EC-4020/EC-4030 User's Guide

Contents

EC-4020/EC-4030 User's Guide

Welcome to the EC-4020/EC-4030 *User's Guide*.

For a printable PDF copy of this guide, click here.

Product Basics

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

Note: Your product may differ from the illustrations in this guide, but the instructions are the same.

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Using Power Saving Settings
Accessing the Web Config Utility
Epson Connect Solutions for Smartphones, Tablets, and More
Using AirPrint
Using Google Cloud Print
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Using Fire OS Printing
Using Windows 10 Mobile Printing
Using Epson Print and Scan App with Windows Tablets
Printing and Scanning with NFC from Your Android Device

Using the Control Panel

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

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Selecting the Date and Time
Using Presets
Changing LCD Screen Language
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Adjusting the Screen Brightness
Turning Off the Operation Time Out Setting
Preventing PC Connection via USB

Parent topic: Product Basics

Control Panel Buttons and Lights
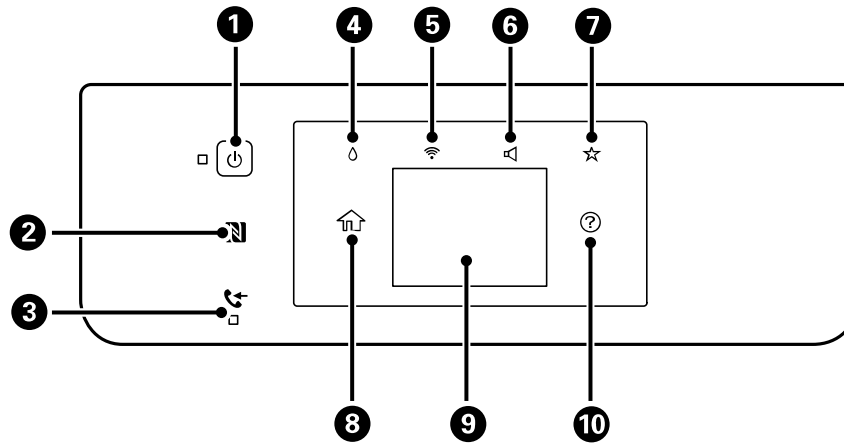
1	⏻ power button and light
2	NFC (Near Field Communication) tag
3	⤺ received fax light
4	⬦ supply status button
5	📶 network status button
6	🔊 sound button
7	★ preset button
8	⌂ home button
9	LCD screen
10	⑦ help button

Status Icon Information

Parent topic: Using the Control Panel

Status Icon Information

Your product displays status icons on the LCD screen for certain product status conditions. Press the ⤢ | ⤢ icon to view or change the current network settings.

Icons	Description
	Displays additional information or instructions, such as loading paper or placing a document.
	Displays the Supply Status screen.
	Quiet Mode is enabled. Noise is reduced during printing, but the print speed may be reduced. Press this icon to change the settings.
	Quiet Mode is disabled. Press this icon to change the settings.
	Displays the Fax Data Information screen.
	There is a problem with the indicated setting. Press the icon to resolve the problem.
	No Ethernet connection.
	An Ethernet connection is established.
	No Wi-Fi connection.
	A Wi-Fi network error has occurred or the product is searching for a connection.
	A Wi-Fi connection is established. The number of bars indicates the connection's signal strength.
	No Wi-Fi Direct connection.
	A Wi-Fi Direct connection is established.

Parent topic: Control Panel Buttons and Lights

Entering Characters on the LCD Screen

Follow these guidelines to enter characters for passwords and other settings.
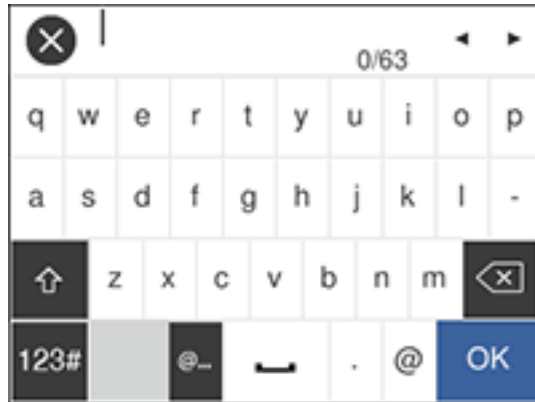
- To move the cursor, select the left or right arrows.

- To change the case of letters, select [⇧].

- To delete the previous character, select [⌫].

- To enter numbers or symbols, select [123#].

- To enter a space, select [␣].
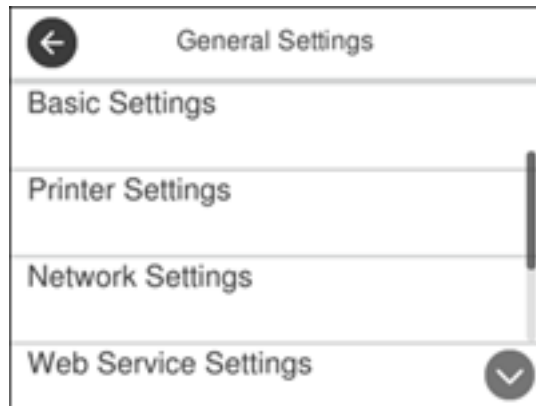
Parent topic: Using the Control Panel

Selecting the Date and Time

Before faxing, select the current date, time, and daylight saving phase in your area, and choose your preferred date and time format.

1. Press the ⌂ home button, if necessary.

2. Select **Settings**.

3. Select **General Settings**.

4. Select **Basic Settings**.
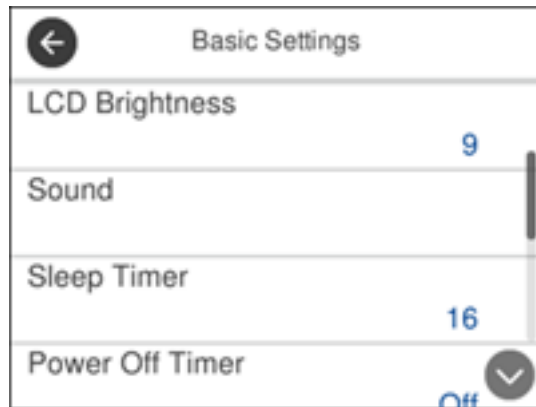
5. Select **Date/Time Settings**.

You see a screen like this:
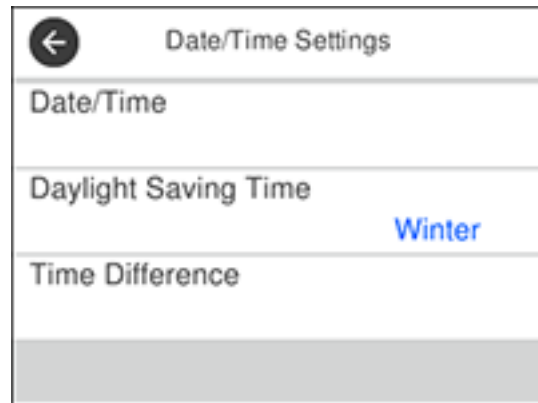
6. Select **Daylight Saving Time**.

7. Select the setting that applies to your area:

   • **Winter**: it is winter or your region does not use Daylight Saving Time (DST)

   • **Summer**: it is spring or summer and your region uses Daylight Saving Time (DST)

   Note: If your region uses Daylight Saving Time (DST), you must change this setting to match the season. When you change from **Winter** to **Summer**, your product automatically sets its clock ahead one hour. When you change from **Summer** to **Winter**, it sets its clock back one hour.

8. Select **Date/Time**.

9. Select the date format you want to use.

10. Use the numeric keypad to enter the current date.

11. Select the time format you want to use.

12. Use the numeric keypad to enter the current time.

Parent topic: Using the Control Panel

Using Presets

You can save frequently used copy, fax, and scan settings as presets. This lets you easily reuse them whenever necessary.

1. Press the ⌂ home button, if necessary.
2. Press the ★ preset button.

   You see a screen like this:

   ![Preset screen showing "No preset is registered. Add new preset." with Add New button]
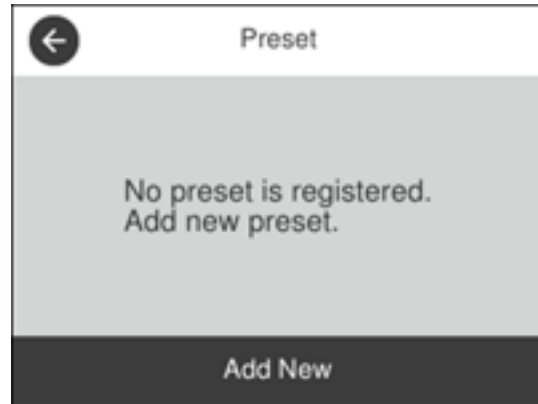
3. Select **Add New**.
4. Select the function for which you want to set up a preset.

   You see the main screen for that function, such as the Copy screen:

   ![Copy screen with Basic Settings and Advanced Settings tabs]

5. Select the settings you want to save and select **Register**.

You see a screen like this:

6. Select **Name**.

You see a screen like this:
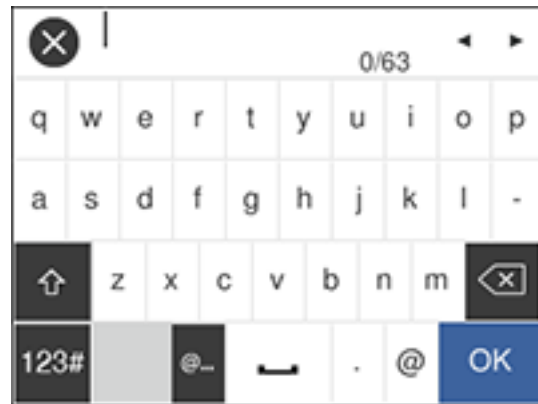
7. Use the displayed keyboard to enter a name for the preset and select **OK**.

8. Select **OK**.

When you copy, fax, or scan, you can use the preset by pressing the ★ preset button and selecting your preset name from the list.

Parent topic: Using the Control Panel

Related tasks

Entering Characters on the LCD Screen

Changing LCD Screen Language

You can change the language used on the LCD screen.

1. Press the ⌂ home button, if necessary.

2. Select **Settings**.

3. Select **General Settings**.

    You see a screen like this:
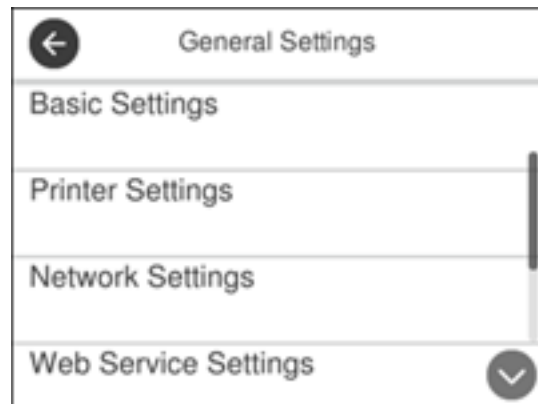
4. Select **Basic Settings**.

5. Scroll down and select **Language**.

6. Select a language.

Parent topic: Using the Control Panel

Adjusting Control Panel Sounds

You can adjust the sound level heard when you press buttons on the control panel.

1. Press the ⌂ home button, if necessary.

2. Select **Settings**.

3. Select **General Settings**.

   You see a screen like this:
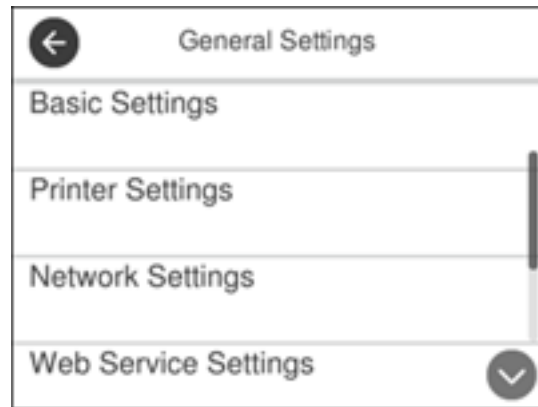
4. Select **Basic Settings**.
5. Select **Sound**.
6. Select **Normal Mode** or **Quiet Mode**.

   Note: Press the ⊞ icon on the home screen to switch between Normal Mode and Quiet Mode.

7. Select **Button Press**.
8. Press 🔉 to decrease or 🔊 to increase the sound.
9. Select **OK** to exit.

Note: You can also adjust the **Sound Type** and the sound level for various product functions.

Parent topic: Using the Control Panel

Adjusting the Screen Brightness

You can adjust the brightness of the LCD screen.

1. Press the ⌂ home button, if necessary.

2. Select **Settings**.

3. Select **General Settings**.

   You see a screen like this:
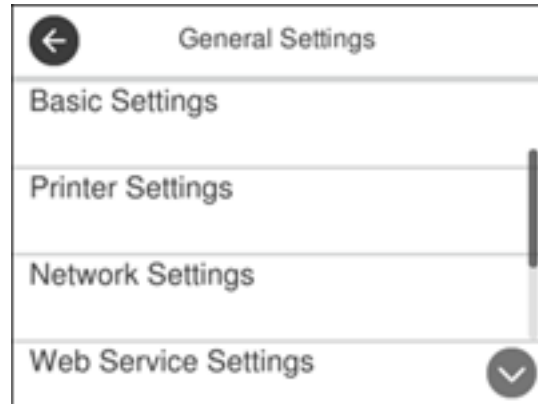
4. Select **Basic Settings**.

