EPSON

EXCEED YOUR VISION

User's Guide

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This code illustrates a sample implementation of the Arcfour algorithm
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microSDHC Logo is a trademark of SD-3C, LLC. (WF-5690 Series only.)
Note: microSDHC is built into the product and cannot be removed.

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The contents of this manual and the specifications of this product are subject to change without notice.

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Introduction

Where to Find Information

The latest version of the following manuals are available on the Epson support website.
http://www.epson.eu/Support (Europe)
http://support.epson.net/ (outside Europe)

❏ **Start Here (paper):**

Provides you with an introduction to the product and services.

❏ **Important Safety Instructions (paper):**

Provides you with instructions to ensure the safe use of this product. This manual may not be included depending on model and region.

❏ **User's Guide (PDF):**

Provides you with detailed operating, safety, and troubleshooting instructions. See this guide when using this product with a computer, or when using advanced features such as 2 sided copying.

❏ **Network Guide (PDF):**

Provides instructions on network settings for your computer, smartphone or product, and solving problems.

❏ **Administrator's Guide (PDF):**

Provides the system administrator with information on security management and product settings.

Available Features

Check what is available for your product.

	WF-4630	WF-4640	WF-5620 WF-5621	WF-5690
Print	✓	✓	✓	✓
Print (PS3/PCL)	-	-	-	✓
Copy	✓	✓	✓	✓
Fax	✓	✓	✓	✓
Scan to a computer Scan to a memory device	✓	✓	✓	✓

Introduction

	WF-4630	WF-4640	WF-5620 WF-5621	WF-5690
Scan to a network folder Scan to an email Forward fax to a network folder Forward fax to an email	Australia and New Zealand only	Australia and New Zealand only	✓	✓
LDAP*	-	-	✓	✓
IPsec/IP Filtering	-	-	✓	✓
Access Control	-	-	✓	✓
Confidential job printing	-	-	✓	✓

* For more details, see the online Administrator's Guide.

Caution, Important and Note

Caution, Important, and Note in this manual are indicated as below and have the following meaning.

> ⚠ *Caution*
> *must be followed carefully to avoid bodily injury.*

> ▣ *Important*
> *must be observed to avoid damage to your equipment.*

> *Note*
> *contain useful tips and restrictions on product operation.*

Operating System Versions

In this manual, the following abbreviations are used.

❑ Windows 8 refers to Windows 8, Windows 8 Pro, Windows 8 Enterprise.

❑ Windows 7 refers to Windows 7 Home Basic, Windows 7 Home Premium, Windows 7 Professional, and Windows 7 Ultimate.

❑ Windows Vista refers to Windows Vista Home Basic Edition, Windows Vista Home Premium Edition, Windows Vista Business Edition, Windows Vista Enterprise Edition, and Windows Vista Ultimate Edition.

❑ Windows XP refers to Windows XP Home Edition, Windows XP Professional x64 Edition, and Windows XP Professional.

❑ Windows Server 2012 refers to Windows Server 2012 Essentials Edition, Server 2012 standard Edition.

Introduction

❏ Windows Server 2008 refers to Windows Server 2008 Standard Edition, Windows Server 2008 Enterprise Edition, Windows Server 2008 x64 Standard Edition, and Windows Server 2008 x64 Enterprise Edition.

❏ Windows Server 2008 R2 refers to Windows Server 2008 R2 Standard Edition and Windows Server 2008 R2 Enterprise Edition.

❏ Windows Server 2003 refers to Windows Server 2003 Standard Edition, Windows Server 2003 Enterprise Edition, Windows Server 2003 x64 Standard Edition, Windows Server 2003 x64 Enterprise Edition, Windows Server 2003 R2 Standard Edition, Windows Server 2003 R2 Standard x64 Edition, Windows Server 2003 R2 Enterprise Edition and Windows Server 2003 R2 Enterprise x64 Edition.

❏ Mac OS X refers to Mac OS X 10.5.8, 10.6.x, 10.7.x, 10.8.x.

Using Epson Connect Service

Using Epson Connect and other companies' services, you can easily print directly from your smartphone, tablet PC or laptop, anytime and practically anywhere even across the globe! For more information about the printing and other services, visit the following URL;
https://www.epsonconnect.com/ (Epson Connect portal site)
http://www.epsonconnect.eu (Europe only)

> *Note:*
> *You can make network service settings using a Web browser on your computer, smartphone, tablet PC, or laptop that is connected to the same network as the product.*
> ➡ *"Making Network Service Settings" on page 132*

Important Instructions

Safety Instructions

Read and follow these instructions to ensure safe use of this product. Make sure you keep this guide for future reference. Also, be sure to follow all warnings and instructions marked on the product.

❏ Use only the power cord supplied with the product and do not use the cord with any other equipment. Use of other cords with this product or the use of the supplied power cord with other equipment may result in fire or electric shock.

❏ Be sure your AC power cord meets the relevant local safety standard.

❏ Never disassemble, modify, or attempt to repair the power cord, plug, printer unit, scanner unit, or options by yourself, except as specifically explained in the product's guides.

❏ Unplug the product and refer servicing to qualified service personnel under the following conditions:
The power cord or plug is damaged; liquid has entered the product; the product has been dropped or the casing damaged; the product does not operate normally or exhibits a distinct change in performance. Do not adjust controls that are not covered by the operating instructions.

❏ Place the product near a wall outlet where the plug can be easily unplugged.

❏ Do not place or store the product outdoors, near excessive dirt or dust, water, heat sources, or in locations subject to shocks, vibrations, high temperature or humidity.

❏ Take care not to spill liquid on the product and not to handle the product with wet hands.

❏ Keep this product at least 22 cm away from cardiac pacemakers. Radio waves from this product may adversely affect the operation of cardiac pacemakers.

❏ If the LCD screen is damaged, contact your dealer. If the liquid crystal solution gets on your hands, wash them thoroughly with soap and water. If the liquid crystal solution gets into your eyes, flush them immediately with water. If discomfort or vision problems remain after a thorough flushing, see a doctor immediately.

❏ Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.

❏ Do not use a telephone to report a gas leak in the vicinity of the leak.

> *Note:*
> *The following provides safety instructions for ink cartridges.*
> ➡ *"Replacing Ink Cartridges" on page 113*

Product Advisories and Warnings

Read and follow these instructions to avoid damaging the product or your property. Make sure you keep this guide for future reference.

Important Instructions

Setting up/using the product

❏ Do not block or cover the vents and openings in the product.

❏ Use only the type of power source indicated on the product's label.

❏ Avoid using outlets on the same circuit as photocopiers or air control systems that regularly switch on and off.

❏ Avoid electrical outlets controlled by wall switches or automatic timers.

❏ Keep the entire computer system away from potential sources of electromagnetic interference, such as loudspeakers or the base units of cordless telephones.

❏ The power-supply cords should be placed to avoid abrasions, cuts, fraying, crimping, and kinking. Do not place objects on top of the power-supply cords and do not allow the power-supply cords to be stepped on or run over. Be particularly careful to keep all the power-supply cords straight at the ends and the points where they enter and leave the transformer.

❏ If you use an extension cord with the product, make sure that the total ampere rating of the devices plugged into the extension cord does not exceed the cord's ampere rating. Also, make sure that the total ampere rating of all devices plugged into the wall outlet does not exceed the wall outlet's ampere rating.

❏ If you plan to use the product in Germany, the building installation must be protected by a 10 or 16 amp circuit breaker to provide adequate short-circuit protection and over-current protection for the product.

❏ When connecting the product to a computer or other device with a cable, ensure the correct orientation of the connectors. Each connector has only one correct orientation. Inserting a connector in the wrong orientation may damage both devices connected by the cable.

❏ Place the product on a flat, stable surface that extends beyond the base of the product in all directions. The product will not operate properly if it is tilted at an angle.

❏ When storing or transporting the product, avoid tilting it, placing it vertically, or turning it upside down; otherwise ink may leak.

❏ Allow spaces behind the product for the cables, and space above the product so that you can fully raise the document cover.

❏ Leave enough space in front of the product for the paper to be fully ejected.

❏ Avoid places subject to rapid changes in temperature and humidity. Also, keep the product away from direct sunlight, strong light, or heat sources.

❏ Do not insert objects through the slots in the product.

❏ Do not put your hand inside the product during printing.

❏ Do not touch the white flat cable inside the product.

❏ Do not use aerosol products that contain flammable gases inside or around the product. Doing so may cause fire.

❏ Do not move the print head by hand; otherwise, you may damage the product.

Important Instructions

❏ Always turn the product off using the ⏻ button. Do not unplug the product or turn off the power at the outlet until the LCD screen has turned off completely.

❏ Before transporting the product, make sure that the print head is in the home (far right) position and the ink cartridges are inserted into the slots.

❏ If you are not going to use the product for a long period, be sure to unplug the power cord from the electrical outlet.

❏ Do not press too hard on the scanner glass when placing the originals.

Using the product with a wireless connection

❏ Do not use this product inside medical facilities or near medical equipment. Radio waves from this product may adversely affect the operation of electrical medical equipment.

❏ Do not use this product near automatically controlled devices such as automatic doors or fire alarms. Radio waves from this product may adversely affect these devices, and could lead to accidents due to malfunction.

Using the LCD screen

❏ The LCD screen may contain a few small bright or dark spots, and because of its features it may have an uneven brightness. These are normal and do not indicate that it is damaged in any way.

❏ Only use a dry, soft cloth to clean the LCD screen or touchscreen. Do not use liquid or chemical cleaners.

❏ The exterior cover of the LCD screen could break if it receives a heavy impact. Contact your dealer if the panel surface chips or cracks, and do not touch or attempt to remove the broken pieces.

❏ Press the touchscreen gently with your finger. Do not press force or operate with your nails.

❏ Do not operate by a sharp edge thing such as a ball point pen, sharp pencil, stylus pen and so on.

❏ Condensation inside the panel due to abrupt changes in temperature or humidity may cause performance to deteriorate.

Handling ink cartridges

We will provide ink-related safety instructions and product advice/warnings in the linked section (before "Replacing Ink Cartridges" section).

➡

Restrictions on Copying

Observe the following restrictions in order to ensure the responsible and legal use of the product.

Copying of the following items is prohibited by law:

❏ Bank bills, coins, government-issued marketable securities, government bond securities, and municipal securities

Important Instructions

❏ Unused postage stamps, pre-stamped postcards, and other official postal items bearing valid postage

❏ Government-issued revenue stamps, and securities issued according to legal procedure

Exercise caution when copying the following items:

❏ Private marketable securities (stock certificates, negotiable notes, checks, etc.), monthly passes, concession tickets, etc.

❏ Passports, driver's licenses, warrants of fitness, road passes, food stamps, tickets, etc.

> *Note:*
> *Copying these items may also be prohibited by law.*

Responsible use of copyrighted materials:

❏ Products can be misused by improperly copying copyrighted materials. Unless acting on the advice of a knowledgeable attorney, be responsible and respectful by obtaining the permission of the copyright holder before copying published material.

Protecting Your Personal Information

This product allows you to store names and telephone numbers in its memory even when the power is turned off.

Use the following menu to erase the memory if you give the product to someone else or dispose of it.

Setup > **System Administration** > **Restore Default Settings** > **Clear All Data and Settings**

Getting to Know Your Product

> *Note:*
> *The illustrations in this manual are from a similar product model. Although they may differ from your actual product, the method of operation is the same.*

Product Parts
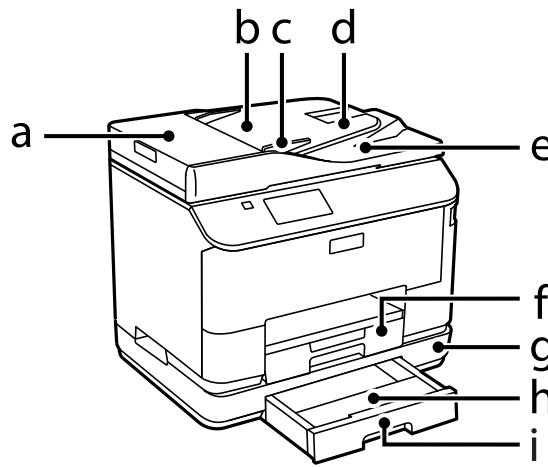
a.	ADF cover
b.	Automatic Document Feeder (ADF)
c.	Edge guide
d.	ADF input tray (place your originals here to be copied)
e.	ADF output tray (your originals are ejected here as they are copied)
f.	Paper cassette 1
g.	Optional paper cassette unit*
h.	Paper cassette cover*
i.	Paper cassette 2*

* Optional for the WF-4630 Series, WF-5620 Series and WF-5690 Series.

Getting to Know Your Product
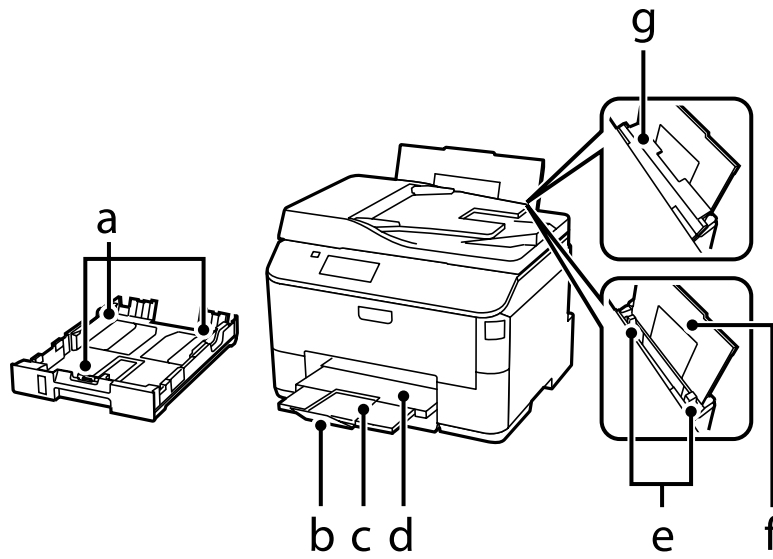
a.	Edge guides
b.	Stopper
c.	Output tray extension
d.	Output tray
e.	Edge guides
f.	Rear paper feed
g.	Feeder guard
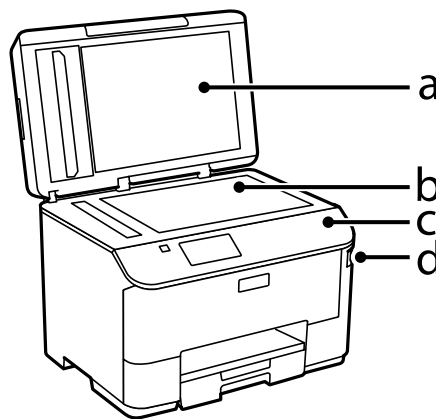
a.	Document cover
b.	Scanner glass
c.	Control panel
d.	External interface USB port

Getting to Know Your Product
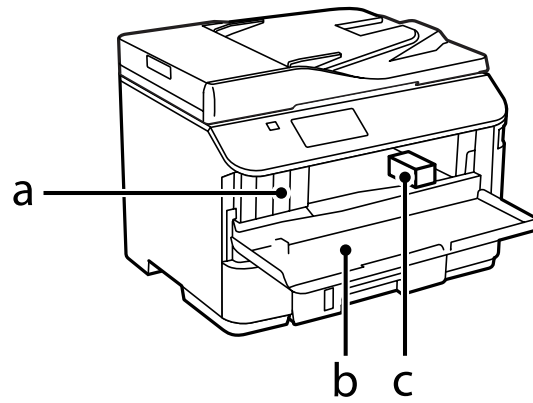
a.	Ink cartridge slots
b.	Front cover
c.	Print head
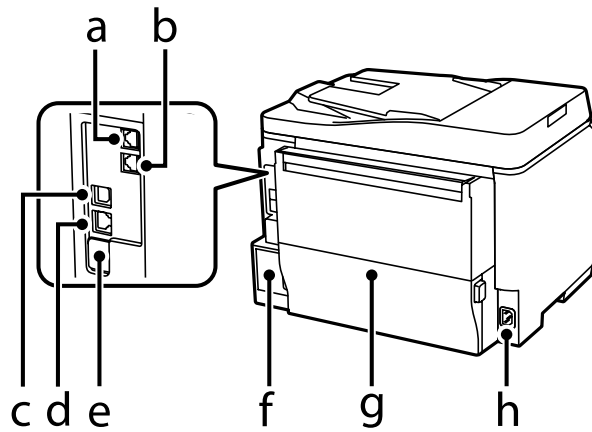
a.	LINE port
b.	EXT. port
c.	USB port
d.	LAN port
e.	Service USB port*
f.	Maintenance box
g.	Rear cover
h.	AC inlet

* USB port for future use. Do not remove the sticker.

Getting to Know Your Product

Guide to the Control Panel

Note:
❑ *Control panel design varies depending on location.*

❑ *Although the control panel design and what displayed on the LCD screen such as menu names and option names may differ from your actual product, the method of operation is the same.*

WF-4640 Series/WF-5690 Series
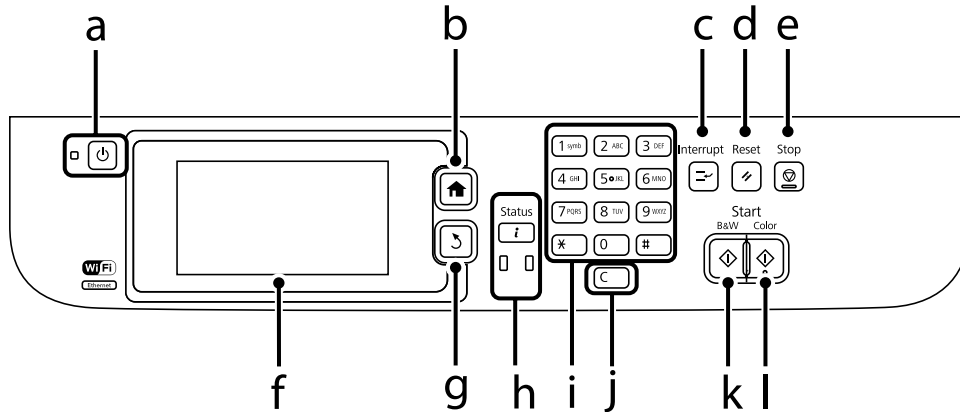
WF-4630 Series/WF-5620 Series
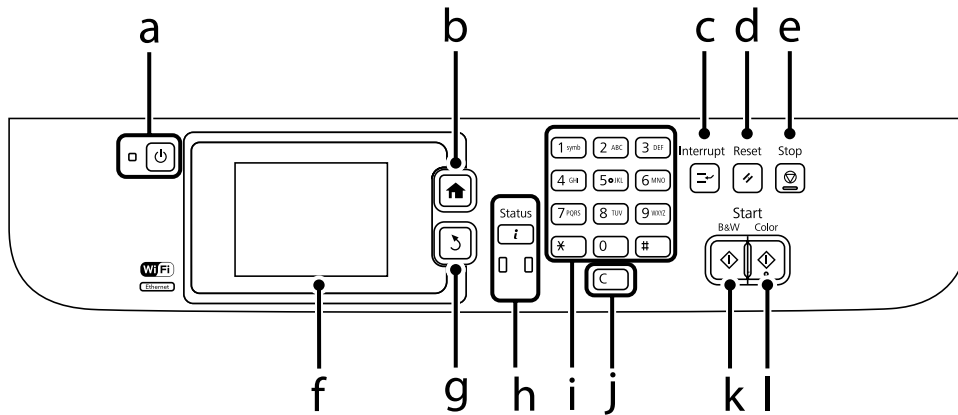
	Buttons/Lights	Function
a	⏻	Turns the product on or off. The power light turns on when the product is on. Flashes when the product is printing/copying/scanning/faxing, replacing an ink cartridge, charging ink, or cleaning the print head.
b	🏠	Returns to the top menu.
c	⇥	Interrupts the current print or copy job and allows you to perform a different print or copy job. Press this button again to restart the job that has been paused.
d	⫽	Resets your settings to user default settings. If user default settings have not been made, resets to the factory default.
e	⊘	Stops the current operation.

Getting to Know Your Product

	Buttons/Lights	Function
f	-	LCD screen displays menus. If your product has a touch panel, you can scroll the screen by swiping the LCD screen. Try swiping a little harder if the touch panel is slow to respond. Returns to the Home screen if no operations are made for a few minutes.
g	⤺	Cancels/returns to the previous menu.
h	[i] ▯ ▯	Shows the Status Menu. ➡ "Status Menu" on page 22 The orange light on the left turns on or flashes when an error occurs. You can check the error from the Status Menu. The blue light on the right flashes while the product is processing data. It stays on when there are print/scan/fax jobs waiting to be processed.
i	0 - 9 *, #	Specifies the date/time or the number of copies, as well as fax numbers. Enters alphanumeric characters and switches between uppercase, lowercase, and numbers each time it is pressed. It may be easier to use the software keypad to enter text instead of using these buttons.
j	c	Clears the number of copies and fax number.
k	◇	Starts printing/copying/scanning/faxing in black and white.
l	◇	Starts printing/copying/scanning/faxing in color.

Status icons

The following icons are displayed on the control panel depending on the product's status. Press the Wi-Fi icon or network status icon to check the current network settings and make Wi-Fi settings.

Status icons

Icons	Description
❓	Displays a help which provides you instructions such as loading paper and placing a document.
ADF	A document is placed on the Automatic Document Feeder (ADF).
i ⚠	One or more ink cartridges are running low on ink or the maintenance box is nearly full. Press *i* to open the Status Menu, select Printer Information, and then check the status of the consumables.
i ✕	Indicates that one or more ink cartridges are expended or the maintenance box is full. Press *i* to open the Status Menu, select Printer Information, and then check the status of the consumables.

Getting to Know Your Product

Icons	Description
	Indicates that unread or unprinted fax data is stored in the product. When you have made settings to save received faxes on a computer or external storage device, this icon also indicates that received faxes have not been saved on the computer or the storage device.
	Indicates the fax memory usage.
100%	Indicates the fax memory is full. Delete received faxes you have already read or printed. ➡ "Checking received faxes in the Inbox" on page 93 If you have made settings to save received faxes on a computer or an external memory device, turn on the computer or connect the device to the product.
	Indicates that a Wi-Fi or an Ethernet connection is being processed.
	Indicates that there is no Ethernet connection.
	Indicates that an Ethernet connection has been established.
	Indicates that there is no Wi-Fi connection.
	Indicates that a Wi-Fi network error has occurred or the product is searching for a connection.
	Indicates that a Wi-Fi connection has been established. The number of bars indicates the connection's signal strength.
Adhoc	Indicates that an Ad Hoc connection has been established.
Direct	Indicates that a Wi-Fi Direct mode connection has been established.
AP	Indicates that Simple AP mode connection has been established.
*	Indicates that the access control feature is enabled. Press the icon to log in to the printer. You need to enter a user name and password. Contact your administrator if you do not know the login information. ➡ "Access Control" on page 37
*	Indicates that the access control feature is enabled, and a user with access permission is logged in. Press the icon to log out.

* This function is only supported by the WF-5620 Series and WF-5690 Series.

Getting to Know Your Product

Icons for each mode

Icons	Description
	Enters Copy mode. ➡ "Copying" on page 38
	Enters Scan mode. ➡ "Scanning from the Control Panel" on page 59
	Enters Fax mode. ➡ "Faxing" on page 74
	Opens Preset screen.
	Enters Memory Device mode.
	Shows the registered contact list for scanning and faxing. ➡ "Making Contact List Settings" on page 95
	Shows the status of Epson Connect service. ➡ "Using Epson Connect Service" on page 11
	Opens Eco Mode settings screen. ➡ "System Administration Settings" on page 102
	Enters Setup mode. ➡ "Setup Mode" on page 101

Status Menu

The Status Menu displays the current status of the product and jobs. Press *i* on the control panel.

Function	Description
Printer Information	Displays the status of the consumables and any errors that have occurred in the product. To resolve an error, select the error from the list to display the error message.
Job Monitor	Displays a list of ongoing jobs and jobs waiting to be processed.
Job History	Displays the job history. If a job fails, an error code is shown in the history. You can check the error code and the solution for the error in the following section. ➡ "Error Code on the Status Menu" on page 149
Job Storage	Select **Inbox** to display the received faxes stored in the product's memory.
Confidential Job*	Displays a list of jobs for which passwords have been set. To print the job, select the job and enter the password. ➡ "Printing Confidential Jobs" on page 56

* This function is only supported by the WF-5620 Series and the WF-5690 Series.

Icons on the Software Keyboard for the LCD Screen

You can enter characters and symbols from the software keyboard to register a contact, make network settings, and so on. The following icons are displayed on the software keyboard screen.

> *Note:*
> *Available icons vary depending on the setting item.*

Icons	Description
⇧	Switches between upper case and lower case letters.
123# ABC ÁÄÂ	Switches the character type. 123#: Allows you to enter numbers and symbols. ABC: Allows you to enter the alphabet. ÁÄÂ: Allows you to enter special characters such as umlauts and accents.
⊕	Changes the keyboard layout.
⎵	Enters a space.
⌫	Deletes the character to the left.
↵	Confirms the entered characters.

Paper and Media Handling

Introduction to Using, Loading, and Storing Media

You can achieve good results with most types of plain paper. However, coated papers provide superior prints because they absorb less ink.

Epson provides special papers that are formulated for the ink used in Epson ink jet products, and recommends these papers to ensure high-quality results.

When loading special paper distributed by Epson, read the instruction sheets packed with the paper first and keep the following points in mind.

> *Note:*
> ❏ *Load the paper into the paper cassette printable side down. The printable side is usually whiter or glossier. See the instruction sheets packed with the paper for more information. Some types of paper have cut corners to help identify the correct loading direction.*
>
> ❏ *If the paper is curled, flatten it or curl it slightly in the opposite direction before loading. Printing on curled paper may cause ink to smear on your prints.*

Storing paper

Return unused paper to the original package as soon as you finish printing. When handling special media, Epson recommends storing your prints in a resealable plastic bag. Keep unused paper and prints away from high temperature, humidity, and direct sunlight.

Selecting Paper

The following table shows supported paper types. The loading capacity and paper source vary by paper as shown below.

Paper and Media Handling

Media Type	Size	Loading capacity (sheets or height)			Automatic 2-sided printing
		Paper cassette 1 or Paper cassette	Paper cassette 2[*1]	Rear paper feed	
Plain Paper[*2]	Legal	27.5 mm	27.5 mm	1	-
	Letter	27.5 mm	27.5 mm	80[*3]	✓
	A4	27.5 mm	27.5 mm	80[*3]	✓
	B5	27.5 mm	27.5 mm	80[*3]	✓
	A5	27.5 mm	-	80[*3]	-
	Executive	-	-	80[*3]	-
	A6	-	-	80[*3]	-
	User Defined (182 x 257 mm to 215.9 x 297 mm)	-	-	80[*3]	✓
	User Defined (other than above)	-	-	1	-
Thick paper[*4]	Legal	-	-	1	-
	Letter	-	-	10[*5]	-
	A4	-	-	10[*5]	-
	B5	-	-	10[*5]	-
	A5	-	-	10[*5]	-
	Executive	-	-	10[*5]	-
	A6	-	-	10[*5]	-
	User Defined (182 x 257 mm to 215.9 x 297 mm)	-	-	10[*5]	-
	User Defined (other than above)	-	-	1	-
Envelope	#10	-	-	10	-
	DL	-	-	10	-
	C4	-	-	1	-
	C6	-	-	10	-
Epson Bright White Ink Jet Paper	A4	200	200	50[*6]	✓
Epson Photo Quality Ink Jet Paper	A4	-	-	80	-

Paper and Media Handling

Media Type	Size	Loading capacity (sheets or height)			Automatic 2-sided printing
		Paper cassette 1 or Paper cassette	Paper cassette 2[*1]	Rear paper feed	
Epson Matte Paper - Heavyweight	A4	-	-	20	-
Epson Premium Glossy Photo Paper	A4	-	-	20	-
	13 × 18 cm (5 × 7 in.)	-	-	20	-
	10 × 15 cm (4 × 6 in.)	-	-	20	-
	16:9 Wide (102 × 181 mm)	-	-	20	-
Epson Premium Semigloss Photo Paper	A4	-	-	20	-
	10 × 15 cm (4 × 6 in.)	-	-	20	-
Epson Ultra Glossy Photo Paper	A4	-	-	20	-
	13 × 18 cm (5 × 7 in.)	-	-	20	-
	10 × 15 cm (4 × 6 in.)	-	-	20	-
Epson Photo Paper, Glossy	A4	-	-	20	-
	13 × 18 cm (5 × 7 in.)	-	-	20	-
	10 × 15 cm (4 × 6 in.)	-	-	20	-

*1 Depending on the product, Paper cassette 2 is an optional extra.

*2 Plain paper is defined as paper with a weight of 64 g/m^2 (17 lb) to 90 g/m^2 (24 lb).
 It includes preprinted paper, letterhead, colored paper, and recycled paper.

*3 The loading capacity for manual 2-sided printing is 30 sheets.

*4 Thick paper is defined as paper with a weight of 91 g/m^2 (25 lb) to 256 g/m^2 (68 lb).

*5 The loading capacity for manual 2-sided printing is 5 sheets.

*6 The loading capacity for manual 2-sided printing is 20 sheets.

> *Note:*
> *The availability of paper varies by location.*

Paper type settings on the LCD screen

The product automatically adjusts itself for the type of paper you select in your print settings. That is why the paper type setting is so important. It tells your product what kind of paper you are using and adjusts the ink coverage accordingly. The table below lists the settings you should choose for your paper.

For this paper	LCD paper type
Plain paper[*1]	plain papers

Paper and Media Handling

For this paper	LCD paper type
Preprinted paper *1	Preprinted
Letterhead*1	Letterhead
Colored paper*1	Color
Recycled paper*1	Recycled
Epson Bright White Ink Jet Paper*1	plain papers
Epson Ultra Glossy Photo Paper	Ultra Glossy
Epson Premium Glossy Photo Paper	Prem. Glossy
Epson Premium Semigloss Photo Paper	Prem. Semigloss
Epson Photo Paper, Glossy	Glossy
Epson Matte Paper – Heavyweight	Matte
Epson Photo Quality Ink Jet Paper	Matte
Thick paper	Thick -Paper
Envelopes	Envelope

*1 You can perform 2-sided printing with this paper.

Paper type settings from the printer driver

The product automatically adjusts itself for the type of paper you select in your print settings. That is why the paper type setting is so important. It tells your product what kind of paper you are using and adjusts the ink coverage accordingly. The table below lists the settings you should choose for your paper.

For this paper	Printer driver paper type
Plain paper	plain papers
Epson Bright White Ink Jet Paper	plain papers
Preprinted paper	Preprinted
Letterhead	Letterhead
Colored paper	Color
Recycled paper	Recycled
Epson Ultra Glossy Photo Paper	Epson Ultra Glossy
Epson Premium Glossy Photo Paper	Epson Premium Glossy
Epson Premium Semigloss Photo Paper	Epson Premium Semigloss
Epson Photo Paper, Glossy	Photo Paper Glossy
Epson Matte Paper – Heavyweight	Epson Matte
Epson Photo Quality Ink Jet Paper	Epson Matte

For this paper	Printer driver paper type
Thick paper	Thick-Paper
Envelopes	Envelope

> *Note:*
> *The availability of special media varies by location. For the latest information on media available in your area, contact Epson support.*
> ➡ *"Technical Support Web Site" on page 202*

Loading Paper into the Paper Cassette

Follow these steps to load paper:

1 Pull the paper cassette all the way out.
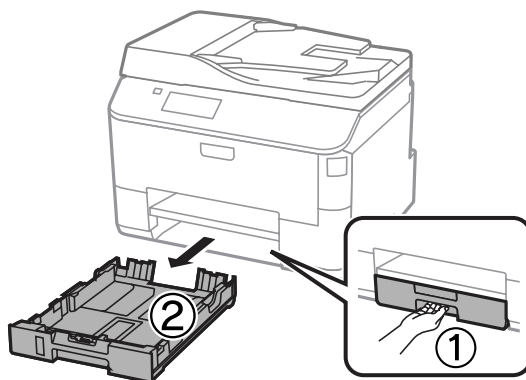
> *Note:*
> *When you are loading paper in paper cassette 2, remove the paper cassette cover.*

2 Pinch and slide the edge guides to the sides of the paper cassette.
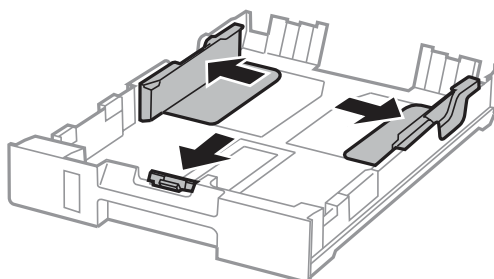
Paper and Media Handling

> *Note:*
> *When using Legal-size paper, extend the paper cassette as shown in the illustration.*
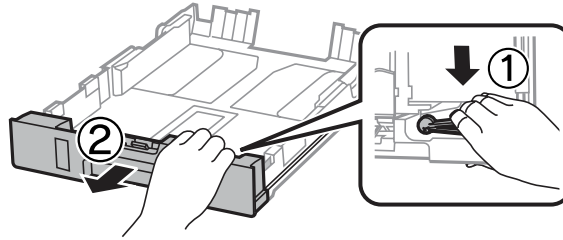
3 Slide the edge guide to adjust to the paper size you will use.
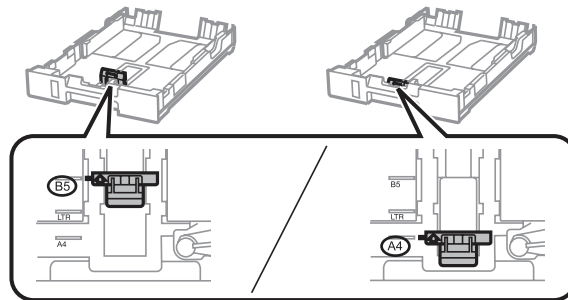
4 Load paper toward the edge guide with printable side face down, and check that the paper is not sticking out from the end of the cassette.
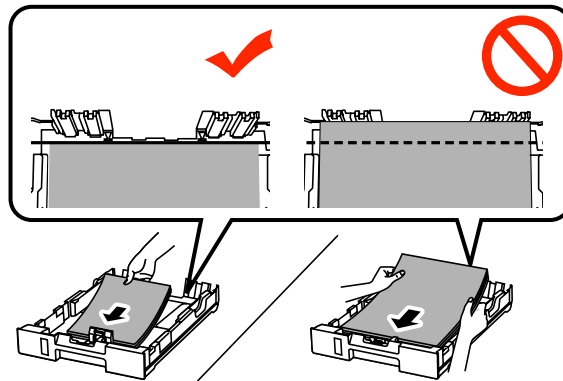
> *Note:*
> ❏ *Fan and align the edges of the paper before loading.*
>
> ❏ *If you want to print on commercially available pre-punched paper, see "Loading Paper and Envelopes into the Rear Paper Feed" on page 31.*

Paper and Media Handling

5 Slide the edge guides to the edges of the paper.
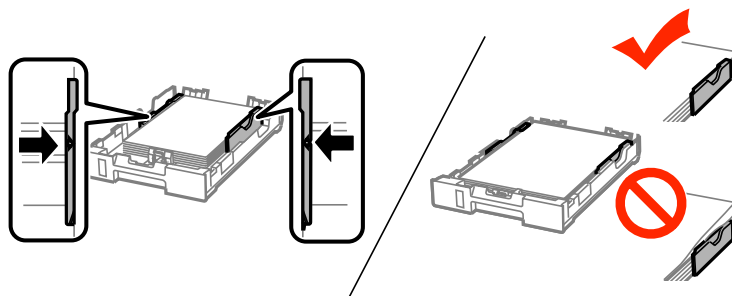
> *Note:*
> ❏ *For plain paper, do not load paper above the ▼ arrow mark inside the edge guide.*
> *For Epson special media, make sure the number of sheets is less than the limit specified for the media.*
>
> ➡ *"Selecting Paper" on page 24*
>
> ❏ *When you are loading paper in paper cassette 2, reattach the paper cassette cover.*

6 Keep the cassette flat and slowly and carefully reinsert it all the way into the product.
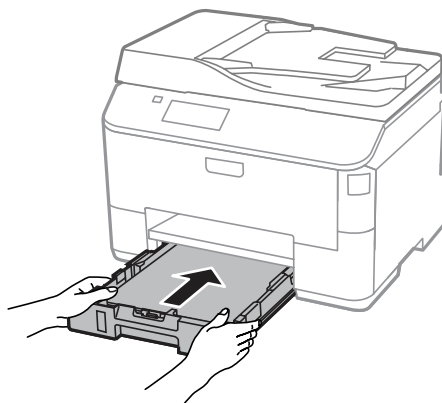
> *Note:*
> *When you insert the paper cassette, the screen for making paper size and paper type settings is automatically displayed. Make sure the paper settings match the paper you have loaded.*

7 Slide out the output tray and raise the stopper.
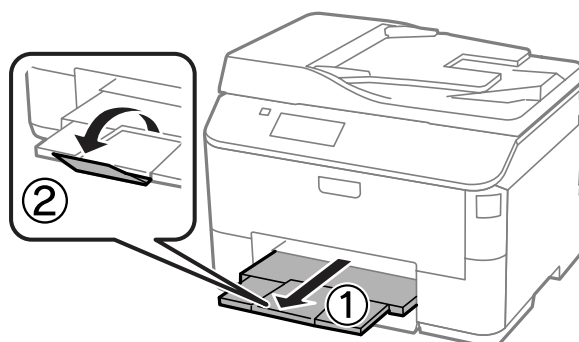
> *Note:*
> ❏ *Leave enough space in front of the product for the paper to be fully ejected.*
> ❏ *Do not remove or insert the paper cassette while the product is operating.*

