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You can read the recommendations in the user guide, the technical guide or the installation guide for EPSON WF-100W. You'll find the answers to all your questions on the EPSON WF-100W in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual EPSON WF-100W
User guide EPSON WF-100W
Operating instructions EPSON WF-100W
Instructions for use EPSON WF-100W
Instruction manual EPSON WF-100W

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User's Guide

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81 5 User's Guide Contents Contacting Epson Support.
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. 101 6 User's Guide About This Manual About This Manual Introduction to the Manuals The latest versions of the following manuals are available from the Epson support website. <http://www.epson.eu/Support> (Europe) <http://support.epson.net/> (outside Europe) □ Important Safety Instructions (paper manual)

Provides you with instructions to ensure the safe use of this printer. This manual may not be included depenug the printer and the AC adapter, and refer servicing to qualified service personnel under the following conditions: The power cord or plug is damaged; liquid has entered the printer or the AC adapter; the printer or the AC adapter has been dropped or the casing damaged; the printer or the AC adapter 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 AC adapter near a wall outlet where the plug can be easily unplugged.

□ Do not place or store the printer and the AC adapter outdoors, near excessive dirt or dust, water, heat sources, or in locations subject to shocks, vibrations, high temperature or humidity. @@The printer may be deformed or ink may leak. □ Take care not to spill liquid on the printer and the AC adapter, and not to handle the printer and the AC adapter with wet hands. □ The AC adapter model A461H is designed for use with the printer with which it was included. Do not attempt to use it with other electronic devices unless specified.

□ Keep the printer at least 22 cm away from cardiac pacemakers. Radio waves from this printer 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. □ If you use the printer in places where the use of electronic devices is limited, such as in airplanes or hospitals, follow all instructions in those places. □ 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, see a doctor right away. □ Do not disassemble the ink cartridge and the maintenance box; otherwise ink may get into your eyes or on your skin. 9 User's Guide Important Instructions □ Do not shake ink cartridges too vigorously and do not drop them. Also, be careful not to squeeze them or tear their labels.

Doing so may cause ink leakage. □ Keep ink cartridges and maintenance box out of the reach of children. Safety Instructions for the Battery □ If the battery is not fully charged within the specified time, stop charging. Otherwise, the battery could become hot, emit smoke, rupture, or catch fire. □ Do not place the printer in a microwave oven or a high-pressure container. Otherwise, the battery could become hot, emit smoke, rupture, or catch fire. □ If the liquid leaks from the printer (or the printer gives out bad smell), let the printer leave from flammable objects immediately. Unless do that, the electrolyte leaked from battery will catch fire and it will cause the smoke, flame or rupture of it. □ If battery acid gets in your eyes, immediately rinse your eyes thoroughly with fresh water without rubbing them. And then, see a doctor immediately.

Otherwise, permanent eye damage could result. □ If battery acid gets on your skin, immediately rinse the affected area thoroughly with water. And then, see a doctor immediately. □ Do not drop or throw the printer or subject it to strong shocks. Otherwise, the battery could leak or the protection circuit in the battery could be damaged.

As a result, the battery could become hot, emit smoke, rupture, or catch fire. □ Do not use or leave the printer in a hot location (more than 80°C), such as near a fire or a heater. Otherwise, the plastic separator could melt and the individual cells could short-circuit. As a result, the battery could become hot, emit smoke, rupture, or catch fire. □ Do not use the printer if it is leaking or damaged in any way.

Otherwise, the battery could become hot, emit smoke, rupture, or catch fire. □ Do not leave the printer in a vehicle.



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Otherwise, the battery could overheat. Printer Advisories and Warnings Read and follow these instructions to avoid damaging the printer or your property. Make sure you keep this manual for future reference. Advisories and Warnings for Setting Up/Using the Printer □ Do not block or cover the vents and openings in the printer. □ 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 AC adapter or 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 AC adapter. 10 User's Guide Important Instructions □ If you use an extension cord with the printer, 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 AC adapter 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 printer. □ When connecting the printer 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 printer on a flat, stable surface that extends beyond the base of the printer in all directions. The printer will not operate properly if it is tilted at an angle.

□ When storing or transporting the printer, place the printer as shown in the illustration. □ Leave enough space in front of the printer for the paper to be fully ejected. □ Avoid places subject to rapid changes in temperature and humidity. Also, keep the printer and the AC adapter away from direct sunlight, strong light, water, or heat sources. □ Do not insert objects through the slots in the printer.

□ Do not put your hand inside the printer during printing. □ Do not touch the white flat cable inside the printer. □ Do not use aerosol products that contain flammable gases inside or around the printer. Doing so may cause fire. □ Do not move the print head by hand; otherwise, you may damage the printer.

□ Always turn the printer off using the P button. Do not unplug the printer or turn off the power at the outlet until the P light stops flashing. □ Before transporting the printer, make sure that the print head is in the home (far right) position and the ink cartridges are in place. □ If you are not going to use the printer for a long period, be sure to unplug the power cord from the electrical outlet. Advisories and Warnings for Using the Printer with a Wireless Connection □ Radio waves from this printer may negatively affect the operation of medical electronic equipment, causing them to malfunction. When using this printer inside medical facilities or near medical equipment, follow directions from the authorized personnel representing the medical facilities, and follow all posted warnings and directions on the medical equipment. 11 User's Guide Important Instructions □ Radio waves from this printer may negatively affect the operation of automatically controlled devices such as automatic doors or fire alarms, and could lead to accidents due to malfunction. When using this printer near automatically controlled devices, follow all posted warnings and directions on these devices. □ Follow the instructions given by airline crews to use this printer in flight. Turn off the printer during takeoff and landing according to the in-flight announcement.

