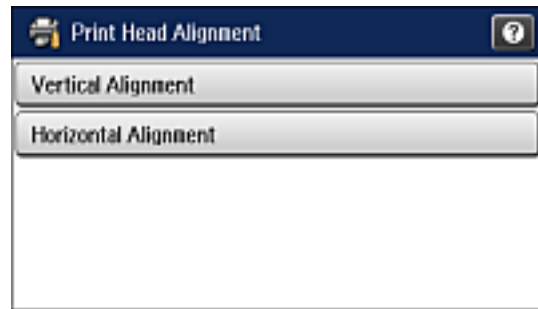
6. Do one of the following:

   • If your printouts look blurry or vertical lines are misaligned, select **Vertical Alignment**.

   • If you see horizontal bands at regular intervals, select **Horizontal Alignment**.

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

   Note: Do not cancel printing while you are printing head alignment patterns.

8. Check the printed patterns on the alignment sheet and do one of the following:

   • If you printed a vertical alignment sheet, select the number representing the most solid printed pattern for each set on the LCD screen, then select **Done**.
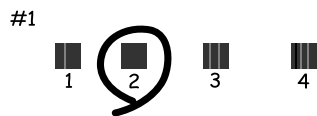
- If you printed a horizontal alignment sheet, select the number representing the pattern with the least amount of separation or overlap on the LCD screen, then select **Done**.

Parent topic: Print Head Alignment

Aligning the Print Head Using a Computer Utility

You can align the print head using a utility on your Windows computer or Mac.

1. Make sure there are no errors on the LCD screen.

2. Load a few sheets of plain paper in Cassette 1.

3. Do one of the following:

   - **Windows:** Access the Windows Desktop and right-click the product icon in the Windows taskbar.

   - **OS X 10.6/10.7/10.8/10.9**: In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax**, **Print & Scan**, or **Printers & Scanners**, select your product, and select **Options & Supplies**. Select **Utility** and select **Open Printer Utility**.

   - **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**. Select **Utility**.

4. Select **Print Head Alignment**.

5. Click **Next**, then click **Print** to print a vertical alignment sheet.

   Note: Do not cancel printing while you are printing a head alignment pattern.

You see a window like this:
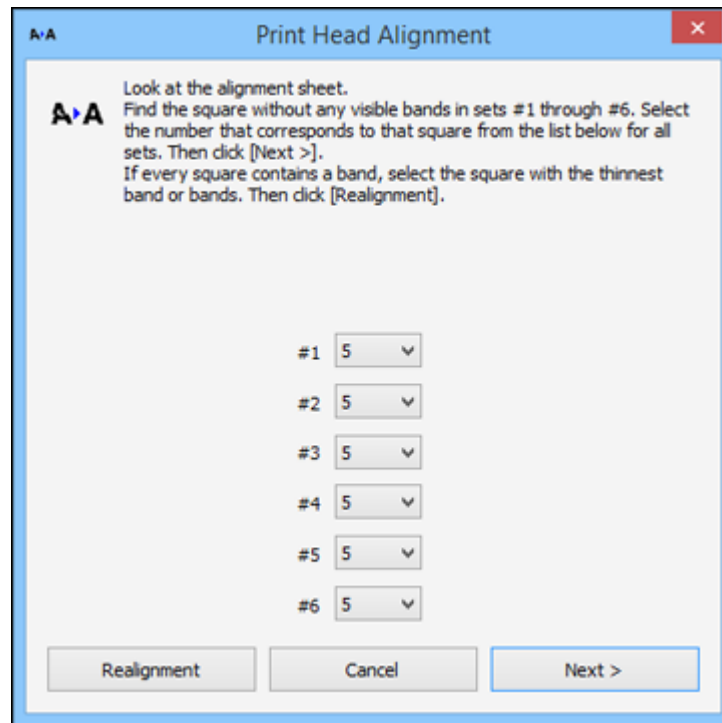
6. Check the printed pattern and follow the instructions on the screen to choose the number representing the best printed pattern for each set.

    Vertical alignment
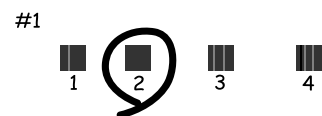
    Horizontal alignment

- After choosing each pattern number, click **Next**.

- If no patterns are aligned in one or more of the sets, choose the closest one in each set and click **Realignment**. Then print another alignment sheet and check it.

   Note: Click **Skip** (where available) if you want to skip a particular alignment sheet.

7. When you are done, click **Finish**.

Parent topic: Print Head Alignment

Making Precise Alignment Adjustments

If you still notice dark or light bands in your printouts after running the print head alignment, you can make precise alignment adjustments.

1. Make sure there are no errors on the LCD screen.

2. Load a few sheets of plain paper in the product.

3. Press the ⌂ home button, if necessary.

4. Select **Setup**.

5. Select **Maintenance**.

You see a screen like this:

6. Select **Improve Horizontal Streaks**.

7. Select **Proceed**.

8. Do one of the following:

   • Increase the setting to reduce dark bands in your printouts.

   • Decrease the setting to reduce light bands in your printouts.

9. Select **OK**.

Parent topic: Print Head Alignment

Cleaning the Paper Guide

If you see ink on the back of a printout, you can clean the paper guide rollers to remove any excess ink.

1. Make sure there are no errors on the LCD.

2. Load a sheet of plain paper in the product.

3. Press the 🏠 home button, if necessary.

4. Select **Setup**.

5. Select **Maintenance**.

You see a screen like this:
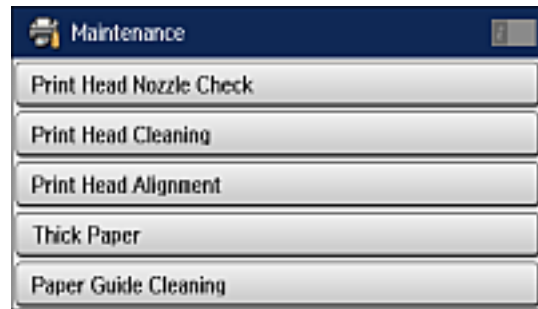
6. Scroll down and select **Paper Guide Cleaning**.

7. Select the paper source to clean.

8. Follow the instructions on the screen and press the ◊ **Color** button.

9. Check the back of the ejected paper to see if it is clean.

10. Repeat as necessary until the paper comes out clean.

   Note: If the paper comes out stained even after several cleaning attempts, try cleaning the other paper sources.

Parent topic: Adjusting Print Quality

Cleaning and Transporting Your Product

See these sections if you need to clean or transport your product.

Cleaning Your Product

Transporting Your Product

Cleaning Your Product

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

Note: Close the rear paper feed slot and the output tray when you are not using the product to protect it from dust.

Caution: Do not use a hard brush, 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.

1. Turn off the product.

2. Unplug the power cable.

3. Disconnect any connected cables.

4. Remove all the paper from the product.

5. Clean the scanner glass and the glass area on the left with a soft, lint-free cloth (microfiber is recommended) moistened with a little glass cleaner.

Caution: Do not spray glass cleaner directly on the glass and do not press the glass surface with any force.
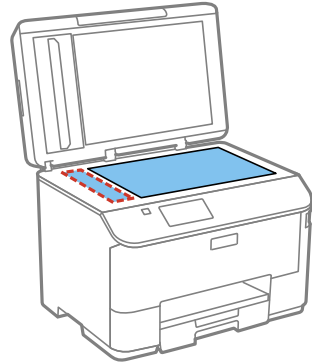
Note: If lines appear on the printout or in scanned images, carefully clean the glass area on the left.

6. Open the ADF cover and use a soft, dry, lint-free cloth (microfiber is recommended) to clean the rollers and the interior of the ADF.
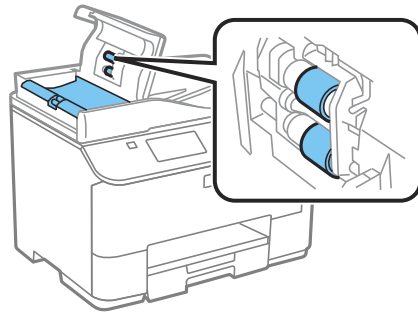
7. Clean the outer case and control panel with a soft, dry cloth. Do not use liquid or chemical cleansers.

Parent topic: Cleaning and Transporting Your Product

Transporting Your Product

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

Caution: During transportation and storage, follow these guidelines:

• Avoid tilting the product, placing it vertically, or turning it upside down; otherwise ink may leak.

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

Note: Before storing your product for a long period, replace low, expended, or expired ink to help prevent the print head from drying out. Store your product in a cool, dry place.

1. Turn off the product.

2. Remove all the paper from the product.

3. Unplug the power cable.

4. Disconnect any connected cables.

5. Close the rear paper feeder and the output tray.

6. Place the product in its original packing materials, if possible, or use equivalent materials with cushioning around the product. Make sure the box adequately protects the product control panel.

Keep the product level during transportation. If print quality has declined when you print again, clean and align the print head.

Parent topic: Cleaning and Transporting Your Product

Related concepts

Print Head Cleaning
Print Head Alignment

Solving Problems

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

Product Status Messages

You can often diagnose problems with your product by checking the messages on its LCD screen. You can also check for errors by pressing the *i* **Status** button to display the Status Menu.

Note: If the screen is dark, press the screen to wake the product from sleep mode.

LCD screen message	Condition/solution
Paper jam	If paper is jammed in the product, follow the instructions in this guide to remove the jammed paper from the indicated area.
Printer error. Turn the power off and on again.	Turn the product off and then back on again. If the error continues, check for a paper jam. If there is no paper jam, contact Epson for support.

LCD screen message	Condition/solution
Maintenance box is at the end of its service life. You need to replace it.	You must replace the maintenance box to continue printing.
The phone line is connected to a different jack.	Make sure the phone cable is connected correctly and the phone line works.
Connect the phone line to the "LINE" jack.	
The phone line is not connected	
No dial tone detected.	Make sure the phone cable is connected correctly and the phone line works. If you connected the product to a PBX (Private Branch Exchange) phone line or Terminal Adapter, change the **Line Type** setting to **PBX**. If you still cannot send a fax, turn off the **Dial Tone Detection** setting. (Turning off the Dial Tone Detection setting may cause the product to drop the first digit of a fax number.)
Combination of IP address and subnet mask is invalid.	There is a problem with the network connection to your product.
Communication error	See the link below to the Error Code section in this manual.
Authentication error	
DNS error	
Recovery mode	An error has occurred during firmware updating. Connect your product using a USB cable and try downloading the Firmware Update from the Epson support site. If you still need help, contact Epson for support.

Parent topic: Solving Problems

Related references

Paper Jam Problems Inside the Product

Paper Jam Problems in the Cassette

Paper Jam Problems in the Duplexer (Rear Cover)

Where to Get Help

Related tasks

Checking for Software Updates

Related topics

Status Menu Error Codes

If a job does not complete successfully, you can check the error code. Press the *i* **Status** button, then select **Job History** and locate the incomplete job. Select the job to display the error code and additional information.

Code	Condition/solution
001	The product was turned off by a power failure.
101	Memory is full. Reduce the size of the print job.
102	Collated printing has failed due to a lack of available memory. Reduce the size of the print job or print one copy at a time.
103	Print quality was decreased due to a lack of available memory. If the quality of the printout is unacceptable, try simplifying the page by reducing the number of graphics or the number and size of the fonts.
104	Reverse printing has failed due to a lack of available memory. Reduce the data size of the print job.
107	User authentication failed and the job has been canceled. Contact your printer administrator.
108	Confidential job data was deleted when the product was turned off.
109	The received fax was already deleted.
110	The job was printed 1-sided because the loaded paper does not support 2-sided printing.
111	Short of available memory. Reduce the size of the print job.
201	The product's memory is full. You can send pages individually, or print received faxes and delete them to free up memory space.
202	The line was disconnected by the recipient's fax machine. Wait a moment, then try again.

Code	Condition/solution
203	The product cannot detect a dial tone.
	Make sure the phone cable is connected correctly and the phone line works. If you connected the product to a PBX (Private Branch Exchange) phone line or Terminal Adapter, change the **Line Type** setting to **PBX**. If you still cannot send a fax, turn off the **Dial Tone Detection** setting. (Turning off the Dial Tone Detection setting may cause the product to drop the first digit of a fax number.)
204	The recipient's fax machine is busy. Wait a moment, then try again.
205	The recipient's fax machine does not answer. Wait a moment, then try again.
206	The phone cable is incorrectly connected to the product's **LINE** and **EXT** ports. Connect the phone cable correctly.
207	The phone cable is not connected. Connect the phone cable.
208	The fax could not be sent to some of the specified recipients.
	Print a fax log to check which recipients failed to receive the fax. If the **Save Failure Data** setting is turned on, you can resend a fax from Job Monitor in the Status Menu.
301 401	There is not enough storage space available on the external memory device. Clear space on the device or use a different device.
302 402	The external memory device is write-protected. Disable write protection.
303	No folder is available for saving the scanned file. Create a folder or use a different memory device.
304 404	The external memory device has been removed. Reinsert the device.
305 405	An error occurred while saving data to an external memory device. Reinsert the memory device or use a different device.
306	The product's memory is full. Wait until current jobs are finished processing.
331	A communication error occurred while acquiring the destination list. Make sure the product is connected to the network correctly.
332	There is not enough space available for saving the scanned files in the specified folder.