Loading Paper and Envelopes into the Rear Paper Feed

Follow the steps below to load paper and envelopes into the rear paper feed:

1 Slide out the output tray, and raise the stopper.
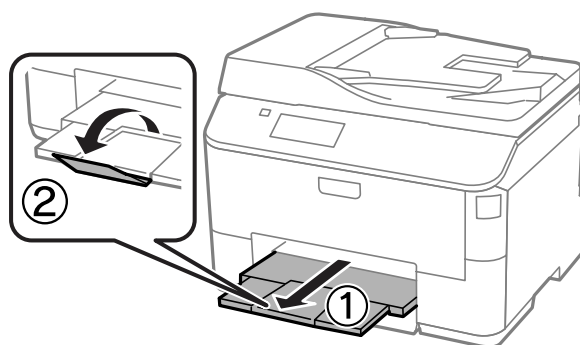
2 Pull up the paper support.
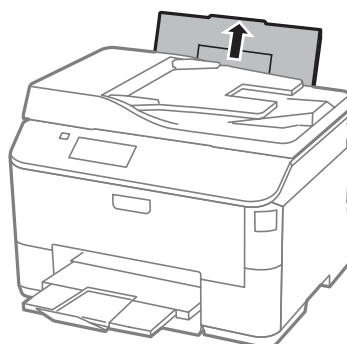
3 Open the feeder guard and then pinch and slide the edge guides.
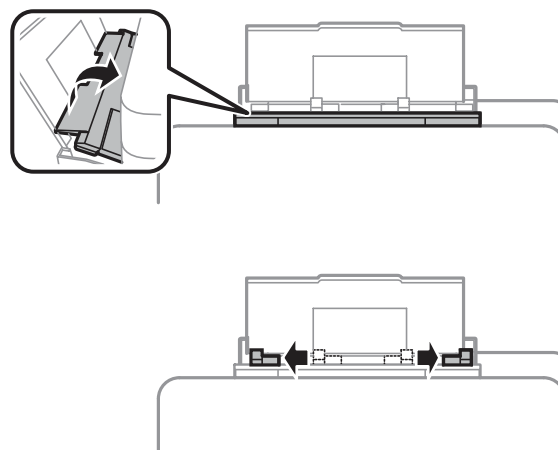
Paper and Media Handling

4 Load paper with the printable side up, at the center of the rear paper feed.
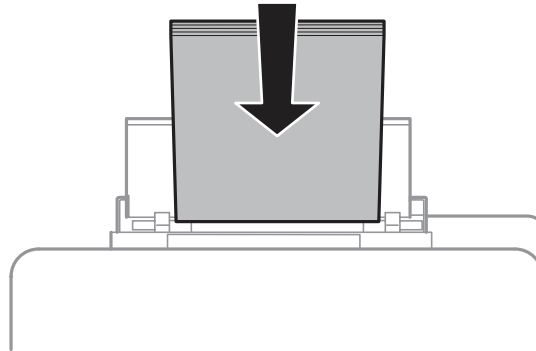
Note:

❏ *The printable side is often whiter or brighter than the other side.*

❏ *When loading envelopes, load the short edge first with the flap facing down.*
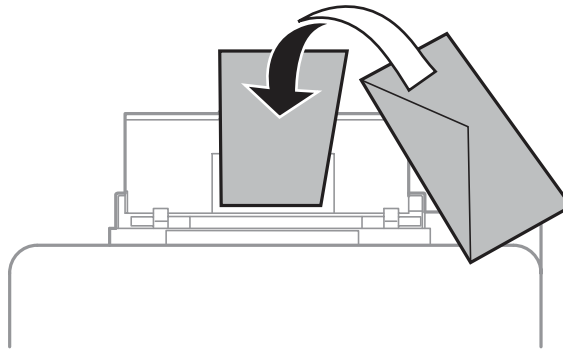
❏ *Do not use envelopes that are curled or folded.*

❏ *Flatten the envelope and the flaps before loading.*
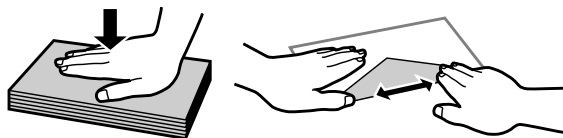
❏ *Flatten the leading edge of the envelope before loading.*

❏ *Avoid using envelopes that are too thin, as they may curl during printing.*

Paper and Media Handling

> *Note for paper with binding holes:*
> *You can use pre-punched paper with binding holes on one of the long edges. Do not load the paper with the binding holes along the top or the bottom.*
>
>
>
> ❏ *Available sizes are A4, A5, B5, Letter and Legal.*
>
> ❏ *Load one sheet of paper at a time.*
>
> ❏ *Automatic 2-sided printing is not available.*
>
> ❏ *Make sure you adjust the print position of your file to avoid printing over the binder holes.*
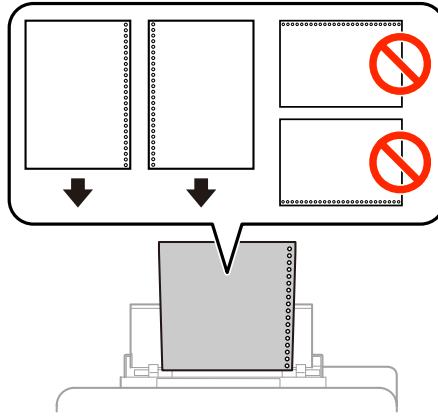
5 Slide the edge guide to the edge of the paper, but not too tightly.
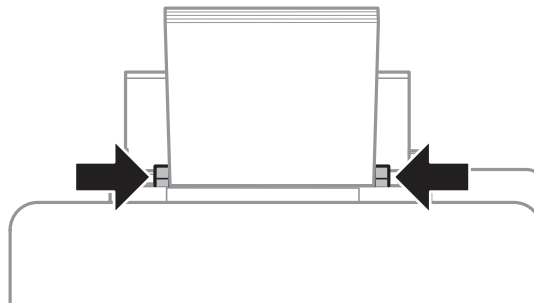
6 Enter **Setup** mode from the Home menu. Select **Paper Setup**, and then select the size and type of paper you loaded into the rear paper feed.

Placing Originals

Automatic Document Feeder (ADF)

You can load your original documents in the Automatic Document Feeder (ADF) to copy, scan, or fax multiple pages quickly. The ADF can scan both sides of your documents. You can use the following originals in the ADF.

Size	B5, A5*, A4, Letter, Legal*
Type	Plain paper
Weight	64 g/m² to 95 g/m²

Paper and Media Handling

Capacity	35 sheets or 3.5 mm or less (A4, Letter)/ 10 sheets (Legal)

* You cannot automatically scan both sides of the paper at this size.

> ❗ *Important:*
> *To prevent paper jams, avoid the following documents. For these types, use the scanner glass.*
>
> ❏ *Documents held together with paper clips, staples, etc.*
>
> ❏ *Documents that have tape or paper stuck to them.*
>
> ❏ *Photos, OHPs, or thermal transfer paper.*
>
> ❏ *Paper that is torn, wrinkled, or has holes.*

1 Tap the originals on a flat surface to even the edges.
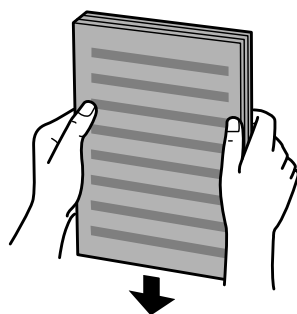
2 Slide the edge guide on the Automatic Document Feeder.
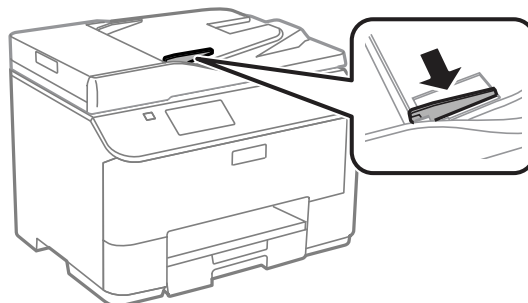
3 Insert the originals face-up and short edge first into the Automatic Document Feeder.

> *Note:*
> *Do not load documents above the ▼ arrow mark inside the edge guide.*

Paper and Media Handling

D Slide the edge guide until it is flush with the originals.
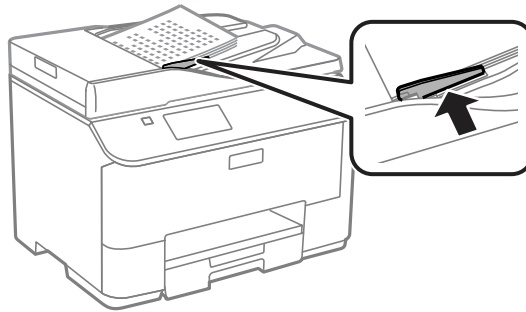
> **Note:**
> For 2-up or 4-up Copy layout, place the original as shown. Make sure the orientation of the original matches the Document Orientation settings.
>
>
>
>
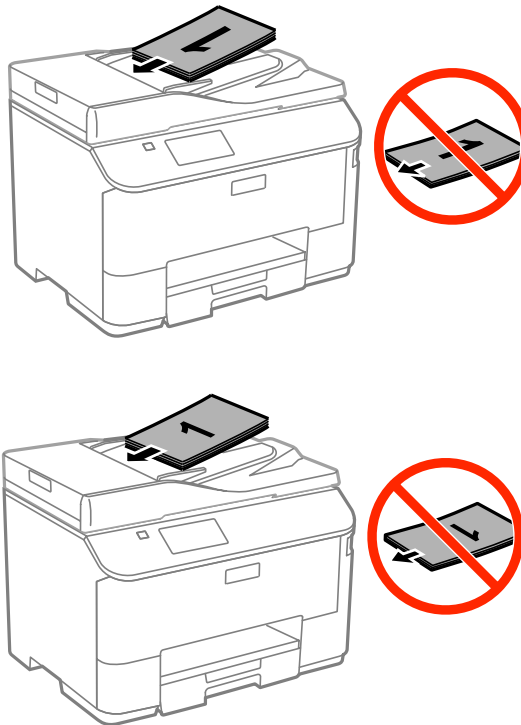
Scanner glass

A Open the document cover and place your original face-down on the scanner glass.
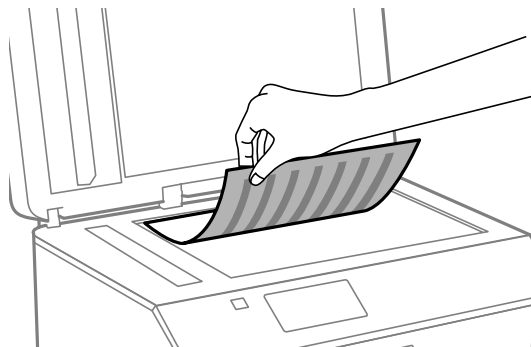
Paper and Media Handling

2 Slide the original to the corner.
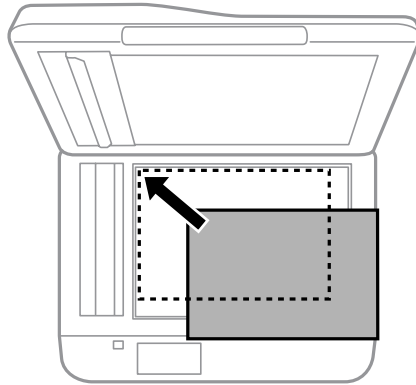
> *Note:*
> *See the following sections if any problems occur with the scanning area or the scanning direction when using EPSON Scan.*
>
> ➡ *"The edges of your original are not scanned" on page 176*
> ➡ *"Multiple documents are scanned into a single file" on page 176*

3 Close the cover gently.

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

Access Control

This function is only supported by WF-5620 Series and WF-5690 Series.

Administrator can restrict users/groups of printing/copying/scanning/faxing by setting Access Control. When this setting is valid, user authentication is necessary by entering password. Administrator can register up to 10 users/ groups in total. For details, refer to the Administrator Guide.

Logging On from the Control Panel

1 Press the 🔒 logon icon on the Home menu.

2 Enter password when the password entering screen is displayed.

> *Note:*
> *If you do not know the user name and password, contact your printer administrator.*

3 Permitted modes are operatable.

> *Note:*
> *Restricted menus are grayed out.*

Printing from the Computer when the Access Control is Valid (For Windows Only)

You need to enter your user name and password on the printer driver before sending a job.

➡

Copying

Copying Documents

Basic copying

Follow the steps below to copy documents.

1 Load paper.
➡ "Loading Paper into the Paper Cassette" on page 28
➡ "Loading Paper and Envelopes into the Rear Paper Feed" on page 31

2 Place original.
➡ "Placing Originals" on page 33

3 Enter **Copy** mode from the Home menu.

4 Enter the number of copies by using the numeric keypad on the control panel.

5 Select **Layout**, and then select the appropriate layout such as 2-up copying.

6 Make the appropriate copy settings. Select **Settings** to make more detailed settings.

> *Note:*
> ❏ *Press* **Preview** *to preview the copy results before you start copying.*
>
> ❏ *You can save your copy settings as a preset.*
> ➡ *"Presets" on page 111*

7 Press one of the ◇ buttons to set the color mode, and then start copying.

Copy Mode Menu List

Refer to the section below for the Copy mode menu list.
➡ "Copy Mode" on page 97

Printing

Printing from the Control Panel

Follow the steps below to print from the control panel without using a computer. You can print data from an external USB device.

Printing a JPEG file

1 Load paper.
➡ "Loading Paper into the Paper Cassette" on page 28
➡ "Loading Paper and Envelopes into the Rear Paper Feed" on page 31

2 Insert a memory device.

3 Select **Memory Device** from the Home menu.

4 Select **JPEG**.

> *Note:*
> ❏ *If you have more than 999 images on your memory device, images are automatically divided into groups and the group selection screen is displayed. Select the group that contains the image you want to print. Images are sorted by the date they were taken.*
>
> ❏ *To select another group, select the menu as shown below.*
> *Memory Device > JPEG > Options > Select Group.*

5 Select the image you want to print.

6 Enter the number of prints by using the numeric keypad on the control panel.

7 Press **Settings** to make print settings or press **Adjustments** to make color adjustment settings.

> *Note:*
> ❏ *For more information on detailed settings, see the Memory Device mode menu list.*
> ➡ *"Memory Device Mode" on page 98*
>
> ❏ *To select more images, press ↺ and then repeat steps 5 to 6, or swipe horizontally to change the image.*

8 Press one of the ◇ buttons to set the color mode, and then start printing.

Printing a PDF or TIFF file

Only the WF-5690 Series supports PDF file printing.

Printing

A   Load paper.
➡ "Loading Paper into the Paper Cassette" on page 28
➡ "Loading Paper and Envelopes into the Rear Paper Feed" on page 31

B   Insert a memory device.

C   Select **Memory Device** from the Home menu.

D   Select **PDF** or **TIFF**.

E   Select the file you want to print.

F   Check the file information, and then press **Proceed**.

G   Enter the number of prints by using the numeric keypad on the control panel.

H   Press **Settings** to make the print settings.

> *Note:*
> *For detailed settings items, refer to the Memory Device mode menu list.*
> ➡ *"Memory Device Mode" on page 98*

I   Press **Proceed**, then confirm the print settings.

J   Press one of the ◊ buttons to set the color mode, and then start printing.

> *Note:*
> *If a password is set for the PDF, enter the password.*

Printing from Your Computer

Printer Driver and Status Monitor

The printer driver lets you choose from a wide variety of settings to get the best printing results. The status monitor and the printer utilities help you check the product and keep it in top operating condition.

> *Note for Windows users:*
> ❏ *Your printer driver automatically finds and installs the latest version of the printer driver from Epson's Web site. Click the **Software Update** button in your printer driver's **Maintenance** window, and then follow the on-screen instructions. If the button does not appear in the **Maintenance** window, point at **All Programs** or **Programs** in the Windows Start menu, and check in the **EPSON** folder.**
> ** For Windows 8:*
> *If the button does not appear in the **Maintenance** window, right-click on the **Start** screen, or swipe from the bottom or top edge of the **Start** screen and select **All apps**, then select **Software Update** from **EPSON** category.*
>
> ❏ *If you want to change the language of the driver, select the language you want to use from the **Language** setting in your printer driver's **Maintenance** window. Depending on the location, this function may not be available.*

Accessing the printer driver for Windows

You can access the printer driver from most Windows applications, the desktop or the taskbar.

To make settings that apply only to the application you are using, access the printer driver from that application.

To make settings that apply to all of your Windows applications, access the printer driver from the desktop or the taskbar.

Refer to the following sections to access the printer driver.

> *Note:*
> *Screen shots of the printer driver windows in this User's Guide are from Windows 7.*

From Windows applications

1 Click **Print** or **Print Setup** on the File menu.

2 In the window that appears, click **Printer**, **Setup**, **Options**, **Preferences**, or **Properties**. (Depending on your application, you may need to click one or a combination of these buttons.)

From the desktop

❏ **Windows 8** and **Server 2012**
Select **Desktop**, **Settings** charm, and **Control Panel**. Then select **Devices and Printers** from the **Hardware and Sound** category. Right-click on the product, or press and hold the product and select **Printing preferences**.

❏ **Windows 7** and **Server 2008 R2**:
Click the start button, select **Devices and Printers**. Then right-click the product and select **Printing preferences**.

❏ **Windows Vista and Server 2008:**
Click the start button, select **Control Panel**, and then select **Printer** from the **Hardware and Sound** category. Then right-click the product and select **Printing preferences**.

❏ **Windows XP and Server 2003:**
Click **Start**, **Control Panel**, (**Printers and Other Hardware**,) then **Printers and Faxes**. Select the product, then click **Printing Preferences** on the File menu.

From the shortcut icon on the taskbar

Right-click the product icon on the taskbar, then select **Printer Settings**.

To add a shortcut icon to the Windows taskbar, first access the printer driver from the desktop as described above. Next, click the **Maintenance** tab, and then click the **Extended Settings** button. In the Extended Settings window, select Enable EPSON Status Monitor 3, and then press **OK**.

Next, click the **Monitoring Preferences** button on the Maintenance tab, and then select **Register the shortcut icon to the task bar**.

Getting information through online help

In the printer driver window, try one of the following procedures.

❏   Right-click the item, then click **Help**.

❏   Click the ？ button at the top right of the window, then click the item (for Windows XP only).

Accessing printer properties for Windows

❏   **Windows 8** and **Server 2012**:
    Select **Desktop**, **Settings** charm, and then **Control Panel**. Next, select **Devices and Printers** from the **Hardware and Sound** category. Right-click on the product, or press and hold the product, and then select **Printer properties**.

❏   **Windows 7** and **Server 2008 R2**:
    Click the start button, select **Devices and Printers**, and then right-click the product and select **Printer properties**.

❏   **Windows Vista** and **Server 2008**:
    Click the start button, select **Control Panel**, and then select **Printer** from the **Hardware and Sound** category. Then right-click the product and select **Properties**.

❏   **Windows XP** and **Server 2003**:
    Click **Start**, **Control Panel**, (**Printers and Other Hardware**,) and then **Printers and Faxes**. Select the product, and then click **Properties** on the File menu.

Access Control settings for Windows

This function is only available for the WF-5620 Series and WF-5690 Series.

When the printer's Access Control is set to **On**, you need to enter your user name and password on the printer driver before sending a print job.

1   Access the printer driver.
    ➡ "Accessing the printer driver for Windows" on page 41

2   Click **Printer and Option Information** on the Maintenance tab.

3   Select the **Save Access Control settings** check box and then click **Settings** on the Printer and Option Information screen.

4 Enter the User Name and Password and then click **OK**.

> *Note:*
> *If you do not know the user name and password, contact your printer administrator.*

5 Click **OK**, and then close the Printer and Option Information screen.

Accessing the printer driver for Mac OS X

The table below describes how to access the printer driver dialog.

Dialog Box	How to Access It
Page Setup	Click **Page Setup** on the File menu of your application. *Note:* *Depending on your application, the Page Setup menu may not appear in the File menu.*
Print	Click **Print** on the File menu of your application.
Epson Printer Utility 4	For Mac OS X 10.8 or 10.7, click **System Preferences** on the Apple menu and then click **Print & Scan**. Select your product from the Printers list box, click **Options & Supplies**, **Utility**, and then click **Open Printer Utility**. For Mac OS X 10.6, click **System Preferences** on the Apple menu and then click **Print & Fax**. Select your product from the Printers list box, click **Options & Supplies**, **Utility**, and then click **Open Printer Utility**. For Mac OS X 10.5, click **System Preferences** on the Apple menu and then click **Print & Fax**. Select your product from the Printers list box, click **Open Print Queue** and then click **Utility** button.

Basic Operations

Basic printing

Follow the steps below to print from your computer.
If you cannot change some of the printer driver settings, they may have been locked by the administrator. Contact your administrator or a power user for assistance.

> *Note:*
> ❏ *The screen shots in this manual may vary depending on the model.*
>
> ❏ *Before you print, load paper properly.*
> ➡ *"Loading Paper into the Paper Cassette" on page 28*
> ➡ *"Loading Paper and Envelopes into the Rear Paper Feed" on page 31*
>
> ❏ *Refer to the section below for the printable area.*
> ➡ *"Printable area" on page 182*
>
> ❏ *After completing the settings, print one test copy and examine the results before printing an entire job.*

Basic product settings for Windows

Note for the WF-5620 Series /WF-5690 Series:
*When the printer's Access Control is set to **On**, you need to enter your user name and password on the printer driver before sending a print job.*
➡ *"Access Control settings for Windows" on page 42*

A Open the file you want to print.

B Access the printer settings.
➡ "Accessing the printer driver for Windows" on page 41

C Click the **Main** tab.

D Select the appropriate Paper Source setting.

E Select the appropriate Document Size setting. You can also define a custom paper size. For details, see the online help.

F Select **Portrait** (tall) or **Landscape** (wide) to change the orientation of your print.

Note:
*Select **Landscape** when printing on envelopes.*

7 Select the appropriate Paper Type setting.
➡ "Paper type settings from the printer driver" on page 27

> *Note:*
> *Print quality is automatically adjusted for the selected Paper Type.*

8 Select the appropriate Quality setting.

> *Note:*
> *If you are printing high-density data on plain paper, letterhead, or preprinted paper, select Standard-Vivid to make your printout vivid.*

9 Click **OK** to close the printer settings window.

> *Note:*
> *To make changes to advanced settings, refer to the relevant section.*

10 Print your file.

Basic product settings for Mac OS X

> *Note:*
> *Screen shots of the printer driver windows in this manual are from Mac OS X 10.7.*

1 Open the file you want to print.

Printing

2 Access the Print dialog box.
➡ "Accessing the printer driver for Mac OS X" on page 43
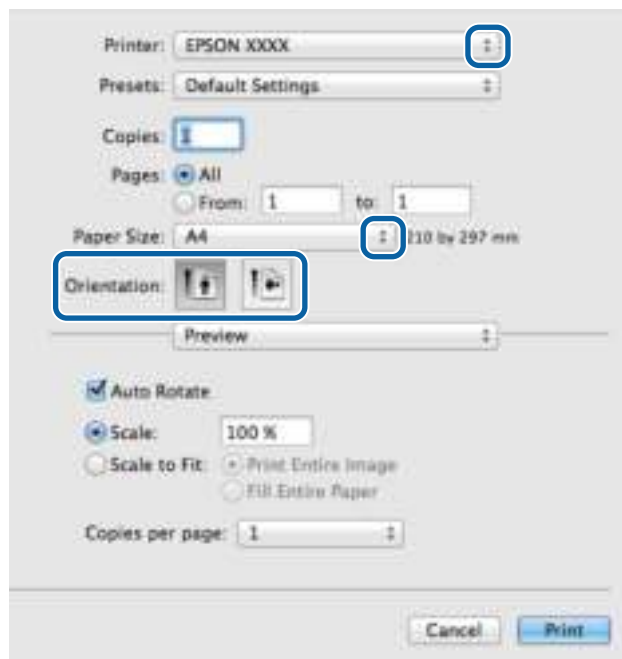
Note:
*If the simplified dialog box is displayed, click the **Show Details** button (for Mac OS X 10.8 or 10.7) or the ▼ button (for Mac OS X 10.6 or 10.5.8) to extend this dialog box.*

3 Select the product you are using as the Printer setting.

Note:
*Depending on your application, you may not be able to select some of the items in this dialog box. If so, click **Page Setup** on the File menu of your application, and then make suitable settings.*

4 Select the appropriate Paper Size setting.

5 Select the appropriate Orientation setting.

Note:
Select landscape orientation when printing envelopes.

F   Select **Print Settings** from the pop-up menu.
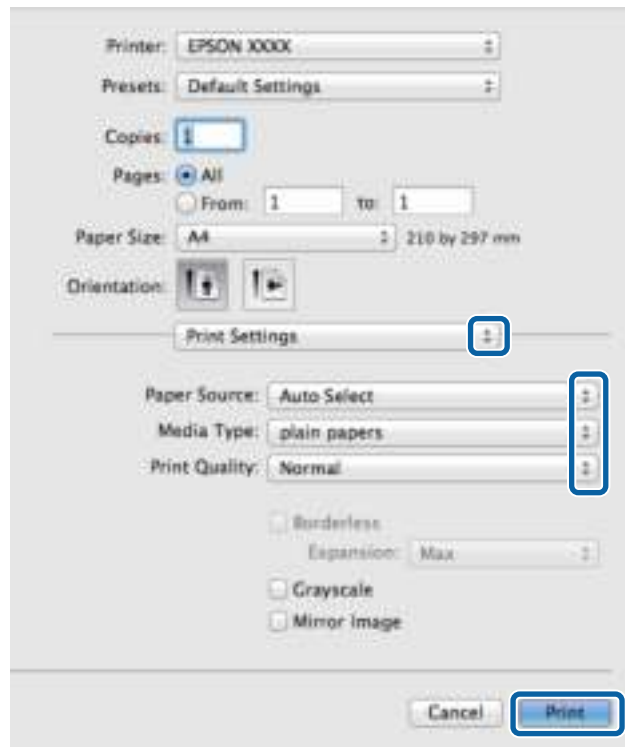
G   Select the appropriate **Paper Source** setting.

H   Select the appropriate Media Type setting.
    ➡ "Paper type settings from the printer driver" on page 27

I   Select the appropriate Print Quality setting.

> *Note:*
> *If you are printing high-density data on plain paper, letterhead, or preprinted paper, select Standard-Vivid to make your printout vivid.*

J   Click **Print** to start printing.

Canceling printing

If you need to cancel printing, follow the instructions in the appropriate section below.

Using the product button

Press ⊘ to cancel a print job in progress.

Using the product's status menu

You can cancel a print job in progress on the product's Status Menu.

1 Press *i* to display the Status Menu.

2 Select **Job Monitor**, then **Print Job**. Ongoing jobs and jobs that are standing by are shown in the list.

3 Select the job that you want to cancel.

4 Press **Cancel**.

For Windows

> *Note:*
> *You cannot cancel a print job that has been completely sent to the product. In this case, cancel the print job by using the product.*

1 Access the EPSON Status Monitor 3.
➡ "For Windows" on page 154

2 Click the **Print Queue** button. The Windows Spooler appears.

3 Right-click on the job you want to cancel and then select **Cancel**.

For Mac OS X

Follow the steps below to cancel a print job.

> *Note:*
> *If you have sent a print job from a Mac OS X 10.6 or 10.5.8 through the network, you may not be able to cancel printing from the computer. Press ⊗ on the product's control panel to cancel a print job. To solve this problem, see the online Network Guide.*

1 Click your product icon in the Dock.

2 In the Document Name list, select the document which is printing.

3 Click the **Delete** button to cancel the print job.
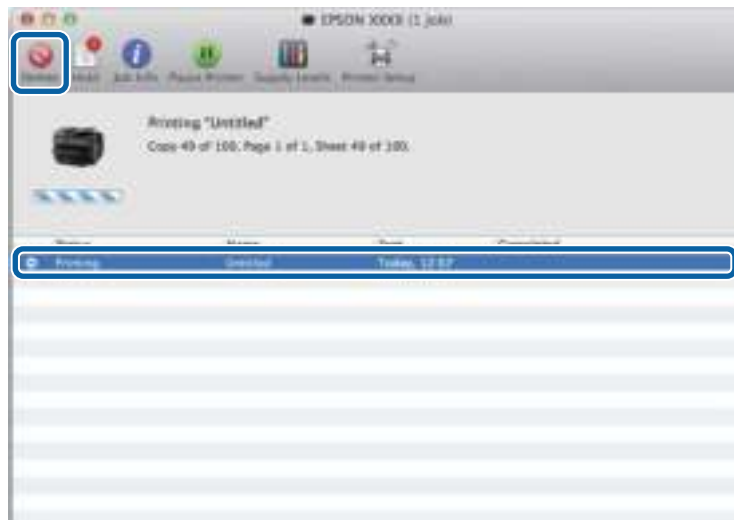
For Mac OS X 10.8:
Click the ⊗ button to cancel the print job.

Other Options

Product presets (For Windows Only)

Printer driver presets make printing a snap. You can also create presets of your own.

Product settings for Windows

1 Access the printer settings.
➡

2 Select a Printing Presets in the Main tab. Product settings are automatically set to the values displayed in the pop-up window.

2-sided printing

Use the printer driver to print on both sides of the paper.
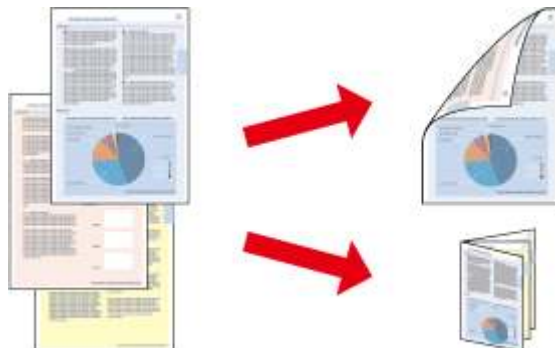
Note:

❏ *This feature may not be available at some settings.*

❏ *The loading capacity differs during 2-sided printing.*
  ➡ *"Selecting Paper" on page 24*

❏ *Only use papers that are suitable for 2-sided printing. Otherwise, the printout quality may deteriorate.*
  ➡ *"Selecting Paper" on page 24*

❏ *Manual 2-sided printing may not be available when the product is accessed over a network or is used as a shared printer.*

❏ *If the ink runs low during automatic 2-sided printing, the product stops printing and the ink needs to be replaced. When ink replacement is complete, the product starts printing again, but there may be some missing parts in your print. If this happens, print again the page that has missing parts.*

❏ *Depending on the paper and the amount of ink used to print text and images, ink may bleed through to the other side of the paper.*

❏ *The surface of the paper may be smeared during 2-sided printing.*

Note for Windows:

❏ *Four types of 2-sided printing are available: automatic standard, automatic folded booklet, manual standard and manual folded booklet.*

❏ *Manual 2-sided printing is available only when EPSON Status Monitor 3 is enabled. To enable the status monitor, access the printer driver and click the **Maintenance** tab followed by the **Extended Settings** button. In the Extended Settings window, check the **Enable EPSON Status Monitor 3** check box.*

❏ *When automatic 2-sided printing is performed, printing may be slow depending on the combination of options selected for Select Document Type in the Print Density Adjustment window and for Quality in the Main window.*

Note for Mac OS X:

❏ *Mac OS X supports automatic standard 2-sided printing only.*

❏ *When automatic 2-sided printing is performed, printing may be slow depending on the Document Type setting in Two-sided Printing Settings*

Product settings for Windows

1 Access the printer settings.
➡ "Accessing the printer driver for Windows" on page 41

2 Select the appropriate 2-Sided Printing setting.

> *Note:*
> *Depending on the driver version, the 2-Sided Printing setting may become available when you select the check box. When using automatic printing, make sure the **Auto** check box is checked.*

3 Click **Settings**, and make the appropriate settings.

> *Note:*
> *If you want to print a folded booklet, select **Booklet**.*

4 Check the other settings and print.

> *Note:*
> ❏ *When printing automatically, and if you are printing high-density data such as photos or graphs, we recommend making the settings in the Print Density Adjustment window.*
> ❏ *The actual binding margin may be different from the specified settings depending on your application. Experiment with a few sheets to examine actual results before printing the entire job.*
> ❏ *Manual 2-sided printing allows you to print the even-numbered pages first. When you print odd-numbered pages, a blank sheet of paper is output at the end of the print job.*
> ❏ *When you are printing manually, make sure that the ink is completely dry before reloading the paper.*

Product settings for Mac OS X

1 Access the Print dialog box.
➡ "Accessing the printer driver for Mac OS X" on page 43

2 Make the appropriate settings in the Two-sided Printing Settings pane.

3 Check the other settings and print.

> *Note:*
> *If you are printing high-density data such as photos or graphs, we recommend adjusting Print Density and Increased Ink Drying Time settings manually.*

Fit to page printing

Lets you automatically enlarge or reduce the size of your document to fit the paper size selected in the printer driver.
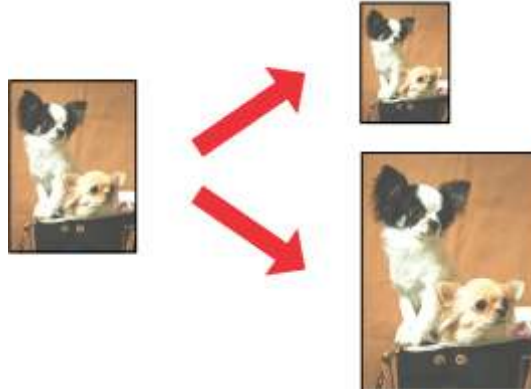
> *Note:*
> *This feature may not be available at some settings.*

Product settings for Windows

1 Access the printer settings.
➡ "Accessing the printer driver for Windows" on page 41

2 Select **Reduce/Enlarge Document** and **Fit to Page** in the More Options tab, and then select the size of the paper you are using from Output Paper.

> *Note:*
> *If you want to print a reduced image with centering, select **Center**.*

3 Check the other settings and print.

Product settings for Mac OS X

1 Access the Print dialog box.
➡ "Accessing the printer driver for Mac OS X" on page 43

2 Choose **Scale to fit paper size** for Destination Paper Size in the Paper Handling pane and select the desired paper size from the pop-up menu.

3 Check the other settings and print.

Pages per Sheet printing

Lets you use the printer driver to print two or four pages on a single sheet of paper.
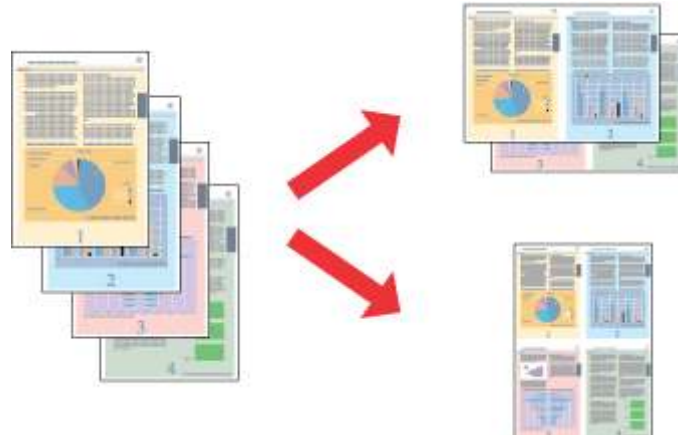
> *Note:*
> *This feature may not be available at some settings.*

Product settings for Windows

1 Access the printer settings.
➡ "Accessing the printer driver for Windows" on page 41

2 Select **2-Up** or **4-Up** as Multi-Page in the Main tab.

3 Click **Page Order**, and make the appropriate settings.

4 Check the other settings and print.

Product settings for Mac OS X

1 Access the Print dialog box.
➡ "Accessing the printer driver for Mac OS X" on page 43

2 Select the desired number of Pages per Sheet and the Layout Direction (page order) in the Layout pane.

3 Check the other settings and print.

Anti-Copy Pattern printing (for Windows Only)

This function allows you to print a document as a copy-protected document. When you try to copy a copy-protected document, the string that you added as the anti-copy pattern is printed several times on the document.

Note:
This feature may not be available at some settings.

A Access the printer settings.
➡ "Accessing the printer driver for Windows" on page 41

B Click **Watermark Features** on the More Options tab, and then select an Anti-Copy Pattern from the Anti-Copy Pattern list.

> Note:
> ❏ This feature is available only with the following settings selected.
> Paper Type: plain papers
> Quality: Standard
> Auto 2-Sided Printing: Off
> Color Correction: Automatic
>
> ❏ If you want to create your own watermark, click **Add/Delete**. For more details about each setting, see the online help.

C Click **Settings**, and make the appropriate settings.

> Note:
> Anti-Copy Pattern are printed in monochrome only.

D Click **OK** to return to the More Options window.

E Click **OK** to close the printer settings window and print.

Watermark printing (For Windows Only)

This function allows you to print a text-based or image-based watermark on your document.

> **Note:**
> *This feature may not be available at some settings.*

1 Access the printer settings.
  ➡ "Accessing the printer driver for Windows" on page 41

2 Click **Watermark Features** on the More Options tab, and then select a watermark from the Watermark list.

> **Note:**
> ❑ *If you want to create your own watermark, click **Add/Delete**. For more details about each setting, see the online help.*
>
> ❑ *Saved watermarks can only be used with the printer driver in which you saved the settings. Even if multiple printer names are set for a printer driver, the settings are only available for the printer name in which you saved the settings.*
>
> ❑ *When sharing the printer on a network, you cannot create a user defined watermark as a client.*

3 Click **Settings**, and then make the appropriate settings.

4 Click **OK** to return to the More Options window.

5 Click **OK** to close the printer settings window and print.

Header/Footer printing (For Windows Only)

This function allows you to print user name, computer name, date, time, or collate number, at the top or bottom of each page in a document.

