

# **XP-400 User's Guide**

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## XP-400 User's Guide

Welcome to the XP-400 User's Guide.

## **Product Basics**

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

Using the Control Panel Product Parts Locations The Power Off Timer Epson Connect Solutions for Smartphones, Tablets, and More Using Google Cloud Print Using AirPrint

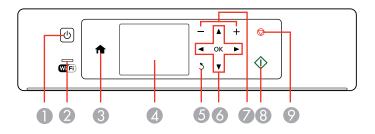
## **Using the Control Panel**

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

Control Panel Buttons and Lights Adjusting Control Panel Position Changing LCD Screen Language Turning Off Control Panel Sounds

Parent topic: Product Basics

### **Control Panel Buttons and Lights**



- 1 The  $\bigcirc$  power button and the  $\bigcirc$  power light
- 2 The WiFi light
- 3 The **f** home button
- 4 The LCD screen

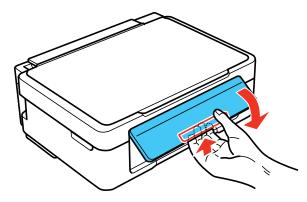
- 5 The 5 back button
- 6 The arrow buttons and the **OK** button
- 7 The + and buttons (increase or decrease the number of copies)
- 8 The  $\diamondsuit$  start button
- 9 The <sup>♥</sup> stop button

#### Parent topic: Using the Control Panel

#### **Adjusting Control Panel Position**

You can adjust the position of the control panel to make it easier to use.

- To raise the control panel, lift it up from the bottom.
- To lower the control panel, squeeze the release bar and gently push the panel down.



**Caution:** Do not lower the control panel without first squeezing the release bar or you may damage your product.

Parent topic: Using the Control Panel

#### **Changing LCD Screen Language**

You can change the language used on the LCD screen.

1. Press the factor home button, if necessary.

- 2. Press the left or right arrow buttons to select **Setup** and press the **OK** button.
- 3. Press the up or down arrow buttons to select **Printer Setup** and press the **OK** button. You see this screen:



- 4. Press the up or down arrow buttons to select Language and press the OK button.
- 5. Press the up or down arrow buttons to select a language and press the **OK** button.
- 6. Press the 🕇 home button to exit.

Parent topic: Using the Control Panel

#### **Turning Off Control Panel Sounds**

You can turn off the sound heard when you press buttons on the control panel.

- 1. Press the factor home button, if necessary.
- 2. Press the left or right arrow buttons to select **Setup** and press the **OK** button.
- 3. Press the up or down arrow buttons to select **Printer Setup** and press the **OK** button.
- 4. Select **Sound** and press the **OK** button.
- 5. Select the **Off** setting and press the **OK** button.
- 6. Press the factor home button to exit.

Parent topic: Using the Control Panel

### **Product Parts Locations**

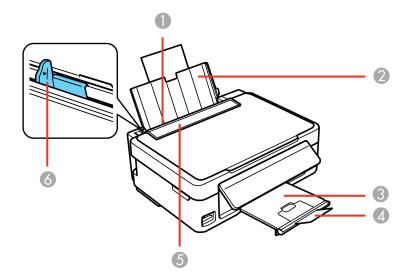
See these sections to identify the parts on your product.

Product Parts - Top Product Parts - Inside

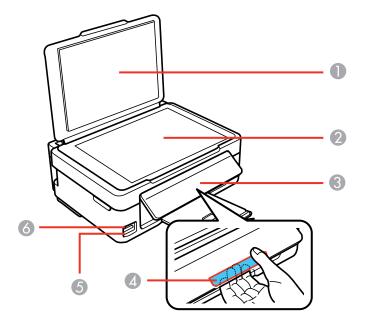
Product Parts - Back

Parent topic: Product Basics

## **Product Parts - Top**



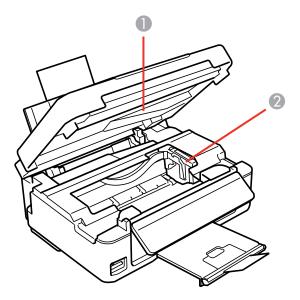
- 1 Sheet feeder
- 2 Paper support
- 3 Output tray
- 4 Paper stopper
- 5 Feeder guard
- 6 Edge guide



- 1 Document cover
- 2 Scanner glass
- 3 Control panel
- 4 Control panel release bar (beneath)
- 5 Memory card slot
- 6 Memory card access light

Parent topic: Product Parts Locations

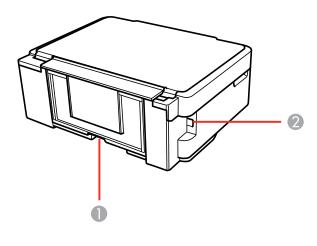
## **Product Parts - Inside**



- 1 Scanner unit
- 2 Ink cartridge holder in home position

Parent topic: Product Parts Locations

#### **Product Parts - Back**



- 1 AC inlet
- 2 USB port

Parent topic: Product Parts Locations

## **The Power Off Timer**

The product turns off automatically if it is not used for a period of time after it enters sleep mode. You can adjust the time period before power off, but increasing the time reduces the product's energy efficiency.

Changing the Power Off Timer Setting From the Control Panel

Changing the Power Off Timer Setting - Windows

Changing the Power Off Timer Setting - OS X

Parent topic: Product Basics

#### **Changing the Power Off Timer Setting From the Control Panel**

You can use the product's control panel to change the time period before the printer turns off automatically.

- 1. Press the **1** home button, if necessary.
- 2. Press the left or right arrow buttons to select **Setup** and press the **OK** button.

3. Press the up or down arrow buttons to select **Printer Setup** and press the **OK** button. You see this screen:

| Sound                        |       |  |
|------------------------------|-------|--|
| Power Off                    | Timer |  |
| <ul> <li>Language</li> </ul> |       |  |
|                              |       |  |
|                              |       |  |

4. Press the up or down arrow buttons to select **Power Off Timer** and press the **OK** button. You see this screen:

| Po | wer Off Time | er     |   |
|----|--------------|--------|---|
|    | Off          |        |   |
|    | 30minutes    |        |   |
| •  | 1h           |        |   |
| •  | 2h           |        |   |
| •  | 4h           |        | - |
| 0  | K Done       | 透 Back |   |

- 5. Press the up or down arrow buttons to select the length of time after which you want the product to automatically turn off when it is not in use. Then press the **OK** button.
- 6. Press the fractional home to exit.

Parent topic: The Power Off Timer

#### **Changing the Power Off Timer Setting - Windows**

You can use the printer software to change the time period before the printer turns off automatically.

- 1. Access the Windows Desktop, right-click the product icon in the Windows taskbar, and select **Printer Settings**.
- 2. Click the Maintenance tab and select Printer and Option Information.

You see this window:

| Current Printer Setting : - hours |      |                                   |
|-----------------------------------|------|-----------------------------------|
| [att                              |      | Current Printer Setting : - hours |
| IOTT I Send                       | Send | [off]                             |
|                                   |      |                                   |

- 3. In the drop-down menu, select the length of time after which you want the product to automatically turn off when it is not in use.
- 4. Click Send.
- 5. When you see the time you selected listed as the Current Printer Setting, click **OK**.

Parent topic: The Power Off Timer

### Changing the Power Off Timer Setting - OS X

You can use the printer software to change the time period before the printer turns off automatically.

- 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 Printer Settings.

You see this window:

| PSON            | EPSON |   |
|-----------------|-------|---|
| Printer Settin  | igs   |   |
| Power Off Timer |       |   |
| 4 hours         |       | + |
|                 |       |   |

- 3. Select the length of time after which you want the product to automatically turn off when it is not in use as the **Power Off Timer** setting.
- 4. Click Apply.
- 5. Close the Printer Settings window.

Parent topic: The Power Off Timer

### **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 two solutions to print and scan from anywhere: Epson Email Print and the Epson iPrint Mobile App.

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 and send an email to your product.

- 1. Set up your product for network printing as described in this manual. 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 tasks**

Selecting Wireless Network Settings From the Control Panel

#### 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 as described in this manual. 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 tasks**

Selecting Wireless Network Settings From the Control Panel

#### Using Epson Remote Print

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

- 1. Set up your product for network printing as described in this manual. See the link below.
- 2. Visit epson.com/connect to learn more about Remote Print and how to download the software.
- 3. Download and install the Remote Print software.
- 4. Obtain the email address and optional access key of the Epson product you want to use for printing, and enter this address during Remote Print setup.
- 5. Select the print command in your application and choose the Remote Print driver for your Epson product.

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

#### **Related tasks**

Selecting Wireless Network Settings From the Control Panel

#### Using Epson Scan to Cloud

The Epson Scan to Cloud service sends your scanned files to a destination that you have registered with Epson Connect.

- 1. Set up your product for network scanning as described in this manual. See the link below.
- 2. Visit epson.com/connect for instructions on registering an account and your product with Epson Connect.
- 3. After registering, sign in to the Epson Connect web page with the email address and password you selected.
- 4. Select Destination List for Scan to Cloud.
- 5. Click **Add**, then follow the instructions on the screen to create your destination list.
- 6. When you're ready to scan, select the setting for the Scan to Cloud service on your product control panel.

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

#### **Related tasks**

Starting a Scan Using the Product Control Panel Selecting Wireless Network Settings From the Control Panel

## **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.

Set up your Epson product for network printing as described in this manual. See the link below.

**Note:** Make sure your Epson printer and computer are connected to the same network before starting the Google Cloud Print setup.

If your product is already on your network, follow these steps:

- 1. Connect your device to the same network that your Epson product is using.
- 2. Print a network status sheet.
- 3. Locate your product's IP address on the network status sheet.
- 4. Enter the 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 check box 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.

#### Parent topic: Product Basics

#### **Related tasks**

Selecting Wireless Network Settings From the Control Panel

#### Printing a Network Status Sheet

## **Using AirPrint**

AirPrint allows you to wirelessly print to your AirPrint-enabled product from iPhone, iPad, and iPod touch running the latest version of iOS.



- 1. Set up your product for wireless printing as described in this manual. See the link below.
- 2. Connect your Apple device to the same wireless network that your product is using.
- 3. Print from your iPad, iPhone, or iPod touch to your product.

Parent topic: Product Basics

#### **Related tasks**

Selecting Wireless Network Settings From the Control Panel

## **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 from the product CD. The installer program guides you through network setup.

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

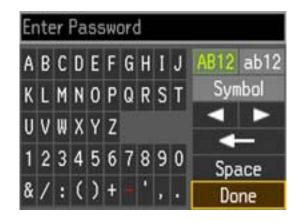
- 1. Press the 1 home button, if necessary.
- 2. Press the left or right arrow buttons to select **Wi-Fi Setup** and press the **OK** button. You see this screen:



- 3. Press the **OK** button to select **Wi-Fi Setup Wizard**.
- 4. Press the up or down arrow buttons to select the name of your wireless network and press the **OK** button. If you do not see your wireless network's name, you can enter it manually.

**Note:** To enter the wireless network name manually, select **Other SSIDs** and press the **OK** button. Enter your network name as described in the next step.

5. Enter your wireless password (or network name and then password).



- Press the arrow buttons to highlight a character or a function button displayed on the keypad. Then press the **OK** button to select it.
- To change the case of letters or select symbols, select AB12 (uppercase), ab12 (lowercase), or Symbol and press the OK button. Then highlight a number or symbol and press the OK button to select it.
- To enter a space, select **Space** and press the **OK** button.
- To delete characters, select the back arrow and press the **OK** button.
- When you finish entering characters, select **Done** and press the **OK** button.
- 6. Press the **OK** button to confirm wi-fi settings.
- 7. Select **Yes** if you want to print a network status report, or **No** if not, and press the **OK** button.

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

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

## **Loading Paper**

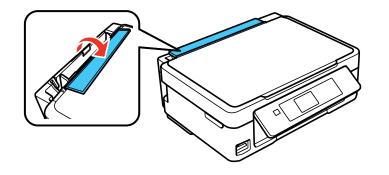
Before you print, load paper for the type of printing you will do.

Loading Paper for Documents Loading Paper for Photos Loading Envelopes Paper Loading Capacity Available Epson Papers Borderless Paper Type Compatibility Paper or Media Type Settings

## **Loading Paper for Documents**

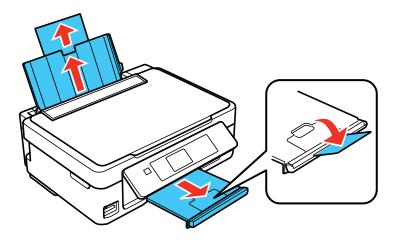
You can print documents on a variety of paper types and sizes.

1. Flip the feeder guard forward.



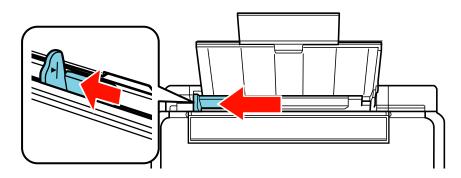
2. Pull up the paper support and its extension.

3. Pull out the output tray and open the paper stopper on the end.



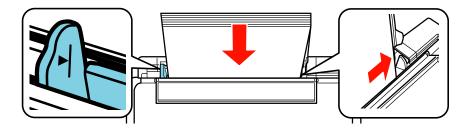
**Note:** If you print on legal-size or longer paper, leave the paper stopper closed.

4. Slide the edge guide left.

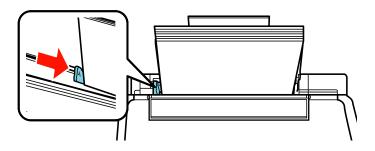


5. If you are inserting a stack of paper, fan the sheets first and tap the stack on a flat surface to even the edges.

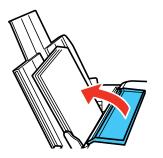
6. Insert paper, glossy or printable side up and short edge first, against the right side and beneath the line on the left edge guide.



7. Slide the edge guide against the paper, but not too tightly.



8. Flip the feeder guard back.



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 letterhead or pre-printed paper top edge first.
- Do not load paper past the line on the left edge guide.
- Check the paper package for any additional loading instructions.

Parent topic: Loading Paper

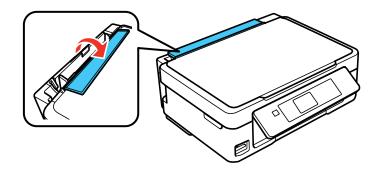
#### **Related references**

Paper Loading Capacity

## **Loading Paper for Photos**

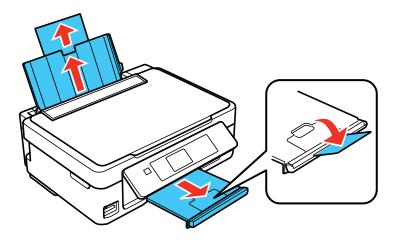
You can print photos on a variety of paper types and sizes.

1. Flip the feeder guard forward.

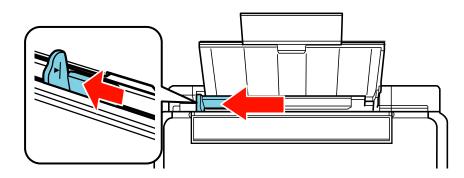


2. Pull up the paper support and its extension.

3. Pull out the output tray and open the paper stopper on the end.

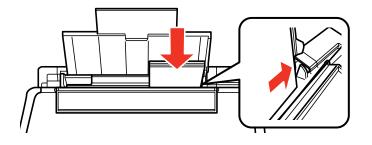


4. Slide the edge guide left.

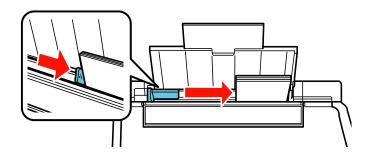


5. If you are inserting a stack of paper, fan the sheets first and tap the stack on a flat surface to even the edges.

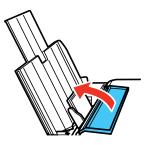
6. Insert paper, glossy or printable side up and short edge first, against the right side and beneath the line on the left edge guide.



7. Slide the edge guide against the paper, but not too tightly.



8. Flip the feeder guard back.



Always follow these paper loading guidelines:

• Load only the recommended number of sheets.

- Load paper short edge first, no matter which way your photo faces.
- Do not load paper past the line on the left edge guide.
- Check the paper package for any additional loading instructions.

Parent topic: Loading Paper

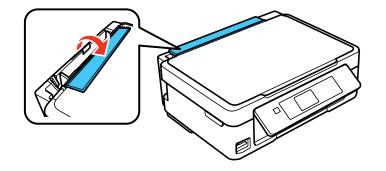
#### **Related references**

Paper Loading Capacity

## Loading Envelopes

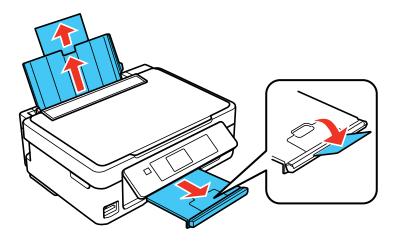
You can print on plain paper envelopes in this size: No. 10 (4.1 × 9.5 inches [105 × 241 mm]).

1. Flip the feeder guard forward.

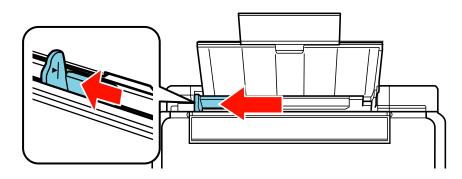


2. Pull up the paper support and its extension.

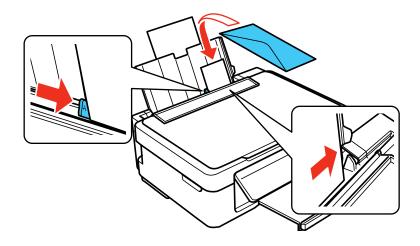
3. Pull out the output tray and open the paper stopper on the end.



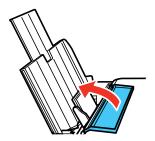
4. Slide the edge guide left.



5. Load up to 10 envelopes against the right side. Load them printable side up and flap edge left.



- 6. Slide the edge guide against the envelopes, but not too tightly.
- 7. Flip the feeder guard back.



Always follow these envelope loading guidelines:

- If you have trouble loading a stack of envelopes, press each envelope flat before loading it or load one envelope at a time.
- Do not load envelopes above the arrow mark inside the edge guide.
- Do not load envelopes that are curled, folded, or too thin.

Parent topic: Loading Paper

# Paper Loading Capacity

| Paper type  | Load up to this many sheets |
|---|-----------------------------|
| Plain paper - Letter (8.5 × 11 inches<br>[216 × 279 mm]) or A4 (8.3 × 11.7 inches<br>[210 × 297 mm])* | Approximately 100 sheets**  |
| Epson Bright White Paper  | 80 sheets                   |
| Epson Presentation Paper Matte  |                             |
| Epson Photo Paper Glossy  | 20 sheets                   |
| Epson Premium Photo Paper Glossy  |                             |
| Epson Ultra Premium Photo Paper Glossy  |                             |
| Epson Premium Photo Paper Semi-gloss  |                             |
| Plain paper - Legal (8.5 × 14 inches<br>[216 × 357 mm])   | 1 sheet                     |
| Epson Premium Presentation Paper Matte  |                             |
| Epson Ultra Premium Presentation Paper Matte  |                             |
| Epson Premium Presentation Paper Matte Double-<br>sided   |                             |
| Epson Brochure & Flyer Paper Matte Double-sided   |                             |
| Epson Photo Quality Self-adhesive Sheets  |                             |
| Epson Iron-on Cool Peel Transfer paper  |                             |

\* Based on 20 lb (75 g/m<sup>2</sup>) paper weight. Do not load paper past the line inside the left edge guide.

