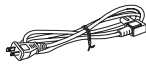
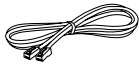
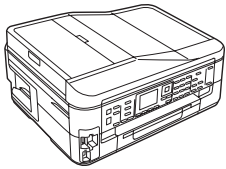


WorkForce® 630 Series Start Here

Read these instructions before using your product. These instructions are for the WorkForce 630/632/633/635.

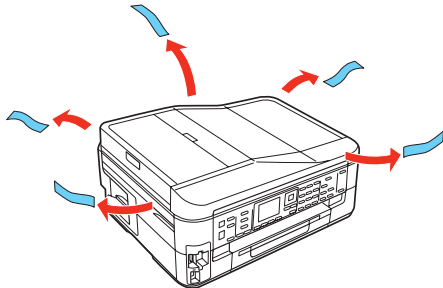
1 Unpack



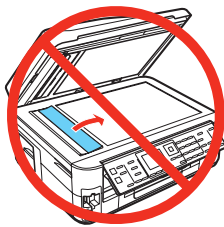
French control panel stickers (included for Canada only)

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

Remove all protective materials.

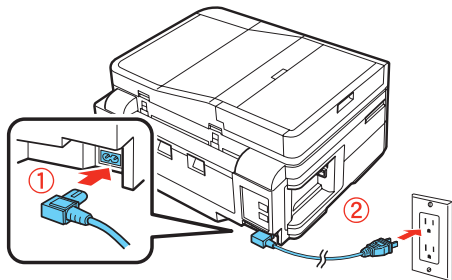


Caution: Do not remove the plastic strip shown below. It is part of the Automatic Document Feeder.



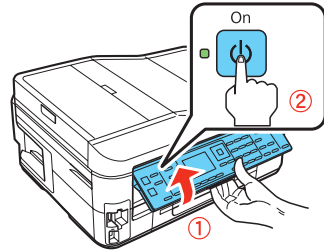
2 Turn on

- 1 Connect the power cable.

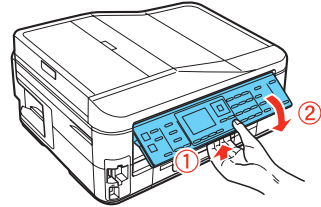


Caution: Do not connect to your computer yet.

- 2 Raise the control panel and press the **On** button.

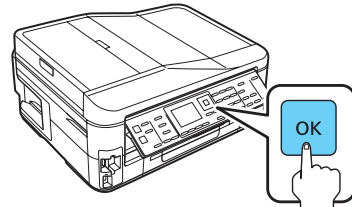


To lower the control panel, press the release bar underneath.



3 Select settings

- 1 To select **English** as your language, press **OK**.

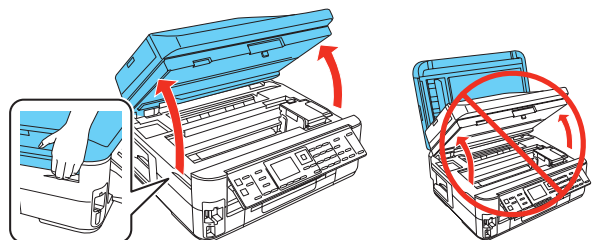


(If you want to change the language, press **▲** or **▼** to select it, then press **OK**.)

- 2 Select your **Country/Region** and press **OK**.
- 3 Select **On** if **Daylight Saving Time** is in effect (spring through summer), otherwise select **Off**. Press **OK**.
- 4 Select the **Date** format and press **OK**.
- 5 Press the number keys to enter the **Date** and press **OK**.
- 6 Select the **Time** format (**12h** or **24h**) and press **OK**.
- 7 Press the number keys to enter the **Time**. Then press **▲** or **▼** to select **AM** or **PM**, if necessary.
- 8 Press **OK**.

4 Install ink cartridges

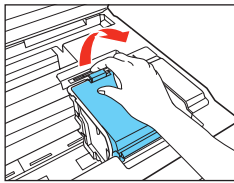
- 1 Lift up the scanner.



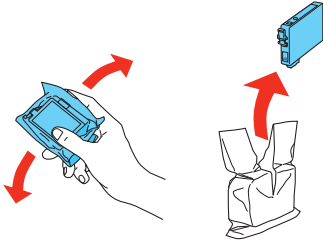
411856600

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- 2 Open the cartridge cover.



- 3 Shake the ink cartridges gently 4 or 5 times, then unpack them.