Code	Condition/solution
333	The destination could not be found because the destination information was uploaded to the server before sending the scanned data. Select the destination again.
334	An error occurred while sending the scanned data.
341	A communication error has occurred. Make sure the product is connected to the computer or network correctly. Make sure you have installed Document Capture Pro or Document Capture. Make sure the Event Manager program is not being blocked by your firewall or security software.

Parent topic: Solving Problems

Related tasks

Connecting a Telephone or Answering Machine
Selecting Advanced Fax Settings
Viewing a Fax on the LCD Screen
Printing Fax Reports

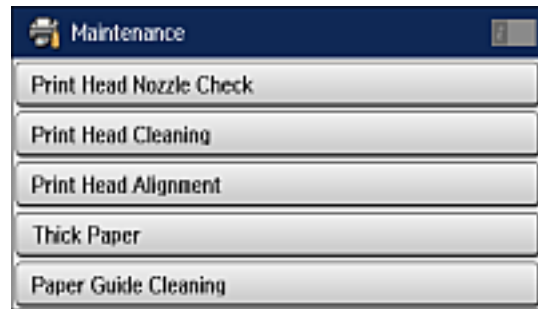**Related topics**

Wi-Fi or Wired Networking
Sending Faxes

Running a Product Check

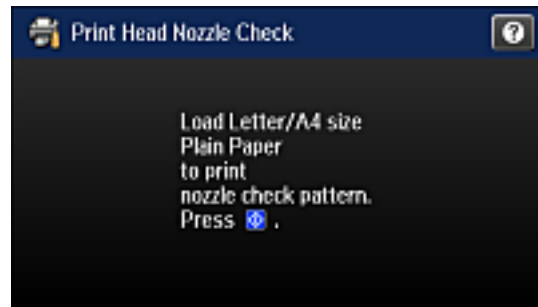Running a product check helps you determine if your product is operating properly.

1. Disconnect any interface cables connected to your product.

2. Load plain paper in the product.

3. Press the home button, if necessary.

4. Select **Setup**.

5. Select **Maintenance**.

You see a screen like this:

6. Select **Print Head Nozzle Check**.

You see a screen like this:

7. Press the ◈ **Color** button.

The nozzle pattern prints.

8. Do one of the following, depending on the results of the product check:

- If the page prints and the nozzle check pattern is complete, the product is operating properly. Any operation problem you may have could be caused by your computer, cable, software, or selected settings. Check the other solutions in this book or try uninstalling and reinstalling your printer software.

- If the page prints but the nozzle check pattern has gaps, clean or align the print head.

- If the page does not print, the product may have a problem. Check the other solutions in this manual. If they do not work, contact Epson.

Parent topic:

**Related concepts**

Related references

Resetting 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.

Note: This setting can be locked by an administrator. If you cannot access or change this setting, contact your administrator for assistance.

1. Press the 🏠 home button, if necessary.

2. Select **Setup**.

3. Scroll down and select **System Administration**. Enter the administrator password, if necessary.

4. Scroll down and select **Restore Default Settings**.

    You see a screen like this:
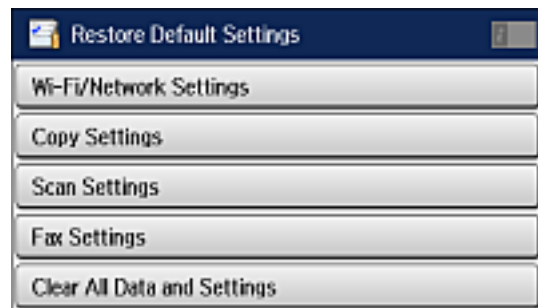
5. Select one of these options:

    *   **Wi-Fi/Network Settings**: Resets all network settings.

- **Copy Settings**: Resets all settings for copying.
- **Scan Settings**: Resets all settings for scanning.
- **Fax Settings**: Resets all settings for faxing.
- **Clear All Data and Settings**: Resets all control panel settings to their defaults and deletes the contacts list.

You see a confirmation screen.

6. Select **Yes** to reset the selected settings. (Select **No** if you want to cancel the operation.)

Parent topic: Solving Problems

Solving Setup Problems

Check these sections if you have problems while setting up your product.

Noise After Ink Installation
Software Installation Problems

Parent topic: Solving Problems

Noise After Ink Installation

If you hear noises from your product after installing ink, check the following:

- The first time you install the ink cartridges, the product must charge its print head. Wait until charging finishes before you turn off the product, or it may charge improperly and use excess ink the next time you turn it on.

- If the product's print head stops moving or making noise, and the charging process has not finished after approximately 5 minutes, turn off your product. Turn it back on and check to see if charging is still in progress. If it is still in progress, contact Epson for help.

Parent topic: Solving Setup Problems

Software Installation Problems

If you have problems while installing your product software, try these solutions:

- Make sure your product is turned on and any necessary cables are securely connected at both ends. If you still have problems installing software, disconnect the cable and carefully follow the instructions on the *Start Here* sheet. Also make sure your system meets the requirements for your operating system.

- Close any other programs, including screen savers and virus protection software, and install your product software again.

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

- If you see any error message or your software does not install correctly in Windows, you may not have software installation privileges. Contact your System Administrator.

Parent topic: Solving Setup Problems

Related concepts

Uninstall Your Product Software

Related references

Windows System Requirements
OS X System Requirements

Solving Network Problems

Check these solutions if you have problems setting up or using your product on a network.

Note: Breakdown or repair of this product may cause loss of fax and 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 fax and network data and settings.

Product Cannot Connect to a Wireless Router or Access Point
Network Software Cannot Find Product on a Network
Product Does Not Appear in OS X Printer Window
Cannot Print Over a Network
Cannot Scan Over a Network

Parent topic: Solving Problems

Product Cannot Connect to a Wireless Router or Access Point

If your product has trouble finding or connecting to a wireless router or access point, try these solutions:

- If you are connecting the product via Wi-Fi Protected Setup (WPS) and the Wi-Fi icon on your product's LCD screen is not lit or does not appear, make sure you select one of the WPS options from the product control panel within 2 minutes of pressing the WPS button on your router.

- Make sure to place your product within contact range of your 2.4 GHz router or access point. Avoid placing your product near a microwave oven, 2.4 GHz cordless phone, or large metal object, such as a filing cabinet.

Note: If you are using a 5 GHz wireless router, set the router to operate in dual band (2.4 GHz and 5 GHz) mode. If your router uses a single network name (SSID) for both the 2.4 GHz and 5 GHz band, give each band its own network name (SSID) instead, such as Home Network 2.4 GHz and Home Network 5 GHz. See your router documentation or contact your internet service provider for instructions.

- Verify that your router or access point is operating correctly by connecting to it from your computer or another device.

- You may need to disable the firewall and any anti-virus software on your wireless router or access point.

- Check to see if access restrictions, such as MAC address filtering, are set on the router or access point. If access restrictions are set, add your product's MAC address to your router's address list. To obtain your product's MAC address, print a network status sheet. Then follow the instructions in your router or access point documentation to add the address to the list.

- If your router or access point does not broadcast its network name (SSID), follow the instructions that came with your product to enter your wireless network name manually.

- If your router or access point has security enabled, determine the kind of security it is using and any required password or passphrase for connection. Then make sure to enter the exact WEP key or WPA passphrase correctly.

- Check if your computer is restricting the available wireless channels. If so, verify that your wireless access point is using one of the usable channels and change to a usable channel, if necessary.

- If you are using a Wi-Fi Direct connection that suddenly disconnects, the Wi-Fi direct password on your device may have been changed. If necessary, delete the existing **DIRECT-xxxxxxxx** connection settings from your device and enter a new password. See your device documentation for instructions.

Parent topic: Solving Network Problems

Related concepts
Wi-Fi Direct Mode Setup

Related tasks
Selecting Wireless Network Settings From the Control Panel
Printing a Network Status Sheet

Related topics
Wi-Fi or Wired Networking

Network Software Cannot Find Product on a Network

If EpsonNet Setup cannot find your product on a network, try these solutions:

- Make sure your product is turned on and connected to your network. Verify connection using your product control panel.

- Check if your network name (SSID) contains non-ASCII characters. Your product cannot display non-ASCII characters.

- Make sure your product is not connected to a guest network.

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

    1. Reset your product's network settings to their factory defaults.

    2. Windows only: uninstall your product software.

    3. Initialize your router following the instructions in your router documentation.

        Note: If you are reading these instructions online, you will lose your Internet connection when you initialize your router, so note the next step before initializing it.

    4. Download your product software from the Epson website using the instructions on the *Start Here* sheet.

- If you have replaced your router, reinstall your product software to connect to the new router.

    Note: If you are using a 5 GHz wireless router, set the router to operate in dual band (2.4 GHz and 5 GHz) mode. If your router uses a single network name (SSID) for both the 2.4 GHz and 5 GHz band, give each band its own network name (SSID) instead, such as Home Network 2.4 GHz and Home Network 5 GHz. See your router documentation or contact your internet service provider for instructions.

Parent topic: Solving Network Problems

Related concepts
Uninstall Your Product Software

Related topics
Wi-Fi or Wired Networking

Product Does Not Appear in OS X Printer Window

If your product does not appear in the OS X printer window, try these solutions:

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

• If you are connecting the product via Wi-Fi Protected Setup (WPS) and the Wi-Fi icon on your product's LCD screen is not lit, make sure you select one of the WPS options from the product control panel within 2 minutes of pressing the WPS button on your router.

• If you are connecting the product wirelessly via EpsonNet Setup and the Wi-Fi icon does not appear lit on your LCD screen, make sure your product software was installed correctly. If necessary, reinstall your software.

Note: If you are using a 5 GHz wireless router, set the router to operate in dual band (2.4 GHz and 5 GHz) mode. If your router uses a single network name (SSID) for both the 2.4 GHz and 5 GHz band, give each band its own network name (SSID) instead, such as Home Network 2.4 GHz and Home Network 5 GHz. See your router documentation or contact your internet service provider for instructions.

Parent topic: Solving Network Problems

Related concepts

Uninstall Your Product Software

Cannot Print Over a Network

If you cannot print over a network, try these solutions:

• Make sure that your product is turned on.

• Make sure you install your product's network software as described in your product documentation.

• Print a network status sheet and verify that the network settings are correct. If the network status is **Disconnected**, check any cable connections and turn your product off and then on again.

• If you are 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, set the IP address manually.

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

• If network printing is slow, print a network status sheet and check the signal strength. If it is poor, place your product closer to your router or access point. Avoid placing your product near a microwave oven, 2.4 GHz cordless phone, or large metal object, such as a filing cabinet.

Note: If you are using a 5 GHz wireless router, set the router to operate in dual band (2.4 GHz and 5 GHz) mode. See your router documentation for instructions.

- Check to see if your wireless router or access point has an enabled Privacy Separator function that is preventing printing from a device over the network. See your router or access point documentation for instructions on disabling the Privacy Separator function.

- If you are connecting the product via Wi-Fi Protected Setup (WPS) and the Wi-Fi icon on your product's LCD is not lit, make sure you select one of the WPS options from the product control panel within 2 minutes of pressing the WPS button on your router.

- Check your wired LAN router or access point to see if the LED for the port to which your product is connected is on or flashing. If the link LED is off, try the following:

  - Make sure the Ethernet cable is securely connected to your product and to your router, access point, switch, or hub.

  - Try connecting your product to a different port or a different router, access point, switch, or hub.

  - Try connecting with a different Ethernet cable.

  - Try printing to your product from another computer on the network.

  Note: If you are using a 5 GHz wireless router, set the router to operate in dual band (2.4 GHz and 5 GHz) mode. See your router documentation for instructions.

- If you are connecting the product via EpsonNet Setup and the Wi-Fi icon does not appear lit on the LCD, make sure your product software was installed correctly. If necessary, reinstall your software.

Parent topic: Solving Network Problems

Related concepts
Uninstall Your Product Software

Related tasks
Printing a Network Status Sheet

Related topics
Wi-Fi or Wired Networking

Cannot Scan Over a Network

If you cannot start Epson Scan for scanning over a network, try these solutions:

- If you cannot scan from your product control panel, make sure you restarted your computer after installing the product software. Make sure the Event Manager program is not being blocked by your firewall or security software.

Note: If you are using a 5 GHz wireless router, set the router to operate in dual band (2.4 GHz and 5 GHz) mode. If your router uses a single network name (SSID) for both the 2.4 GHz and 5 GHz band, give each band its own network name (SSID) instead, such as Home Network 2.4 GHz and Home Network 5 GHz. See your router documentation or contact your internet service provider for instructions.