\*\* For two-sided printing, load up to 30 sheets.

Parent topic: Loading Paper

# **Available Epson Papers**

You can purchase genuine Epson ink and paper at Epson Supplies Central 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<br>[216 × 279 mm]) | S041586     | 500         |
| Epson Photo Paper Glossy        | 4 × 6 inches (102 × 152 mm)                | S041809     | 50          |
|                                 |  | S042038     | 100         |
|                                 | Letter (8.5 × 11 inches                    | S041141     | 20          |
|                                 | [216 × 279 mm])                            | S041649     | 50          |
|                                 |  | S041271     | 100         |
| Epson Premium Photo Paper       | 4 × 6 inches (102 × 152 mm)                | S041808     | 40          |
| Glossy                          |  | S041727     | 100         |
|                                 | 5 × 7 inches (127 × 178 mm)                | S041464     | 20          |
|                                 | 8 × 10 inches (203 × 254 mm)               | S041465     | 20          |
|                                 | Letter (8.5 × 11 inches                    | S042183     | 25          |
|                                 | [216 × 279 mm])                            | S041667     | 50          |
| Epson Ultra Premium Photo Paper | 4 × 6 inches (102 × 152 mm)                | S042181     | 60          |
| Glossy                          |  | S042174     | 100         |
|                                 | 5 × 7 inches (127 × 178 mm)                | S041945     | 20          |
|                                 | 8 × 10 inches (203 × 254 mm)               | S041946     | 20          |
|                                 | Letter (8.5 × 11 inches                    | S042182     | 25          |
|                                 | [216 × 279 mm])                            | S042175     | 50          |
| Epson Premium Photo Paper       | 4 × 6 inches (102 × 152 mm)                | S041982     | 40          |
| Semi-gloss                      | Letter (8.5 × 11 inches<br>[216 × 279 mm]) | S041331     | 20          |
| Epson Presentation Paper Matte  | Letter (8.5 × 11 inches<br>[216 × 279 mm]) | S041062     | 100         |
|                                 | Legal (8.5 × 14 inches<br>[216 × 357 mm])  | S041067     | 100         |

| Paper Type   | Size                                       | Part number | Sheet count |
|--|--|-------------|-------------|
| Epson Premium Presentation                             | 8 × 10 inches (203 × 254 mm)               | S041467     | 50          |
| Paper Matte  | Letter (8.5 × 11 inches                    | S041257     | 50          |
|  | [216 × 279 mm])                            | S042180     | 100         |
| Epson Premium Presentation<br>Paper Matte Double-sided | Letter (8.5 × 11 inches<br>[216 × 279 mm]) | S041568     | 50          |
| Epson Ultra Premium Presentation<br>Paper Matte        | Letter (8.5 × 11 inches<br>[216 × 279 mm]) | S041341     | 50          |
| Epson Brochure & Flyer Paper<br>Matte Double-sided     | Letter (8.5 × 11 inches<br>[216 × 279 mm]) | S042384     | 150         |
| Epson Photo Quality Self-adhesive Sheets               | A4 (8.3 × 11.7 inches<br>[210 × 297 mm])   | S041106     | 10          |
| Epson Iron-on Cool Peel Transfer<br>paper              | Letter (8.5 × 11 inches<br>[216 × 279 mm]) | S041153     | 10          |

Parent topic: Loading Paper

# **Borderless Paper Type Compatibility**

You can print borderless photos on compatible paper types in compatible sizes:

#### **Borderless Paper Types**

- Epson Premium Photo Paper Glossy
- Epson Ultra Premium Photo Paper Glossy
- Epson Photo Paper Glossy
- Epson Premium Photo Paper Semi-gloss
- Epson Premium Presentation Paper Matte

#### **Borderless Paper Sizes**

- 4 × 6 inches (102 × 152 mm)
- 5 × 7 inches (127 × 178 mm)
- 8 × 10 inches (203 × 254 mm)
- Letter (8.5 x 11 inches [216 x 279 mm])

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

Parent topic: Loading Paper

# Paper or Media Type Settings

| For this paper  | Select this paper Type or Media Type setting |
|---|--|
| Plain paper   | Plain Paper/Bright White Paper               |
| Epson Bright White Paper                                |  |
| Epson Presentation Paper Matte                          |  |
| Epson Iron-on Cool Peel Transfer paper                  |  |
| Epson Photo Quality Self-adhesive Sheets                |  |
| Epson Ultra Premium Photo Paper Glossy                  | Ultra Premium Photo Paper Glossy             |
| Epson Premium Photo Paper Glossy                        | Premium Photo Paper Glossy                   |
| Epson Photo Paper Glossy                                | Photo Paper Glossy                           |
| Epson Premium Photo Paper Semi-gloss                    | Premium Photo Paper Semi-Gloss               |
| Epson Premium Presentation Paper Matte                  | Premium Presentation Paper Matte             |
| Epson Premium Presentation Paper Matte Double-<br>sided |  |
| Epson Ultra Premium Presentation Paper Matte            |  |
| Epson Brochure & Flyer Paper Matte Double-sided         |  |
| Envelopes   | Envelope                                     |

Parent topic: Loading Paper

# **Placing Originals on the Product**

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

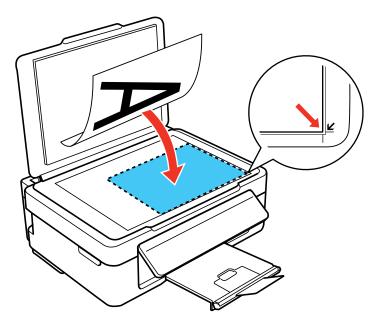
**Caution:** Do not place anything on top of your product or use its cover as a writing surface to avoid damaging it.

Placing Originals on the Scanner Glass

# **Placing Originals on the Scanner Glass**

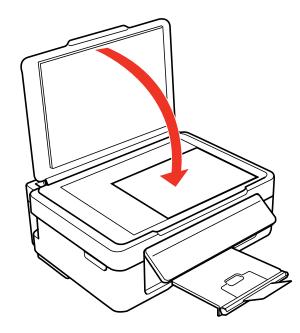
You can place originals up to this size on the scanner glass: Letter  $(8.5 \times 11 \text{ inches } [216 \times 279 \text{ mm}])$  or A4  $(8.3 \times 11.7 \text{ inches } [210 \times 297 \text{ mm}])$ .

- 1. Open the document cover.
- 2. Place your original facedown on the scanner glass with the top facing as shown. 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

# 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 and Restoring Photos

# **Copying Documents or Photos**

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

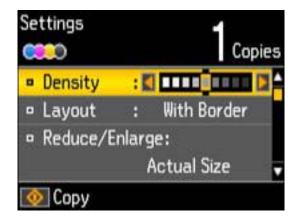
- 1. Place your original document or photo on the product.
- 2. Load the paper you want to print on in the product.
- 3. Press the **1** home button, if necessary.
- 4. Then press the left or right arrow buttons and select **Copy** and press the **OK** button. You see this screen:



5. To print more than one copy, press the + and – buttons to select the number (up to 99).

- 6. Press the left or right arrow buttons to select one of the following:
  - **Color**: for color copies
  - **B&W**: for black-and-white copies
- 7. To view the print settings for the copies, press the down arrow button. You see the Copy menu.
- 8. Press the **OK** button to select **Print Settings**.

You see this screen:



- 9. Press the up or down arrow button to view additional settings. To change the print settings, press the left or right arrow button and select the necessary settings.
- 10. When you are ready to copy, press the  $\diamondsuit$  start button.

**Note:** To cancel copying, press the  $\heartsuit$  stop button.

Paper Type Settings - Copying Paper Size Settings - Copying Copying Options **Parent topic:** Copying **Related topics** Placing Originals on the Product Loading Paper

## Paper Type Settings - Copying

Select a **Paper Type** setting that matches the paper you loaded.

| Paper type loaded                        | Paper Type setting |
|--|--------------------|
| Plain paper                              | Plain Paper        |
| Epson Bright White Paper                 |                    |
| Epson Presentation Paper Matte           |                    |
| Epson Iron-on Cool Peel Transfer paper   |                    |
| Epson Photo Quality Self-adhesive Sheets |                    |
| Epson Premium Presentation Paper Matte   | Photo Paper        |
| Epson Premium Photo Paper Glossy         |                    |
| Epson Premium Photo Paper Semi-gloss     |                    |
| Epson Ultra Premium Photo Paper Glossy   |                    |

Parent topic: Copying Documents or Photos

### Paper Size Settings - Copying

Select the **Paper Size** setting that matches the paper you loaded.

Note: You can copy photos only on these paper sizes.

- 4 × 6 inches (102 × 152 mm)
- 5 × 7 inches (127 × 178 mm)
- Letter (8.5 × 11 inches [216 × 279 mm])
- A4 (8.3 × 11.7 inches [210 × 297 mm])

Parent topic: Copying Documents or Photos

## **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   |
|----------------|--------------------|---|
| Density        | Various levels     | Adjusts the lightness or darkness of copies   |
| Layout         | Borderless         | Expands the image to the edge of the paper (slight cropping may occur)                          |
|                | With Border        | Leaves a small margin around the image  |
| Reduce/Enlarge | Actual Size        | Copies at 100% size, unless you select a different percentage as the <b>Custom Size</b> setting |
|                | Auto Fit Page      | Automatically sizes the image to fit the selected paper size setting                            |
|                | Custom Size        | Automatically sizes the image by the percentage you select as the <b>Custom Size</b> setting    |
| Paper Size     | Various sizes      | Selects the paper size for the copy printout  |
| Paper Type     | Plain Paper        | Adjusts printer settings for the selected paper type  |
|                | Photo Paper        |   |
| Quality        | Standard Quality   | Provides good quality for most copies   |
|                | Draft              | Provides lower quality for draft copies   |

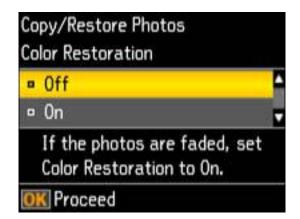
Parent topic: Copying Documents or Photos

# **Copying and Restoring Photos**

You can restore the colors in faded photos as you copy them.

- 1. Load photo paper in the product.
- 2. Press the factor home button, if necessary.
- 3. Then press the left or right arrow buttons and select **More Functions** and press the **OK** button.
- 4. Select Copy/Restore Photos and press the OK button.

You see this screen:



- 5. Press the down arrow button to select **On** and press the **OK** button.
- 6. Place up to two original photos on the product.

Note: Press the up or down arrow button for instructions on placing your photos on the product.

7. Press the  $\oplus$  start button.

You see this screen:



- 8. Press the left or right arrow buttons to scroll through your photos and display one that you want to copy.
- 9. Press the + or buttons to select one or more copies of the photo (up to 99).
- 10. If you placed two originals on the scanner, press the left or right arrow button to view the second original, then press the + or buttons to select one or more copies of the photo (up to 99).
- 11. To select settings for the photos, press the down arrow button.

You see this screen:

|   | Display Options |  |
|---|-----------------|--|
| • | Print Settings  |  |
| • | Crop/Zoom       |  |

- 12. Do one of the following:
  - To change the display setting for the LCD screen, select **Display Options**, press the **OK** button, and select the setting you want.
  - To change the print settings, select **Print Settings**, press the **OK** button, and select the necessary settings.
  - To crop or zoom into your photo, select Crop/Zoom, press the OK button, and press the + or buttons to adjust the image area.
- 13. When you are ready to print, press the  $\diamondsuit$  start button.

**Note:** To cancel printing, press the  $\bigcirc$  stop button.

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 Cancelling Printing Using a Product Button

Related tasks Checking for Software Updates

# **Printing with Windows**

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

Selecting Basic Print Settings - Windows Selecting Advanced Print Settings - Windows Selecting Print Layout Options - Windows Selecting a Printing Preset - 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:

|                                  | Printing I               | Preference         | s  |
|----------------------------------|--------------------------|--------------------|--|
| Quality                          |                          |                    |  |
| O Dra<br>Paper C<br>Type<br>Size |                          | er v               | Print Options<br>Fix Photo<br>Fix Red-Eye<br>Reverse Order<br>Print Preview<br>Black/Grayscale |
| InkLev                           | els<br>Buy Ink           | Orient<br>Po<br>La | rtrait<br>ndscape  |
| Rese                             | t Defaults Online Suppor | t<br>OK            | Show this screen first<br>Show Setting<br>Cancel Help  |

- 4. Select the **Quality Option** setting that matches your print content and the print quality you want to use.
- 5. Select the type of paper you loaded as the **Type** setting.

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

6. Select the size of the paper you loaded as the Size setting.

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

- 7. Select one of the border options:
  - If you are printing a borderless photo, select **Borderless**.

**Note:** You must select a compatible borderless paper type and size to print without borders. Check the borderless paper compatibility list for details.

- If you are printing a document or a photo with borders, select Borders.
- 8. Select the orientation of your document or photo as shown in the printer settings window.

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

9. Select any of the available print options.

Note: If you need to access the Epson product support website, click the Online Support button.

# Basic Print Options - Windows **Parent topic:** Printing with Windows **Related references** Borderless Paper Type Compatibility Paper or Media Type Settings

#### Related tasks

Printing Your Document or Photo - Windows

#### **Basic Print Options - Windows**

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

#### **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.

#### **Fix Red-Eye**

Reduces or removes red-eye in photos.

#### **Reverse Order**

Prints multi-page print jobs last page first.

#### **Print Preview**

Displays a preview of your printout before printing.

#### Black/Grayscale

Prints text and graphics in black or shades of gray.

#### **Quiet Mode**

Lessens noise during printing when you select **Plain Paper/Bright White Paper** as the paper Type or Media Type setting.

Parent topic: Selecting Basic Print Settings - Windows

### **Selecting Advanced Print Settings - Windows**

Select print settings on the Advanced tab to customize the quality and color settings for your printout, and save your own printing presets.

1. Click the **Advanced** tab.

You see the advanced print settings:

| Y Shortcuts 🚔 Main 🥸 Advanced  | Page Layo                                     | ut 🥒 Maintenance |
|--|---|------------------|
| Paper & Quality Options Plain Paper / Bright White Paper                                 | Color Manage<br>Color Con<br>Fix Photo<br>ICM | ment<br>trols    |
| Normal V<br>Letter (8 1/2 x 11 in) V   | Color Mode                                    | EPSON Vivid      |
| Orientation  Portrait OLandscape  Print Options  Fix Red-Eye  High Speed  Edge Smoothing |   | Settings         |
| Print Preview Black/Grayscale Quiet Mode   |   |                  |

- 2. Select the **Paper & Quality Options** settings for your printout:
  - Select the type of paper you loaded.

**Note:** Check the paper type settings list for details.

• Select the print quality setting you want to use.

Note: Check the print quality settings list for details.

• Select the size of the paper you loaded.

• Select **Borderless** to print a borderless photo, or **Borders** to print a document or a photo with borders.

**Note:** You must select a compatible borderless paper type and size to print without borders. Check the borderless paper compatibility list for details.

3. Select **Portrait** or **Landscape** as the orientation of your document or photo.

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

- 4. Select any of the available advanced print options.
- 5. Select any of the available color management options, or turn off color management.

Advanced Print Quality Settings - Windows

Advanced Print Options - Windows

**Color Management Options - Windows** 

Parent topic: Printing with Windows

#### **Related references**

Borderless Paper Type Compatibility

#### **Advanced Print Quality Settings - Windows**

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

#### **Fast Economy**

For the fastest printing with draft quality.

#### Economy

For fast printing with reduced quality.

#### Normal

For everyday text and image printing.

#### Fine

For text and graphics with good quality and print speed.

#### **Super Fine**

For text and graphics with high print quality.

#### Photo

For photos and graphics with good quality and print speed.

#### **Best Photo**

For photos and graphics with high print quality.

#### Photo RPM

For the best print quality, but the slowest print speed.

Parent topic: Selecting Advanced Print Settings - Windows

#### **Advanced Print Options - Windows**

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

#### Fix Red-Eye

Reduces or removes red-eye in photos.

#### **High Speed**

Speeds up printing, but may reduce print quality.

#### Edge Smoothing

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

#### **Print Preview**

Displays a preview of your printout before printing.

#### Black/Grayscale

Prints text and graphics in black or shades of gray.

#### **Quiet Mode**

Lessens noise during printing when you select **Plain Paper/Bright White Paper** as the paper Type or Media Type setting.

Parent topic: Selecting Advanced Print Settings - Windows

#### **Color Management Options - Windows**

You can adjust the **Color Management** settings on the Advanced tab to fine-tune the colors in your printout, or turn off color management in your printer software.

#### **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 turn off color management in your printer software using the **Off (No Color Adjustment)** option. You can then manage color using only your application software.

Parent topic: Selecting Advanced Print Settings - Windows

### **Selecting Print Layout Options - Windows**

You can select a variety of sizing and layout options for your document or photo on the Page Layout tab.

| 7 Shortcuts 🚔 Main 🚯 Advanced  | Page Layout      Maintenance   |
|--|--|
| Layout Reduce/Enlarge Document By Output Paper Size                      | 2-sided printing<br>Off<br>On<br>Margins<br>Folded Booklet                             |
| Multi-Page Pages per Sheet Poster Printing Print Page Borders Page Order | Copies<br>Copies 1 😧<br>Reverse Order<br>Collate 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 |
| Watermark  | Expansion UMA Max  |

- To change the size of your printed document or photo, select the **Reduce/Enlarge Document** checkbox and select sizing options.
- To print on both sides of your paper, select the **2-sided printing** options.

**Note:** Your product software will prompt you to reinsert your paper when it is time to print on the reverse side.

- To print multiple pages on one sheet of paper, or print one image on multiple sheets of paper, select the **Multi-Page** checkbox and select the options you want.
- To print multiple copies and arrange their print order, select the **Copies** options.
- To control printing at the edges of borderless images, select a **Borderless** option:

**Note:** To make changes to the **Borderless** settings, you must have selected the **Borderless** option on the Advanced tab.

• To adjust the automatic settings, select **Auto Expand** as the Enlargement Method setting, then adjust the **Expansion** slider (if necessary) to control the amount of image expansion.

**Note:** If you select the **Min** option for the Expansion setting, you may see white borders on your printed photo.

- To print the borderless image at its actual size without scaling, select **Retain Size** as the Enlargement Method setting.
- To add a watermark to your printout, select **Watermark** settings.
- To rotate or flip the printed image, select the Rotate 180° or Mirror Image checkboxes.

Parent topic: Printing with Windows

### **Selecting a Printing Preset - Windows**

For quick access to common groups of print settings, you can select a printing preset.

Note: You can create your own preset by clicking the Save Settings button on the Advanced tab.

1. Click the **Shortcuts** tab.

You see the available Printing Presets options:

| Shortcuts    | 📫 Main                  | Advanced                 | Page Layout | 🥜 Maintenance |      |
|--------------|-------------------------|--------------------------|-------------|---------------|------|
| ninting Pres | ets                     |                          |             |               |      |
| Lette        | r Document              | - Standard Quality       |             |               |      |
| Lette        | r Document              | - High Quality           |             |               |      |
| Lette        | r Document              | - Black/Grayscale        |             |               |      |
| E Lette      | r Presentati            | on - Landscape           |             |               |      |
|              |                         |                          |             |               |      |
|              |                         |                          |             |               |      |
|              |                         |                          |             |               |      |
|              |                         |                          |             |               |      |
|              |                         |                          |             |               |      |
|              |                         |                          |             |               |      |
|              | ¥                       | Reset                    |             |               |      |
|              |                         | Reset<br>e-over messages | E           | Print Preview |      |
|              | Isplay mousing Presets. |                          |             | Print Preview | irst |

- 2. Place your cursor over a Printing Presets option to view its list of settings.
- 3. Use any of the available options on the screen to control your printing presets.
- 4. To choose an option for printing, select it.
- 5. Click OK.

