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You can read the recommendations in the user guide, the technical guide or the installation guide for EPSON L355. You'll find the answers to all your questions on the EPSON L355 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual EPSON L355
User guide EPSON L355
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Instructions for use EPSON L355
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User's Guide

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Manual abstract:

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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, off the power at the outlet until the P light stops flashing.

Before transporting the product, make sure that the print head is in the home (far right) position. Be careful not to trap your fingers when closing the scanner unit. Do not continue printing when the ink level is below the lower line on the ink tank. @@@@ If you are not going to use the product for a long period, be sure to unplug the power cord from the electrical outlet. 10 *User's Guide Important Instructions* Do not press too hard on the scanner glass when placing the originals.

During the life of your product it may be necessary to replace the waste ink pad when it has become full. 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. 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 pad does not mean that your product has ceased to operate in accordance with its specifications. The replacement of this part is a routine product servicing activity within the product's specification and is not a problem which requires repair.

The Epson warranty does not therefore cover the cost of this replacement. If your product needs the pad replaced this can be performed for you by any authorised Epson service provider. It is not a user-serviceable part. 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. Handling ink We will provide ink-related safety instructions and product advice/warnings in the linked section. & "Refilling Ink" on page 60 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 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: 11 *User's Guide Important Instructions* 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.

12 *User's Guide Getting to Know Your Product Getting to Know Your Product Product Parts 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.* g a b f c d e a. b. c. d. e. f. g. Paper support Ink tank unit Output tray Stopper Feeder guard Edge guide Rear paper feed 13 *User's Guide Getting to Know Your Product* a. b. c. d. e. Document cover Scanner glass Ink reservoir tanks (Ink tanks) Transportation lock Ink tubes a b c d a. b. c. d. Scanner unit Print head (under this section) Control panel Release lever (rear of the control panel) 14 *User's Guide Getting to Know Your Product* b a. b. USB connector AC inlet a Guide to the Control Panel Buttons Buttons P Wi-Fi Function Turns the product on or off.



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Establishes a Wi-Fi connection when pressed for 3 seconds. Prints a network status sheet. While pressing this button, turn on the product to return the network settings to their defaults. Starts copying/ scanning in black and white. Starts copying/ scanning in color. Resumes printing after the product is out of paper, or if multiple sheets of paper are fed at the same time. To increase the number of monochrome or color copies (by up to 20 copies), press the same button within one second intervals. While pressing one of these buttons, press y within three seconds to copy in draft mode. Press both buttons simultaneously to scan your original and save it as PDF on your PC.

If the product's ink pads are nearing the end of their service life, press this button to resume printing. y Stops the current operation. To perform print head cleaning, press for three seconds until the P light starts flashing. While pressing this button, turn on the product to print a nozzle check pattern. 15 User's Guide Getting to Know Your Product Lights Lights Function Stays on while the product is connected to a network. Flashes while network settings are being adjusted. P On when the product is on. Flashes when the product is receiving data, printing/copying/scanning, charging ink, or cleaning the print head. On when the product is out of paper, or when multiple sheets of paper are fed at the same time. Load paper in the rear paper feed correctly and press x r or r x. Flashes when the paper is jammed. Remove the jammed paper from the rear paper feed, load paper correctly, and press x r or r x. On when the ink level may have reached the lower line. Fill all ink tanks with ink and clear the error. & "Refilling the Ink Tanks" on page 61 Flashes when the ink level may be low. You may continue printing. However, prepare new ink bottles soon. Epson recommends the use of genuine Epson ink bottles. & "Ink Bottles" on page 98 To confirm the actual ink remaining, visually check the ink levels in the product's ink tanks. Continued use of the product when the ink level is below the lower line on the tank could damage the product.