1 Access the printer settings.
➡

2 Click **Watermark Features** on the More Options tab, select **Header/Footer**, and then click **Settings**.

3 Select the necessary items from the drop-down list in the Header Footer Settings window.

> *Note:*
> *If you select Collate Number, the number of copies is printed.*

4 Click **OK** to return to the More Options window.

5 Click **OK** to close the printer settings window and print.

Printing Confidential Jobs

This function is only available for the WF-5620 Series and WF-5690 Series.

This function allows you to set a password when sending a job. When a password is set, the job cannot be printed until the password is entered on the product's control panel.

1 Access the printer settings.
➡

2 Select Confidential Job on the More Options tab.

3 Make settings such as the password, user name, and job name on the Confidential Job Settings screen, and then click OK.

4 Make the necessary settings.

5 Click OK to close the printer settings screen and send the print job.

6 Go to the printer, press *i* on the control panel and select **Confidential Job**.

7 Enter your user name and select the job you sent.

8 Enter the password you set, and then press one of the ◇ buttons to start printing.

Administrator Settings for Printer Driver (for Windows Only)

Administrators can lock the following printer driver settings for each user to prevent unintended changes of the settings.

❏ Anti-Copy Pattern

❏ Watermark

❏ Header/Footer

❏ Color

❏ 2-sided printing

❏ Multi-Page

> *Note:*
> *You need to logon as an administrator in Windows.*

1 Windows 8 and Server 2012:
Select **Desktop**, **Settings**, **charm**, **Control Panel**, and then select **Devices and Printers** from the Hardware and Sound category.

Windows 7 and Server 2008 R2:
Click the start button, and then select **Devices and Printers**.

Windows Vista and Server 2008:
Click the start button, select **Control Panel**, and then select **Printer** from the Hardware and Sound category.

Windows XP and Server 2003:
Click **Start**, select **Control Panel**, and then select **Printers and Faxes** from the Printers and Other Hardware category.

2 Windows 8, 7, Server 2008, and Server 2012:
Right-click on the product, or press and hold the product, select **Printer properties**, **Optional Settings**, and then select the **Driver Settings** button.

Windows Vista and Server 2008:
Right-click the icon for your product, click **Optional Settings**, and then click the **Driver Settings** button.

Windows XP and Server 2003:
Right-click the icon for your product, click **Optional Settings**, and then click the **Driver Settings** button.

3 Make the appropriate settings. For more details about each setting, see the online help.

4 Click **OK**.

Using the PostScript Printer Driver

See the following for details on installing the PostScript printer driver.
➡ "Installing the PostScript Printer Driver" on page 139

Using the Epson Universal P6 Printer Driver

See the following for details on installing the Epson Universal P6 Printer Driver.
➡ "Installing the Epson Universal P6 Printer Driver (for Windows Only)" on page 143

> *Note:*
> *Whenever possible select fonts in your application. See your software documentation for instructions. If you are sending unformatted text to the printer directly from DOS or if you are using a simple software package that does not include font selection, you can select fonts using the printer's control panel menus.*

Scanning

Scanning from the Control Panel

You can scan documents and send the scanned image from the product to a connected computer, a memory device, a network folder, and send the scanned image by attaching to an email.

Note:
❏ *Depending on the product, Scan to Network Folder/FTP and Scan to Email functions may not be supported.*
➡ *"Available Features" on page 9*

❏ *You can save your scan settings as a preset.*
➡ *"Presets" on page 111*

Scanning to a memory device

1 Insert an external USB device.

2 Place original.
➡ "Placing Originals" on page 33

3 Enter **Scan** mode from the Home menu.

4 Select **Memory Device**.

5 Press **Format**, and then select the file format you want to use to save scanned data to the memory device.

6 Press **Settings**, and then make the appropriate scan settings.

Note:
*When PDF is selected as the file format, security settings become available allowing you to create a password protected PDF. Select **PDF Settings**.*

---

7 Press one of the ◇ buttons to set the color mode, and then start scanning.

Your scanned image is saved.

Scanning to a folder

The Scan to Network Folder/FTP function allows you to save scanned images to a folder on a server. You can specify a saved folder by entering a folder path directly, but it may be easier if you register a saved folder and configure the folder settings in Contacts first before you use this function.
➡ "Making Contact List Settings" on page 95

A   Place original.
➡ "Placing Originals" on page 33

B   Enter **Scan** mode from the Home menu.

C   Select **Network Folder/FTP**.

D   Press **Contacts** to display a list of registered folders.

> *Note:*
> *You can also specify the folder by entering the folder path directly. After step 3, press the **Enter Location** field. Select*
> ***Communication Mode**, enter the folder path using the numeric keypad and other buttons on the control panel, and*
> *then configure the folder settings. After making the settings, go to step 6.*

E   Press the check box on the list to select the folder you want, and then press **Proceed**.

F   Press **Menu**. Make the appropriate scan settings.

G   Press one of the ◇ buttons to set the color mode, and then start scanning.

     Your scanned image is saved.

Scanning to an email

The Scan to Email function allows you to send scanned image files by email directly from the product through a preconfigured email server.

> *Note:*
> *Before using this function, make sure you have configured the Email Server Settings and that the Date/Time and Time*
> *Difference in Date/Time Settings have been set correctly. Otherwise, time stamps on your emails may not be displayed*
> *correctly on the recipient's computer.*

A   Place original.
➡ "Placing Originals" on page 33

B   Enter **Scan** mode from the Home menu.

C   Select **Email**.

D   If you want to specify email addresses directly, press the **Enter Email Address** field, and then enter an email address.

5 If you want to specify email addresses from Contacts, press **Contacts** to display the list, and then select a contact by pressing the check box on the list. Then press **Proceed**.

> *Note:*
> *You can send an email up to 10 individual email addresses and group.*

6 Press **Format** and select the file format.

7 Press **Menu**.

8 Select **Email Settings**. You can specify a name for the scanned image file in Filename Prefix and specify the subject of the email to which you want to attach the scanned file in Subject.

> *Note:*
> *A predetermined message, "Attached Scan Data", is automatically entered as the body of the email.*

9 Select **Basic Settings**. Make the appropriate scan settings.

> *Note:*
> ❏ *You can specify the maximum size for files that can be attached to an email in Attached File Max Size. Select a larger size if you often send large files.*
>
> ❏ *When PDF is selected as the file format, security settings become available allowing you to create a password protected PDF. Select **PDF Settings**.*

10 Press one of the ◇ buttons to set the color mode, and then start scanning.

Your scanned image is sent by email.

Scanning to Cloud

For instruction on using Scan to Cloud, visit the Epson Connect portal Web site.

➡

Scanning to Document Capture Pro (For Windows only)

This function allows you to scan using the settings made in Document Capture Pro. Before using this function, make sure you have installed Document Capture Pro and setup a job on this software. For more information, see the following section.

➡

> *Note:*
> *You need to connect the product to the computers on the network to use this function.*

1 Place original.
➡

B Enter **Scan** mode from the Home menu.

C Select **Document Capture Pro**.

D Press the **Select Computer** field, and then select the computer to which a job has been registered in Document Capture Pro.

> *Note:*
> *If you have set a password in Document Capture Pro from the Network Scan Settings in the software, select a computer and then enter the password.*

E Select a job.

> *Note:*
> ❏ *When you have registered only one job in advance, go to step 6.*
> ❏ *To check the job details, press the job contents field on the screen.*
> ❏ *To select another registered job, press the job select field again.*

F Press one of the ◇ buttons.

The scanned image is saved to the destination you specified.

Scanning to a computer (WSD)

> *Note:*
> ❏ *This function is only available for computers running Windows 8, Windows 7, or Vista.*
> ❏ *To use this function, you need to setup WSD for your computer in advance. For more information, see the online Network Guide.*

A Place original.
➡ "Placing Originals" on page 33

B Enter **Scan** mode from the Home menu.

C Select **Computer (WSD)**.

D Select a computer.

E Press one of the ◇ buttons and then start scanning. Your scanned image is saved.

> *Note:*
> *Depending on the version of the operating system, the scanned image is saved to different destinations. For more information, see your computer's documentation.*

Scan mode menu list

Refer to the section below for the Scan mode menu list.

➡

Scanning from Your Computer

Settings for Access Control (For Windows only)

This function is only available for the WF-5620 Series and the WF-5690 Series.

When the printer's Access Control is set **On**, you need to enter the user name and password in EPSON Scan Settings to use EPSON Scan.

1 Select the start button icon or **Start** > **All Programs** or **Programs** > **EPSON** > **EPSON Scan** > **EPSON Scan Settings**.
For Windows 8 and Server 2012: Enter "EPSON Scan Settings" in the search charm, and then select the software.

2 Select **Access Control**.

3 Enter the **User Name** and **Password** and then click **OK**.

> *Note:*
> *If you do not know the user name and password, contact your printer administrator.*

Scanning in Office Mode

Office Mode lets you quickly scan text documents without previewing your image.

> *Note:*
> ❏ *If you want to install Epson Scan on Windows Server 2012, Server 2008, or Server 2003, you have to install Desktop Experience first.*
>
> ❏ *See the Help for more details on Epson Scan.*

1 Place your original(s).
➡

2 Start Epson Scan.
➡

Scanning

3 Select Office Mode from the Mode list.
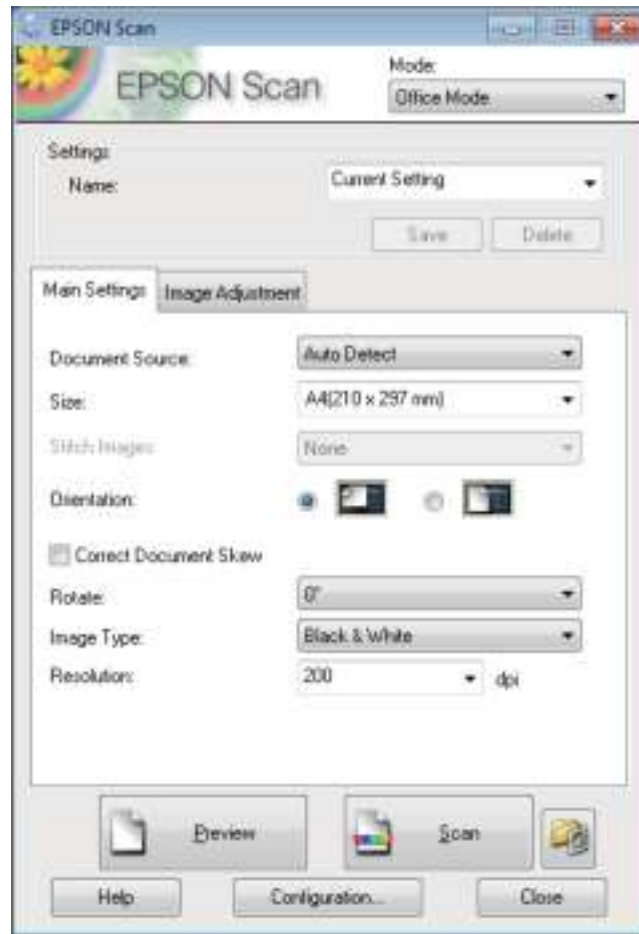
4 Select the Document Source setting.

5 Select the size of your original as the Size setting.

6 Select the Image Type setting.

7 Select an appropriate resolution for your original(s) as the Resolution setting.

8 Click **Scan**.

9 In the File Save Settings window, select the Type setting and then click **OK**.

Note:
❏ *If the **Show this dialog box before next scan** check box is cleared, Epson Scan starts scanning immediately without displaying the File Save Settings window.*

❏ *You can create a password protected PDF file. Select the Security tab in PDF Plug-in Settings. See the Help for more details on Epson Scan.*

❏ *When you select Skip Blank Page, any blank pages in the document are not scanned.*

Your scanned image is saved.

Scanning in Professional Mode

Professional Mode gives you total control of your scanning settings and lets you check the changes you have made in a preview image. This mode is recommended for advanced users.

> *Note:*
> ❑ *If you want to install Epson Scan on Windows Server 2012, Server 2008, or Server 2003, you have to install Desktop Experience first.*
>
> ❑ *See the Help for more details on Epson Scan.*

1 Place your original(s).

2 Start Epson Scan.

Scanning

3 Select **Professional Mode** from the Mode list.

4 Select the Document Source setting.

5 Select **Photo** or **Document** as the Auto Exposure Type setting.

6 Select the Image Type setting.

7 Select an appropriate resolution for your original(s) as the Resolution setting.

8 Click **Preview** to preview your image(s). The Preview window opens and displays your image(s).
➡ "Previewing and Adjusting the Scan Area" on page 70

Note for the Automatic Document Feeder (ADF):
❏ *The ADF loads your first document page, and then Epson Scan prescans it and displays it in the Preview window. The ADF then ejects your first page.*
Place your first document page on top of the rest of the pages, and then load the entire document into the ADF.

❏ *The document page ejected by the ADF has not been scanned yet. Reload the entire document into the ADF.*

---
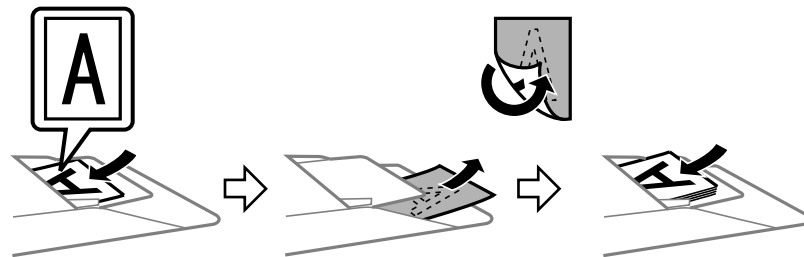
9 Select the size of the scanned image(s) as the Target Size setting if necessary. You can scan your images at their original size, or you can reduce or enlarge their size by selecting Target Size.

10 Adjust the image quality if necessary.
➡ "Image Adjustment Features" on page 67

11 Click **Scan**.

12 In the File Save Settings window, select the Type setting and then click **OK**.

Note:
❏ *If the **Show this dialog box before next scan** check box is cleared, Epson Scan starts scanning immediately without displaying the File Save Settings window.*

❏ *You can create a password protected PDF file. Select the Security tab in PDF Plug-in Settings. See the Help for more details on Epson Scan.*
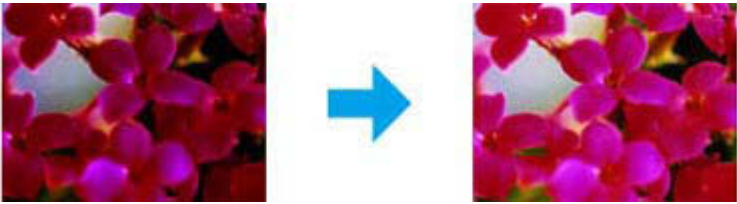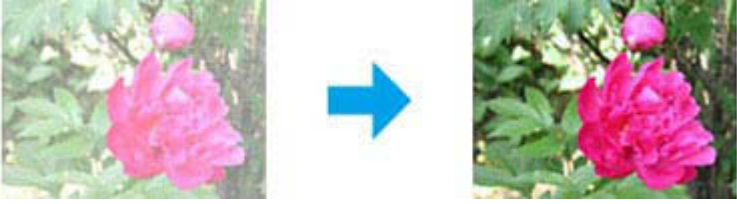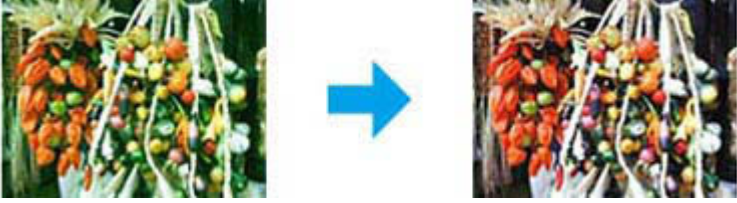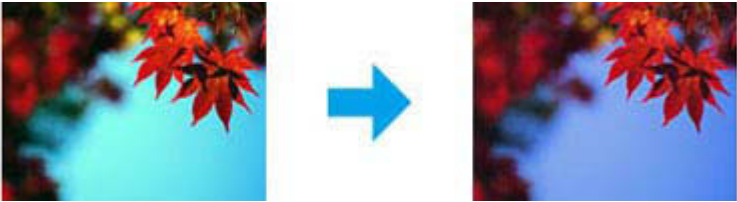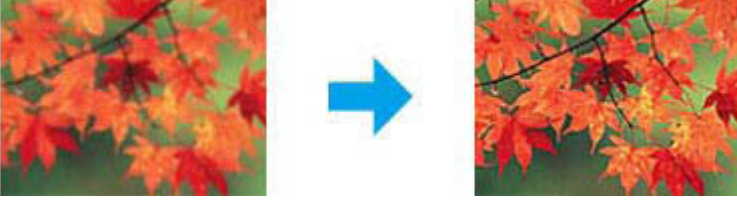
Your scanned image is saved.

Image Adjustment Features
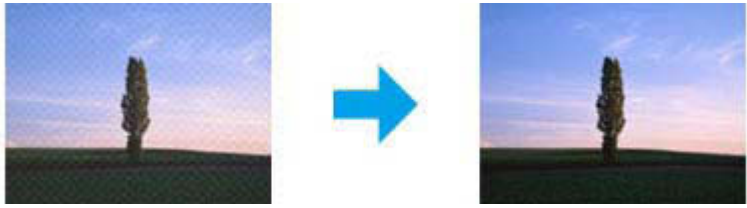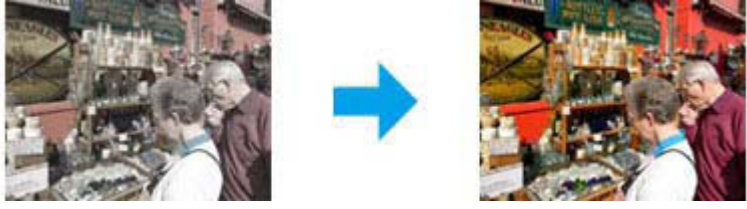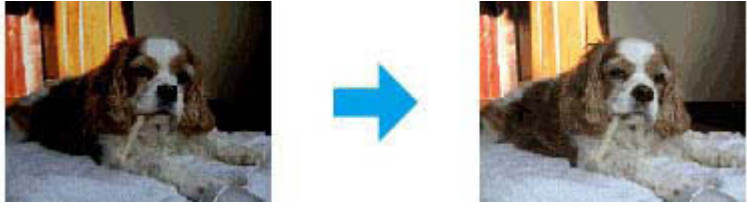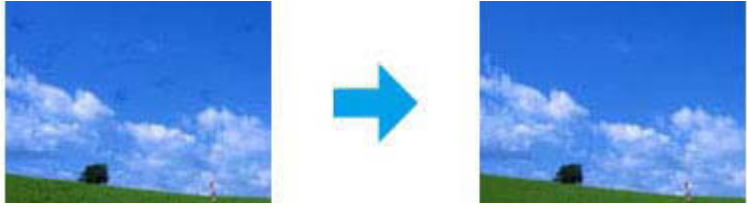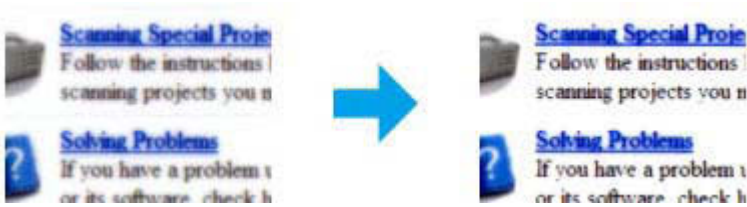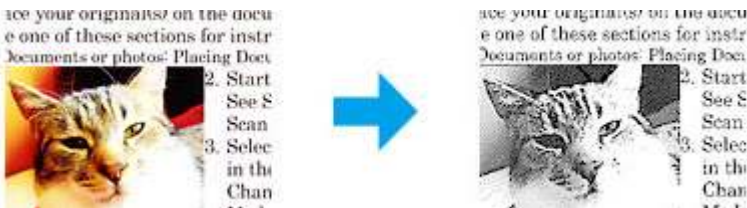
Epson Scan offers a variety of settings for improving color, sharpness, contrast, and other aspects affecting image quality.

See the Help for more details on Epson Scan.

Scanning

Histogram Adjustment	Provides a graphical interface for adjusting highlight, shadow, and gamma levels individually.
Tone Correction	Provides a graphical interface for adjusting tone levels individually.
Image Adjustment	Adjusts brightness and contrast and the balance of red, green, and blue 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.
Unsharp Mask	Sharpens the edges of image areas for an overall clearer image.

Scanning

Descreening	Removes rippled patterns (known as moiré) that can appear in subtly shaded image areas such as skin tones.
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	Enhances text recognition when scanning text documents.
Auto Area Segmentation	Makes Black&White images clearer and text recognition more accurate by separating the text from the graphics.

Scanning

Color Enhance	Enhance a certain color. You can select from red, blue, or green.
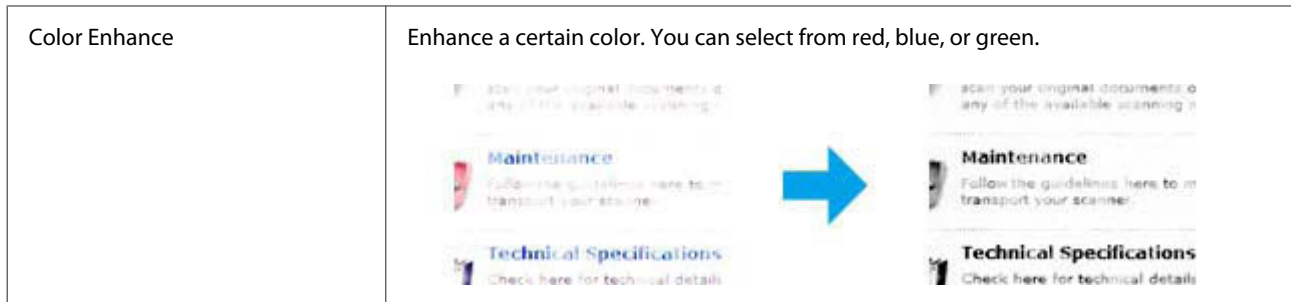
Previewing and Adjusting the Scan Area

Selecting a preview mode

Once you have selected your basic settings and resolution, you can preview your image and select or adjust the image area in a Preview window. There are two types of preview.

❏ Normal preview displays your previewed image(s) in their entirety. You can select the scan area and make any image quality adjustments manually.

❏ Thumbnail preview displays your previewed image(s) as thumbnail(s). Epson Scan automatically locates the edges of your scan area, applies automatic exposure settings to the image(s), and rotates the image(s) if necessary.

> *Note:*
> ❏ *Some of the settings that you change after previewing an image are reset if you change the preview mode.*
>
> ❏ *Depending on your document type and the Epson Scan mode you are using, you may not be able to change the preview type.*
>
> ❏ *If you preview image(s) without the Preview dialog displayed, image(s) are displayed in the default preview mode. If you preview with the Preview dialog displayed, image(s) are displayed in the preview mode that was displayed just before previewing.*
>
> ❏ *To resize the Preview window, click and drag the corner of the Preview window.*
>
> ❏ *See the Help for more details on Epson Scan.*

Creating a marquee

A marquee is a moving dotted line that appears on the edges of your preview image to indicate the scan area.

Do one of the following to draw a marquee.

Scanning
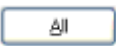
❏ To draw the marquee manually, position the pointer in the area where you want to place the corner of your marquee and click. Drag the cross-hairs over the image to the opposite corner of the desired scan area.
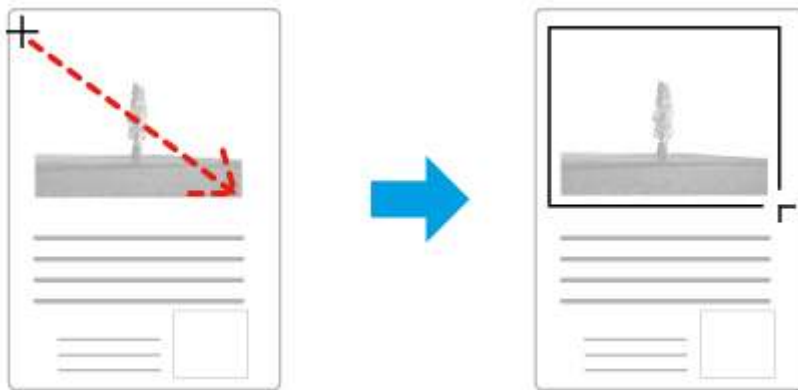
❏ To draw the marquee automatically, click the ▣ auto locate icon. You can only use this icon when you are viewing a normal preview and you only have one document on the scanner glass.

❏ To draw the marquee at a specified size, type in a new width and height in the Document Size setting.

❏ For best results and image exposure, make sure all sides of the marquee are located inside the preview image. Do not include any areas around the preview image in the marquee.

Adjusting a marquee

You can move the marquee and adjust its size. If you are viewing a normal preview, you can create multiple marquees (up to 50) on each image to scan different image areas as separate scan files.

✋	To move the marquee, position your cursor inside the marquee. The pointer becomes a hand. Click and drag the marquee to the desired location.
↕	To resize the marquee, position your cursor over the edge or corner of the marquee. The pointer becomes a straight or angled double-arrow. Click and drag the edge or corner to the desired size.
▣	To create additional marquees of the same size, click this icon.
▣	To delete a marquee, click inside the marquee and click this icon.
All	To activate all marquees, click this icon.

Note:
❏ *To restrict the movement of the marquee to vertical or horizontal only, hold down the* **Shift** *key as you move the marquee.*

❏ *To restrict the size of the marquee to the current proportions, hold down the* **Shift** *key as you resize the marquee.*

❏ *If you draw multiple marquees, make sure you click* **All** *in the Preview window before you scan. Otherwise, only the area inside the last marquee you drew will be scanned.*

Software Information

Starting Epson Scan Driver

This software lets you control all aspects of scanning. You can use this as a standalone scanning program or use it with another TWAIN-compliant scanning program.

How to start

❏ Windows 8 and Server 2012:
Select the **EPSON Scan** icon on the desktop.
Or, select **EPSON Scan** from the **Start** screen.

❏ Windows 7, Vista, XP, Server 2008 and Server 2003:
Double-click the **EPSON Scan** icon on the desktop.
Or, select the start button icon or **Start** > **All Programs** or **Programs** > **EPSON** > **EPSON Scan** > **EPSON Scan**.

❏ Mac OS X:
Select **Applications** > **Epson Software** > **EPSON Scan**.

How to access the help

Click the **Help** button on the Epson Scan driver.

Starting Other Scanning Software

> *Note:*
> *Some scanning software may not be included in some countries.*

Document Capture Pro

Only available for Windows users.
This software allows you to rearrange pages or correct rotation for image data, and then save the data, send it by e-mail, send it to a server, or send it to a cloud service. You can also register frequently used scanning settings to simplify scanning operations.

You can download this software from the following Epson website.
http://support.epson.net/
http://assets.epson-europe.com/gb/en/document_capture_pro/ (Europe)

How to start

❏ Windows 8:
Right-click on the **Start** screen, or swipe from the bottom or top edge on the **Start** screen, and select **All apps** > **Epson Software** > **Document Capture Pro**.

❏ Windows 7, Vista and XP:
Select the start button or **Start** > **All Programs** or **Programs**> **Epson Software** > **Document Capture Pro**.

How to access the help

Select **Help** from the menu on the software screen to display the Help.

Faxing

Connecting to a Phone Line

Compatible telephone lines and phone cables

Phone line

This product's fax features are designed to work over standard analogue telephone lines (PSTN = Public Switched Telephone Network) and PBX (Private Branch Exchange) telephone systems. (Depending on the environment, some PBX telephone systems may not be supported.) Epson cannot guarantee compatibility with all digital phone environments, especially under the following conditions.

❏ When using VoIP

❏ When using fiber-optic digital services

❏ When adapters such as terminal adapters, VoIP adapters, splitters, or DSL router are connected between the telephone wall jack and the product.

Phone cable

Use a phone cable with the following interface specification.

❏ RJ-11 Phone Line

❏ RJ-11 Telephone set connection

Depending on the area, a phone cable may be included with the product. If so, use that cable. You may need to connect the phone cable to an adapter provided for your country or region.

Connecting the product to the phone line

Standard phone line (PSTN) or PBX

Connect a phone cable from the telephone wall jack or PBX port to the **LINE** port on the back of the product.
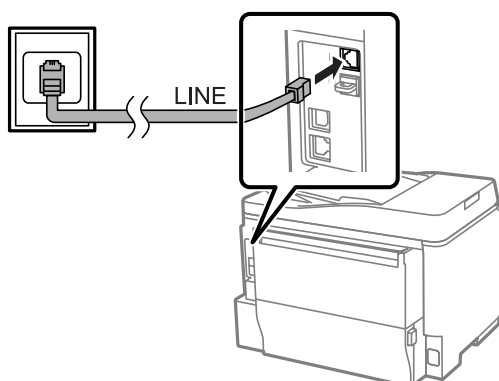
> **Important:**
> ❏ *If you have a PBX console in the room, connect from the console to the **LINE** port.*
>
> ❏ *Do not remove the cap from the **EXT** port of the product when you are not connecting your phone.*

DSL or ISDN

Connect a phone cable from your DSL modem, terminal adapter, or ISDN router to the **LINE** port on the back of the product. For more information, consult the documentation that came with your modem, adapter, or router.
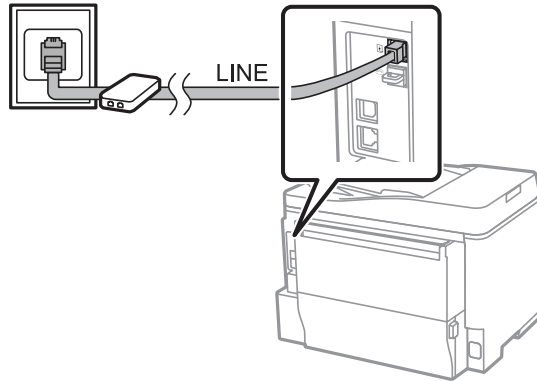
> **Important:**
> When connecting to a DSL line, you may need to use a separate DSL filter. When using a DSL filter, connect a phone cable from the DSL filter to the product's **LINE** port.

Connecting a phone device

After you connect the product to the phone line, follow the procedure below to connect your telephone or answering machine.

Single phone line

1 Remove the cap from the **EXT** port on the product.
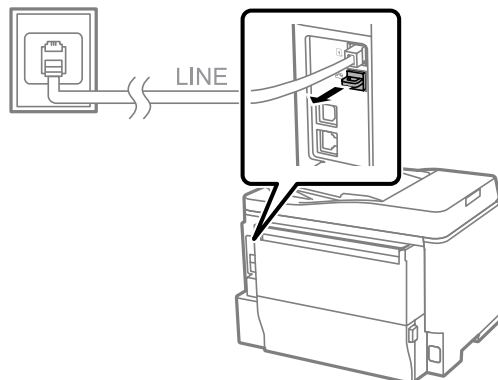
2 Connect a second phone cable to your telephone or answering machine and to the **EXT** port.
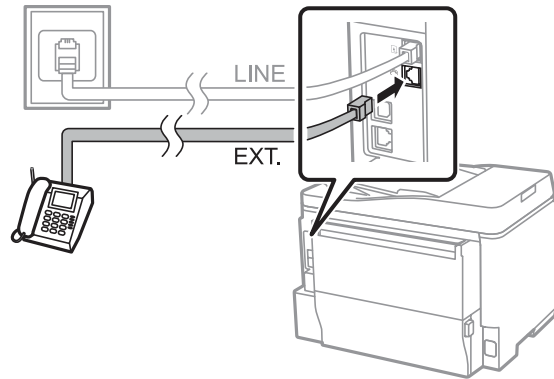
> ⚠️ *Important:*
> ❏ *When sharing a single phone line with the phone and the product, make sure you connect the phone to the product's **EXT** port. Otherwise, the phone and product may not work properly.*
>
> ❏ *When connecting an answering machine, you may need to change the product's Rings to Answer setting.*
> ➡ *"Setting the number of rings to answer" on page 79*

Two phone lines (example of ISDN)

Connect a second phone cable to your telephone or answering machine and to the port on the terminal adapter or ISDN router.
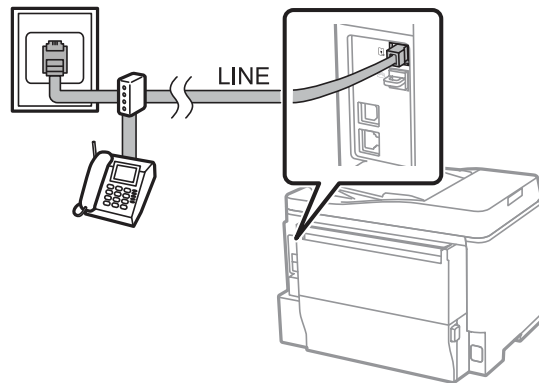
Setting Up for Faxing

Basic settings

This section describes the minimum settings required for using the fax features.

> *Note:*
> *The Lock Setting function in the Admin Settings menu allows an administrator to password protect the settings from being changed.*
> ➡ *"System Administration Settings" on page 102*

Using the Fax Setting Wizard

The product's Fax Setting Wizard menu guides you through setting up the basic fax features. The wizard is automatically displayed when the product is turned on for the first time. If you have already configured the settings, skip this section unless you need to change the settings.

> **Important:**
> *Before starting the wizard, make sure you have connected the product and your phone device to the phone line correctly.*
> ➡ *"Connecting to a Phone Line" on page 74*

A Enter **Setup** mode from the Home menu.

B Select **System Administration**.

C Select **Fax Settings**.

D Select **Fax Setting Wizard**.

The Fax Setting Wizard screen is displayed. Press **Start** to continue.

E On the Fax Header screen, enter the sender's name (up to 40 characters).

F On the Your Phone Number screen, enter your phone number (up to 20 digits).

> **Note:**
> ❏ *You should enter your name and phone number in the fax header before sending faxes so that recipients can identify the origin of the fax.*
>
> ❏ *You can change the header information later. Access the menu as shown below.*
> *Setup > System Administration > Fax Settings > Basic Settings > Header*

G If you have subscribed to a distinctive ring service from your telephone company, select **Proceed** in the DRD Setting screen. Select the ring pattern to be used for incoming faxes (or select **On**), and then go to Step 10. If you do not need to set this option, select **Skip**, and then go to the next step.

> **Note:**
> ❏ *Distinctive ring services, offered by many telephone companies (the service name differs by company), allows you to have several phone numbers on one phone line. Each number is assigned a different ring pattern. You can use one number for voice calls and another for fax calls. Select the ring pattern assigned to fax calls in DRD Setting.*
>
> ❏ *Depending on the region, **On** and **Off** are displayed as the DRD Setting options. Select **On** to use the distinctive ring feature.*
>
> ❏ *If you select **On** or one of the ring patterns other than All, Receive Mode is automatically set to Auto.*
>
> ❏ *You can change the DRD Setting later. Access the menu as shown below.*
> *Setup > System Administration > Fax Settings > Receive Settings > DRD*

8 On the Receive Mode Setting screen, select **Yes** if you have connected an external telephone or answering machine to the product, and then go to the next step. If you select **No**, Receive Mode is automatically set to Auto. Go to Step 10.

> **! Important:**
> *When no external telephone is connected to the product, Receive Mode must be set to Auto; otherwise you cannot receive faxes.*

9 On the next Receive Mode Setting screen, select **Yes** to receive faxes automatically. Select **No** to receive faxes manually.

> **Note:**
> ❏ *When you have connected an external answering machine and select to receive faxes automatically, make sure the Rings to Answer setting is correct.*
> ➡ *"Setting the number of rings to answer" on page 79*
>
> ❏ *If you select to receive faxes manually, you need to answer every call and operate the product's control panel or your phone to receive faxes.*
> ➡ *"Receiving a fax manually" on page 91*
>
> ❏ *You can change the Receive Mode setting later. Access the menu as shown below.*
> *Setup > System Administration > Fax Settings > Receive Settings > Receive Mode*

10 On the Confirm Settings screen, check the settings you made, and then select **Proceed**. Press ↄ to correct or change the settings.

11 Follow the on-screen instructions to run **Check Fax Connection** and print a report of the check result. If there are any errors reported, try the solutions on the report, and then run the check again.

> **Note:**
> ❏ *If the Select Line Type screen is displayed, see the following section.*
> ➡ *"Setting the line type" on page 78*
>
> ❏ *If the Select Dial Tone Detection screen is displayed, select **Disable**.*
> *However, disabling the dial tone detection function may drop the first digit of a fax number and send the fax to the wrong number.*
>
> ❏ *To run the check again after closing the wizard, access the menu as shown below.*
> *Setup > System Administration > Fax Settings > Check Fax Connection*

Setting the line type

If you are connecting the product to a PBX phone system or terminal adapter, change the Line Type setting as described below.

> **Note:**
> *PBX (Private Branch Exchange) is used in office environments where an external access code such as "9" must be dialed to call an outside line. The default Line Type setting is PSTN (Public Switched Telephone Network), which is a standard phone line, similar to the one in your home.*

1 Enter **Setup** mode from the Home menu.

Faxing

2 Select **System Administration**.

3 Select **Fax Settings**.

4 Select **Basic Settings**.

5 Select **Line Type**.

6 Select **PBX**.

7 Select **Use** or **Do Not Use** on the Access Code screen. If you select **Use**, go to the next step.

8 Enter an external access code in the Access Code field.

> *Note:*
> *When connecting to a PBX phone system, we recommend making the access code setting first. After you have made the setting, enter # (hash) instead of the actual external access code when entering an outside fax number or storing it in the contact list. The product automatically replaces the # with the set code when dialing. Compared to entering an actual code, using # may help avoid connection problems.*

Setting the number of rings to answer

If you have connected an external answering machine and selected to receive faxes automatically, make sure the Rings to Answer setting is correct.