5. Select **LCD Brightness**.

6. Press the **–** or **+** icons to decrease or increase the brightness.

7. Select **OK** to exit.

Parent topic: Using the Control Panel

Turning Off the Operation Time Out Setting

The Operation Time Out setting causes the LCD screen to return to the Home screen after a few minutes of inactivity. This feature is enabled by default, but you can turn it off.

1. Press the ⌂ home button, if necessary.

2. Select **Settings**.

3. Select **General Settings**.

You see a screen like this:
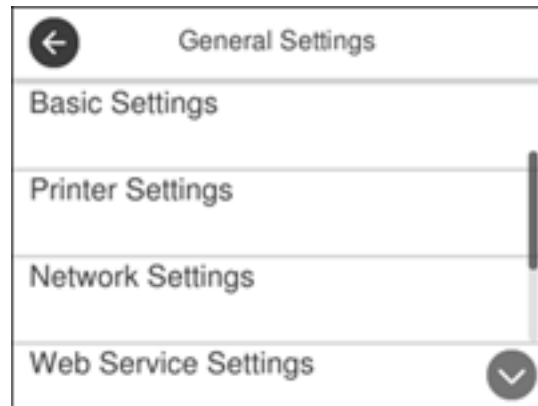
4. Select **Basic Settings**.
5. Scroll down and set **Operation Time Out** to **Off**.

Parent topic: Using the Control Panel

Preventing PC Connection via USB

You can disable access from a USB-connected computer. This restricts non-network access to the product and protects the security of confidential scanned documents.

1. Press the ⌂ home button, if necessary.
2. Select **Settings**.
3. Select **General Settings**.

You see a screen like this:

General Settings

Basic Settings

Printer Settings

Network Settings

Web Service Settings

4. Select **Printer Settings**.

You see a screen like this:

Printer Settings

Paper Source Settings

Universal Print Settings

Auto Error Solver
Off

Memory Device Interface
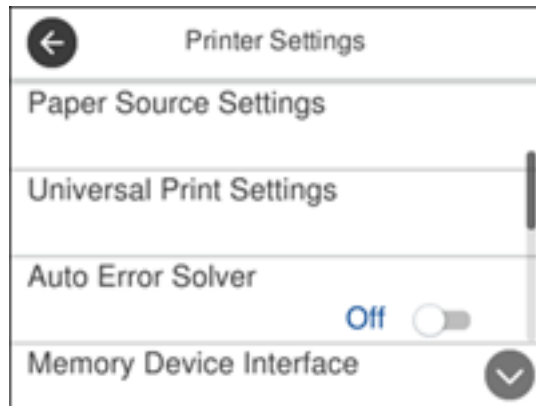
5. Scroll down and select **PC Connection via USB**.
6. Select **Disable**.

Parent topic: Using the Control Panel

Product Parts Locations

See these sections to identify the parts on your product.

Parent topic: Product Basics

Product Parts - Front
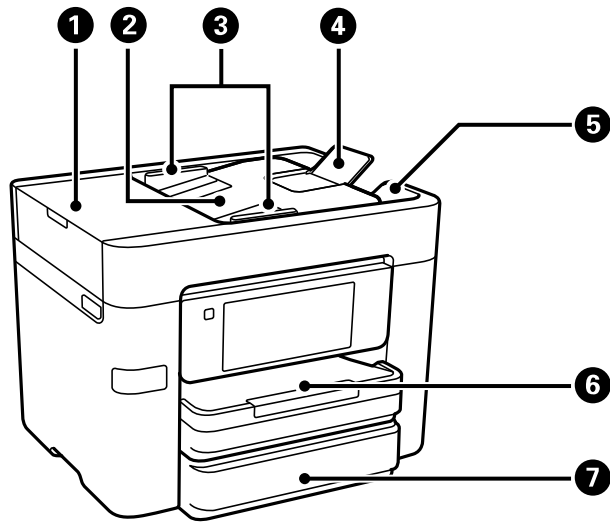
1	Automatic Document Feeder (ADF) cover
2	ADF input tray
3	ADF edge guides
4	ADF document support
5	ADF output tray
6	Paper cassette 1

7   Paper cassette 2 (EC-4030)
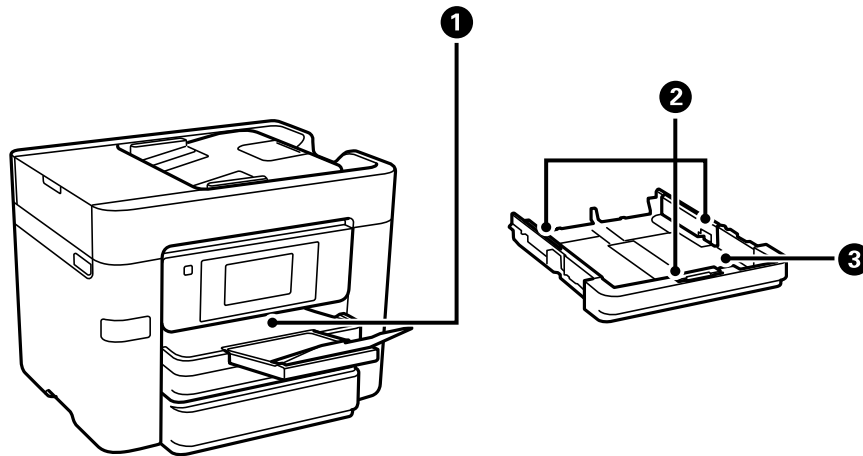
1   Output tray

2   Paper cassette edge guides

3   Paper cassette

Parent topic: Product Parts Locations

Product Parts - Inside
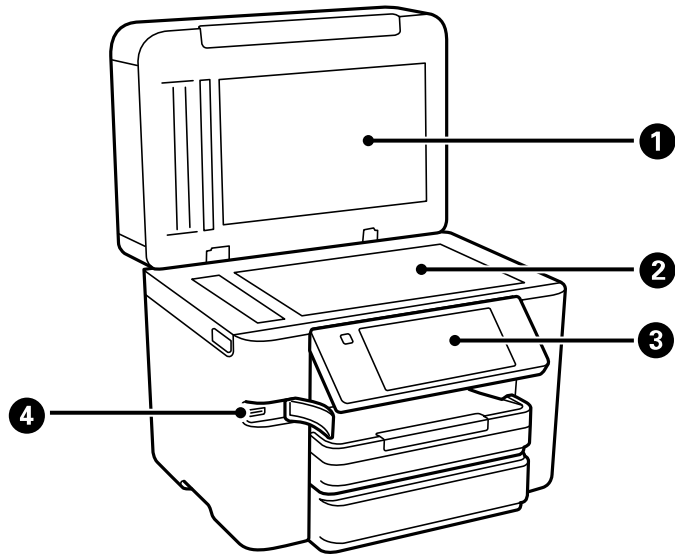
1   Document cover

2   Scanner glass

3   Control panel

4   USB Type A port for external devices
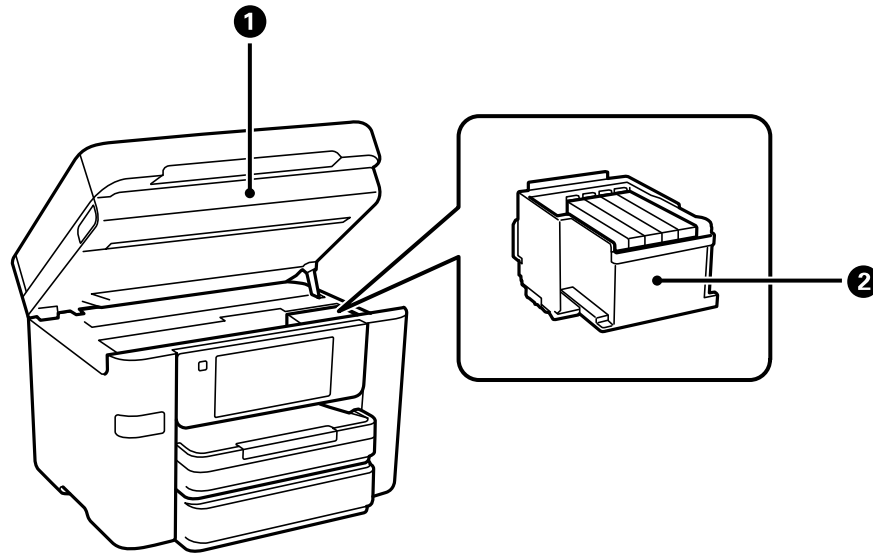
1   Scanner unit

2   Ink cartridge holder (do not remove)

Parent topic: Product Parts Locations

Product Parts - Back
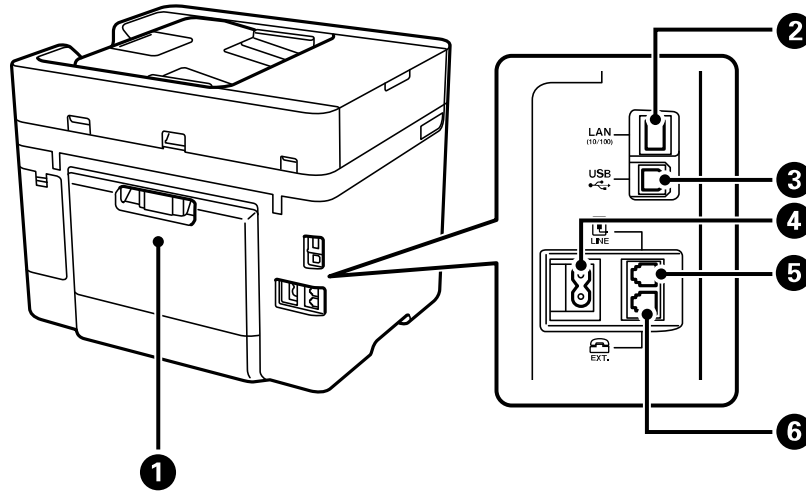
1	Rear cover
2	**LAN** port
3	**USB** port
4	AC inlet
5	**LINE** port
6	**EXT** port

Parent topic: Product Parts Locations

Using Power Saving Settings

Your product enters sleep mode automatically and turns off the LCD screen if it is not used for a period of time. You can make the time period shorter and select other options to save energy and resources.

Changing the Sleep Timer Settings
Changing the Power Off Timer Settings

Parent topic: Product Basics

Changing the Sleep Timer Settings

You can adjust the time period before your product enters sleep mode and turns off the LCD screen.

1. Press the ⌂ home button, if necessary.

2. Select **Settings**.

3. Select **General Settings**.

   You see a screen like this:
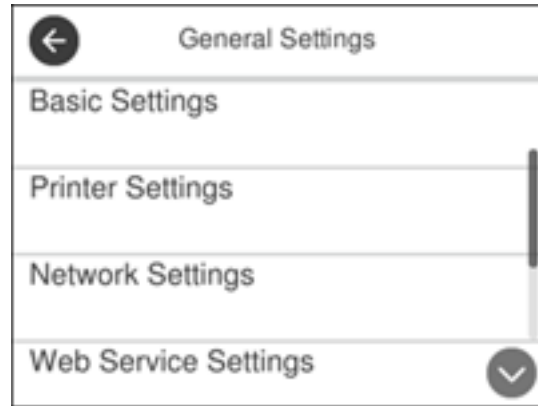
4. Select **Basic Settings**.

5. Select **Sleep Timer**.

You see a screen like this:
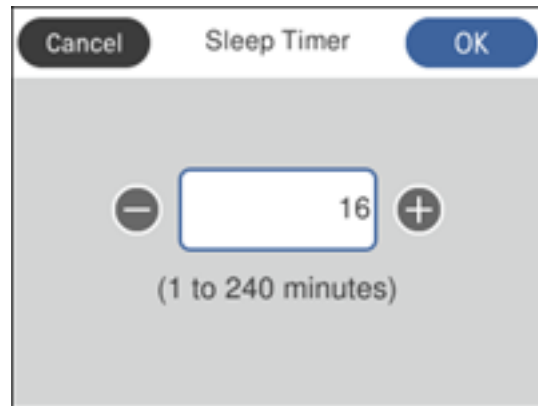
6. Do one of the following:
   - Press the **–** or **+** icon to decrease or increase the number of minutes.
   - Press the number of minutes on the LCD screen, select the number of minutes from the on-screen keypad, and press **OK**.

7. Select **OK**.

Parent topic: Using Power Saving Settings

Changing the Power Off Timer Settings

You can have the product turn off automatically if it is not used for a specified period of time.

1. Press the ⌂ home button, if necessary.
2. Select **Settings**.
3. Select **General Settings**.

You see a screen like this:
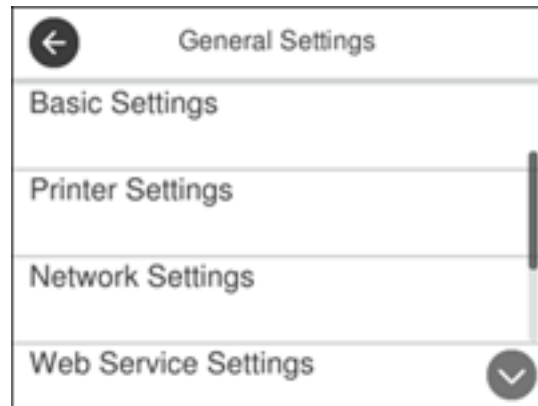
4. Select **Basic Settings**.