Parent topic: Printing with 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.

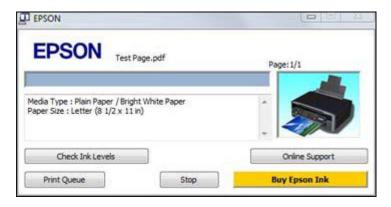
You see your application's Print window, such as this one:

|                         | Print                     |
|-------------------------|---------------------------|
| eneral                  |                           |
| Select Printer          |                           |
| School Add Printer      | Hicrosoft XPS Document    |
| EPSON                   |                           |
| er Fax                  |                           |
| <                       | >                         |
| Status: Ready           | Print to file Preferences |
| Location:               | Find Printer              |
|                         |                           |
| Page Range              |                           |
| Al     Selection     OC | Number of gopies: 1       |
|                         |                           |
| Pages:                  | Collate                   |
|                         |                           |
|                         |                           |
|                         | Print Cancel Apph         |

Click OK or Print to start printing.
 Checking Print Status - Windows
 Parent topic: Printing with Windows
 Related references
 Borderless Paper Type Compatibility

#### **Checking Print Status - Windows**

During printing, you see this window showing the progress of your print job. It allows you to control printing and check ink cartridge status.



- To cancel printing, click **Stop**.
- To see print jobs lined up for printing, click **Print Queue**.
- To check ink status, click **Check Ink Levels**.

Parent topic: Printing Your Document or Photo - 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:

|   | Printin  | g Preference | es   |                              |
|---|--|--------------|--|------------------------------|
| Y Shortou<br>Quality                      | and a second | ed 🗊 Page    | Layout 🥜 Mai   | ntenance                     |
| di la |  |              |  |                              |
| ODra                                      | oft O Text 💿 🛙   | ext & Image  | O Photo O  | Best Photo                   |
| Paper C<br>Type<br>Size                   | Plain Paper / Bright White A<br>Letter (8 1/2 x 11 in)<br>Borders Borderle                                     | v            | Print Options<br>Fix Photo<br>Fix Red-E<br>Reverse 0<br>Print Prev<br>Black/Grain<br>Quiet Moo | ye<br>Drder<br>iew<br>yscale |
| InkLev                                    | els<br>Buy Ink   |              | ntation<br>Portrait<br>andscape  | AN IN                        |
|   | 40 A.S.  |              | Show the   | s screen first               |
| Reset                                     | Defaults Online Sup  | port         | 1  | Show Setting                 |
|   |  | OK           | Cancel   | Help                         |

- 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

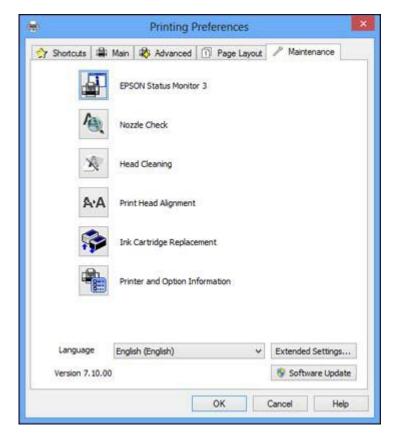
You can change the language used on the Windows printer software screens.

- 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 Settir    | ngs               | ×      |
|---------------------------|-------------------|--------|
| Check for Software Update | s on the Internet |        |
| Check every               | 2 weeks           | ~      |
| ○ Never                   |                   |        |
|                           | СК                | 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 Managing Color - OS X Selecting Printing Preferences - OS X Printing Your Document or Photo - 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 | \$ |
| riesets. | Derault 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:       | Contraction of the second s |                      |
|              | OFrom: 1 to:  | 1                    |
| Paper Size:  | US Letter \$  | 8.50 by 11.00 inches |
| Orientation: |   |                      |
|              | Preview   | •]                   |
| 🗹 Auto R     | otate   |                      |
| • Scale:     | 100 %   |                      |
| O Scale to   | Fit:  Print Entire Image Fill Entire Paper  | 2.6                  |
| Copies pe    | r page: 1   | 5                    |
|              |   |                      |

**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.

| 1 | Preview        |  |
|---|----------------|--|
|   | Layout         |  |
|   | Color Matching |  |
|   | Paper Handling |  |
|   | Cover Page     |  |
|   | Print Settings |  |
|   | Color Options  |  |
|   | Supply Levels  |  |

You see these settings:

| Media Type:    | Plain Paper / Br | ight White Paper | ÷ |
|----------------|------------------|------------------|---|
| Print Quality: | Normal           |                  | ¢ |
|                | Borderless       |                  |   |
|                | Expansion:       | Max              | ÷ |
|                | Grayscale        |                  |   |
|                | Mirror Image     |                  |   |

9. 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.

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

11. Select any of the available print options.

Print Quality Settings - OS X Print Options - OS X

Parent topic: Printing with OS X

Related references Paper or Media Type Settings

#### **Related tasks**

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

#### Print Quality Settings - OS X

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

#### Fast Economy

For the fastest printing with draft quality.

#### Economy

For fast printing with reduced quality.

#### Normal

For everyday text and image printing.

#### Fine

For text and graphics with good quality and print speed.

#### **Super Fine**

For text and graphics with high print quality.

#### Photo

For photos and graphics with good quality and print speed.

#### **Best Photo**

For photos and graphics with high print quality.

#### Photo RPM

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.

#### Expansion

If you selected a borderless paper size setting, this option adjusts the image expansion settings to control printing at the edges of borderless prints.

#### Grayscale

Prints text and graphics in black or shades of gray.

#### Mirror Image

Lets you flip the printed image horizontally.

**Note:** If you select the **Min** option for the Expansion setting, you may see white borders on your printed photo.

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.

| Paper Size:  | US Letter | \$<br>8.50 by 11.00 inches |
|--------------|-----------|----------------------------|
| 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.

1. Select the size of the paper you loaded as the **Paper Size** setting. If you are printing a borderless photo, select the **Borderless** checkbox or a paper size with a **Borderless** option. You can also select a custom setting to create a custom paper size, but the Quality setting will be limited to **Normal**.

**Note:** You must select a compatible borderless paper type and size to print without borders. Check the borderless paper compatibility list for details.

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

#### **Related references**

Borderless Paper Type Compatibility

## **Selecting Print Layout Options - OS X**

You can select a variety of layout options for your document or photo by selecting **Layout** from the popup menu on the print window.

| Pages per Sheet: | 1                           | \$ |
|------------------|-----------------------------|----|
| ayout Direction: | 25                          | N  |
| Border:          | None                        | \$ |
| Two-Sided:       | Off                         | \$ |
|                  | Reverse page Flip horizonta |    |

- 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

## 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.

| 1            | Color Options    | ÷      |       |
|--------------|------------------|--------|-------|
| Manual Se    | ttings           |        |       |
| Fix Photo    |                  |        |       |
| Off (No Co   | lor Adjustment)  |        |       |
| Advanced Set | ttings:          |        |       |
|              | 194 <b>5</b> (19 |        |       |
|              |                  |        |       |
|              |                  |        |       |
|              |                  |        |       |
|              |                  |        |       |
|              |                  | Cancel | Print |

**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 redeye 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.

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.

You see a screen like this:

| Print Using:   | EPSON  | ; |
|--|--|---|
| here. For inforr<br>documentation<br>Skip Blank Pag<br>Quiet Mode: ( | e: Off : )<br>Off : )<br>ary black printing: Off : ) |   |
| Warning Notifi   | cations: (On :)                                      |   |

- 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 Driver tab.

#### **Skip Blank Page**

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

#### **Quiet Mode**

Lessens noise during printing when you select **Plain Paper/Bright White Paper** as the paper Type or Media Type setting.

#### Permit temporary black printing

Allows you to print using black ink when a color ink cartridge is expended.

#### **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.

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.

| Media Type:    | Plain Paper / Br | ight White Paper | ÷  |
|----------------|------------------|------------------|----|
| Print Quality: | Normal           |                  | \$ |
|                | Borderless       |                  |    |
|                | Expansion:       | Max              | ÷  |
|                | Grayscale        |                  |    |
|                | Mirror Image     |                  |    |

Checking Print Status - OS X

Parent topic: Printing with OS X

#### Checking Print Status - OS X

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

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

You see the print status window:

|          | nting "About Downloads.pdf"<br>pr 1 of 1. |         |           |  |
|----------|---|---------|-----------|--|
| 1        |   |         |           |  |
| Status   | Name                                      | Sent    | Completed |  |
| Printing | About Downloads.pdf                       | 3:13 PM |           |  |
|          |   |         |           |  |
|          |   |         |           |  |
|          |   |         |           |  |
|          |   |         |           |  |
|          |   |         |           |  |

2. Select the following options as necessary:

### OS X 10.5/10.6/10.7:

- To cancel printing, click the print job and click the **Delete** icon.
- To pause a print job, click the print job and click the **Hold** icon. To resume a print job, click the print job marked "Hold" and click the **Resume** icon.
- To pause printing for all queued print jobs, click the **Pause Printer** icon.
- To check ink status, click the **Supply Levels** icon.

### OS X 10.8/10.9:

- To cancel printing, click the E button next to the print job.
- To pause a print job, click the 🛄 button next to the print job. To resume a print job, click the 🖾 button.
- To pause printing for all queued print jobs, click the large **Pause** button.
- To check ink status, click the **Settings** icon, then click the **Supply Levels** tab.

Parent topic: Printing Your Document or Photo - OS X

# **Cancelling Printing Using a Product Button**

If you need to cancel printing, press the  $\heartsuit$  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 Selecting Epson Scan Settings Scanning with OS X Using Image Capture Scanning Special Projects

# Starting a Scan

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

Starting a Scan Using the Product Control Panel Starting a Scan Using the Epson Scan Icon Starting a Scan from a Scanning Program

Parent topic: Scanning

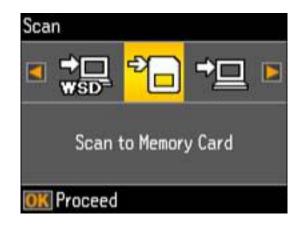
# **Starting a Scan Using the Product Control Panel**

You can scan an image to your computer using your product's control panel buttons.

Your product automatically selects suitable default scan settings, but you can view or change them as necessary.

- 1. Make sure you installed the product software and connected the product to your computer or network.
- 2. Press the factor home button, if necessary.
- 3. Press the left or right arrow buttons to select **Scan** and press the **OK** button.

The scan options are displayed:



- 4. Press the left or right arrow buttons to select a scan option and press the **OK** button.
  - Scan to Memory Card saves your scan file on a memory card and lets you select the file format, quality, and other settings.
  - Scan to Cloud sends your scanned files to a destination that you have registered with Epson Connect.
  - Scan to PC saves your scan file directly to your computer or as an image capture in OS X 10.6/10.7.
  - Scan to PC (PDF) saves your scan as a PDF file to your computer or as an image capture in OS X 10.6/10.7.
  - Scan to PC (Email) scans your original and attaches it to a message in your e-mail program. You can select the e-mail program you want to use and resize your image, if necessary, from an option screen on your computer.

**Note:** This works with MAPI-type email such as Microsoft Outlook, Windows Live Mail, Mac Mail, and Entourage, but not web-based email such as Gmail.

- Scan to PC (WSD) lets you manage wireless scanning in Windows 7 or Windows Vista (English only).
- 5. To scan to your PC, you first need to select how you connected your product to your computer:
  - If your product is connected directly to your computer with a USB cable, select **USB Connection**.

- If your product is connected to your computer over a network, select the computer name from the list.
- 6. Press the  $\oplus$  start button to start scanning.

**Changing Default Scan Button Settings** 

Parent topic: Starting a Scan

#### **Changing Default Scan Button Settings**

You can view or change the default scan settings your product uses when you scan to your computer using the product buttons. You do this using the Event Manager program.

- 1. Do one of the following to open Event Manager:
  - Windows 8.x: Navigate to the Apps screen and select Event Manager.
  - Windows (other versions): Click Or Start > All Programs or Programs > EPSON Software > Event Manager.
  - OS X: Open the Applications folder, click Epson Software, and click Event Manager.
- 2. Open the **Scanner** (Windows) or **Select Scanner** (OS X) drop-down list and select your product, if necessary.
- 3. Click Make Job Settings.
- 4. Open the **Edit Job Settings** drop-down list and select the scan button settings you want to view or change.
- 5. Change the settings as necessary.
- 6. Click OK.
- 7. Click **Close** to close the Event Manager window.

Parent topic: Starting a Scan Using the Product Control Panel

# 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 <sup>10</sup> 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 10.6, 10.7, 10.8, or 10.9, 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, such as ABBYY FineReader. To download Epson Scan, visit Epson's driver download site (U.S. downloads or Canadian downloads).

You see an Epson Scan window like this:

| \$                      | EPSON S   | can   | ×     |
|-------------------------|---|---|-------|
| EPS                     | ON Scan   | <u>M</u> ode:<br>Full Auto Mode                 | • •]  |
|                         |   |   |       |
| Scan Scan               | To scan in Full Auto<br>the material you war<br>Scan. | Mode, position or loa<br>It to scan, then click | d     |
| Customize               |   | n and other options, o<br>d then make the setti |       |
| Sho <u>w</u> this dialo | g box before next scan.                               |   |       |
| You can ch              | hange the scan mode in t                              | he Mode list box                                | Help  |
| at the top n            | ght of the window.                                    |   | Close |

Parent topic: Starting a Scan

# 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 10.6, 10.7, 10.8, or 10.9, 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, such as ABBYY FineReader. To download Epson Scan, visit Epson's driver download site (U.S. downloads or Canadian downloads).

- 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:

| EPSON   | l Scan 🛛 🗕 🗖 🌅       |
|---|----------------------|
| EPSON Scan  | Mode:<br>Home Mode   |
| Document Type   |                      |
| Photograph  |                      |
| Image Type  |                      |
|   |                      |
| Destination   |                      |
| ⊂ Screen/Web  | C Other              |
| Resolution 300  | dpi                  |
| Target Sige: Original   | <u>×</u> <u>A</u>    |
| Image Adjustments   |                      |
| Descreening   | Backlight Correction |
| Color Restoration   | ☐ Dust Remo⊻al       |
| ☐ Image Option(⊠)   |                      |
| C Text Enhancement  |                      |
| C Auto Area Segmentation  |                      |
| Brightness  |                      |
| 1 mm  |                      |
| Preview   | Scan 🦓               |
| ✓ Ihumbnail   | -9                   |
| The second se | .   a                |
| Help Configu  | ation <u>C</u> lose  |

Note: Epson Scan may start in a different mode when you first access it.

Parent topic: Starting a Scan

#### **Related tasks**

Scanning with OS X Using Image Capture

**Related topics** 

Selecting Epson Scan Settings

# **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 Full Auto Mode Scanning in Home 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.

#### **Full Auto Mode**

This mode automatically detects the type of content you are scanning, selects settings for it, and saves your scanned image. You can also select various image adjustment options.

#### **Home Mode**

You can select setting groups based on the type of content you are scanning. You can also select various image adjustment options, and preview and size your scanned image.

#### **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

#### **Related tasks**

Selecting the Scan Mode

## **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:

| ę.   | EPSON S    | Scan – 🗆 🗙                       |  |
|------|------------|----------------------------------|--|
| 04   | FROOM      | Mode:                            |  |
| 1    | EPSON Scan | Home Mode 🗸 🗸 🗸                  |  |
| Docu | ment Type  | Full Auto Mode<br>Home Mode      |  |
|      | Photograph | Office Mode<br>Professional Mode |  |

Parent topic: Selecting Epson Scan Settings

#### **Related tasks**

Scanning in Full Auto Mode Scanning in Home Mode Scanning in Office Mode Scanning in Professional Mode

# Scanning in Full Auto Mode

When you scan in Full Auto Mode, Epson Scan automatically saves your scanned file in JPEG format in your operating system's Pictures or My Pictures folder, or opens it in your scanning program. You can change the scanned file settings and select various image adjustment options before you scan, if necessary.

1. Start Epson Scan and select Full Auto Mode as the Mode setting.

You see this window:



2. To select image adjustment options or change your scanned file settings, click **Customize**, select the settings, and click **OK**.

|                               | Full Auto Mode |        |     |  |
|-------------------------------|----------------|--------|-----|--|
| Photograph/Document           | <u> </u>       |        |     |  |
| Specify resolution for Full A | uto Mode       |        |     |  |
| Photograph/Document:          | 300            | $\sim$ | dpi |  |
| Fjlm:                         | 300            | Ŷ      | dpi |  |
| Dust Removal                  |                |        |     |  |
| Color Restoration             |                |        |     |  |
| Auto Photo Orientation        |                |        |     |  |
| File <u>S</u> ave Setti       | ngs            |        |     |  |

- To choose any of the available image adjustment options, select the checkbox for the option.
- To change the scanned file settings, click **File Save Settings**.

#### 3. Click Scan.

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 Image Adjustments - Full Auto Mode

Parent topic: Selecting Epson Scan Settings

#### **Related tasks**

#### Selecting Scan File Settings

#### Available Image Adjustments - Full Auto Mode

You can select these image adjustment options in Epson Scan Full Auto Mode.

#### **Dust Removal**

Removes dust marks from your originals automatically.

#### **Color Restoration**

Restores the colors in faded photos automatically.

#### **Auto Photo Orientation**

Checks the preview image for faces, the sky, and other features, and then correctly rotates the photo when it is scanned, if necessary. (If your photo is not oriented correctly using this option, deselect this option and scan again.)

#### Parent topic: Scanning in Full Auto Mode

## Scanning in Home Mode

When you scan in Home Mode, Epson Scan automatically saves your scanned file in JPEG format in your operating system's Pictures or My Pictures 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 Home Mode as the Mode setting.

You see this window:

| < EPSOI                              | N Scan 🗕 🗆 🗙         |
|--------------------------------------|----------------------|
| EPSON Scan                           | Mode:<br>Home Mode   |
| Document Type                        |                      |
| Photograph                           |                      |
| - Image Type                         |                      |
|                                      |                      |
| Destination                          |                      |
| ⊂ Screen/Web                         | C Other              |
| Resolution 300                       |                      |
| Hesolycon 1900                       | <b>*</b> фi          |
| Target Size: Original                | <u>×</u> <u>A</u>    |
| Image Adjustments                    |                      |
| Descreening                          | Backlight Correction |
| Color Restoration                    | T Dust Removal       |
| Image Option(3)                      |                      |
| <ul> <li>Text Enhancement</li> </ul> |                      |
| C Auto Area Segmentation             |                      |
| Brightness                           |                      |
|                                      | 7                    |
| Breview                              | Scan 🙆               |
| ✓ Ihumbnail                          |                      |
|                                      |                      |
| Help Configu                         | ration <u>C</u> lose |

- 2. Select the **Document Type** setting that matches your original, such as **Photograph** or **Text/Line Art**.
- 3. Select the **Image Type** setting that matches your original.

- 4. Select the way you plan to use your scanned image as the **Destination** setting. (The Resolution setting is selected automatically based on the Destination setting you choose.)
  - Screen/Web: Select this option for images you will email, view on a computer screen, or post on the web.
  - **Printer**: Select this option for images you will print or documents you will convert to editable text using OCR (Optical Character Recognition) software.
  - Other: Select this option if you want to select a custom resolution for your image.
- 5. If you selected **Other** in the last step, select the **Resolution** setting you want to use for your scan.
- 6. Click the **Preview** button.