> **❗ Important:**
> *The Rings to Answer setting indicates the number of rings that must occur before the product automatically receives a fax. If the connected answering machine is set to pick up on the fourth ring, you should set the product to pick up on the fifth ring or later. Otherwise the answering machine cannot receive voice calls. Depending on the region, this setting may not be displayed.*

1 Enter **Setup** mode from the Home menu.

2 Select **System Administration**.

3 Select **Fax Settings**.

4 Select **Receive Settings**.

5 Select **Rings to Answer**.

6 Select the number of rings, which is at least one ring greater than that of the answering machine.

> *Note:*
> *The answering machine picks up every call faster than the product, but the product can detect fax tones and start receiving faxes. If you answer the phone and you hear a fax tone, check that the product has started receiving the fax, and then hang up the phone.*

Advanced settings

This section introduces advanced fax settings. Access the menus as indicated under each topic. See the menu list for an explanation about each menu and option.

➡ "System Administration Settings" on page 102

Settings for sending faxes

❏ Changing the fax communication speed.
➡ Setup > System Administration > Fax Settings > Basic Settings > Fax Speed

> *Note:*
> *The fax speed selected here is also applied when receiving faxes.*

❏ Creating a contact list for faxing.
➡ "Creating a Contact" on page 95

❏ Changing the default settings for sending faxes such as the resolution and the document size.
➡ Setup > System Administration > Fax Settings > User Default Settings

Settings for receiving faxes

❏ Changing received fax output settings.
By default, the product prints every fax received. You can change the settings to save received faxes in the product's memory, on a computer, or to an external memory device.
➡ "Outputting received faxes" on page 88

❏ Selecting paper cassettes for printing faxes and fax reports.
If your product has more than one paper cassette, you can select which cassette to use for printing faxes and fax reports.
➡ Setup > System Administration > Printer Settings > Paper Source Settings > Auto Select Settings > Fax

> *Note:*
> *When more than one cassette is selected from the menu above, the most suitable cassette is automatically selected according to the paper size setting for each cassette and the size of received faxes or fax reports.*

❏ Changing settings for printing faxes and fax reports.
➡ Setup > System Administration > Fax Settings > Output Settings

Installing FAX Utility for faxing from a computer

Epson FAX Utility allows you to send a fax from a computer and save received faxes in a specified folder. Follow the procedure below to install FAX Utility. PC-FAX Driver is installed at the same time. This is necessary for sending faxes.

> **! Important:**
> Install the printer driver before installing FAX Utility.

Windows

Insert the software disc that came with your product, and then click setup.exe in the following folder.
\Apps\FaxUtility\setup.exe

> **! Important:**
> Select the same port used for the printer driver.

Mac OS X

Download FAX Utility from the following Epson website.
http://support.epson.net/setupnavi/

After installing FAX Utility, follow the procedure below to add the fax driver.

1 Select **Apple** - **System Preference** - **Print & Scan** (**Print & Fax** for OSX10.6 or 10.5) to display the printer list.

2 Click the + add button.

3 Click **Default** when the add printer screen is displayed.

4 When the PC-FAX Driver is displayed in the list, select it and then click **Add**.

> **Note:**
> ❏ It may take a while before the PC-FAX Driver is displayed.
>
> ❏ The PC-FAX Driver name starts with "FAX" followed by the product name and connection method in parentheses such as (USB).

5 Select **Quit System Preferences** from the System Preferences menu.

Sending Faxes

Basic operations

Follow the steps below to send a monochrome (B&W) or color fax. When sending a monochrome fax, the scanned document is temporarily stored in the product's memory and you can preview it on the LCD screen before sending.

> **Note:**
> The product can accept up to 50 monochrome fax jobs. You can check or cancel the reserved fax job using Status Menu.
> ➡ *"Checking fax jobs that are ongoing or waiting" on page 92*

1 Place original. You can send up to 100 pages in one transmission.
➡ *"Placing Originals" on page 33*

2 Enter **Fax** mode from the Home menu.

> **Note:**
> To fax a double-sided document, place your document in the ADF. Press **Menu**, select **Fax Send Settings**, **ADF 2-Sided**, and then **On**. You cannot fax double-sided documents in color.

3 Specify the fax recipients using one or a combination of the following methods. You can send a monochrome fax to up to 200 recipients.

Manually entering a fax number	Enter a fax number using the numeric keys on the control panel and press the enter key on the software keypad. To add another fax number, repeat the same procedure. You can also display the software keypad by pressing the **Enter a Fax Number** field.
Selecting from the contact list	Press **Contacts** to display the contact list screen. Select one or more recipients from the list by selecting the check boxes (press the boxes again to deselect). Press the **Search** box to search for recipients by name, index name, or entry number. After selecting recipients, press **Proceed**.
Selecting from the sent fax history	Press **History** to display the sent fax history. Select a recipient from the list, press **Menu** on the Details screen, and then select **Send to this number**.

> **Note:**
> ❏ To delete entered recipients, press the "fax number entry" field and select the recipient you want to delete from the destination list. Then press **Delete from the List**.
>
> ❏ When the Direct Dialing Restrictions option in Security Settings is enabled, you can only select fax recipients from the contact list or the sent fax history. You cannot manually enter a fax number.
>
> ❏ You cannot send a color fax to more than one recipient at a time.
>
> ❏ If your phone system is PBX and you need an external access code such as "9" to get an outside line, enter the access code at the beginning of the fax number. If the access code has been set in the Line Type setting, enter ⌗ (hash) instead of the actual access code.
> ➡ *"Setting the line type" on page 78*

4 Press **Menu**, and then select **Fax Send Settings** to change the fax transmission settings, such as the resolution, if necessary.

See the menu list for an explanation of each of the settings.
➡ *"Fax Mode" on page 99*

> **Note:**
> You can save your fax settings as a preset. For more information, see the following section.
> ➡ *"Presets" on page 111*

5 Go to Step 6 if you do not want to preview before sending. To preview the fax (monochrome fax only), press **Preview** on the fax top screen.

The product starts scanning the documents and displays the scanned image on the LCD screen. To start sending the fax, go to Step 6.

> *Note:*
> ❏ *You cannot preview images when the Direct Send option from the Fax Send Settings menu is enabled.*
>
> ❏ *When the preview screen is left untouched for 20 seconds, the fax is sent automatically.*
>
> ❏ *When you want to rescan the document, press **Retry** on the preview screen. Reset the document or change the send settings as necessary, and then repeat this step.*

6 Press ◇ (Color) or ◇ (B&W) to start sending the fax.
To cancel sending the fax, press ⊘. You can also cancel the job, or check the job status/result on the Job Monitor or Job History screen.

For more details on checking the job status/result, see the following section.
➡ "Using the status menu" on page 92

> *Note:*
> ❏ *Sending color faxes takes some time because the product scans and sends the document simultaneously without saving the scanned image to its memory.*
>
> ❏ *If the Save Failure Data option is enabled, faxes that failed to be sent are stored. You can resend these stored faxes from the Status Menu screen.*
> ➡ *Setup > System Administration > Fax Settings > Send Settings > Save Failure Data*

Other options

Using handy fax features

This section describes how to use other handy fax features to improve your productivity.

> *Note:*
> *The Lock Setting function in the Admin Settings menu allows an administrator to password protect the settings from being changed.*
> ➡ *"System Administration Settings" on page 102*

❏ Sending a large volume of monochrome documents (**Direct Send**)

When sending a monochrome fax, the scanned document is temporarily stored in the product's memory. If a large volume of documents is scanned, the product may run out of memory and stop scanning halfway. You can prevent this by using the Direct Send option from the Fax Send Settings menu. The product starts scanning after the connection is made and then scans and sends simultaneously without saving the scanned image to its memory. Even when the memory is already full, you can send a monochrome fax using this option.
Note that you cannot use this option when sending faxes to more than one recipient.

❏ Prioritizing urgent faxes (**Priority Send**)

When you want to send an urgent fax, and there are already multiple faxes waiting to be sent, you can send the urgent fax as soon as an ongoing fax job is finished. To do this, enable **Priority Send** in the Fax Send Settings menu before you press ✧ (Color) or ✧ (B&W).
Note that a fax job sent from a computer is given priority over Priority Send fax jobs.

❏ Saving on connection times and fees by using batch operations (**Batch Send**)

When the Batch Send option is enabled (disabled by default), the product checks all of the faxes waiting to be sent in its memory, and then groups faxes for the same recipient together to send them as a batch. Up to 5 files and/or up to 100 pages in total can be sent using the batch operation. Access the menu as shown below.
➡ Setup > System Administration > Fax Settings > Send Settings > Batch Send

> *Note:*
> ❏ *This function only works when the recipient information is identical. If the same recipient is found in two fax jobs, but one of the jobs contains another recipient, the product does not group them together.*
>
> ❏ *Even if the recipient information matches, scheduled faxes are not grouped together unless the time to send the fax matches.*
>
> ❏ *This function is not applied to faxes sent from a computer, or faxes sent with the Priority Send or Direct Send option enabled.*

❏ Sending different-sized documents using the ADF (**Continuous Scan from ADF**)

If you place different-sized documents in the ADF at the same time, they may not be sent at their original sizes. To send different-sized documents using the ADF, first enable Continuous Scan from ADF option from the Fax Send Settings menu. The product will then ask you if you want to scan another page each time you finish scanning documents in the ADF before starting transmission. Using this feature, you can sort and scan documents by size. This is also useful when faxing a large volume of documents, which cannot be loaded in the ADF at the same time.

❏ Using the **On Hook** function

The On Hook function allows you to hear tones and voices from the product's internal speaker while leaving the connected phone on the hook. Press **On Hook** on the fax top screen, and then enter the fax number on the control panel. You can use this feature when you want to get a specific document from an on demand fax service by following the service's audio guidance.

Sending a fax at a specified time

You can set to send a fax at a specified time. You cannot send color faxes when using this function.

> *Note:*
> *Make sure the product's date and time setting is correct.*
> ➡ *Setup > System Administration > Common Settings > Date/Time Settings*

1 Follow Steps 1 to 4 in .

2 On the fax top screen, press **Menu**, and then select **Send Fax Later**.

3 Select **On**, and then enter the time you want to send the fax. When you have finished, press **OK**.

4 Press ◇ (B&W) to start scanning the fax.

The scanned image is sent at the specified time. If the product is powered off at the specified time, the fax is sent when the product is turned on.

Sending a fax on demand (fax polling)

The Polling Send function allows you to store one scanned document (up to 100 pages in monochrome) to be sent automatically upon request from another fax machine. Your customers or business partners can receive the document just by calling your fax number using the polling receive function on their fax machines.

1 Place original.
➡ "Placing Originals" on page 33

2 Enter **Fax** mode from the Home menu.

3 Press **Menu**, select **Polling Send**, and then **On**.

4 Press **Menu**, and then select **Fax Send Settings** to change the fax transmission settings, such as the resolution, if necessary. See the menu list for an explanation of each of the settings.
➡ "Fax Mode" on page 99

5 Press ◇ (B&W) to start scanning the document.
The scanned document is stored until you delete it. To delete the stored document, access it from Status Menu.
➡ "Checking fax jobs that are ongoing or waiting" on page 92

> *Note:*
> *Because only one document can be stored, you will be asked if you want to overwrite when one document has already been stored.*

Sending a stored fax

You can store one scanned document (up to 100 pages in monochrome) in the product's memory so that you can send it to anyone at anytime. This feature is handy for documents that you are frequently asked to send by your customers or business partners.

1 Place original.
➡ "Placing Originals" on page 33

2 Enter **Fax** mode from the Home menu.

3 Press **Menu**, and select **Store Fax Data**, then **On**.

D Press **Menu**, and then select **Fax Send Settings** to change the fax transmission settings, such as the resolution, if necessary. See the menu list for an explanation of each of the settings.

➡ "Fax Mode" on page 99

E Press ◇ (B&W) to start scanning the document.
The scanned document is stored until you delete it. To send the stored document, access it from the Status Menu.

➡ "Checking fax jobs that are ongoing or waiting" on page 92

> *Note:*
> *Because only one document can be stored, you will be asked if you want to overwrite when one document has already been stored.*

Sending a fax from a connected phone

If the phone number and fax number of the recipient is the same, you can send a fax after talking over the phone with the recipient.

A Place original.
➡ "Placing Originals" on page 33

B Dial the number from the phone connected to the product. You can talk over the phone with the recipient if needed.
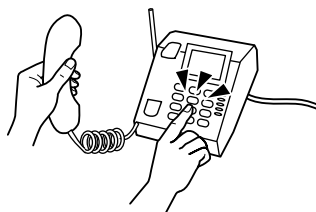
C Press **Start Fax** on the LCD screen of the product.

D Select **Send**.

E When you hear a fax tone, press ◇ (Color) or ◇ (B&W) to start sending the fax.

F Hang up the phone.

Sending a fax from a computer

Using Epson FAX Utility, you can fax documents created using an application such as a word processing or spreadsheet application directly from your computer. For information on how to install FAX Utility, see the following section.

➡ "Installing FAX Utility for faxing from a computer" on page 81

Faxing

> *Note:*
> *The following explanation uses Microsoft Word as an example for Windows OS, and Text Edit for Mac OS X. The actual operations may differ depending on the application you use. For more details, see the application's help.*

1 Open the file you want to fax.

2 Select the Print menu from your application's File menu. The application's print setting screen is displayed.

3 Windows: Select your printer (FAX) from the printer selection box, and then change the print settings as needed.
Mac OS X: Select your printer (FAX) from the printer selection box, click ▼, and then change the print settings as needed.

4 Windows: Click **Properties**, change the fax transmission settings as needed, and then click **OK**.
Mac OS X: Select **Fax Settings**, and then change the fax transmission settings as needed.

5 Windows: Click **OK**. The Recipient Settings screen is displayed. Select one or more recipients and then click **Next**.
Mac OS X: Select **Recipient Settings**, and then select one or more recipients.

6 Specify the content of the cover sheet as needed. (For Mac OS X, skip this step.)

7 Click **Send** or **Fax** to send the fax. The fax job is sent to the product.

> *Note for the WF-5620 Series /WF-5690 Series:*
> *For Windows, if the printer's Access Control is set to On, FAX Utility performs user authentication based on the the user name and password set in the printer driver.*

> *Note:*
> *Windows FAX Utility allows you to save up to 1000 contacts (PC-FAX Phone Book). In addition, both Windows and Mac FAX Utility allow you to edit the product's contact list. For more details, see the FAX Utility Help.*

Receiving Faxes

Setting up the receive mode

The product is initially set to receive faxes automatically (**Receive Mode** - **Auto**). You can change it to **Manual** if you connect an external telephone to the product.

In automatic receive mode, the product automatically receives every fax and outputs them according to the Fax Output setting.
➡

In manual receive mode, you need to answer every call and operate the product's control panel or your phone to receive faxes. The received fax is output according to the Fax Output settings.

Faxing

➡️

When setting up the fax features for the first time, or when you need to change the settings due to a change in your phone system or for any other reason, use the Fax Setting Wizard to set up the product correctly.

➡️

Outputting received faxes

The product is initially set to print every fax received. You can change the settings to save received faxes in the product's memory, on a computer, or in an external memory device, which allows you to view them first and print only when needed. You can also make settings to forward received faxes automatically. Follow the instructions below to change the settings.

> *Note:*
> *The Lock Setting function in the Admin Settings menu allows an administrator to password protect the settings from being changed.*
> ➡️

1 Enter **Setup** mode from the Home menu.

2 Select **System Administration**.

3 Select **Fax Settings**.

4 Select **Output Settings**.

5 Select **Fax Output**.

6 Check the current settings displayed on the LCD screen, and press **Settings** to change the settings.

7 Select one, all, or combination of the options referring to the following explanations.

❏ **Save to Inbox**
Select to save received faxes in the product's memory. If you only select this option, received faxes are not automatically printed. You can view the faxes on the LCD screen and print if needed.
➡️

> ⚠️ *Important:*
> *Delete faxes after you print or view them to prevent the memory from becoming full. When the memory is full, the product cannot receive or send faxes.*

Faxing

❏ **Save to Computer**
To enable this option, use Epson FAX Utility on the computer connected to the product.

➡ "Saving received faxes on a computer" on page 92

Received faxes are saved in a specified folder on the computer in PDF format. After you have configured FAX Utility to save faxes on a computer, you can change to **Yes and Print** on the product to print received faxes automatically while saving them on the computer.

> ❗ *Important:*
> *Received faxes are only saved on the computer while the computer is logged in. Because the product temporarily saves the received faxes in its memory until they are saved on the computer, the memory may become full if you leave the computer off for an extended period of time.*

❏ **Save to Memory Device**
Enable this to save received faxes in an external USB storage device connected to the product. Select **Yes and Print** to print received faxes automatically while saving them to the external storage device.
Before you use this function, you need to create a folder to save in the device. Select **Create Folder to Save** in the **Other Settings** menu, and then follow the on-screen instruction.

For information on supported external storage devices, see the following section.
➡ "External USB device" on page 190

> ❗ *Important:*
> *Because the product temporarily saves received faxes in its memory until they are saved to the storage device, the memory may become full if you do not insert the device for an extended period of time.*

> *Note for the WF-4630 Series/ WF-4640 Series/ WF-5620 Series:*
> *Received faxes cannot be printed directly from the product's control panel as they are saved in the external storage device in PDF format.*

❏ **Forward**
Enable this to forward received faxes to up to five destinations you selected. Select **Yes and Print** to print received faxes automatically while forwarding them to the destinations. Note that color faxes cannot be forwarded.
Select **Other Settings** > **Where to Forward**, and then select one or more forwarding destinations from the contact list.

Destination type	Explanation
Other fax machine	Select fax number entries from the contact list.
Email address[*]	Select email address entries from the contact list. You can specify the subject of the email. Select **Other Settings** > **Email Subject to Forward**, and then enter the subject. Make sure you set the Date/Time and Time Difference in the Date/Time Settings correctly. Otherwise, time stamps on your emails may not display correctly on the recipient's computer. ➡ "System Administration Settings" on page 102
Folder on a server[*]	Select folder entries from the contact list.

* Depending on the product, the forwarding faxes to email and to folder functions may not be supported. See the following section for more details.
➡ "Available Features" on page 9

The **Options When Forwarding Failed** menu allows you to select whether to print or save the fax in the product's memory (Inbox) if forwarding fails.

> *Note:*
> *The product automatically prints a report when a forwarding error occurs. You can change the settings from the following menu.*
> ➡ *Setup > System Administration > Fax Settings > Output Settings > Forwarding Report*

Viewing received faxes on the LCD screen

To save received faxes in the product's memory and view them on the LCD screen, you need to enable the Save to Inbox option.
➡ "Outputting received faxes" on page 88

> *Note:*
> *An administrator can password protect the **Inbox** to restrict users from viewing the received faxes.*
> ➡ *Setup > System Administration > Fax Settings > Security Settings > Inbox Password Settings*

Follow the steps below to view the received faxes.

A Check the [📠] icon on the Home screen. It stays on if there are any unread or unprinted faxes in the product's memory.

B Enter **Fax** mode from the Home menu.

C Select **Open Inbox**.

D Enter the administrator password if the Inbox has been password protected.

> *Note:*
> *Press **Menu** on the Inbox screen if you want to delete or print all data in a batch.*

E Select the fax you want to view from the Inbox list.
The contents of the fax are displayed.

F Press **Menu** on the preview screen and select **Print**, **Print then Delete**, or **Delete**, and follow the on-screen instruction. Select **Details** to see the detailed information.

> **Important:**
> *Delete faxes after you print or view them to prevent the memory from becoming full. When the memory is full, the product cannot receive or send faxes.*

> *Note for printing:*
> *If the incoming fax is larger than the paper in the cassette used for fax function, it is reduced to fit or printed on multiple pages, depending on the Auto Reduction setting you select.*

Receiving a fax by polling

This allows you to receive a fax from the fax information service you have called.

1 Load paper. Skip this step if you have set the product not to print received faxes in the Fax Output setting.
➡ "Loading Paper into the Paper Cassette" on page 28

2 Enter **Fax** mode from the Home menu.

3 Press **Menu**, and then select **Polling Receive**.

4 Select **On**.

5 Enter the fax number.

6 Press ◈ (Color) or ◈ (B&W) to start receiving the fax.

Receiving a fax manually

If your phone is connected to the product, and the Receive Mode has been set to Manual, you can receive fax data after the connection is made.

1 Load paper. Skip this step if you have set the product not to print the received faxes in the Fax Output setting.
➡ "Loading Paper into the Paper Cassette" on page 28

2 When the telephone rings, lift the phone connected to the product.

3 When you hear a fax tone, press **Start Fax** on the LCD screen of the product.

4 Select **Receive**.

5 Press ◈ (Color) or ◈ (B&W) to receive the fax, and then put the phone back on the hook.

> **Note:**
> *The Remote Receive function allows you to start receiving faxes using your phone instead of operating the product. Enable this function and set a Start Code. If you are in another room with a cordless handset, you can start receiving the fax just by entering the code using the handset.*
> ➡ *Setup > System Administration > Fax Settings > Receive Settings > Remote Receive*

Saving received faxes on a computer

Using Epson FAX Utility, you can save received faxes on a computer in PDF format. For information on how to install FAX Utility, see the following section.
➡ "Installing FAX Utility for faxing from a computer" on page 81

Start FAX Utility as described below and select **Received Fax Output Settings** (For Mac OS X, select **Fax Receive Monitor**) to change the setting. For more details, see the FAX Utility Help.

Windows:
Click the start button (Windows 7 and Vista) or click Start (Windows XP), point to All Programs, select Epson Software, and then click FAX Utility.
For Windows 8, right-click on the Start screen, or swipe from the bottom or top edge on the Start screen, and select All apps > Epson Software > FAX Utility. (Server OS is not supported.)

Mac OS X:
Click System Preference, click Print & Fax or Print & Scan, and then select FAX (your printer) from Printer. Then click as follows;
Mac OS X 10.6.x, 10.7.x, 10.8.x: Option & Supplies - Utility - Open Printer Utility
Mac OS X 10.5.8: Open Print Queue - Utility

Checking Fax Job Status and History

Using the status menu

Checking fax jobs that are ongoing or waiting

You can perform the following operations from the Job Monitor menu.

❏ Check and cancel fax jobs that are ongoing or waiting to be sent.

❏ Send or delete a scanned document using the Store Fax Data function.

❏ Delete a scanned document for polling services.

❏ Resend or delete faxes that failed to be sent if you have enabled the Save Failure Data option.

Follow the steps below to access the menu.

1 Press *i* on the control panel.

2 Select **Job Monitor**, and then select **Communication Job List** or **Print Job**.

3 Select a target job from the list.
A detailed information screen is displayed showing the available actions.

Checking sent/received fax jobs

You can check the history of sent or received fax jobs. You can also reprint received faxes. When the limit is reached, the oldest history entry is deleted first. Follow the steps below to access the menu.

1 Press *i* on the control panel.

2 Select **Job History**, and then select **Receive Job List** or **Send Job List**.

3 Select a target job from the list.
A detailed information screen is displayed showing the available actions.

Checking received faxes in the Inbox

You can view received faxes saved in the product's memory (Inbox). Press *i* on the control panel, select **Job Storage**, and then select **Inbox**.

You can also access the Inbox from the Fax mode.

Printing a fax report

Printing a fax log automatically

You can set to print fax log report automatically.

1 Enter **Setup** mode from the Home menu.

2 Select **System Administration**.

3 Select **Fax Settings**.

4 Select **Output Settings**.

5 Select **Fax Log Auto Print**.

6 Select one of the two options for automatic printing.

❏ **Off**
The report is not printed automatically.

❏ **On(Every 30)**
The report is automatically printed every time 30 sent/received fax jobs are completed.

❏ **On(Time)**
You can specify when to print the report automatically. However, if the number of fax jobs exceeds 30, the log is printed before the specified time.

Printing a fax report manually

You can print a variety of fax report when you want.

1 Enter **Fax** mode from the Home menu.

2 Press **Menu**, select **Fax Report**, and then select one of the following items you want to print.

❏ **Fax Settings List**
Prints the current fax settings.

❏ **Fax Log**
Displays or prints a history of sent and received fax jobs.

❏ **Last Transmission**
Prints a report for the previous fax that was sent or received through polling.

❏ **Stored Fax Documents**
Prints a list of the fax jobs currently stored in the product's memory.

❏ **Protocol Trace**
Prints a detailed report for the previous fax that was sent or received.

Fax Mode Menu List

For more information on the Fax mode menu list, see the following section.
➡

Making Contact List Settings

Creating a Contact

You can register frequently used fax numbers, email addresses, and network folders in the contact list. This function allows you to select destination(s) quickly when faxing and scanning.

> *Note for the WF-5620 Series/ WF-5690 Series:*
> *You can register destinations using an LDAP server. For details, see the online Administrator's Guide.*

1 Open the contacts list from the Home menu, Scan mode, or Fax mode.

2 Press **Menu**.

3 Select **Add Entry**.

4 Select the function you want to use to register a contact.

> *Note:*
> *This screen is displayed when you open the contact list from the Home menu.*

5 Select the entry number that you want to register.

> *Note:*
> *You can register 200 entries including individual entries and group entries.*

6 Enter a name to identify the entry in Name. You can enter up to 30 characters.

7 Enter a word to identify the entry in Index Word. You can enter up to 30 characters. This index word can be useful when searching for an entry from the contact list.

8 Enter the other settings according to the function you selected.

> *Note for fax numbers:*
> ❏ *You must enter a fax number. You can enter up to 64 digits.*
>
> ❏ *If your phone system is PBX and you need an external access code such as "9" to get an outside line, enter the access code at the beginning of the fax number. If the access code has been set in the Line Type setting, enter # (hash) instead of the actual access code.*
>
> ❏ *To pause the product for a few seconds when dialing, enter a hyphen.*

9 | Press **Save** to finish registering.

> *Note:*
> *To delete or edit an existing entry, press the name section of the target entry on the contact list screen, and then select* ***Delete*** *or* ***Edit***.

Creating a Group

By adding contacts to a group list, you can send a fax or a scanned image by email to multiple destinations at the same time.

1 | Open the contacts list from the Home menu, Scan mode, or Fax mode.

2 | Press **Menu**.

3 | Select **Add Group**.

4 | Select the function you want to use to register the group entry.

> *Note:*
> *This screen is displayed when you open the contact list from the Home menu.*

5 | Select the entry number that you want to register.

> *Note:*
> *You can register 200 entries including individual entries and group entries.*

6 | Enter a name to identify the group entry in Name. You can enter up to 30 characters.

7 | Enter a word to identify the entry in Index Word. You can enter up to 30 characters. This index word can be useful when searching for an entry from the contact list.

8 | Press **Proceed**.

9 | Press the check box on the list to select the entry you want to register to the group list. You can register up to 199 entries.

10 | Press **Save** to finish registering.

> *Note:*
> *To delete or edit an existing entry, press the name section of the target entry on the contact list screen, and then select* ***Delete*** *or* ***Edit***.

Menu List of Control Panel

You can use this product as a printer, copier, scanner, and fax. When using one of these functions, except the printer function, select your desired function by pressing the corresponding Mode button on the control panel. Each mode's main screen appears as you select the mode.

Copy Mode

> *Note:*
> ❏ *Setting items may vary depending on the menu.*
> ❏ *The hierarchy may vary depending on the product and the layout.*

Menu	Settings and Description	
Layout	With Border	Produces copies that have white space around the edges.
	2-up	Copies multiple page documents onto one sheet. After selecting either one of the options, press **Settings** and select an appropriate setting in Document Orientation and Layout Order.
	4-up	
	ID Card	Copies both sides of an ID card onto one sheet.
Document Size	Select the document size to be copied.	
Zoom	Select the amount of enlargement or reduction.	
Paper Source	Select the paper source that you want to use. When you select **Auto**, paper is fed automatically according to the paper settings that you made for the paper source.	
2-Sided	Select double-sided layout. When you select 1>2-Sided or 2>1-Sided, press **Advanced** and make the appropriate duplex settings.	
Document Orientation	Select the document orientation.	
Quality	Select the document type.	
Density	Set the density.	
Layout Order	Select the layout order.	
Remove Shadow	Select **On** to erase the shadows that appear in the center of a document when copying a book or that appear around a document when copying thick paper.	
Remove Punch Holes	Select **On** to erase the binding holes on a document.	
Collate Copy	Select **On** to print multiple copies of multi-page document in order and sort them into sets.	
Dry Time	Select the drying time when printing multiple documents.	
Advanced Settings	Set advanced settings such as Saturation and Sharpness.	

Memory Device Mode

Note:
Setting item may varies depending on the print format.

Format

Menu	Settings and Description
JPEG	Select the file format.
TIFF	
PDF*	

* This function is only supported by the WF-5690 Series.

Advanced Settings

Menu	Settings and Description	
Settings	Paper Source	Select the paper source that you want to use.
	Quality	Select the print quality.
	Date	Select the format of the date on the prints.
	Fit Frame	Select **On** to fit the image to the paper size.
	Bidirectional	Select **On** to perform bidirectional printing.
	2-Sided	Select **On** to perform 2-sided printing. This can be set only when the Format is set to **PDF**.
	Print Order	Select **Last Page on Top** to print from the last page of a document. Select **First Page on Top** to print from the first page of a document.
Image Adjustments	Fix Photo	Select the image fixing method.
	Fix Red-Eye*	Select **On** to fix a red-eye photo automatically.
Options	Select Images	Select this to select all photos on the external memory device.
	Select Group	Select this to select another group on the external memory device.

* This setting does not change your original image. It only affects your printout. Depending on the type of photo, parts of the image other than the eyes may be corrected.

Fax Mode

Menu	Settings and Options		
Menu	Fax Send Settings	Resolution	Select the resolution of the outgoing fax. Select **Photo** for documents that contains a lot of images.
		Density	Select the density of the outgoing fax. When sending text-based monochrome documents, select **Auto**.
		Document Size (Glass)	Select the size and orientation of the document you placed on the scanner glass.
		ADF 2-Sided	Select **On** to scan both sides of the documents placed in the ADF. The Direct Send option and color faxing are disabled when this is set to **On**.
		Direct Send	Select **On** to let the product send a monochrome fax as soon as the connection is made without saving the scanned image in its memory. ➡ "Using handy fax features" on page 83
		Priority Send	Select **On** to send your fax before the other faxes waiting to be sent. ➡ "Using handy fax features" on page 83
		Continuous Scan from ADF	Select **On** to let the product ask you if you want to scan another page each time scanning the documents in the ADF is finished. ➡ "Using handy fax features" on page 83
		Transmission Report	Select whether or not to print a report each time after sending a fax is finished. By default, the product prints a report only when an error occurs.
	Send Fax Later	➡ "Sending a fax at a specified time" on page 84	
	Polling Receive	➡ "Receiving a fax by polling" on page 91	
	Polling Send	➡ "Sending a fax on demand (fax polling)" on page 85	
	Store Fax Data	➡ "Sending a stored fax" on page 85	
	Fax Report	➡ "Printing a fax report manually" on page 94	

Scan Mode

> *Note:*
> *Setting item may varies depending on the menu.*

Scan to Memory Device

Menu	Settings and Description
Format	Select the file format for the scanned image. When you select TIFF (Multi Page), the image is scanned in monochrome.

Menu List of Control Panel

Menu	Settings and Description	
Settings	See the Scan to Email menu list.	

Scan to Network Folder/FTP

Menu	Settings and Description	
Location	Communication Mode	Select the communication mode.
	Location	Specify the folder path for saving the scanned data.
	User Name	Enter a user name for the specified folder.
	Password	Enter a password for the specified folder.
	Connection Mode	Select the connection mode.
	Port Number	Enter a port number.
Format	Select the file format for the scanned image. When you select TIFF (Multi Page), the image is scanned in monochrome.	
Menu	File Settings	Enter the prefix for the file name in Filename Prefix.
	Basic Settings	See the Scan to Email menu list.
	Scan Report	Prints up to 30 reports of folder logs that contain the scanning date, location, and scanning result.

Scan to Email

Menu	Settings and Description
Format	Select the file format for the scanned image. When you select TIFF (Single Page) or TIFF (Multi Page), the image is scanned in monochrome.

Menu List of Control Panel

Menu	Settings and Description		
Menu	Email Settings	Subject	Enter the subject for the email to which you want to attach the scanned file.
		Filename Prefix	Enter the prefix for the file name.
	Basic Settings	Resolution	Select the scanning resolution.
		Scan Area	Select the scan area.
		2-Sided	Select **On** when you want to scan a double-sided document.
		Document Type	Select the document type.
		Density	Select the density.
		Document Orientation	Select the document orientation.
		Compression Ratio	Select the compression ratio of scanned data.
		PDF Settings	Make settings for password protected PDFs. Document Open Password creates a PDF that requires a password to open. Permissions Password creates a PDF that requires a password when printing or editing the PDF.
		Attached File Max Size	Select the maximum size of the attached file. Select a larger size if you often send large files.
	Scan Report		Prints up to 250 reports of email logs that contain the scanning date, address, and scanning result.

Scan to Cloud

For instruction on using Scan to Cloud, visit the Epson Connect portal Web site.

➡

Scan to Document Capture Pro

➡

Scan to Computer (WSD)

➡

Setup Mode

Menu	Settings and Description
Ink Levels	Checks the status of ink cartridges and the maintenance box.

Menu List of Control Panel

Menu	Settings and Description		
Maintenance	Print Head Nozzle Check	Prints a pattern to check if the print head nozzles are clogged.	
	Print Head Cleaning	Cleans the print head to clear clogged nozzles.	
	Print Head Alignment	Vertical Alignment	Corrects vertical gaps in a printout.
		Horizontal Alignment	Corrects horizontal gaps in a printout.
	Thick Paper	Select **On** when printing on thick paper to avoid smearing.	
	Paper Guide Cleaning	Perform this function to clean the inside of the product.	
Paper Setup	Select the paper size and paper type you loaded in each paper source. This menu is displayed each time you load paper in the paper cassette.		
Print Status Sheet	Configuration Status Sheet	Prints a sheet showing the current printer settings.	
	Supply Status Sheet	Prints a sheet showing information about consumables.	
	Usage History Sheet	Prints a sheet showing the history of the printer's usage.	
	PS3 Status Sheet[*]	Prints a sheet showing the current PS3 status.	
	PS3 Font List[*]	Prints a sheet showing the PS3 font list available for the product.	
	PCL Font List[*]	Prints a sheet showing the PCL font list available for the product.	
Network Status	Wi-Fi/Network Status	You can see the current network settings and print a network status sheet.	
	Wi-Fi Direct Status		
	Email Server Status	You can see the current email server settings.	
	Epson Connect Status	You can check whether your printer is registered or connected to Epson Connect or Google Cloud Print service. ➡ "Using Epson Connect Service" on page 11	
	Google Cloud Print Status		
Admin Settings	Admin Password	Register, change, or reset the password used to lock the control panel to prevent accidental or unintended changes.	
	Lock Setting	Select **On** to lock the control panel using the password registered in Admin Password.	
System Administration	➡ "System Administration Settings" on page 102		

* This function is only supported by the WF-5690 Series.

System Administration Settings

The administrator can lock the control panel to prevent unintended changes from being made. To lock the control panel, select the menus shown as below, then enter the password.
Setup > Admin Settings > Lock Setting

The password is required when using the following functions.

❏ Entering the System Administration settings in Setup mode

Menu List of Control Panel

❏ Changing the Eco Mode settings.

❏ Adding, deleting, and editing the Preset settings and the contact list

The password set in Lock Setting is also necessary when making settings in Epson WebConfig or EpsonNet Config.

> *Note:*
> *If you forget your password, contact your dealer.*

Menu	Settings and Description		
Printer Settings	Paper Source Settings	Rear Paper Feed Priority	Select **Normal** to give priority to the rear paper feed.
		A4/Letter Auto Switching	Make the paper settings for A4 and Letter. When A4 or Letter size paper is selected for printing and there is no paper source set for the selected paper size, the printout is output using an alternate paper size (Letter for A4, or A4 for Letter).
		Auto Select Settings	Select **On** to feed from the paper source containing paper that matches your paper settings.
		Error Notice	Paper Size Notice	Select **On** to display an error message when the paper size and type settings made for each paper source and the copy/print settings made in each mode do not match.
			Paper Type Notice	
	USB I/F Timeout Setting[*1]	Specify the length of time in seconds that must elapse before ending USB communication with a computer after the printer receives a print job from the computer. In PS3/PCL printing, the end of a job is sometimes not clearly defined which causes endless USB communication. When this occurs, the printer ends communication after the specified time has elapsed. Enter 0 (zero) to disable the timeout feature.	
	Printing Language[*1]	Set the printing language for the USB interface and Network interface.	
	Auto Error Solver	Select an action when a 2-sided printing error occurs due to a lack of available paper for 2-sided printing, or when a memory full error occurs while the printer is processing a print job. Select **On** to display a warning and print on one side of paper only (for a 2-sided printing error), or to print only the part of the data that the printer could process.	
	Memory Device Interface	Memory Device	Select **Disable** to disable a memory device. If Disable is selected, the product does not recognize the inserted memory device.
		File Sharing	Select which type of computer you want to give write access to the memory device. You can select a USB-connected or a network-connected computer.
	PC Connection via USB	Select whether to enable or disable the USB interface. If Disable is selected, the computer does not recognize the product even if it is connected using a USB cable.	