Advisories and Warnings for 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 for cleaning. 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 screen's surface chips or cracks, and do not touch or attempt to remove the broken pieces. Disposing of European Printer Models There is a battery in the printer. The crossed out wheeled bin label that can be found on your product indicates that this product and incorporated batteries should not be disposed of via the normal household waste stream. To prevent possible harm to the environment or human health please separate this product and its batteries from other waste streams to ensure that it can be recycled in an environmentally sound manner. For more details on available collection facilities please contact your local government office or the retailer where you purchased this product.

Use of the chemical symbols Pb, Cd or Hg indicates if these metals are used in the battery. Protecting Your Personal Information When you give the printer to someone else or dispose of it, erase all the personal information stored in the printer's memory by selecting Menu > Restore Default Settings > All Settings on the control panel. 12 User's Guide Tips for Smart Use Tips for Smart Use Tips: Printing Using the Epson Basic Driver (Windows) The Epson basic driver allows you to print easily whether you are in the office or on the road. Even if you have not installed this printer's driver on your PC, or you have no internet access to download it, you can install the basic driver from the printer itself. All you need to do is connect the printer and your computer via the micro USB cable.

Related Information & "Using the Epson Basic Driver (for Windows Only)" on page 29 Tips: Charging the Battery You can use the printer connecting AC adapter, but the printer also operates with a built-in battery. You can charge the battery by connecting AC adapter to the printer, or using the micro USB cable. Related Information & "Charging the Battery" on page 51 Tips: Printing from Your Smartphone or Tablet Epson iPrint is an application that allows you to print photos, documents, and Web pages from a smart device such as a smartphone or tablet. A feature of Epson iPrint 'Camera Capture' allows you to capture a document or text image using the camera on your smart device, and print while correcting the distortion and keystone in the image. See the following website for details.

13 User's Guide Tips for Smart Use <http://ipr>.



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to Related Information & "Printing from Smart Devices" on page 47 Tips: Adjusting Density or Color You can adjust the density and color on the printer's control panel. Related Information & "Menu" on page 20 Tips: Considering the Environment □ When you use the printer in places where the use of electronic devices are limited such as hospitals, please set the disable Wi-Fi setting on the control panel. 14 User's Guide Tips for Smart Use □ In quiet places such as libraries and open plan offices, please enable quiet mode. By slowing down the printer operation, the printer lowers the operations sounds. Related Information & "Menu" on page 20 Tips: Storing the Printer When the printer is not in use, you can place it with the silver clip face up. Keep the printer away from direct sunlight and place it in a cool dry place. 15 User's Guide Printer Basics Printer Basics Part Names and Functions A B C Printer cover Control panel Battery charging light Supports loaded paper. Operates the printer. Turns on when the battery is charging, and turns off when the battery is charged.

Flashes when the printer cannot charge the battery because the temperature is too low (less than 5 °C) or too high (higher than 40 °C). Charge the battery within a range of 10 to 35°C (50 to 95°F). D E F G H I Power light Turns on when the power is on. Flashes when the printer is operating or an error occurs. Output slot Edge guide Ejects the printed paper. Feeds the paper straight into the printer. Slide to the edge of the paper. Loads paper. Connects a micro USB cable. Connects the AC adapter.

Rear paper feed Micro USB port DC inlet 16 User's Guide Printer Basics A B Maintenance box cover Security lock slot Open when replacing the maintenance box. Insert a security lock for theft prevention. A B Inner cover Open when replacing ink cartridges or removing jammed paper inside the printer. Install the ink cartridges. Ink is ejected from the print head nozzles underneath.

Ink cartridge holder 17 User's Guide Printer Basics Control Panel Buttons and Lights A B C Related Information Turns the printer on or off. Unplug the power cord when the power light is off. l, u, r, d, OK Press l, u, r, and d to select menus. Press OK button to confirm your selection or run the selected feature. Cancels the current operation or returns to the previous screen.

& "Guide to the LCD Screen" on page 18 Guide to the LCD Screen The home screen is displayed when the printer is turned on. Status icons and the amount of ink remaining in the ink cartridges are displayed on the home screen. A Displays the print density that is selected in Plain Paper Density Setting. 18 User's Guide Printer Basics B Icons that show the network status are displayed. Indicates that there is no wireless (Wi-Fi) network available, or that the printer is connecting to a Wi-Fi network. Indicates that a problem has occurred with the printer's wireless (Wi-Fi) network connection, or that the printer is searching for a Wi-Fi network connection. Indicates that the printer is connected to a wireless (Wi-Fi) network. The more bars there are, the stronger the connection. Indicates that Wi-Fi Direct mode is not available, or that the printer is connecting to Wi-Fi Direct mode. Indicates that the printer is connected with Ad Hoc mode.