Epson Scan previews your original and displays the result in a separate Preview window.

- 7. If desired, select the area in your preview image that you want to scan (scan area).
- 8. Select any of the image adjustment settings you want to use. Before making adjustments, click the image or scan area in the Preview window.
- 9. If you want to reduce or enlarge your image as you scan, select the **Target Size** setting you want to use.
- 10. Click Scan.

You see the File Save Settings window.

11. 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.

Selecting a Scan Area - Home Mode

Available Image Adjustments - Home Mode

Selecting a Scan Size - Home Mode

Parent topic: Selecting Epson Scan Settings

#### **Related concepts**

Scan Resolution Guidelines Image Preview Guidelines

#### **Related tasks**

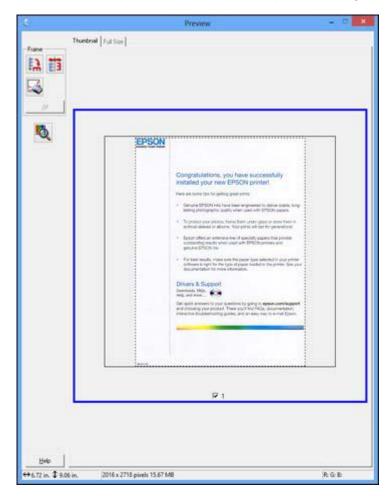
Selecting Scan File Settings

#### Selecting a Scan Area - Home Mode

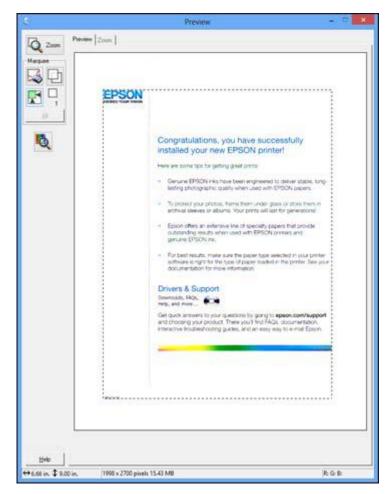
You can select a specific area in your preview image to include in your scanned image. You can select the entire image area or a portion of it. You can even select multiple scan areas to create multiple scanned images of different areas (Normal Preview mode only).

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.

- 1. Do one of the following to select your scan area in 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.



• Normal preview: Click the 🖪 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.)
- **Normal preview**: To create additional marquees (up to 50), 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 Solution Delete Marquee icon.
- 3. Click inside the scan area and make any necessary settings in the Epson Scan window.

Parent topic: Scanning in Home Mode

#### Available Image Adjustments - Home Mode

You can select these Image Adjustments options in Epson Scan Home Mode.

| Image Adjustments        |                      |  |
|--------------------------|----------------------|--|
| Descreening              | Backlight Correction |  |
| Color Restoration        | Dust Removal         |  |
| Image Option(X)          |                      |  |
| Text Enhancement         |                      |  |
| O Auto Area Segmentation |                      |  |
| Brightness               |                      |  |

**Note:** Select the **Image Option** checkbox if you need to set any of the grayed-out image adjustments. Not all adjustment settings may be available, depending on the Document Type and Image Type setting. Click the **Brightness** button to access additional settings.

#### 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.

#### **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.

#### **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 Home Mode

#### Selecting a Scan Size - Home Mode

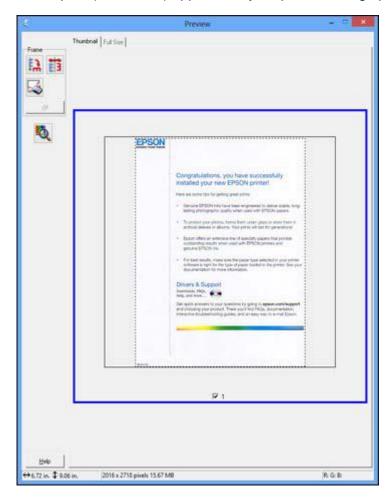
You can reduce or enlarge the size of your image as you scan. You can also select a specific scan size, such as a common photo size like  $4 \times 6$  inches ( $102 \times 152$  mm). This places a scan area of that size on the preview image so you can use it to help crop the image in the correct proportions.

- 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.

| Target Size: | 5x7in. 🔹 | A |
|--------------|----------|---|
| 2            |          |   |

**Note:** If you need to rotate the orientation of the target size for your image, click the M 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.

| Defi      | ime:          |           |
|-----------|---------------|-----------|
| h:<br>ht: | <br> <br> in. | •         |
|           |               |           |
|           |               | <br>ancel |

5. Name the custom size, enter the size, click **Save**, and click **OK**. Then create a scan area on the preview image.

The marquee is automatically proportioned for your custom scan size.

Parent topic: Scanning in Home Mode

## Scanning in Office Mode

When you scan in Office Mode, Epson Scan automatically saves your scanned file in JPEG format in your operating system's Pictures or My Pictures folder, or opens it in your scanning program. You can select settings, preview, and change the scanned file settings as necessary.

 Start Epson Scan and select Office Mode as the Mode setting. You see this window:

| EPSON                           | ocarr             | Office Mod          | e        | 2 |
|---------------------------------|-------------------|---------------------|----------|---|
| mage Type<br>Colo <u>r</u>      | <u>G</u> rayscale | © <u>B</u> la       | ck&White |   |
| Destination<br>Docyment Source: | Document Ta       | ble                 | •        |   |
| Size:                           | Letter(8.5 x 1    |                     | -        |   |
| Orientation:                    | •                 | 0 4                 |          |   |
| Resolution:                     | 300               | ≁ dt                | Ň        |   |
| mage Adjustments                |                   |                     |          |   |
| 🗐 Unsharp Mas <u>k</u>          |                   | D <u>e</u> screenin | 9        |   |
| Image Option                    |                   |                     |          |   |
| ③ Text Enhancem                 |                   |                     |          |   |
| C Auto Area Segm                |                   |                     |          |   |
| Color Enhance:                  | Red               | Ψ.                  |          |   |
| Brightness:                     |                   | 0                   |          | 0 |
| Contrast:                       |                   | 0                   | - 3      | D |
| Prev                            |                   | Scan                |          | ] |

- 2. Select the **Image Type** setting that matches your original.
- 3. Select the **Document Source** setting indicating where you placed your original.

- 4. Select the **Size** and **Orientation** settings that match your original.
- 5. Select the **Resolution** setting you want to use for your scan.
- 6. Click the **Preview** button.

Epson Scan previews your original and displays the result in a separate Preview window.

- 7. If desired, select the area in your preview image that you want to scan (scan area).
- 8. Select any of the image adjustment settings you want to use. Before making adjustments, click the image or scan area in the Preview window.
- 9. Click Scan.

You see the File Save Settings window.

10. 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.

Selecting a Scan Area - Office Mode

Available Image Adjustments - Office Mode

Parent topic: Selecting Epson Scan Settings

**Related concepts** 

**Scan Resolution Guidelines** 

**Related tasks** 

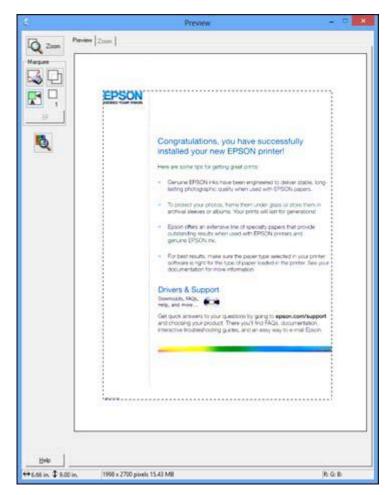
Selecting Scan File Settings

#### 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 🖾 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 D 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 Marquee icon.
- 3. Click inside each scan area and make any necessary settings in the Epson Scan window.

Parent topic: Scanning in Office Mode

#### 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.

| Image Adjustments      |       |            |
|------------------------|-------|------------|
| 📃 Unsharp Mas <u>k</u> | 📃 D   | escreening |
| 🕅 Image Option         |       |            |
| Text Enhancement       |       |            |
| 🕐 Auto Area Segment    | ation |            |
| Color Enhance:         | Red   | *          |
| Brightness:            |       | 0          |
|                        | 70124 |            |

**Note:** Select the **Image Option** checkbox if you need to set any of the grayed-out image adjustments beneath the checkbox.

#### **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.

#### **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 JPEG format in your operating system's Pictures or My Pictures 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:

| EPSON Scan 🛛 🗕 🗖  |                      |  |  |
|---|----------------------|--|--|
| EPSON S   | Can Mode:            |  |  |
| Settings  | P                    |  |  |
| Name:   | Current Setting      |  |  |
|   | Save Delete          |  |  |
| Original  |                      |  |  |
| Document Type:  | Reflective           |  |  |
| Document Source:  | Document Table       |  |  |
| Auto Exposure Type:   | Photo 💌              |  |  |
| Destination   |                      |  |  |
| Image Type:   | 24-bit Color 💌       |  |  |
| Resolution:   | 300 💌 dpi            |  |  |
| Document Size:  | W 8.50 H 11.70 in. 💌 |  |  |
| 🛃 Target Sige:  | Original <u> </u>    |  |  |
| Adjustments   |                      |  |  |
| <ul> <li>La</li> <li></li></ul> | Reset                |  |  |
| + Descreening   |                      |  |  |
| Colog Restoration   |                      |  |  |
| 🛨 🗖 Backlight Correction  |                      |  |  |
| + 🗖 Dust Removal  |                      |  |  |
| □ <u>Preview</u><br>□ Ihumbhail<br><u>H</u> elp   | Configuration        |  |  |

- 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.
- 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. Click the **Preview** button.

Epson Scan previews your original and displays the result in a separate Preview window.

- 8. If desired, select the area in your preview image that you want to scan (scan area).
- 9. Select any of the image adjustment settings you want to use. Before making adjustments, click the image or scan area in the Preview window.
- 10. If you want to reduce or enlarge your image as you scan, select the **Target Size** setting you want to use.
- 11. Click Scan.

You see the File Save Settings window.

12. 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 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**

Selecting Scan File Settings

#### **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: Scanning in Professional Mode

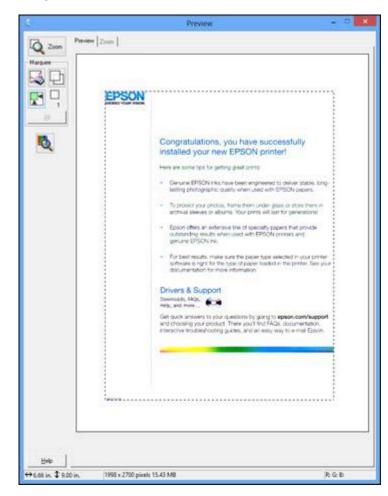
#### Selecting a Scan Area - Professional Mode

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).

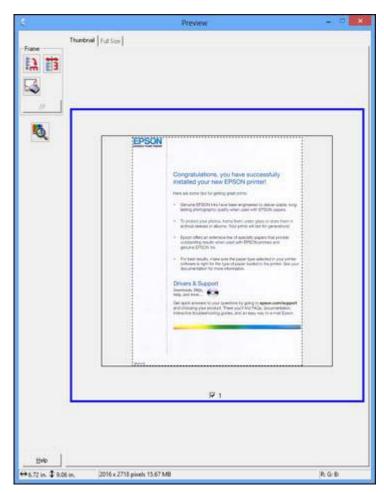
You can also use the scan area to select specific Image Adjustments settings for a scanned image. Just be sure to click inside the scan area before selecting the settings.

**Note:** In Professional Mode, the default Preview mode is Normal mode. To use Thumbnail Preview mode instead, select the **Thumbnail** checkbox beneath the Preview button (if available), then click the **Preview** button to preview your image again.

- 1. Do one of the following to select your scan area in the Preview image:
  - Normal preview: Click the E 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 Marquee icon.

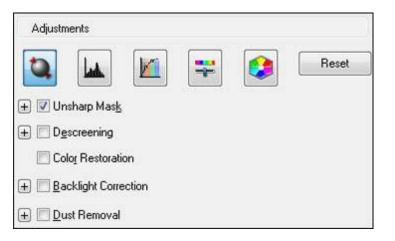
**Note:** If you draw multiple marquees, make sure you select the **All** button in the Preview window before you scan. Otherwise, only the area inside the currently selected marquee will be scanned.

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 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 histogram icon to access the settings.

#### **Tone Correction**

Provides a graphical interface for adjusting tone levels individually. (For advanced users only.) Click

the 📕 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 🛃 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

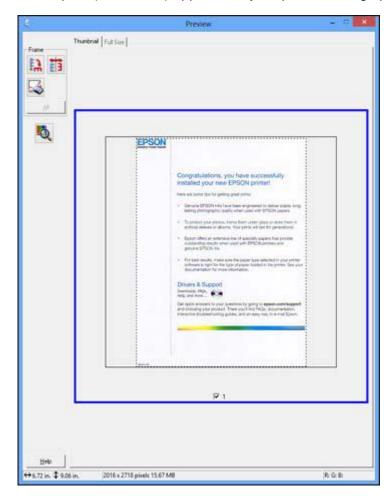
You can reduce or enlarge the size of your image as you scan. You can also select a specific scan size, such as a common photo size like  $4 \times 6$  inches ( $102 \times 152$  mm). This places a scan area of that size on the preview image so you can use it to help crop the image in the correct proportions.

- 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.

| + Target Size: | 5 x 7 in. 🔹   | A |
|----------------|---|---|
| C              | (and the second |   |

**Note:** If you need to rotate the orientation of the target size for your image, click the **D** 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.

| <u>T</u> arget Size: | Target Size <u>N</u> ame:        |
|----------------------|----------------------------------|
|                      | Width:<br>Height:<br>Units: [in▼ |
| Save Delete          |                                  |

5. Name the custom size, enter the size, click **Save**, and click **OK**. Then create a scan area 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.

| 📄 Target Sige: |      | 5 x   | 7 in. |     | •   | 5 |
|----------------|------|-------|-------|-----|-----|---|
| w [            | 5.00 | Н [   | 7.00  | in. | - [ | 3 |
| Scale:         |      | 158   | * %   |     |     |   |
| Trimming       | C    | ) Off | 0     | On  |     |   |

- Scale: Reduces or enlarges your image by the percentage you enter.
- Trimming: Turns automatic image cropping on or off.
- Dulock 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. If the **Thumbnail** checkbox is selected, clicking the **Preview** button opens a thumbnail preview.

#### **Normal preview**

A normal preview displays your previewed images in their entirety so you can select the scanned image area and other settings manually. If the **Thumbnail** checkbox is deselected, clicking the **Preview** button opens a normal preview.

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.

|                             | File  | e Save Setting | S                 |
|-----------------------------|---|----------------|-------------------|
| Location<br>My Do<br>My Pic | tures   |                | Erowse            |
| File Name (                 | Prefix + 3-digit number                                   | r]             |                   |
| Prefix:                     | img   | Start          | t Number: 001 🛨   |
| Image Form                  | at  |                |                   |
| Type:                       | JPEG (".jpg)  |                | ▼ <u>O</u> ptions |
| Details:                    | Compression Leve<br>Encoding: Standa<br>Embed ICC Profile | nd             | -                 |
|                             | te any files with the sa<br>ris gialog box before n       |                |                   |
| 🔽 Open in                   | nage <u>f</u> older after scan                            | ning           |                   |
| Show A                      | dd Page dialog after :                                    | scanning.      |                   |
|                             |   |                |                   |

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. Type in a stem file name in the **Prefix** field. This name is used along with numbers to automatically name your scanned files.
- 3. Select a different number as the **Start Number** setting, if you like.
- 4. Select the file format you want to use in the Image Format **Type** menu.
- 5. If your file format provides optional settings, click the **Options** button to select them.
- 6. Choose any of the optional settings you want to use by selecting their checkboxes.
- 7. Click OK.

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.

# 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 10.6, 10.7, 10.8, or 10.9, 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, such as ABBYY FineReader. 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, 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 scan settings as necessary.

| Kind:                | Color              | +      |
|----------------------|--------------------|--------|
| Resolution:          | 300 v dp           | )i     |
|                      | Suse Custom Size   | e      |
| Size:                | 1.39 0.65          | inches |
| Rotation Angle:      | 0°                 |        |
| Auto Selection:      | Detect Separate It | tems ‡ |
| Scan To:             | Pictures           | \$     |
| Name:                | Scan               |        |
| Format:              | JPEG               | \$     |
| Image Correction:    | None               | \$     |
| Unsharp Mask         | None               | +      |
| Descreening          | None               | :      |
| Backlight Correction | None               | •      |
| Dust Removal         | None               | +      |
|                      | Color Restoratio   | 'n     |
| Hide Details         | Overvie            | w Sca  |

- 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

# **Available Scan Settings - OS X Image Capture**

You can select these scan settings in your imaging editing application for OS X.

#### **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.

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 Online Destinations Using Easy Photo Scan

Scanning to a PDF File

Restoring Photo Colors as You Scan

Parent topic: Scanning

# Scanning to Online Destinations Using Easy Photo Scan

You can scan documents or photos and upload them to Facebook and other online destinations, such as photo-sharing sites, web servers, or network folders using Easy Photo Scan.

**Note:** If Easy Photo Scan was not included on your software CD, you can obtain it online. To download Easy Photo Scan, visit Epson's driver download site (U.S. downloads or Canadian downloads).

Scanning Using Easy Photo Scan Uploading Scanned Images to Facebook Uploading Scanned Images to Picasa Uploading Scanned Images to Evernote Uploading Scanned Images to SugarSync Uploading Scanned Images to a Web Folder Uploading Scanned Images to Email Saving Scanned Images to a Folder Epson JPEG File Settings Epson TIFF and Multi-TIFF File Settings

Parent topic: Scanning Special Projects

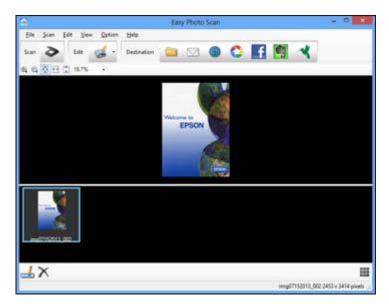
## Scanning Using Easy Photo Scan

You can use Easy Photo Scan to easily scan your originals, edit the scanned images, and upload them to Facebook or other online destinations.

**Note:** With OS X 10.6, 10.7, 10.8, or 10.9, 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, such as ABBYY FineReader. To download Epson Scan, visit Epson's driver download site (U.S. downloads or Canadian downloads).

- 1. Place your original on your product for scanning.
- 2. Do one of the following to open Easy Photo Scan:
  - Windows 8.x: Navigate to the Apps screen and select Easy Photo Scan. Select your product and click OK, if necessary.
  - Windows (other versions): Click <sup>(1)</sup> or Start, and select All Programs or Programs. Select Epson Software, then click Easy Photo Scan. Select your product and click OK, if necessary.
  - OS X: Open the Applications folder, click Epson Software, and click Easy Photo Scan. Select your product and click OK, if necessary.

You see a window like this:



3. Click the Scan icon.

Your scanning program launches.

4. Click **Scan** in the window that appears to scan your original.

The scanned image is displayed in the Easy Photo Scan window with an automatically generated name.

- 5. To edit the name of the file, select the image thumbnail at the bottom of the screen, click the icon, and enter the new filename.
- 6. To edit the scanned image, click the Edit icon and select one of the displayed options.