Menu List of Control Panel

Menu	Settings and Description		
Common Settings	LCD Brightness	Adjusts the brightness of the LCD panel.	
	Sound	Adjust the sound settings.	
	Sleep Timer	Specify the length of the time until the LCD panel turns black.	
	Power Off Timer	Specify the length of the time until the power turns off automatically. You can adjust the time before power management is applied. Any increase will affect the product's energy efficiency. Please consider the environment before making any change.	
	Date/Time Settings	Date/Time	Enter the current date and time.
		Daylight Saving Time	Select **On** to set summer time.
		Time Difference	Enter the time difference between UTC and the current time zone.
	Country/Region	Select the current country/region.	
	Language	Select the display language.	
	Operation Time Out	Select **On** to return to the Home menu after three minutes of inactivity.	
Wi-Fi/Network Settings	Wi-Fi/Network Status	You can see the current network settings and print a networks status sheet.	
	Wi-Fi Setup	Wi-Fi Setup Wizard	For details on the setting items, see the online Network Guide.
		Push Button Setup (WPS)	
		PIN Code Setup (WPS)	
		Wi-Fi Auto Connect	
		Disable Wi-Fi	Network problems may be resolved by disabling or initializing the Wi-Fi settings, and then making the settings again. For details, see the online Network Guide.
		Wi-Fi Direct Setup	For details on the setting items, see the online Network Guide.
	Connection Check	You can check the network connection status, and print the report. If there is any problem with the connection, the report helps you find the solution.	
	Advanced Setup	For details on the setting items, see the online Network Guide.	
Epson Connect Services	For instructions on use, see the Epson Connect guide. ➡ "Using Epson Connect Service" on page 11		
Google Cloud Print Services			

Menu List of Control Panel

Menu	Settings and Description		
Copy Settings	Make the User Default Settings. The settings made in this menu are displayed as the default settings in each mode. For details on the settings items, see the menu list for each mode. ➡ "Copy Mode" on page 97 ➡ "Scan Mode" on page 99		
Scan Settings			
Fax Settings	User Default Settings	You can change the default settings for sending a fax. For more information on the menus, see the following section. ➡ "Fax Mode" on page 99	
	Send Settings	Batch Send	Select **On** to sort faxes waiting to be sent in the memory by recipient, and then send them as a batch. ➡ "Using handy fax features" on page 83
		Save Failure Data	Select **On** to save faxes that failed to be sent in the product's memory. You can resend the faxes from Status Menu. ➡ "Using the status menu" on page 92
	Receive Settings	Receive Mode	➡ "Setting up the receive mode" on page 87
		DRD	See Step 7 in the following section. ➡ "Using the Fax Setting Wizard" on page 77
		Rings to Answer	➡ "Setting the number of rings to answer" on page 79
		Remote Receive	See the Note in the following section. ➡ "Receiving a fax manually" on page 91

Menu List of Control Panel

Menu	Settings and Description		
	Output Settings	Fax Output	➡ "Outputting received faxes" on page 88
		Auto Reduction	Select whether large received faxes are reduced in size to fit on the paper size in the selected paper source, or printed at their original size on multiple sheets.
		Auto Rotation	If you have loaded A5 size paper in the paper source, select **On** to rotate an A5 size landscape-oriented in-coming fax so that it is printed correctly on the paper.
		Collation Stack	Select **On** to print received faxes from the last page (print in descending order) so that the printed documents are stacked in the correct page order. When the product is running low on memory, this option may not be available.
		Print Suspend Time	Select a time period to stop automatic printing of faxes or reports during that time. Received faxes are saved in the product's memory. Make sure there is enough free memory before using this function.
		Forwarding Report	Select whether to print a report each time after a re-ceived fax is forwarded. By default, the product only prints a report when an error occurs.
		Attach Image to Report	Select **On(Large Image)** or **On(Small Image)** to print the Transmission Report with an image of the first page of the document. Images of color faxes or monochrome faxes sent using the Direct Send option are not printed.
		Fax Log Auto Print	➡ "Printing a fax log automatically" on page 93
		Report Format	Select the format for fax reports other than Protocol Trace. Select **Detail** to print with error codes.

Menu List of Control Panel

Menu	Settings and Description		
	Basic Settings	Fax Speed	Indicates the speed at which you transmit and receive faxes.
		ECM	Indicates whether or not to use Error Correction Mode to automatically correct fax data sent/received with errors due to the line or any other problems. Color faxes cannot be sent/received when ECM is off.
		Dial Tone Detection	When this is set to **On**, the product starts dialing after it detects a dial tone. It may not be able to detect a dial tone when a PBX (Private Branch Exchange) or a TA (Terminal Adapter) is connected. In such case, first change the **Line Type** setting to **PBX**. If it does not work, set this option to **Off**. However, doing so may drop the first digit of a fax number and send the fax to the wrong number.
		Dial Mode	Indicates the type of phone system to which you have connected the product. Depending on the region, this setting may not be displayed. When this is set to Pulse, you can temporarily switch the dialing mode from pulse to tone by pressing ✳ ("T" is entered) while entering a number on the Fax top screen.
		Line Type	➡ "Setting the line type" on page 78
		Header	See Step 5 and 6 of the following section. ➡ "Using the Fax Setting Wizard" on page 77
	Security Settings	Direct Dialing Restrictions	Select **On** to disable the manual entry of recipient's fax numbers allowing the operator to select recipients only from the Contacts List or sent history. Select **Enter Twice** to require the operator to enter the fax number twice to prevent a mistake.
		Confirm Address List	Select **On** to display a recipient confirmation screen before the transmission is started.
		Inbox Password Settings	Select to password protect the **Inbox** to restrict users from viewing received faxes. To change the password, select **Change**. To delete the password and cancel password protection, select **Reset**.
		Backup Data Auto Clear	Select **On** to automatically erase sent or received faxes that are stored in the product's non-volatile memory.
		Clear Backup Data	Completely erases sent or received faxes that are stored in the product's non-volatile memory. If you give the product to someone else or dispose of it, run this function in advance.
	Check Fax Connection		Checks the status of your fax connection. See Step 11 in the following section. ➡ "Using the Fax Setting Wizard" on page 77
	Fax Setting Wizard		➡ "Using the Fax Setting Wizard" on page 77

Menu List of Control Panel

Menu	Settings and Description			
Universal Print Settings	Top Offset	Adjusts the top or left margin.		
	Left Offset			
	Top Offset in Back	Adjusts the top or left margin for the back of the page when performing double-sided printing.		
	Left Offset in Back			
	Check Paper Width	Select **On** to check the paper width before printing. This prevents printing beyond the edges of the paper when the paper size settings are wrong, but may reduce the printing speed.		
	Dry Time	Select the drying time when performing double-sided printing.		
	Skip Blank Page	Select **On** to skip blank pages automatically.		
	PDL Print Configuration[*1]	Common Settings	Paper Size	Select the paper size.
			Paper Type	Select the paper type.
			Orientation	Select the orientation of your print.
			Quality	Select the print quality.
			Ink Save Mode	Select **On** to save ink.
			Print Order	Select **Last Page on Top** to print from the last page of a document. Select **First Page on Top** to print from the first page of a document.
			Number of Copies	Set the number of copies.
			Binding Margin	Select the binding margin.
			Auto Paper Ejection	Select **On** to eject paper automatically when the receiving time has elapsed.
			2-Sided Printing	Select **On** to perform double-sided printing.

Menu List of Control Panel

Menu	Settings and Description			
		PCL Menu	Font Source	Select the default font source.
			Font Number	Select the default font number for the default font source. The available number depends on the settings you made.
			Pitch	Set the default font pitch if the font is scalable and of fixed-pitch. You can select from 0.44 to 99.99 cpi (characters per inch), in 0.01-cpi increments. This item may not appear depending on the Font Source or Font Number settings.
			Height	Set the default font height if the font is scalable and proportional. You can select from 4.00 to 999.75 points, in 0.25-point increments. This item may not appear depending on the Font Source or Font Number settings.
			Symbol Set	Set the default symbol set. If the font you selected in Font Source and Font Number is not available in the new Symbol Set setting, the Font Source and the Font Number settings are automatically replaced with the default value, IBM-US.
			Form	Set the number of lines for the selected paper size and orientation. This also causes a line spacing (VMI) change, and the new VMI value is stored in the printer. This means that later changes in the Page Size or Orientation settings cause changes in the Form value, based on the stored VMI.
			CR Function	Set for using particular operating systems, such as UNIX.
			LF Function	
			Paper Source Assign	Set the assignment for the paper source select command. When 4 is selected, the commands are set as compatible with the HP LaserJet 4. When 4K is selected, the commands are set as compatible with the HP LaserJet 4000, 5000, and 8000. When 5S is selected, the commands are set as compatible with the HP LaserJet 5S.

Menu List of Control Panel

Menu	Settings and Description			
		PS3 Menu	Error Sheet	Select **On** to print an error sheet when an error occurs in PS3 mode or when the PDF file you tried to print is not supported.
			Coloration	Select the coloration.
			Image Protect	Select **On** if you do not want to reduce the print quality. When this is on, printing stops if there is insufficient memory.
			Binary	Select **On** for binary data and **Off** for ASCII data. Binary is only available over a network connection.To use binary data, make sure your application supports Binary data and that **SEND CTRL-D Before Each Job** and **SEND CTRL-D After Each Job** are set to **No**.
			Text Detection	Select **On** to convert text files to PostScript files when printing. This setting is only available when the Printing Language is set to **PS3**.
			PDF Page Size	Set the paper size when printing a PDF file from a computer or another device without the printer driver. When **Auto** is selected, the paper size is determined based on the size of the first page that is printed.
Security Settings[*2]	Access Control			Select whether to set access control on the printer. When this is **On** entering password is necessary when using the printer. Also, set when this is **On**, also set whether to permit jobs without Authentication.
	Delete All Confidential Jobs			Select to delete all confidential jobs stored in the Confidential Job of Status Menu. ➡ "Status Menu" on page 22
Eco Mode	On			You can adjust the time before power management is applied. Any increase will affect the product's energy efficiency. Please consider the environment before making any change. Select On to enable all of the following Eco Mode functions.
	Off			
	Configure		Sleep Timer	Specify the length of the time until the LCD panel turns black.
			LCD Brightness	Adjusts the brightness of the LCD panel.
			2-Sided (Copy)	Select **On** to make double-sided copying the default setting.
			2-Sided (Memory Device)	Select **On** to make double-sided printing the default settings in Memory Device mode.
Clear Internal Memory Data[*1]	Clears the selected memory data.			

Menu	Settings and Description
Restore Default Settings	Resets the selected settings to their defaults.

*1 This function is only supported by the WF-5690 Series.

*2 This function is only supported by the WF-5620 Series and WF-5690 Series.

Contacts

➡ "Making Contact List Settings" on page 95

Presets

You can save frequently used copy, scan, and fax settings as a preset. Destination information selected from the contact list, such as email addresses, network folders, and fax numbers, is also included in the preset.

Follow the steps below to create a preset.
Press **Presets** on the Home screen, select **Add New**, and then select a function. The top screen of the selected function is displayed. Make your preferred settings, and then press **Save**. Enter a name to identify the preset, and then press **Save**.

> *Note:*
> *You can also create presets in each function mode by pressing **Presets** on the top screen of the selected function.*

To call up the preset, press **Presets** on the Home screen, and then select the preset you want to use from the preset list.

Status Menu

➡ "Status Menu" on page 22

Ink Cartridge and Consumable Information

Ink Cartridges

Product	Icon	Black	Cyan	Magenta	Yellow
WF-4630* WF-4640*	Tower of Pisa	79/79XL	79/79XL	79/79XL	79/79XL
WF-5620* WF-5690*		79/79XL/T7891	79/79XL/T7892	79/79XL/T7893	79/79XL/T7894
WF-5621	-	T7921	T7922	T7923	T7924

* For information on Epson's ink cartridge yields, visit the following website.
http://www.epson.eu/pageyield

For Australia / New Zealand

Product	Black	Cyan	Magenta	Yellow
WF-4630 WF-4640 WF-5690	786 786XL 788XXL	786 786XL 788XXL	786 786XL 788XXL	786 786XL 788XXL

Note:
Not all cartridges are available in all regions.

Color	Black, Cyan, Magenta, Yellow
Cartridge life	For best results, use up ink cartridge within six months of opening the package.
Temperature	Storage: -20 to 40 °C (-4 to 104 °F) 1 month at 40 °C (104 °F) Freezing:* -10 °C (14 °F)

* Ink thaws and is usable after approximately 3 hours at 25 °C (77 °F).

Maintenance Box

Your can use the following maintenance box with this product.

	Part number
Maintenance Box	T6710

Replacing Ink Cartridges

Ink Cartridge Safety Instructions, Precautions, and Specifications

Safety instructions

Observe the following when handling the ink cartridges:

❑ Keep ink cartridges out of the reach of children.

❑ Be careful when you handle used ink cartridges, as there may be some ink around the ink supply port.

    ❑ If ink gets on your skin, wash the area thoroughly with soap and water.

    ❑ If ink gets into your eyes, flush them immediately with water. If discomfort or vision problems continue after a thorough flushing, see a doctor immediately.

    ❑ If ink gets into your mouth, spit it out immediately and see a doctor right away.

❑ Before installing the new ink cartridge in the printer, shake it back and forth horizontally in 10 centimeter movements about 15 times within five seconds.

❑ Use the ink cartridge before the date printed on its package.

❑ Use up the ink cartridge within six months of installation for best results.

❑ Do not disassemble or remodel the ink cartridge, otherwise you may not be able to print normally.

❑ Do not touch the green chip on the side of the cartridge. Doing so may prevent normal operation and printing.

❑ The chip on this ink cartridge retains a variety of cartridge-related information, such as the ink cartridge status, so that the cartridge may be removed and reinserted freely.

❑ 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 this product. Note that there is a valve in the ink supply port, making covers or plugs unnecessary, but care is needed to prevent the ink from staining items that the cartridge touches. Do not touch the ink supply port or surrounding area.

Precautions on ink cartridge replacement

Read all of the instructions in this section before replacing the ink cartridges.

❑ For the best printing results, use up the ink cartridge within six months of installation.

❑ If you move ink cartridges from a cold place to a warm place, leave it at room temperature for more than three hours before using the ink cartridge.

❑ Do not drop or knock it against hard objects; otherwise, the ink may leak.

Replacing Ink Cartridges

❏ Do not move the print head by hand; otherwise, you may damage the printer.

❏ This printer uses ink cartridges equipped with a green chip that monitors the amount of ink used by each cartridge. Cartridges are usable even if they are removed and reinserted.

❏ If you need to remove an ink cartridge temporarily, be sure to protect the ink supply area from dirt and dust. Store the ink cartridge in the same environment as the printer.

❏ Never turn off the printer during initial ink charging. The ink may fail to filled up and the printer may become unavailable to print.

❏ The ink supply port is equipped with a valve designed to contain the release of excess ink; there is no need to supply your own covers or plugs. However, careful handling is recommended. Do not touch the supply port of the ink cartridge or its surrounding area.

❏ Other products not manufactured by Epson may cause damage that is not covered by Epson's warranties, and under certain circumstances, may cause erratic printer behavior.

❏ Epson recommends the use of genuine Epson ink cartridges. Epson cannot guarantee the quality or reliability of non-genuine ink. The use of non-genuine ink may cause damage that is not covered by Epson's warranties, and under certain circumstances, may cause erratic printer behavior. Information about non-genuine ink levels may not be displayed.

❏ Leave the old cartridge installed in the printer until you have obtained a replacement; otherwise, ink remaining in the print head nozzles may dry out.

❏ When color ink is expended and black ink still remains, you can continue printing temporarily with black ink only.

❏ Never turn off the printer while replacing the ink cartridge. Doing so may damage the green chip on the ink cartridge and the printer may not print properly.

❏ You cannot use the cartridges that came with your product for the replacement.

Ink Cartridge Specifications

❏ Epson recommends using the ink cartridge before the date printed on the package.

❏ The ink cartridges packaged with your product are partly used during initial setup. In order to produce high quality printouts, the print head in your product will be fully charged with ink. This one-off process consumes a quantity of ink and therefore these cartridges may print fewer pages compared to subsequent ink cartridges.

❏ Quoted yields may vary depending on the images that you are printing, the paper type that you are using, the frequency of your prints and environmental conditions such as temperature.

❏ To ensure you receive premium print quality and to help protect your print head, a variable ink safety reserve remains in the cartridge when your product indicates to replace the cartridge. The yields quoted for you do not include this reserve.

❏ Although the ink cartridges may contain recycled materials, this does not affect product function or performance.

❏ When printing in monochrome or grayscale, color inks instead of black ink may be used depending on the paper type or print quality settings. This is because a mixture of color inks is used to create black.

Checking the Ink Cartridge Status

For Windows

> *Note:*
> *When an ink cartridge is running low, the Low Ink Reminder screen automatically appears. You can also check the ink cartridge status from this screen. If you do not want to display this screen, first access the printer driver and then click the* **Maintenance** *tab, and then* **Monitoring Preferences***. On the Monitoring Preferences screen, clear the* **See Low Ink Reminder alerts** *check box.*

To check the ink cartridge status, do one of the following:

❏ Open the printer driver, click the **Main** tab, and then click the **Ink Levels** button.

❏ Double-click the product shortcut icon on your Windows taskbar. To add a shortcut icon to the taskbar, see the following section:

❏ Open the printer driver, click the **Maintenance** tab, then click the **EPSON Status Monitor 3** button. A graphic displays the ink cartridge status.

Note:
❏ If EPSON Status Monitor 3 does not appear, access the printer driver and click the **Maintenance** tab and then the **Extended Settings** button. In the Extended Settings window, check the **Enable EPSON Status Monitor 3** check box.
❏ Depending on current settings, the simplified status monitor may be displayed. Click the **Details** button to display the window above.
❏ The ink levels displayed are an approximate indication.

For Mac OS X

You can check the ink cartridge status using EPSON Status Monitor. Follow the steps below.

1 Access the Epson Printer Utility 4.
➡

2 Click the **EPSON Status Monitor** icon. The EPSON Status Monitor appears.

Note:
❏ The graphic displays the ink cartridge status when EPSON Status Monitor was first opened. To update the ink cartridge status, click **Update**.

❏ The ink levels displayed are an approximate indication.

Using the control panel

1 Press *i* on the control panel.

2 Select **Printer Information**.

Note:
❏ The ink levels displayed are an approximate indication.

❏ The status icon on the right of the LCD screen indicates the status of the maintenance box.

Temporary Printing with Black Ink When Color Ink Cartridges are Expended

When color ink is expended and black ink still remains, you can continue printing for a short time using only black ink. However, you should replace the expended ink cartridge(s) as soon as possible. See the following section to continue printing temporarily with black ink.

> *Note:*
> *The actual amount of time will vary depending on the usage conditions, images printed, print settings, and frequency of use.*

For Windows

> *Note for Windows:*
> *This function is available only when EPSON Status Monitor 3 is enabled. To enable the status monitor, access the printer driver and click the **Maintenance** tab followed by the **Extended Settings** button. In the Extended Settings window, check the **Enable EPSON Status Monitor 3** check box.*

Follow the steps below to continue printing temporarily with black ink.

Replacing Ink Cartridges

A When EPSON Status Monitor 3 tells you to cancel your print job, click **Cancel** or **Cancel Print** to cancel your print job.
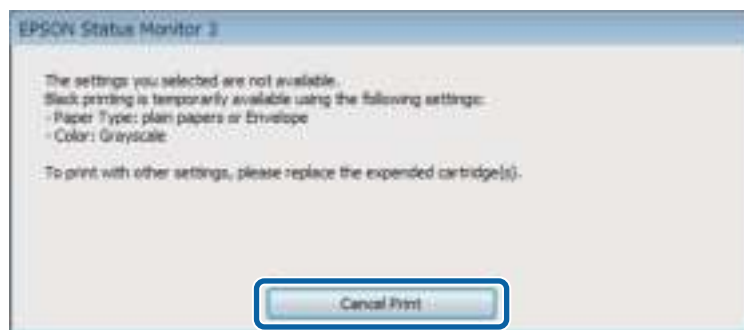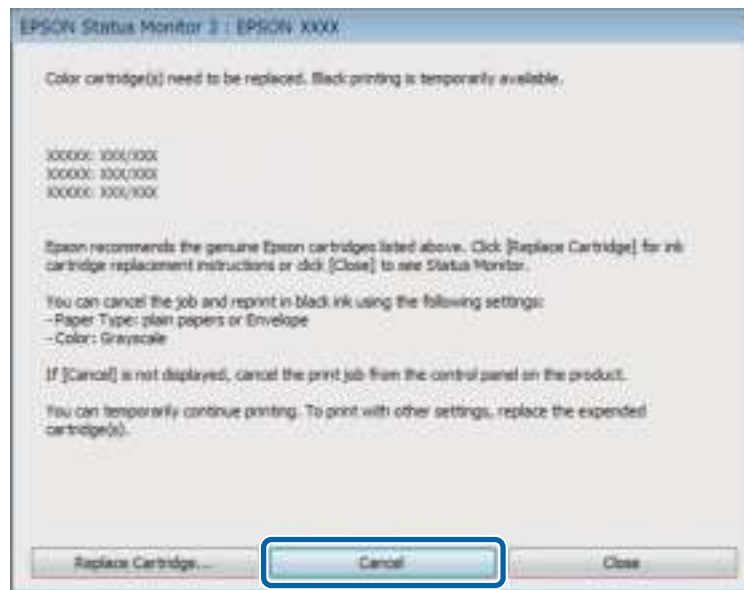
> *Note:*
> *If the error stating that a color ink cartridge is expended originates with another computer on the network, you may need to cancel the print job at the product.*

B Load plain paper or envelope.

C Access the printer settings.
➡ "Accessing the printer driver for Windows" on page 41

D Click the Main tab, and make suitable settings.

E Select **plain papers** or **Envelope** as the Paper Type setting.

F Select the **Grayscale** as the Color setting.

G Click **OK** to close the printer settings window.

User's Guide

Replacing Ink Cartridges

8 Print your file.

9 EPSON Status Monitor 3 is displayed on your computer screen again. Click **Print in Black** to print with black ink.

For Mac OS X

Follow the steps below to continue printing temporarily with black ink.

1 If printing can not be resumed, click the product icon in the Dock. If an error message is displayed prompting you to cancel the print job, click **Delete** and follow the steps below to reprint the document with black ink.

> *Note:*
> *If the error stating that a color ink cartridge is expended originates with another computer on the network, you may need to cancel the print job at the product.*

For Mac OS X 10.8:
Click the ⊗ button, and if an error message appears, click **OK**. Follow the steps bellow to reprint the document with black ink.

2   Open **System Preferences**, click **Print & Scan** (Mac OS X 10.8 or 10.7) or **Print & Fax** (Mac OS X 10.6 or 10.5), and select the product from the Printers list. Next, click **Options & Supplies** and then **Driver**.

3   Select **On** for Permit temporary black printing.

4   Load plain paper or envelope.

5   Access the Print dialog box.
     ➡ "Accessing the printer driver for Mac OS X" on page 43

6   Click the **Show Details** button (for Mac OS X 10.7) or the ▼ button (for Mac OS X 10.6 or 10.5) to extend this dialog box.

7   Select the product you are using as the Printer setting, and then make suitable settings.

8   Select **Print Settings** from the pop-up menu.

9   Select **plain papers** or **Envelope** as the Media Type setting.

10   Select the **Grayscale** check box.

11   Click **Print** to close the Print dialog box.

# Conserving Black Ink When the Cartridge Is Low (For Windows Only)

Note for Windows:
This function is available only when EPSON Status Monitor 3 is enabled. To enable the status monitor, access the printer driver and click the **Maintenance** *tab followed by the* **Extended Settings** *button. In the Extended Settings window, check the* **Enable EPSON Status Monitor 3** *check box.*

The window below appears when black ink runs low and there is more color ink than black ink. It appears only when **plain papers** is selected as the paper type, and **Standard** is selected as the Quality.

```
EPSON Status Monitor 3

Black ink is low. You can extend black ink cartridge life by printing with a
mixture of other colors to create composite black.
Do you want to do this for the current print job?

        [        Yes          ]

        [        No           ]

        [  Disable this feature  ]
```
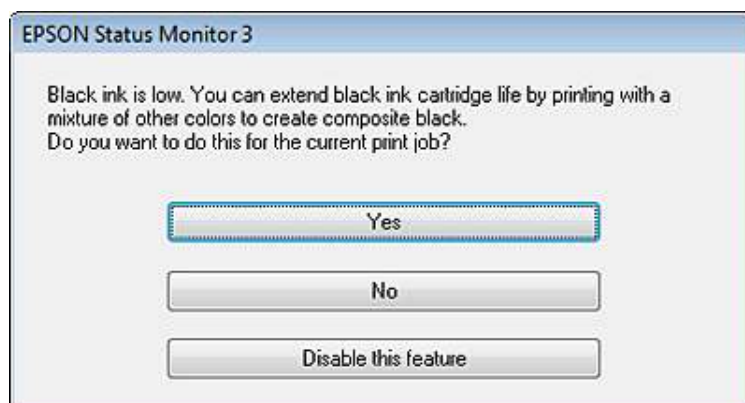
The window gives you the option to either continue using black ink normally or conserve black ink by using a mixture of color inks to create black.

❏ Click the **Yes** button to use a mixture of color inks to create black. You will see the same window the next time you print a similar job.

❏ Click the **No** button to continue using the remaining black ink for the job you are printing. You will see the same window the next time you print a similar job, and again have the option to conserve black ink.

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

Replacing an ink cartridge

When ink cartridges become low or expended, a message appears on your computer or the control panel. You can replace cartridges at any time as long as the product is not operating.

1 Open the front cover.

Replacing Ink Cartridges

2 Push the ink cartridge that you want to replace and then grip the handle of the cartridge to pull it out of the printer. Dispose of the used cartridge properly. Do not take the used cartridge apart or try to refill it.
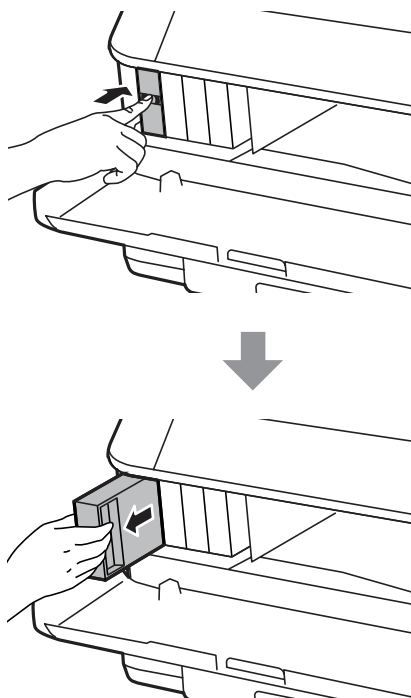
> *Note:*
> ❏ *The illustration shows replacement of the black ink cartridge. Replace the cartridge appropriate to your situation.*
>
> ❏ *Removed ink cartridges may have ink around the ink supply port, so be careful not to get any ink on the surrounding area when removing the cartridges.*

3 Remove the replacement ink cartridge from its package. Do not touch the green chip on the side of the cartridge. Doing so may prevent normal operation and printing.
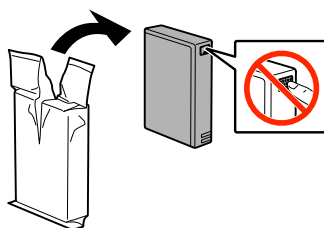
> *Note:*
> *Do not shake used ink cartridges, as they may leak.*

Replacing Ink Cartridges

D Shake the ink cartridge for 5 seconds 15 times horizontally in approximately 10 cm movements as shown in the following illustration.
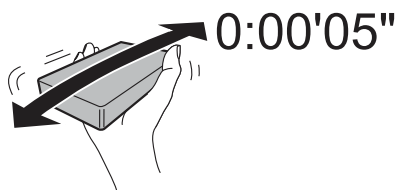
E Place the ink cartridge into the cartridge holder. Push the cartridge until it clicks into place.
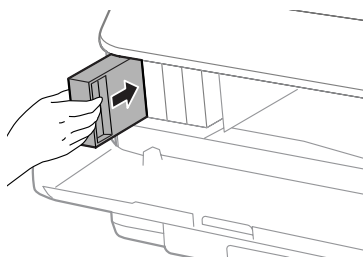
> *Note:*
> *If **Check** is displayed on the product's control panel, press it to check if the cartridges are installed correctly.*

F Close the front cover.

> *Note:*
> *Do not turn off the product while the power light is flashing.*

Ink cartridge replacement is complete. The printer will return to its previous status.

Maintaining Your Product and Software

Installing Option

Paper Cassette Unit

Installing the paper cassette unit

Follow the steps below to install the paper cassette unit.

> *Note for WF-4630 Series / WF-5620 Series / WF-5690 Series :*
> *This unit is option.*
> ➡ *"Option" on page 191*

![1] Turn the product off and unplug the power cord and all the interface cables.

> ⚠ **Caution:**
> *Make sure to unplug the power cord from the product to prevent getting an electric shock.*

![2] Carefully remove the paper cassette unit from its carton and place it where you intend to set up the product.

> *Note:*
> ❏ *Remove the protective materials from the unit.*
>
> ❏ *Keep all protective materials in case you want to ship the optional paper cassette unit in the future.*

![3] Align the corners of the product and the unit, then lower the product gently onto the unit so that the connector and two pins on the top of the unit fit into the terminal and the holes on the bottom of the product respectively.
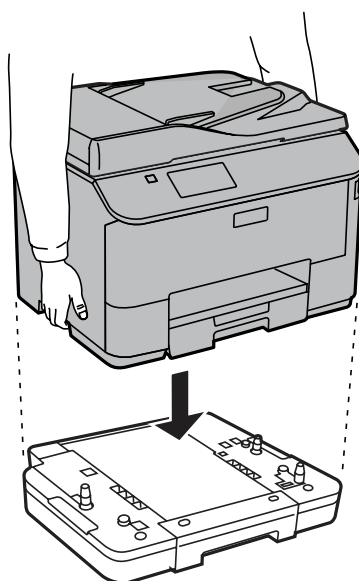
4 Reconnect all the interface cables and the power cord.

5 Plug the product's power cord into an electrical outlet.

6 Turn on the product.

Enabling the optional cassette on the printer driver

To enable the optional cassette, access the printer properties and make the following settings.

Windows

1 Access the printer properties.
➡ "Accessing printer properties for Windows" on page 42

2 Select the **Optional Settings** tab, and then select **Acquire from Printer** from Printer Information. Next, click the **Get** button.

3 Click the **OK** button to close the window.

Mac OS X

1 Open **System Preferences**, and then double-click the **Print & Scan** ("**Print & Fax**" for OS X 10.6 or 10.5) icon.

2 Select the printer from the list, select **Options & Supplies** ("**Open Print Queue**", and then click "**Info**" for OS X 10.5).

3 Click the **Driver** tab, and then select **Cassette 2** as the **Lower Cassette**.

4 Click the **OK** button.

Uninstalling the cassette unit

Perform the installation procedure in reverse.

Checking the Print Head Nozzles

If you find that the printout is unexpectedly faint or that dots are missing, you may be able to identify the problem by checking the print head nozzles.

You can check the print head nozzles from your computer by using the Nozzle Check utility or from the product by using the buttons.

Using the Nozzle Check utility for Windows

Follow the steps below to use the Nozzle Check utility.

1 Make sure that no warnings or errors are indicated in the control panel.

2 Make sure that A4-size paper is loaded in the paper cassette.

3 Right-click the product icon on the taskbar, then select **Nozzle Check**.

  If the product icon does not appear, refer to the following section to add the icon.
  ➡ "From the shortcut icon on the taskbar" on page 42

4 Follow the on-screen instructions.

Using the Nozzle Check utility for Mac OS X

Follow the steps below to use the Nozzle Check utility.

1 Make sure that no warnings or errors are indicated in the control panel.

2 Make sure that A4-size paper is loaded in the paper cassette.

3 Access the Epson Printer Utility 4.
  ➡ "Accessing the printer driver for Mac OS X" on page 43

4 Click the **Nozzle Check** icon.

5 Follow the on-screen instructions.

Using the control panel

Follow the steps below to check the print head nozzles using the product control panel.

1 Make sure that no warnings or errors are indicated in the control panel.

2 Make sure that A4-size paper is loaded in the paper cassette.

3 Enter **Setup** mode from the Home menu.

4 Select **Maintenance**.

5 Select **Print Head Nozzle Check**, and then follow the instructions on the LCD screen to print a nozzle check pattern.

6 Below are two sample nozzle check patterns.

Compare the quality of the printed check page with the sample shown below. If there are no print quality problems, such as gaps or missing segments in the test lines, the print head is fine.

If any segment of the printed lines is missing, as shown below, this could mean a clogged ink nozzle or a misaligned print head.

➡ "Cleaning the Print Head" on page 128
➡ "Aligning the Print Head" on page 130

Cleaning the Print Head

If you find that the printout is unexpectedly faint or that dots are missing, you may be able to solve these problems by cleaning the print head, which ensures that the nozzles are delivering ink properly.

You can clean the print head from your computer using the Head Cleaning utility in the printer driver or from the product by using the buttons.

> **❗ Important:**
> *Do not turn off the product during head cleaning. If the head cleaning is incomplete, you may not be able to print.*

> **Note:**
> ❏ *Do not open the front cover during head cleaning.*
>
> ❏ *Use the Nozzle Check utility first to confirm that the print head needs to be cleaned. This saves ink.*
> ➡ *"Checking the Print Head Nozzles" on page 126*
>
> ❏ *Because print head cleaning uses some ink from all cartridges, clean the print head only if quality declines; for example, if the printout is blurry or the color is incorrect or missing.*
>
> ❏ *When ink is low you may not be able to clean the print head. When ink is expended you cannot clean the print head. Replace the appropriate ink cartridge first.*
>
> ❏ *If print quality has not improved after repeating this procedure about four times, leave the product on and wait for at least six hours. Then run the nozzle check again and repeat the head cleaning if necessary. If print quality has still not improved, contact Epson support.*
>
> ❏ *To maintain print quality, we recommend printing a few pages on a regular basis.*

Using the Head Cleaning utility for Windows

Follow the steps below to clean the print head using the Head Cleaning utility.

1 Make sure that no warnings or errors are indicated in the control panel.

2 Right-click the product icon on the taskbar, then select **Head Cleaning**.

If the product icon does not appear, refer to the following section to add the icon.
➡ "From the shortcut icon on the taskbar" on page 42

3 Follow the on-screen instructions.

Using the Head Cleaning utility for Mac OS X

Follow the steps below to clean the print head using the Head Cleaning utility.

1 Make sure that no warnings or errors are indicated in the control panel.

2 Access the Epson Printer Utility 4.
➡ "Accessing the printer driver for Mac OS X" on page 43

3 Click the **Head Cleaning** icon.

4 Follow the on-screen instructions.

Using the control panel

Follow the steps below to clean the print head using the product control panel.

1 Make sure that no warnings or errors are indicated in the control panel.

2 Enter **Setup** mode from the Home menu.

3 Select **Maintenance**.

4 Select **Print Head Cleaning**.

5 Follow the instructions on the LCD screen to continue.

Aligning the Print Head

If you notice a misalignment of vertical lines or horizontal banding, you may be able to solve this problem by using the Print Head Alignment utility in your printer driver or by using the product buttons.

Refer to the appropriate section below.

> *Note:*
> *Do not cancel printing while printing a test pattern with the Print Head Alignment utility.*

Using the Print Head Alignment utility for Windows

Follow the steps below to align the print head using the Print Head Alignment utility.

|1| Make sure that no warnings or errors are indicated in the control panel.

|2| Make sure A4-size paper is loaded in the paper cassette 1.

|3| Right-click the product icon on the taskbar, then select **Print Head Alignment**.

If the product icon does not appear, refer to the following section to add the icon.
➡ "From the shortcut icon on the taskbar" on page 42

|4| Follow the on-screen instructions to align the print head.

Using the Print Head Alignment utility for Mac OS X

Follow the steps below to align the print head using the Print Head Alignment utility.

|1| Make sure that no warnings or errors are indicated in the control panel.

|2| Make sure A4-size paper is loaded in the paper cassette 1.

|3| Access the Epson Printer Utility 4.
➡ "Accessing the printer driver for Mac OS X" on page 43

|4| Click the **Print Head Alignment** icon.

|5| Follow the on-screen instructions to align the print head.

Using the control panel

Follow the steps below to align the print head using the product control panel.

1 Make sure that no warnings or errors are indicated in the control panel.

2 Make sure that A4-size paper is loaded in the paper cassette 1.

3 Enter **Setup** mode from the Home menu.

4 Select **Maintenance**.

5 Select **Print Head Alignment**.

6 Select **Vertical Alignment** or **Horizontal Alignment**, and then follow the on-screen instructions to print an alignment pattern.

> *Note:*
> *If your printouts look blurry or vertical ruled lines appear misaligned, select Vertical Alignment. If you see horizontal banding at regular intervals, select Horizontal Alignment.*

7 When you selected Vertical Alignment, find the most solid pattern in each of #1 to #6 groups, then enter the pattern number.
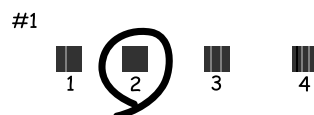
When you selected Horizontal Alignment, find the least separated and overlapped pattern.