- 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, wait a few seconds, and restart it. If Epson Scan cannot restart, turn off your product, turn it back on, and try restarting Epson Scan again.

- Check the connection setting and test the connection using Epson Scan Settings:

  Windows 8.x: Navigate to the **Apps** screen and select **EPSON Scan Settings**. Make sure the **Connection** setting is set to **Network**, then click the **Test** button.

  Windows (other versions): Click [icon] or **Start** > **All Programs** or **Programs** > **EPSON** > **EPSON Scan** > **EPSON Scan Settings**. Make sure the **Connection** setting is set to **Network**, then click the **Test** button.

  OS X: Open the **Applications** folder, click **Epson Software**, and click **EPSON Scan Settings**. Make sure the **Connection** setting is set to **Network**, then click the **Test** button.

- Make sure the option selected as the **Timeout Setting** in the Epson Scan Settings program is long enough to complete scanning over a network.

- You may need to disable the firewall and any anti-virus software on your wireless router or access point.

Note: With OS X, in addition to scanning with Image Capture, you can download and install Epson Scan scanning software. Epson Scan provides additional image adjustment and photo correction features for enhancing scanned images, and provides an interface for TWAIN-compliant OCR scanning software. To download Epson Scan, visit Epson's driver download site (U.S. downloads or Canadian downloads).

Parent topic: Solving Network Problems

Related tasks
Starting a Scan Using the Epson Scan Icon
Starting a Scan from a Scanning Program

Solving Copying Problems

Check these solutions if you have problems copying with your product.

Product Makes Noise, But Nothing Copies

Product Makes Noise When It Sits for a While

Parent topic: Solving Problems

Product Makes Noise, But Nothing Copies

If your product makes a noise, but nothing copies, try these solutions:

• Run a nozzle check to see if any of the print head nozzles are clogged. Then clean the print head, if necessary.

• If the nozzle check page does not print, but the product's power is on, make sure your product software is installed correctly.

• Make sure your product is level (not tilted).

Parent topic: Solving Copying Problems

Related concepts

Print Head Nozzle Check

Print Head Cleaning

Product Makes Noise When It Sits for a While

Your product is performing routine maintenance. This is normal.

Parent topic: Solving Copying Problems

Solving Paper Problems

Check these sections if you have problems using paper with your product.

Paper Feeding Problems

Paper Jam Problems Inside the Product

Paper Jam Problems in the Cassette

Paper Jam Problems in the Duplexer (Rear Cover)

Document Jams in the Automatic Document Feeder

Paper Ejection Problems

Parent topic: Solving Problems

Paper Feeding Problems

If you have problems feeding paper, try these solutions:

- If paper does not feed for printing, remove it from the rear feed slot or cassette. Reload it, then adjust the edge guides. Make sure the paper stack is not above the tab on the edge guides inside the cassette or rear feed slot.

- If paper does not feed for printing, remove it from the rear feed slot. Reload it, then adjust the edge guides. Make sure the paper stack is not above the tab on the edge guides inside the rear feed slot.

- Be sure to insert the paper cassette all the way into your product.

- If multiple pages feed at once, remove the paper, fan the edges to separate the sheets, and reload it.

- Do not load more than the recommended number of sheets.

- Make sure your paper meets the specifications for your product.

- If paper jams when you print on both sides of the paper, try loading fewer sheets.

- For best results, follow these guidelines:

  - Use new, smooth, high-quality paper that is not curled, creased, old, too thin, or too thick.

  - Load paper in the cassette printable side down.

  - Do not load binder paper with holes in the cassette.

  - Follow any special loading instructions that came with the paper.

Parent topic: Solving Paper Problems

Related references

Paper Jam Problems Inside the Product
Paper Jam Problems in the Cassette
Paper Jam Problems in the Duplexer (Rear Cover)
Paper Loading Capacity

Related topics

Loading Paper

Paper Jam Problems Inside the Product

If paper has jammed inside the product, follow the steps here to clear the jam.

1. Cancel the print job from your computer, if necessary.

2. Open the front cover.
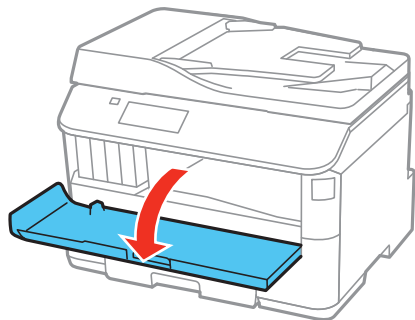
3. Remove any paper inside, including torn pieces.
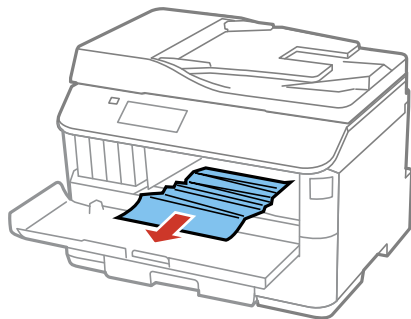
4. Close the front cover.
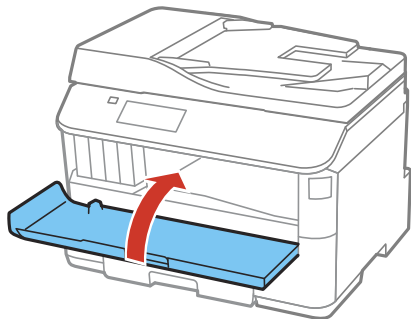
5. If any jammed paper remains near the output tray, carefully remove it.

6. Follow the prompts on the LCD screen to clear any error messages. If you still see a paper jam message, check the other paper jam solutions.

Parent topic: Solving Paper Problems

Related references

Paper Jam Problems in the Cassette

Paper Jam Problems in the Duplexer (Rear Cover)

Document Jams in the Automatic Document Feeder

Paper Jam Problems in the Cassette

If paper has jammed in the cassette, follow the steps here to clear the jam.

1. Cancel the print job, if necessary.

2. Close the output tray.

3. Pull out the paper cassette.
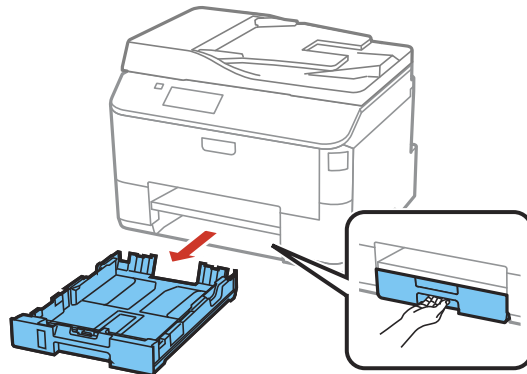
4. Carefully remove any paper jammed inside the product.

5. Carefully follow all paper loading instructions and reload the paper.
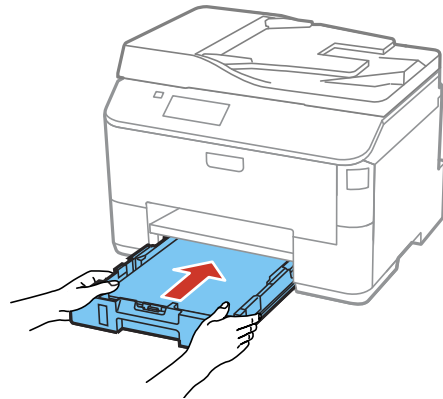
6. Keep the cassette flat as you gently insert it.

7. Follow the prompts on the LCD screen to clear any error messages. If you still see a paper jam message, check the other paper jam solutions.

Parent topic: Solving Paper Problems

Related references

Paper Jam Problems Inside the Product

Paper Jam Problems in the Duplexer (Rear Cover)

Paper Jam Problems in the Duplexer (Rear Cover)

If paper has jammed in the duplexer, follow the steps here to clear the jam.

1. Cancel the print job from your computer, if necessary.

2. Press the buttons on the sides of the rear cover and remove it.
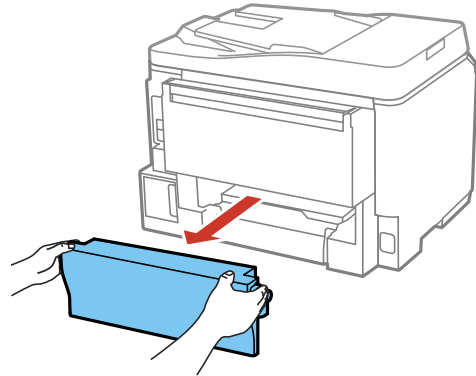
3. Carefully remove any jammed paper.
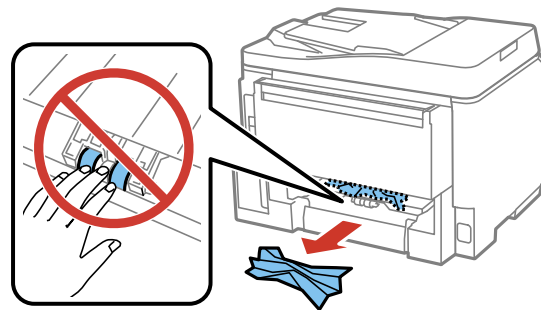
4. Remove any jammed paper from the duplexer.
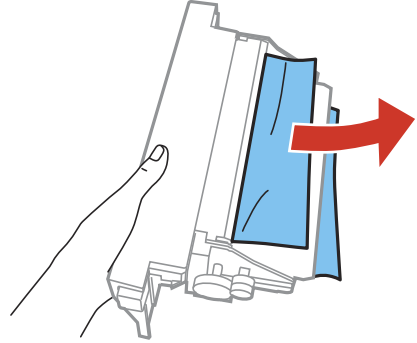
5. Press the buttons on the rear cover as you reattach it.
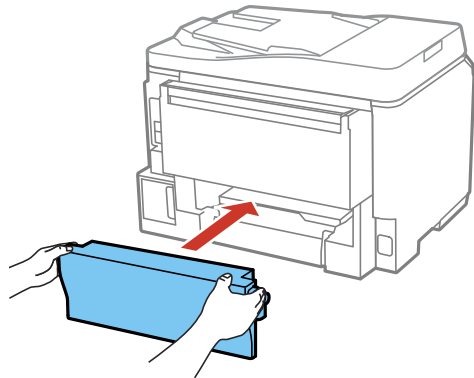
6. Follow the prompts on the LCD screen to clear any error messages. If you still see a paper jam message, check the other paper jam solutions.

Parent topic: Solving Paper Problems

Related references

Document Jams in the Automatic Document Feeder

Paper Jam Problems Inside the Product

Paper Jam Problems in the Cassette

Document Jams in the Automatic Document Feeder

If you have problems with document jams in the automatic document feeder (ADF), follow the steps here to clear the jam.

1. Cancel the print job, if necessary.

2. Remove your originals from the ADF.

3. Open the ADF cover.
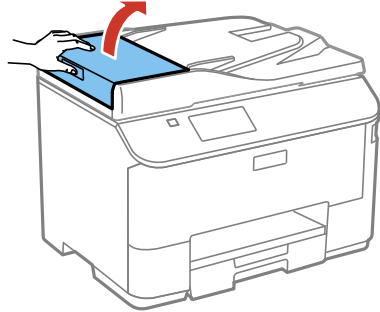
4. Carefully remove any jammed pages.
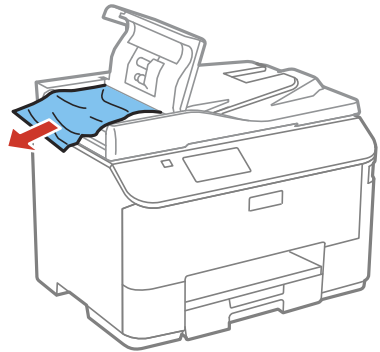
Caution: Make sure you open the ADF cover before removing any jammed paper. Otherwise the product may be damaged.

5. Close the ADF cover, then raise the document cover.
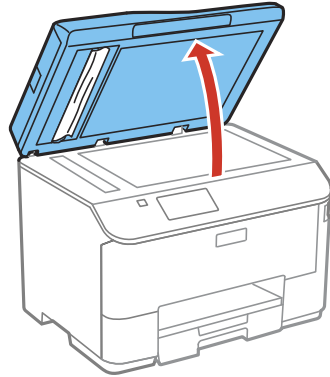
6. Carefully remove any jammed pages as shown:
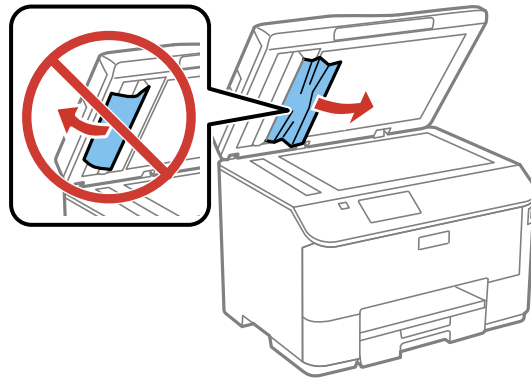
7. Lower the document cover.