b B 16 User's Guide Paper Handling Paper 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 rear paper feed printable side up. 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 Refer to the table below for the loading capacities of paper and other media. 17 User's Guide Paper Handling Media Type Plain paper*1 Size Letter*2 A4*2 B5*2 A5*2 A6*2 Legal User Defined Loading capacity (sheets) up to 11mm up to 11mm up to 11mm up to 11mm up to 11mm 1 1 10 10 10 80 80 20 20 20 20 20 Envelope #10 DL C6 Epson Bright White Ink Jet Paper Epson Photo Quality Ink Jet Paper Epson Matte Paper - Heavyweight Epson Premium Glossy Photo Paper A4*2 A4 A4 A4 10 × 15 cm (4 × 6 in.) 13 × 18 cm (5 × 7 in.) 16:9 wide size (102 × 181 mm) *1 Paper with a weight of 64 g/m² (17 lb) to 90 g/m² (24 lb). *2 The loading capacity for manual 2-sided printing is 30 sheets. 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 Plain paper* Epson Bright White Ink Jet Paper* Epson Premium Glossy Photo Paper* Epson Matte Paper – Heavyweight* Epson Photo Quality Ink Jet Paper* Printer driver paper type plain papers plain papers Epson Premium Glossy Epson Matte Epson Matte 18 User's Guide Paper Handling For this paper Envelopes Printer driver paper type Envelope * These paper types are compatible with Exif Print and PRINT Image Matching. For more information, refer to the documentation that came with the Exif Print or PRINT Image Matching compatible digital camera. 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 104 Loading Paper Follow these steps to load paper: A Flip the feeder guard forward. B Slide out the paper support and the output tray and then raise the stopper. * Note: When using Legal size paper, lower the stopper (*). C Slide the edge guide to the left.

19 User's Guide Paper Handling D E Fan a stack of paper, then tap it on a flat surface to even the edges. Load the paper with the printable side up, against the right side of the rear paper feed. The printable side is usually whiter or glossier than the other side. Note: Always load paper into the rear paper feed short edge first, even when you are printing landscape-oriented pictures. F Slide the edge guide against the left edge of the paper, but not too tightly. G Flip the feeder guard back. 20 User's Guide Paper Handling Note: □ Leave enough space in front of the product for the paper to be fully ejected. □ For plain paper, do not load paper above the H 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 17 Loading Envelopes Follow these steps to load envelopes: A Flip the feeder guard forward.

B Slide out the paper support and the output tray and then raise the stopper. C Slide the edge guide to the left. 21 User's Guide Paper Handling D Load envelopes short edge first with the flap facing down and to the left. Then slide the edge guide against the left edge of the envelopes, but not too tightly. E Flip the feeder guard back. Note: □ The thickness of envelopes and their ability to fold vary widely. If the total thickness of the stack of envelopes exceeds the limit for plain paper, press down on the envelopes to flatten them before loading.



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If print quality declines when a stack of envelopes is loaded, load one envelope at a time. 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. Align the edges of the envelopes before loading. 22 User's Guide Paper Handling Placing Originals A Open the document cover and place your original face-down on the scanner glass. B 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 96 & "Multiple documents are scanned into a single file" on page 96 C Close the cover gently. 23 User's Guide Printing Printing 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. 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 Windows Start menu, 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 Start menu 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 A B Click Print or Print Setup on the File menu.

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 Start menu Windows 7: Click the start button, select Devices and Printers. Then right-click the product and select Printing preferences. Windows Vista: Click the start button, select Control Panel, and then select Printer from the Hardware and Sound category. Then select the product and then click Select printing preferences. 24 User's Guide Printing Windows XP: 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 Start menu as described above.

Next, click the Maintenance tab, and then the Monitoring Preferences button. In the Monitoring Preferences window, select the Shortcut Icon check box. 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 the printer driver for Mac OS X The table below describes how to access the printer driver dialog. Dialog Box Page Setup How to Access It 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 Epson Printer Utility 4 Click Print on the File menu of your application. For Mac OS X 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. Getting information through online help Click the Help button in the Print dialog box. 25 User's Guide Printing Basic Operations Basic printing Note: The screen shots in this section may vary depending on the model.