Indicates that the printer is connected with Wi-Fi Direct mode. Indicates that the printer is connected with Simple AP mode. C Icons that show the battery status are displayed. Displays the amount of battery remaining. Indicates that the battery is running low. Indicates that the battery is too hot or too cold. Select Menu > Battery to check the status. Indicates that the battery is charging. When charging is complete, the icon changes to the icon that indicates the amount of battery remaining. D Displays the approximate levels for the ink cartridges and the maintenance box. Displays the approximate levels of the ink cartridges. Displays the approximate service life of the maintenance box. Turns on when the ink cartridges are low or the maintenance box is nearly full. Turns on when ink cartridges are expended. E Indicates that the color has been adjusted using Color Adjustment function.

19 User's Guide Printer Basics Menu Options Menu Menu Battery Settings and Explanations Check the status and amount of battery remaining. Press the d button to make the settings for charging the battery. Battery Settings USB Power Supply via PC Connect the printer to the computer using a micro USB cable so that you can charge the battery from the computer when the printer is turned off or printer is in the sleep mode. Maintenance Ink Cartridge Replacement Nozzle Check Head Cleaning Head Alignment Paper Guide Cleaning Replaces the ink cartridge. Prints a pattern to check if the print head nozzles are clogged.

Cleans clogged nozzles in the print head. Adjusts the print head to improve print quality. Use this feature to feed paper for cleaning when there are ink stains on the internal rollers or a paper feed problem has occurred. Plain Paper Density Setting Color Adjustment Increases the print density when the paper type is set to plain paper and the quality is set to standard. However, the print speed may be slower. Make fine color adjustments when printing. Select +1 to make the colors darker, and select -1 to make the colors lighter. This setting is reset when the ink cartridge is removed. 20 User's Guide Printer Basics Menu Printer Setup Settings and Explanations Paper Source Settings Paper Setup Select the paper size and paper type you loaded in the rear paper feed. Displays an error message when the paper size or type settings in Paper Setup and the print settings do not match.

Automatically displays the paper settings screen when paper is loaded. AirPrint is not available when disabled. 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. Paper Setting Alert Paper Configuration Power Off Timer External Power Battery Power Quiet Mode Prints quietly when enabled. However, the print speed may be slower. Language Sleep Timer Select the display language. Select the time period before the printer enters sleep mode (energy saving mode) when no operations are performed. The LCD screen turns black when the set time passes.

Others Printer Swapping If the printer driver for this printer is already installed on the computer, this setting prevents it from being installed again even if another printer with the same product name is connected using a USB cable. Network Settings Print Status Sheet Wi-Fi Setup Displays or prints the network settings and connection status. Wi-Fi Setup Wizard Push Button (WPS) PIN Code (WPS) Wi-Fi Auto Connect Disable Wi-Fi You may be able to resolve network problems by disabling the Wi-Fi settings or making the Wi-Fi settings again.



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See the Network Guide for more details. See the Network Guide for more details.

See the Network Guide for more details. Wi-Fi Direct Setup Connection Check Checks the status of the network connection and prints the network connection check report. If there are any problems with the connection, see the check report to solve the problem. Epson Connect Google Cloud Print Services You can suspend or resume the Epson Connect or Google Cloud Print service, or cancel using the services (restore the default settings). See the Epson Connect portal website for more details.

<https://www.epsonconnect.com/> <http://www.epsonconnect.eu/> (Europe only) WF-100 Basic Driver Installs the Epson Basic Driver that is embedded in the printer to the computer. 21 User's Guide Printer Basics Menu Restore Default Settings Settings and Explanations Resets the selected settings to their defaults.

Wi-Fi Setup See the list of menus in Network Settings for more details. 22 User's Guide Loading Paper Loading Paper Paper Handling Precautions □ Read the instruction sheets supplied with the paper. □ Fan and align the edges of the paper before loading. Do not fan or curl photo paper.

Doing so may damage the printable side. □ If the paper is curled, flatten it or curl it slightly in the opposite direction before loading. Printing on curled paper may cause paper jams and smears on the printout. □ Do not use paper that is wavy, torn, cut, folded, damp, too thick, too thin, or paper that has stickers stuck to it. Using these types of paper causes paper jams and smears on the printout. □ Fan and align the edges of the envelopes before loading. When the stacked envelopes are puffed up with air, press them down to flatten them before loading. □ Do not use envelopes that are curled or folded. Using these envelopes causes paper jams and smears on the printout. □ Do not use envelopes with adhesive surfaces on the flaps or window envelopes.

□ Avoid using envelopes that are too thin, as they may curl during printing. Related Information & "Printer Specifications" on page 93 23 User's Guide Loading Paper Available Paper and Capacities Epson recommends using genuine Epson paper to ensure high-quality printouts. Genuine Epson Paper Media Name Size Loading Capacity (Sheets) 20 Manual 2Sided Printing □ Borderless Printing Epson Bright White Ink Jet Paper Epson Ultra Glossy Photo Paper A4 - A4, 13 × 18 cm (5 × 7 in.) 10 × 15 cm (4 × 6 in.) 5* 5* 5* 5* 5* 5* 5* 1 - □ □ Epson Premium Glossy Photo Paper A4, 13 × 18 cm (5 × 7 in.)