8. Raise the ADF input tray.
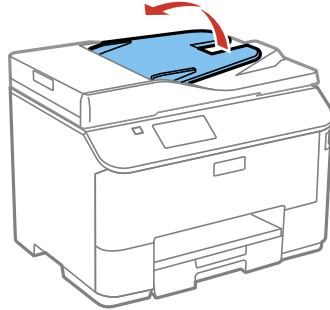
9. Carefully remove any jammed pages.
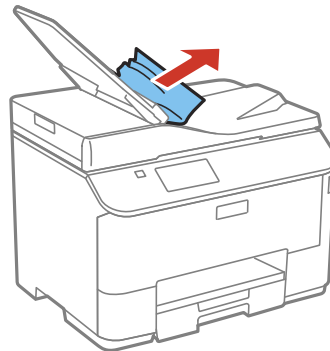
10. Lower the ADF input tray.

11. Reload your originals.

   Caution: Make sure you do not load the ADF beyond its capacity for your paper size. Also make sure the originals you load are not bent, folded, or curled and do not have tape, staples, or other materials that could obstruct the feeder.

12. Follow the prompts on the LCD screen to clear any error messages. If you still see a paper jam message, check the other paper jam solutions.

Parent topic: Solving Paper Problems

Related references

Related topics

Paper Ejection Problems

If you have problems with paper ejecting properly, try these solutions:

• If paper does not eject fully, you may have set the wrong paper size. Cancel printing to eject the paper. Select the correct paper size when you reprint.

• If paper is wrinkled when it ejects, it may be damp or too thin. Load new paper and be sure to select the correct paper type setting when you reprint.

Parent topic:

Related references

Related topics

Solving PCL/PostScript Problems

Check these sections if you have problems with the PCL or PostScript printer software.

Parent topic:

Nothing Prints Using the PCL/Postscript Printer Software

If your document doesn't print, try these solutions:

- Make sure your product is turned on and properly connected.

- Check your product's control panel for error messages. The PCL and PostScript printing software will not display any error messages on your computer screen if a printing error occurs.

- Make sure your product is selected as the printer in your printing program.

Parent topic: Solving PCL/PostScript Problems

Settings Are Missing from the PCL or PostScript Printer Software

If certain settings are missing or incorrect in the PCL or PostScript printer software, try these solutions:

- Make sure your product is selected in the PCL printer software.

- If you are using the product as a laser printer replacement and have not installed Epson printer software, certain options and functions may not be available. Install the standard Epson, PCL, or PostScript printer software to access additional settings and features.

Parent topic: Solving PCL/PostScript Problems

Related topics
Printing with the Epson Universal Print Driver - Windows

Printing a PS3 (PostScript) Status Sheet

You can print a PS3 (PostScript) status sheet to confirm the current font information and PostScript printer software version.

Parent topic: Solving PCL/PostScript Problems

Solving Problems Printing from a Computer

Check these sections if you have problems while printing from your computer.

Note: When printing using AirPrint, the available print settings are different from those covered in this manual. See the Apple website for details.

Note: For problems while printing with the Epson Universal Print Driver or PostScript (PS3) printer software, see the sections covering that software in this manual.

Nothing Prints

Parent topic: Solving Problems

Nothing Prints

If you have sent a print job and nothing prints, try these solutions:

- Make sure your product is turned on.

- Make sure any interface cables are connected securely at both ends.

- 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 to see if a test page prints. If the test page prints, check to see if your product software is installed correctly.

- In Windows, make sure your product is selected as the default printer.

- In Windows, delete all jobs from the Windows Spooler. Click **Print Queue** on the Maintenance tab in the printer settings window, and cancel and stalled print jobs.

Parent topic: Solving Problems Printing from a Computer

Related tasks
Running a Product Check

Product Icon Does Not Appear in Windows Taskbar

If you do not see your product icon in the Windows taskbar, first try restarting your computer. If that does not work, try this solution:

1. Do one of the following:

   - **Windows 8.x**: Navigate to the **Apps** screen and select **Control Panel** > **Hardware and Sound** > **Devices and Printers**.

   - **Windows 7**: Click and select **Devices and Printers**.

   - **Windows Vista**: Click , select **Control Panel**, and click **Printer** under **Hardware and Sound**.

   - **Windows XP**: Click **Start** and select **Printers and Faxes**. (Or open the **Control Panel**, select **Printers and Other Hardware**, if necessary, and **Printers and Faxes**.)

2. Right-click your product name, select **Printing Preferences**, and select your product name again if necessary.

3. Click the **Maintenance** tab.

4. Click the **Extended Settings** button.

5. Select **Enable EPSON Status Monitor 3**, then click **OK**.

6. Click the **Monitoring Preferences** button.

7. Click the checkbox for the option that adds the shortcut icon to the taskbar.

8. Click **OK** to close the open program windows.

Parent topic:

Printing is Slow

If printing becomes slow, try these solutions:

• Make sure your system meets the requirements for your operating system. If you are printing a high-resolution image, you may need more than the minimum requirements. If necessary, increase your system's memory.

• If you are using Windows 7, close the **Devices and Printers** window before you print.

• Clear space on your hard drive or run a defragmentation utility to free up existing space.

• Close any programs you are not using when you print.

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

• If printing becomes slower 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, select the following settings in your product software:

• Make sure the paper type setting matches the type of paper you loaded.

• Turn on any high speed settings in your product software.

• Select a lower print quality setting.

• Make sure the ink drying time has not been increased for double-sided printing.

• **Windows**: Click the **Maintenance** or **Utility** tab, select **Extended Settings** or **Speed and Progress**, and select the following settings:

  • **High Speed Copies**

  • **Always Spool RAW Datatype**

  • **Page Rendering Mode**

- **Print as Bitmap**

Parent topic: Solving Problems Printing from a Computer

Related references

Windows System Requirements

OS X System Requirements

Paper Type Settings

Related tasks

Selecting Basic Print Settings - Windows

Selecting Extended Settings - Windows

Selecting Basic Print Settings - OS X

Solving Page Layout and Content Problems

Check these sections if you have problems with the layout or content of your printed pages.

Note: When printing using AirPrint, the available print settings are different from those covered in this manual. See the Apple website for details.

Inverted Image

Too Many Copies Print

Blank Pages Print

Incorrect Margins on Printout

Incorrect Characters Print

Incorrect Image Size or Position

Slanted Printout

Parent topic: Solving Problems

Inverted Image

If your printed image is inverted unexpectedly, try these solutions:

- Turn off any mirror or inversion settings in your printing application.

- Turn off the **Mirror Image**, **Flip horizontally**, or **Reverse page orientation** settings in your printer software. (This option has different names, depending on your operating system version.)

Note: Leave these options turned on when you print on Epson Iron-on Cool Peel Transfer paper, if available for your product.

Parent topic: Solving Page Layout and Content Problems

Related tasks

Selecting Basic Print Settings - OS X

Selecting Additional Layout and Print Options - Windows

Too Many Copies Print

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

Parent topic: Solving Page Layout and Content Problems

Related tasks

Selecting Basic Print Settings - OS X

Selecting Basic Print Settings - Windows

Blank Pages Print

If blank pages print unexpectedly, try these solutions:

- Make sure you selected the correct paper size settings in your printing program and printer software.

- If a blank page exists in a document you are printing and you want to skip printing it, select the **Skip Blank Page** setting in your printer software.

- Run a print head nozzle check to see if any of the nozzles are clogged. Then clean the print head, if necessary.

- Make sure your product is selected as the printer in your printing program.

Parent topic: Solving Page Layout and Content Problems

Related concepts

Print Head Nozzle Check

Print Head Cleaning

Related tasks

Selecting Basic Print Settings - OS X

Selecting Extended Settings - Windows

Selecting Basic Print Settings - Windows

Incorrect Margins on Printout

If your printed page has incorrect margins, try these solutions:

- Make sure you selected the correct paper size settings in your printing program and printer software.

- Make sure you selected the correct margins for your paper size in your printing program.

- Make sure your paper is positioned correctly for feeding into the printer.

You can use the preview option in your printer software to check your margins before you print.

Parent topic: Solving Page Layout and Content Problems

Related tasks
Selecting Basic Print Settings - Windows
Selecting Basic Print Settings - OS X

Related topics
Loading Paper

Incorrect Characters Print

If incorrect characters appear in your prints, try these solutions before reprinting:

- Make sure any cables are securely connected at both ends.

- In Windows, delete all print jobs from the Windows Spooler:

  - **Windows 8.x**: Navigate to the **Apps** screen and select **Control Panel** > **Hardware and Sound** > **Devices and Printers**. Right-click your product name, select **See what's printing**, and select your product name again, if necessary. Right-click the stalled print job, click **Cancel**, and click **Yes**.

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

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

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

- If incorrect characters still appear in your prints, try connecting your product using a different cable.

Parent topic: Solving Page Layout and Content Problems

Incorrect Image Size or Position

If your printed image is the wrong size or in the wrong position, try these solutions:

• Make sure you selected the correct paper size and layout settings in your printing program and printer software.

• Make sure your paper is positioned correctly for feeding into the printer.

You can use the preview option in your printer software to check your margins before you print.

Parent topic: Solving Page Layout and Content Problems

Related tasks
Selecting Basic Print Settings - Windows
Selecting Basic Print Settings - OS X
Selecting Additional Layout and Print Options - Windows
Selecting Page Setup Settings - OS X

Slanted Printout

If your printouts are slanted, try these solutions:

• Slide the edge guides against the edges of the paper.

• Select a higher print quality setting in your printer software.

• Turn off any high speed settings in your product software.

• Align the print head.

• Make sure the product is not printing while tilted or at an angle.

Parent topic: Solving Page Layout and Content Problems

Related tasks
Selecting Basic Print Settings - OS X
Selecting Basic Print Settings - Windows

Related topics
Loading Paper

Solving Print Quality Problems

Check these sections if your printouts have problems with print quality, but your image looks fine on your computer screen.

Note: When printing using AirPrint, the available print settings are different from those covered in this manual. See the Apple website for details.

White or Dark Lines in Printout
Blurry or Smeared Printout
Faint Printout or Printout Has Gaps
Grainy Printout
Incorrect Colors

Parent topic: Solving Problems

White or Dark Lines in Printout

If you notice white or dark lines in your prints (also called banding), try these solutions before you reprint:

• Run a nozzle check to see if any of the print head nozzles are clogged. Then clean the print head, if necessary.

• Make sure the paper type setting matches the type of paper you loaded.

• Make sure you loaded the printable side of the paper correctly for your product.

• Turn off any high speed settings in your product software.

• Align the print head.

• You may need to replace the ink cartridges.

Parent topic: Solving Print Quality Problems

Related concepts

Print Head Nozzle Check
Print Head Cleaning
Print Head Alignment

Related references

Paper Type Settings

Related tasks

Selecting Additional Layout and Print Options - Windows

Related topics

Blurry or Smeared Printout

If your printouts are blurry or smeared, try these solutions:

- Make sure your paper is not damp, curled, old, or loaded incorrectly in your product.

- Use a support sheet with special paper, or load special paper one sheet at a time.

- Make sure your paper meets the specifications for your product.

- 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.

- If you are printing on thick paper or envelopes, turn on the **Thick Paper** setting from the control panel or select **Thick Paper and Envelopes** in the Extended Settings of the printer software. (Turning this setting on will decrease print speed.)

- 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.

- Turn off any high speed settings in your product software.

- If you print on both sides of a sheet of paper, smudges may appear on the reverse side of heavily saturated or dark images. If one side of a sheet will contain a lighter image or text, print that side first. Adjust the **Print Density** and/or **Increase Ink Drying Time** settings.

- Run a nozzle check to see if any of the print head nozzles are clogged. Then clean the print head, if necessary.

- Align the print head.

- Clean the paper path.

Note: Your product will not operate properly while tilted at an angle. Place it on a flat, stable surface that extends beyond the base of the product in all directions.

Parent topic: Solving Print Quality Problems

Related concepts

Related references

Available Epson Papers

Paper Specifications

Related tasks

Selecting Basic Print Settings - Windows

Selecting Double-sided Printing Settings - Windows

Selecting Additional Layout and Print Options - Windows

Selecting Basic Print Settings - OS X

Selecting Double-sided Printing Settings - OS X

Selecting Printing Preferences - OS X

Cleaning the Paper Guide

Related topics

Loading Paper

Faint Printout or Printout Has Gaps

If your printouts are faint or have gaps, try these solutions:

- Run a nozzle check to see if any of the print head nozzles are clogged. Then clean the print head, if necessary.

- The ink cartridges may be old or low on ink, and you may need to replace them.

- Make sure the paper type setting matches the type of paper you loaded.

- Make sure your paper is not damp, curled, old, or loaded incorrectly in your product.

- Align the print head.

- Clean the paper path.

Parent topic: Solving Print Quality Problems

Related concepts

Print Head Nozzle Check

Print Head Cleaning

Print Head Alignment

Related references

Paper Type Settings

Related tasks

Cleaning the Paper Guide

Selecting Basic Print Settings - OS X

Selecting Basic Print Settings - Windows

Related topics

Loading Paper

Replacing Ink Cartridges and Maintenance Boxes

Grainy Printout

If your printouts are grainy, try these solutions:

• Make sure you loaded the printable side of the paper correctly for your product.