Before you print, load paper properly. & "Loading Paper" on page 19 & "Loading Envelopes" on page 21 Refer to the section below for the printable area. & "Printable area" on page 100 After completing the settings, print one test copy and examine the results before printing an entire job. Basic product settings for Windows A B Open the file you want to print. Access the printer settings. & "Accessing the printer driver for Windows" on page 24 C D Click the Main tab. Select the appropriate Document Size setting. You can also define a custom paper size. For details, see the online help. 26 User's Guide Printing E F Select Portrait (tall) or Landscape (wide) to change the orientation of your print.

Note: Select Landscape when printing on envelopes. Select the appropriate Paper Type setting. & "Paper type settings from the printer driver" on page 18 Note: Print quality is automatically adjusted for the selected Paper Type. G H Click OK to close the printer settings window. Note: To make changes to advanced settings, refer to the relevant section.

Print your file. Basic product settings for Mac OS X Note: Screen shots of the printer driver windows in this section are from Mac OS X 10.7. A Open the file you want to print. 27 User's Guide Printing B Access the Print dialog box.

& "Accessing the printer driver for Mac OS X" on page 25 Note: If the simplified status monitor is displayed, click the Show Details button (for Mac OS X 10.7) or the d button (for Mac OS X 10.6 or 10.5) to extend this dialog box. C 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. D E Select the appropriate Paper Size setting. Select the appropriate Orientation setting.



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Note: Select landscape orientation when printing envelopes.

28 User's Guide Printing F Select Print Settings from the pop-up menu. G H Select the appropriate Media Type setting. & "Paper type settings from the printer driver" on page 18 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 y to cancel a print job in progress. 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. A Access the EPSON Status Monitor 3. & "For Windows" on page 78 29 User's Guide Printing B C Click the Print Queue button. The Windows Spooler appears.

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. A B C Click your product icon in the Dock. In the Document Name list, select the document which is printing. Click the Delete button to cancel the print job.

Other Options Printing photos the easy way Epson Easy Photo Print lets you lay out and print digital images on various types of paper. The step-by-step instructions in the window let you preview the printed images and get the effects you want without having to make any difficult settings. Using the Quick Print function, you can perform one-click printing with the settings you make. 30 User's Guide Printing Note: The availability of this software varies depending on the product. Starting Epson Easy Photo Print For Windows □ Double-click the Epson Easy Photo Print icon on the desktop.

□ For Windows 7 and Vista: Click the start button, point to All Programs, click Epson Software, and then click Easy Photo Print. For Windows XP: Click Start, point to All Programs, point to Epson Software, then click Easy Photo Print. For Mac OS X Double-click the Applications folder on your Mac OS X hard drive, then double-click in turn on the Epson Software and Easy Photo Print folders and finally double-click the Easy Photo Print icon. Product presets (for Windows only) Printer driver presets make printing a snap. You can also create presets of your own. Product settings for Windows A B Access the printer settings. & "Accessing the printer driver for Windows" on page 24 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 (for Windows only) Use the printer driver to print on both sides of the paper. Two types of 2-sided printing are available: standard and folded booklet.

2-sided printing is only available for the following papers and sizes. 31 User's Guide Printing Paper Plain paper Epson Bright White Ink Jet Paper Size Legal, Letter, A4, B5, A5, A6 A4 Note: □ This feature is not available for Mac OS X. □ □ □ □ □ □ This feature may not be available at some settings. This feature may not be available when the product is accessed over a network or is used as a shared printer. The loading capacity differs during 2-sided printing. & "Selecting Paper" on page 17 Only use papers that are suitable for 2-sided printing. Otherwise, the printout quality may deteriorate. 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. This feature 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. Product settings for Windows A B C D Access the printer settings. & "Accessing the printer driver for Windows" on page 24 Select 2-Sided Printing check box. Click Settings, and make the appropriate settings.