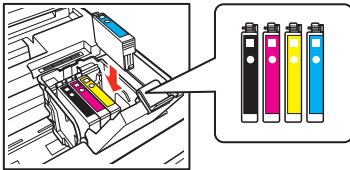


- 4 Remove only the yellow tape from each cartridge.

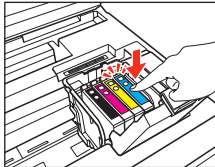


Caution: Don't remove any other seals or the cartridges may leak.

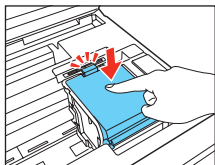
- 5 Insert the cartridges in the holder for each color.



- 6 Press each cartridge down until it clicks.



- 7 Close the cartridge cover. Press down until it clicks.



- 8 Lower the scanner.

- 9 Press the **OK** button to prime the ink delivery system. This takes several minutes.

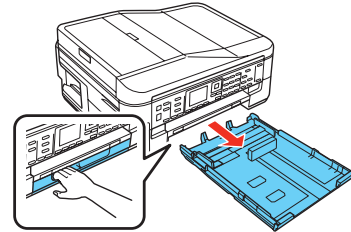
Note: Your printer ships with full cartridges and part of the ink from the first cartridges is used for priming the printer.

Caution: Don't turn off the printer while it is priming or you'll waste ink.

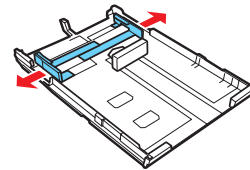
5 Load paper

You can load letter-, A4-, or legal-size paper, as well as 4 × 6-, 5 × 7-, or 8 × 10-inch photo paper. For instructions on loading legal-size paper, see the online *User's Guide*.

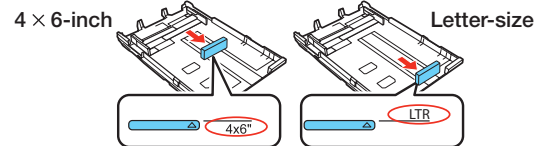
- 1 Pull out the paper cassette.



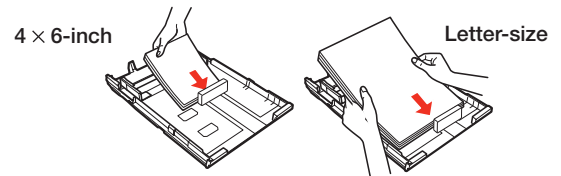
- 2 Slide the edge guides outward.



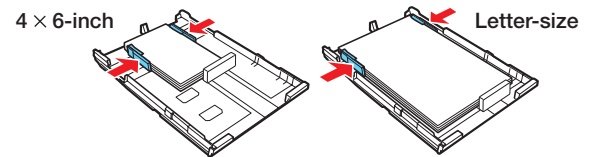
- 3 Position the guide shown below for the size of paper you're using.



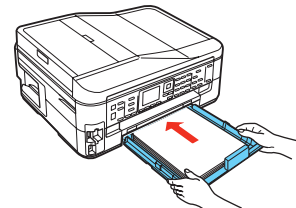
- 4 Insert the paper with the glossy or printable side face-down.



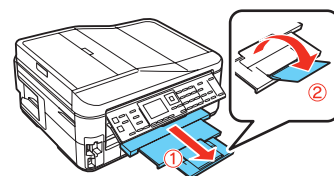
- 5 Slide the edge guides against the paper, but not too tight. Make sure the paper is under the tabs on the edge guides.



- 6 Gently insert the paper cassette.

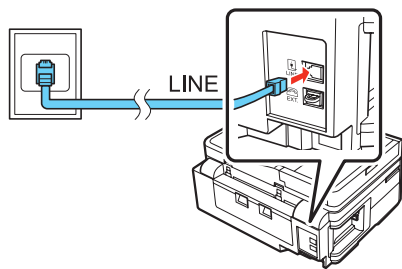


- 7 Extend the output tray as shown.



6 Connect the phone cord

To fax, connect the included phone cord to a telephone wall jack and to the LINE port on your product. To connect a telephone or answering machine, see the *Quick Guide*.



Note: If you're connecting to a DSL phone line, you must use a DSL filter or you won't be able to fax. Contact your DSL provider for the necessary filter.

7 Choose your connection

You can connect your printer to your existing network (wireless or wired) or directly to your computer using a USB cable (not included). See below for details on each connection method.

Wireless Connection

You must install the software on every computer from which you want to print. For the first installation, we recommend using a USB cable (not included) to simplify wireless setup. After the printer is connected to the network, you will be prompted to remove the cable.