5. Select **Power Off Timer**, then select a time period between **30minutes** and **12h** (12 hours).

Parent topic: Using Power Saving Settings

Accessing the Web Config Utility

You can select your product's network settings and confirm its operating status using a web browser. You do this by accessing your product's built-in Web Config utility from a computer or other device that is connected to the same network as your product.

1. Print a network status sheet.

2. Locate the IP address for your product that is listed on the network status sheet.

3. On a computer or other device connected to the same network as your product, open a web browser.

4. Enter your product's IP address into the address bar.

   You see the available Web Config utility options.

Parent topic: Product Basics

Related tasks
Printing a Network Status Sheet

Epson Connect Solutions for Smartphones, Tablets, and More

Use your smartphone, tablet, or computer to print and scan documents, photos, emails, and web pages from your home, office, or even across the globe.

Note: If you are using your Epson product with the Windows 10 S operating system, you cannot use the software described in this section. You also cannot download and install any Epson product software from the Epson website for use with Windows 10 S; you must obtain software only from the Windows Store.

Print from anywhere with these Epson Connect solutions:

• Epson Email Print

• Epson iPrint Mobile App

• Epson Remote Print

Scan and send a file as an email or upload it to an online service directly from your Epson product with Epson Scan to Cloud or the Epson iPrint Mobile App.

Setting Up Epson Connect Services
Using Epson Email Print
Using the Epson iPrint Mobile App
Using Epson Remote Print
Using Epson Scan to Cloud

Parent topic: Product Basics

Setting Up Epson Connect Services

If you did not activate your product's email address for use with Epson Connect when you set up your product, you can activate it using the product control panel.

1. Press the ⌂ home button, if necessary.

2. Select **Settings**.

3. Select **General Settings**.

You see a screen like this:
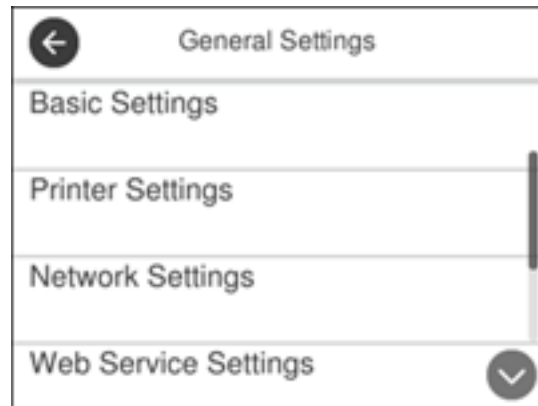
4. Select **Web Service Settings**.

5. Select **Epson Connect Services**

You see a screen like this:
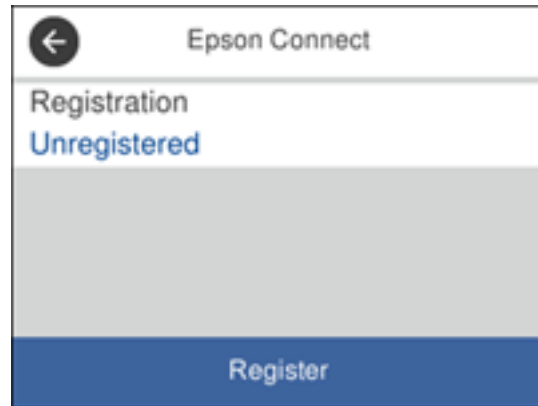
6. Select **Register**.

7. Follow the instructions on the screen to activate your product's email address.

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

Related topics
Wi-Fi or Wired Networking

Using Epson Email Print

With Epson Email Print, you can print from any device that can send email, such as your smartphone, tablet, or laptop. Just activate your product's unique email address. When you want to print, attach a PDF, Microsoft Office document, or photo to an email and send it to your product. Both the email and the attachments will print automatically.

1. Connect your product to your network. See the link below.

2. If you did not already set up Email Print when you installed your product software, see the link below to use your product control panel to activate your unique email address. Or visit epson.com/connect (U.S), epson.ca/connect (Canada), or epsonconnect.com (Caribbean) to learn more about Email Print, create your Epson Connect account, and register your product to the Epson Connect service.

3. Now you are ready to send and print emails to your product's Email Print address.

Note: Go to epsonconnect.com and log into your Epson Connect account to personalize your product's email, adjust print settings, and set up other Epson Connect services.

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

Related topics
Wi-Fi or Wired Networking

Using the Epson iPrint Mobile App

Use this free Apple and Android app to print and scan with networked Epson products. Epson iPrint lets you print PDFs, Microsoft Office documents, photos, and web pages over a wireless network. You can scan and save a file on your device, send it as an email, or upload it to an online service such as Box, Dropbox, Evernote, or Google Drive.

1. Connect your product to your wireless network. See the link below.

2. Visit epson.com/connect (U.S), epson.ca/connect (Canada), or epson.com.jm/connect (Caribbean) to learn more about Epson iPrint and check the compatibility of your mobile device.

3. Download Epson iPrint from the Apple App Store or Google Play.

4. Connect your mobile device to the same wireless network as your product.

5. Open Epson iPrint and select your Epson product.

Now you are ready to print or scan with your mobile device and your Epson product.

Related topics

Using Epson Remote Print

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

1. Connect your Epson product to your wireless network. See the link below.

2. If you did not already set up an Epson Connect account when you installed your product software, visit epsonconnect.com to create your account and register your product to the Epson Connect service.

   Note: Make a note of your product's email address.

3. Visit epsonconnect.com to learn more about Remote Print and how to download the Remote Print Driver software.

4. Download and install the Remote Print software.

5. Enter the email address and optional access key of your Epson product during Remote Print setup.

6. Now you are ready to print remotely. Select the print command in your laptop or desktop computer application and choose the Remote Print option for your Epson product.

Related topics

Using Epson Scan to Cloud

The Epson Scan to Cloud service allows you to scan and send a file as an email or upload it to an online service directly from your Epson product. Register an email address or online services such as Box, DropBox, Evernote, or Google Drive with your Epson Connect account.

1. Connect your Epson product to your network. See the link below.

2. If you did not already set up an Epson Connect account when you installed your product software, visit epsonconnect.com to create your account and register your product to the Epson Connect service.

   Note: Make a note of your product's email address and password.

3. Visit epsonconnect.com to sign into your account with the email address and password you selected.

4. Select your product, select **Scan to Cloud**, and select **Destination List**.

5. Click **Add**, then follow the instructions on the screen to create your destination list.

6. Now you are ready to use Scan to Cloud. Select the setting for scanning to Scan to Cloud on your Epson product control panel.

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

Related topics
Wi-Fi or Wired Networking

Using AirPrint

AirPrint enables instant wireless printing from iPhone, iPad, and iPod touch with the latest version of iOS, and Mac with the latest version of OS X or macOS.

Note: If you disabled paper configuration messages on your product control panel, you cannot use AirPrint. See the link below to enable the messages, if necessary.

1. Load paper in your product.

2. Set up your product for wireless printing. See the link below.

3. Connect your Apple device to the same wireless network that your product is using.

4. Print from your device to your product.

Note: For details, see the AirPrint page on the Apple website.

Parent topic: Product Basics

Related references
Paper Source Settings Options

Related topics
Wi-Fi or Wired Networking

Using Google Cloud Print

With a Google Account, you can print from your Apple or Android device to your Epson product. You can also print from Chromebooks and the Google Chrome browser without drivers or cables.

1. Connect your Epson product to your wireless network. See the link below.

2. Note your product's IP address by checking your network status. See the link below.

3. Connect your computer or your Apple or Android device to the same wireless network as your Epson product.

4. Enter your product's IP address into the address bar of a web browser.

5. Select the **Google Cloud Print Services** option.

    Note: If you don't see the **Google Cloud Print Services** option, turn your product off and back on. If the option still doesn't appear, select the **Firmware Update** option and follow the on-screen instructions to update your product.

6. Click **Register**.

7. Select the checkbox to agree to the Usage Advisory and click **Next**.

8. Click **OK** to launch the sign-in page.

    A separate browser window opens.

9. Enter your Google Account username and password and click **Sign in**, or, if you don't have an account, click **Sign up for a new Google Account** and follow the on-screen instructions.

10. Click **Finish printer registration** to complete setup and print a test page.

Your product is now linked to your Google Account and can be accessed from any Chromebook, computer, Apple or Android device with Internet access. Visit Epson Support for Google Cloud Print (U.S) or Epson Support for Google Cloud Print (Canada) for more information on using Google Cloud Print, or the Google Cloud Print website for a list of supported apps.

Parent topic: Product Basics

Related tasks
Printing From a Chromebook

Related topics
Wi-Fi or Wired Networking

Android Printing Using the Epson Print Enabler

You can wirelessly print your documents, emails, photos, and web pages right from your Android phone or tablet (Android v4.4 or later). With a few taps, your Android device will discover your nearby Epson product and print.

1. Connect your Epson product to your wireless network. See the link below.

2. On your Android device, download the Epson Print Enabler plug-in from Google Play.

3. Go to **Settings** on your Android device, select **Printing**, and enable the Epson plug-in.

4. Connect your Android device to the same wireless network as your product.

5. Now you are ready to print. From an Android application such as Chrome or Gmail, tap the menu icon and print whatever is on the screen.

   Note: If you do not see your product, tap **All Printers** and select your product.

Parent topic: Product Basics

Related topics
Wi-Fi or Wired Networking

Using Fire OS Printing

You can wirelessly print from Amazon Fire tablets and phones to your nearby networked Epson product. There is no software to download, no drivers to install, and no cables to connect. With just a few taps in Email, Calendar, Contacts, and WPS Office, you can send whatever is on the screen to an Epson product.

1. Connect your Epson product to your wireless network. See the link below.

2. Connect your Amazon device to the same wireless network as your product.

3. Now you are ready to print. From your Amazon application, tap the print option and select your product to print whatever is on the screen.

   Note: If you see a message telling you that a plug-in is required, tap **OK** and tap **Download**. If your Amazon Fire product uses Fire OS 5 and above, your device automatically uses the built-in Mopria Print Service app to print.

Visit epson.com/connect (U.S), epson.ca/connect (Canada), or epson.com.jm/connect (Caribbean) to learn more about Fire OS Printing (one of many Epson Connect Partner Solutions) and check the compatibility of your mobile device.

Parent topic: Product Basics

Related topics
Wi-Fi or Wired Networking

Using Windows 10 Mobile Printing

You can wirelessly print from Windows 10 Mobile tablets and phones to your nearby networked Epson product. There is no software to download, no drivers to install, and no cables to connect. Look for the print option in your Windows 10 application to send whatever is on the screen to an Epson product.

1. Connect your Epson product to your wireless network. See the link below.

2. Connect your Windows 10 Mobile device to the same wireless network as your product.

3. Now you are ready to print. From your Windows 10 application, tap the print option and select your product to print whatever is on the screen.

Visit epson.com/connect (U.S), epson.ca/connect (Canada), or epson.com.jm/connect (Caribbean) to learn more about Windows 10 Mobile Printing (one of many Epson Connect Partner Solutions) and check the compatibility of your mobile device.

Parent topic: Product Basics

Related topics
Wi-Fi or Wired Networking

Using Epson Print and Scan App with Windows Tablets

You can use this free app to print photos and scan from your Windows (Windows 8 or higher) Surface RT or Pro tablet with networked Epson products. Epson Print and Scan App allows you to scan and capture images right to your tablet or to Microsoft OneDrive.

Note: The Epson Print and Scan App does not support Windows 10 Mobile printing.

1. Connect your Epson product to your wireless network. See the link below.

2. Download Epson Print and Scan App from the Microsoft Windows Store.

3. Connect your Windows tablet to the same wireless network as your product.

4. Open Epson Print and Scan App and select your Epson product.

Now you are ready to print photos or scan.

Visit epson.com/connect (U.S), epson.ca/connect (Canada), or epson.com.jm/connect (Caribbean) to learn more about Epson Print and Scan App.

Parent topic: Product Basics

Related topics
Wi-Fi or Wired Networking

Printing and Scanning with NFC from Your Android Device

You can easily connect your Android 4.0 or later device to your product using NFC (Near Field Communication). Once connected, you can print and scan using Epson iPrint.

1. Make sure Epson iPrint is installed on your Android device.

2. Make sure Simple AP mode or Wi-Fi Direct is enabled on your product and that you are using the default Wi-Fi Direct password.

   Note: NFC printing and scanning will not work if you changed the default Wi-Fi Direct password.

3. Do one of the following:

   • If you are going to print, make sure paper is loaded in the product.

   • If you are going to scan, place your original on the product for scanning.

4. Touch the NFC antenna of your Android device to the NFC tag on your product.

   Note: The location of your mobile device's NFC antenna varies. See your mobile device documentation for details.
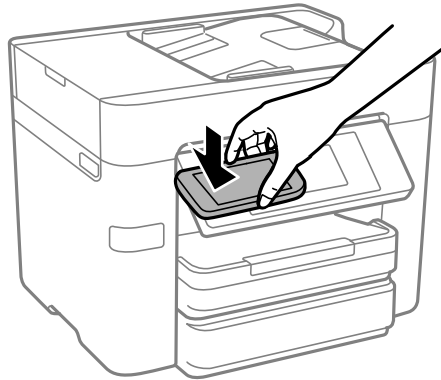
   Epson iPrint opens on your device.

   Note: If you do not have Epson iPrint installed, the app store page for the Epson iPrint app opens on your device. Install Epson iPrint and repeat this step.