) 16:9 wide size (102 × 181 mm), 10 × 15 cm (4 × 6 in.) Epson Premium Semigloss Photo Paper A4 10 × 15 cm (4 × 6 in.) - □ □ - Epson Photo Paper Glossy A4, 13 × 18 cm (5 × 7 in.) 10 × 15 cm (4 × 6 in.) Epson Matte Paper Heavyweight Epson Photo Quality Ink Jet Paper * A4 A4 20 - - Load one sheet of paper at a time if the paper does not feed correctly or if the printout has uneven colors or smears.

Note: The availability of paper varies by location. For the latest information on paper available in your area, contact Epson support. Commercially Available Paper Media Name Size Loading Capacity (Sheets or Envelopes) 20 1 1 Manual 2Sided Printing Borderless Printing Plain paper Copy paper Envelope

Letter, A4, B5, A5, A6 Legal, User Defined Envelope #10, Envelope DL, Envelope C6 □ □ - - 24 User's Guide Loading Paper List of Paper Types To obtain optimum printing results, select the paper type that suits the paper. Media Name Media Type Control Panel Copy paper, Plain paper Epson Bright White Ink Jet Paper Epson Ultra Glossy Photo Paper Epson Premium Glossy Photo Paper Epson Premium Semigloss Photo Paper Epson Photo Paper Glossy Epson Matte Paper Heavyweight Epson Photo Quality Ink Jet Paper Envelope Envelope Envelope Ultra Glossy Epson Ultra Glossy plain papers Printer Driver plain papers Epson Basic Driver Plain paper Prem. Glossy Epson Premium Glossy Epson Premium Glossy Prem. Semigloss Epson Premium Semigloss - Glossy Matte Photo Paper Glossy Epson Matte Epson Matte Loading Paper in the Rear Paper Feed 1. Lift up the part at the front of the printer to open the printer cover. 25 User's Guide Loading Paper 2. Slide the edge guide. 3.

Load paper vertically along the right side of the rear paper feed with the printable side facing up. c Important: more than the maximum number of sheets specified for the paper. Do not load □ Envelopes 26 User's Guide Loading Paper □ Pre-punched paper Note: You can use pre-punched paper under the following conditions. □ Loading capacity: One sheet □ Available size: A4, B5, A5, A6, Letter, Legal □ Binding holes: Do not load paper with the binding holes at the top or the bottom. Adjust the print position of your file to avoid printing over the holes. 4. Slide the edge guide to the edge of the paper. 27 User's Guide Loading Paper Note: If you cannot move the edge guide, the part on the right side may not be in the correct position. Slide the edge guide to the far left, slide the part on the right side to the far right, and then try again. 5.

On the control panel, set the size and type of the paper you loaded in the rear paper feed. Note: □ You can also display the paper size and paper type settings screen by selecting Menu > Printer Setup > Paper Source Settings > Paper Setup. □ Return the remaining paper to its package. If you leave it in the printer, the paper may curl or the print quality may decline. Related Information & "Paper Handling Precautions" on page 23 & "Available Paper and Capacities" on page 24 28 User's Guide Printing Printing c Important: the AC adapter while the printer is operating.

Printing may slow down, and a paper jam may Do not disconnect occur. Printing from a Computer Using the Epson Basic Driver (for Windows Only) When this printer's driver is not installed on the computer, you can install the Epson basic driver from the printer. However, because the Epson basic driver only comes with limited features, we recommend that you install this printer's driver. Note: For Windows XP, Service Pack 3 or later is supported. Installing the Epson Basic Driver (for Windows Only) 1.

2. 3. Disconnect the printer from the computer. Select Menu > WF-100 Basic Driver on the control panel. Press the OK button to start installing. When the on-screen instructions are displayed, connect the printer and the computer with a micro USB cable, and then press the OK button on the control panel. 4. 5. In Computer or My Computer on the computer, double-click EPSON > SETUP. Follow the on-screen instructions to complete the installation.

29 User's Guide Printing Printing Basics - Epson Basic Driver (for Windows Only) 1. 2. 3. 4. Load paper in the printer. Open the file you want to print. Access the printer driver window. Select the orientation you set in the application as the Orientation on the Layout tab.



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5. Make the following settings on the Paper/Quality tab.

Media: Select the type of paper you loaded. 30 User's Guide Printing Color: Select to print in full color or monochrome 6. Click Advanced, make the following settings, and then click OK. Paper Size: Select the paper size you set in the application. 7.

8. Click OK. Click Print. Related Information & "Installing the Epson Basic Driver (for Windows Only)" on page 29 Printing Basics - Windows Note: See the online help for explanations of the setting items. Right-click an item, and then click Help.

Operations may differ depending on the application. See the application's help for details. 1. 2. 3. 4. Load paper in the printer. Open the file you want to print. Select Print or Print Setup from the File menu. Select your printer.

31 User's Guide Printing 5. Select Preferences or Properties to access the printer driver window. 6. Make the following settings. Document Size: Select the paper size you set in the application. Borderless: Select to print with no margins around the image. Orientation: Select the orientation you set in the application. Paper Type: Select the type of paper you loaded. Color: Select Grayscale when you want to print in black or shades of gray. Note: When printing on envelopes, select Landscape as the Orientation setting.