Note: See the Easy Photo Scan help for additional information on image editing options.

7. Repeat these steps for each image you want to upload.

8. When you finish scanning, click one of the destination icons to upload the images.



**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.

Parent topic: Scanning to Online Destinations Using Easy Photo Scan

### **Related tasks**

Uploading Scanned Images to Facebook

Uploading Scanned Images to Picasa

Uploading Scanned Images to Evernote

Uploading Scanned Images to SugarSync

Uploading Scanned Images to a Web Folder

Uploading Scanned Images to Email

Saving Scanned Images to a Folder

## **Uploading Scanned Images to Facebook**

You can configure a Facebook account for use with Easy Photo Scan and upload your scanned images to it.

- 1. Scan your original using Easy Photo Scan.
- 2. Click the  $\mathbf{f}$  icon.

You see a window like this:

| Tratiste                            | er Settings |
|-------------------------------------|-------------|
| Destination                         |             |
| Facebook                            |             |
| Setting Name: (No Selection)        | • Edit •    |
| Login                               |             |
| Album:                              | ~           |
| le                                  |             |
| JPEG V                              | Options     |
| Copy the image(s) to a local folder |             |
|                                     |             |

**Note:** If you have already configured a Facebook account in Easy Photo Scan, you can select the **Setting Name** or **Destination Name** for the account, click **Login** if necessary, and click **Send** to upload your images.

- 3. Click Login.
- 4. On the Application Authentication screen, log in to your Facebook account.

**Note:** To enable automatic image uploading, select the option for staying logged in.

5. Select an album from the **Album** list.

**Note:** If you cannot select an album, make sure the Setting Name is set to **(No Selection)**, click **Login** to log in to your Facebook account, and try again. If you want to create a new album, you must create it directly in Facebook.

- 6. Select the image format for the uploaded files from the File or File Type list.
- 7. If there are options for the selected file format, click **Options** or **Option** and select the options you want.
- 8. If you also want to save the images to a local folder, select the **Copy the image(s) to a local folder** checkbox and select a folder.
- 9. If you want to save the current settings, click **Edit** or the **Destination Name** field and select **Save As**. Enter a name for the setting and click **OK**.
- 10. Click **Send** to upload the images to your Facebook account, or click **Cancel** to cancel the operation.

Parent topic: Scanning to Online Destinations Using Easy Photo Scan

#### **Related references**

**Epson JPEG File Settings** 

#### **Related tasks**

Scanning Using Easy Photo Scan

#### **Uploading Scanned Images to Picasa**

You can configure a Picasa account for use with Easy Photo Scan and upload your scanned images.

- 1. Scan your original using Easy Photo Scan.
- 2. Click the 🙆 icon.

You see a window like this:

|               | Transf                        | er Settings   |          | × |
|---------------|-------------------------------|---|----------|---|
| Destination - |                               |   |          |   |
| C Pic         | :858                          |   |          |   |
| Setting Nam   | e: (No Selection)             |   | • Edit • |   |
| Please log    | in to your account from login | and a subscription of the local division of |          |   |
| Album:        | -                             | Login   |          |   |
| Image Size    | 1                             |   |          |   |
|               | 2048 pixels                   | ~   |          |   |
| ile           |                               |   |          |   |
| JPEG          | ~                             | Options   |          |   |
| 🗌 Copy t      | he image(s) to a local folder |   |          |   |
|               |                               |   |          |   |

**Note:** If you have already configured a Picasa account in Easy Photo Scan, you can select the **Setting Name** or **Destination Name** for the account, click **Login** if necessary, and click **Send** to upload your images.

- 3. Click Login.
- 4. On the Application Authentication screen, log into your Google account.
- 5. Click **Accept** to allow Easy Photo Scan to upload images to your account. An authentication code is generated.
- 6. Copy the authentication code into the **Please enter authentication code** field and click **OK**.

7. Select an album from the **Album** list.

**Note:** If you cannot select an album, make sure the Setting Name is set to **(No Selection)**, click the **Login** button to log into your Picasa account, and try again. If you want to create a new album, you must create it directly in Picasa.

- 8. Select an Image Size option for the uploaded images.
- 9. Select the image format for the uploaded files from the File or File Type list.
- 10. If there are options for the selected file format, click **Options** or **Option** and select the options you want.
- 11. If you also want to save the images to a local folder, select the **Copy the image(s) to a local folder** checkbox and select a folder.
- 12. If you want to save the current settings, click **Edit** or the **Destination Name** field and select **Save As**. Enter a name for the setting and click **OK**.
- 13. Click **Send** to upload the images to your Picasa account, or click **Cancel** to cancel the operation.

Parent topic: Scanning to Online Destinations Using Easy Photo Scan

#### **Related references**

**Epson JPEG File Settings** 

#### **Related tasks**

Scanning Using Easy Photo Scan

#### **Uploading Scanned Images to Evernote**

You can configure an Evernote account for use with Easy Photo Scan and upload your scanned images to it (Windows only).

- 1. Scan your original using Easy Photo Scan.
- 2. Click the 🛄 icon.

You see a window like this:

| Transf                              | er Settings |
|-------------------------------------|-------------|
| Destination                         |             |
| Evemate                             |             |
| Setting Name: (No Selection)        | - Edit -    |
| Notebook:                           |             |
|                                     | v           |
| le                                  |             |
| JPEG 🗸                              | Options     |
| Copy the image(s) to a local folder |             |
|                                     |             |

**Note:** You must install Evernote before you can use it with Easy Photo Scan.

**Note:** If you have already configured an Evernote account in Easy Photo Scan, you can select the **Setting Name** or **Destination Name** for the account and click **Send** to upload your images.

3. Select a notebook from the **Notebook** list.

**Note:** If you want to create a new notebook, you must create it directly in Evernote.

- 4. Select the image format for the uploaded files from the File or File Type list.
- 5. If there are options for the selected file format, click **Options** or **Option** and select the options you want.

- 6. If you also want to save the images to a local folder, select the **Copy the image(s) to a local folder** checkbox and select a folder.
- 7. If you want to save the current settings, click **Edit** or the **Destination Name** field and select **Save As**. Enter a name for the setting and click **OK**.
- 8. Click **Send** to upload the images to your Evernote account, or click **Cancel** to cancel the operation.

Parent topic: Scanning to Online Destinations Using Easy Photo Scan

#### **Related references**

Epson JPEG File Settings

## **Related tasks**

Scanning Using Easy Photo Scan

## Uploading Scanned Images to SugarSync

You can configure a SugarSync account for use with Easy Photo Scan and upload your scanned images.

- 1. Scan your original using Easy Photo Scan.
- 2. Click the icon.

You see a window like this:

| • Edit •  |
|-----------|
| Password: |
|           |
| Folder:   |
|           |
| ne        |
|           |
|           |
| Options   |
| Send      |
|           |

**Note:** If you have already configured a SugarSync account in Easy Photo Scan, you can select the **Setting Name** or **Destination Name** for the account and click **Send** to upload your images.

- 3. Enter the account information in the E-Mail Address and Password fields.
- 4. Select a **Place** option for the uploaded images.

**Note:** In SugarSync, the Magic Briefcase is now called "My SugarSync". Uploads to the Magic Briefcase appear in the My SugarSync folder.

5. Enter a folder name in the **Folder** field.

If you enter the name of an existing folder, the images are uploaded to that folder. If the folder does not exist, a new folder with that name is created.

- 6. If you want to replace existing files with the same name with the uploaded images, click the **Overwrite file(s) with the same name** checkbox.
- 7. Click Check Connection to test whether the SugarSync account information is correct.
- 8. Select the image format for the uploaded files from the File or File Type list.
- 9. If there are options for the selected file format, click **Options** or **Option** and select the options you want.
- 10. If you also want to save the images to a local folder, select the **Copy the image(s) to a local folder** checkbox and select a folder.
- 11. If you want to save the current settings, click **Edit** or the **Destination Name** field and select **Save As**. Enter a name for the setting and click **OK**.
- 12. Click **Send** to upload the images to your SugarSync account, or click **Cancel** to cancel the operation.

Parent topic: Scanning to Online Destinations Using Easy Photo Scan

#### **Related references**

Epson JPEG File Settings Epson TIFF and Multi-TIFF File Settings

#### **Related tasks**

Scanning Using Easy Photo Scan

#### Uploading Scanned Images to a Web Folder

You can upload your scanned images to a Web Folder (WebDAV) using Easy Photo Scan.

- 1. Scan your original using Easy Photo Scan.
- 2. Click the elicon.

You see a window like this:

| Tran                              | sfer Settings | 2     |
|-----------------------------------|---------------|-------|
| estination                        |               |       |
| Web Folder (WebDAV)               |               |       |
| Setting Name: (No Selection)      | + Edit +      |       |
| Address:                          |               |       |
| http://www.example.com/upload     |               |       |
| User Name:                        | Password:     |       |
| Overwrite file(s) with the same n | ame           |       |
| Check Connection                  | 1             |       |
| le                                |               |       |
| JPEG 🗸                            | Options       |       |
| Copy the image(s) to a local fold | ler           |       |
|                                   |               |       |
| Help                              | Send          | cel   |
| Trap                              | Gain          | UCI . |

**Note:** If you have already configured a Web Folder account in Easy Photo Scan, you can select the **Setting Name** or **Destination Name** for the account and click **Send** to upload your pictures.

- 3. Enter the Web Folder URL in the Address field.
- 4. Enter the login information in the User Name and Password fields.
- 5. If you want to replace existing files with the same name with the uploaded images, click the **Overwrite file(s) with the same name** checkbox.
- 6. Click Check Connection to test whether the account information is correct.
- 7. Select the image format for the uploaded files from the File or File Type list.
- 8. If there are options for the selected file format, click **Options** or **Option** and select the options you want.

- 9. If you also want to save the images to a local folder, select the **Copy the image(s) to a local folder** checkbox and select a folder.
- 10. If you want to save the current settings, click **Edit** or the **Destination Name** field and select **Save As**. Enter a name for the setting and click **OK**.
- 11. Click **Send** to upload the images to your Web Folder, or click **Cancel** to cancel the operation.

Parent topic: Scanning to Online Destinations Using Easy Photo Scan

#### **Related references**

Epson JPEG File Settings Epson TIFF and Multi-TIFF File Settings

#### **Related tasks**

Scanning Using Easy Photo Scan

#### **Uploading Scanned Images to Email**

You can save your scanned images to a local network folder and send them by email using Easy Photo Scan.

**Note:** With Windows, Easy Photo Scan supports Microsoft Outlook 2000/2002/2003/2007/2010 (x86)/2013 (x86) and Windows Mail/Windows Live Mail. If you do not have one of these email applications, Easy Photo Scan saves the images, but the email application does not open.

- 1. Scan your original using Easy Photo Scan.
- 2. Click the  $\square$  icon.

You see a window like this:

| Folde                    | r       |
|--------------------------|---------|
| JPEG V                   | Options |
| Location:                |         |
| C:\Users\Bandit\Pictures | Browse  |

**Note:** With OS X, you also enter an email address and email text in the window. If you have already configured email settings in Easy Photo Scan, you can select them using the **Destination Name** field.

- 3. Select the image format for the saved files from the File or File Type list.
- 4. If there are options for the selected file format, click **Options** or **Option** and select the options you want.
- 5. Do one of the following:
  - Windows: Click Browse to choose the folder where you want to save the images. Then click OK to save the images to the folder and launch your email program, or click Cancel to cancel the operation.
  - OS X: If you also want to save the images to a local folder, select the Copy the image(s) to a local folder checkbox and select a folder. Then click Send, or click Cancel to cancel the operation.

Parent topic: Scanning to Online Destinations Using Easy Photo Scan

#### **Related references**

Epson JPEG File Settings Epson TIFF and Multi-TIFF File Settings

## **Related tasks**

Scanning Using Easy Photo Scan

#### Saving Scanned Images to a Folder

You can save your scanned images to a local network folder using Easy Photo Scan.

- 1. Scan your original using Easy Photo Scan.
- 2. Click the 🚞 icon.

You see a window like this:

| Folder                                |     |       |
|---------------------------------------|-----|-------|
| e<br>JPEG V                           | Op  | tions |
| Location:<br>C:\Users\Bandit\Pictures | Bro | owse  |
| Help                                  | ОК  | Cance |

- 3. Select the image format for the saved files from the File or File Type list.
- 4. If there are options for the selected file format, click **Options** and select the options you want.
- 5. Click **Browse** or the **Save in** field to choose the folder where you want to save the images.
- 6. Click **OK** to save the images to the folder, or click **Cancel** to cancel the operation.

Parent topic: Scanning to Online Destinations Using Easy Photo Scan

## **Related references**

Epson JPEG File Settings Epson TIFF and Multi-TIFF File Settings

#### **Related tasks**

Scanning Using Easy Photo Scan

## **Epson JPEG File Settings**

You can select from the following settings in the JPEG settings window in Easy Photo Scan.

**Note:** The available settings may vary, depending on the operating system you are using.

| mage Quality Options          | OK     |
|-------------------------------|--------|
|                               | Cancel |
| High Compression High Quality | Help   |
| Encoding                      |        |
| <u>S</u> tandard              |        |
| O Progressive                 |        |

| Setting               | Description   |
|-----------------------|---|
| Image Quality Options | Specifies the compression level. The file size  |
| (unlabelled in OS X)  | increases with higher quality.  |
| Encoding              | Specifies the encoding method.  |
|                       | <b>Standard</b> : Images are rendered from the top to the bottom when displayed on a web browser.   |
|                       | <b>Progressive</b> : Images are rendered in low resolution in a web browser, then replaced with a higher resolution.  |
| Embed ICC Profile     | Allows the ICC profile (information on color<br>reproducibility of scanned image) to be embedded<br>in the image. Programs that use color<br>management software will display the colors of the<br>image using the ICC profile. |

Parent topic: Scanning to Online Destinations Using Easy Photo Scan

# Epson TIFF and Multi-TIFF File Settings

You can select from the following settings in the TIFF settings window in Easy Photo Scan.

**Note:** The available settings may vary, depending on the operating system you are using.

|                               |                | OK   |
|-------------------------------|----------------|--|
|                               |                | Cancel   |
|                               |                | Help   |
|                               |                | Παb  |
| None 🗸                        | ]              |  |
| Image Quality:                |                |  |
|                               | (0-99)         |  |
| High Compression High Quality |                |  |
| None                          | 1              |  |
|                               | Image Quality: | None   Image Quality:  High Compression High Quality |

| Setting           | Description   |
|-------------------|---|
| Byte Order        | Specifies the operating system where the scanned image will be used.  |
| Page Number       | Specifies the maximum number of pages that can be included in one file.   |
| Compression       | Specifies the compression format and level. The file size increases with higher quality.  |
| Embed ICC Profile | Allows the ICC profile (information on color<br>reproducibility of scanned image) to be embedded<br>in the image. Programs that use color<br>management software will display the colors of the<br>image using the ICC profile. |

Parent topic: Scanning to Online Destinations Using Easy Photo Scan

# Scanning to a PDF File

Using Epson Scan, you can scan a multi-page document and save it in one PDF (Portable Document Format) file on your computer.

- 1. Place your original on your product for scanning.
- 2. Start Epson Scan.
- 3. Select the scan mode you want to use.
- 4. Select the scan settings for your scan.
- 5. Preview your image.
- 6. When you finish selecting all your settings, click **Scan**.

You see the File Save Settings window.

|              | Fi                    | le Save Settings  |                |
|--------------|-----------------------|---|----------------|
| Location     |                       |   |                |
| C My Doc     | uments                |   |                |
| My Pict      | ures                  |   |                |
| C Other:     | Desktop               |   | <u>B</u> rowse |
| File Name (F | Prefix + 3-digit numb | ei)   |                |
| Prefix:      | ing                   | Start Number:   | 001÷           |
| Image Form   | ət                    |   |                |
| Type:        | PDF (".pdf)           |   | Options        |
| Details:     | Page Number: S        | rait<br>pp}{0.00in., 0.00in.)<br>Save File With All Pages<br>vel : Standard Compression   |                |
| C Overwrit   | e any files with the  | same name   |                |
|              | is dialog box before  | next scan   |                |
| Show th      | is global box before  | and the second se |                |
| 연구관 것이       | age folder after sca  |   |                |
| 🔽 Open im    |                       | nning   |                |

- 7. Select **PDF** as the Type setting.
- 8. Select any other settings you want to use on the File Save Settings window. Click the **Options** button to access additional settings.
- 9. Click OK.

Epson Scan scans your document and you see this window:

| ? | Scanning complete.<br>Do you want to continue scanning ar  | nd add more pages? |
|---|--|--------------------|
|   | Select Edit Page to finish scanning a<br>before saving the file.<br>Select Save File to finish scanning ar<br>without editing the pages. |                    |
| , | Add page Edit page   | Save File          |

10. Choose one of the following options on the screen:

- 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.

#### 11. Click **Close** to exit the Epson Scan window, if necessary.

Epson Scan scans your original, and saves the PDF 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 document, if desired.

Parent topic: Scanning Special Projects

#### **Related tasks**

Selecting the Scan Mode

Selecting Scan File Settings Related topics Starting a Scan Selecting Epson Scan Settings

# **Restoring Photo Colors as You Scan**

You can restore the colors in faded photos as you scan them using Epson Scan's Color Restoration setting. You can select this setting in any of the available scan modes.

Note: Color restoration is not available in Office Mode, if Epson Scan offers that mode.

- 1. Place your original on your product for scanning.
- 2. Start Epson Scan.
- 3. Select the scan mode you want to use.
- 4. Select the scan settings for your scan.
- 5. Preview your image.
- 6. Locate or access the image adjustment settings.
- 7. Select the **Color Restoration** checkbox.

Color Restoration

- 8. When you finish selecting all your settings, click **Scan**.
- 9. Click **Close** to exit the Epson Scan window, if necessary.

Epson Scan scans your original, and saves the color-restored 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.

Parent topic: Scanning Special Projects

**Related tasks** 

Selecting the Scan Mode

Related topics Starting a Scan Selecting Epson Scan Settings

# **Using Memory Cards With Your Product**

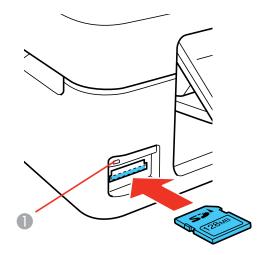
Follow the instructions here to work with a memory card inserted into your product.

Inserting a Memory Card Printing from a Memory Card Scanning to a Memory Card Transferring Photos on a Memory Card

# **Inserting a Memory Card**

Insert only one memory card at a time into a memory card slot on your product.

- 1. Make sure the memory card and the files on it are compatible with your product before inserting the card.
- 2. Insert your memory card into the correct slot, making sure the card is oriented correctly.



1 Memory card access light

Note: Do not force the card all the way into the slot. Insert it only until it meets resistance.

The memory card access light flashes and then stays lit.

**Caution:** Do not remove a memory card or turn off your product while the memory card access light is flashing or you may lose data from the memory card.

Memory Card Types Memory Card File Specifications Removing a Memory Card **Parent topic:** Using Memory Cards With Your Product **Related references** Memory Card Specifications

# **Memory Card Types**

You can insert these types of memory cards in your product.

**Note:** Cards marked with an asterisk (\*) require an adapter; consult your adapter documentation for details on using it.