5. Touch the NFC antenna of your Android device to the product NFC tag on your product again.

   The product and Android device connect.

   Note: If the Android device and product disconnect, try to print or scan a document. The Android device and product should reconnect automatically.

6. If you are going to print, open the file you want to print in Epson iPrint.

7. Touch the NFC antenna of your Android device to the NFC tag on your product to start printing or scanning.

Parent topic: Product Basics

Related topics
Wi-Fi or Wired Networking

Wi-Fi or Wired Networking

See these sections to use your product on a Wi-Fi or wired network.

Network Security Recommendations

To help deter unauthorized access to your product over a network, you should protect your network environment using appropriate security measures.

Security measures such as these can help deter threats such as loss of user data, use of telephone and fax lines, and other intrusions:

- **Enable security on your wireless LAN**

  Enable the appropriate security on the wireless LAN you plan to use with your product. Network security such as a network password can deter interception of traffic over the wireless LAN. Your router may already have a default password enabled by your Internet service provider (ISP). See your ISP and router documentation for instructions on how to change the default password and better secure your network.

- **Connect your product only to a network protected by a firewall**

  Connecting your product directly to the Internet may leave it vulnerable to security threats. Instead, connect it to a router or other network connection protected by a firewall. Your router may already have a firewall set up by your Internet service provider; check with your ISP for confirmation. For best results, set up and use a private IP address for your network connection.

- **Change the default administrator password on your product**

  If your product has an option to set an administrator password, change the default administrator password to deter access by unauthorized users to personal data stored on your product, such as IDs, passwords, and contact lists.

Parent topic:

Wi-Fi Infrastructure Mode Setup

You can set up your product to communicate with your computer using a wireless router or access point. The wireless router or access point can be connected to your computer over a wireless or wired network.
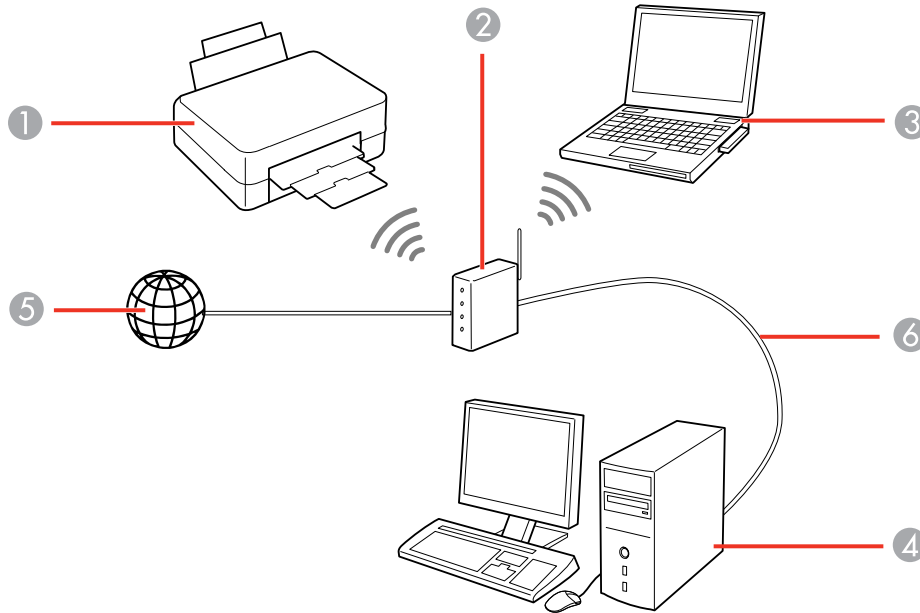
1	Epson product
2	Wireless router or access point
3	Computer with a wireless interface
4	Computer
5	Internet
6	Ethernet cable (used only for wired connection to the wireless router or access point)

Selecting Wireless Network Settings from the Control Panel

Parent topic: Wi-Fi or Wired Networking

Selecting Wireless Network Settings from the Control Panel

You can select or change wireless network settings using your product control panel.

To install your product on a wireless network, follow the instructions on the *Start Here* sheet and install the necessary software by downloading it from the Epson website. The installer program guides you through network setup.

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

1. Press the ⌂ home button, if necessary.

2. Press the 📱|☞ icon.

   You see a screen like this:
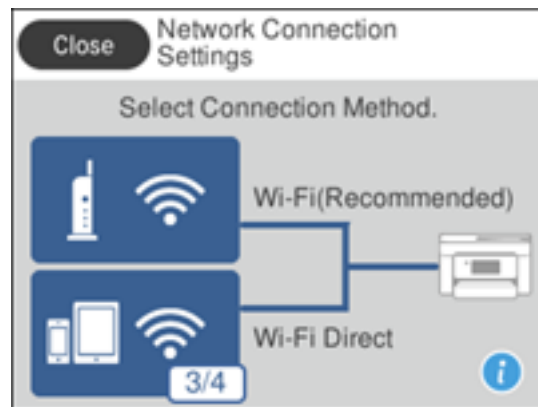
3. Select **Wi-Fi (Recommended)**.

4. Select **Start Setup** or **Change Settings**.

5. Select **Wi-Fi Setup Wizard**.

6. Select the name of your wireless network or select **Enter Manually** to enter the name manually. Use the displayed keypad to enter your network name.

7. Select the **Password** field and enter your wireless password using the displayed keypad.

Note: The network name and password are case sensitive. Be sure to correctly enter uppercase and lowercase letters, and numeric or special characters.

- To move the cursor, press the left or right arrows.

- To change the case of letters, press ⬆.

- To delete the previous character, press ⌫.

- To enter numbers and symbols, press 123#.

- To enter a space, press ⎵.

8. Press **OK** when you finish entering your password.

9. Confirm the displayed network settings and select **Start Setup** to save them.

10. If you want to print a network setup report, select **Print Check Report**. (Otherwise, select **OK**.)

11. Press the ⌂ home button to exit.

You see the 📶 icon on the LCD screen and should be able to connect to your product directly from your computer or device, and then print. If you are printing from a computer, make sure you installed the network software as described on the *Start Here* sheet.

Note: If you don't see the [icon] icon, you may have selected the wrong network name or entered the password incorrectly. Repeat these steps to try again.

Parent topic: Wi-Fi Infrastructure Mode Setup

Related references
Status Icon Information

Related tasks
Entering Characters on the LCD Screen

Wi-Fi Direct Mode Setup

You can set up your product to communicate directly with your computer or another device without requiring a wireless router or access point. In Wi-Fi Direct Mode, the product itself acts as a network access point for up to 4 devices.
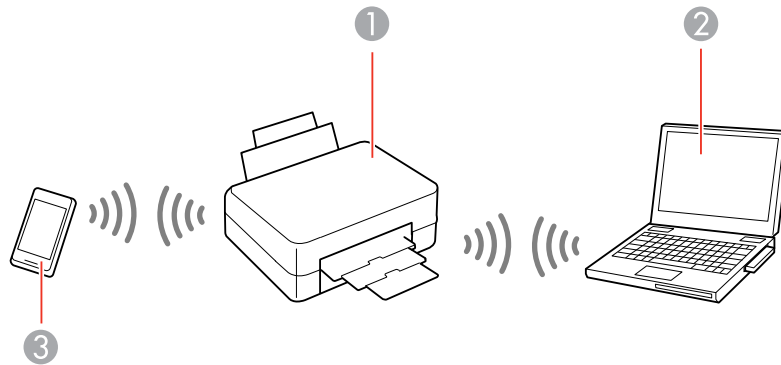
1	Epson product
2	Computer with a wireless interface
3	Other wireless device

Enabling Wi-Fi Direct Mode

Parent topic: Wi-Fi or Wired Networking

Related references
Status Icon Information

Enabling Wi-Fi Direct Mode

You can enable Wi-Fi Direct mode to allow direct communication between your product and computer or other devices without a wireless router or access point.

1. Press the ⌂ home button, if necessary.

2. Press the 📱|☞ icon.

    You see a screen like this:
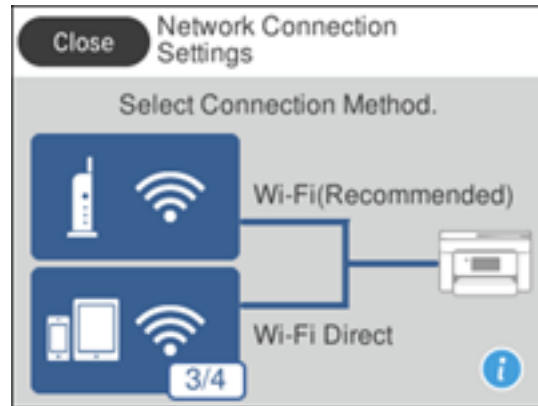
3. Select **Wi-Fi Direct**.
4. Scroll down and select **Start Setup**.
5. Select **Start Setup** again.

You see a screen like this:
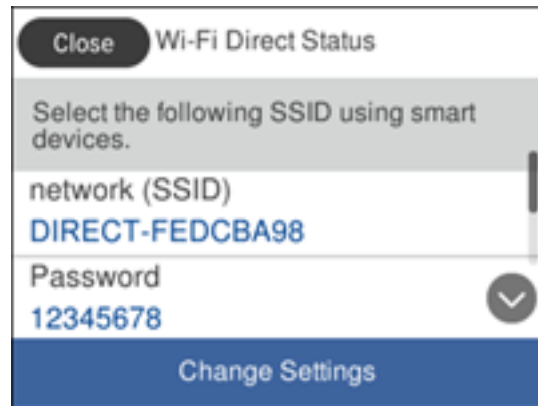
6. Use your computer or wireless device to select the Wi-Fi network name (SSID) displayed on the LCD screen, then enter the password shown.

7. Press the ⌂ home button to exit.

   You see the [icons] icon on the LCD screen and should be able to connect to your product directly from your computer or device, and then print. If you are printing from a computer, make sure you installed the network software as described on the *Start Here* sheet.

   Note: If you don't see the [icon] icon on the LCD screen, you may have selected the wrong network name or entered the password incorrectly. Repeat these steps to try again.

Parent topic: Wi-Fi Direct Mode Setup

Related references
Status Icon Information

Related tasks
Entering Characters on the LCD Screen

Wi-Fi Protected Setup (WPS)

If your network uses a WPS-enabled wireless router or access point, you can quickly connect your product to the network using Wi-Fi Protected Setup (WPS).

Note: To check if your router is WPS-enabled, look for a button labeled **WPS** on your router or access point. If there is no hardware button, there may be a virtual WPS button in the software for the device. Check your network product documentation for details.

Using WPS to Connect to a Network

Parent topic: Wi-Fi or Wired Networking

Using WPS to Connect to a Network

If you have a WPS-enabled wireless router or access point, you can use Wi-Fi Protected Setup (WPS) to connect your product to the network.

1. Press the ⌂ home button, if necessary.

2. Press the 📱｜🖶 icon.

   You see a screen like this:
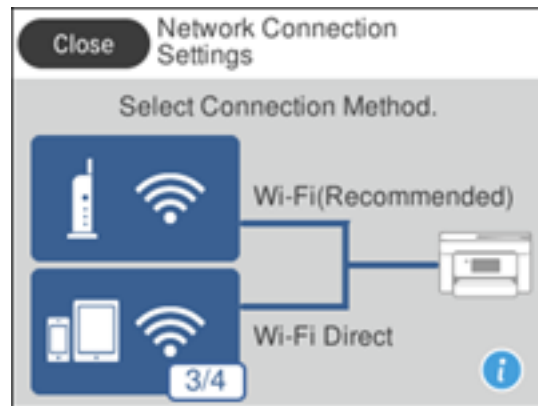
3. Select **Wi-Fi (Recommended)**.

4. Select **Push Button Setup (WPS)**.

5. Follow the instructions on the LCD screen to complete WPS setup.

6. Press the ⌂ home button to exit.

   You see the 📶 icon on the LCD screen and should be able to connect to your product directly from your computer or device, and then print. If you are printing from a computer, make sure you installed the network software as described on the *Start Here* sheet.

Note: If you don't see the ![icon] icon, repeat these steps to try again.

Parent topic: Wi-Fi Protected Setup (WPS)

Printing a Network Status Sheet

You can print a network status sheet to help you determine the causes of any problems you may have using your product on a network.

1. Press the ⌂ home button, if necessary.

2. Select **Settings**.

3. Select **General Settings**.

   You see a screen like this:
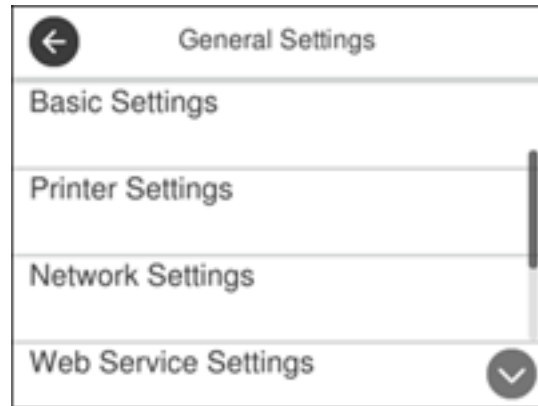
4. Select **Network Settings**.

5. Select **Network Status**.

6. Select **Print Status Sheet**.

7. Select **Print**.

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

Parent topic: Wi-Fi or Wired Networking

Printing a Network Connection Report

You can print a network connection report to view solutions to any problems you may have using your product on a network.