• Select a higher print quality setting and turn off any high speed settings in your product software.

• Run a nozzle check to see if any of the print head nozzles are clogged. Then clean the print head, if necessary.

• Align the print head.

• You may need to increase the image resolution or print a smaller size; see your software documentation.

  Note: Images from the Internet may be low resolution and not result in a high quality printout.

• If you enlarged the image 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 increased the image size. For example, if the resolution is 300 dpi (dots per inch) and you will double the image size later, change the resolution setting to 600 dpi.

  Note: Higher resolution settings result in larger file sizes, which take longer to process and print. Consider the limitations of your computer system when selecting a resolution, and select the lowest possible resolution that produces acceptable quality to keep file sizes manageable.

Parent topic: Solving Print Quality Problems

Related concepts

Print Head Nozzle Check

Print Head Cleaning

Print Head Alignment

Related tasks

Selecting Basic Print Settings - Windows

Selecting Basic Print Settings - OS X

Selecting Additional Layout and Print Options - Windows

Selecting Printing Preferences - OS X

Related topics

Loading Paper

Incorrect Colors

If your printouts have incorrect colors, try these solutions:

- Make sure the paper type setting matches the paper you loaded.

- Make sure the **Black/Grayscale** or **Grayscale** setting is not selected in your printer software.

- Run a nozzle check to see if any of the print head nozzles are clogged. Then clean the print head, if necessary.

- The ink cartridges may be old or low on ink, and you may need to replace them.

- After you print, the colors in your printout need time to set as the ink dries. During this time, the colors may look different than you expect. To speed up drying time, do not stack your printouts on top of each other.

- 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 the color management options in your printer software.

- For best results, use genuine Epson ink and paper.

Parent topic: Solving Print Quality Problems

Related concepts

Print Head Nozzle Check

Print Head Cleaning

Related references

Available Epson Papers

Related tasks

Selecting Basic Print Settings - Windows

Selecting Basic Print Settings - OS X

Selecting Additional Layout and Print Options - Windows

Managing Color - OS X

Related topics
Replacing Ink Cartridges and Maintenance Boxes

Solving Scanning Problems

Check these solutions if you have problems scanning with your product.

Scanning Software Does Not Operate Correctly

Cannot Start Epson Scan

Scanning to a Network Folder or FTP is Slow

Parent topic: Solving Problems

Scanning Software Does Not Operate Correctly

If your scanning software does not operate correctly, try these solutions:

• Make sure your computer has adequate memory and meets the system requirements for your operating system.

• 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.

• If you upgraded your operating system but did not reinstall your scanning software, try reinstalling it.

Note: With OS X, in addition to scanning with Image Capture, you can download and install Epson Scan scanning software. Epson Scan provides additional image adjustment and photo correction features for enhancing scanned images, and provides an interface for TWAIN-compliant OCR scanning software. To download Epson Scan, visit Epson's driver download site (U.S. downloads or Canadian downloads).

Parent topic: Solving Scanning Problems

Related concepts
Uninstall Your Product Software

Related references
Windows System Requirements

OS X System Requirements

Related tasks
Scanning with OS X Using Image Capture

Cannot Start Epson Scan

If you cannot start Epson Scan, try these solutions:

- Make sure your product is turned on and any interface cables are securely connected at both ends.

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

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

- Check the connection setting and test the connection using Epson Scan Settings:

  Windows 8.x: Navigate to the **Apps** screen and select **EPSON Scan Settings**. Make sure the correct **Connection** setting is selected, then click the **Test** button.

  Windows (other versions): Click or **Start** > **All Programs** or **Programs** > **EPSON** > **EPSON Scan** > **EPSON Scan Settings**. Make sure the correct **Connection** setting is selected, then click the **Test** button.

  OS X: Open the **Applications** folder, click **Epson Software**, and click **EPSON Scan Settings**. Make sure the correct **Connection** setting is selected, then click the **Test** button.

- Make sure you do not have multiple versions of Epson Scan installed. If you do, uninstall both versions and install one version.

- If you upgraded your operating system but did not reinstall Epson Scan, try reinstalling it.

Note: With OS X, in addition to scanning with Image Capture, you can download and install Epson Scan scanning software. Epson Scan provides additional image adjustment and photo correction features for enhancing scanned images, and provides an interface for TWAIN-compliant OCR scanning software. To download Epson Scan, visit Epson's driver download site (U.S. downloads or Canadian downloads).

Parent topic: Solving Scanning Problems

Related tasks

Starting a Scan Using the Epson Scan Icon

Starting a Scan with Document Capture Pro or Document Capture

Scanning with OS X Using Image Capture

Scanning to a Network Folder or FTP is Slow

If scanning is slow when you select the **Network Folder/FTP** option, make sure you enter the computer or server's IP address (not a host name) as the scanning location. If you use a host name as the network folder or FTP scanning destination, it may slow down the scanning process.

Solving Scanned Image Quality Problems

Check these sections if a scanned image on your computer screen has a quality problem.

Image Consists of a Few Dots Only
Line of Dots Appears in All Scanned Images
Straight Lines in an Image Appear Crooked
Image is Distorted or Blurry
Image Colors are Patchy at the Edges
Image is Too Dark
Back of Original Image Appears in Scanned Image
Ripple Patterns Appear in an Image
Scanned Image Colors Do Not Match Original Colors
Scan Area is Not Adjustable in Thumbnail Preview
Scanned Image Edges are Cropped

Image Consists of a Few Dots Only

If your scanned image consists only of a few dots, try these solutions:

• Make sure you placed your original for scanning facing the correct way.

• If you are scanning using the Epson Scan **Black & White** setting, adjust the **Threshold** setting and scan again.

Related references

Available Image Adjustments - Professional Mode
Available Image Adjustments - Office Mode

Related topics

Placing Originals on the Product

Line of Dots Appears in All Scanned Images

If a line of dots appears in all your scanned images, clean the scanner glass with a soft, dry, lint-free cloth or use a small amount of glass cleaner on the cloth, if necessary. Paper towels are not recommended.

Caution: Do not spray glass cleaner directly on the scanner glass.

Parent topic: Solving Scanned Image Quality Problems

Related tasks
Cleaning Your Product

Straight Lines in an Image Appear Crooked

If straight lines in an original appear crooked in a scanned image, make sure to place your original straight when you scan it.

Parent topic: Solving Scanned Image Quality Problems

Related topics
Placing Originals on the Product

Image is Distorted or Blurry

If a scanned image appears distorted or blurry, try these solutions:

- Make sure your original is not wrinkled or warped. This may prevent the original from laying flat on the scanner glass.

- Do not move your original or your product during scanning.

- Your product will not operate properly while tilted at an angle. Place your product on a flat, stable surface that extends beyond its base in all directions.

- Adjust these Epson Scan settings (if available) and try scanning again:

  - Select the **Unsharp Mask** setting.

  - Adjust the **Auto Exposure** setting.

  - Increase the **Resolution** setting.

Parent topic: Solving Scanned Image Quality Problems

Related topics
Selecting Epson Scan Settings

Image Colors are Patchy at the Edges

If you are scanning a thick or warped original, cover its edges with paper to block external light as you scan it.

Parent topic: Solving Scanned Image Quality Problems

Image is Too Dark

If your scanned image is too dark, try these solutions:

- Adjust these Epson Scan settings (if available) and try scanning again:
  - **Auto Exposure**
  - **Brightness**
  - **Histogram Adjustment**
- Check the brightness and contrast settings of your computer monitor.

Parent topic: Solving Scanned Image Quality Problems

Related topics

Selecting Epson Scan Settings

Back of Original Image Appears in Scanned Image

If an image from the back of a thin original appears in your scanned image, place a piece of black paper on the back of the original and scan it again.

Parent topic: Solving Scanned Image Quality Problems

Ripple Patterns Appear in an Image

You may see a ripple pattern (called a moiré) in scanned images of printed documents. This is caused by interference from differing pitches in the scanner's screen and your original's halftone screen. To reduce this effect, adjust these Epson Scan settings (if available) and try scanning again:

- Select the **Descreening** setting.
- Select a lower **Resolution** setting.

Parent topic: Solving Scanned Image Quality Problems

Related topics

Selecting Epson Scan Settings

Scanned Image Colors Do Not Match Original Colors

Printed colors can never exactly match the colors on your computer 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).

Check the color matching and color management capabilities of your computer, display adapter, and the software you are using to see if they are affecting the palette of colors you see on your screen.

To adjust the colors in your scanned image, adjust these Epson Scan settings (if available) and try scanning again:

• Change the **Image Type** setting and experiment with different combinations of the next settings.

• Adjust the **Tone Correction** setting.

• Adjust the **Auto Exposure** setting.

Parent topic: Solving Scanned Image Quality Problems

Related topics
Selecting Epson Scan Settings

Scan Area is Not Adjustable in Thumbnail Preview

If you cannot adjust the scan area while viewing a Thumbnail preview in Epson Scan, try these solutions:

• Create a scan area by drawing a marquee on your preview image and adjusting it as necessary.

• Switch to Normal preview mode, if available, and preview your image again.

Parent topic: Solving Scanned Image Quality Problems

Related concepts
Image Preview Guidelines

Related tasks
Selecting a Scan Area - Professional Mode
Selecting a Scan Area - Office Mode

Scanned Image Edges are Cropped

If the edges of a scanned image are cropped, make sure your original is placed correctly for scanning. If necessary, move your original away from the edges of the scanner glass slightly.

Parent topic: Solving Scanned Image Quality Problems

Solving Faxing Problems

Check these solutions if you have problems faxing with your product.

Cannot Send or Receive Faxes
Cannot Receive Faxes with a Telephone Connected to Your Product

Parent topic: Solving Problems

Cannot Send or Receive Faxes

If you cannot send or receive faxes, try these solutions:

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

• Make sure paper is loaded correctly in your product.

• Make sure you have set up your header information and have not blocked your caller ID. Otherwise, your faxes might be rejected by the recipient's fax machine.

• Make sure Receive Mode is set to **Auto** so you can receive faxes automatically.

• Check that the cable connecting your telephone wall jack to your product's **LINE** port is secure.

• Print a fax connection report using your product control panel or fax software to help diagnose the problem.

• Verify that the telephone wall jack works by connecting a phone to it and testing it.

• If there is no dial tone and you connected the product to a PBX (Private Branch Exchange) phone line or Terminal Adapter, change the **Line Type** setting to **PBX**. If you still cannot send a fax, turn off the turn off the product's dial tone detection setting. (Turning off the dial tone setting may cause the product to drop the first digit of a fax number.)

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

• If your telephone line has static, turn off your product's error correction mode fax communication setting and try faxing again.

• Try lowering your product's fax speed setting.

• Make sure the error correction mode (ECM) setting is turned on if you are trying to send or receive a color fax.

- If your telephone line uses call waiting and you have trouble receiving faxes, turn off call waiting to prevent disruption of incoming faxes.

- If you have subscribed to a call forwarding service, the product may not be able to receive faxes. Contact your service provider for assistance.

- Check your inbox and delete faxes after reading or printing them. If the inbox is full, the product cannot receive faxes.

Note: If your product is connected to a VoIP (Voice over Internet Protocol) phone line, keep in mind that fax machines are designed to work over 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.

Parent topic: Solving Faxing Problems

Related tasks
Connecting a Telephone or Answering Machine
Using the Fax Setup Wizard
Selecting the Line Type
Selecting Advanced Fax Settings
Printing Fax Reports
Receiving Faxes Automatically

Related topics
Loading Paper

Cannot Receive Faxes with a Telephone Connected to Your Product

If you cannot receive faxes when a telephone is connected to your product, try these solutions:

- Make sure your telephone is connected to your product's **EXT** port.

- Make sure the Receive Mode is set to **Manual**.

Note: When answering a call that is a fax, wait until the product's LCD screen displays a message that a connection has been made before you hang up.

Parent topic: Solving Faxing Problems

Related tasks

Connecting a Telephone or Answering Machine

Using the Fax Setup Wizard

Uninstall Your Product Software

If you have a problem that requires you to uninstall and re-install your software, follow the instructions for your operating system.

Uninstalling Product Software - Windows

Uninstalling Product Software - OS X

Parent topic: Solving Problems

Uninstalling Product Software - Windows

You can uninstall and then re-install your product software to solve certain problems.

1. Turn off the product.

2. Disconnect any interface cables.

3. Do one of the following:

    - **Windows 8.x**: Navigate to the **Apps** screen and select **Control Panel** > **Programs** > **Programs and Features**. Select the uninstall option for your Epson product, then select **Uninstall/Change**.

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

      Select your product again, if necessary, then select **OK**, and click **Yes** to confirm the uninstallation.

    - **Windows (other versions)**: Click or **Start**, and select **All Programs** or **Programs**. Select **EPSON**, select your product, then click **EPSON Printer Software Uninstall**.