If you're using Mac OS® X 10.6 or don't have a USB cable, you will need to use the buttons on the printer to select wireless settings.

Make sure you know your network name (SSID) and network password:

- Network name _____
- Network password _____

If you don't have this information, contact the person who set up your network.

Direct USB Connection

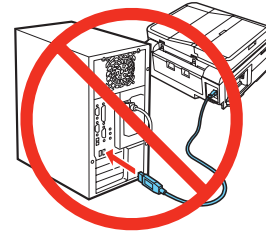
Make sure you have a USB cable (not included). Do not connect the printer to your computer until you're instructed to do so.

Wired Ethernet® Connection

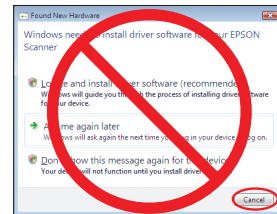
Make sure you have an Ethernet network cable (not included). You must install the software on every computer from which you want to print.

8 Install software

- 1 Make sure the printer is **NOT CONNECTED** to your computer.



Windows®: If you see a Found New Hardware screen, click **Cancel** and disconnect the USB cable. You can't install your software that way.



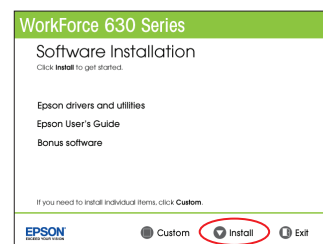
- 2 Insert your product CD.



Windows: If you see the AutoPlay window, click **Run Setup.exe**. If you see the User Account Control screen, click **Yes** or **Continue**.

- 3 **Macintosh®:** Double-click the  **Epson** icon.

- 4 Click **Install** and follow the on-screen instructions.



Any questions?

Quick Guide

Basic instructions for network setup, copying, printing, faxing, and scanning.

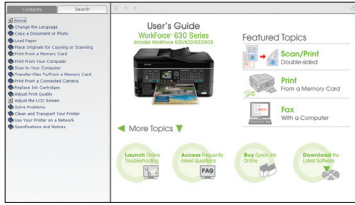


On-screen help with your software

Select **Help** or **?** when you're using your software.

User's Guide

Click the desktop shortcut to access the online *User's Guide*, software downloads, Epson Supplies CentralSM, and more (requires an Internet connection).



Epson Technical Support

Visit epson.com/support (U.S.) or epson.ca/support (Canada) where you can download drivers, view manuals, get FAQs, or e-mail Epson.

You may also speak with a support specialist by calling:

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

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

Software Technical Support

ABBYY® FineReader®
(408) 457-9777
www.abbyyusa.com
support@abbyyusa.com

Any problems?

If you experience problems during setup, see below:

Network setup was unsuccessful.

- Make sure you select the right network name.
- If you see a firewall alert message, click **Unblock** or **Allow** to let setup continue.
- If your network has security enabled, make sure you enter your network password (WEP key or WPA passphrase) correctly. If it has uppercase (**ABC**) or lowercase (**abc**) letters, make sure you enter them correctly.



Function buttons

Press ▲, ▼, ◀, or ▶ on the printer to highlight a letter or function button on the screen. Press **OK** to select it.

Use the function buttons to select uppercase (**AB12**), lowercase (**ab12**), symbols (!#%@), or spaces (), or to delete characters (←).

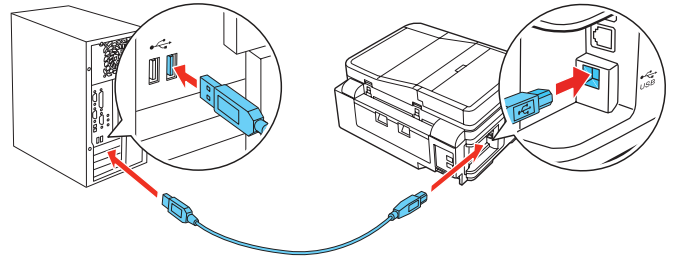
When you're finished, highlight **Done** and press **OK**.

You see error messages on the printer's LCD screen.

See your online *User's Guide* for troubleshooting information.

Setup is unable to find my printer after connecting it with a USB cable.

Make sure it is securely connected as shown:



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Presentation Paper Matte

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Genuine Epson Inks



Look for the numbers below to find your cartridges. It's as easy as remembering your number!



WorkForce 630/632/633/635 Ink Cartridges

Color	High-capacity	Extra High-capacity
Black	126	127
Cyan	126	127
Magenta	126	127
Yellow	126	127

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