1. Press the 🏠 home button, if necessary.
2. Select **Settings**.
3. Select **General Settings**.

   You see a screen like this:
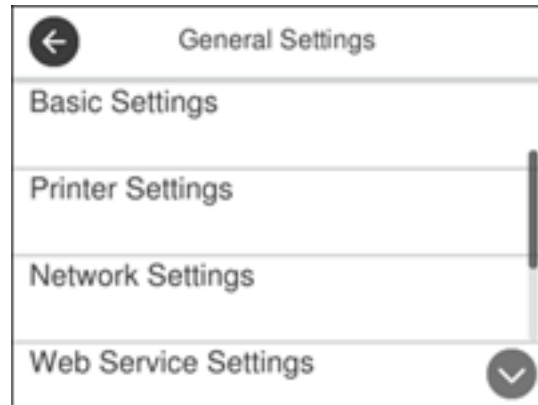
4. Select **Network Settings**.
5. Select **Connection Check**.
6. Select **Print Check Report**.
7. Select **Print**.

Examine the error codes and solutions shown on the network connection report.

Network Connection Report Codes and Messages

Parent topic: Wi-Fi or Wired Networking

Network Connection Report Codes and Messages

Check the error codes and messages on the network connection report to solve problems you may encounter with network connections. The tables here list solutions to problems based on the error codes and messages that may appear on the top of the report.
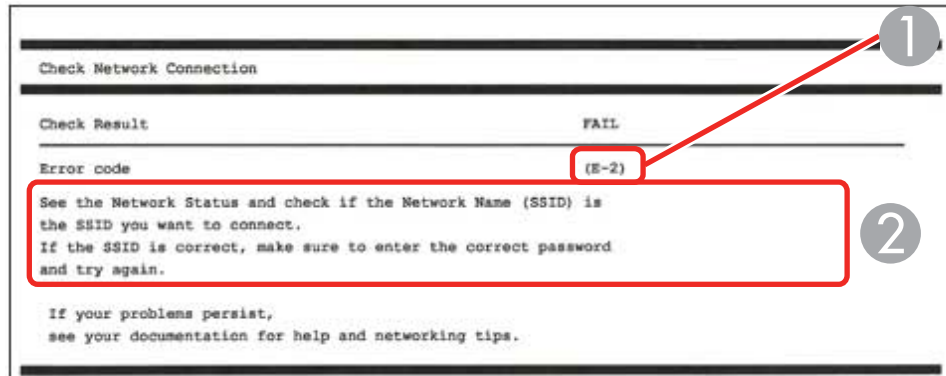
1   Error code

2   Message

Note: Error codes and messages listed here may not all apply to your product.

Error Codes and Messages

Error code and message	Solution
E1 Confirm that the network cable is connected and network devices such as hub, router, or access point are turned on.	Make sure your router, access point, and/or hub are turned on, and the network cable is securely connected to your device and to your product.

Error code and message	Solution
E2, E3, or E7 No wireless network names (SSID) found. Confirm that the router/access point is turned on and the wireless network (SSID) is set up correctly. Contact your network administrator for assistance. No wireless network names (SSID) found. Confirm that the wireless network name (SSID) of the PC you wish to connect is set up correctly. Contact your network administrator for assistance. Entered security key/password does not match the one set for your router/access point. Confirm security key/password. Contact your network administrator for assistance.	Check the following: • Make sure your router or access point is turned on, and is correctly connected to your computer or network device. • Turn off the router or access point, wait about 10 seconds, and turn it on again. • Move your product closer to your router or access point, and remove any obstacles between them. Also move your product away from devices such as wireless phones or microwaves. • Confirm that the SSID shown on the network connection report matches the label on your router or access point. Also make sure your SSID uses only ASCII characters and symbols, or your product cannot display the SSID correctly. • If you are trying to connect using the WPS push button method, make sure your router or access point supports it. • If you are using a network password, check the label on your router or access point to confirm that you are using the correct password, or check with your network administrator or router/access point documentation. • If you are connecting to a smart device that generates an SSID, check the device documentation for the SSID and password you should use. • If your wireless connection suddenly disconnects, and another smart device was added to the network using a WPS push button method or your network was set up using a non-WPS push button method, try downloading and installing your product software again.

Error code and message	Solution
E5 Security mode (e.g. WEP, WPA) does not match the current setting of the printer. Confirm security mode. Contact your network administrator for assistance.	If the security on your router or access point is not one of the following types, change the type of security on your router or access point and reset your product's network settings. • WEP-64 bit (40 bit) • WEP-128 bit (104 bit) • WPA PSK (TKIP/AES); also known as WPA Personal • WPA2 PSK (TKIP/AES); also known as WPA2 Personal • WPA (TKIP/AES) • WPA2 (TKIP/AES) Also make sure you are connecting to the 2.4GHz band on your network and using the password for that band.
E6 MAC address of your printer may be filtered. Check whether your router/access point has restrictions such as MAC address filtering. See the documentation of the router/access point or contact your network administrator for assistance.	If your router or access point has MAC address filtering enabled, register your product's MAC address so it is not filtered. Locate the MAC address on the network connection report and check your router or access point documentation for instructions. If your router or access point is using shared authentication with WEP security, confirm that you are using the correct authentication key and index. If your router or access point limits the number of connected devices, raise the connection limit. See your router or access point documentation for instructions.
E8 Incorrect IP address is assigned to the printer. Confirm IP address setup of the network device (hub, router, or access point). Contact your network administrator for assistance.	If your product's **Obtain IP Address** setting is set to **Auto**, enable DHCP on your router or access point. If it is set to **Manual**, the IP address may be out of range or on a different network segment; set a valid IP address using your product control panel or the Web Config utility. You can also try turning off your product and the router or access point, waiting about 10 seconds, and turning them on again.

Error code and message	Solution
E9 Confirm the connection and network setup of the PC or other device. Connection using the EpsonNet Setup is available. Contact your network administrator for assistance.	Make sure your computer or network device are turned on. Also make sure that you can access the internet and other devices on the same network from the devices you are trying to connect to your product. If you still cannot connect to your product, turn off your router or access point, wait about 10 seconds, and turn it on again. Download and install your product software again to reset your network settings.
E10 Confirm IP address, subnet mask, and default gateway setup. Connection using the EpsonNet Setup is available. Contact your network administrator for assistance.	Make sure other devices on the network are turned on and do the following: • If your product's **Obtain IP Address** setting is set to **Manual**, check the IP address, subnet mask, and default gateway addresses on the network connection report to see if they are correct. If not, correct the settings. • If DHCP is enabled, set your product's **Obtain IP Address** setting to **Auto**. If you want to use the DHCP-assigned address as a static address, set the **Obtain IP Address** setting to **Manual**, enter the product's IP address as listed on the network connection report, and set the subnet mask to 255.255.255.0. If you still cannot connect to your product, turn off your router or access point, wait about 10 seconds, and turn it on again.
E11 Setup is incomplete. Confirm default gateway setup. Connection using the EpsonNet Setup is available. Contact your network administrator for assistance.	If you set your product's **TCP/IP Setup** setting to **Manual**, check that the default gateway address listed on the network connection report is correct. Also turn on the device that is set as the default gateway.

Error code and message	Solution
E12 Confirm the following -Entered security key/password is correct -Index of the security key/password is set to the first number -IP address, subnet mask, or default gateway setup is correct Contact your network administrator for assistance.	Make sure other devices on the network are turned on and do the following: • Make sure the IP address, subnet mask, and default gateway addresses are correct, if you are entering them manually. • Confirm that the subnet mask and default gateway addresses for other devices are the same. • Make sure the IP address does not conflict with other devices. If you still cannot connect to your product, do the following: • Turn off your router or access point, wait about 10 seconds, and turn it on again. • Download and install your product software again to reset your network settings. • If your router or access point uses WEP security with several registered passwords, make sure that the first registered password is set on your product.
E13 Confirm the following -Entered security key/password is correct -Index of the security key/password is set to the first number -Connection and network setup of the PC or other device is correct Contact your network administrator for assistance.	Make sure your router, access point, and/or hub are turned on. Also make sure the TCP/IP setup on your router, access point, and/or hub is not set manually; this may cause your product's network settings to differ from the manually setup devices. If you still cannot connect to your product, do the following: • Turn off your router or access point, wait about 10 seconds, and turn it on again. • Download and install your product software again to reset your network settings. • If your router or access point uses WEP security with several registered passwords, make sure that the first registered password is set on your product.

Network Environment Messages

Message	Solution
The same SSID may be set on several access points.	Check the settings on your router and other access points to make sure each one uses a different SSID.
The Wi-Fi environment needs to be improved. Turn the wireless router off and then turn it on. If the connection does not improve, see the documentation for the wireless router.	Move your product closer to your router or access point, and remove any obstacles between them. Then turn off your router or access point, wait about 10 seconds, and turn it back on again. If you still cannot connect to your product, check the documentation that came with your router or access point for solutions.
*No more devices can be connected. Disconnect one of the connected devices if you want to add another one.	You can connect up to four computers or other devices to your product using a Wi-Fi Direct (Simple AP) connection. If you want to add another device, disconnect an existing connected device first.

Parent topic: Printing a Network Connection Report

Configuring Email Server Settings

To use features such as scanning to email or forwarding faxes to email, you need to configure the email server. You can select settings for the email server using the control panel on the product.

1. Press the ⌂ home button, if necessary.

2. Select **Settings**.

3. Select **General Settings**.

You see a screen like this:
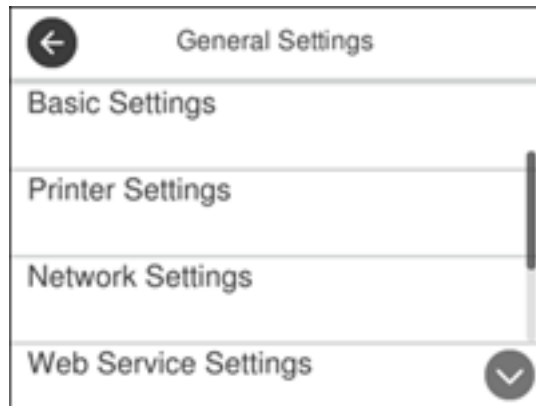
4. Select **Network Settings**.
5. Scroll down and select **Advanced**.
6. Select **Email Server**.
7. Select **Server Settings**.

   You see a screen like this:
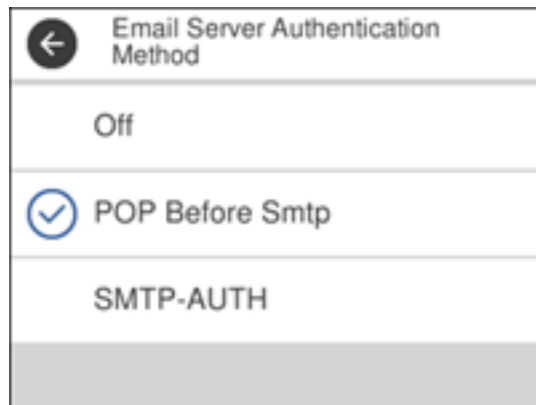
8. Select one of the options shown above, then select the settings you want to use. Contact your email provider if necessary to confirm the authentication method for the email server.

   Note: You may need to try more than one authentication method, as some email providers have more than one way to access their servers.

9. Select **Proceed** to save your settings.

10. Select **Close** to exit.

11. Select **Connection Check** to verify the connection to the email server.

Email Server Settings

Parent topic: Wi-Fi or Wired Networking

Related tasks
Scanning to Email

Email Server Settings

Setting name	Available options	Description
Authenticated Account	—	Lets you enter a user name or email address for the mail server. Used with the **POP Before SMTP** and **SMTP-AUTH** methods.
Authenticated Password	—	Lets you enter a password for the authenticated account. Used with the **POP Before SMTP** and **SMTP-AUTH** methods.
Sender's Email Address	—	Lets you enter the email address to be displayed to the sender
SMTP Server Address	—	Lets you enter the address of the SMTP server
SMTP Server Port Number	—	Lets you enter the port number of the SMTP server. The default port is 25.
POP3 Server Address	—	Lets you enter the address of the POP3 server
POP3 Server Port Number	—	Lets you enter the port number of the POP3 server. The default port is 25.

Setting name	Available options	Description
Secure Connection	None STARTTLS SSL/TLS	Selects the encryption protocol used by the email server. Used with the **SMTP-AUTH** or **Off** authentication methods.

Parent topic: Configuring Email Server Settings

Changing or Updating Network Connections

See these sections to change or update how your product connects to a network.

Changing a USB Connection to a Wi-Fi Connection
Changing a Wi-Fi Connection to a Wired Network Connection
Connecting to a New Wi-Fi Router
Disabling Wi-Fi Features

Parent topic: Wi-Fi or Wired Networking

Changing a USB Connection to a Wi-Fi Connection

If you have already connected your product to your computer using a USB connection, you can change to a Wi-Fi connection.

1. Disconnect the USB cable from your product.

2. Uninstall your product software.

3. Download and install your product software from the Epson website using the instructions on the *Start Here* sheet.

Parent topic: Changing or Updating Network Connections

Changing a Wi-Fi Connection to a Wired Network Connection

If you have already connected your product to your computer wirelessly, you can change to a wired network connection if necessary.