Note: If you want to print a folded booklet, select Booklet. Check the other settings and print. Note: □ 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. □ Make sure that the ink is completely dry before reloading the paper.

32 User's Guide Printing 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 A B C A B C Access the printer settings. & "Accessing the printer driver for Windows" on page 24 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. Check the other settings and print. Product settings for Mac OS X Access the Print dialog box. & "Accessing the printer driver for Mac OS X" on page 25 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. Check the other settings and print. 33 User's Guide Printing 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 A B C D A B C Access the printer settings. & "Accessing the printer driver for Windows" on page 24 Select 2-Up or 4-Up as Multi-Page in the Main tab. Click Page Order, and make the appropriate settings. Check the other settings and print. Product settings for Mac OS X Access the Print dialog box. & "Accessing the printer driver for Mac OS X" on page 25 Select the desired number of Pages per Sheet and the Layout Direction (page order) in the Layout pane. Check the other settings and print. 34 User's Guide Printing Sharing the Product for Printing Setup for Windows These instructions tell you how to set up your product so other users on the network can share it. First you will set up the product as a shared printer on the computer directly connected to it. Then you will add the product to each network computer that will access it.

Note: □ These instructions are for small networks only. To share the product on a large network, consult your network administrator. □ The screen shots in the following section are from Windows 7. Setting up the product as a shared printer Note: □ To set up the product as a shared printer in Windows 7 or Vista, you will need an account with administrator privileges and the password if you log on as a standard user. □ To set up the product as a shared printer in Windows XP, you must log on to a Computer Administrator account.

Follow the steps below on the computer that is connected directly to the product: A Windows 7: Click the start button, select Devices and Printers.



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Windows Vista: Click the start button, select Control Panel, and then select Printer from the Hardware and Sound category. Windows XP: Click Start and select Control Panel, and then select Printers and Faxes, from the Printers and Other Hardware category. B Windows 7: Right-click the icon for your product, click Printer properties, and then click Sharing. Then click the Change Sharing Options button.

Windows Vista: Right-click the icon for your product, and then click Sharing. Click the Change sharing options button and then click Continue. Windows XP: Right-click the icon for your product, then click Sharing. C Select Share this printer, then type a Share name. Note: Do not use spaces or hyphens in the share name. 35 User's Guide Printing If you want to automatically download printer drivers for computers that are running different versions of Windows, click Additional Drivers and select the environment and the operating systems of the other computers. Click OK, then insert the product software disk. D Click OK or Close (if you installed additional drivers). Adding the product to the other network computers Follow these steps to add the product to each network computer that will access it. Note: Your product must be set up as a shared printer on the computer to which it is connected before you can access it from another computer.

& "Setting up the product as a shared printer" on page 35. A Windows 7: Click the start button, select Devices and Printers. Windows Vista: Click the start button, select Control Panel, and then select Printer from the Hardware and Sound category. Windows XP: Click Start and select Control Panel, and then select Printers and Faxes, from the Printers and Other Hardware category. 36 User's Guide Printing B C Windows 7 and Vista: Click the Add a printer button. Windows XP: Click the Add a printer button. The Add Printer Wizard appears. Click the Next button. Windows 7 and Vista: Click Add a network, wireless or Bluetooth printer, and then click Next. Windows XP: Select A network printer, or a printer attached to another computer, then click Next. D Follow the on-screen instructions to select the product you want to use. Note: Depending on the operating system and the configuration of the computer to which the product is connected, the Add Printer Wizard may prompt you to install the printer driver from the product software disk. Click the Have Disk button and follow the on-screen instructions. Setup for Mac OS X To set up your product on a Mac OS X network, use the Printer Sharing setting. See your Macintosh documentation for details.