8 Finish aligning the print head.

Making Network Service Settings

You can make network service settings such as Epson Connect, AirPrint, or Google Cloud Print using a Web browser on your computer, smartphone, tablet PC, or laptop that is connected to the same network as the product.

Enter the product's IP address in the address bar of the Web browser and search for the product.

<Example>
[IPv4] http://192.168.11.46
[IPv6] http://[fe80::226:abff:feff:37cd]/

Note:
You can check your product's IP address on the product's control panel or by printing a network status sheet.

Setup > Network Status > Wi-Fi Status

When the product is found successfully, the product's web page is displayed. Select the menu you want.

The web page also allows you to check the product's status and update the product's firmware.

Sharing the Product for Printing

You can setup the printer so that other computers on the network can share it.
The computer connected directly to the printer acts as a server. Other computers on the network access the server and share the printer.
For more details, see the computer's help.
If you want to use the printer over a network, see the Network Guide.

Cleaning the Product

Cleaning the exterior of the product

To keep your product operating at its best, clean it thoroughly several times a year by using the following instructions.

> **Important:**
> Never use alcohol or thinner to clean the product. These chemicals can damage the product.

> **Note:**
> Close the rear paper feed after you use the product to protect the product from dust.

❏ Use a soft, dry, clean cloth to clean the touchscreen. Do not use liquid or chemical cleaners.

❏ Use a soft, dry, clean cloth to clean the surface of the scanner glass.
   If straight lines appear in the printout or the scanned data, clean the small scanner glass on the left carefully.

❏ If the glass surface is stained with grease or some other hard-to-remove material, use a small amount of glass cleaner and a soft cloth to remove it. Wipe off all remaining liquid.

❏ Do not press the surface of the scanner glass with any force.

❏ Be careful not to scratch or damage the surface of the scanner glass, and do not use a hard or abrasive brush to clean it. A damaged glass surface can decrease the scan quality.

❏ Open the ADF cover and use a soft, dry, clean cloth to clean the roller and the interior of the ADF.
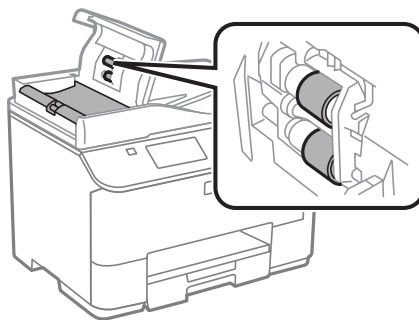
Cleaning the interior of the product

If your printouts are stained with ink, follow the steps below to clean the roller inside the product.

> ⚠ *Caution:*
> *Be careful not to touch the parts inside the product.*

> ❗ *Important:*
> ❏ *Be careful to keep water away from the electronic components.*
> ❏ *Do not spray the inside of the product with lubricants.*
> ❏ *Unsuitable oils can damage the mechanism. Contact your dealer or a qualified service person if lubrication is needed.*

A Make sure that no warnings or errors are indicated in the control panel.

B Load several sheets of A4-size plain paper in paper cassette 1.
➡ "Loading Paper into the Paper Cassette" on page 28

> *Note:*
> *If you are having problems feeding the paper and have a cleaning sheet that came with your Epson genuine paper, load the cleaning sheet in the rear paper feed slot instead of the plain paper.*

C Enter **Setup** mode from the Home menu.

D Select **Maintenance**, **Paper Guide Cleaning**, and then follow the instructions on the control panel.

> *Note:*
> *If your printouts are still stained, load A4-size plain paper in another paper source, and then try steps 3 and 4 again.*

Replacing Maintenance Box

Checking the maintenance box status

The maintenance box status is shown in the same screen of the ink cartridge status. You can check the status from the printer software or the control panel.

➡ "Checking the Ink Cartridge Status" on page 115

Handling precautions

Read all of the instructions in this section before replacing the maintenance box.

❏ Epson recommends the use of a genuine Epson maintenance box. The use of a non-genuine maintenance box may cause damage that is not covered by Epson's warranties, and under certain circumstances, may cause erratic printer behavior. Epson cannot guarantee the quality or reliability of a non-genuine maintenance box.

❏ Do not dismantle the maintenance box.

❏ Do not touch the green chip on the side of the maintenance box.

❏ Keep out of reach of children.

❏ Do not tilt the used maintenance box until it is placed in the plastic bag provided.

❏ Do not reuse a maintenance box which has been removed and left detached for a long period.

❏ Keep the maintenance box away from direct sunlight.

❏ In some print cycles a very small amount of surplus ink may be collected in the maintenance box. To prevent ink leakage from the maintenance box, the product is designed to stop printing when the absorbing capacity of the maintenance box has reached its limit. Whether and how often this is required will vary according to the number of pages you print, the type of material that you print and the number of cleaning cycles that the product performs. Replace the maintenance box when you are promoted to do so. The Epson Status Monitor, your LCD, or lights on the control panel will advise you when this part needs replacing. The need for replacement of the box does not mean that your product has ceased to operate in accordance with its specifications. The Epson warranty does not cover the cost of this replacement. It is a user-serviceable part.

Replacing a maintenance box

To replace the maintenance box, follow the steps below.

1 Confirm that the product is not draining the ink.

2 Remove the replacement maintenance box from the package.

> *Note:*
> *Do not touch the green chip on the side of the box. Doing so may prevent normal operation.*

Maintaining Your Product and Software

C Push the buttons on either side of the rear unit at the same time, and then pull the unit out.
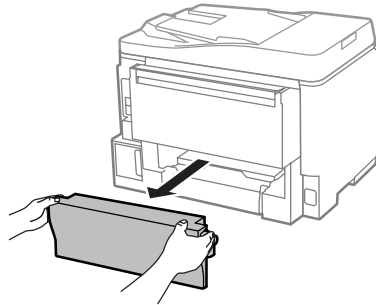
D Put your hand on the handle of the maintenance box, and then pull the box outward.
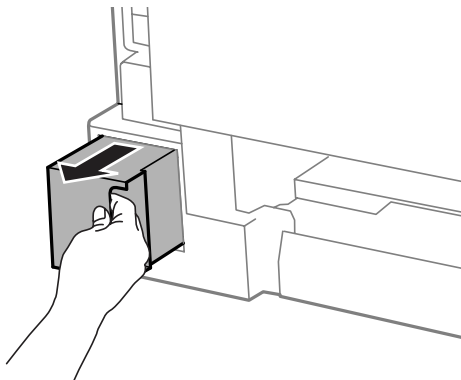
Note:
If ink gets on your hands, wash them thoroughly with soap and water. If ink gets into your eyes, flush them immediately with water.

E Put the used maintenance box in the plastic bag provided with the replacement box, and dispose of it properly.
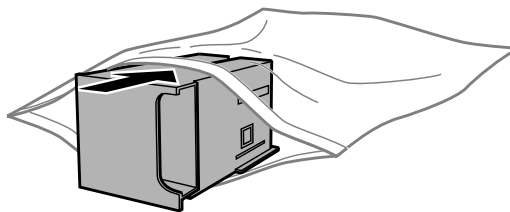
Note:
Do not tilt the used maintenance box until after it is sealed in the plastic bag.

Maintaining Your Product and Software

F Insert the new maintenance box into place as far as it will go.
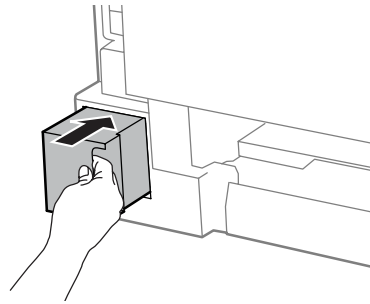
G Push the button on either side of the rear unit at the same time, and then reattach the unit.
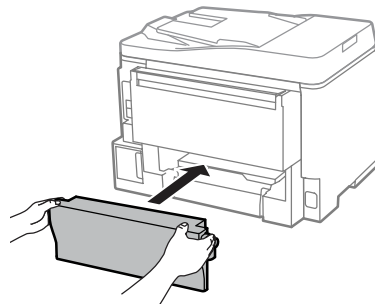
H Select **Done** on the control panel.

Maintenance box replacement is complete.

Transporting the Product

If you move the product some distance, you need to prepare it for transportation in its original box or one of a similar size.

> **c** *Important:*
> ❏ *When storing or transporting the product, avoid tilting it, 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.*

A Make sure the product is off.

B Unplug its power cord and disconnect all other cables from the product.

C Remove all paper from the rear paper feed.

D Close the rear paper feed and the output tray.

5 Remove all paper from the paper cassette and re-insert the cassette into the product.

6 Repack the product in its box, using the protective materials that came with it.

> *Note:*
> *Keep the product level during transport.*

Checking and Installing Your Software

Checking the software installed on your computer

To use the functions described in this User's Guide, you need to install the following software.

❏ Epson Driver and Utilities

❏ Document Capture Pro

Follow the steps below to check that the software is installed on your computer.

For Windows

1 **Windows 8 and Server 2012:** Select **Desktop**, **Settings** charm, and **Control Panel**.

Windows 7, Vista, and Server 2008: Click the start button and select **Control Panel**.

Windows XP and Server 2003: Click **Start** and select **Control Panel**.

2 **Windows 8, Windows 7, Vista, Server 2012 and Server 2008:** Select **Uninstall a program** from the Programs category.

Windows XP: Double-click the **Add or Remove Programs** icon.

Windows Server 2003: Click the **Add or Remove Programs** icon.

3 Check the list of currently installed programs.

For Mac OS X

1 Double-click **Macintosh HD**.

2 Double-click the **Epson Software** folder in the Applications folder and check the contents.

> *Note:*
> ❏ *The Applications folder contains software provided by third parties.*
>
> ❏ *To check that the printer driver is installed, click **System Preferences** on the Apple menu and then click **Print & Scan** (for Mac OS X 10.8 or 10.7) or **Print & Fax** (for Mac OS X 10.6 or 10.5.8). Then locate your product in the Printers list box.*

Installing the software

Insert the product software disk that came with your product and select the software you want to install on the Software Select screen.

If you are using Mac OS X, or if your computer does not have a CD/DVD drive, go to the following Epson website to download and install the software.
http://support.epson.net/setupnavi/

Installing the PostScript Printer Driver

This driver is only available for the WF-5690 Series.

System requirements

Printer hardware requirements

	Recommended
Memory	Standard + 128 MB (for duplex printing of image data at Fine)

Computer system requirements

➡ "System Requirements" on page 181

> *Note:*
> *If you use binary data for the network connection, you need to set Binary to **On** in the PS3 Menu on the control panel. If you use the printer with a local connection, you cannot use binary data.*

Installing the PostScript printer driver with Windows

To print in the PostScript mode, you will have to install the printer driver.

For the USB interface

> *Note:*
> ❏ *Installing the printer software for Windows may require administrator privileges. If you have problems, ask your administrator for more information.*
>
> ❏ *Turn off all virus protection programs before installing the printer software.*

A Make sure that the printer is turned off. Insert the printer Software Disc into your CD/DVD drive.

> *Note:*
> *If your computer does not have a CD/DVD drive, download the driver from the Epson Web site.*
> http://www.epson.eu/Support *(Europe)*
> http://support.epson.net/ *(outside Europe)*

B If the printer is connected to a USB interface, connect your computer to the printer with a USB cable, then turn on the printer.

> *Note for Windows Vista users:*
> *Without the Windows driver or the Adobe PS driver, the display shows "Found New Hardware." In this case, click* ***Ask me again later****.*

C **Windows 8** and **Server 2012**: Select **Desktop**, **Settings** charm, and **Control Panel**. Click **View devices and printers**, then click **Add a printer** button.
Windows 7: Click the start button, select **Devices and Printers**, and click the **Add a printer** button.
Windows Vista, **Windows XP**, **Server 2008**: Click **Start**, point to **Printer and Faxes**, and click **Add a printer** in the Printer Tasks menu.
Windows Server 2003: Click **Start**, point to **Settings**, and click **Printers**. Then double-click the **Add Printer** icon.

D The Add Printer Wizard appears. Then click **Next**.

E Select **Local printer**, then click **Next**.

> *Note:*
> *Do not select the* ***Automatically detect and install my Plug and Play printer*** *check box.*

F If the printer is connected to a USB interface, select **USB**, then click **Next**.

G Click **Have Disk** and specify the following path for the Software Disc. If your CD/DVD drive is D:, the path will be D:\Driver\PostScript\eppsnt.inf. Then click **OK**.

> *Note:*
> *Change the drive letter as needed for your system.*

H Select the printer, then click **Next**.

9 Follow the on-screen instructions for the rest of the installation.

10 When installation is done, click **Finish**.

For the network interface

> *Note:*
> ❏ *Set the network settings before installing the printer driver. Refer to the Network Guide for details.*
> ❏ *Turn off all virus protection programs before installing the printer software.*

1 Make sure that the printer is turned on. Insert the printer Software Disc into your CD/DVD drive.

> *Note:*
> *If your computer does not have a CD/DVD drive, download the driver from the Epson Web site.*
> http://www.epson.eu/Support *(Europe)*
> http://support.epson.net/ *(outside Europe)*

2 **Windows 8** and **Server 2012**: Select **Desktop**, **Settings** charm, and **Control Panel**. Click **View devices and printers**, then click **Add a printer** button.
Windows 7: Click the start button, select **Devices and Printers**, and click the **Add a printer** button.
Windows Vista, **Windows XP**, **Server 2008**: Click **Start**, point to **Printer and Faxes**, and click **Add a printer** in the Printer Tasks menu.
Windows Server 2003: Click **Start**, point to **Settings**, and click **Printers**. Then double-click the **Add Printer** icon.

3 The Add Printer Wizard appears. Then click **Next**.

**4** Select **Local printer**, then click **Next**.

> *Note:*
> *Do not select the **Automatically detect and install my Plug and Play printer** check box.*

5 Select the **Create a new port check box and select Standard TCP/IP Port** from the drop-down list. Click **Next**.

6 Click **Next**.

7 Specify the IP address and port name, then click **Next**.

8 Click **Finish**.

9   Click **Have Disk** in the Add Printer Wizard and specify the following path for the Software Disc. If your CD/ DVD drive is D:, the path will be D:\Driver\PostScript\eppsnt.inf. Then click **OK**.

> *Note:*
> *Change the drive letter as needed for your system.*

10   Select the printer and click **Next**.

11   Follow the on-screen instructions for the rest of the installation.

12   When installation is done, click **Finish**.

Installing the PostScript printer driver with Mac OS X

Installing the Post Script printer driver

Go to the following Epson support website to download and install the driver.
http://www.epson.eu/Support (Europe)
http://support.epson.net/ (outside Europe)

Selecting the printer

After installing the PostScript 3 printer driver, you need to select the printer.

> *Note:*
> ❑ *You need to make the settings for your installed options manually when the printer is connected using USB, IP printing, or Bonjour.*
>
> ❑ *Make sure to specify ASCII as the data format in the application.*

1   Open the System Preferences, and then double-click the Print & Fax ("Print & Scan" for Mac OS X 10.8 or 10.7) icon.
The Print & Fax ("Print & Scan" for Mac OS X 10.8 or 10.7) window appears.

2   Click + add button in the Printers window.

3   Select the printer name that you are using from the printer name box.

> *Note:*
> *If your printer is not listed, check that it is correctly connected to the computer and that the printer is on.*

4   Click **Add**.

5   Confirm that your printer's name is added to the Printers list. Then quit **Print & Fax** ("**Print & Scan**" for Mac OS X 10.8 or 10.7).

Installing the Epson Universal P6 Printer Driver (for Windows Only)

> *Note:*
> *This driver is only available for the WF-5690 Series.*

Epson Universal P6 Printer Driver is the universal PCL6 compatible print driver that has the following features:

❏ It supports the basic print functions needed for business situations.

❏ It supports multiple Epson business printers besides this printer.

❏ It supports most languages among the print drivers for this printer.

Computer system requirements

See the following for the Windows System Requirements.

➡ "For Windows" on page 181

Installing the Printer Driver

1 Insert the printer Software Disc into your computer's CD/DVD drive.

> *Note:*
> *If your computer does not have a CD/DVD drive, download the driver from the Epson Web site, and then install it.*
> *http://www.epson.eu/Support (Europe)*
> *http://support.epson.net/ (outside Europe)*

2 If your CD/DVD drive is D:, double-click **EP_P6x86.exe** in the **D:\Driver\PCLUniversal\Win32** for 32-bit Windows OS or **EP_P6x64.exe** in the **D:\Driver\PCLUniversal\Win64** for 64-bit Windows OS.

> *Note:*
> *Change the drive letter as needed for your system.Follow the on-screen instructions.After the installation is done, access your printer's **Properties** to customize the settings and **Printing Preferences** to make the appropriate printer driver settings.*
>
> *The printer driver's online help provides details on printer driver settings.*

Uninstalling Your Software

You may need to uninstall and then reinstall your software to solve certain problems or if you upgrade your operating system.

See the following section for information on determining what applications are installed.

➡ "Checking the software installed on your computer" on page 138

Maintaining Your Product and Software

For Windows

Note:
❏ *For Windows 8, 7, Vista, Server 2012 and Server 2008, you need an administrator account and password if you log on as a standard user.*
❏ *For Windows XP and Server 2003, you must log on to a Computer Administrator account.*

A Turn off the product.

B Disconnect the product's interface cable from your computer.

C Do one of the following.

Windows 8 and server 2012: Select **Desktop**, **Settings** charm, and **Control Panel**.

Windows 7, **Vista**, **and Server 2008:** Click the start button and select **Control Panel**.

Windows XP and Server 2003: Click **Start** and select **Control Panel**.

D Do one of the following.

Windows 8, **Windows 7**, **Vista**, **Server 2012 and Server 2008:** Select **Uninstall a program** from the Programs category.

Windows XP: Double-click the **Add or Remove Programs** icon.

Windows Server 2003: Click the **Add or Remove Programs** icon.

E Select the software you want to uninstall such as your product's driver and the application from the list displayed.

F Do one of the following.

Windows 8, **Windows 7**, **Server 2012 and Server 2008:** Select **Uninstall/Change** or **Uninstall**.

Windows Vista: Click **Uninstall/Change** or **Uninstall**, and then click **Continue** in the User Account Control window.

Windows XP and Server 2003: Click **Change/Remove** or **Remove**.

Note:
If you chose to uninstall your product's printer driver in step 5, select the icon for your product and then click **OK**.

G When the confirmation window appears, click **Yes** or **Next**.

H Follow the on-screen instructions.

In some cases, a message may appear to prompt you to restart your computer. If so, make sure **I want to restart my computer now** is selected and click **Finish**.

For Mac OS X

> *Note:*
> ❏ *To uninstall your software you need to download the Uninstaller.*
>   *Access the site at:*
>   http://www.epson.com
>   *Next, select the support section of your local Epson Web site.*
>
> ❏ *To uninstall applications, you must log on to a Computer Administrator account.*
>   *You cannot uninstall programs if you log on as a limited account user.*
>
> ❏ *Depending on the application, the Installer may be separated from the Uninstaller.*

1 Quit all running applications.

2 Double-click the **Uninstaller** icon in your Mac OS X hard drive.

3 Select the check boxes for the software you want to uninstall, such as the printer driver and the application, from the list displayed.

4 Click **Uninstall**.

5 Follow the on-screen instructions.

If you cannot find the software you want to uninstall in the Uninstaller window, double-click the **Applications** folder in your Mac OS X hard drive, select the application you want to uninstall, and then drag it to the **Trash** icon.

> *Note:*
> *If you uninstall the printer driver and the name of your product remains in the Print & Scan (for Mac OS X 10.8 or 10.7) or Print & Fax (for Mac OS X 10.6 or 10.5.8) window, select the name of your product and click the - **remove** button.*

Transferring Data Using an External Storage Device

You can use the product's external USB port to copy files to a computer connected to the product. You can also use it to copy files on your computer to the storage device.

Precautions on Storage Devices

Keep the following in mind when copying files between your storage device and computer:

❏ Check the documentation that came with your storage device and any adapter you may be using for any handling guidelines.

❏ Do not copy files to a storage device while you are printing from your storage device.

❏ The product display does not update information about your storage device after you copy files to it or delete files from it. To update the information displayed, eject and reload the storage device.

Copying Files Between a Storage Device and Your Computer

> *Note:*
> *If Memory Device setting in the System Administration Settings has been set to Disable, the product does not recognize the storage device if it is inserted.*

Copying files to your computer

1 Make sure the product is turned on and a storage device is inserted or connected.

2 **Windows 8 and Server 2012:**
Right-click on the **Start** screen, or swipe from the bottom or top edge of the **Start** screen and select **All apps**, then select **Computer**.

Windows 7, Vista, and Server 2008:
Click the start button and select **Computer**.

Windows XP and Server 2003:
Click **Start** and select **My Computer**.

Mac OS X:
The removable disk icon () appears on your desktop automatically.

3 Double-click the removable disk icon, then select the folder in which your files are saved.

> *Note:*
> *If you have set a volume label, it is displayed as the drive name. If you have not set the volume label, "removable disk" is displayed as the drive name on Windows XP and Server 2003.*

4 Select the files you want to copy and drag them to a folder on your computer's hard drive.

> ❗ *Important:*
> *For Mac OS X users*
> *When you remove the storage device, always drag the removable disk icon on your desktop into the trash before you remove the storage device or you may lose data on the device.*

Saving files to a storage device

Before inserting your memory device, make sure the write-protect switch is set to allow writing to the memory device.

> *Note:*
> ❏ *After copying a file to a memory device from a Macintosh computer, an older digital camera may not be able to read the memory device.*
>
> ❏ *If USB is selected from the File Sharing menu, you cannot write to the memory device from a computer connected through a network. To give write access to the network computer, change the setting to Wi-Fi/Network.*

1 Make sure the product is turned on and a storage device is inserted or connected.

2 **Windows 8 and Server 2012:**
Right-click on the **Start** screen, or swipe from the bottom or top edge of the **Start** screen and select **All apps**, then select **Computer**.

Windows 7, **Vista**, **and Server 2008:**
Click the start button and select **Computer**.

Windows XP and Server 2003:
Click **Start** and select **My Computer**.

Mac OS X:
The removable disk icon (🖳) appears on your desktop automatically.

3 Double-click the removable disk icon, then select the folder in which you want to save your files.

> *Note:*
> *If you have set a volume label, it is displayed as the drive name. If you have not set the volume label, "removable disk" is displayed as the drive name on Windows XP and Server 2003.*

4 Select the folder on your computer's hard drive that contains the files you want to copy. Then select the files and drag them to the folder on your storage device.

> ⚠ *Important:*
> *For Mac OS X users*
> *When you remove the storage device, always drag the removable disk icon on your desktop into the trash before you remove the storage device or you may lose data on it.*

Error Indicators

Error Messages on the Control Panel

This section explains the meaning of messages displayed on the LCD screen. You can also check errors on the Status Menu by pressing i.

➡ "Status Menu" on page 22

Messages	Solutions
Paper Jam	➡ "Paper Jams" on page 156
Printer error. Turn the power off and on again. For details, see your documentation.	Turn the product off and then back on. Make sure that no paper is still in the product. If the error still appears, contact Epson Support.
Maintenance box is at the end of its service life. You need to replace it.	Replace the maintenance box. ➡ "Replacing Maintenance Box" on page 135
The phone line is connected to a different jack.	➡ "Connecting to a Phone Line" on page 74
Connect the phone line to the "LINE" jack.	
The phone line is not connected.	
No dial tone detected.	➡ ""No dial tone detected." error occurs" on page 178
Combination of the IP address and the subnet mask is invalid. See your documentation.	Refer the online Network Guide.
Communication error Authentication error DNS error	See the solution in the following section. ➡ "Error Code on the Status Menu" on page 149
Recovery Mode	The firmware update has failed. You will need to re-attempt the firmware update. Ready a USB cable and visit your local Epson website for further instructions. ➡ "Where To Get Help" on page 202

Error Code on the Status Menu

If a job does not complete successfully, check the error code displayed on the history of the each job. You can check the error code by pressing i, and then select **Job History**. Refer to the following table to find the problem and its solution.

Code	Problem	Solution
001	The product was turned off by a power failure.	-
101	Memory is full.	Reduce the size of the print job.

Error Indicators

Code	Problem	Solution
102	Collate printing has failed due to a lack of available memory.	Clear downloaded fonts from Clear Internal Memory Data or reduce the size of the print job. If you do not want to reduce the size of the print job, print one copy at a time.
103	Printing quality has been lowered due to a lack of available memory.	If the quality of the printout is not acceptable, try simplifying the page by reducing the number of graphics or the number and size of the fonts.
104	Reverse printing has failed due to a lack of available memory.	Clear Font data. ➡ "System Administration Settings" on page 102 Reduce the data size of the print job.
106	Cannot print from the computer due to the access control settings.	Contact your printer administrator.
107	User authentication failed. The job has been canceled.	Contact your printer administrator.
108	Confidential job data was deleted when the product was turned off.	-
109	The received fax was already deleted.	-
110	The job was printed on one side only because the paper loaded does not support double sided printing.	-
111	Short of available memory.	Reduce the size of the print job.
201	The memory is full.	➡ "Memory full error occurs" on page 179
202	The line was disconnected by the recipient machine.	Wait for a moment, and then try again.
203	The product cannot detect the dial tone.	Check the phone line is connected correctly. ➡ "Connecting to a Phone Line" on page 74 Find more solutions in the following section. ➡ ""No dial tone detected." error occurs" on page 178
204	The recipient machine is busy.	Wait for a moment, and then try again.
205	The recipient machine does not answer.	
206	The phone cable is incorrectly connected to the LINE and EXT port of the product.	Connect the product to the phone line correctly. ➡ "Connecting to a Phone Line" on page 74
207	The product is not connected to the phone line.	
208	The fax could not be sent to some of the specified recipients.	Print a Fax Log from Fax Report to check which recipients failed to receive the fax. ➡ "Printing a fax report" on page 93 When Save Failure Data is set to On, you can resend a fax from Job Monitor in Status Menu.

Error Indicators

Code	Problem	Solution
301 401	There is not enough storage space available to save the data in the external memory device.	Increase the storage space. When scanning, reduce the number of documents or change the following settings to reduce the size of the scanned data. - Select a lower resolution. - Select a higher Compression Ratio. ➡ "Scan Mode" on page 99
302 402	The external memory device is write-protected.	Disable write protection on the external memory device.
303	No folder has been created to save the scanned data.	Insert another external memory device.
304 404	The external memory device has been removed.	Reinsert the external device.
305	An error occurred while saving the data to the external memory device.	-
405	An error occurred while saving the data to the external memory device.	Reinsert the external memory device. Use a different external memory device on which you have created a folder using the Create Folder to Save function.
306 315 327	The memory is full.	Wait until other ongoing jobs are finished.
311 321 411 421	A DNS error has occurred.	Check the product's DNS settings from the control panel. Select the menu as shown below. Setup > System Administration > Wi-Fi/Network Settings > Advanced Setup > DNS Server Check the DNS settings for the server, the computer, or the access point.
312 412	An authentication error has occurred.	Check the product's Email Server settings. Select the menu shown as below to run the connection check. Setup > System Administration > Wi-Fi/Network Settings > Advanced Setup > Email Server > Connection Check
313 413	A communication error has occurred.	Check the product's Email Server settings. Select the menu shown as below to run the connection check. Setup > System Administration > Wi-Fi/Network Settings > Advanced Setup > Email Server > Connection Check Make sure the product is connected to the network correctly. For details, see the Network Guide.
314	The data size exceeds the maximum size for attached files.	When scanning, increase the Attached File Max Size setting or change the following settings to reduce the size of the scanned data. - Select a lower resolution. - Select a higher Compression Ratio.
322 422	An authentication error has occurred.	Check that the entered folder path, the user name, and the password are correct.

Error Indicators

Code	Problem	Solution
323 423	A communication error has occurred.	Make sure the product is connected to the network correctly. For details, see the Network Guide. Check the Location settings. A file with the same name may exist in the specified file. Make sure the file is not opened and the file is not a read-only file.
324	A file with the same name already exists in the specified folder.	Delete the file with the same name or change the File Name Prefix in File Settings.
325 425	There is not enough storage space available to save the data in the specified folder.	Increase the storage space. When scanning to a folder, reduce the number of documents or change the following settings to reduce the size of the scanned data. - Select a lower resolution. - Select a higher Compression Ratio.
328 428	The destination was wrong or the destination did not exists.	Check the entered folder path, the user name, and the password is correct.
331	A communication error occurred while acquiring the destination list.	Make sure the product is connected to the network correctly. For details, see the Network Guide.
332	There is not enough storage space available to save the scanned data in the destination storage.	Reduce the number of documents.
333	The destination could not be found because the destination information has been uploaded to the server before sending the scanned data.	Select the destination again.
334	An error occurred while sending the scanned data.	-
341	A communication error has occurred.	Make sure the product is connected to the computer or network correctly. For details, see the Network Guide. Make sure you have installed Document Capture Pro before using Scan to Computer. ➡ "Document Capture Pro" on page 72

Troubleshooting for Printing/Copying

Diagnosing the Problem

Troubleshooting product problems is best handled in two steps: first diagnose the problem, then apply likely solutions until the problem is fixed.

The information that you need to diagnose and solve most common problems is provided by online problem solving, the control panel, or the status monitor. Refer to the appropriate section below.

If you have a specific problem relating to print quality, a printing problem not related to print quality, or a paper feeding problem, or if the product does not print at all, refer to the appropriate section.

To solve a problem, you may need to cancel printing.
➡

Checking product status

If a problem occurs while printing, an error message will appear in the status monitor window.

When you need to replace an ink cartridge or a maintenance box, click the How To button on the window, and the status monitor will lead you step-by-step through the cartridge or the maintenance box replacement procedure.

For Windows

There are two ways to access EPSON Status Monitor 3:

❏ Double-click the product shortcut icon on your Windows taskbar. To add a shortcut icon to the taskbar, see the following section:
   ➡

❏ Open the printer driver, click the **Maintenance** tab, then click the **EPSON Status Monitor 3** button.

When you access EPSON Status Monitor 3, the following window appears:

> *Note:*
> ❏ *If EPSON Status Monitor 3 does not appear, access the printer driver and click the* **Maintenance** *tab and then the* **Extended Settings** *button. In the Extended Settings window, check the* **Enable EPSON Status Monitor 3** *check box.*
>
> ❏ *Depending on current settings, the simplified status monitor may be displayed. Click the* **Details** *button to display the window above.*

EPSON Status Monitor 3 provides the following information:

❏ **Current Status:**
If the ink is low/expended or the maintenance box is nearly full/full, the **How to** button appears in the EPSON Status Monitor 3 window. Clicking **How to** displays ink cartridge or maintenance box replacement instructions.

❏ **Ink Levels:**
EPSON Status Monitor 3 provides a graphic display of the ink cartridge status.

❏ **Information:**
You can view information about the installed ink cartridges by clicking **Information**.

❏ **Maintenance Box Service Life**:
EPSON Status Monitor 3 provides a graphic display of the maintenance box status.

❏ **Technical Support:**
Click **Technical Support** to access the Epson technical support website.

❏ **Print Queue:**
You can view Windows Spooler by clicking **Print Queue**.

For Mac OS X

Follow these steps to access EPSON Status Monitor.

1 Access the Epson Printer Utility 4.
➡

2 Click the **EPSON Status Monitor** icon. The EPSON Status Monitor appears.

You can also use this utility to check the ink cartridge status before printing. EPSON Status Monitor displays the ink cartridge status at the time it was opened. To update the ink cartridge status, click **Update**.

When ink is low/expended or the maintenance box is nearly full/full, a **How to** button appears. Click **How to**, and EPSON Status Monitor will lead you step by step through the ink cartridge or maintenance box replacement procedure.


Paper Jams

> ⚠️ *Caution:*
> *Never touch the buttons on the control panel while your hand is inside the product.*

> *Note:*
> ❏ *Cancel the print job if prompted by a message from the LCD screen or the printer driver.*
> ❏ *After you have removed the jammed paper, press the button indicated in the LCD screen.*

Removing jammed paper from the rear unit

A Push the buttons on either side of the rear unit at the same time, and then pull the unit out.
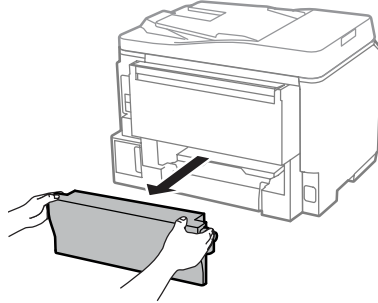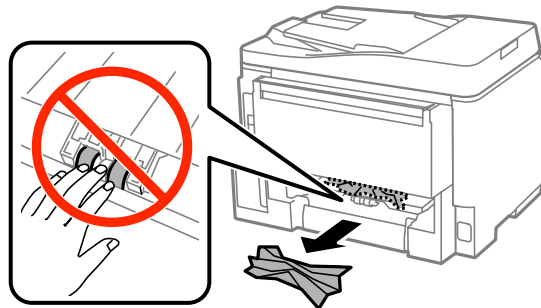
B Carefully remove the jammed paper.

C Carefully remove the jammed paper.
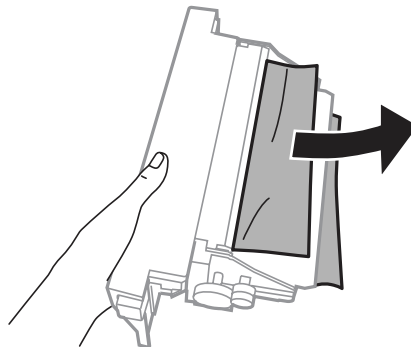
D Push the button on either side of the rear unit at the same time, and then reattach the unit.
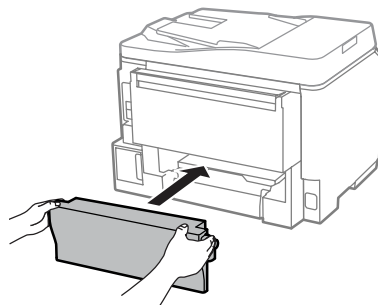
Removing jammed paper from the front cover and the output tray

A Open the front cover.
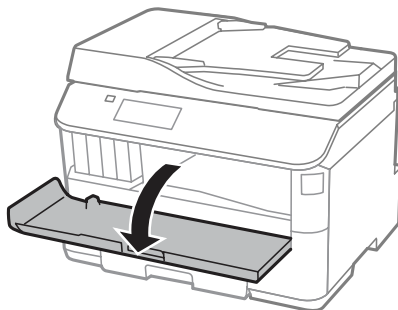
B Remove all of the paper inside, including any torn pieces.
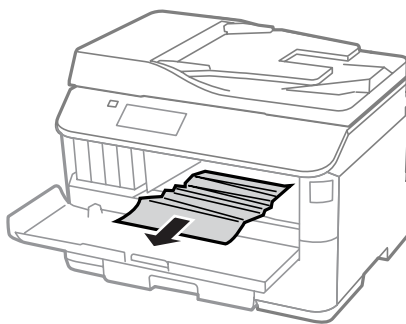
C Close the front cover. If the jammed paper remains near the output tray, carefully remove the paper.

Removing jammed paper from the paper cassette

A Pull out the paper cassette.
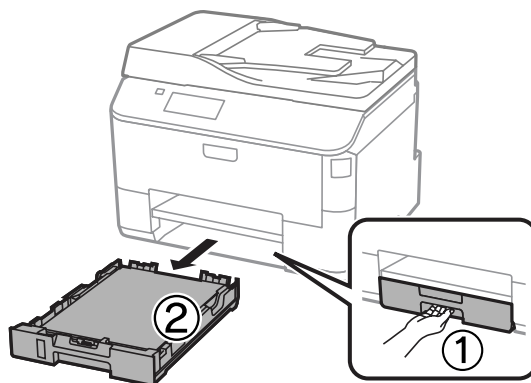
B   Carefully remove any paper jammed inside the printer.

C   Reload the paper into the paper cassette.
➡ "Loading Paper into the Paper Cassette" on page 28

D   Keep the cassette flat and insert it back into the printer carefully and slowly.
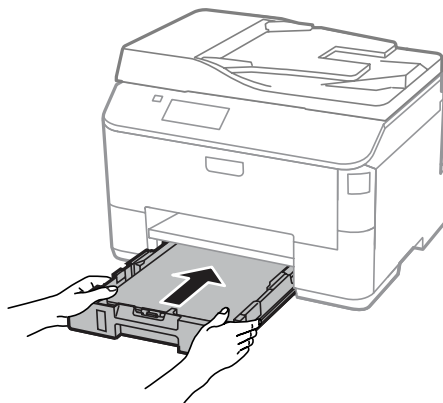
Removing jammed paper from the Automatic Document Feeder (ADF)

A   Remove the stack of paper from the ADF input tray.
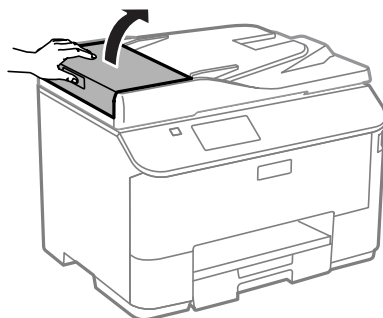
B   Open the ADF cover.