1. Disable your product's Wi-Fi features.

2. Connect one end of an Ethernet network cable to the product's **LAN** port.

3. Connect the other end to any available LAN port on your router or access point.

4. Uninstall your product software.

5. Download and install your product software from the Epson website.

6. Follow the on-screen instructions to install the software.

7. When you see the Select Your Connection screen, select **Wired network connection**.

8. If you see a Select Setup Option screen, select **Set up printer for the first time**.

9. Continue following the rest of the on-screen instructions.

Parent topic: Changing or Updating Network Connections

Related tasks
Disabling Wi-Fi Features

Connecting to a New Wi-Fi Router

If you change the wireless router you have been using on your network, you need to update your product's Wi-Fi connection to the new router.

Note: If you switch to a 5 GHz wireless router, set the router to operate in dual band (2.4 GHz and 5 GHz) mode. See your router documentation for instructions.

1. Do one of the following:

   • **Windows**: Uninstall your product software.

   • **Mac**: Go to the next step.

2. Download and install your product software from the Epson website using the instructions on the *Start Here* sheet.

Parent topic: Changing or Updating Network Connections

Related tasks
Uninstalling Product Software - Windows

Disabling Wi-Fi Features

You may need to disable your product's Wi-Fi features if you change your network connection type or need to solve a problem with your network connection.

Note: Before disabling Wi-Fi features, make a note of your product's SSID (network name) and password, and any network settings selected for the Epson Connect services you may use.

1. Press the ⌂ home button, if necessary.

2. Press the ![icon] icon.

   You see a screen like this:
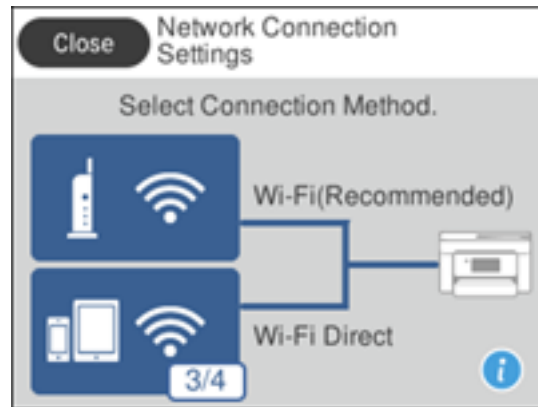
3. Select **Wi-Fi (Recommended)**.
4. Select **Change Settings**.
5. Select **Others**.
6. Select **Disable Wi-Fi**.
7. Select **Yes** to disable Wi-Fi.

Parent topic: Changing or Updating Network Connections

Loading Paper

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

Note: Your product may look different from the illustrations in this guide, but the instructions are the same.

Loading Paper in the Cassette
Compatible Epson Papers
Paper or Media Type Settings - Printing Software
Selecting the Paper Settings for Each Source - Control Panel
Selecting the Default Paper Source Settings
Selecting the Universal Print Settings

Loading Paper in the Cassette

You can load paper up to this size in the paper cassette: Legal (8.5 × 14 inches [216 × 356 mm]).

Note: Before loading paper, make sure your product is not currently printing, scanning, or copying.

1. Pull out the paper cassette.
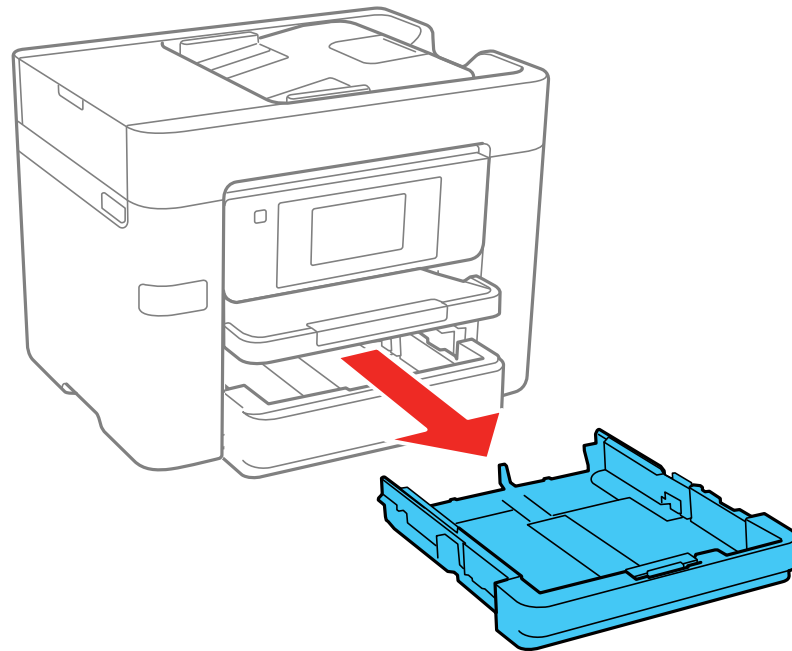
2. Slide the edge guides outward.
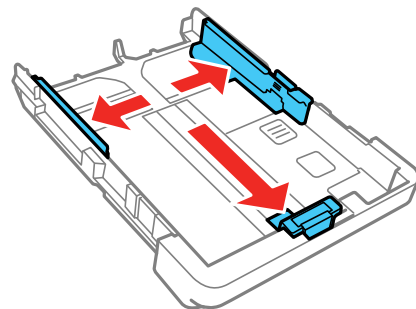
Note: If you are using legal-size paper or larger, press the button and extend the paper cassette.
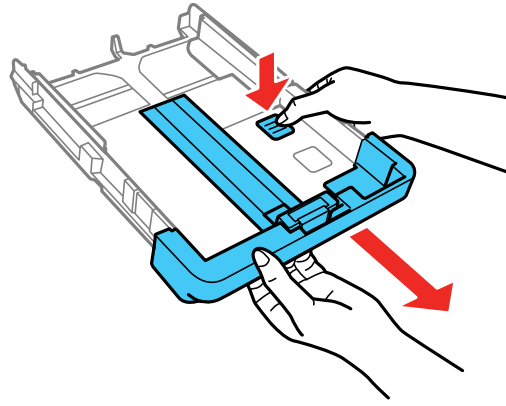
3. Slide the front edge guide to your paper size.
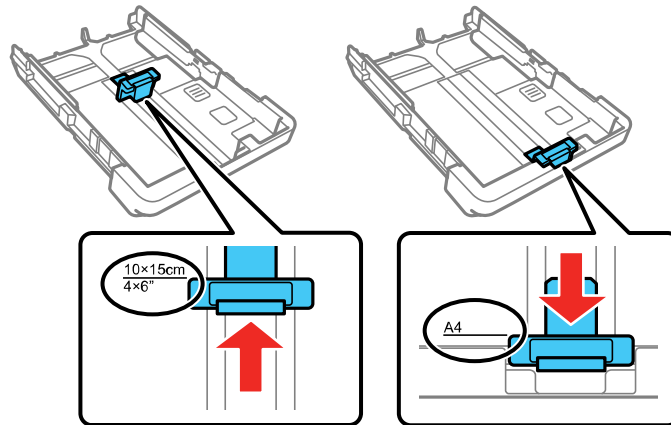
4. Do one of the following:

- Insert paper in the cassette with the glossy or printable side facedown and slide it against the front edge guide.
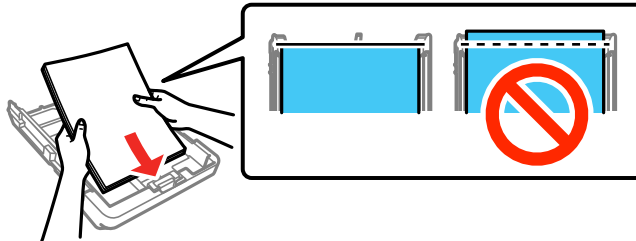
Note: Make sure the paper is loaded against the front edge guide and not sticking out from the rear of the cassette.

- Insert up to 10 envelopes with the printable side facedown and flap edge left, as shown.
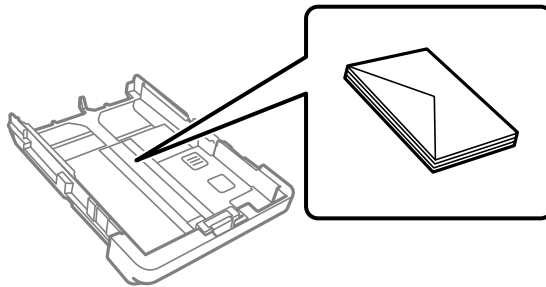
Note: Load envelopes only in paper cassette 1.

- Load a sheet of loose-leaf or other paper with holes as shown.
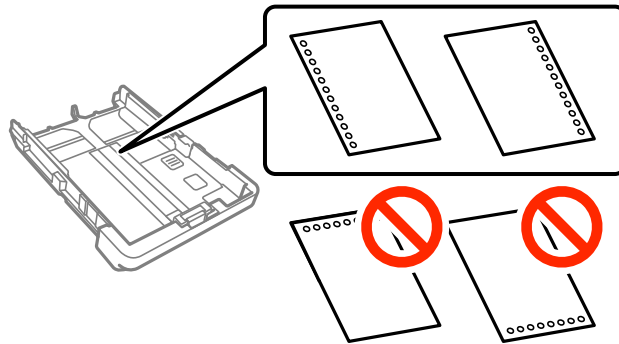
Note: Do not select automatic 2-sided printing for this type of paper and do not print over the holes. Select **Letterhead** or **Preprinted** as the paper type setting.

5. Slide the edge guides against the paper, but not too tightly.
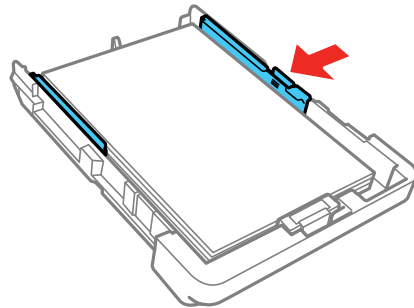
Note: Make sure the paper fits under the tabs on the edge guides.

6. Keep the cassette flat as you insert it.
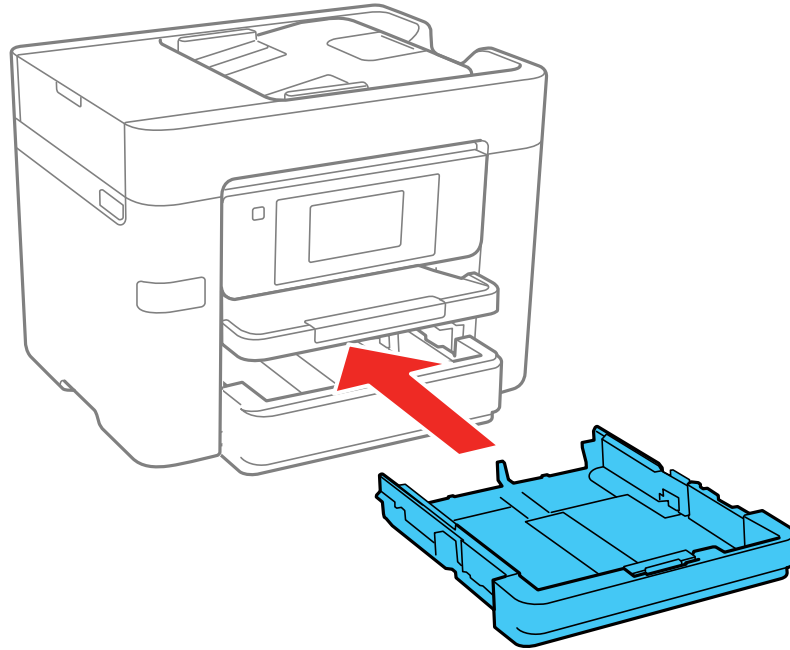
Note: The paper may slide forward slightly as you insert the cassette. This is normal.

7. If prompted by the product's LCD screen, select the size and type of the paper you loaded and select **Close**.

8. Extend the output tray and open its extension.
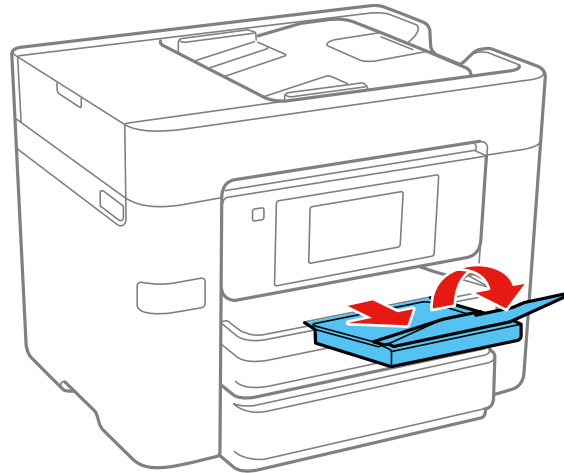
Note: Do not remove or insert the paper cassette during printing.

Always follow these paper loading guidelines:

- Load only the recommended number of sheets.
- Load paper short edge first and printable side facedown.
- Make sure the paper is under the tabs on the edge guides and not sticking out from the rear end of the cassette.
- If you have trouble loading a stack of envelopes, press each envelope flat before loading it or load one envelope at a time.
- If print quality declines when printing multiple envelopes, try loading one envelope at a time.
- Load letterhead or pre-printed paper top edge first.
- Check the paper package for any additional loading instructions.

Paper Loading Capacity
Double-sided Printing Capacity
Borderless Paper Type Compatibility

Parent topic: Loading Paper

Paper Loading Capacity

See the table here for the loading capacity of the paper cassettes.