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

      In the next window, select your product and click **OK**. Then follow any on-screen instructions.

4. Do one of the following to uninstall Epson Event Manager, then follow any on-screen instructions:

    - **Windows 8.x**: Select **Epson Event Manager** and click **Uninstall**.

- **Windows 7/Windows Vista**: Open the Windows **Control Panel** utility. Select **Programs and Features**. (In Classic view, select **Programs** and click **Uninstall a program**.) Select **Epson Event Manager** and click **Uninstall/Change**.

- **Windows XP**: Open the Windows **Control Panel** utility. Double-click **Add or Remove Programs**. Select **Epson Event Manager** and click **Change/Remove**.

5. Do one of the following to uninstall Epson Scan, then follow any on-screen instructions:

   - **Windows 8.x/Windows 7/Windows Vista:** Select **EPSON Scan** and click **Uninstall/Change**.

   - **Windows XP**: Select **EPSON Scan** and click **Change/Remove**.

6. Restart your computer, then see the *Start Here* sheet to re-install your software.

Note: If you find that re-installing your product software does not solve a problem, contact Epson.

Parent topic: Uninstall Your Product Software

Uninstalling Product Software - OS X

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

Note: If you find that re-installing your product software does not solve a problem, contact Epson.

1. To download the Uninstaller utility, visit the Epson download site (U.S. downloads or Canadian downloads).

2. Follow the instructions on the screen to install the Uninstaller utility.

3. Quit all applications currently running on your Mac.

4. Double-click the **Uninstaller** icon.

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

6. Click **Uninstall**.

7. Follow the on-screen instructions to uninstall the software.

8. Reinstall your product software.

Note: If you uninstall the printer driver and your product name remains in the **Print & Fax**, **Print & Scan**, or **Printers & Scanners** window, select your product name and click the **–** (remove) icon to remove it.

Where to Get Help

If you need to contact Epson for technical support services, use the following support options.

Internet Support

Visit Epson's support website at epson.com/support (U.S.) or epson.ca/support (Canada) 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

• 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, and 7 AM to 4 PM, Pacific Time, Saturday

• Canada: (905) 709-3839, 6 AM to 8 PM, Pacific Time, Monday through Friday, and 7 AM to 4 PM, Pacific Time, Saturday

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.com/ink3 (U.S. sales) or 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).

Technical Specifications

These sections list the technical specifications for your product.

Note: Epson offers a recycling program for end of life Epson products. Please go to this site for information on how to return your Epson products for proper disposal.

Windows System Requirements

To use your product and its software, your computer should use one of these Microsoft operating systems:

• Windows 10

• Windows 8.x

- Windows 7

- Windows Vista

- Windows XP Professional x64 Edition

- Windows XP SP3

Note: Visit Epson's support website at epson.com/support (U.S.) or epson.ca/support (Canada) for the latest in compatibility and drivers for your product.

Parent topic: Technical Specifications

OS X System Requirements

To use your product and its software, your Mac should use one of these operating systems:

- OS X 10.11.x

- OS X 10.10.x

- OS X 10.9.x

- OS X 10.8.x

- OS X 10.7.x

- OS X 10.6.x

- OS X 10.5.8

Note: Visit Epson's support website at epson.com/support (U.S.) or epson.ca/support (Canada) for the latest in compatibility and drivers for your product.

Parent topic: Technical Specifications

Printing Specifications

Paper path	Rear paper feed slot, top entry
	Paper cassette, front entry
Capacity	Rear paper feed slot: 0.04 inch (0.9 mm) stack thickness
	Paper cassette: 1.08 inches (27.5 mm) stack thickness

Parent topic: Technical Specifications

Scanning Specifications

Scanner type	Flatbed, color
Photoelectric device	CIS
Effective pixels	10200 × 14040 pixels at 1200 dpi; scanning area may be restricted if resolution setting is large
Document size	Maximum: A4 (8.3 × 11.7 inches [210 × 297 mm]) or Letter (8.5 × 11 inches [216 × 279 mm])
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

Parent topic:

Automatic Document Feeder (ADF) Specifications

Paper input	Faceup loading
Paper output	Facedown ejection
Paper size	US letter, legal, A4, A5, or B5 size
Paper type	Plain paper
Paper weight	17 lb (64 g/m^2) to 24 lb (95 g/m^2)
Sheet feeding capacity	Total thickness: 0.14 inch (3.5 mm) Approximately 35 sheets at 20 lb (75 g/m^2); up to 10 sheets of paper in this size: Legal (8.5 × 14 inches [216 × 356 mm])

Note: You cannot scan on both sides of the paper in this size: Legal (8.5 × 14 inches [216 × 356 mm]).

Fax Specifications

Fax type	Walk-up black-and-white and color fax capability (ITU-T Super Group 3)
Supported lines	Standard analog telephone lines
	PBX (Private Branch Exchange) telephone systems
Speed	Up to 33.6 kbps
Resolution	**Monochrome**:
	Standard: 203 × 98 dpi
	Fine: 203 × 196 dpi
	Photo: 203 × 196 dpi
	Super Fine: 203 × 392 dpi
	Ultra Fine: 406 × 392 dpi
	Color:
	Fine: 200 × 200 dpi
	Photo: 200 × 200 dpi
Speed dial numbers	Up to 200
Page memory	Up to 550 pages (based on ITU-T No. 1 chart)
Redial	2 times (with 1 minute interval); specifications may differ by region or country
Interface	RJ-11 Phone Line
	RJ-11 Telephone set connection

Paper Specifications

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. Poor quality paper may

reduce print quality and cause paper jams or other problems. If you encounter problems, switch to a higher grade of paper.

Single-sheets

Size	B5 (7.2 × 10.1 inches [182 × 257 mm])
	A4 (8.3 × 11.7 inches [210 × 297 mm])
	A5 (5.8 × 8.2 inches [148 × 210 mm])
	A6 (4.1 × 5.8 inches [105 × 148 mm])
	Letter (8.5 × 11 inches [216 × 279 mm])
	Legal (8.5 × 14 inches [216 × 356 mm])
	4 × 6 inches (102 × 152 mm)
	5 × 7 inches (127 × 178 mm)
	Executive (7.25 × 10.5 inches [184 × 267 mm])
	16:9 wide (4 × 7.1 inches [102 × 181 mm])
Paper types	Plain paper and paper distributed by Epson
Thickness	0.003 (0.08 mm) to 0.004 inch (0.11 mm)
Weight	17 lb (64 g/m^2) to 24 lb (90 g/m^2)

Envelopes

Size	No. 10 (4.1 × 9.5 inches [105 × 241 mm])
Paper types	Plain paper
Weight	20 lb (75 g/m^2) to 24 lb (90 g/m^2)

Parent topic:

Printable Area Specifications

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

Single sheets
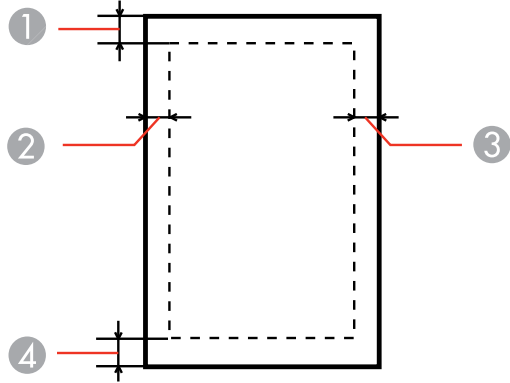
1	Top: 0.12 inch (3 mm) minimum
2	Left: 0.12 inch (3 mm) minimum
3	Right: 0.12 inch (3 mm) minimum
4	Bottom: 0.12 inch (3 mm) minimum

Envelopes
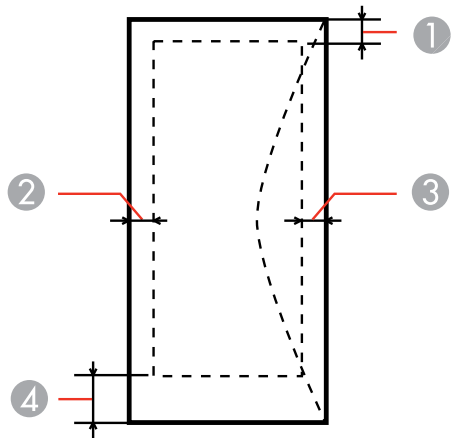
1   Left: 0.12 inch (3 mm) minimum; 1.89 inches (48 mm) recommended

2   Bottom: 0.20 inch (5 mm) minimum

3   Top: 0.20 inch (5 mm) minimum

4   Right: 0.12 inch (3 mm) minimum; 0.83 inch (21 mm) recommended

Parent topic: Technical Specifications

Ink Cartridge Specifications

Note: This product uses only genuine Epson-brand cartridges. Other brands of ink cartridges and ink supplies are not compatible and, even if described as compatible, may not function properly.

The cartridges included with the printer are designed for printer setup and not for resale. After some ink is used for charging, the rest is available for printing. 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.

Color	Black, Cyan, Magenta, Yellow
Cartridge life	Opened package: 6 months
	Unopened package: do not use if the date on the package has expired
Temperature	Storage: –4 to 104 ºF (–20 to 40 ºC)
	1 month at 104 ºF (40 ºC)
	Ink freezes at 10.4 ºF (–12 ºC)
	Ink thaws and is usable after 3 hours at 77 ºF (25 ºC)

Note: For best printing results, use up a cartridge within 6 months of opening the package.

Parent topic: Technical Specifications

Related references

Ink Cartridge and Maintenance Box Part Numbers

Dimension Specifications

Height	Stored: 13.5 inches (342 mm)
	Printing: 15.1 inches (383 mm)
Width	Stored: 18.1 inches (461 mm)
	Printing: 18.1 inches (461 mm)
Depth	Stored: 16.6 inches (422 mm)
	Printing: 25.8 inches (655 mm); with the output tray extension extended
Weight	31.5 lb (14.3 kg)
(without ink cartridges or power cord)	

Parent topic: Technical Specifications

Electrical Specifications

Input voltage range	100 to 240 V model: 90 to 264 V
Rated frequency range	50/60 Hz
Input frequency range	49.5/60.5 Hz
Rated current	0.8/0.4 A
Power consumption	Standalone copying: 20 W (ISO/IEC24712)
(with USB connection)	Ready mode: 7.8 W
	Sleep mode: 1.8 W
	Power off mode: 0.3 W

Parent topic: Technical Specifications

Environmental Specifications

Temperature	Operating: 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	Operating: 20 to 80% RH
(without condensation)	Storage: 5 to 85% RH

Parent topic: Technical Specifications

Interface Specifications

Interface type	Hi-Speed USB (Device Class for computers)
	Hi-Speed USB (for Mass storage class for external storage)
External USB devices	MO drive: 1.3 GB maximum capacity
	Hard disk drive: 2 TB maximum capacity
	USB flash drive: 2 TB maximum capacity, formatted in FAT, FAT32, or exFAT

Note: Epson cannot guarantee the operation of externally connected devices. External storage devices that are powered via USB are not recommended. Use only external storage devices with independent AC power sources.

Parent topic: Technical Specifications

Network Interface Specifications

Wi-Fi

Standard	IEEE 802.11 b/g/n; complies with either IEEE 802.11 b/g or IEEE 802.11 b/g/n, depending on purchase location

Security	WEP (64/128 bit)
	WPA-PSK (TKIP/AES); complies with WPA2 with support for WPA/WPA2 Personal
	WPA2-Enterprise
Frequency band	2.4 GHz
Communication mode	Infrastructure mode
	Ad hoc mode
	Wi-Fi Direct
	Note: Wi-Fi Direct Simple AP mode available even if you connect the product to an Ethernet network.

Ethernet

Standard	IEEE802.3i/u/ab, IEEE802.3az
Communication mode	Ethernet 100BASE-TX/10BASE-T
	Ethernet 1000BASE-T; use a category-5e or higher cable, preferably an STP (Shielded Twisted Pair) cable, to prevent risk of radio frequency interference

Note: The connected device should be IEEE802.3az compliant.

Security Protocl

IEEE802.1X

IPsec/IP Filtering

SSL/TLS: HTTPS Server/Client or IPPS

SNMPv3

Parent topic: Technical Specifications

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Safety and Approvals Specifications

United States	Safety: UL60950-1
	EMC: FCC part 15 Subpart B class B
Canada	Safety: CAN/CSA C22.2 No. 60950-1
	EMC: CAN/CSA-CEI/IEC CISPR 22 Class B

This equipment contains the following wireless module:

• Manufacturer: Askey Computer Corporation.

• Type: WLU6117-D69 (RoHS)

This product conforms to Part 15 of 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.

This equipment complies with FCC/IC radiation exposure limits set forth for an uncontrolled environment and meets the FCC radio frequency (RF) Exposure Guidelines in Supplement C to OET65 and RSS-102 of the IC radio frequency (RF) Exposure rules. This equipment should be installed and operated so that the radiator is kept at least 7.9 inches (20 cm) or more away from a person's body (excluding extremities: hands, wrists, feet and ankles).