- Memory Stick Duo
- Memory Stick PRO Duo
- Memory Stick PRO-HG Duo
- Memory Stick Micro\*
- MagicGate Memory Stick Duo
- SDXC
- SDHC
- SD
- miniSDHC\*
- miniSDXC\*
- miniSD\*
- microSDHC\*
- microSDXC\*
- microSD\*

Parent topic: Inserting a Memory Card

# **Memory Card File Specifications**

You can insert memory cards in your product containing files that meet these specifications.

| File format     | JPEG with the Exif version 2.3 standard |
|-----------------|---|
| Image size      | 80 × 80 pixels to 9200 × 9200 pixels    |
| Number of files | Up to 9990                              |

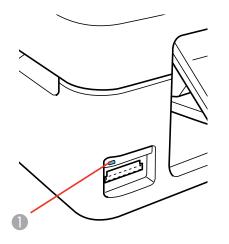
Parent topic: Inserting a Memory Card

# Removing a Memory Card

After you finish working with a memory card, you can check to make sure it is safe to remove it from your product.

**Caution:** Do not remove a memory card or turn off your product while the memory card access light is flashing or you may lose data from the memory card.

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



1 Memory card access light

- 2. If your product is connected to your computer using a USB cable, do one of the following:
  - Windows: Open the My Computer, Computer, Windows Explorer, or File Explorer utility. Then right-click the name of your memory card (listed as a removable disk) and select Eject.
  - **OS X**: Drag the removable disk icon for your memory card from the desktop or computer window into the trash.
- 3. Pull the memory card straight out of its slot.

Parent topic: Inserting a Memory Card

# **Printing from a Memory Card**

See these sections to print photos from a memory card inserted into your product:

Viewing and Printing Photos

Parent topic: Using Memory Cards With Your Product

# **Viewing and Printing Photos**

See these sections to view and print photos displayed on your product's LCD screen.

Viewing and Printing Individual Photos Cropping Photos Displayed on the LCD Screen Print Setting Options - Photo Mode Printing Photo Layouts From a Memory Card Photo Layout Options

Parent topic: Printing from a Memory Card

## **Viewing and Printing Individual Photos**

You can select individual photos for printing as you view them on the LCD screen.

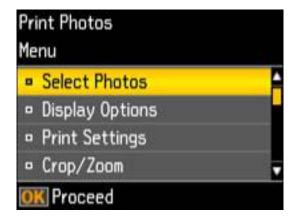
- 1. Press the 1 home button, if necessary.
- 2. Press the left or right arrow buttons to select **Print Photos** and press the **OK** button.

The first photo on your memory card is displayed:



- 3. Press the right and left arrow buttons to scroll through your photos and display one that you want to view or print.
- 4. Press the + or buttons to select one or more copies of the photo (up to 99).
- 5. To view additional photos and select others for printing, press the arrow buttons and repeat the selections above.
- 6. To select settings for the photos, press the down arrow button.

You see this screen:



- 7. Do one of the following:
  - To change the selected photos and number of copies to print, select **Select Photos**, press the **OK** button, and select the necessary settings.
  - To change the display setting for the LCD screen, select **Display Options**, press the **OK** button, and select the setting you want.
  - To change the print settings, select **Print Settings**, press the **OK** button, and select the necessary settings.
- 8. When you are ready to print, press the  $\oplus$  start button.

**Note:** To cancel printing, press the  $\heartsuit$  stop button.

### **Parent topic:** Viewing and Printing Photos

### **Cropping Photos Displayed on the LCD Screen**

If you want to crop or rotate photos displayed on the LCD screen, press the down arrow button and select **Crop/Zoom** and press **OK** button. Then select the necessary options.

- To crop the photo, press the + button to move the yellow crop area inward or the button to move the crop area outward.
- To move the crop area, press the arrow buttons.
- To rotate the crop area, press the **1** home button.
- To check the cropped image, press the **OK** button.

Parent topic: Viewing and Printing Photos

### **Print Setting Options - Photo Mode**

Select these **Print Settings** options when printing photos displayed on the LCD screen.

| Print settings | Available Options   | Description                                 |
|----------------|---------------------|---|
| Paper Size     | Various paper sizes | Indicates the size of paper you have loaded |
| Paper Type     | Various paper types | Indicates the type of paper you have loaded |

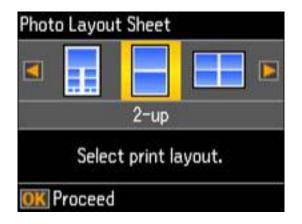
| Print settings | Available Options | Description  |
|----------------|-------------------|--|
| Borderless     | Borderless        | Expands the image to the edge of the paper (slight cropping may occur) |
|                | With Border       | Leaves a small margin around the image                                 |
| Fix Red-Eye    | Off-Current       | Turns off red-eye correction for the current print job                 |
|                | On-Current        | Turns on red-eye correction for the current print job                  |

### Parent topic: Viewing and Printing Photos

### Printing Photo Layouts From a Memory Card

You can print one or more photos from a memory card in special layouts on various sizes of photo paper.

- 1. Load photo paper in your product.
- 2. Press the  $\mathbf{\hat{n}}$  home button, if necessary.
- 3. Press the left or right arrow buttons to select **More Functions** and press the **OK** button.
- 4. Press the up or down arrow buttons to select **Photo Layout Sheet** and press the **OK** button. You see this screen:



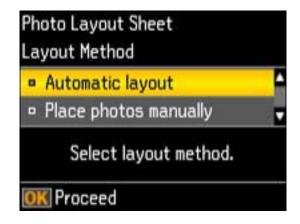
5. Press the left or right arrow buttons to select one of the layout options and press the **OK** button.

You see this screen:

|   | oto Layout Sheet<br>per Size |   |
|---|------------------------------|---|
|   | 4хбіл                        | 1 |
| • | 5x7in                        | 8 |
|   | Select paper size.           |   |
| 0 | K Proceed                    |   |

- 6. Press the up or down arrow buttons to select the **Paper Size** setting that matches the paper you loaded and press the **OK** button.
- 7. Press the up or down arrow buttons to select the **Paper Type** setting that matches the paper you loaded and press the **OK** button.

Depending on the layout you selected, you may see this screen:



- 8. If you see the screen above, do one of the following:
  - To allow your product to place photos in the layout automatically, select Automatic layout and press the OK button. Press the + button to select a photo to print. If you need to deselect a photo, press the – button. Press the OK button when you're finished.
  - To place photos in the layout manually, select Place photos manually and press the OK button. Press the arrow buttons displayed to change layout options, pressing the OK button to confirm each photo placement.

**Note:** If the printer does not automatically advance to the next screen when you're finished placing your photos, press the arrow buttons displayed to select **Finished**, then press the **OK** button.

- 9. If you want to change the print settings for the photo layout sheet, press the up or down arrow buttons to select **Menu**, then press the **OK** button.
- 10. Press the + or buttons to select one or more copies of each photo layout sheet (up to 99).
- 11. Press the **OK** button.
- 12. To print more than one copy of the photo layout sheet, press the + or buttons to select the number (up to 99).
- 13. When you are ready to print, press the  $\oplus$  start button.

**Note:** To cancel printing, press the  $\heartsuit$  stop button.

#### Parent topic: Viewing and Printing Photos

#### **Photo Layout Options**

Select the layout you want to use when printing your photos in a layout.

#### 2-up, 4-up, 8-up, or 20-up

Print 2, 4, 8, or 20 photos on one sheet.

### Upper 1/2 or Lower 1/2

Print one photo in the upper or lower half of the sheet.

#### Photo ID

Prints 4 ID-sized photos on one sheet.

#### **Picture Package**

Prints one photo in multiple sizes on one sheet.

Parent topic: Viewing and Printing Photos

## Scanning to a Memory Card

You can scan an image to a memory card inserted into a memory card slot on your product.

- 1. Insert a memory card into a memory card slot on your product.
- 2. Place your original document or photo on the product.
- 3. Press the 1 home button, if necessary.
- 4. Press the left or right arrow buttons to select **Scan** and press the **OK** button.
- 5. Press the up or down arrow buttons to select **Scan to Memory Card** and press the **OK** button. You see this screen:

|   | Memory Cap | acity      | / OMB  |  |
|---|------------|------------|--------|--|
|   | Format     | : 🚺        | JPEG   |  |
| • | Color      | <b>4</b> 2 | Color  |  |
| • | Scan Area: |            | Letter |  |
| • | Document   | 1          | Text   |  |

- 6. Select the memory card scanning settings you want to use.
- 7. Press the  $\diamondsuit$  start button.

You see a confirmation message.

8. Press the **OK** button.

Parent topic: Using Memory Cards With Your Product

## **Transferring Photos on a Memory Card**

You can transfer photos to and from a memory card inserted into a memory card slot on your product.

Setting Up File Sharing for Photo Transfers From Your Computer Transferring Photos from a Memory Card to Your Computer Parent topic: Using Memory Cards With Your Product

### Setting Up File Sharing for Photo Transfers From Your Computer

Before you transfer photos from a computer to a memory card inserted into a memory card slot on your product, you may need to set up your product's file sharing settings.

**Caution:** Remove the memory card before you change this setting or you may lose data from the memory card. Do not remove a memory card or turn off your product while the memory card access light is flashing or you may lose data from the memory card.

- 1. Press the left or right arrow buttons to select Setup and press the OK button .
- 2. Press the up or down arrow buttons to select File Sharing Setup and press the OK button.
- 3. Press the arrow buttons to select your connection type and press the **OK** button.

Parent topic: Transferring Photos on a Memory Card

### **Transferring Photos from a Memory Card to Your Computer**

You can transfer photos to and from a memory card inserted into a memory card slot on your product and a computer connected to your product.

Note: Do not transfer photos to and from a memory card while you are printing from the memory card.

- 1. Make sure your product is connected to a computer.
- 2. Insert a memory card into a memory card slot on your product.
- 3. Do one of the following to access your memory card files from your computer:
  - Windows: Open the Computer, My Computer, Windows Explorer, or File Explorer utility, then select the removable disk icon.
  - OS X with a USB connection: Look for the removable disk icon on your desktop or computer window, then select it.
  - OS X with a network connection: Select the hard drive icon on your desktop or computer window, select your product in the SHARED section of the sidebar (you may need to widen the sidebar to see the name), then select the MEMORYCARD icon.
- 4. Select the folder that contains your photos.
- 5. Drag the photos you want to transfer to the desired folder on your computer or on your memory card.

**Note:** Your product's LCD screen does not update to display new photos transferred to the memory card. Wait until the memory card access light stops flashing, then remove and insert the memory card to update the photos displayed.

Parent topic: Transferring Photos on a Memory Card

Related tasks Inserting a Memory Card Removing a Memory Card

# **Replacing Ink Cartridges**

When an ink cartridge is expended, 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 responsibly and in accordance with local requirements. If you would like to return your used ink cartridges to Epson for proper disposal, please go to epson.com/recycle for more information.

Check Cartridge Status Purchase Epson Ink Cartridges Removing and Installing Ink Cartridges Replacing Ink Cartridges Using a Computer Utility Printing With Black Ink and Expended Color Cartridges Conserving Low Black Ink with Windows

## **Check Cartridge Status**

Your product and its printing software will let you know when an ink cartridge is low or expended.

Checking Cartridge Status on the LCD Screen

Checking Cartridge Status with Windows

Checking Cartridge Status with OS X

Parent topic: Replacing Ink Cartridges

### **Checking Cartridge Status on the LCD Screen**

You can check the status of your ink cartridges using your product's LCD screen.

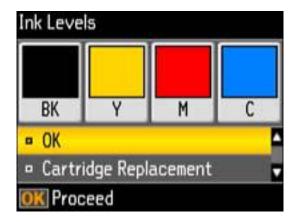
- 1. Press the 1 home button, if necessary.
- 2. Press the left or right arrow buttons to select **Setup** and press the **OK** button.

You see this screen:

| Ink Levels                             | - |
|--|---|
| <ul> <li>Maintenance</li> </ul>        |   |
| Printer Setup                          |   |
| □ Wi-Fi Settings                       |   |
| <ul> <li>File Sharing Setup</li> </ul> |   |
| OK Proceed S Bac                       | k |

3. Press the **OK** button.

You see this screen:



**Note:** The display is different depending on which ink cartridges are low or expended, if any. Displayed ink levels are approximate.

- 4. Do one of the following:
  - If you are finished, select **OK** and press the **OK** button.

• If you want to replace an ink cartridge now, select **Cartridge Replacement** and press the **OK** button. When you finish replacing cartridges, press the **OK** button again.

**Note:** Depending on the color of the expended cartridge and how you are printing, you may be able to continue printing temporarily.

#### Parent topic: Check Cartridge Status

#### **Related tasks**

Removing and Installing Ink Cartridges

### **Related topics**

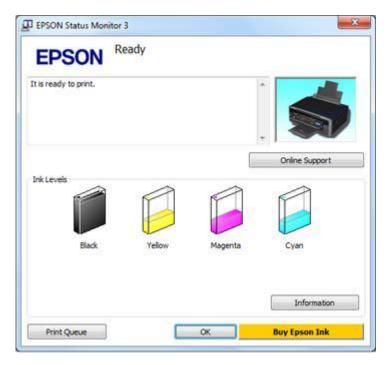
Printing With Black Ink and Expended Color Cartridges

### **Checking Cartridge Status with Windows**

A low ink reminder appears if you try to print when ink is low, and you can check your cartridge status at any time using a utility on your Windows computer.

1. To check your cartridge status, access the Windows Desktop and double-click the product icon in the Windows taskbar.

You see this window:



2. Replace or reinstall any ink cartridge indicated on the screen.

**Note:** Depending on the color of the expended cartridge and how you are printing, you may be able to continue printing temporarily.

**Note:** If any of the cartridges installed in the product are 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:

| Event                                     | Screen Notification | -        |
|---|---------------------|----------|
| Error                                     | On                  |          |
| Communication Error                       | Off                 | 1        |
| Ink Low                                   | Off                 |          |
| Maintenance Call                          | On                  | -        |
|   | Default             |          |
|   |                     |          |
| Double-clicking the Shortcut I<br>Window. |                     | <b>€</b> |
|   |                     | 1        |

- 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.

Parent topic: Check Cartridge Status

### **Related tasks**

Removing and Installing Ink Cartridges

**Related topics** 

Printing With Black Ink and Expended Color Cartridges

### Checking Cartridge Status with OS X

You can check your cartridge status 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 a window like this:

| EPSON     |         |           |           |
|-----------|---------|-----------|-----------|
|           |         |           |           |
| s Monitor |         |           |           |
|           |         |           |           |
|           |         |           |           |
|           |         |           |           |
|           |         |           |           |
|           |         |           |           |
|           |         |           |           |
|           |         |           |           |
| Yellow    | Magenta | Cyan      |           |
|           |         |           |           |
|           |         |           |           |
| Inform    | nation  |           |           |
|           |         |           |           |
|           |         | Update    | OK        |
|           |         | S Monitor | s Monitor |

- 3. Do the following as necessary:
  - To update the ink cartridge status, click **Update**.
  - Replace or reinstall any ink cartridge 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 Status

### **Related tasks**

Removing and Installing Ink Cartridges

#### **Related topics**

Printing With Black Ink and Expended Color Cartridges

## **Purchase Epson Ink Cartridges**

You can purchase genuine Epson ink and paper at Epson Supplies Central 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:** We recommend that you use genuine Epson cartridges and do not refill them. The use of other products may affect your print quality and could result in printer damage.

The cartridges included with the printer are designed for printer setup and not for resale. After some ink is used for priming, 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 Part Numbers

Parent topic: Replacing Ink Cartridges

### Ink Cartridge Part Numbers

Use these part numbers when you order or purchase new ink cartridges, and use the cartridges within six months of installing them.

| Ink color | Part number       | Part number   |  |  |
|-----------|-------------------|---------------|--|--|
|           | Standard-capacity | High-capacity |  |  |
| Black     | 200               | 200XL         |  |  |
| Cyan      | 200               | 200XL         |  |  |
| Magenta   | 200               | 200XL         |  |  |
| Yellow    | 200               | 200XL         |  |  |

Parent topic: Purchase Epson Ink Cartridges

## **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.

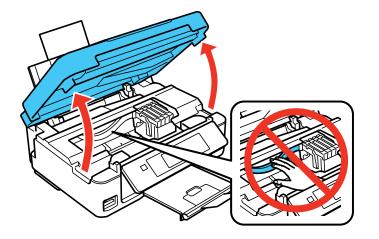
**Caution:** Leave your old cartridges in the printer until you are ready to replace them to prevent the print head nozzles from drying out. Do not open ink cartridge packages until you are ready to install the ink. Cartridges are vacuum packed to maintain reliability.

- 1. Turn on your product.
  - If an ink cartridge is expended, you see a message on the LCD screen. Note which cartridges need to be replaced and press the **OK** button, then choose **Replace now**.

| _    | 🛕 Warning           |  |
|------|---------------------|--|
|      | You need to replace |  |
|      | the following ink   |  |
|      | cartridge(s).       |  |
|      | < Ink Cartridges >  |  |
| BK : | 200/200XL           |  |
|      |                     |  |
| OV D | roceed              |  |

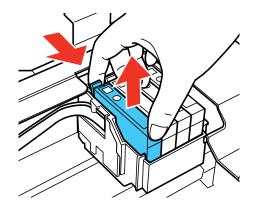
If you are replacing a cartridge before you see a message on the LCD screen, press the 
 home button if necessary, and select Setup. Select Maintenance, then select Ink Cartridge Replacement and press the OK button.

2. Lift up the scanner unit.



**Caution:** Do not move the print head by hand; otherwise, you may damage your product. Do not touch the flat white cable inside the printer.

3. Squeeze the tab on the cartridge and lift the cartridge straight up to remove it.

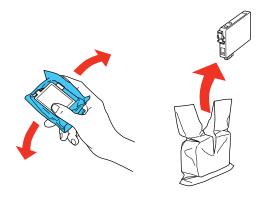


Note: Dispose of used cartridges carefully. Do not take the used cartridge apart or try to refill it.

**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.

4. Before opening the new cartridge package, shake it gently four or five times.

**Caution:** Do not shake the cartridges after opening the packages, or ink may leak.

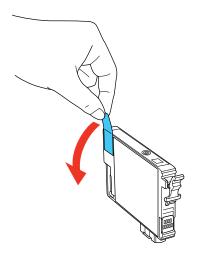


5. Remove the cartridge from the package.

**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.

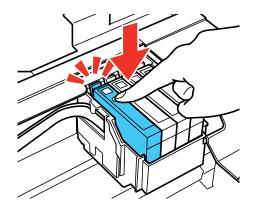


6. Remove the yellow tape from the side of the cartridge.



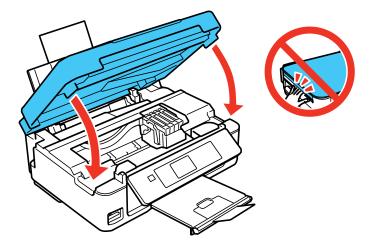
Caution: Do not remove any other labels or seals, or ink will leak.

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



8. Press the **OK** button.

9. Lower the scanner unit.



The print head moves to its home position and the printer starts charging the ink. This takes about 90 seconds. When you see a confirmation message on the screen, ink charging is finished.

**Caution:** Never turn off the product while the power light is flashing or you will waste ink.

If you see an error screen telling you an ink cartridge is installed incorrectly, lift up the scanner unit and press the ink cartridge down until it clicks into place. When you're finished, press the **OK** button.

If you remove a low or expended ink cartridge, you cannot re-install and use the cartridge.

**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

Related concepts Purchase Epson Ink Cartridges

## **Replacing Ink Cartridges Using a Computer Utility**

You can use the Ink Cartridge Replacement utility to view on-screen instructions for replacing an ink cartridge. This method allows you to replace a cartridge before it is low or expended (if it is too old, for example).