Paper type	Loading capacity	
	Cassette 1 (upper cassette)	**Cassette 2 (lower cassette) (EC-4030)**
Plain paper Copy paper High-quality plain paper Letterhead paper Recycled paper Colored paper Pre-printed paper	Letter (8.5 × 11 inches [216 × 279 mm]) or A4 (8.3 × 11.7 inches [210 × 297 mm]) size: Up to the line indicated by the triangle mark[1]	
	Half Letter (5.5 × 8.5 inches [140 × 216 mm]), A5 (5.8 × 8.2 inches [148 × 210 mm]), A6 (4.1 × 5.8 inches [105 × 148 mm]), B6 (5 × 7.2 inches [128 × 182 mm]) size: up to the line indicated by the triangle mark[2]	—
	Legal (8.5 × 14 inches [216 × 356 mm]) size: 30 sheets[3]	
Epson Bright White Paper	200 sheets	
Epson Presentation Paper Matte	80 sheets	—
Epson Premium Presentation Paper Matte Epson Photo Paper Glossy[4] Epson Premium Photo Paper Glossy[4] Epson Ultra Premium Photo Paper Glossy[4] Epson Premium Photo Paper Semi-gloss[4]	20 sheets	—
Envelopes	10 envelopes	—

[1] Automatic and manual 2-sided printing supported; load up to 30 sheets for manual 2-sided printing

[2] Manual 2-sided printing supported; load up to 30 sheets

[3] Manual 2-sided printing supported; load 1 sheet at a time

[4] If paper feeds incorrectly, or printing is uneven or smeared, load 1 sheet at a time.

Parent topic: Loading Paper in the Cassette

Double-sided Printing Capacity

Paper type	Size	Double-sided Printing Capacity	
		Auto	**Manual**
Plain paper Copier paper	Letter (8.5 × 11 inches [216 × 279 mm]) or A4 (8.3 × 11.7 inches [210 × 297 mm])	Up to the arrow mark	30 sheets
Letterhead paper Recycled paper Colored paper Pre-printed paper High quality plain paper	Half Letter (5.5 × 8.5 inches [140 × 216 mm]), A5 (5.8 × 8.2 inches [148 × 210 mm]), A6 (4.1 × 5.8 inches [105 × 148 mm]), B6 (5 × 7.2 inches [128 × 182 mm])	—	
Epson Bright White Paper	Letter (8.5 × 11 inches [216 × 279 mm])	200 sheets	

Paper type	Size	Double-sided Printing Capacity	
		Auto	Manual
Epson Presentation Paper Matte	Letter (8.5 × 11 inches [216 × 279 mm]) and smaller	—	—
Epson Photo Paper Glossy			
Epson Premium Photo Paper Glossy			
Epson Premium Photo Paper Semi-gloss			
Epson Ultra Premium Photo Paper Glossy			
Epson Premium Presentation Paper Matte			
Envelopes	No. 10 (4.1 × 9.5 inches [105 × 241 mm])	—	—

Parent topic: Loading Paper in the Cassette

Borderless Paper Type Compatibility

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

Borderless Paper Types

• Epson Photo Paper Glossy

• Epson Premium Photo Paper Glossy

• Epson Ultra Premium Photo Paper Glossy

• Epson Premium Photo Paper Semi-gloss

• Epson Presentation Paper Matte

- Epson Premium Presentation Paper Matte

Borderless Paper Sizes

- 4 × 6 inches (102 × 152 mm)
- 5 × 7 inches (127 × 178 mm)
- 16:9 wide (4 × 7.1 inches [102 × 181 mm])
- A4 (8.3 × 11.7 inches [210 × 297 mm])
- Letter (8.5 × 11 inches [216 × 279 mm])

Parent topic: Loading Paper in the Cassette

Compatible Epson Papers

You can purchase genuine Epson ink, maintenance boxes, and paper at epson.com (U.S. sales), epson.ca (Canadian sales), or epson.com.jm (Caribbean sales). You can also purchase supplies from an Epson authorized reseller. To find the nearest one, call 800-GO-EPSON (800-463-7766) in the U.S. or 800-807-7766 in Canada.

Paper Type	Size	Part number	Sheet count
Epson Bright White Paper	Letter (8.5 × 11 inches [216 × 279 mm])	S041586	500
Epson Presentation Paper Matte	Letter (8.5 × 11 inches [216 × 279 mm])	S041062	100
	Legal (8.5 × 14 inches [216 × 356 mm])	S041067	100
Epson Premium Presentation Paper Matte	8 × 10 inches (203 × 254 mm)	S041467	50
	Letter (8.5 × 11 inches [216 × 279 mm])	S041257 S042180	50 100
Epson Photo Paper Glossy	4 × 6 inches (102 × 152 mm)	S041809 S042038	50 100
	Letter (8.5 × 11 inches [216 × 279 mm])	S041141 S041649 S041271	20 50 100

Paper Type	Size	Part number	Sheet count
Epson Premium Photo Paper Glossy	4 × 6 inches (102 × 152 mm)	S041808	40
		S041727	100
	16:9 wide (4 × 7.1 inches [102 × 181 mm])	S042109	20
	5 × 7 inches (127 × 178 mm)	S041464	20
	8 × 10 inches (203 × 254 mm)	S041465	20
	Letter (8.5 × 11 inches [216 × 279 mm])	S042183	25
		S041667	50
Epson Ultra Premium Photo Paper Glossy	4 × 6 inches (102 × 152 mm)	S042181	60
		S042174	100
	5 × 7 inches (127 × 178 mm)	S041945	20
	8 × 10 inches (203 × 254 mm)	S041946	20
	Letter (8.5 × 11 inches [216 × 279 mm])	S042182	25
		S042175	50
Epson Premium Photo Paper Semi-gloss	4 × 6 inches (102 × 152 mm)	S041982	40
	Letter (8.5 × 11 inches [216 × 279 mm])	S041331	20

Parent topic: Loading Paper

Paper or Media Type Settings - Printing Software

For this paper	Select this paper Type or Media Type setting
Plain paper Epson Bright White Paper	Plain Paper / Bright White Paper
Letterhead paper	Letterhead
Recycled paper	Recycled
Colored paper	Color

For this paper	Select this paper Type or Media Type setting
Pre-printed paper	Preprinted
High-quality plain paper	High-quality plain paper
Envelopes	Envelope
Epson Ultra Premium Photo Paper Glossy	Ultra Premium Photo Paper Glossy
Epson Premium Photo Paper Glossy	Premium Photo Paper Glossy
Epson Photo Paper Glossy	Photo Paper Glossy
Epson Premium Photo Paper Semi-gloss	Premium Photo Paper Semi-Gloss
Epson Presentation Paper Matte Epson Premium Presentation Paper Matte	Premium Presentation Paper Matte

Note: The settings listed here are available only when printing from your computer; they do not apply to your product's control panel settings.

Parent topic: Loading Paper

Selecting the Paper Settings for Each Source - Control Panel

You can change the default paper size and paper type for each source using the control panel on the product.

1. Press the ⌂ home button, if necessary.
2. Select **Settings** > **General Settings** > **Printer Settings** > **Paper Source Settings** > **Paper Setting**.
3. If necessary, select the paper source you want to change.

You see a screen like this:
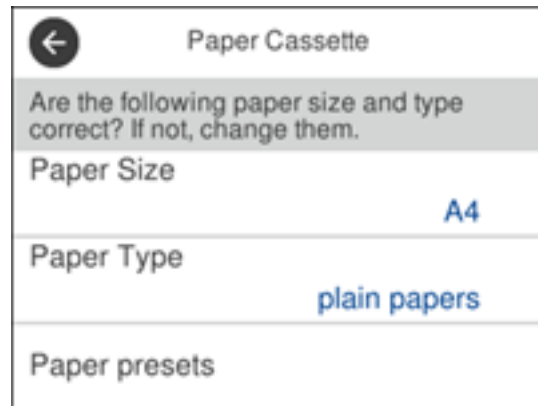
4. Select **Paper Size**.

5. Select the paper size you loaded.

6. Select **Paper Type**.

7. Select the paper type you loaded.

8. Select **Favorite Paper Settings** to choose from a list of commonly used paper settings.

9. Select ⊙ to choose another paper source or exit.

Paper Type Settings - Control Panel

Parent topic: Loading Paper

Paper Type Settings - Control Panel

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

Paper type loaded	Paper Type setting
Plain paper Epson Bright White Paper	Plain Paper
Letterhead paper	Letterhead
Recycled paper	Recycled

Paper type loaded	Paper Type setting
Colored paper	Color
Pre-printed paper	Preprinted
High-quality plain paper	High Quality Plain Paper
Envelopes	Envelope
Epson Ultra Premium Photo Paper Glossy	Ultra Glossy
Epson Premium Photo Paper Glossy	Prem. Glossy
Epson Photo Paper Glossy	Glossy
Epson Premium Photo Paper Semi-gloss	Prem. Semi-Gloss
Epson Presentation Paper Matte Epson Premium Presentation Paper Matte	Prem. Matte

Parent topic:

Selecting the Default Paper Source Settings

You can change default paper source settings using the control panel on the product.

1. Press the ⌂ home button, if necessary.

2. Select **Settings** > **General Settings** > **Printer Settings**.

   You see a screen like this:
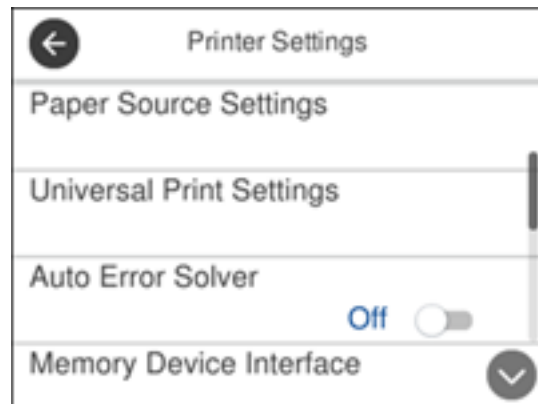
3. Select one of these **Auto Error Resolver** options:

   - Turn on this setting to display a warning and print single-sided when a 2-sided printing error occurs, or to print only what the printer could process when a memory full error occurs.
   - Turn off this setting to display an error message and stop printing if an error occurs.

4. Select the **Paper Source Settings** options you want to use.

5. When you are finished, press the ⌂ home button to exit.

Paper Source Settings Options

Parent topic: Loading Paper

Paper Source Settings Options

Select the paper source options you want to use for your print jobs.

Paper Source Settings option	Available settings	Description
Paper Setting	Various	Select the paper size and type for each paper source
A4/Letter Auto Switching	On	Select **On** to switch the selected paper size to match the loaded paper (Letter or A4) if the wrong size is selected
	Off	
Auto Select Settings (EC-4030)	Copy	Select **On** for any of these settings to automatically print on paper from any source containing paper that matches your paper settings
	Fax	
	Other	
Error Notice	Paper Size Notice	Select **On** for either of these settings to display an error message when the selected paper type or size does not match the loaded paper
	Paper Type Notice	
Paper Setup Auto Display	On	Select **On** to automatically display a menu that lets you select the paper size and type when you load paper in the product
	Off	

Parent topic: Selecting the Default Paper Source Settings

Selecting the Universal Print Settings

You can change the default universal print settings using the control panel on the product.

1. Press the ⌂ home button, if necessary.

2. Select **Settings** > **General Settings** > **Printer Settings** > **Universal Print Settings**.

    You see this screen:

Universal Print Settings
Top Offset
0.0mm
Left Offset
0.0mm
Top Offset in Back
0.0mm
Left Offset in Back
0.0mm
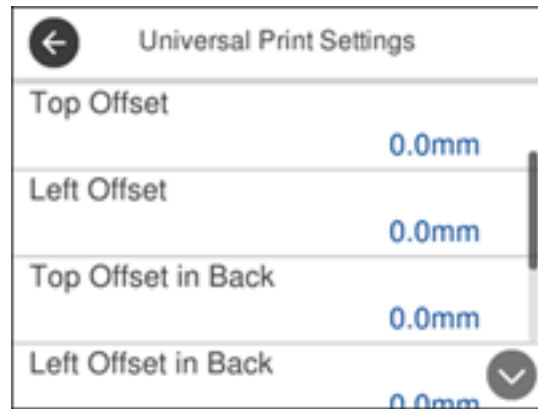
3. Adjust the settings as necessary.

4. When you are finished, press the ⌂ home button to exit.

Universal Print Settings Options

Parent topic: Loading Paper

Universal Print Settings Options

Select the universal print setting options you want to use for your print jobs.