37 User's Guide Scanning Scanning Let's Try Scanning Starting a Scan Let's scan a document to get used to the process. A B Place your original(s). & "Placing Originals" on page 23 Start Epson Scan. □ Windows: Double-click the Epson Scan icon on the desktop. □ Mac OS X: Select Applications > Epson Software > EPSON Scan.

C Select Home Mode. 38 User's Guide Scanning D Select Text/Line Art as the Document Type setting. E Click Preview. F Click Scan. 39 User's Guide Scanning G Click OK. 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. Histogram Provides a graphical interface for adjusting highlight, shadow, and gamma levels individually. 40 User's Guide Scanning 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. Descreening Removes rippled patterns (known as moiré) that can appear in subtly shaded image areas such as skin tones. 41 User's Guide Scanning 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. Color Enhance Enhance a certain color.

You can select from red, blue, or green. 42 User's Guide Scanning Basic Scanning from Your Computer Scanning in Full Auto Mode Full Auto Mode lets you scan quickly and easily, without selecting any settings or previewing your image. This mode is useful when you need to scan your originals at 100% size.

Note: See the Help for more details on Epson Scan. A B C Place your original(s).

& "Placing Originals" on page 23 Start Epson Scan. & "Starting Epson Scan Driver" on page 57 Select Full Auto Mode from the Mode list. 43 User's Guide Scanning Note: If the Show this dialog box before next scan check box is cleared, Epson Scan starts scanning immediately without displaying this screen. To return to this screen, click Cancel in the Scanning dialog box during scanning. D Click Scan.

Epson Scan starts scanning in Full Auto Mode. Epson Scan previews each image, detects what type of original it is, and selects the scan settings automatically. Your scanned image is saved. Scanning in Home Mode Home Mode lets you customize some scanning settings and check the changes you have made in a preview image. This mode is useful for basic scanning of photos and graphics. Note: See the Help for more details on Epson Scan. A Place your original(s). & "Placing Originals" on page 23 44 User's Guide Scanning B C Start Epson Scan. & "Starting Epson Scan Driver" on page 57 Select Home Mode from the Mode list. D E F G H Select the Document Type setting.

Select the Image Type setting. Click Preview. & "Previewing and Adjusting the Scan Area" on page 50 Adjust the exposure, brightness, and other image quality settings. Click Scan. 45 User's Guide Scanning I 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. Your scanned image is saved. Scanning in Office Mode Office Mode lets you quickly scan text documents without previewing your image. Note: See the Help for more details on Epson Scan. A B Place your original(s).

& "Placing Originals" on page 23 Start Epson Scan. & "Starting Epson Scan Driver" on page 57 46 User's Guide Scanning C Select Office Mode from the Mode list.



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@@@ Use ink bottles with the correct part number for this product. @Epson cannot guarantee the quality or reliability of non-genuine ink. @@@ This product requires careful handling of ink. Ink may splatter when the ink tanks are filled or refilled with ink. If ink gets on your clothes or belongings, it may not come off.

@@@The ink bottle is vacuum packed to maintain its reliability. @@@@ Store ink bottles in a cool, dark place. Store the ink bottles in the same environment as the product. When storing or transporting an ink bottle after removing its seal, do not tilt the bottle and do not subject it to impacts or temperature changes. Otherwise, ink may leak even if the cap on the ink bottle is tightened securely.

Be sure to keep the ink bottle upright when tightening the cap, and take measures to prevent ink from leaking when you transport the bottle. Ink bottle specifications Epson recommends using the ink bottle before the date printed on the package. The ink bottles 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 bottles may print fewer pages compared to subsequent ink bottles. 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 ink tank when your product indicates to refill ink. The yields quoted for you do not include this reserve. Although the ink bottles 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 Levels To confirm the actual ink remaining, visually check the ink levels in the product's ink tanks. Important: c If the ink level is below the lower line on the ink tank, fill it to the upper line on the ink tank. Continued use of the product when the ink level is below the lower line on the tank could damage the product. Refilling the Ink Tanks Note: The illustrations show how to refill the black ink. However, the instructions are the same for all of the inks. 61 User's Guide Refilling Ink A B Make sure the P light is on, but not flashing. Unhook the ink tank unit from the product and lay it down. Note: Do not pull the tubes. C Open the ink tank unit cover, and then remove the cap of the ink tank.