- 1. Do one of the following:
  - Windows: Access the Windows Desktop, right-click the product icon in the Windows taskbar, and select **Printer Settings**. Then click the **Maintenance** tab.
  - 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.

You see a window like this:

|                | Main (2) Advanced (1) Page Lawart / Maintenance |
|----------------|---|
| Shortcuts   #  | Main 🚯 Advanced 🗊 Page Layout 🎤 Maintenance     |
| 4              | EPSON Status Monitor 3                          |
| 10             | Nozzle Check                                    |
| ×              | Head Cleaning                                   |
| A·A            | Print Head Alignment                            |
| *              | Ink Cartridge Replacement                       |
|                | Printer and Option Information                  |
|                |   |
| Language       | English (English)                               |
| Version 7.10.0 | 0 Software Update                               |
|                | OK Cancel Help                                  |

2. Click the **Ink Cartridge Replacement** icon and follow the on-screen instructions to replace your ink cartridges as necessary.

Parent topic: Replacing Ink Cartridges

### **Related concepts**

Purchase Epson Ink Cartridges

## 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

### **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. Click Stop or Cancel Print to cancel your print job.

**Note:** If the message screen appears on another computer on a network, you may need to cancel the print job using the product control panel.

- 2. Load plain paper or an envelope in your product.
- 3. Access the print settings in your print application.
- 4. Click the Main tab.
- 5. Select **Plain Paper/Bright White Paper** or **Envelope** as the paper type setting.
- 6. Select the **Black/Grayscale** checkbox.
- 7. Click OK.
- 8. Print your document.

Epson Status Monitor 3 displays a print message.

9. Click Print in Black to print your document.

Parent topic: Printing With Black Ink and Expended Color Cartridges

### **Related tasks**

Cancelling Printing Using a Product Button Selecting Basic Print Settings - Windows

### **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** icon to cancel your print job. (**OS X 10.8/10.9**: Click the icon to cancel your print job. If an error message is displayed, 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:

| Print Using:     | EPSON  | : |
|------------------|--|---|
| here. For inform | antage of your printer's options, confirm that<br>nation on your printer and its optional hardwa |   |
| documentation.   | ki   |   |
| Skip Blank Pag   | e: (Off :)   |   |
| Quiet Mode:      | Off :  |   |
| Permit tempora   | ary black printing: Off 1  |   |
| High Speed Pri   | nting: On :)   |   |
| Warning Notific  | cations: (On 1)  |   |
|                  |  |   |
|                  |  |   |
|                  |  |   |

- 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

### **Related tasks**

Cancelling Printing Using a Product Button Selecting Basic Print Settings - OS X

## **Conserving Low Black Ink with Windows**

The following window appears when black ink runs low and there is more color ink.

| can extend black ink cartridge life by printing with               |
|--|
| lors to create composite black.<br>this for the current print job? |
|  |
| Yes  |
| No   |
|  |

**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 reinstall the black ink cartridge.

Parent topic: Replacing Ink Cartridges

# **Adjusting Print Quality**

If your print quality declines, you may need to run a utility to clean or align the print head.

If running these utilities does not solve the problem, you may need to replace the ink cartridges.

Print Head Maintenance Print Head Alignment Cleaning the Paper Path

Related topics Replacing Ink Cartridges

## **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

### **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**

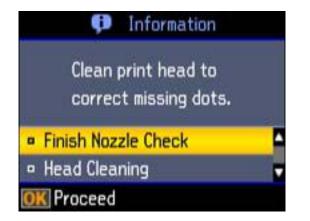
You can check the print head nozzles using the control panel on your product.

- 1. Load a few sheets of plain paper in the product.
- 2. Press the factor home button, if necessary.
- 3. Press the left or right arrow buttons to select **Setup** and press the **OK** button.
- 4. Press the up or down arrow buttons to select **Maintenance** and press the **OK** button. You see this screen:



- 5. Press the **OK** button.
- 6. Press the  $\oplus$  start button.

After the nozzle pattern prints, you see this screen:



7. Check the printed pattern to see if there are gaps in the lines.

### Print head is clean

### Print head needs cleaning

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|         |  |

- 8. Do one of the following:
  - If there are no gaps, select Finish Nozzle Check and press the OK button.
  - If there are gaps or the pattern is faint, select **Head Cleaning** and press the **OK** button to 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, turn off the product 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**

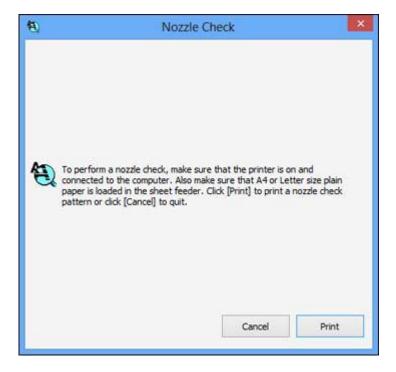
Print Head Cleaning

### **Checking the Nozzles Using a Computer Utility**

You can check the print head nozzles using a utility on your Windows or Mac computer.

- 1. Load a few sheets of plain paper in the product.
- 2. 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.
- 3. Select Nozzle Check.

You see a window like this:



4. Click Print.

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

### Print head is clean

### Print head needs cleaning

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6. 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** 

### **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

Cleaning the Print Head Using a Computer Utility

Parent topic: Print Head Maintenance

### **Related topics**

Replacing 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. Load a few sheets of plain paper in the product.
- 2. Press the factor home button, if necessary.
- 3. Press the left or right arrow buttons to select **Setup** and press the **OK** button.
- 4. Press the up or down arrow buttons to select **Maintenance** and press the **OK** button. You see this screen:

| Maintenance                                |     |
|--|-----|
| Nozzle Check                               | •   |
| <ul> <li>Head Cleaning</li> </ul>          |     |
| Head Alignment                             |     |
| <ul> <li>Ink Cartridge Replacem</li> </ul> | ent |
|  |     |
| 0K Proceed 🛛 🛛 🔊 Back                      | ¢   |

5. Press the up or down arrow buttons to select **Head Cleaning** and press the **OK** button.

You see this screen:

| Hea | d Cleanir | ng        | 12 ·      |  |
|-----|-----------|-----------|-----------|--|
| -   |           | -         |           |  |
|     | Clean p   | print hea | ad        |  |
|     | to corr   | rect miss | sing dots |  |
| ۲   | Start Cl  | leaning   |           |  |

6. Press the  $\oplus$  start button to begin the cleaning cycle.

Caution: Never turn off the product during a cleaning cycle or you may damage it.

The  $\bigcirc$  power light flashes throughout the cleaning cycle and stays on green when the cleaning cycle is finished. You see this screen:



7. Select **Nozzle Check** and press the **OK** button to run a nozzle check to confirm that the print head is clean.

If you don't see any improvement after cleaning the print head up to 4 times, turn off the product 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 concepts**

Print Head Nozzle Check

### **Related topics**

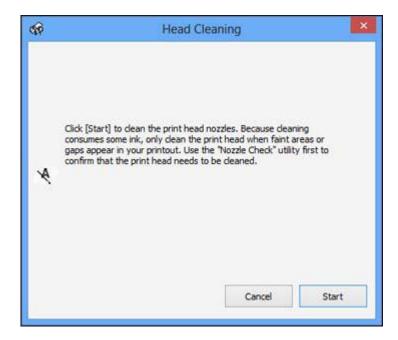
**Replacing Ink Cartridges** 

### **Cleaning the Print Head Using a Computer Utility**

You can clean the print head using a utility on your Windows or Mac computer.

- 1. Load a few sheets of plain paper in the product.
- 2. 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.
- 3. Select Head Cleaning.

You see a window like this:



4. Click **Start** to begin the cleaning cycle.

The  ${}^{\circlearrowright}$  power light flashes throughout the cleaning cycle and stays on when the cleaning cycle is finished.

Caution: Never turn off the product during a cleaning cycle or you may damage it.

5. When the <sup>(1)</sup> power light stops flashing and remains on, you can check to see if the nozzles are clean; click **Print Nozzle Check Pattern** and click **Print**.

6. Check the printed pattern to see if there are gaps in the lines.

### Print head is clean

### Print head needs cleaning

| <br> |
|------|
|      |
|      |
|      |

- 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, turn off the product 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 topics**

**Replacing 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.

Aligning the Print Head Using the Product Control Panel Aligning the Print Head Using a Computer Utility **Parent topic:** Adjusting Print Quality **Related concepts** Print Head Cleaning

## Aligning the Print Head Using the Product Control Panel

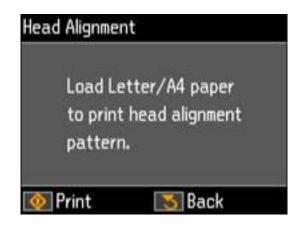
You can align the print head using the control panel on your product.

- 1. Load a few sheets of plain paper in the product.
- 2. Press the  $\mathbf{n}$  home button, if necessary.
- 3. Press the left or right arrow buttons to select **Setup** and press the **OK** button.
- 4. Press the up or down arrow buttons to select **Maintenance** and press the **OK** button. You see this screen:



5. Press the arrow buttons to select **Head Alignment** and press the **OK** button.

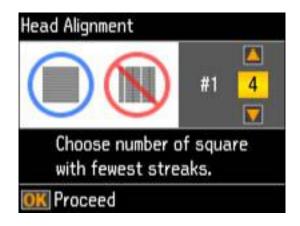
You see this screen:



6. Press the  $\oplus$  start button to print an alignment sheet.

Note: Do not cancel printing while you are printing a head alignment pattern.

You see this screen:



7. Check the printed pattern and press the arrow buttons to choose the number representing the best printed pattern for each set. Press the **OK** button after each selection.

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. Load a few sheets of plain paper in the product.
- 2. 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.
- 3. Select Print Head Alignment.
- 4. Click **Next**, then click **Print** to print an alignment sheet.

**Note:** Do not cancel printing while you are printing a head alignment pattern.

You see a window like this:

| A-A | 1   | Print H  | ead                         | Alignn   | nent     |   | × |
|-----|---|--|-----------------------------|----------|----------|---|---|
| A•A | the number that of<br>sets. Then click [N | ithout an<br>correspon<br>lext >].<br>contains a | ny visi<br>nds to<br>a band | that squ | are from | #1 through #5. Sel<br>n the list below for a<br>are with the thinnest | I |
|     |   | #1   | 3                           | ~        |          |   |   |
|     |   | #2   | 4                           | ~        |          |   |   |
|     |   | #3   | 4                           | ¥        |          |   |   |
|     |   | #4   | 4                           | ~        |          |   |   |
|     |   |  |                             |          |          |   |   |
|     |   | #5   | 4                           | ~        |          |   |   |

- 5. Check the printed pattern and follow the instructions on the screen to choose the number representing the best printed pattern for each set.
  - 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.

6. When you are done, click **Finish**.

Parent topic: Print Head Alignment

## **Cleaning the Paper Path**

If you see ink on the back of a printout, you can clean the paper path to remove any excess ink.

- 1. Load a few sheets of plain paper in the product.
- 2. Use the product control panel to make a copy, but without placing a document on the scanner glass.
- 3. Check the back of the ejected paper to see if it is clean.
- 4. Repeat as necessary until the paper comes out clean.

Parent topic: Adjusting Print Quality

Related topics Copying

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# **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.

Close the output tray and paper support 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.
- 5. Clean the scanner glass 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.

6. 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

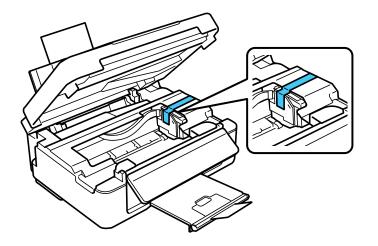
# **Transporting Your Product**

If you need to ship 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.

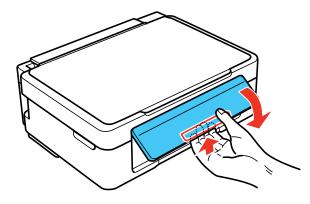
- Leave the ink cartridges installed. Removing the cartridges can dry out the print head and may prevent the product from printing.
- Do not carry the product by its control panel; this may damage the product.
- 1. Turn off the product.
- 2. Lift up the scanner unit and check to see if the print head is in the far right position (the home position). If not, turn on the product, wait for the print head to move, then turn the product off again.
- 3. Secure the ink cartridge holder to the case with tape.



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

- 4. Lower the scanner unit.
- 5. Remove all the paper from the product.
- 6. Unplug the power cable.
- 7. Disconnect any connected cables.
- 8. Close the output tray and paper support.

9. Lower the control panel by squeezing the release bar and gently pushing the panel down.



**Caution:** Do not lower the control panel without first squeezing the release bar or you may damage your product.

10. Place the product in its original packing materials, if possible, or use equivalent materials with cushioning around the product.

Keep the product level during transportation. Be sure to remove the tape from the ink cartridge holder before turning on your product. 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.

**Checking for Software Updates Product Status Messages** Running a Product Check **Resetting Control Panel Defaults** Solving Setup Problems Solving Network Problems Solving Copying Problems Solving Paper Problems Solving Problems Printing from a Computer Solving Page Layout and Content Problems Solving Print Quality Problems Solving Scanning Problems Solving Scanned Image Quality Problems Solving Memory Card Problems When to Uninstall Your Product Software Where to Get Help

# **Checking for Software Updates**

Periodically, it's a good idea to check Epson's support website for free updates to your product software. You can select **Download the Latest Software** from the Home screen of this manual or visit Epson's driver download site (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: Solving Problems

# **Product Status Messages**

You can often diagnose problems with your product by checking the messages on its LCD screen.

| LCD screen<br>message/code                                       | Condition/solution  |
|--|---|
| Paper out  | No paper is loaded. Load paper in the product   |
| Paper jam  | Paper is jammed in the product. Remove the jammed paper, then press the $\Phi$ start button to clear the error.   |
| Combination of IP<br>address and subnet<br>mask is invalid       | There is a problem with the network connection to your product.   |
| A printer's ink pad is at the end of its service life            | The ink pad is at the end of its service life. Turn off the product and contact Epson for support.  |
| A printer's ink pad is<br>nearing the end of its<br>service life | The ink pads are near the end of their service life. Contact Epson for support. (To continue printing, press the $\oplus$ start button.)  |
| Communication error  | Make sure the computer is connected to your product and your software is installed correctly.   |
| Operation canceled. No memory card recognized.                   | Make sure the memory card is inserted correctly and meets the specifications for your product.  |
| Recovery mode  | An error has occurred during firmware updating. Connect your product using a USB cable and try updating the firmware again. If you still receive this error message, contact Epson for support. |
| Printer error  | A fatal error has occurred. 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.                    |

Parent topic: Solving Problems

**Related concepts** 

**Check Cartridge Status** 

#### **Related references**

Paper Jam Problems Where to Get Help

#### **Related topics**

Replacing Ink Cartridges Printing With Black Ink and Expended Color Cartridges Loading Paper

## **Running a Product Check**

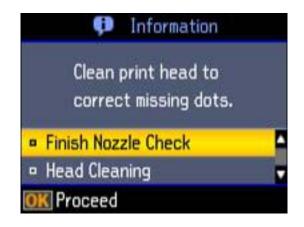
Running a product check helps you determine if your product is operating properly.

- 1. Disconnect any interface cables connected to your product.
- 2. Load plain paper in the product.
- 3. Press the  $\mathbf{n}$  home button, if necessary.
- 4. Press the left or right arrow buttons to select **Setup** and press the **OK** button.
- 5. Press the up or down arrow buttons to select **Maintenance** and press the **OK** button. You see this screen:

|    | Nozzle Check              |
|----|---------------------------|
| •  | Head Cleaning             |
| •  | Head Alignment            |
| •  | Ink Cartridge Replacement |
|    |                           |
| 01 | Proceed S Back            |

- 6. Press the **OK** button.
- 7. Press the  $\oplus$  start button.

After the nozzle pattern prints, you see this screen:



- 8. Do 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: Solving Problems

#### **Related concepts**

When to Uninstall Your Product Software Print Head Cleaning Print Head Alignment

#### **Related references**

Where to Get Help

## **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.

- 1. Press the factor home button, if necessary.
- 2. Press the left or right arrow buttons to select **Setup** and press the **OK** button. You see this screen:

|   | Ink Levels         |  |
|---|--------------------|--|
| • | Maintenance        |  |
| • | Printer Setup      |  |
| • | Wi-Fi Settings     |  |
| • | File Sharing Setup |  |

3. Press the up or down arrow buttons to select **Restore Default Settings** and press the **OK** button. You see this screen:



- 4. Press the up or down arrow buttons to select one of these options and press the **OK** button:
  - Wi-Fi Settings: Resets all network settings.

- All except Wi-Fi Settings: Resets all control panel settings, except for network settings.
- All Settings: Resets all control panel settings.

You see a confirmation screen.

5. Press the **OK** button to reset the selected settings.

(Press the  $\heartsuit$  stop button 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

Control Panel Setup 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 ink cartridges, the product must prime its print head. Wait until priming finishes before you turn off the product, or it may prime improperly and use excess ink the next time you turn it on. Your product is finished priming the print head when the <sup>(1)</sup> power light stops flashing.
- 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

#### **Related topics**

**Replacing Ink Cartridges** 

### **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**

When to Uninstall Your Product Software

#### **Related references**

Windows System Requirements

### OS X System Requirements

### **Control Panel Setup Problems**

If you have problems setting up the control panel, try these solutions:

- To view LCD screen text in a different language, select a different language setting for the panel.
- To adjust the position of the control panel, carefully raise or lower it using the release bar.

Parent topic: Solving Setup Problems

#### **Related tasks**

Changing LCD Screen Language Adjusting Control Panel Position Turning Off Control Panel Sounds

## **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 network data and settings. Epson is not responsible for backing up or recovering data and settings during or after the warranty period. We recommend that you make your own backup or print out your network data and settings.

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 Printing a Network Status Sheet **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:

• Make sure to place your product within contact range of your router or access point.

**Note:** Avoid placing your product near a microwave oven, 2.4 GHz cordless phone, or large metal object, such as a filing cabinet.

- 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.

Parent topic: Solving Network Problems

#### **Related tasks**

Selecting Wireless Network Settings From the Control Panel

### **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.
- 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, or install it from the CD that came with your product using the instructions on the *Start Here* sheet.
- If you have replaced your router, reinstall your product software to connect to the new router.

Parent topic: Solving Network Problems

### **Related concepts**

When to Uninstall Your Product Software

### **Related tasks**

Selecting Wireless Network Settings From the Control Panel

## **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 wirelessly via EpsonNet Setup and the WiFi light on your product is not solid green, make sure your product software was installed correctly. If necessary, reinstall your software.

Parent topic: Solving Network Problems

### **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.

**Note:** Avoid placing your product near a microwave oven, 2.4 GHz cordless phone, or large metal object, such as a filing cabinet.

- 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 EpsonNet Setup and the WiFi light on your product is not solid green, make sure your product software was installed correctly. If necessary, reinstall your software.

Parent topic: Solving Network Problems

### **Related tasks**

Printing a Network Status Sheet Selecting Wireless Network Settings From the Control Panel

## **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.
- 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 <sup>(1)</sup> 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 10.6, 10.7, 10.8, or 10.9, 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, such as ABBYY FineReader. To download Epson Scan, visit Epson's driver download site (U.S. downloads or Canadian downloads).