7. 8. Click OK to close the printer driver window. Click Print. Related Information & "Available Paper and Capacities" on page 24 & "Loading Paper in the Rear Paper Feed" on page 25 & "List of Paper Types" on page 25 Printing Basics - Mac OS X Note: Operations differ depending on the application. See the application's help for details. 1. Load paper in the printer. 32 User's Guide Printing 2. 3.

Open the file you want to print. Select Print from the File menu or another command to access the print dialog. If necessary, click Show Details or d to expand the print window. 4. Make the following settings. Printer: Select your printer. Preset: Select when you want to use the registered settings. Paper Size: Select the paper size you set in the application. When printing with no margins, select a "borderless" paper size. Orientation: Select the orientation you set in the application.

Note: When printing on envelopes, select landscape orientation 33 User's Guide Printing 5. Select Print Settings from the pop-up menu. Note: On Mac OS X v10.8.x or later, if the Print Settings menu is not displayed, the Epson printer driver has not been installed correctly. menu > Printers & Scanners (or Print & Scan, Print & Fax), remove the Select System Preferences from the printer, and then add the printer again. See the following to add a printer. <http://epson.sn>

6. Make the following settings.

Media Type: Select the type of paper you loaded. Expansion: Available when selecting a borderless paper size. In borderless printing, the print data is enlarged slightly more than the paper size so that no margins are printed around the edges of the paper. Select the amount of enlargement. Grayscale: Select to print in black or shades of gray.

7. Click Print. Related Information & "Available Paper and Capacities" on page 24 & "Loading Paper in the Rear Paper Feed" on page 25 & "List of Paper Types" on page 25 34 User's Guide Printing Printing on 2-Sides (for Windows only) The printer driver prints automatically separating even pages and odd pages. When the printer has finished printing the odd pages, flip the paper over following the instructions to print the even pages. You can also print a booklet that can be created by folding the printout.

Note: This feature is not available for borderless printing. If you do not use paper that is suitable for 2-sided printing, the print quality may decline and paper jams may occur. Depending on the paper and the data, ink may bleed through to the other side of the paper. If EPSON Status Monitor 3 is disabled, access the printer driver, click Extended Settings on the Maintenance tab, and then select Enable EPSON Status Monitor 3. 2-sided printing may not be available when the printer is accessed over a network or is used as a shared printer. 1. 2. 3. 4. Load paper in the printer.

Open the file you want to print. Access the printer driver window. Select Manual (Long-edge binding) or Manual (Short-edge binding) from 2-Sided Printing on the Main tab. Click Settings, make the appropriate settings, and then click OK. Note: To print as a booklet, select Booklet. 5. 6. 7. Set the other items on the Main and More Options tabs as necessary, and then click OK. Click Print.

When the first side has finished printing, a pop-up window is displayed on the computer. Follow the on-screen instructions. Related Information & "Available Paper and Capacities" on page 24 & "Loading Paper in the Rear Paper Feed" on page 25 35 User's Guide Printing & "Printing Basics - Windows" on page 31 Printing Several Pages on One Sheet You can print two or four pages of data on a single sheet of paper. Printing Several Pages on One Sheet - Windows

Note: This feature is not available for borderless printing. 1.

2. 3. 4. 5. 6.

7. Load paper in the printer. Open the file you want to print. Access the printer driver window. Select 2-Up or 4-Up as the Multi-Page setting on the Main tab. Click Page Order, make the appropriate settings, and then click OK to close the window. Set the other items on the Main and More Options tabs as necessary, and then click OK. Click Print. Related Information & "Loading Paper in the Rear Paper Feed" on page 25 & "Printing Basics - Windows" on page 31 Printing Several Pages on One Sheet - Mac OS X 1. 2.

Load paper in the printer. Open the file you want to print. 36 User's Guide Printing 3. 4. 5. 6. 7. Access the print dialog. Select Layout from the pop-up menu. Set the number of pages in Pages per Sheet, the Layout Direction (page order), and Border.

Set the other items as necessary. Click Print. Related Information & "Loading Paper in the Rear Paper Feed" on page 25 & "Printing Basics - Mac OS X" on page 32 Printing to Fit the Paper Size You can print to fit the paper size you loaded in the printer. Printing to Fit the Paper Size - Windows Note: This feature is not available for borderless printing. 1.

2. 3. 4. Load paper in the printer. Open the file you want to print.

Access the printer driver window. Make the following settings on the More Options tab. Document Size: Select the paper size you set in the application. Output Paper: Select the paper size you loaded in the printer. Fit to Page is selected automatically. Note: If you want to print a reduced image at the center of the page, select Center. 5. Set the other items on the Main and More Options tabs as necessary, and then click OK.



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Related Information & "Loading Paper in the Rear Paper Feed" on page 25 & "Printing Basics - Windows" on page 31 Printing to Fit the Paper Size - Mac OS X 1. 2. 3. 4. 5. 6. 7. 8. 9. Load paper in the printer.

Open the file you want to print. Access the print dialog. Select the size of the paper you set in the application as the Paper Size setting. Select Paper Handling from the pop-up menu. Select Scale to fit paper size.

Select the paper size you loaded in the printer as the Destination Paper Size setting. Set the other items as necessary. Click Print. Related Information & "Loading Paper in the Rear Paper Feed" on page 25 & "Printing Basics - Mac OS X" on page 32 Printing Multiple Files Together (for Windows Only) Job Arranger Lite allows you to combine several files created by different applications and print them as a single print job. You can specify the print settings for combined files, such as layout, print order, and orientation.