Note: Be careful not to spill any ink. Make sure that the color of the ink tank matches the ink color that you want to refill. D Snap off the top of the cap, remove the cap of the ink bottle, remove the seal from the bottle, and then install the cap. 62 User's Guide Refilling Ink Important: c Install the ink bottle cap tightly; otherwise ink may leak. Note: Do not dispose of the top of the cap.

If any ink remains in the ink bottle after refilling the tank, use the top of the cap to seal the ink bottle cap. E Refill the ink tank with the correct colored ink up to the upper line on the ink tank. Note: If any ink remains in the ink bottle after filling the ink tank up to the upper line, install the cap securely and store the ink bottle upright for later use. 63 User's Guide Refilling Ink F Install the cap onto the ink tank securely. G H Repeat steps 3 to 6 for each ink bottle.

Close the ink tank unit cover. I Hook the ink tank unit onto the product. Note: If the B light is on, press the y button. Even if you do not have new ink bottles and one or more ink tanks are not filled up to the upper line on the ink tank, you can continue using the product. To keep your product operating at its best, however, fill all ink tanks with ink up to the upper line immediately. 64 User's Guide Maintaining Your Product and Software Maintaining Your Product and Software 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. A B C D Make sure that no warnings or errors are indicated in the control panel. Make sure that A4-size paper is loaded in the rear paper feed.

Right-click the product icon on the taskbar, then select Nozzle Check. @& "From the shortcut icon on the taskbar" on page 25 Follow the on-screen instructions. Using the Nozzle Check utility for Mac OS X Follow the steps below to use the Nozzle Check utility. A B C D E Make sure that no warnings or errors are indicated in the control panel. Make sure that A4-size paper is loaded in the rear paper feed. Access the Epson Printer Utility 4. & "Accessing the printer driver for Mac OS X" on page 25 Click the Nozzle Check icon. Follow the on-screen instructions. 65 User's Guide Maintaining Your Product and Software 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: c Do not turn off the product during head cleaning. @@@This saves ink. When ink is low you may not be able to clean the print head. Prepare a new ink bottle. @@@@The Power Ink Flushing utility allows you to replace all of the ink inside the ink tubes.

Important: c This function consumes a lot of ink. Before using this function, make sure there is enough ink in the product's ink tanks. If there is not enough ink, refill the ink tanks. Note: This function consumes a lot of ink. We only recommend using this function after running Head Cleaning several times.

This function effects the service life of the ink pads. Ink pads reach their capacity earlier by running this function. Contact Epson Support to request replacement before the end of their service life. When the ink pads are at the end of their service life, the product stops and Epson support is required to continue printing. After using the Power Ink Flushing utility, run the nozzle check again and repeat head cleaning if necessary. If print quality has still not improved, turn the product off and wait for at least six hours. If you still cannot solve the problem after trying all of the methods above, contact Epson support.



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Using the Power Ink Flushing utility for Windows Follow the steps below to use the Power Ink Flushing utility. A B C D E Make sure that the transportation lock is set to the unlocked position. Make sure that no warnings or errors are indicated in the control panel.

Access the printer driver. & "Accessing the printer driver for Windows" on page 24 Click the Maintenance tab, then click the Power Ink Flushing button. Follow the on-screen instructions. 68 User's Guide Maintaining Your Product and Software Using the Power Ink Flushing utility for Mac OS X Follow the steps below to use the Power Ink Flushing utility. A B C D E Make sure that the transportation lock is set to the unlocked position. Make sure that no warnings or errors are indicated in the control panel. Access the Epson Printer Utility 4. & "Accessing the printer driver for Mac OS X" on page 25 Click the Power Ink Flushing icon. Follow the on-screen instructions. Saving Power The product turns off automatically if no operations are performed for a set period.