Parent topic: Solving Network Problems

**Related topics** 

Scanning

### **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 factor home button, if necessary.
- 2. Press the left or right arrow buttons to select **Setup** and press the **OK** button.
- 3. Press the up or down arrow buttons to select **Wi-Fi Settings** and press the **OK** button.

You see this screen:



4. Press the arrow buttons to select **Confirm Wi-Fi Settings** and press the **OK** button. You see this screen:



5. Press the  $\diamondsuit$  start button to print the network status sheet.

(Press the  $\Im$  back button if you want to cancel the operation.)

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

Parent topic: Solving Network Problems

## **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

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. Then reload it in the sheet feeder against the right side and beneath the tab. Slide the edge guide against the edge of the paper, making sure that the paper stack is not above the arrow mark on the edge guide.
- If multiple pages feed at once, remove the paper, fan the edges to separate the sheets, and reload it.
- If paper jams when you load only one or two sheets, try loading more sheets at a time. Do not load more than the recommended number of sheets.
- 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 sheet feeder printable side up.
  - Follow any special loading instructions that came with the paper.

### Parent topic: Solving Paper Problems

### **Related references**

Paper Jam Problems Paper Loading Capacity

### **Related topics**

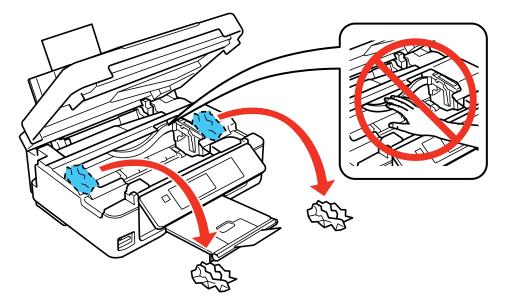
Loading Paper

### Paper Jam Problems

If you have problems with paper jams, try these solutions:

- 1. Cancel the print job from your computer, if necessary.
- 2. Gently pull out any jammed paper from the output tray and sheet feeder.
- 3. Press the  $\oplus$  start button to resume printing. If the product messages still show an error, continue with the next step.
- 4. Press the power button to turn the product off.

5. Lift up the scanner unit, and remove the jammed paper and any torn pieces.



- 6. Lower the scanner unit and press the  $\bigcirc$  power button to turn the product back on.
- 7. Carefully follow all paper loading instructions when you load new paper.

Parent topic: Solving Paper Problems

#### **Related references**

Paper or Media Type Settings

#### **Related tasks**

**Cancelling Printing Using a Product Button** 

#### **Related topics**

Loading Paper

### **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: Solving Paper Problems

#### **Related references**

Paper Jam Problems

Paper or Media Type Settings

#### Related tasks

**Cancelling Printing Using a Product Button** 

#### **Related topics**

Loading Paper

## **Solving Problems Printing from a Computer**

Check these sections if you have problems while printing from your computer.

Nothing Prints Product Icon Does Not Appear in Windows Taskbar Error After Cartridge Replacement Printing is Slow

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, clear any stalled 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.

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. Click the **Monitoring Preferences** button.
- 6. Click the checkbox for the option that adds the shortcut icon to the taskbar.
- 7. Click **OK** to close the open program windows.

Parent topic: Solving Problems Printing from a Computer

### **Error After Cartridge Replacement**

If you see an error light or error message after you replace an ink cartridge, follow these steps:

1. Make sure the print head is in the ink cartridge replacement position. (The ink cartridge holder should be beneath the cutout in the product case.)

**Note:** If the print head is not in the ink cartridge replacement position, follow the instructions on replacing an ink cartridge in this manual to move it.

2. Remove and reinsert the replaced ink cartridge, making sure to push it all the way into its slot.

3. Complete the ink cartridge installation steps.

Parent topic: Solving Problems Printing from a Computer

#### **Related topics**

Replacing Ink Cartridges

### **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 highresolution 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.

- Windows: Click the Maintenance tab, select Extended Settings, 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 or Media Type Settings

### **Related tasks**

Selecting Basic Print 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.

Inverted Image Too Many Copies Print Blank Pages Print Incorrect Margins on Printout Border Appears on Borderless Prints 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 Print Layout Options - Windows Selecting Basic Print Settings - OS X

## **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 Print Layout Options - Windows Selecting Basic Print Settings - OS X

## **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 - Windows Selecting Basic Print Settings - OS X Selecting Printing Preferences - OS X

## **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

## **Border Appears on Borderless Prints**

If you see a border on borderless prints, try these solutions:

• Make sure you are printing on a compatible borderless paper type and size.

Note: Do not select a custom paper size for borderless prints.

- Windows: Make sure you selected the Borderless setting in your printer software.
- OS X: Make sure you selected the Borderless checkbox or a paper size with a Borderless option in your printer software.
- Adjust the **Expansion** setting to adjust the amount of image expansion on the edges of borderless prints.
- Make sure the image size and the paper size are set correctly; if the image is small, the enlargement may not be enough to cover the paper.

Parent topic: Solving Page Layout and Content Problems

### **Related references**

Borderless Paper Type Compatibility

### **Related tasks**

Selecting Basic Print Settings - Windows

Selecting Basic Print Settings - OS X Selecting Print Layout Options - Windows

### **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 Print Layout Options - Windows Selecting Print Layout Options - OS X

#### **Related topics**

Loading Paper

## **Slanted Printout**

If your printouts are slanted, try these solutions:

- Slide the edge guide against the edge 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 concepts**

**Print Head Alignment** 

### **Related tasks**

Selecting Basic Print Settings - OS X Selecting Advanced 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.

White or Dark Lines in Printout Blurry or Smeared Printout Faint Printout or Printout Has Gaps Grainy Printout Incorrect Colors

Parent topic: Solving Problems

#### **Related topics**

Solving Scanned Image Quality 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 Cleaning** 

**Print Head Alignment** 

Related references

Paper or Media Type Settings

#### **Related tasks**

Selecting Advanced Print Settings - Windows Selecting Printing Preferences - OS X

#### **Related topics**

**Replacing Ink Cartridges** 

### **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.
- 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.
- 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**

Print Head Cleaning

Print Head Alignment

#### **Related references**

Available Epson Papers Paper Specifications

#### **Related tasks**

Selecting Basic Print Settings - Windows Selecting Advanced Print Settings - Windows Selecting Basic Print Settings - OS X Selecting Printing Preferences - OS X Cleaning the Paper Path

#### **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 Cleaning Print Head Alignment

### **Related tasks**

Selecting Basic Print Settings - Windows Selecting Basic Print Settings - OS X Cleaning the Paper Path

### **Related topics**

Replacing Ink Cartridges Loading Paper

## **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.

 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 Alignment** 

### **Related tasks**

Selecting Advanced Print Settings - Windows Selecting Basic Print Settings - OS X Selecting Printing Preferences - OS X

### **Related topics**

Loading Paper

## **Incorrect Colors**

If your printouts have incorrect colors, try these solutions:

- 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.
- 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 Cleaning** 

#### **Related references**

Available Epson Papers

**Related tasks** 

Selecting Advanced Print Settings - Windows

Managing Color - OS X

#### **Related topics**

**Replacing Ink Cartridges** 

# **Solving Scanning Problems**

Check these solutions if you have problems scanning with your product.

Scanning Software Does Not Operate Correctly

Cannot Start Epson Scan

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 10.6, 10.7, 10.8, or 10.9, 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, such as ABBYY FineReader. To download Epson Scan, visit Epson's driver download site (U.S. downloads or Canadian downloads).

Parent topic: Solving Scanning Problems

#### **Related references**

Windows System Requirements OS X System Requirements

## 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 <sup>(1)</sup> 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 10.6, 10.7, 10.8, or 10.9, 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, such as ABBYY FineReader. To download Epson Scan, visit Epson's driver download site (U.S. downloads or Canadian downloads).

Parent topic: Solving Scanning Problems

#### Related tasks

Scanning with OS X Using Image Capture

#### **Related topics**

Starting a Scan

## **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 Image is Scanned Upside-Down Scanned Image Colors Do Not Match Original Colors Scan Area is Not Adjustable in Thumbnail Preview Scanned Image Edges are Cropped Parent topic: Solving Problems Related topics Solving Print Quality Problems

### 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.

Parent topic: Solving Scanned Image Quality Problems

#### **Related references**

Available Image Adjustments - Home Mode Available Image Adjustments - Office Mode Available Image Adjustments - Professional Mode

#### **Related tasks**

Placing Originals on the Scanner Glass

## 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 tasks** 

Placing Originals on the Scanner Glass

## 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 it on a flat, stable surface that extends beyond the base of the product 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

## Image is Scanned Upside-Down

Your product scans using the **Auto Photo Orientation** setting. This setting checks the preview image for faces, the sky, and other features, and then correctly rotates the photo when it is scanned, if necessary. If your photo is not oriented correctly using this option, deselect the **Auto Photo Orientation** setting and scan again.

Parent topic: Solving Scanned Image Quality Problems

#### **Related tasks**

Scanning in Full Auto Mode

### **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 - Home Mode Selecting a Scan Area - Office Mode Selecting a Scan Area - Professional 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

Related tasks

Placing Originals on the Scanner Glass

# **Solving Memory Card Problems**

Check these solutions if you have problems using memory cards with your product.

Memory Card Does Not Fit Into a Slot

Cannot View or Print Photos from a Memory Card

Cannot Transfer Photos To or From a Memory Card

Parent topic: Solving Problems

## Memory Card Does Not Fit Into a Slot

If a memory card does not fit properly in a slot, do not force it in. You may need to use an adapter with your memory card.

Parent topic: Solving Memory Card Problems

**Related references** 

Memory Card Types

#### **Related tasks**

Inserting a Memory Card

## **Cannot View or Print Photos from a Memory Card**

If you cannot view or print photos from a memory card inserted in your product, try these solutions:

- Make sure you have inserted only one memory card at a time.
- Make sure your memory card is compatible with the product.
- Make sure the files on your memory card are in the correct format.
- If you have too many photos on your memory card, you may not see all the photos you expect or may be prompted to select a group of photos by date. Reduce the number of photos on your card or select one group of photos at a time. Check the memory card specifications for the maximum number of photos.

Parent topic: Solving Memory Card Problems Related references Memory Card Types Memory Card Specifications Memory Card File Specifications Related tasks Inserting a Memory Card

## **Cannot Transfer Photos To or From a Memory Card**

If you have problems transferring photos to or from a memory card inserted in your product, try these solutions:

- Make sure you have inserted only one memory card at a time.
- Make sure your memory card is compatible with the product.
- Make sure your product is securely connected to your computer.
- If you are transferring photos to the memory card, check the memory card's write-protect tab to make sure it is set to allow writing to the card.
- Make sure that the file sharing setting for your product is set correctly.

Parent topic: Solving Memory Card Problems

#### **Related references**

Memory Card Types Memory Card Specifications Memory Card File Specifications

#### Related tasks

Inserting a Memory Card

#### **Related topics**

Transferring Photos on a Memory Card

# When to 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 <sup>1</sup> 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 or 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, or 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: When to 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. To reinstall your product software, see the *Start Here* sheet for instructions.

**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.

Parent topic: When to Uninstall Your Product Software

# 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 Supplies Central 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).

Parent topic: Solving Problems

# **Technical Specifications**

These sections list the technical specifications for your product.

**Note:** Epson offers a recycling program for end of life products. Please go to <u>epson.com/recycle</u> for information on how to return your products for proper disposal.

Windows System Requirements OS X System Requirements Printing Specifications Scanning Specifications Paper Specifications Printable Area Specifications Ink Cartridge Specifications Memory Card Specifications Dimension Specifications Electrical Specifications Environmental Specifications Interface Specifications Network Interface Specifications Safety and Approvals Specifications

# **Windows System Requirements**

To use your product and its software, your computer should use one of these Microsoft operating systems:

- 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.

## **OS X System Requirements**

To use your product and its software, your Mac should use one of these operating systems:

- 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            | Sheet feeder, top entry   |
|-----------------------|---|
| Sheet feeder capacity | Approximately 100 sheets at 20 lb (75 g/m <sup>2</sup> ); load legal-size or user-<br>defined paper sizes one sheet at a time |

Parent topic: Technical Specifications

# **Scanning Specifications**

| Scanner type         | Flatbed, color                            |
|----------------------|---|
| Photoelectric device | CIS                                       |
| Effective pixels     | 10,200 × 14,040 pixels at 1200 dpi        |
| Document size        | Maximum: 8.5 × 11.7 inches (216 × 297 mm) |
|                      | Scanner glass: US letter or A4            |
| Scanning resolution  | 1200 dpi (main scan)                      |
|                      | 2400 dpi (sub scan)                       |

| Output resolution | 50 to 4800, 7200, and 9600 dpi                |
|-------------------|---|
|                   | (50 to 4800 dpi in 1 dpi increments)          |
| Image data        | 16 bits per pixel per color internal          |
|                   | 8 bits per pixel per color external (maximum) |
| Light source      | LED   |

# **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.

#### Single-sheets

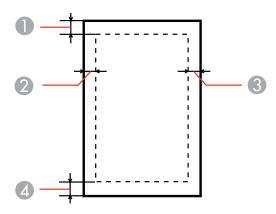
| Size        | A4 (8.3 × 11.7 inches [210 × 297 mm])              |
|-------------|--|
|             | A6 (4.1 × 5.8 inches [105 × 148 mm])               |
|             | Letter (8.5 × 11 inches [216 × 279 mm])            |
|             | Legal (8.5 × 14 inches [216 × 357 mm])             |
|             | 4 × 6 inches (102 × 152 mm)                        |
|             | 5 × 7 inches (127 × 178 mm)                        |
|             | 8 × 10 inches (203 × 254 mm)                       |
|             | 3.5 × 5 inches (89 × 127 mm)                       |
|             | 16:9 wide (4 × 7.1 inches [102 × 181 mm])          |
|             | Half Letter (5.5 × 8.5 inches [140 × 279 mm])      |
| Paper types | Plain paper and special paper distributed by Epson |
| Thickness   | 0.003 to 0.004 inch (0.08 to 0.11 mm)              |
| Weight      | 17 lb (64 g/m²) to 24 lb (90 g/m²)                 |
|             |  |

| Envelopes   |  |
|-------------|--|
| Size        | No. 10 (4.1 × 9.5 inches [105 × 241 mm])                     |
| Paper types | Plain paper  |
| Weight      | 20 lb (75 g/m <sup>2</sup> ) to 24 lb (90 g/m <sup>2</sup> ) |

# **Printable Area Specifications**

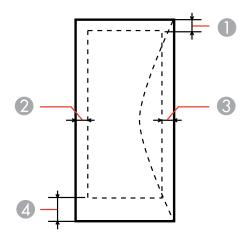
Note: When printing borderless, quality may decline in the expanded printable area.

#### 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
- 2 Bottom: 0.20 inch (5 mm) minimum
- 3 Top: 0.20 inch (5 mm) minimum
- 4 Right: 0.78 inch (20 mm) minimum

Parent topic: Technical Specifications

# **Ink Cartridge Specifications**

**Note:** We recommend that you use genuine Epson cartridges and do not refill them. The use of other products may affect your print quality and could result in printer damage.

The cartridges included with the printer are designed for printer setup and not for resale. After some ink is used for priming, 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 °F (–20 to 40 °C)                                       |  |
|                | 1 month at 104 °F (40 °C)  |  |
|                | Ink freezes at 10.4 °F (–12 °C)  |  |
|                | Ink thaws and is usable after 3 hours at 77 $^{\circ}$ F (25 $^{\circ}$ C) |  |

**Note:** For best printing results, use up a cartridge within 6 months of opening the package.

Parent topic: Technical Specifications Related references Ink Cartridge Part Numbers

# **Memory Card Specifications**

**Note:** Cards marked with an asterisk (\*) require an adapter; consult your adapter documentation for details on using it.

| Compatible types     | Memory Stick Duo  |
|----------------------|---|
|                      | Memory Stick PRO Duo  |
|                      | Memory Stick PRO-HG Duo   |
|                      | Memory Stick Micro*   |
|                      | MagicGate Memory Stick Duo  |
|                      | SDXC  |
|                      | SDHC  |
|                      | SD  |
|                      | miniSDXC*   |
|                      | miniSDHC*   |
|                      | miniSD*   |
|                      | microSDXC   |
|                      | microSDHC*  |
|                      | microSD*  |
| Media format DCF     | DCF (Design rule for Camera File system) version 1.0 or 2.0 compliant |
| Voltage requirements | 3.3 V   |
|                      | Maximum current: 450 mA   |

Note: All card types are standard version compliant.

Parent topic: Technical Specifications

### **Related references**

Memory Card File Specifications

# **Dimension Specifications**

Height

Stored: 5.7 inches (145 mm) Printing: 11.0 inches (279 mm)

| Width  | Stored: 15.4 inches (390 mm)   |
|--------|--------------------------------|
|        | Printing: 15.4 inches (390 mm) |
| Depth  | Stored: 11.8 inches (300 mm)   |
|        | Printing: 20.8 inches (528 mm) |
| Weight | 9.5 lb (4.3 kg)                |
|        |                                |

(without ink cartridges)

Parent topic: Technical Specifications

# **Electrical Specifications**

| Power supply rating   | 100 to 240 V                             |
|-----------------------|--|
| Input voltage range   | 90 to 264 V                              |
| Rated frequency range | 50/60 Hz                                 |
| Input frequency range | 49.5/60.5 Hz                             |
| Rated current         | 0.5 to 0.3 A                             |
| Power consumption     | Standalone copying: 13 W (ISO/IEC 24712) |
| (100 to 240 V model)  | Ready mode: 6.5 W                        |
|                       | Sleep mode: 2.7 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              |
| (non-condensing) | Storage: 5 to 85% RH                 |

# **Interface Specifications**

Interface type Hi-Speed USB (Device class for computers)

Parent topic: Technical Specifications

# **Network Interface Specifications**

| Wireless LAN standard | IEEE 802.11 b/g/n   |
|-----------------------|---|
| Wireless security     | WPA-PSK (TKIP/AES); WPA2 compliant with support for WPA/WPA2 Personal |
|                       | WEP (64/128 bit)  |
| Frequency band        | 2.4 GHz   |
| Communication mode    | Infrastructure mode   |
|                       | Ad hoc mode   |

**Note:** Wireless LAN standard complies with either IEEE 802.11 b/g or IEEE 802.11 b/g/n, depending on purchase location.

Parent topic: Technical Specifications

# 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: WLU6777-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.

Parent topic: Technical Specifications

# **Notices**

Check these sections for important notices about your product.

**Note:** Epson offers a recycling program for end of life products. Please go to epson.com/recycle for information on how to return your products for proper disposal.

FCC Compliance Statement Software Notices Trademarks Copyright Notice

# **FCC Compliance Statement**

#### For United States Users

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

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le materiel brouilleur du Canada.

Parent topic: Notices

## **Software Notices**

#### **OPEN SOURCE SOFTWARE LICENSE**

- 1. This printer product includes open source software programs listed in Section 6) according to the license terms of each open source software program.
- 2. We provide the source code of the GPL Programs, LGPL Programs and Apache License Program (each is defined in Section 6) until five (5) years after the discontinuation of same model of this printer product. If you desire to receive the source code above, please contact the customer support of your region. You shall comply with the license terms of each open source software program.
- The open source software programs are WITHOUT ANY WARRANTY; without even the implied warranty of MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. See the license agreements of each open source software program for more details, which are described in OSS.pdf on your Printer Software CD.
- 4. OpenSSL toolkit

This printer product includes software developed by the OpenSSL project for use in the OpenSSL Toolkit (http://www.openssl.org/).

This product includes cryptographic software written by Eric Young (eay@cryptsoft.com).

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