Note: To open a Print Project saved in Job Arranger Lite, click Job Arranger Lite on the printer driver's Maintenance tab. Next, select Open from the File menu to select the file. The extension of the saved files is ".ecl". 1. Load paper in the printer. 38 User's Guide Printing 2. 3. 4. 5. 6.

Open the file you want to print. Access the printer driver window. Select Job Arranger Lite on the Main tab. Click OK to close the printer driver window. Click Print. The Job Arranger Lite window is displayed and the print job is added to the Print Project. 7. With the Job Arranger Lite window opened, open the file that you want to combine with the current file, and then repeat steps 3 to 6. Note: If you close the Job Arranger Lite window, the unsaved Print Project is deleted. To print later, select Save from the File menu.

8. 9. Select the Layout and Edit menus in Job Arranger Lite to edit the Print Project as necessary. Select Print from the File menu. Related Information & "Loading Paper in the Rear Paper Feed" on page 25 & "Printing Basics - Windows" on page 31 Enlarged Printing and Making Posters (for Windows Only) You can print one image on multiple sheets of paper to create a larger poster.

You can print alignment marks that help you stick the sheets together. Note: This feature is not available for borderless printing. 1. 2. 3.

4. Load paper in the printer. Open the file you want to print. Access the printer driver window. Select 2x1 Poster, 2x2 Poster, 3x3 Poster, or 4x4 Poster from Multi-Page on the Main tab. 39 User's Guide Printing 5. 6. 7. Click Settings, make the appropriate settings, and then click OK. Set the other items on the Main and More Options tabs as necessary, and then click OK.

Click Print. Related Information & "Loading Paper in the Rear Paper Feed" on page 25 & "Printing Basics - Windows" on page 31 Making Posters Using Overlapping Alignment Marks Here is an example of how to make a poster when 2x2 Poster is selected, and Overlapping Alignment Marks is selected in Print Cutting Guides. 40 User's Guide Printing 1. Prepare Sheet 1 and Sheet 2. Cut off the margins of Sheet 1 along the vertical blue line through the center of the top and bottom cross marks. 2. Place the edge of Sheet 1 on top of Sheet 2 and align the cross marks, then temporarily tape the two sheets together from the back. 41 User's Guide Printing 3. Cut the taped sheets in two along the vertical red line through the alignment markers (this time, the line to the left of the cross marks). 4.

Tape the sheets together from the back. 5. Repeat steps 1 to 4 to tape Sheet 3 and Sheet 4 together. 42 User's Guide Printing 6. Cut off the margins of Sheet 1 and Sheet 2 along the horizontal blue line through the center of the left and right side cross marks.

7. Place the edge of Sheet 1 and Sheet 2 on top of Sheet 3 and Sheet 4 and align the cross marks, and then temporarily tape them together from the back. 43 User's Guide Printing 8. Cut the taped sheets in two along the horizontal red line through the alignment markers (this time, the line above the cross marks). 9. Tape the sheets together from the back. 44 User's Guide Printing 10. Cut off the remaining margins along the outer guide. Printing Using Advanced Features This section introduces a variety of additional layout and printing features available on the printer driver. Related Information & "Windows Printer Driver" on page 73 & "Mac OS X Printer Driver" on page 75 Adding a Printing Preset If you create your own preset of frequently used print settings on the printer driver, you can print easily by selecting the preset from the list. 45 User's Guide Printing Windows To add your own preset, set items such as the Document Size and Paper Type on the Main or More Options tab, and then click Add/Remove Presets in Printing Presets. Mac OS X Access the print dialog. To add your own preset, set items such as the Paper Size and Media Type, and then save the current settings as the preset in the Presets setting. Printing a Reduced or Enlarged Document You can reduce or enlarge the size of a document by a specific percentage. Windows Note: This feature is not available for borderless printing.

Set the Document Size on the More Options tab. Select Reduce/Enlarge Document, Zoom to, and then enter a percentage. Mac OS X Select Page Setup from the File menu. Select the settings for Format For and Paper Size, and then enter a percentage in Scale. Close the window, and then print following the basic printing instructions. Related Information & "Printing Basics - Mac OS X" on page 32 Adjusting the Print Color You can adjust the colors used in the print job. PhotoEnhance produces sharper images and more vivid colors by automatically adjusting the contrast, saturation, and brightness of the original image data. Note: These adjustments are not applied to the original data. PhotoEnhance adjusts the color by analyzing the location of the subject. Therefore, if you have changed the location of the subject by reducing, enlarging, cropping, or rotating the image, the color may change unexpectedly.

Selecting the borderless setting also changes the location of the subject resulting in changes in color. If the image is out of focus, the tone may be unnatural. If the color is changed or becomes unnatural, print in a mode other than PhotoEnhance. Windows Select Custom as the Color Correction setting on the More Options tab. Click Advanced, select the Color Management setting, and then make appropriate settings.

Mac OS X Access the print dialog. Select Color Matching from the pop-up menu, and then select EPSON Color Controls. Select Color Options from the pop-up menu, and then select one of the available options. Click the arrow next to Advanced Settings and make the appropriate settings. 46 User's Guide Printing Printing a Watermark (for Windows Only) You can print a watermark such as "Confidential" on your printouts.