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. Follow the steps below to adjust the time. For Windows A B C D A B Access the printer settings.

& "Accessing the printer driver for Windows" on page 24 Click the Maintenance tab, and then click the Printer and Option Information button. Select Off, 30 minutes, 1 hour, 2 hours, 4 hours, 8 hours, or 12 hours as the Power Off Timer setting. Click the OK button. For Mac OS X Access the Epson Printer Utility 4. & "Accessing the printer driver for Mac OS X" on page 25 Click the Printer Settings button.

The Printer Settings screen appears. 69 User's Guide Maintaining Your Product and Software C D Select Off, 30 minutes, 1 hour, 2 hours, 4 hours, 8 hours, or 12 hours as the Power Off Timer setting. Click the Apply button. Checking the Number of Sheets of Paper Fed You can check the number of sheets of paper fed from the printer driver. Click the Printer and Option Information button on your printer driver's Maintenance window (for Windows) or on the Epson Printer Utility 4 (for Mac OS X). 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: c Never use alcohol or thinner to clean the product. These chemicals can damage the product. Note: Close the paper support and the output tray when you are not using the product to protect the product from dust. Use a soft, dry, clean cloth to clean the surface of the scanner glass.

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. Cleaning the interior of the product To keep your print results at their best, clean the roller inside by using the following procedure. !Caution: not to touch the parts inside the product. Be careful 70 User's Guide Maintaining Your Product and Software Important: c 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 B C D Make sure that no warnings or errors are indicated in the control panel. Load several sheets of A4-size plain paper. Press one of the r buttons to make a copy without placing a document on the scanner glass. Repeat step 3 until the paper is not smeared with ink.

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. Important: c When storing or transporting the product, avoid tilting it, placing it vertically, or turning it upside down; otherwise ink may leak. When storing or transporting an ink bottle after removing its seal, do not tilt the bottle and do not subject it to impacts or temperature changes. Otherwise, ink may leak even if the cap on the ink bottle is tightened securely. Be sure to keep the ink bottle upright when tightening the cap, and take measures to prevent ink from leaking when you transport the bottle.

A B C D Plug in the product and turn it on. Wait until the print head returns to the home position, then close the scanner unit. Turn off the product and unplug its power cord. Disconnect the interface cable from the product. Remove all paper from the rear paper feed. 71 User's Guide Maintaining Your Product and Software E Open the scanner unit. Secure the print head with tape, as shown below, then close the scanner unit. F Set the transportation lock to the locked position. G Unhook the ink tank unit from the product and lay it down, and then make sure to install the cap onto the ink tank securely. 72 User's Guide Maintaining Your Product and Software H Install the covers that came with your product over the protruding parts of the ink tank, and then hook the ink tank unit onto the product.

I Flip the feeder guard forward, close the paper support, and then flip the feeder guard back and close the output tray. J Pull the release lever on the rear of the control panel until it clicks, and then lower the control panel to store. K Repack the product in its box, using the protective materials that came with it. Important: c Keep the product level during transport. Otherwise, ink may leak. After you move it, remove the tape securing the print head and the covers of ink tanks, then set the transportation lock to the unlocked position. If you notice a decline in print quality, run a cleaning cycle or align the print head. Do not put opened ink bottles in the box with product. 73 User's Guide Maintaining Your Product and Software Note: Store the covers of the installed ink tanks at the side of the product for use when transporting the product. 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 Epson Easy Photo Print Epson Event Manager Note: The availability of Epson Easy Photo Print varies depending on the product. Follow the steps below to check that the software is installed on your computer. For Windows A B C A Windows 7 and Vista: Click the start button and select Control Panel. Windows XP: Click Start and select Control Panel. Windows 7 and Vista: Click Uninstall a program from the Programs category.



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