> ⚠ **Caution:**
> *Make sure you open the ADF cover before removing jammed paper. If you do not open the cover, the printer may be damaged.*

3 Carefully remove the jammed paper.
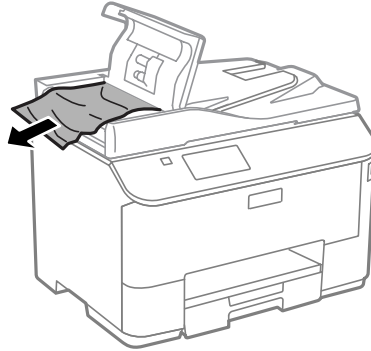
4 Close the ADF cover.

5 Open the document cover.
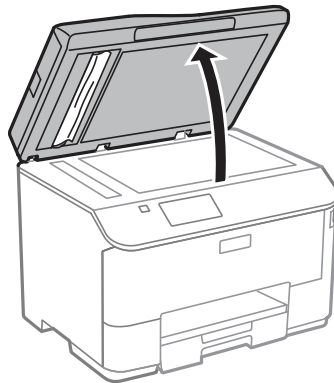
6 Carefully remove the jammed paper.
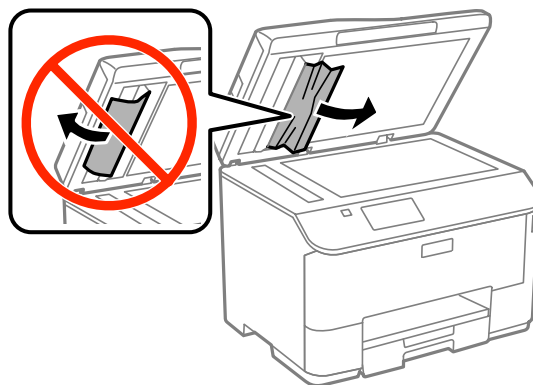
7 Close the document cover.

8 Raise the ADF input tray.
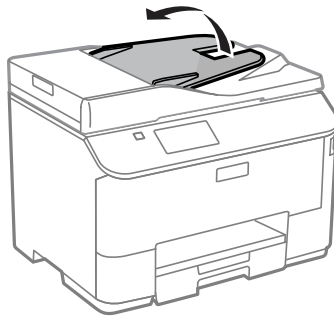
**9** Carefully remove the jammed paper.
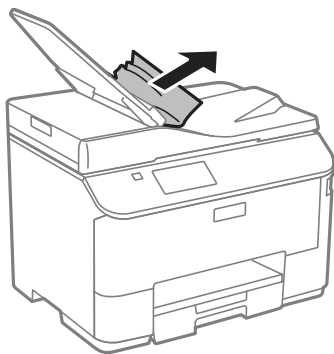
10 Return the ADF input tray to its original position.

Preventing paper jams

If your paper jams frequently, check the following.

❏ The paper is smooth, not curled or wrinkled.

❏ You are using high-quality paper.

❏ The printable side of the paper is face down in the paper cassette.

❏ The printable side of the paper is face up in the rear paper feed.

❏ The paper stack was fanned before loading.

❏ For plain paper, do not load paper above the line just under the ▼ arrow mark inside the edge guide.
For Epson special media, make sure the number of sheets is less than the limit specified for the media.
➡ "Selecting Paper" on page 24

❏ The edge guides are snug against the edges of the paper.

❏ The product is on a flat, stable surface that extends beyond the base in all directions. The product will not operate properly if it is tilted.

Reprinting after a paper jam (for Windows only)

After you cancel the print job because of a paper jam, you can reprint it without reprinting pages that have already been printed.

1 Solve the paper jam.
➡ "Paper Jams" on page 156

2 Access the printer settings.
➡ "Accessing the printer driver for Windows" on page 41

3 Select the **Print Preview** check box in the Main window of your printer driver.

4 Make the settings that you want to use to print.

5 Click **OK** to close the printer settings window, and then print your file. Print Preview window opens.

6 Select a page that has already been printed in the page list box on the left side, and then select **Remove Page** from the Print Options menu. Repeat this step for all the pages that have already been printed.

7 Click **Print** on the Print Preview window.

Print Quality Help

If you are having print quality problems, then compare it with the illustrations below. Click the caption under the illustration that best resembles your prints.

enthalten alle Aufdruck. W J 5008 "Regel- Good sample	 Good sample
enthalten alle Aufdruck. W J 5008 "Regel ➡ "Horizontal banding" on page 163	enthalten alle Aufdruck. W J 5008 "Regel ➡ "Vertical banding or misalignment" on page 163

➡ "Horizontal banding" on page 163	➡ "Vertical banding or misalignment" on page 163
➡ "Incorrect or missing colors" on page 164	➡ "Blurry or smeared print" on page 164
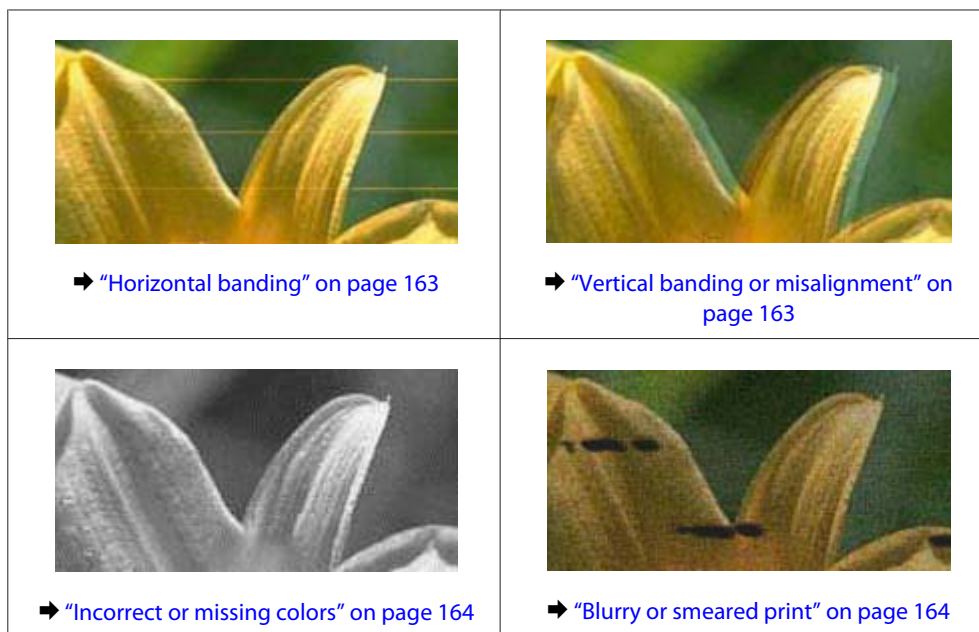
Horizontal banding

❑ Make sure the printable side (the whiter or glossier side) of the paper is face up in the rear paper feed.

❑ Make sure the printable side (the whiter or glossier side) of the paper is face down in the paper cassette.

❑ Run the Nozzle Check utility and then clean any print heads which produced a defective nozzle check result.
➡ "Checking the Print Head Nozzles" on page 126

If the problem does not improve, run the Print Head Alignment utility.
➡ "Aligning the Print Head" on page 130

❑ For best results, use up ink cartridge within six months of opening the package.

❑ Try to use genuine Epson ink cartridges.

❑ Make sure the paper type selected in the LCD menu or printer driver is appropriate for the type of paper loaded in the product.
➡ "Selecting Paper" on page 24

❑ If a moire (cross-hatch) pattern appears on your copy, change the Zoom setting in the LCD menu or shift the position of your original.

❑ If there is problem with copy quality, clean the surface of the scanner glass.
➡ "Cleaning the exterior of the product" on page 133

Vertical banding or misalignment

❑ Make sure the printable side (the whiter or glossier side) of the paper is face up in the rear paper feed.

❑ Make sure the printable side (the whiter or glossier side) of the paper is face down in the paper cassette.

Troubleshooting for Printing/Copying

❏ Run the Nozzle Check utility and then clean any print heads which produced a defective nozzle check result.
➡ "Checking the Print Head Nozzles" on page 126

❏ Run the Print Head Alignment utility.
➡ "Aligning the Print Head" on page 130

❏ For Windows, clear the **High Speed** check box from the More Options window in your printer driver. See the online help for details.
For Mac OS X, select **Off** from the High Speed Printing. To display the High Speed Printing, click through the following menus: **System Preferences**, **Print & Scan** (for Mac OS X 10.8 or 10.7) or **Print & Fax** (for Mac OS X 10.6 or 10.5.8), your product (in the Printers list box), **Options & Supplies**, and then **Driver**.

❏ Make sure the paper type selected in the LCD menu or printer driver is appropriate for the type of paper loaded in the product.
➡ "Selecting Paper" on page 24

❏ For Windows, if you have selected Standard-Vivid as Quality in your printer driver's Main tab, change it to Standard.
For Mac OS X, if you have selected Normal-Vivid as Print Quality in your printer driver's Print Settings from the pop-up menu, change it to Normal.

❏ If there is problem with copy quality, clean the surface of the scanner glass.
➡ "Cleaning the exterior of the product" on page 133

Incorrect or missing colors

❏ For Windows, clear the **Grayscale** setting in the Main window in your printer driver.
For Mac OS X, clear the **Grayscale** setting in Print Settings in the Print dialog box in your printer driver.

❏ Adjust the color settings in your application or in your printer driver settings.
For Windows, check the More Options window.
For Mac OS X, check the Color Options dialog box from the Print dialog box.

❏ Run the Nozzle Check utility and then clean any print heads which produced a defective nozzle check result.
➡ "Checking the Print Head Nozzles" on page 126

❏ If you have just replaced an ink cartridge, make sure the date on the box. If you have not used the product for a long time, Epson recommends replacing the ink cartridges.
➡ "Replacing an ink cartridge" on page 122

❏ Try to use genuine Epson ink cartridges and paper recommended by Epson.

Blurry or smeared print

❏ Try to use genuine Epson ink cartridges and paper recommended by Epson.

❏ Make sure the product is on a flat, stable surface that extends beyond the base in all directions. The product will not operate properly if it is tilted.

❏ Make sure your paper is not damaged, dirty, or too old.

❏ Make sure your paper is dry and the printable side (the whiter or glossier side) is face up in the rear paper feed.

Troubleshooting for Printing/Copying

❑ Make sure your paper is dry and the printable side (the whiter or glossier side) is face down in the paper cassette.

❑ If the paper is curled toward the printable side, flatten it or curl it slightly in the opposite direction.

❑ Make sure the paper type selected in the LCD menu or printer driver is appropriate for the type of paper loaded in the product.
➡ "Selecting Paper" on page 24

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

❑ Do not touch or allow anything to come into contact with the printed side of paper with a shiny finish. To handle your prints, follow the instructions of the paper.

❑ Run the Nozzle Check utility and then clean any print heads which produced a defective nozzle check result.
➡ "Checking the Print Head Nozzles" on page 126

❑ Run the Print Head Alignment utility.
➡ "Aligning the Print Head" on page 130

❑ From the product's control panel, select the menu as shown below.
Setup > Maintenance > Thick Paper > On

For Windows, select **Thick paper and envelopes** from Extended Settings in your printer driver's Maintenance tab.

For Mac OS X 10.5.8, select **On** from the Thick paper and envelopes. To display the Thick Paper and Envelopes, click through the following menus: **System Preferences**, **Print & Scan** (for Mac OS X 10.8 or 10.7) or **Print & Fax** (for Mac OS X 10.6 or 10.5.8), your product (in the Printers list box), **Options & Supplies**, and then **Driver**.

❑ If you are printing high-density data on plain paper using automatic 2-sided printing, lower the Print Density and choose a longer Increase Ink Drying Time in the Print Density Adjustment window (for Windows) or in the Two-sided Printing Settings (for Mac OS X) of your printer driver. The longer the Increase Ink Drying Time is, the longer it takes to print.

❑ For Windows, select **High** as the Quality setting on the Main tab.
For Mac OS X, select **Fine** as the Print Quality in the Print Settings pane from the Print dialog box.

❑ If the paper is smeared with ink after printing, clean the interior of the product.
➡ "Cleaning the interior of the product" on page 134

❑ If there is problem with copy quality, clean the surface of the scanner glass.
➡ "Cleaning the exterior of the product" on page 133

Miscellaneous Printout Problems

Incorrect or garbled characters

❑ Clear any stalled print jobs.
➡ "Canceling printing" on page 47

❑ Turn off the product and computer. Make sure the product's interface cable is securely plugged in.

❏ Uninstall the printer driver, then reinstall it.
➡ "Uninstalling Your Software" on page 143

❏ If you put your computer into Hibernate or Sleep mode manually while the computer is sending a print job, pages of garbled text may be printed the next time you start your computer.

Incorrect margins

❏ Make sure that the paper is loaded into the rear paper feed or the paper cassette correctly.
➡ "Loading Paper into the Paper Cassette" on page 28
➡ "Loading Paper and Envelopes into the Rear Paper Feed" on page 31

❏ Check the margin settings in your application. Make sure that the margins are within the printable area of the page.
➡ "Printable area" on page 182

❏ Make sure the printer driver settings are appropriate for the paper size you are using.
For Windows, check the Main window.
For Mac OS X, check the Page Setup dialog box or Print dialog box.

❏ Uninstall the printer driver, then reinstall it.
➡ "Uninstalling Your Software" on page 143

Printout has a slight slant

❏ Make sure that the paper is loaded into the rear paper feed or the paper cassette correctly.
➡ "Loading Paper into the Paper Cassette" on page 28
➡ "Loading Paper and Envelopes into the Rear Paper Feed" on page 31

❏ If Draft is selected in Quality in the Main window in your printer driver (for Windows), or in Print Quality in Print Settings (for Mac OS X), select another setting.

Size or position of copied image is incorrect

❏ Make sure the paper size, layout, document orientation, document size, and zoom setting selected in the control panel matches the paper used.

❏ If the edges of the copy are cropped off, move the original slightly away from the corner.

❏ Clean the scanner glass.
➡ "Cleaning the exterior of the product" on page 133

Inverted image

❏ For Windows, clear the **Mirror Image** check box from the More Options window of your printer driver, or turn off the Mirror Image setting in your application.
For Mac OS X, clear the **Mirror Image** check box in **Print Settings** in the Print dialog box of your printer driver, or turn off the Mirror Image setting in your application.

❑ Uninstall the printer driver, then reinstall it.
➡ "Uninstalling Your Software" on page 143

Blank pages print

❑ Make sure the printer driver settings are appropriate for the paper size you are using.
For Windows, check the Main window.
For Mac OS X, check the Page Setup dialog box or Print dialog box.

❑ For Windows, check the **Skip Blank Page** setting by clicking the **Extended Settings** button on the Maintenance window of the printer driver.
For Mac OS X, select **On** from the Skip Blank Page. To display the Skip Blank Page, click through the following menus: **System Preferences**, **Print & Scan** (for Mac OS X 10.8 or 10.7) or **Print & Fax** (for Mac OS X 10.6 or 10.5.8), your product (in the Printers list box), **Options & Supplies**, and then **Driver**.

❑ Uninstall the printer driver, then reinstall it.
➡ "Uninstalling Your Software" on page 143

Printed side is smeared or scuffed

❑ If the paper is curled toward the printable side, flatten it or curl it slightly in the opposite direction.

❑ Clean the interior of the product by using the Paper Guide Cleaning function.
➡ "Cleaning the interior of the product" on page 134

❑ Uninstall the printer driver, then reinstall it.
➡ "Uninstalling Your Software" on page 143

Printing is too slow

❑ Make sure the paper type selected in the LCD menu or printer driver is appropriate for the type of paper loaded in the product.
➡ "Selecting Paper" on page 24

❑ Choose a lower print quality in the printer driver's Main window (Windows), or in the Print Settings dialog box from the printer driver's Print dialog box (Mac OS X).
➡ "Accessing the printer driver for Windows" on page 41
➡ "Accessing the printer driver for Mac OS X" on page 43

❑ When Increase Ink Drying Time settings is changed, the print speed may decline. Choose a shorter time for Increase Ink Drying Time in the Print Density Adjustment window (for Windows) or in the Two-sided Printing Settings (for Mac OS X) of your printer driver.

❑ Close any unnecessary applications.

❑ If you print continuously for an extended period, the printing may be extremely slow. This is to slow down the printing speed and prevent the product mechanism from overheating and being damaged. If this happens, you can continue to print, but we recommend stopping and leaving the product idle for at least 30 minutes with the power on. (The product does not recover with the power off.) After you restart, the product will print at normal speed.

❏ Uninstall the printer driver, then reinstall it.
➡ "Uninstalling Your Software" on page 143

If you try all of the methods above and cannot solve the problem, see the following.

Paper Does Not Feed Correctly

Paper does not feed

Remove the stack of paper and make sure of the following:

❏ You have inserted the paper cassette all the way into the product.

❏ The paper is not curled or creased.

❏ The paper is not too old. See the instructions that came with the paper for more information.

❏ For plain paper, do not load paper above the line just under the ▼ arrow mark inside the edge guide.
For Epson special media, make sure the number of sheets is less than the limit specified for the media.
➡ "Selecting Paper" on page 24

❏ Paper is not jammed inside the product. If it is, remove the jammed paper.
➡ "Paper Jams" on page 156

❏ The ink cartridges are not expended. If a cartridge is expended, replace it.
➡ "Replacing an ink cartridge" on page 122

❏ You have followed any special loading instructions that came with your paper.

❏ Clean the interior of the product.
➡ "Cleaning the interior of the product" on page 134

Multiple pages feed

❏ For plain paper, do not load paper above the line just under the ▼ arrow mark inside the edge guide.
For Epson special media, make sure the number of sheets is less than the limit specified for the media.
➡ "Selecting Paper" on page 24

❏ Make sure the edge guides are snug against the edges of the paper.

❏ Make sure the paper is not curled or folded. If so, flatten it or curl it slightly toward the opposite side before loading.

❏ Remove the stack of paper and make sure that the paper is not too thin.
➡ "Paper" on page 182

❏ Fan the edges of the stack to separate the sheets, then reload the paper.

Paper Cassette 2 is not displayed on the printer driver

After installing the optional paper cassette, you need to enable the cassette on the printer driver.

➡ "Enabling the optional cassette on the printer driver" on page 126

Paper is improperly loaded

If you have loaded the paper too far into the product, the product cannot feed the paper correctly. Turn the product off and gently remove the paper. Then turn the product on and reload the paper correctly.

Paper is not ejected fully or is wrinkled

❏ If the paper does not eject fully, press the button indicated on the control panel to eject the paper. If the paper is jammed inside the product, remove it by referring to the following section.
➡ "Paper Jams" on page 156

❏ If the paper is wrinkled when it comes out, it may be damp or too thin. Load a new stack of paper.

> *Note:*
> *Store any unused paper in its original packaging in a dry area.*

The Product Does Not Print

All lights are off

❏ Press the ⏻ button to make sure the product is on.

❏ Make sure that the power cord is securely plugged in.

❏ Make sure that your outlet works and is not controlled by a wall switch or timer.

The control panel or lights are on

❏ Turn off the product and computer. Make sure the product's interface cable is securely plugged in.

❏ If you are using the USB interface, make sure your cable meets the USB or Hi-Speed USB standards.

❏ If you are connecting the product to your computer via a USB hub, connect the product to the first-tier hub from your computer. If the printer driver is still not recognized on your computer, try to directly connect the product to your computer without the USB hub.

❏ If you are connecting the product to your computer via a USB hub, make sure the USB hub device is recognized by your computer.

❏ If you are trying to print a large image, your computer may not have enough memory. Try reducing the resolution of your image or printing the image at a smaller size. You may need to install more memory in your computer.

Troubleshooting for Printing/Copying

❏ Users of Windows can clear any stalled print jobs from the Windows Spooler.
→ "Canceling printing" on page 47

❏ Uninstall the printer driver, then reinstall it.
→ "Uninstalling Your Software" on page 143

Access Control is Enabled

❏ For Windows, when the Access Control function is enabled, you need to enter the user name and password to print from the printer driver.
If you do not know the user name and password, contact your printer administrator.
→ "Access Control settings for Windows" on page 42

❏ Printing may not be allowed depending on the user name and password. Contact your printer administrator for more information.

Using the PostScript Printer Driver

> *Note:*
> *Depending on your computer's environment, the actual menu and text on the printer driver may differ.*

The product does not print

❏ Check that the Printing Language is set to Auto or PS3 on the product.

→ "System Administration Settings" on page 102

❏ In Windows, if a large number of jobs are sent, print data may not be sent correctly from the spooler. In this case, select Print directly to the printer from the printer's properties on the computer.
→ "Accessing printer properties for Windows" on page 42

❏ If you cannot print text data, even when Text detection is set to On from the product, check that the Printing Language is set to PS3.

→ "System Administration Settings" on page 102

The product does not print correctly

❏ If the file is created in an application that allows you to change the data format or encoding, such as Photoshop, make sure that the settings in the application match the settings in the printer driver.
EPS files made in binary format may not be printed correctly. Set the format to ASCII when making EPS files in an application.

❏ For Windows, the printer cannot print binary data when it is connected to the computer using a USB interface. Make sure that ASCII or TBCP is selected as the Output Protocol on the Device Settings tab in the printer's properties.
→ "Accessing printer properties for Windows" on page 42

Miscellaneous printout problems

❏ For Windows, set the appropriate substitution fonts on the Device Settings tab in the printer's properties dialog box.
➡

❏ You cannot make color settings on the Paper/Quality tab from printing preferences.
Access the printer driver and set the Color Mode on the Advanced Options screen.
➡
➡

Printing takes time

Set the Print Quality to Fast on the Advanced Options menu in the printer driver.

Other Problem

Printing plain papers quietly

When plain paper is selected for the paper type in the printer driver, try choosing Quiet Mode for quieter operations. This will reduce the print speed.

For Windows, select **On** as Quiet Mode in the Main tab of your printer driver.
For Mac OS X, select **On** from the Quiet Mode. To display the Quiet Mode, click through the following menus: **System Preferences**, **Print & Scan** (for Mac OS X 10.8 or 10.7) or **Print & Fax** (for Mac OS X 10.6 or 10.5), your product (in the Printers list box), **Options & Supplies**, and then **Driver**.

The external memory device is not recognized

The external memory device may not be recognized depending on the Memory Device Interface settings. Select the menu as shown below.
Setup > System Administration > Memory Device Interface > Memory Device > Enable

Troubleshooting for Scanning

Problems Indicated by Messages on the LCD Screen or Status Light

❏ Make sure the product is connected to your computer properly.

❏ Turn off the product and turn it on again. If the problem is not solved, the product may be malfunctioning, or the light source in the scanner unit may need to be replaced. Contact your dealer.

❏ Make sure the scanning software is fully installed.
   For more details about reinstalling, visit your local Epson Web site.
   ➡ "Where To Get Help" on page 202

Problems When Starting a Scan

❏ Check the status light and make sure the product is ready to scan.

❏ Make sure your cables are securely connected to the product and a working electrical outlet.

❏ Turn off the product and computer, and then check the interface cable connection between them to make sure it is secure.

❏ Make sure you select the correct product if a scanner list appears when starting to scan.

❏ Connect the product directly to the computer's external USB port or through one USB hub only. The product may not work properly when connected to the computer through more than one USB hub. If the problem persists, try connecting the product directly to the computer.

❏ If more than one product is connected to your computer, it may not work. Connect only the product you want to use, and then try scanning again.

❏ If the scanning software does not work properly, uninstall the software first and then reinstall it.
   ➡ "Uninstalling Your Software" on page 143

   For more details about reinstall, visit your local Epson Web site for further instructions.
   ➡ "Where To Get Help" on page 202

❏ If you have clicked the **Keep Blocking** button in the Windows Security Alert window during or after installation of the Epson Software, unblock Document Capture Pro.
   ➡ "How to unblock Document Capture Pro" on page 173

❏ When the printer's Access Control is set to **On**, you need to enter your user name and password in EPSON Scan Settings to use EPSON Scan.
   ➡ "Settings for Access Control (For Windows only)" on page 63

❏ To use Scan to Document Capture Pro, you need to install Document Capture Pro and register a job in advance.
   ➡ "Document Capture Pro" on page 72

How to unblock Document Capture Pro

1 Click **Start** or the start button, and then point to **Control Panel**.
For **Windows 8:** Select **Desktop**, **Settings** charm, and **Control Panel**.

2 Do one of the following.

❑ Windows 8 and 7:
Select **System and Security**.

❑ Windows Vista:
Select **Security**.

❑ Windows XP:
Select **Security Center**.

3 Do one of the following.

❑ Windows 8, 7 and Vista:
Select **Allow a program through Windows Firewall**.

❑ Windows XP:
Select **Windows Firewall**.

4 Select **EEventManager Application** from the list.

> *Note:*
> *Epson Event Manager is installed with Document Capture Pro.*

❑ Windows 8 and 7:
Confirm that the check box for **EEventManager Application** is selected in the **Allowed programs and features** list.

❑ Windows Vista:
Click the **Exceptions** tab, and then confirm that the check box for **EEventManager Application** is selected in the Program or port list.

❑ Windows XP:
Click the **Exceptions** tab, and then confirm that the check box for **EEventManager Application** is selected in the Programs and Services list.

5 Click OK.

Using the Automatic Document Feeder (ADF)

❑ If the document cover or ADF cover is open, close it and try scanning again.

❑ Make sure your cables are securely connected to the product and a working electrical outlet.

Using scanning software other than Epson Scan driver

❏ If you are using any TWAIN-compliant programs, make sure that the correct product is selected as the Scanner or Source setting.

❏ If you cannot scan using any TWAIN-compliant scanning programs, uninstall the TWAIN-compliant scanning program and then reinstall it.
➡ "Uninstalling Your Software" on page 143

Problems When Feeding Paper

The paper gets dirty

You may need to clean the product.
➡ "Cleaning the Product" on page 133

Multiple sheets of paper are fed

❏ If you load unsupported paper, the product may feed more than one sheet of paper at a time.
➡ "Automatic Document Feeder (ADF) specifications" on page 184

❏ You may need to clean the product.
➡ "Cleaning the Product" on page 133

The paper jams in the Automatic Document Feeder (ADF)

Remove the jammed paper inside the ADF.
➡ "Removing jammed paper from the Automatic Document Feeder (ADF)" on page 159

Problems With Scanning Time

❏ Scanning at a high resolution takes a long time.

❏ When Quiet Mode is selected, scanning may take longer.
Select Quiet Mode from the pull-down list on the Epson Scan Configuration Setting screen.

Problems With Scanned Images

Scan quality is unsatisfactory

Scan quality can be improved by changing the current settings or adjusting the scanned image.
➡ "Image Adjustment Features" on page 67

An image on the back of your original appears in your scanned image

If your original is printed on thin paper, images on the back may be visible to the product and appear in your scanned image. Try scanning the original with a piece of black paper placed on the back of it. Or try selecting the Text Enhancement check box in Office Mode.

Characters are blurred

❏   In Office Mode, select the **Text Enhancement** check box.

❏   Adjust the Threshold setting.

Office Mode:
Select **Black&White** as the Image Type setting, and then try adjusting the Threshold setting.

Professional Mode:
Select **Black&White** from the Image type. Make the appropriate Image Option setting and then try adjusting the Threshold setting.

❏   Increase the resolution setting.

Characters are not recognized correctly when converted into editable text (OCR)

Place the document so that it is straight on the scanner glass. If the document is skewed, it may not be recognized correctly.

Ripple patterns appear in your scanned image

A ripple or cross-hatch pattern (known as moiré) may appear in a scanned image of a printed document.
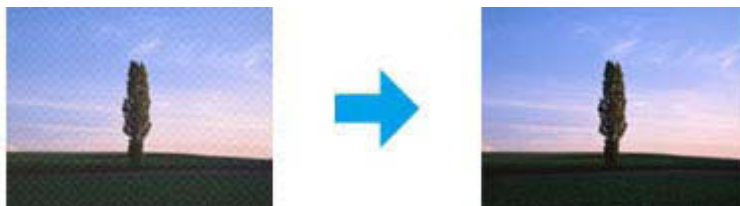
❏   When you are using the scanner glass, displace your original document.

❏   Select the **Descreening** as the image quality setting.

❏   Try changing the **Resolution** setting.

## Uneven color, smears, dots, or straight lines appear in your image

You may need to clean the interior of the product.

➡ "Cleaning the Product" on page 133

The scanning area or direction is unsatisfactory

The edges of your original are not scanned

❏ If you are scanning using the button or using normal preview in Professional Mode, move the document or photo 4.5mm(0.18inch) away from the horizontal and vertical edges of the scanner glass to avoid cropping.

❏ If you are scanning using the button or using normal preview, move the document or photo about 1.5 mm (0.06 inch) away from the horizontal and vertical edges of the scanner glass to avoid cropping.
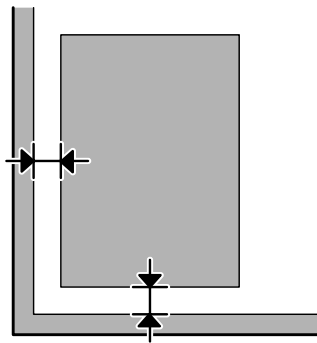
Multiple documents are scanned into a single file

Position documents at least 20 mm (0.8 inch) apart from each other on the scanner glass.
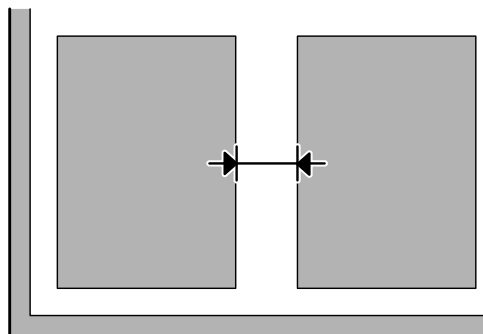
Cannot scan the area you want

❏ Depending on the documents, you may not be able to scan the area you want. Use normal preview and create marquees on the area you want to scan.

❏ When you are scanning from the control panel, check the Scan Area settings.

❏ When you are setting resolution is large, scanning area may be restricted. Lower the resolution or adjust the scanning area on the preview window.

Cannot scan in the direction you want

Click **Configuration**, select the **Preview** tab, and then clear the **Auto Photo Orientation** check box. Then, place your documents correctly.

Other Problems

Scanning quietly

You can select Quiet Mode to reduce the noise while scanning; however, scanning may take longer. Select **Quiet Mode** from the pull-down list on the Epson Scan Configuration Setting screen.

Problems Remain After Trying All Solutions

If you have tried all the solutions and have not solved the problem, initialize the Epson Scan settings.

Click **Configuration**, select the **Other** tab, and then click **Reset All**.

Troubleshooting for Faxing

Cannot send and receive fax

❏ Make sure the phone cable is connected correctly.
➡ "Connecting to a Phone Line" on page 74

❏ Run the **Check Fax Connection** to identify the cause of the problem.
➡ Setup > System Administration > Fax Settings > Check Fax Connection

❏ Check the error code displayed for the failed fax job, and then see the following section for the solution.
➡ "Error Code on the Status Menu" on page 149

❏ If the product is not connected to a phone and you want to receive faxes automatically, make sure you set **Receive Mode** to **Auto**.

➡ "Setting up the receive mode" on page 87

❏ If you connected the product to a DSL phone line, you must install a DSL filter on the line otherwise you cannot fax. Contact your DSL provider for the necessary filter.

❏ Transmission speed may be the cause of the problem. Lower the **Fax Speed** setting.

➡ "System Administration Settings" on page 102

If sending a fax to a specific recipient in the Contacts list often fails, set a lower fax speed for that recipient.

➡ "Creating a Contact" on page 95

❏ Make sure that **ECM** is turned on. Color faxes cannot be sent and received when ECM is off.

➡ "System Administration Settings" on page 102

❏ If a fax failed to send because the recipient machine did not respond, ask the recipient if the fax machine is operating.
If you still cannot send the fax, the cause may be the time taken for the recipient machine to pick up the call. After dialing, the product waits for 50 seconds for the recipient machine to respond, and if the machine does not respond, it cancels the transmission. To solve this problem, add pauses after the fax number by entering a hyphen (-). One hyphen causes the product to pause for three seconds.

"No dial tone detected." error occurs

If you are connecting the product to a PBX (Private Branch Exchange) phone line or a Terminal Adapter, change the Line Type setting to PBX.
➡ "Setting the line type" on page 78

If you still cannot send a fax, change the **Dial Tone Detection** setting to **Off**. However, doing so may drop the first digit of a fax number and send the fax to the wrong number.
➡ Setup > System Administration > Fax Settings > Basic Settings > Dial Tone Detection

Memory full error occurs

❏ If your product is set to save received faxes in the Inbox, delete received faxes you have already seen or printed.

❏ If your product is set to save received faxes on a computer or an external storage device, turn on the computer or connect the device to save the faxes to the computer or device.

❏ If an error occurs because of a paper jam or expended ink cartridges when receiving a fax, clear the error and ask the sender to send the fax again.

❏ Even if the memory is full, you can send a monochrome fax to a single recipient by enabling the Direct Send option.

❏ Send your documents in several batches.

Quality problems

In sent faxes

❏ Clean the scanner glass and Automatic Document Feeder (ADF).
➡ "Cleaning the exterior of the product" on page 133

❏ If the fax you sent was faint or not clear, change the **Resolution** or **Density** in the fax settings menu.
➡ "Fax Mode" on page 99

❏ If you are not sure about the capabilities of the recipient fax machine, enable the **Direct Send** feature or select **Fine** as the Resolution setting before sending the fax. If you select **Super Fine** or **Ultra Fine** as the Resolution setting for a monochrome fax, and send the fax without using the Direct Send function, the product may automatically lower the resolution.

In received faxes

❏ Make sure that **ECM** is turned on.
➡ "System Administration Settings" on page 102

❏ You can print the fax again from the Status Menu.
➡ "Checking sent/received fax jobs" on page 93

Other problems

Answering machine cannot answer voice calls

When the Receive Mode is set to Auto, and an answering machine is connected to the same phone line as this product, set the number of rings to answer for receiving faxes to a higher number than the number of rings for the answering machine.
➡ "Setting the number of rings to answer" on page 79

The time and date of sent or received fax jobs is incorrect

If the time stamps on fax jobs are incorrect, or a scheduled fax is not sent at the specified time, the product's clock may be running fast/slow, it may have been reset by a power failure, or the product may have been turned off for an extended period of time. Set the correct time.

➡ Setup > System Administration > Common Settings > Date/Time Settings

Cannot store received faxes in an external storage device

The external storage device may be running out of memory, be write protected, or may not have the folder to save. To create a folder to save received faxes in the device, see the following section.

➡ "Outputting received faxes" on page 88

You cannot save received faxes when **Memory Device Interface** has been disabled.

➡ Setup > System Administration > Printer Settings > Memory Device Interface

Faxes are sent at the wrong size

❏ When you are using the scanner glass, make sure you have not placed the product in direct sunlight or near a light source. The scanner glass may not detect the document correctly near a strong light.

❏ When scanning your document on the scanner glass for faxing, you need to select the document size.
➡ "Fax Mode" on page 99

Product Information

System Requirements

For Windows

System	PC Interface
Windows 8 (32-bit, 64-bit), Windows 7 (32-bit, 64-bit), Vista (32-bit, 64-bit), XP SP1 or higher(32-bit), or XP Professional x64 Edition, Server 2012*, Server 2008 R2*, Server 2008*, Server 2003*, and Server 2003 R2*	Hi-Speed USB

* Printer driver and scanner driver only.

For Mac OS X

System	PC Interface
Mac OS X 10.5.8, 10.6.x, 10.7.x, 10.8.x	Hi-Speed USB

Note:
The UNIX File System (UFS) for Mac OS X is not supported.

Technical Specifications

Note:
Specifications are subject to change without notice.

Printer specifications

Paper path	Paper cassette 1 and 2 *, front entry
	Rear paper feed, top entry
Capacity	27.5 mm for paper cassette
	0.9 mm for rear paper feed

* Paper cassette 2 is only supported for WF-4640 Series. Optional for the WF-4630/5620/5690 Series.

Product Information

Paper

> *Note:*
> ❏ *Since the quality of any particular brand or type of paper may be changed by the manufacturer at any time, Epson cannot attest to the quality of any non-Epson brand or type of paper. Always test samples of paper stock before purchasing large quantities or printing large jobs.*
>
> ❏ *Poor quality paper may reduce print quality and cause paper jams or other problems. If you encounter problems, switch to a higher grade of paper.*

Single sheets:

Size	A4 210 × 297 mm
	B5 182 × 257 mm
	A5 148 × 210 mm
	A6 105 × 148 mm
	10 × 15 cm (4 × 6 in.)
	13 × 18 cm (5 × 7 in.)
	16:9 wide size (102 × 181 mm)
	Letter 8 1/2 × 11 in.
	Legal 8 1/2 × 14 in.
	Exective 7 1/4 × 10 1/2 in.
Paper types	Plain paper or special paper distributed by Epson
Thickness (for plain paper)	0.08 to 0.11 mm (0.003 to 0.004 in.)
Weight (for plain paper)	64 g/m² (17 lb) to 90 g/m² (24 lb)

Envelopes:

|	
Size	Envelope #10 4 1/8 × 9 1/2 in.
	Envelope DL 110 × 220 mm
	Envelope C4 229 × 324 mm
	Envelope C6 114 × 162 mm
Paper types	Plain paper
Weight	75 g/m² (20 lb) to 90 g/m² (24 lb) for Envelope #10, DL, and C6
	80 g/m² (21 lb) to 100 g/m² (26 lb) for Envelope C4

Printable area

Highlighted portions show printable area.
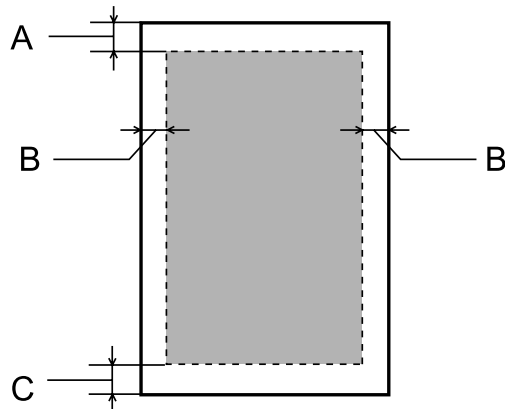
Single sheets:
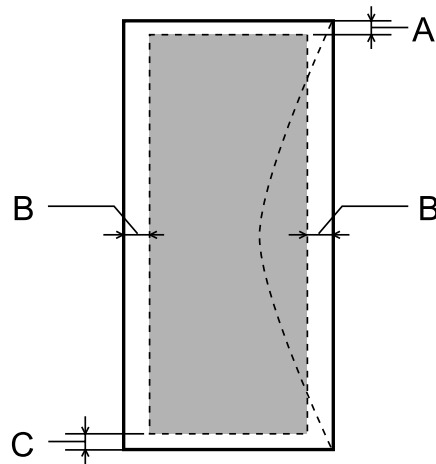
Envelopes:

	Minimum margin		
Media type	Single sheets	Envelopes (#10/DL/C6)	Envelop (C4)
A	3.0 mm (0.12 in.)	3.0 mm (0.12 in.)[*1]	3.0 mm (0.12 in.)[*1]
B	3.0 mm (0.12 in.)	5.0 mm (0.20 in.)	9.5 mm (0.38 in.)
C	3.0 mm (0.12 in.)	3.0 mm (0.12 in.)[*2]	3.0 mm (0.12 in.)[*2]

*1 The recommended margin is 48 mm.