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You can also add your own watermark. Note: This feature is not available with borderless printing. Click Watermark Features on the More Options tab, and then select a watermark. Click Settings to change details such as the color and position of the watermark. Printing a Header and Footer (for Windows Only) You can print information such as a user name and printing date as headers or footers. Click Watermark Features in the More Options tab, and then select Header/Footer. Click Settings and select necessary items from the drop-down list. Printing from Smart Devices Using Epson iPrint Epson iPrint is an application that allows you to print photos, documents, and Web pages from a smart device such as a smartphone or tablet. You can use either local print, printing from a smart device that is connected to the same wireless network as your printer, or remote print, printing externally over the internet. To use remote print, register your printer in the Epson Connect service.

You can install Epson iPrint on your smart device from the following URL or QR code. <http://ipr.to/c> Using Epson iPrint Start Epson iPrint from your smart device and select the item you want to use from the home screen. 47 User's Guide Printing The following screens are subject to change without notice. A B C D E F G H Home screen displayed when the application is started. Displays information on how to setup the printer and a FAQ. Displays the screen where you can select the printer and make printer settings. Once you have selected the printer, you do not need to select it again from the next time. Select what you want to print such as photos, documents, and web pages. Displays the screen to make print settings such as paper size and paper type. Displays paper size. When it is shown as a button, press it to display the paper settings currently set on the printer. Displays photos and documents you selected. Starts printing. Note: To print from the document menu using iPhone, iPad, and iPod touch running iOS, start Epson iPrint after transferring the document you want to print using the file sharing function in iTunes.

Related Information & "Epson Connect Service" on page 72 48 User's Guide Printing Using AirPrint AirPrint allows you to wirelessly print to your AirPrint-enabled printer from your iOS device using the latest version of iOS and from your Mac OS X v10.7.x or later. Note: If you disable the paper source configuration setting in the Printer Setup menu in Menu on the printer's control panel, you cannot use AirPrint. See the AirPrint page on the Apple website for more details.

1. 2. 3. Load paper in the printer. Connect your device to the same wireless network that your printer is using. Print from your device to your printer. Related Information & "Loading Paper in the Rear Paper Feed" on page 25 & "Menu" on page 20 Canceling Printing Note: In Windows, you cannot cancel a print job from the computer once it has been completely sent to the printer. In this case, cancel the print job by using the printer's control panel. When printing several pages from Mac OS X, you cannot cancel all of the jobs by using the control panel. In this case, cancel the print job from the computer.

If you have sent a print job from Mac OS X v10.6.8 through the network, you may not be able to cancel printing from the computer. In this case, cancel the print job by using the printer's control panel. You need to change settings in Web Config to cancel printing from the computer. See the Network Guide for more details. Canceling Printing - Printer Button Press the y button to cancel the print job in progress. 49 User's Guide Printing Canceling Printing - Windows 1. 2. 3.

4. Access the printer driver window. Select the Maintenance tab. Click Print Queue. Right-click on the job you want to cancel and then select Cancel. Related Information & "Windows Printer Driver" on page 73 Canceling Printing - Mac OS X 1. 2. 3. Click the printer icon in the Dock. Select the job you want to cancel.

Cancel the job. Mac OS X v10.8.x to Mac OS X v10.9.x Click next to the progress meter. Mac OS X v10.6.8 to v10.7.

x Click Delete. 50 User's Guide Charging the Battery Charging the Battery Battery Charging Precautions The battery slowly runs down even when you do not use the printer. Charge the battery before you run the printer on the battery. We recommend turning off the printer when not in use to save the battery. You can also set to turn off the printer automatically. The battery's usable time is shorter in low temperature environments, even if you have charged the battery fully. You do not need to use the battery completely before charging it. The battery may be hot right after it is charged or used; this is normal. Charge the battery within a range of 10 to 35°C (50 to 95°F). The battery may not be fully charged or the battery may deteriorate if you charge it in low or high temperatures.

If the battery's usable time is significantly short even after the battery is fully charged, the battery may be at the end of its service life. Contact Epson support to replace the battery. If you do not use the printer for a long time, charge the battery on a regular basis to avoid letting it run out. Charging the Battery by Connecting to an AC Adapter Connect the power cord to the AC adapter, connect the AC adapter to the printer, and then plug in the power cord. Note: The battery charging light turns on when the battery is charging, and turns off when the battery charge is finished.

Charging the Battery with a USB Connection You can charge the battery from a computer or a battery charger with a USB connection. The following shows the printer's charging specifications. Input for charging with a USB connection: DC 5 V (maximum 1.5 A) 51 User's Guide Charging the Battery Battery capacity of current: 1860 mAh (3.6 V) Follow the instructions below to charge the battery from a computer.

1. 2. 3. Make sure that the computer is on. Wake the computer if it is in hibernate or sleep mode. Press the P button to turn on the printer. Connect the printer to the computer using a micro USB cable. Note: You cannot charge the battery using a USB hub. Connect the printer directly to the computer. 4.