Parent topic: Technical Specifications

PS3 Mode Fonts

Albertus, Albertus Italic, Albertus Light
AntiqueOlive Roman, AntiqueOlive Italic, AntiqueOlive Bold, AntiqueOlive Compact
Apple Chancery
ITC AvantGarde Gothic Book, ITC AvantGarde Gothic Book Oblique, ITC AvantGarde Gothic Demi, ITC AvantGarde Gothic Demi Oblique
Bodoni, Bodoni Italic, Bodoni Bold, Bodoni Bold Italic, Bodoni Poster, Bodoni Poster Compressed

ITC Bookman Light, ITC Bookman Light Italic, ITC Bookman Demi, ITC Bookman Demi Italic
Carta
Chicago
Clarendon, Clarendon Light, Clarendon Bold
CooperBlack, CooperBlack Italic
Copperplate Gothic 32BC, Copperplate Gothic 33BC
Coronet
Courier, Courier Oblique, Courier Bold, Courier Bold Oblique
GillSans, GillSans Italic, GillSans Bold, GillSans Bold Italic, GillSansCondensed, GillSans Condensed Bold, GillSans Light, GillSans Light Italic, GillSans Extra Bold
Eurostile, Eurostile Bold, Eurostile Extended Two, Eurostile Bold Extended Two
Geneva
Goudy Oldstyle, Goudy Oldstyle Italic, Goudy Bold, Goudy BoldItalic, Goudy ExtraBold
Helvetica, Helvetica Oblique, Helvetica Bold, Helvetica Bold Oblique, Helvetica Condensed, Helvetica Condensed Oblique, Helvetica Condensed Bold, Helvetica Condensed Bold Oblique, Helvetica Narrow, Helvetica Narrow Oblique, Helvetica Narrow Bold, Helvetica Narrow Bold Oblique
Hoefler Text, Hoefler Text Italic, Hoefler Text Black, Hoefler Text Black Italic, Hoefler Text Ornaments
Joanna, Joanna Italic, Joanna Bold, Joanna Bold Italic
LetterGothic, LetterGothic Slanted, LetterGothic Bold, LetterGothic Bold Slanted
ITC Lubalin Graph Book, ITC Lubalin Graph Book Oblique, ITC Lubalin Graph Demi, ITC Lubalin Graph Demi Oblique
Marigold
Monaco
ITC Mona Lisa Recut
New Century Schoolbook Roman, New Century Schoolbook Italic, New Century Schoolbook Bold, New Century Schoolbook Bold Italic
New York
Optima, Optima Italic, Optima Bold, Optima Bold Italic
Oxford

Palatino Roman, Palatino Italic, Palatino Bold, Palatino Bold Italic
Stempel Garamond Roman, Stempel Garamond Italic, Stempel Garamond Bold, Stempel Garamond Bold Italic
Symbol
Tekton
Times Roman, Times Italic, Times Bold, Times Bold Italic
Univers, Univers Oblique, Univers Bold, Univers Bold Oblique, Univers Light, Univers Light Oblique
UniversCondensed, UniversCondensed Oblique, UniversCondensed Bold, UniversCondensed Bold Oblique
UniversExtended , UniversExtended Oblique, UniversExtended Bold, UniversExtended Bold Oblique
Wingdings
ITC ZapfChancery Medium Italic
ITC ZapfDingbats
Arial, Arial Italic, Arial Bold, Arial Bold Italic
Times New Roman, Times New Roman Italic, Times New Roman Bold, Times New Roman Bold Italic

Parent topic:

PCL5 Mode Fonts (Bitstream)

Scalable Fonts

Font name	Family	HP equivalent	Symbol set
FixedPitch 810	Medium, Bold, Italic, Bold Italic	Courier	1
FixedPitch 850	Regular, Bold, Italic,	Letter Gothic	1
FixedPitch 810 Dark	Medium, Bold, Italic, Bold Italic	Courier PS	3
Dutch 801	Medium, Bold, Italic, Bold Italic	CG Times	2

Font name	Family	HP equivalent	Symbol set
Zapf Humanist 601	Medium, Bold, Italic, Bold Italic	CG Omega	3
Ribbon 131	—	Coronet	3
Clarendon 701	—	Clarendon Condensed	3
Swiss 742	Medium, Bold, Italic, Bold Italic	Univers	2
Swiss 742 Condensed	Medium, Bold, Italic, Bold Italic	Univers Condensed	3
Incised 901	Medium, Bold, Italic	Antique Olive	3
Aldine 430	Medium, Bold, Italic, Bold Italic	Garamond	3
Calligraphic 401	—	Marigold	3
Flareserif 821	Medium, Extra Bold	Albertus	3
Swiss 721 SWM	Medium, Bold, Italic, Bold Italic	Arial	3
Dutch 801 SWM	Medium, Bold, Italic, Bold Italic	Times New	3
Swiss 721 SWA	Medium, Bold, Oblique, Bold Oblique	Helvetica	3
Swiss 721 Narrow SWA	Medium, Bold, Oblique, Bold Oblique	Helvetica Narrow	3
Zapf Calligraphic 801 SWA	Medium, Bold, Italic, Bold Italic	Palatino	3
Geometric 711 SWA	Medium, Bold, Oblique, Bold Italic	ITC Avant Garde Gothic	3
Revival 711 SWA	Light, Demi Bold, Light Italic, Demi Bold Italic	ITC Bookman	3
Century 702 SWA	Medium, Bold, Italic, Bold Italic	New Century Schoolbook	3

Font name	Family	HP equivalent	Symbol set
Dutch 801 SWA	Medium, Bold, Italic, Bold Italic	Times	3
Chancery 801 Medium SWA Italic	—	ITC Zapf Chancery Medium Italic	3
Symbol SWM	—	Symbol	4
More WingBats SWM	—	Wingdings	5
Ding Dings SWA	—	ITC Zapf Dingbats	6
Symbol SWA	—	SymbolPS	4
David BT	Medium, Bold	David	7
Narkis Tam BT	Medium, Bold	Narkis	7
Miryam BT	Medium, Bold, Italic	Miryam	7
Koufi BT	Medium, Bold	Koufi	8
Naskh BT	Medium, Bold	Naskh	8
Ryadh BT	Medium, Bold	Ryadh	8

Bitmap Font

Line Printer, Symbol set 9

OCR/Barcode Bitmap Font

Font name	Family	Symbol set
OCR A	—	10
OCR B	—	11
Code 39	9.37cpi, 4.68cpi	12
EAN/UPC	Medium, Bold	13

Note: Depending on the print density, or quality and color of the paper, the OCR/Barcode Bitmap fonts may not be readable. Print a sample and check for readability before printing large quantities.

Parent topic: Technical Specifications

PCL6 Mode Fonts (Bitstream)

Scalable Fonts

Font name	Family	HP equivalent	Symbol set
FixedPitch 810	Medium, Bold, Italic, Bold Italic	Courier	1
FixedPitch 850	Regular, Bold, Italic,	Letter Gothic	1
FixedPitch 810 Dark	Medium, Bold, Italic, Bold Italic	Courier PS	3
Dutch 801	Medium, Bold, Italic, Bold Italic	CG Times	2
Zapf Humanist 601	Medium, Bold, Italic, Bold Italic	CG Omega	3
Ribbon 131	—	Coronet	3
Clarendon 701	—	Clarendon Condensed	3
Swiss 742	Medium, Bold, Italic, Bold Italic	Univers	2
Swiss 742 Condensed	Medium, Bold, Italic, Bold Italic	Univers Condensed	3
Incised 901	Medium, Bold, Italic	Antique Olive	3
Aldine 430	Medium, Bold, Italic, Bold Italic	Garamond	3
Calligraphic 401	—	Marigold	3
Flareserif 821	Medium, Extra Bold	Albertus	3
Swiss 721 SWM	Medium, Bold, Italic, Bold Italic	Arial	3
Dutch 801 SWM	Medium, Bold, Italic, Bold Italic	Times New	3
Swiss 721 SWA	Medium, Bold, Oblique, Bold Oblique	Helvetica	3

Font name	Family	HP equivalent	Symbol set
Swiss 721 Narrow SWA	Medium, Bold, Oblique, Bold Oblique	Helvetica Narrow	3
Zapf Calligraphic 801 SWA	Medium, Bold, Italic, Bold Italic	Palatino	3
Geometric 711 SWA	Medium, Bold, Oblique, Bold Italic	ITC Avant Garde Gothic	3
Revival 711 SWA	Light, Demi Bold, Light Italic, Demi Bold Italic	ITC Bookman	3
Century 702 SWA	Medium, Bold, Italic, Bold Italic	New Century Schoolbook	3
Dutch 801 SWA	Medium, Bold, Italic, Bold Italic	Times	3
Chancery 801 Medium SWA Italic	—	ITC Zapf Chancery Medium Italic	3
Symbol SWM	—	Symbol	4
More WingBats SWM	—	Wingdings	5
Ding Dings SWA	—	ITC Zapf Dingbats	6
Symbol SWA	—	SymbolPS	4
David BT	Medium, Bold	David	7
Narkis Tam BT	Medium, Bold	Narkis	7
Miryam BT	Medium, Bold, Italic	Miryam	7
Koufi BT	Medium, Bold	Koufi	8
Naskh BT	Medium, Bold	Naskh	8
Ryadh BT	Medium, Bold	Ryadh	8

Bitmap Font

Line Printer, Symbol set 9

Parent topic: Technical Specifications

PCL Mode Fonts (URW)

Scalable Fonts

Font name	Family	HP equivalent	Symbol set
Nimbus Mono	Medium, Bold, Italic, Bold Italic	Courier	1
Letter Gothic	Medium, Bold, Italic,	Letter Gothic	1
Nimbus Mono PS	Regular, Bold, Oblique, Bold Oblique	Courier PS	3
Nimbus Roman No4	Medium, Bold, Italic, Bold Italic	CG Times	2
URW Classico	Medium, Bold, Italic, Bold Italic	CG Omega	3
URW Coronet	—	Coronet	3
URW Clarendon Condensed	—	Clarendon Condensed	3
URW Classic Sans	Medium, Bold, Italic, Bold Italic	Univers	2
URW Classic Sans Condensed	Medium, Bold, Italic, Bold Italic	Univers Condensed	3
Antique Olive	Medium, Bold, Italic	Antique Olive	3
Garamond	Antiqua, Halbfett, Kursiv, Kursiv Halbfett	Garamond	3
Mauritius	—	Marigold	3
Algiers	Medium, Extra Bold	Albertus	3
NimbusSansNo2	Medium, Bold, Italic, Bold Italic	Arial	3
Nimbus Roman No9	Medium, Bold, Italic, Bold Italic	Times New	3
Nimbus Sans	Medium, Bold, Oblique, Bold Oblique	Helvetica	3

Font name	Family	HP equivalent	Symbol set
Nimbus Sans Narrow	Medium, Bold, Oblique, Bold Oblique	Helvetica Narrow	3
Palladio	Roman, Bold, Italic, Bold Italic	Palatino	3
URW Gothic	Book, Demi, Book Oblique, Demi Oblique	ITC Avant Garde Gothic	3
URW Bookman	Light, Demi, Light Italic, Demi Italic	ITC Bookman	3
URW Century Schoolbook	Roman, Bold, Italic, Bold Italic	New Century Schoolbook	3
Nimbus Roman	Medium, Bold, Italic, Bold Italic	Times	3
URW Chancery Medium Italic	—	ITC Zapf Chancery Medium Italic	3
Symbol	—	Symbol	4
URW Dingbats	—	Wingdings	5
Dingbats	—	ITC Zapf Dingbats	6
Standard Symbol	—	SymbolPS	4
URW David	Medium, Bold	HP David	7
URW Narkis	Medium, Bold	HP Narkis Tam	7
URW Miryam	Medium, Bold, Italic	HP Miryam	7
URW Koufi	Medium, Bold	Koufi	8
URW Naskh	Medium, Bold	Naskh	8
URW Ryadh	Medium, Bold	Ryadh	8

Bitmap Font

Line Printer, Symbol set 9

OCR/Barcode Bitmap Font for PCL5

Font name	Family	Symbol set
OCR A	—	10
OCR B	—	11
Code 39	9.37cpi, 4.68cpi	12
EAN/UPC	Medium, Bold	13

Note: Depending on the print density, or quality and color of the paper, the OCR/Barcode Bitmap fonts may not be readable. Print a sample and check for readability before printing large quantities.

Parent topic: Technical Specifications

Symbol Sets

Your product can access a variety of symbol sets. Many of these symbol sets differ only in the international characters specific to each language.

Note: Since most software handles fonts and symbols automatically, you may never need to adjust your product settings. However, if you write your own product control programs, or if you use older software that cannot control fonts, refer to these tables for details on the typefaces and symbol sets.

When you consider which font to use, also consider which symbol set to combine with the font. Available symbol sets vary depending on the mode and font you choose.