*2 The recommended margin is 21 mm.

Note:
Depending on the type of paper, print quality may decline in the top and bottom areas of the print, or the area may be smeared.

Scanner specifications

Scanner type	Flatbed color

Product Information

Photoelectric device	CIS
Effective pixels	10200 × 14040 pixels at 1200 dpi Scanning area may be restricted if resolution setting is large.
Document size	216 × 297 mm (8.5 × 11.7 inches) A4 or Letter
Scanning resolution	1200 dpi (main scan) 2400 dpi (sub scan)
Output resolution	50 to 4800, 7200, and 9600 dpi (50 to 4800 dpi in 1 dpi increments)
Image data	16 bits per pixel per color internal 8 bits per pixel per color external (maximum)
Light source	LED

Automatic Document Feeder (ADF) specifications

Paper input	Face-up loading
Paper output	Face-down ejection
Paper size	B5, A5[1], A4, Letter, Legal [1]
Paper types	Plain paper
Paper weight	64 to 95 g/m^2
Paper capacity	Total thickness of 3.5 mm, up to about 35 sheets[2][3]

[1] You cannot automatically scan both sides.

[2] The loading capacity of Legal size is 10 sheets.

[3] Paper with a weight of 75g/m^2.

Fax specifications

Fax type	Walk-up black and white and color fax capability (ITU-T Super Group 3)
Supported lines	Standard analogue telephone lines, PBX (Private Branch Exchange) telephone systems
Speed	Up to 33.6 kbps

Resolution	Monochrome
	Standard: 203 × 98 dpi
	Fine: 203 × 196 dpi
	Photo: 203 × 196 dpi
	Super Fine: 203 × 392 dpi
	Ultra Fine: 406 × 392 dpi
	Color
	Fine: 200 × 200 dpi
	Photo: 200 × 200 dpi
Speed dial numbers	200
Page memory	Up to 550 pages
	(Based on ITU-T No.1 chart)
Redial[*]	2 times (with 1 minute interval)
Interface	RJ-11 Phone Line
	RJ-11 Telephone set connection

* The specifications may differ by country or region.

Network interface specification

Wi-Fi	Standard:	IEEE 802.11b/g/n[*1]
	Security:	WEP (64/128bit)
		WPA-PSK (AES) [*2]
		WPA-PSK (TKIP)[*2 *7]
		WPA2-Enterprise[*6]
	Frequency Band:	2.4 GHz
	Communication Mode:	Infrastructure
		Ad hoc
		Wi-Fi Direct[*3]
Ethernet	Standard:	IEEE802.3i/u/ab, IEEE802.3az[*4]
	Communication Mode:	1000BASE-T[*5]/100BASE-TX/10BASE-T

Product Information

Security Protocol	IEEE802.1X*6	
	IPsec / IP Filtering*6	
	SSL / TLS	HTTPS Server/Client
		IPPS
	SNMPv3*6	

*1 Complies with either IEEE 802.11b/g/n or IEEE 802.11b/g depending on location of purchase.

*2 Complies with WPA2 with support for WPA/WPA2 Personal.

*3 You can use the product in Simple AP mode of Wi-Fi Direct even if you connect it to an Ethernet network.

*4 The connected device should comply with IEEE802.3az.

*5 Use a category-5e or higher cable. To prevent risk of radio frequency interference, we recommend using an STP (Shielded Twisted Pair) cable.

*6 For WF-5620 Series / 5690 Series only.

*7 For WF-4630 Series / 4640 Series only.

Mechanical

WF-4630 Series

Dimensions	Storage Width: 461 mm (18.1 inches) Depth: 422 mm (16.6 inches) Height: 342 mm (13.5 inches)
	Printing* Width: 461 mm (18.1 inches) Depth: 655 mm (25.8 inches) Height: 383 mm (15.1 inches)
Weight	Approx. 14.2 kg (31.3 lb) without the ink cartridges and the power cord.

* With the output tray extension extended.

WF-4640 Series

Dimensions	Storage Width: 461 mm (18.1 inches) Depth: 422 mm (16.6 inches) Height: 422 mm (16.6 inches)
	Printing* Width: 461 mm (18.1 inches) Depth: 655 mm (25.8 inches) Height: 462 mm (18.2 inches)

Product Information

Weight	Approx. 16.8 kg (37.0 lb) without the ink cartridges and the power cord.

* With the output tray extension extended.

WF-5620 Series

Dimensions	Storage Width: 461 mm (18.1 inches) Depth: 422 mm (16.6 inches) Height: 342 mm (13.5 inches)
	Printing* Width: 461 mm (18.1 inches) Depth: 655 mm (25.8 inches) Height: 383 mm (15.1 inches)
Weight	Approx. 14.2 kg (31.3 lb) without the ink cartridges and the power cord.

* With the output tray extension extended.

WF-5690 Series

Dimensions	Storage Width: 461 mm (18.1 inches) Depth: 422 mm (16.6 inches) Height: 342 mm (13.5 inches)
	Printing* Width: 461 mm (18.1 inches) Depth: 655 mm (25.8 inches) Height: 383 mm (15.1 inches)
Weight	Approx. 14.3 kg (31.5 lb) without the ink cartridges and the power cord.

* With the output tray extension extended.

Electrical

WF-4630 Series

	100-240 V Model
Input voltage range	90 to 264 V
Rated frequency range	50 to 60 Hz
Input frequency range	49.5 to 60.5 Hz
Rated current	0.8 to 0.4 A

Product Information

Power consumption (with USB connection)	Standalone copying	Approx. 20 W (ISO/IEC24712)
	Ready mode	Approx. 7.5 W
	Sleep mode	Approx. 1.8 W
	Power off	Approx. 0.3 W

WF-4640 Series

	100-240 V Model
Input voltage range	90 to 264 V
Rated frequency range	50 to 60 Hz
Input frequency range	49.5 to 60.5 Hz
Rated current	0.8 to 0.4 A
Power consumption (with USB connection)	Standalone copying	Approx. 21 W (ISO/IEC24712)
	Ready mode	Approx. 8.2 W
	Sleep mode	Approx. 2.0 W
	Power off	Approx. 0.3 W

WF-5620 Series

	100-240 V Model
Input voltage range	90 to 264 V
Rated frequency range	50 to 60 Hz
Input frequency range	49.5 to 60.5 Hz
Rated current	0.8 to 0.4 A
Power consumption (with USB connection)	Standalone copying	Approx. 20 W (ISO/IEC24712)
	Ready mode	Approx. 7.8 W
	Sleep mode	Approx. 1.8 W
	Power off	Approx. 0.3 W

WF-5690 Series

	100-240 V Model
Input voltage range	90 to 264 V
Rated frequency range	50 to 60 Hz
Input frequency range	49.5 to 60.5 Hz
Rated current	0.8 to 0.4 A

Product Information

Power consumption (with USB connection)	Standalone copying	Approx. 22 W (ISO/IEC24712)
	Ready mode	Approx. 8.9 W
	Sleep mode	Approx. 2.6 W
	Power off	Approx. 0.3 W

> *Note:*
> *Check the label on the back of the product for its voltage.*

Environmental

Temperature	Operation: 10 to 35 °C (50 to 95 °F)
	Storage: -20 to 40 °C (-4 to 104 °F)
	1 month at 40 °C (104 °F)
Humidity	Operation:* 20 to 80% RH
	Storage:* 5 to 85% RH

* Without condensation

Standards and approvals

U.S. model:

Safety	UL60950-1 CAN/CSA-C22.2 No.60950-1
EMC	FCC Part 15 Subpart B Class B CAN/CSA-CEI/IEC CISPR 22 Class B

This equipment contains the following wireless module.
Manufacture: Askey Computer Corporation
Type: WLU6117-D69 (RoHS)

This product conforms to Part 15 of the FCC Rules and RSS-210 of the IC Rules. Epson cannot accept responsibility for any failure to satisfy the protection requirements resulting from a non-recommended modification of the product. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation of the device.

To prevent radio interference to the licensed service, this device is intended to be operated indoors and away from windows to provide maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.

European model:

Product Information

Low voltage directive 2006/95/EC	EN60950-1
EMC directive 2004/108/EC	EN55022 Class B EN61000-3-2 EN61000-3-3 EN55024
R&TTE directive 1999/5/EC	EN300 328 EN301 489-1 EN301 489-17 TBR21 EN60950-1

For European users:

We, Seiko Epson Corporation, hereby declare that the equipment Models, C511A, C511B, and C511C are in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.

For use only in Ireland, UK, Austria, Germany, Liechtenstein, Switzerland, France, Belgium, Luxemburg, Netherlands, Italy, Portugal, Spain, Denmark, Finland, Norway, Sweden, Iceland, Cyprus, Greece, Slovenia, Malta, Bulgaria, Czech, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, and Slovakia.

Epson can not accept responsibility for any failure to satisfy the protection requirements resulting a non-recommended modification of the products.

$$C\epsilon$$

Australian model:

EMC	AS/NZS CISPR22 Class B

Epson hereby declares that the equipment Models, C511A, C511B and C511C, are in compliance with the essential requirements and other relevant provisions of AS/NZS4268. Epson cannot accept responsibility for any failure to satisfy the protection requirements resulting from a non-recommended modification of the product.

Interface

Hi-Speed USB (Device Class for computers)
Hi-Speed USB (for Mass storage class for external storage)*

* Epson cannot guarantee the operation of externally connected devices.

External USB device

Devices	The maximum capacities
MO drive*	1.3 GB

Hard disk drive[*] USB Flash drive	2 TB Formatted in FAT, FAT32, or exFAT.

* External storage devices that are powered via USB are not recommended. Use only external storage devices with independent AC power sources.

Data specifications

File format	JPEG with the Exif Version 2.3 standard
	The following TIFF 6.0 compliant images: - RGB full color images (not compressed) - Binary images (not compressed or CCITTencoded)
	PDF Version 1.7 compliant data file[*]
Image size	JPEG/TIFF : 80 × 80 pixels to 10200 × 10200 pixels
File size	Up to 2 GB
Number of files	JPEG: Up to 9990 TIFF: Up to 999 PDF: Up to 999[*]

* For WF-5690 Series only

Option

250-Sheet Paper Cassette Unit/PXBACU1

You can use the following 250-Sheet Paper Cassette Unit/PXBACU1.

(Available only for WF-4630 Series/WF-5620 Series/WF-5690 Series.)

	Part number
250-Sheet Paper Cassette Unit/PXBACU1	C12C817011

Font Information

Font information for the WF-5690 Series only.

Available fonts

The fonts provided with the printer are shown below, according to the Printing Language mode.

PS 3 mode

Font Name
Albertus, Albertus Italic, Albertus Light

Product Information

Font Name
AntiqueOlive Roman, AntiqueOlive Italic, AntiqueOlive Bold, AntiqueOlive Compact
Apple Chancery
ITC AvantGarde Gothic Book, ITC AvantGarde Gothic Book Oblique, ITC AvantGarde Gothic Demi, ITC AvantGarde Gothic Demi Oblique
Bodoni, Bodoni Italic, Bodoni Bold, Bodoni Bold Italic, Bodoni Poster, Bodoni Poster Compressed
ITC Bookman Light, ITC Bookman Light Italic, ITC Bookman Demi, ITC Bookman Demi Italic
Carta
Chicago
Clarendon, Clarendon Light, Clarendon Bold
CooperBlack, CooperBlack Italic
Copperplate Gothic 32BC, Copperplate Gothic 33BC
Coronet
Courier, Courier Oblique, Courier Bold, Courier Bold Oblique
GillSans, GillSans Italic, GillSans Bold, GillSans Bold Italic, GillSansCondensed, GillSans Condensed Bold, GillSans Light, GillSans Light Italic, GillSans Extra Bold
Eurostile, Eurostile Bold, Eurostile Extended Two, Eurostile Bold Extended Two
Geneva
Goudy Oldstyle, Goudy Oldstyle Italic, Goudy Bold, Goudy BoldItalic, Goudy ExtraBold
Helvetica, Helvetica Oblique, Helvetica Bold, Helvetica Bold Oblique, Helvetica Condensed, Helvetica Condensed Oblique, Helvetica Condensed Bold, Helvetica Condensed Bold Oblique, Helvetica Narrow, Helvetica Narrow Oblique, Helvetica Narrow Bold, Helvetica Narrow Bold Oblique
Hoefler Text, Hoefler Text Italic, Hoefler Text Black, Hoefler Text Black Italic, Hoefler Text Ornaments
Joanna, Joanna Italic, Joanna Bold, Joanna Bold Italic
LetterGothic, LetterGothic Slanted, LetterGothic Bold, LetterGothic Bold Slanted
ITC Lubalin Graph Book, ITC Lubalin Graph Book Oblique, ITC Lubalin Graph Demi, ITC Lubalin Graph Demi Oblique
Marigold
Monaco
ITC Mona Lisa Recut
New Century Schoolbook Roman, New Century Schoolbook Italic, New Century Schoolbook Bold, New Century Schoolbook Bold Italic
New York
Optima, Optima Italic, Optima Bold, Optima Bold Italic
Oxford
Palatino Roman, Palatino Italic, Palatino Bold, Palatino Bold Italic

Product Information

Font Name
Stempel Garamond Roman, Stempel Garamond Italic, Stempel Garamond Bold, Stempel Garamond Bold Italic
Symbol
Tekton
Times Roman, Times Italic, Times Bold, Times Bold Italic
Univers, Univers Oblique, Univers Bold, Univers Bold Oblique, Univers Light, Univers Light Oblique
UniversCondensed, UniversCondensed Oblique, UniversCondensed Bold, UniversCondensed Bold Oblique
UniversExtended, UniversExtended Oblique, UniversExtended Bold, UniversExtended Bold Oblique
Wingdings
ITC ZapfChancery Medium Italic
ITC ZapfDingbats
Arial, Arial Italic, Arial Bold, Arial Bold Italic
Times New Roman, Times New Roman Italic, Times New Roman Bold, Times New Roman Bold Italic

PCL5 mode

For symbol set, see

Scalable Font

Font Name	Family	HP Equivalent	Symbol Set
FixedPitch 810	Medium, Bold, Italic, Bold Italic	Courier	*1
FixedPitch 850	Regular, Bold, Italic	Letter Gothic	*1
FixedPitch 810 Dark	Medium, Bold, Italic, Bold Italic	CourierPS	*3
Dutch 801	Medium, Bold, Italic, Bold Italic	CG Times	*2
Zapf Humanist 601	Medium, Bold, Italic, Bold Italic	CG Omega	*3
Ribbon 131	-	Coronet	*3
Clarendon 701	-	Clarendon Condensed	*3
Swiss 742	Medium, Bold, Italic, Bold Italic	Univers	*2
Swiss 742 Condensed	Medium, Bold, Italic, Bold Italic	Univers Condensed	*3
Incised 901	Medium, Bold, Italic	Antique Olive	*3
Aldine 430	Medium, Bold, Italic, Bold Italic	Garamond	*3
Calligraphic 401	-	Marigold	*3
Flareserif 821	Medium, Extra Bold	Albertus	*3

Product Information

Font Name	Family	HP Equivalent	Symbol Set
Swiss 721 SWM	Medium, Bold, Italic, Bold Italic	Arial	*3
Dutch 801 SWM	Medium, Bold, Italic, Bold Italic	Times New	*3
Swiss 721 SWA	Medium, Bold, Oblique, Bold Oblique	Helvetica	*3
Swiss 721 Narrow SWA	Medium, Bold, Oblique, Bold Oblique	Helvetica Narrow	*3
Zapf Calligraphic 801 SWA	Medium, Bold, Italic, Bold Italic	Palatino	*3
Geometric 711 SWA	Medium, Bold, Oblique, Bold Italic	ITC Avant Garde Gothic	*3
Revival 711 SWA	Light, Demi Bold, Light Italic, Demi Bold Italic	ITC Bookman	*3
Century 702 SWA	Medium, Bold, Italic, Bold Italic	New Century Schoolbook	*3
Dutch 801 SWA	Medium, Bold, Italic, Bold Italic	Times	*3
Chancery 801 Medium SWA Italic	-	ITC Zapf Chancery Medium Italic	*3
Symbol SWM	-	Symbol	*4
More WingBats SWM	-	Wingdings	*5
Ding Dings SWA	-	ITC Zapf Dingbats	*6
Symbol SWA	-	SymbolPS	*4
David BT	Medium, Bold	David	*7
Narkis Tam BT	Medium, Bold	Narkis	*7
Miryam BT	Medium, Bold, Italic	Miryam	*7
Koufi BT	Medium, Bold	Koufi	*8
Naskh BT	Medium, Bold	Naskh	*8
Ryadh BT	Medium, Bold	Ryadh	*8

Bitmap Font

Font Name	Symbol Set
Line Printer	*9

OCR/BarCode Bitmap Font

Font Name	Family	Symbol Set
OCR A	-	*10
OCR B	-	*11

Product Information

Font Name	Family	Symbol Set
Code39	9.37cpi, 4.68cpi	*12
EAN/UPC	Medium, Bold	*13

Note:
Depending on the print density, or on the quality or color of the paper, OCR A, OCR B, Code39, and EAN/UPC fonts may not be readable. Print a sample and make sure the fonts can be read before printing large quantities.

PCL6 mode

For symbol set, see .

Scalable Font

Font Name	Family	HP Equivalent	Symbol Set
FixedPitch 810	Medium, Bold, Italic, Bold Italic	Courier	*1
FixedPitch 850	Regular, Bold, Italic	Letter Gothic	*1
FixedPitch 810 Dark	Medium, Bold, Italic, Bold Italic	CourierPS	*3
Dutch 801	Medium, Bold, Italic, Bold Italic	CG Times	*2
Zapf Humanist 601	Medium, Bold, Italic, Bold Italic	CG Omega	*3
Ribbon 131	-	Coronet	*3
Clarendon 701	-	Clarendon Condensed	*3
Swiss 742	Medium, Bold, Italic, Bold Italic	Univers	*2
Swiss 742 Condensed	Medium, Bold, Italic, Bold Italic	Univers Condensed	*3
Incised 901	Medium, Bold, Italic	Antique Olive	*3
Aldine 430	Medium, Bold, Italic, Bold Italic	Garamond	*3
Calligraphic 401	-	Marigold	*3
Flareserif 821	Medium, Extra Bold	Albertus	*3
Swiss 721 SWM	Medium, Bold, Italic, Bold Italic	Arial	*3
Dutch 801 SWM	Medium, Bold, Italic, Bold Italic	Times New	*3
Swiss 721 SWA	Medium, Bold, Oblique, Bold Oblique	Helvetica	*3
Swiss 721 Narrow SWA	Medium, Bold, Oblique, Bold Oblique	Helvetica Narrow	*3
Zapf Calligraphic 801 SWA	Medium, Bold, Italic, Bold Italic	Palatino	*3
Geometric 711 SWA	Medium, Bold, Oblique, Bold Italic	ITC Avant Garde Gothic	*3

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Product Information

Font Name	Family	HP Equivalent	Symbol Set
Revival 711 SWA	Light, Demi Bold, Light Italic, Demi Bold Italic	ITC Bookman	*3
Century 702 SWA	Medium, Bold, Italic, Bold Italic	New Century Schoolbook	*3
Dutch 801 SWA	Medium, Bold, Italic, Bold Italic	Times	*3
Chancery 801 Medium SWA Italic	-	ITC Zapf Chancery Medium Italic	*3
Symbol SWM	-	Symbol	*4
More WingBats SWM	-	Wingdings	*5
Ding Dings SWA	-	ITC Zapf Dingbats	*6
Symbol SWA	-	SymbolPS	*4
David BT	Medium, Bold	David	*7
Narkis Tam BT	Medium, Bold	Narkis	*7
Miryam BT	Medium, Bold, Italic	Miryam	*7
Koufi BT	Medium, Bold	Koufi	*8
Naskh BT	Medium, Bold	Naskh	*8
Ryadh BT	Medium, Bold	Ryadh	*8

Bitmap Font

Font Name	Symbol Set
Line Printer	*9

Introduction to symbol sets

Your printer can access a variety of symbol sets. Many of these symbol sets differ only in the international characters specific to each language.

> *Note:*
> *Since most software handles fonts and symbols automatically, you will probably never need to adjust the printer's settings. However, if you are writing your own printer control programs, or if you are using older software that cannot control fonts, refer to the following sections for symbol set details.*

When you are considering which font to use, you should also consider which symbol set to combine with the font.

Product Information

In the PCL5 mode

Symbol Set Name	Attribute	Font Classification												
		*1	*2	*3	*4	*5	*6	*7	*8	*9	*10	*11	*12	*13
ISO 60: Danish/Norwegian	0D	○	○	○	-	-	-	-	-	-	-	-	-	-
Roman Extension	0E	-	-	-	-	-	-	-	-	○	-	-	-	-
ISO 15: Italian	0I	○	○	○	-	-	-	-	-	-	-	-	-	-
ISO 8859/1 Latin 1	0N	○	○	○	-	-	-	-	-	○	-	-	-	-
ISO 11: Swedish	0S	○	○	○	-	-	-	-	-	-	-	-	-	-
ISO 6: ASCII	0U	○	○	○	-	-	-	○	○	-	-	-	-	-
ISO 4: United Kingdom	1E	○	○	○	-	-	-	-	-	-	-	-	-	-
ISO 69: French	1F	○	○	○	-	-	-	-	-	-	-	-	-	-
ISO 29: German	1G	○	○	○	-	-	-	-	-	-	-	-	-	-
Legal	1U	○	○	○	-	-	-	-	-	○	-	-	-	-
ISO 8859/2 Latin 2	2N	○	○	○	-	-	-	-	-	○	-	-	-	-
ISO 17: Spanish	2S	○	○	○	-	-	-	-	-	-	-	-	-	-
ISO 8859/4 Latin 4	4N	○	○	○	-	-	-	-	-	-	-	-	-	-
Roman-9	4U	○	○	○	-	-	-	-	-	-	-	-	-	-
PS Math	5M	○	○	○	-	-	-	○	○	-	-	-	-	-
ISO 8859/9 Latin 5	5N	○	○	○	-	-	-	-	-	○	-	-	-	-
Windows 3.1 Latin 5	5T	○	○	○	-	-	-	-	-	-	-	-	-	-
Microsoft Publishing	6J	○	○	○	-	-	-	-	-	-	-	-	-	-
Ventura Math	6M	○	○	○	-	-	-	-	-	-	-	-	-	-
ISO 8859/10 Latin 6	6N	○	○	○	-	-	-	-	-	○	-	-	-	-
DeskTop	7J	○	○	○	-	-	-	-	-	-	-	-	-	-
Math-8	8M	○	○	○	-	-	-	○	○	-	-	-	-	-
Roman-8	8U	○	○	○	-	-	-	-	-	○	-	-	-	-
Windows 3.1 Latin 2	9E	○	○	○	-	-	-	-	-	-	-	-	-	-
Pc1004	9J	○	○	○	-	-	-	-	-	-	-	-	-	-
ISO 8859/15 Latin 9	9N	○	○	○	-	-	-	-	-	○	-	-	-	-
PC-8 Turkish	9T	○	○	○	-	-	-	-	-	-	-	-	-	-

Product Information

Symbol Set Name	Attribute	Font Classification												
		*1	*2	*3	*4	*5	*6	*7	*8	*9	*10	*11	*12	*13
Windows 3.0 Latin 1	9U	○	○	○	-	-	-	-	-	-	-	-	-	-
PS Text	10J	○	○	○	-	-	-	-	-	-	-	-	-	-
PC-8, Code Page 437	10U	○	○	○	-	-	-	-	-	○	-	-	-	-
PC-8, D/N, Danish/Norwegian	11U	○	○	○	-	-	-	-	-	○	-	-	-	-
MC Text	12J	○	○	○	-	-	-	-	-	-	-	-	-	-
PC-850, Multilingual	12U	○	○	○	-	-	-	-	-	○	-	-	-	-
Ventura International	13J	○	○	○	-	-	-	-	-	-	-	-	-	-
PcEur858	13U	○	○	○	-	-	-	-	-	-	-	-	-	-
Ventura US	14J	○	○	○	-	-	-	-	-	-	-	-	-	-
Pi Font	15U	○	○	○	-	-	-	-	-	-	-	-	-	-
PC852, Latin 2	17U	○	○	○	-	-	-	-	-	-	-	-	-	-
Unicode 3.0	18N	○	○	○	-	-	-	○	○	-	-	-	-	-
Windows Baltic	19L	○	○	○	-	-	-	-	-	-	-	-	-	-
Windows 3.1 Latin/Arabic	19U	○	○	○	-	-	-	-	-	-	-	-	-	-
PC-755	26U	○	○	○	-	-	-	-	-	-	-	-	-	-
PC-866, Cyrillic	3R	○	○	-	-	-	-	-	-	-	-	-	-	-
Greek8	8G	○	○	-	-	-	-	-	-	-	-	-	-	-
Windows Greek	9G	○	○	-	-	-	-	-	-	-	-	-	-	-
Windows Cyrillic	9R	○	○	-	-	-	-	-	-	-	-	-	-	-
PC-851, Greek	10G	○	○	-	-	-	-	-	-	-	-	-	-	-
ISO 8859/5 Cyrillic	10N	○	○	-	-	-	-	-	-	○	-	-	-	-
PC-8, Greek	12G	○	○	-	-	-	-	-	-	-	-	-	-	-
ISO 8859/7 Greek	12N	○	○	-	-	-	-	-	-	-	-	-	-	-
PC-866 UKR	14R	○	○	-	-	-	-	-	-	-	-	-	-	-
Hebrew7	0H	○	-	-	-	-	-	○	-	-	-	-	-	-
ISO 8859/8 Hebrew	7H	○	-	-	-	-	-	○	-	-	-	-	-	-
Hebrew8	8H	○	-	-	-	-	-	○	-	-	-	-	-	-
PC-862, Hebrew	15H	○	-	-	-	-	-	○	-	-	-	-	-	-

Product Information

Symbol Set Name	Attribute	Font Classification												
		*1	*2	*3	*4	*5	*6	*7	*8	*9	*10	*11	*12	*13
PC-862, Hebrew	15Q	○	-	-	-	-	-	○	-	-	-	-	-	-
Arabic8	8V	-	-	-	-	-	-	-	○	-	-	-	-	-
HPWARA	9V	-	-	-	-	-	-	-	○	-	-	-	-	-
PC-864, Arabic	10V	-	-	-	-	-	-	-	○	-	-	-	-	-
Symbol	19M	-	-	-	○	-	-	-	-	-	-	-	-	-
Wingdings	579L	-	-	-	-	○	-	-	-	-	-	-	-	-
ZapfDigbats	14L	-	-	-	-	-	○	-	-	-	-	-	-	-
OCR A	0O	-	-	-	-	-	-	-	-	-	○	-	-	-
OCR B	1O	-	-	-	-	-	-	-	-	-	-	○	-	-
OCR B Extension	3Q	-	-	-	-	-	-	-	-	-	-	○	-	-
Code3-9	0Y	-	-	-	-	-	-	-	-	-	-	-	○	-
EAN/UPC	8Y	-	-	-	-	-	-	-	-	-	-	-	-	○

In the PCL6 Mode

Symbol Set Name	Attribute	Font Classification								
		*1	*2	*3	*4	*5	*6	*7	*8	*9
ISO Norwegian	4	○	○	○	-	-	-	-	-	-
ISO Italian	9	○	○	○	-	-	-	-	-	-
ISO 8859-1 Latin 1	14	○	○	○	-	-	-	-	-	○
ISO Swedish	19	○	○	○	-	-	-	-	-	-
ASCII	21	○	○	○	-	-	-	○	○	-
ISO United Kingdom	37	○	○	○	-	-	-	-	-	-
ISO French	38	○	○	○	-	-	-	-	-	-
ISO German	39	○	○	○	-	-	-	-	-	-
Legal	53	○	○	○	-	-	-	-	-	○
ISO 8859-2 Latin 2	78	○	○	○	-	-	-	-	-	○
ISO Spanish	83	○	○	○	-	-	-	-	-	-
Roman-9	149	○	○	○	-	-	-	-	-	-

Product Information

Symbol Set Name	Attribute	Font Classification								
		*1	*2	*3	*4	*5	*6	*7	*8	*9
PS Math	173	○	○	○	-	-	-	○	○	-
ISO 8859-9 Latin 5	174	○	○	○	-	-	-	-	-	○
Windows 3.1 Latin 5	180	○	○	○	-	-	-	-	-	-
Microsoft Publishing	202	○	○	○	-	-	-	-	-	-
ISO 8859/10 Latin 6	206	○	○	○	-	-	-	-	-	○
DeskTop	234	○	○	○	-	-	-	-	-	-
Math-8	269	○	○	○	-	-	-	○	○	-
Roman-8	277	○	○	○	-	-	-	-	-	○
Windows 3.1 Latin 2	293	○	○	○	-	-	-	-	-	-
Pc1004	298	○	○	○	-	-	-	-	-	-
ISO 8859-15 Latin 9	302	○	○	○	-	-	-	-	-	-
PC-Turkish	308	○	○	○	-	-	-	-	-	-
Windows 3.0	309	○	○	○	-	-	-	-	-	-
PS Text	330	○	○	○	-	-	-	-	-	-
PC-8	341	○	○	○	-	-	-	-	-	○
PC-8 D/N	373	○	○	○	-	-	-	-	-	○
MC Text	394	○	○	○	-	-	-	-	-	-
PC-850	405	○	○	○	-	-	-	-	-	○
PcEur858	437	○	○	○	-	-	-	-	-	-
Pi Font	501	○	○	○	-	-	-	-	-	-
PC852	565	○	○	○	-	-	-	-	-	-
Unicode 3.0	590	○	○	○	-	-	-	-	-	-
WBALT	620	○	○	○	-	-	-	-	-	-
Windows 3.1 Latin 1	629	○	○	○	-	-	-	-	-	-
PC-755	853	○	○	○	-	-	-	-	-	-
Wingdings	18540	-	-	-	-	○	-	-	-	-
Symbol	621	-	-	-	○	-	-	-	-	-
ZapfDigbats	460	-	-	-	-	-	○	-	-	-

Product Information

Symbol Set Name	Attribute	Font Classification								
		*1	*2	*3	*4	*5	*6	*7	*8	*9
PC-866, Cyrillic	114	○	○	-	-	-	-	-	-	-
Greek8	263	○	○	-	-	-	-	-	-	-
Windows Greek	295	○	○	-	-	-	-	-	-	-
Windows Cyrillic	306	○	○	-	-	-	-	-	-	-
PC-851, Greek	327	○	○	-	-	-	-	-	-	-
ISO 8859/5 Cyrillic	334	○	○	-	-	-	-	-	-	-
PC-8, Greek	391	○	○	-	-	-	-	-	-	-
ISO 8859/7 Greek	398	○	○	-	-	-	-	-	-	-
PC-866 UKR	466	○	○	-	-	-	-	-	-	-
Hebrew7	8	○	-	-	-	-	-	-	-	-
ISO 8859/8 Hebrew	232	○	-	-	-	-	-	○	-	-
Hebrew8	264	○	-	-	-	-	-	○	-	-
PC-862, Hebrew	488	○	-	-	-	-	-	○	-	-
Arabic8	278	-	-	-	-	-	-	-	○	-
HPWARA	310	-	-	-	-	-	-	-	○	-
PC-864, Arabic	342	-	-	-	-	-	-	-	○	-

Where To Get Help

Technical Support Web Site

If you need further help, visit the Epson support website shown below. Select your country or region and go to the support section of your local Epson website. The latest drivers, FAQs, manuals, or other downloadables are also available from the site.

http://support.epson.net/
http://www.epson.eu/Support (Europe)

If your Epson product is not operating properly and you cannot solve the problem, contact Epson support services for assistance.

Contacting Epson Support

Before Contacting Epson

If your Epson product is not operating properly and you cannot solve the problem using the troubleshooting information in your product documentation, contact Epson support services for assistance. If Epson support for your area is not listed below, contact the dealer where you purchased your product.

Epson support will be able to help you much more quickly if you give them the following information:

❏ Product serial number
(The serial number label is usually on the back of the product.)

❏ Product model

❏ Product software version
(Click **About**, **Version Info**, or similar button in the product software.)

❏ Brand and model of your computer

❏ Your computer operating system name and version

❏ Names and versions of the software applications you normally use with your product

> *Note:*
> *Depending on the product, the dial list data for fax and/or network settings may be stored in the product's memory. Due to breakdown or repair of a product, data and/or settings may be lost. Epson shall not be responsible for the loss of any data, for backing up or recovering data and/or settings even during a warranty period. We recommend that you make your own backup data or take notes.*

Where To Get Help

Help for Users in Europe

Check your **Pan-European Warranty Document** for information on how to contact Epson support.

Help for Users in Taiwan

Contacts for information, support, and services are:

World Wide Web (http://www.epson.com.tw)

Information on product specifications, drivers for download, and products enquiry are available.

Epson HelpDesk (Phone: +02-80242008)

Our HelpDesk team can help you with the following over the phone:

❏ Sales enquiries and product information

❏ Product usage questions or problems

❏ Enquiries on repair service and warranty

Repair service center:

Telephone number	Fax number	Address
02-23416969	02-23417070	No.20, Beiping E. Rd., Zhongzheng Dist., Taipei City 100, Taiwan
02-27491234	02-27495955	1F., No.16, Sec. 5, Nanjing E. Rd., Songshan Dist., Taipei City 105, Taiwan
02-32340688	02-32340699	No.1, Ln. 359, Sec. 2, Zhongshan Rd., Zhonghe City, Taipei County 235, Taiwan
039-605007	039-600969	No.342-1, Guangrong Rd., Luodong Township, Yilan County 265, Taiwan
038-312966	038-312977	No.87, Guolian 2nd Rd., Hualien City, Hualien County 970, Taiwan
03-4393119	03-4396589	5F., No.2, Nandong Rd., Pingzhen City, Taoyuan County 32455, Taiwan
03-5325077	03-5320092	1F., No.9, Ln. 379, Sec. 1, Jingguo Rd., North Dist., Hsinchu City 300, Taiwan
04-23011502	04-23011503	3F., No.30, Dahe Rd., West Dist., Taichung City 40341, Taiwan
04-2338-0879	04-2338-6639	No.209, Xinxing Rd., Wuri Dist., Taichung City 414, Taiwan
05-2784222	05-2784555	No.463, Zhongxiao Rd., East Dist., Chiayi City 600, Taiwan
06-2221666	06-2112555	No.141, Gongyuan N. Rd., North Dist., Tainan City 704, Taiwan

Where To Get Help

Telephone number	Fax number	Address
07-5520918	07-5540926	1F., No.337, Minghua Rd., Gushan Dist., Kaohsiung City 804, Taiwan
07-3222445	07-3218085	No.51, Shandong St., Sanmin Dist., Kaohsiung City 807, Taiwan
08-7344771	08-7344802	1F., No.113, Shengli Rd., Pingtung City, Pingtung County 900, Taiwan

Help for Users in Australia

Epson Australia wishes to provide you with a high level of customer service. In addition to your product documentation, we provide the following sources for obtaining information:

Internet URL http://www.epson.com.au

Access the Epson Australia World Wide Web pages. Worth taking your modem here for the occasional surf! The site provides a download area for drivers, Epson contact points, new product information and technical support (e-mail).

Epson Helpdesk

Epson Helpdesk is provided as a final backup to make sure our clients have access to advice. Operators on the Helpdesk can aid you in installing, configuring and operating your Epson product. Our Pre-sales Helpdesk staff can provide literature on new Epson products and advise where the nearest dealer or service agent is located. Many types of queries are answered here.

The Helpdesk number is:

Phone: 1300 361 054

We encourage you to have all the relevant information on hand when you ring. The more information you prepare, the faster we can help solve the problem. This information includes your Epson product documentation, type of computer, operating system, application programs, and any information you feel is required.

Help for Users in Hong Kong

To obtain technical support as well as other after-sales services, users are welcome to contact Epson Hong Kong Limited.

Internet Home Page

Epson Hong Kong has established a local home page in both Chinese and English on the Internet to provide users with the following information:

❏   Product information

❏   Answers to Frequently Asked Questions (FAQs)

❏   Latest versions of Epson product drivers

Users can access our World Wide Web home page at:

http://www.epson.com.hk

Technical Support Hotline

You can also contact our technical staff at the following telephone and fax numbers:

Phone: (852) 2827-8911

Fax: (852) 2827-4383

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