Press the P button to turn off the printer. Note: If battery charging does not start, select Menu > Battery > Battery Settings on the control panel, enable USB Power Supply via PC, and then try again. You can charge the battery when the printer is in sleep mode even if you do not turn off the printer. During charging, the computer recognizes the printer as a USB mass storage device. The battery charging light turns on when the battery is charging, and turns off when charging is complete. 52 User's Guide Replacing Ink Cartridges and Other Consumables Replacing Ink Cartridges and Other Consumables Checking the Status of the Remaining Ink and the Maintenance Box You can check the approximate ink levels and the approximate service life of the maintenance box from the control panel or the computer.



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Checking the Status of the Remaining Ink and the Maintenance Box - Control Panel You can check the approximate ink levels and the approximate service life of the maintenance box on the home screen. Related Information & "Guide to the LCD Screen" on page 18 Checking the Status of the Remaining Ink and the Maintenance Box - Windows 1. 2. Access the printer driver window.

Click EPSON Status Monitor 3 on the Maintenance tab, and then click Details. Note: If EPSON Status Monitor 3 is disabled, click Extended Settings on the Maintenance tab, and then select Enable EPSON Status Monitor 3. Related Information & "Windows Printer Driver" on page 73 Checking the Status of the Remaining Ink and the Maintenance Box - Mac OS X 1. Select System Preferences from the then select the printer. menu > Printers & Scanners (or Print & Scan, Print & Fax), and 2.

3. Click Options & Supplies > Utility > Open Printer Utility. Click EPSON Status Monitor. 53 User's Guide Replacing Ink Cartridges and Other Consumables Ink Cartridge Codes 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. The following are the codes for genuine Epson ink cartridges. Icon Globe Black 266 Color 267 Note: For information on Epson's ink cartridge yields, visit the following website. <http://www.epson.eu/pageyield> For Australia/New Zealand Black 215 Color 215 Ink Cartridge Handling Precautions Read the following instructions before replacing ink cartridges. Handling precautions Store ink cartridges at normal room temperature and keep them away from direct sunlight. Epson recommends using the ink cartridge before the date printed on the package. For best results, use up ink cartridge within six months of opening the package.

For best results, store ink cartridge packages with their bottom down. After bringing an ink cartridge inside from a cold storage site, allow it to warm up at room temperature for at least three hours before using it. Do not open the ink cartridge package until you are ready to install it in the printer. The cartridge is vacuum packed to maintain its reliability. If you leave a cartridge unpacked for a long time before using it, normal printing may not be possible. 54 User's Guide Replacing Ink Cartridges and Other Consumables You must remove the yellow tape from the cartridge before installing it; otherwise, print quality may decline or you may not be able to print. Do not remove or tear the label on the cartridge; this can cause leakage. Do not touch the sections shown in the illustration. Doing so may prevent normal operation and printing. Install all ink cartridges; otherwise you cannot print.

Do not replace ink cartridges with the power off. Do not move the print head by hand; otherwise, you may damage the printer. Do not turn off the printer during ink charging. If the ink charging is incomplete, you may not be able to print. Do not leave the printer with the ink cartridges removed or do not turn off the printer during cartridge replacement.

Otherwise, ink remaining in the print head nozzles will dry out and you may not be able to print. Be careful not to let dust or any objects get inside the ink cartridge holder. Anything inside the holder may adversely affect the printing results or result in an inability to print. If anything gets inside the holder, remove it carefully. Insert the ink cartridge in the correct direction.

If the cartridge is inserted in the wrong direction, the insertion area may be damaged and the printer may not be able to print. 55 User's Guide Replacing Ink Cartridges and Other Consumables If you remove the cartridge from the printer for later use or to dispose of it, make sure you put the cap back on the cartridge's ink supply port to prevent ink from drying out or to prevent surrounding areas from getting smeared by ink. This printer uses ink cartridges equipped with a green chip that monitors information such as the amount of remaining ink for each cartridge. This means that even if the cartridge is removed from the printer before it is expended, you can still use the cartridge after reinserting it back into the printer. However, when reinserting a cartridge, some ink may be consumed to guarantee printer performance. For maximum ink efficiency, only remove an ink cartridge when you are ready to replace it. Ink cartridges with low ink status may not be used when reinserted. 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 printer 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 printer function or performance.

Specifications and appearance of the ink cartridge are subject to change without prior notice for improvement. Do not disassemble or remodel the ink cartridge, otherwise you may not be able to print normally. You cannot use the cartridges that came with the printer for the replacement. 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. Finish ink cartridge replacement promptly. Do not leave the printer with the ink cartridges removed. Consumption of Ink To maintain optimum print head performance, some ink is consumed from all cartridges not only during printing but also during maintenance operations such as ink cartridge replacement and print head cleaning. 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. The ink in the ink cartridges supplied with your printer is partly used during initial setup.

In order to produce high quality printouts, the print head in your printer 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. 56 User's Guide Replacing Ink Cartridges and Other Consumables Replacing Ink Cartridges c Important:shake the ink cartridges. Do not Finish ink cartridge replacement promptly. Do not leave the printer with the ink cartridges removed.

1. Do one of the following. When prompted to replace ink cartridges Check which ink cartridge needs to be replaced, and then press the OK button. Select Replace now, and then press the OK button. When replacing ink cartridges before they are expended From the home screen, select Menu > Maintenance > Ink Cartridge Replacement, and then press the OK button.



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