PCL5 Mode Typefaces and Symbol Sets

In the PCL5 mode symbol sets table, you can use any of these typefaces in the left column:

- Zapf Humanist 601
- Ribbon 131
- Clarendon 701
- Swiss 742 Condensed
- Incised 901
- Aldine 430
- Calligraphic 401

- Flareserif 821

- Swiss 721 SWM

- Dutch 801 SWM

- Swiss 721 SWA

- Swiss 721 Narrow SWA

- Zapf Calligraphic 801 SWA

- Geometric 711 SWA

- Revival 711 SWA

- Century 702 SWA

- Dutch 801 SWA

- Chancery 801 Medium SWA Italic

- FixedPitch 810 Dark

PCL5 Mode Symbol Sets

Typeface details	Symbol set names	
FixedPitch 810	IBM-US (10U)	Roman-8 (8U)
Dutch 801	ECM94-1 (0N)	Roman-8 (8U)
Swiss 742	8859-9 ISO (5N)	8859-10ISO (6N)
FixedPitch 850	IBM-DN (11U)	PcMultilingual (12U)
Line Printer	Legal (1U)	8859-15ISO (9N)

Typeface details	Symbol set names	
FixedPitch 810	PcBlt775 (26U)	Pc1004 (9J)
Dutch 801	WiBALT (19L)	DeskTop (7J)
Swiss 742	PsText (10J)	Windows (9U)
FixedPitch 850	McText (12J)	MsPublishi (6J)
	PiFont (15U)	VeMath (6M)
	VeInternational (13J)	VeUS (14J)
	PcE.Europe (17U)	PcTk437 (9T)
	WiAnsi (19U)	WiE.Europe (9E)
	WiTurkish (5T)	UK (1E)
	Swedis2 (0S)	Italian (0I)
	Spanish (2S)	German (1G)
	Norweg1 (0D)	French2 (1F)
	Roman-9 (4U)	PcEur858 (13U)
	ISO 8859/4 Latin 4 (4N)	Unicode 3.0 (18N)
FixedPitch 810	PsMath (5M)	
Dutch 801	Math-8 (8M)	
Swiss 742	ANSI ASCII (0U)	
FixedPitch 850		
David BT		
Miryam BT		
Narkis Tam BT		
Naskh BT		
Koufi BT		
Ryadh BT		

Typeface details	Symbol set names	
FixedPitch 810	Pc866Cyr (3R)	Pc866Ukr (14R)
Dutch 801	WinCyr (9R)	Pc8Grk (12G)
Swiss 742	Pc851Grk (10G)	WinGrk (9G)
FixedPitch 850	ISOGrk (12N)	Greek8 (8G)
FixedPitch 810 Dutch 801 Swiss 742 FixedPitch 850 Line Printer	ISOCyr (10N)	
Line Printer	Roman Extension (0E)	
FixedPitch 810 FixedPitch 850 David BT Narkis Tam BT Miryam BT	Hebrew7 (0H) ISO 8859/8 Hebrew (7H) Hebrew8 (8H) PC-862, Hebrew (15H)	
Koufi BT Naskh BT Ryadh BT	Arabic8 (8V) PC-864, Arabic (10V) HPWARA (9V)	
Symbol SWA Symbol SWM	Symbol (19M)	
More WingBats SWM	Wingdings (579L)	
Ding Dings SWA	ZapfDingbats (14L)	
OCR A	OCR A (0O)	
OCR B	OCR B (1O) OCR B Extension (3Q)	
Code3-9	Code3-9 (0Y)	

Typeface details	Symbol set names
EAN/UPC	EAN/UPC (8Y)

PCL6 Mode Symbol Sets

Symbol set name	Attribute	Font classification								
		*1	*2	*3	*4	*5	*6	*7	*8	*9
ISO Norwegian	4	✓	✓	✓	—	—	—	—	—	—
ISO Italian	9	✓	✓	✓	—	—	—	—	—	—
ISO 8859-1 Latin 1	14	✓	✓	✓	—	—	—	—	—	✓
ISO Swedish	19	✓	✓	✓	—	—	—	—	—	—
ASCII	21	✓	✓	✓	—	—	—	✓	✓	—
ISO United Kingdom	37	✓	✓	✓	—	—	—	—	—	—
ISO French	38	✓	✓	✓	—	—	—	—	—	—
ISO German	39	✓	✓	✓	—	—	—	—	—	—
Legal	53	✓	✓	✓	—	—	—	—	—	✓
ISO 8859-2 Latin 2	78	✓	✓	✓	—	—	—	—	—	✓
ISO Spanish	83	✓	✓	✓	—	—	—	—	—	—
Roman-9	149	✓	✓	✓	—	—	—	—	—	—
PS Math	173	✓	✓	✓	—	—	—	✓	✓	
ISO 8859-9 Latin 5	174	✓	✓	✓	—	—	—	—	—	✓
Windows 3.1 Latin 5	180	✓	✓	✓	—	—	—	—	—	—
Microsoft Publishing	202	✓	✓	✓	—	—	—	—	—	—

Symbol set name	Attribute	Font classification								
		*1	*2	*3	*4	*5	*6	*7	*8	*9
ISO 8859/10 Latin 6	206	✓	✓	✓	—	—	—	—	—	✓
DeskTop	234	✓	✓	✓	—	—	—	—	—	—
Math-8	269	✓	✓	✓	—	—	—	✓	✓	
Roman-8	277	✓	✓	✓	—	—	—	—	—	✓
Windows 3.1 Latin 2	293	✓	✓	✓	—	—	—	—	—	—
Pc1004	298	✓	✓	✓	—	—	—	—	—	—
ISO 8859-15 Latin 9	302	✓	✓	✓	—	—	—	—	—	—
PC-Turkish	308	✓	✓	✓	—	—	—	—	—	—
Windows 3.0	309	✓	✓	✓	—	—	—	—	—	—
PS Text	330	✓	✓	✓	—	—	—	—	—	—
PC-8	341	✓	✓	✓	—	—	—	—	—	✓
PC-8 D/N	373	✓	✓	✓	—	—	—	—	—	✓
MC Text	394	✓	✓	✓	—	—	—	—	—	
PC-850	405	✓	✓	✓	—	—	—	—	—	✓
PcEur858	437	✓	✓	✓	—	—	—	—	—	—
Pi Font	501	✓	✓	✓	—	—	—	—	—	—
PC852	565	✓	✓	✓	—	—	—	—	—	—
Unicode 3.0	590	✓	✓	✓	—	—	—	—	—	—
WBALT	620	✓	✓	✓	—	—	—	—	—	—
Windows 3.1 Latin 1	629	✓	✓	✓	—	—	—	—	—	—
PC-755	853	✓	✓	✓	—	—	—	—	—	—

Symbol set name	Attribute	Font classification								
		*1	*2	*3	*4	*5	*6	*7	*8	*9
Wingdings	18540	—	—	—	—	✓	—	—	—	—
Symbol	621	—	—	—	✓	—	—	—	—	—
ZapfDigbats	460	—	—	—	—	—	✓	—	—	—
PC-866, Cyrillic	114	✓	✓	—	—	—	—	—	—	—
Greek8	263	✓	✓	—	—	—	—	—	—	—
Windows Greek	295	✓	✓	—	—	—	—	—	—	—
Windows Cyrillic	306	✓	✓	—	—	—	—	—	—	—
PC-851, Greek	327	✓	✓	—	—	—	—	—	—	—
ISO 8859/5 Cyrillic	334	✓	✓	—	—	—	—	—	—	—
PC-8, Greek	391	✓	✓	—	—	—	—	—	—	—
ISO 8859/7 Greek	398	✓	✓	—	—	—	—	—	—	—
PC-866 UKR	466	✓	✓	—	—	—	—	—	—	—
Hebrew7	8	✓	—	—	—	—	—	—	—	—
ISO 8859/8 Hebrew	232	✓	—	—	—	—	—	✓	—	—
Hebrew8	264	✓	—	—	—	—	—	✓	—	—
PC-862, Hebrew	488	—	—	—	—	—	—	✓	—	—
Arabic8	278	—	—	—	—	—	—	—	✓	—
HPWARA	310	—	—	—	—	—	—	—	✓	—
PC-864, Arabic	342	—	—	—	—	—	—	—	✓	—

Parent topic: Technical Specifications

Notices

Check these sections for important notices about your product.

Note: Epson offers a recycling program for end of life Epson products. Please go to this site for information on how to return your Epson products for proper disposal.

Important Safety Instructions
FCC Compliance Statement
Software Notice
Trademarks
Copyright Notice

Important Safety Instructions

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

General Product Safety Instructions
Ink Cartridge Safety Instructions
LCD Screen Safety Instructions
Wireless Connection Safety Instructions
Telephone Equipment Safety Instructions

Parent topic: Notices

General Product Safety Instructions

- Be sure to follow all warnings and instructions marked on the product.

- Use only the type of power source indicated on the product's 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.

- 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. Place it to avoid abrasions, cuts, fraying, crimping, and kinking. Do not place objects on top of it and do not allow it to be stepped on or run over. Be careful to keep the cord straight at each end.

- If 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.

- Always turn off the product using the power button, and wait until the power light stops flashing before unplugging the product or cutting off power to the electrical outlet.

- If you will not be using the product for a long period, unplug the power cord from the electrical outlet.

- 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.

- Allow space behind the product for the cables, and space above the product so that you can fully raise the document cover.

- Leave enough space in front of the product for the paper to be fully ejected.

- Avoid locations that are subject to rapid changes in heat or humidity, shocks or vibrations, or dust.

- Do not place or store the product outdoors.

- Do not place the product near excessive heat sources or in direct sunlight.

- Leave enough room around the product for sufficient ventilation. Do not block or cover openings in the case or insert objects through the slots.

- Keep the product away from potential sources of electromagnetic interference, such as loudspeakers or the base units of cordless telephones.

- When connecting the product to a computer or other device with a cable, ensure the correct orientation of the connectors. Each connector has only one correct orientation. Inserting a connector in the wrong orientation may damage both devices connected by the cable.

- Do not touch the flat white cable inside the product.

- Do not move the print head by hand; this may damage the product.

- Do not spill liquid on the product or use the product with wet hands.

- Do not use aerosol products that contain flammable gases inside or around the product. Doing so may cause fire.

- Do not press too hard on the document table when placing originals.

- Do not open the scanner section while the product is copying, printing, scanning, or performing any other functions.

- Be careful not to trap your fingers when closing the document cover or scanner.

- 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. Adjust only those controls that are covered by the operating instructions.

- Leave the ink cartridges installed. Removing the cartridges can dehydrate the print head and may prevent the product from printing.

- Before transporting the product, 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.

Parent topic: Important Safety Instructions

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.

- Do not remove or tear the label on the cartridge; this can cause leakage.

- Do not remove the transparent seal from the bottom of the cartridge. This may cause the cartridge to become unusable.

- Do not break the hooks on the side of the cartridge when removing it from the packaging.

- Do not touch the green IC chip on the side of the cartridge. This may prevent normal operation.

- Do not shake cartridges after opening their packages; this can cause them to leak.

- 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.

- Use an ink cartridge before the date printed on its package.

- Do not dismantle an ink cartridge. This could damage the print head.

- Store ink cartridges in a cool, dark place.

- After bringing an ink cartridge inside from a cold storage site, allow it to warm up at room temperature for at least three hours before using it.

- Store ink cartridges with their labels facing upward. Do not store cartridges upside down.

Parent topic: Important Safety Instructions

LCD Screen Safety Instructions

- 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.

- Do not press too hard on the LCD screen.

- Do not use a pointy or sharp object, such as a pen or your fingernail, to operate the LCD screen.

Parent topic: Important Safety Instructions

Wireless Connection Safety Instructions

Radio waves from this product may adversely affect the operation of medical equipment or automatically controlled devices, such as pacemakers, automatic doors or fire alarms. When using this product near such devices or inside a medical facility, follow the directions from authorized staff members at the facility, and follow all posted warnings and directions on the device to avoid causing an accident.

Parent topic: Important Safety Instructions

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.

Parent topic: Important Safety Instructions

FCC Compliance Statement

For United States Users

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments ("ACTA") . On the surface of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

Applicable certification jack Universal Service Order Codes ("USOC") for the equipment: RJ11C.

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 REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001 , the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If you have problems with this product and require technical or customer support, please visit www.epson.com for more information.

This product is not intended to be repaired by the customer. If you experience trouble connecting this equipment to a telephone line, please contact:

Name: Epson America, Inc.

Address: 3840 Kilroy Airport Way, Long Beach, CA 90806 U.S.A.

Telephone: (562) 981-3840

If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

This equipment may not be used on coin service provided by the telephone company. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

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

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. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

In order to program this information into your fax machine, click the link below for instructions on entering fax header information.

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

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 or Declaration 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.

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.

CAN ICES-3(B)/NMB-3(B)

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

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.

CAN ICES-3(B)/NMB-3(B)

Parent topic: Notices

Related tasks
Using the Fax Setup Wizard

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Version 2, June 1991

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Generic DES driver interface

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