Universal Print Settings option	Available settings	Description
Top Offset	—	Adjust the top or left margin
Left Offset		
Top Offset in Back	—	Adjust the top or left margin of the back page when printing double-sided.
Left Offset in Back		

Universal Print Settings option	Available settings	Description
Check Paper Width	On	Select **On** to check the paper width before printing. This prevents printing beyond the edges of the paper when the paper size settings are incorrect, but may reduce the printing speed.
	Off	
Skip Blank Page	On	Select **On** to skip printing of blank pages automatically
	Off	

Parent topic:

Placing Originals on the Product

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

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

Placing Originals on the Scanner Glass
Placing Originals in the Automatic Document Feeder

Placing Originals on the Scanner Glass

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

1. Open the document cover.
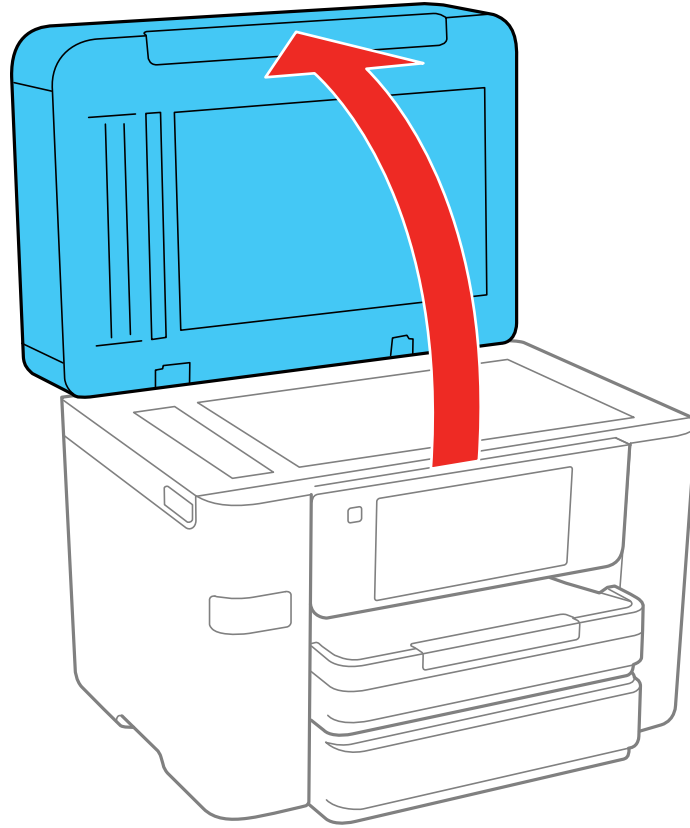
2. Place your original facedown on the scanner glass with the top facing into the corner. Slide the original to the edges of the indicated corner.
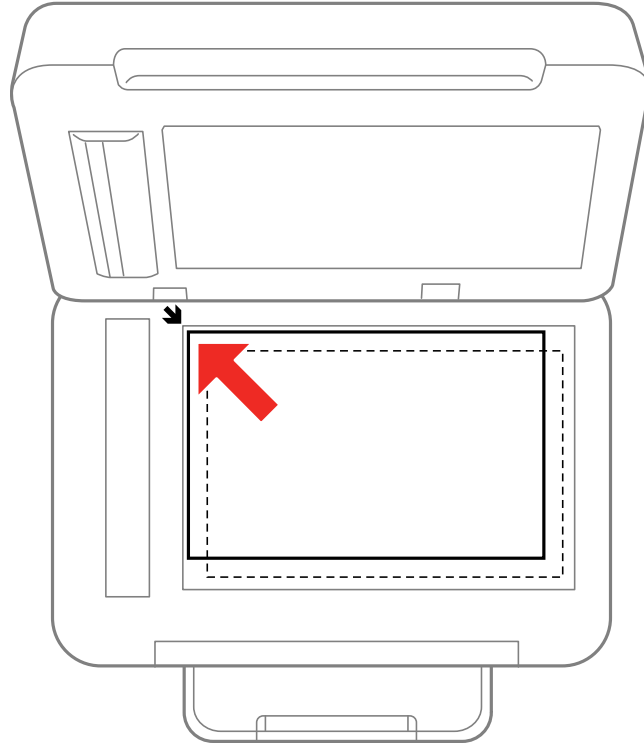
Note: The edges of your original may be cropped by 0.06 inch (1.5 mm) from the edge of the scanner glass. Manually position your original away from the edges to prevent cropping.

3. Close the document cover gently to keep your original in place.

Parent topic: Placing Originals on the Product

Related topics
Copying
Faxing
Scanning

Placing Originals in the Automatic Document Feeder

You can place single- or multi-page original documents in the Automatic Document Feeder (ADF). Make sure the originals meet the Automatic Document Feeder specifications before loading them.

Caution: Make sure your originals are not creased or folded, and do not contain holes, staples, tape, or other materials that could obstruct the feeder.

Caution: Do not place photographs or valuable artwork in the ADF. Place fragile or valuable originals on the scanner glass to avoid wrinkling or damaging them.

1. Slide the ADF edge guides outward.
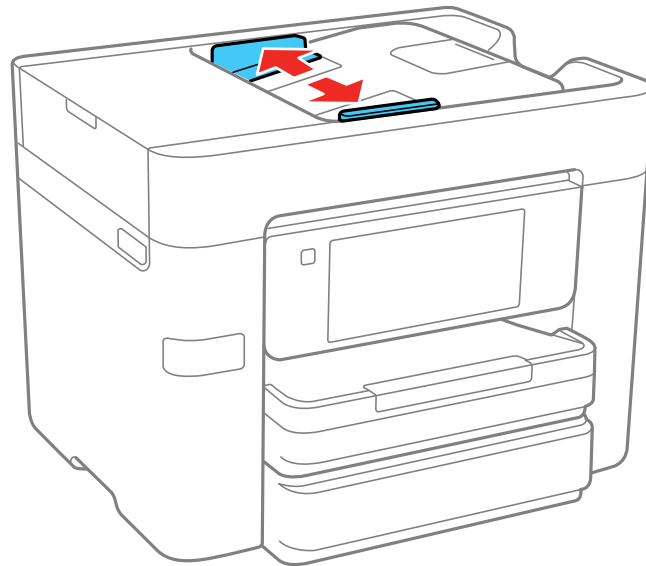
2. Fan your stack of originals and tap them gently on a flat surface to even the edges.
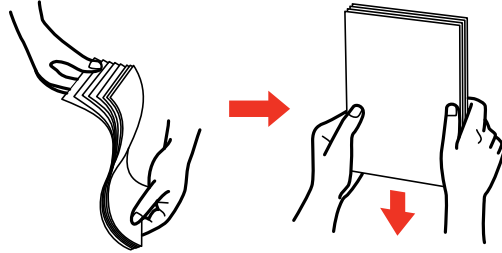
3. Insert the originals into the ADF faceup and top-edge first.
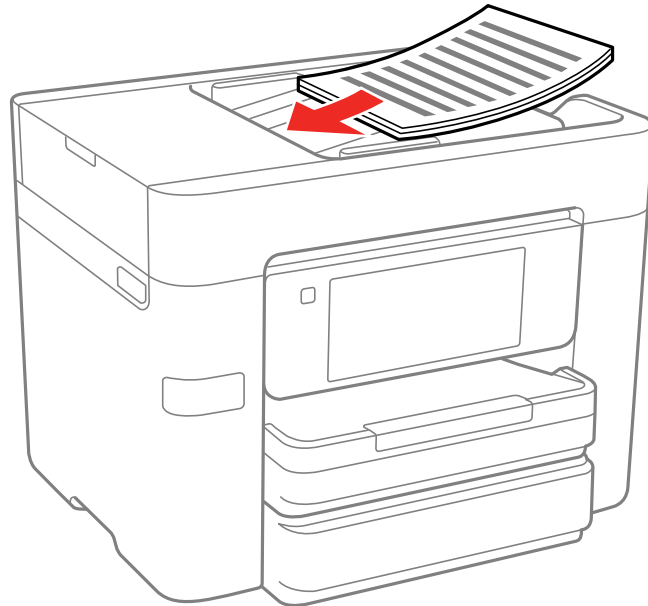
The **ADF** icon on the Copy, Scan, and Fax screens lights up.

4. Slide the ADF edge guides against the originals, but not too tightly.
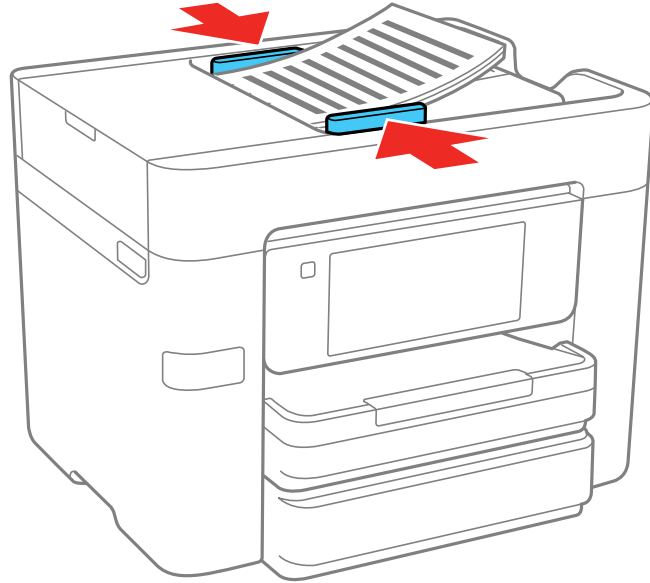
ADF Original Document Specifications

Parent topic: Placing Originals on the Product

Related topics
Copying
Faxing
Scanning

ADF Original Document Specifications

You can load original documents that meet these specifications in the ADF.

Paper type	Paper size	Paper weight	Loading capacity
Plain paper	Letter (8.5 × 11 inches [216 × 279 mm])	17 to 24 lb (64 to 95 g/m²)	Approximately 35 sheets (Legal size: 10 sheets)
	Legal (8.5 × 14 inches [216 × 356 mm])		
	A4 (8.3 × 11.7 inches [210 × 297 mm])		

Caution: Do not load the following types of originals in the ADF, or they may be damaged or may damage the scanner. Use the scanner glass for these types:

- Photos
- Thermal paper
- Fabric or other non-paper originals
- Originals with uneven surfaces, such as embossed documents
- Originals containing staples or paper clips
- Originals with carbon paper backing
- Originals with wet ink
- Originals that are bound
- Originals with labels, stickers, or sticky notes
- Ripped, curled, folded, deteriorated, or wrinkled originals
- Originals with holes
- Transparencies
- Carbon-less paper

Parent topic: Placing Originals in the Automatic Document Feeder

Copying

See the information here to copy documents or photos using your product.

Note: Copies may not be exactly the same size as your originals.

Copying Documents or Photos
Copying Options

Copying Documents or Photos

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

1. Place your original document or photo on the scanner glass, or place multi-page documents in the ADF.

2. Load the paper you want to print on.

3. Press the 🏠 home button, if necessary.

4. Select **Copy**.

   You see a screen like this:

5. To print more than one copy, select **Copies** and use the displayed keypad to enter the number of copies.

6. Change any of the displayed settings as necessary.

7. Select **Advanced Settings** to view and change additional copy settings, if necessary.

8. Select **Preview** to preview your copy on the LCD screen.

9. Press the ★ preset button to save your copy settings.

10. When you are ready to copy, press the **Copy** icon.

    Note: To cancel printing, select **Cancel**.

Parent topic: Copying

Related references
Copying Options
Compatible Epson Papers

Related tasks
Using Presets
Loading Paper in the Cassette

Related topics
Placing Originals on the Product

Copying Options

Select the copying options you want to use for your copies.

Note: Not all options or settings may be available, depending on other copying settings.

Copy

Copying option	Available settings	Description
B&W	—	Copies the document in black and white
Color	—	Copies the document in color
Density selector	Varying levels	Adjusts the lightness or darkness of copies
2-Sided	**1>1-Sided**	Select to make 2-sided copies. When you select **1>2-Sided**, select the orientation and binding edge for your originals or copies.
	1>2-Sided	

Advanced Settings

Copying option	Available settings	Description
Paper Setting	Various sources	Select the paper source that you want to use. If you select **Auto**, paper is fed automatically depending on the paper settings you selected for the paper sources.
Reduce/Enlarge	**100%**	Copies the original at its full size
	Auto Fit Page	Automatically sizes the image to fit the paper size you selected
	45%->195% and other conversions	Automatically converts from one size to another
Original Size	Various sizes	Select the document size of your original
Multi-Page	**Single Page**	Copies each page of the original onto an individual sheet
	2-up	Copies multiple page documents onto one sheet. Scroll down and select the document orientation and layout order settings as necessary.
	4-up	
Original Type	**Text**	Specifies the document type of your originals and adjusts the quality of your copies
	Text & Image	
	Photo	
	Text & Image(Best)	
Finishing	**Group (Same Pages)**	Select to print multiple copies of a multi-page document in unordered groups
	Collate (Page Order)	Select to print multiple copies of a multi-page document in ordered sets
Orientation (Original)	**Up Direction**	Specifies the orientation of your originals
	Left Direction	
Remove Shadow	**Off**	Select **On** to erase the shadows that appear in the center of a document when copying a book or that appear around a document when copying thick paper
	On	
Remove Punch Holes	**Off**	Select **On** to erase the binding holes on a document
	On	

Copying option	Available settings	Description
ID Card Copy	Off	Select **On** to copy both sides of an ID card onto one side of a sheet of paper
	On	
Borderless Copy	Off	Adjusts the amount to expand the original photo when printing borderless photos
	On	
	Standard	
	Medium	
	Minimum	

Parent topic: Copying

Printing from a Computer

Before printing from your computer, make sure you have set up your product and installed its software as described on the *Start Here* sheet.

Note: If you have an Internet connection, it is a good idea to check for updates to your product software on Epson's support website. If you see a Software Update screen, select **Enable automatic checking** and click **OK**. The update scans your system to see if you have the latest product software. Follow the on-screen instructions.

Printing with Windows

Printing with the Built-in Epson Driver - Windows 10 S

Printing on a Mac

Printing From a Chromebook

Cancelling Printing Using the Product

Printing with Windows

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

Note: If you are using your Epson product with the Windows 10 S operating system, you cannot use the software described in this section. You also cannot download and install any Epson product software from the Epson website for use with Windows 10 S; you must obtain software only from the Windows Store.

Selecting Basic Print Settings - Windows

Selecting Double-sided Printing Settings - Windows

Selecting Additional Layout and Print Options - Windows

Selecting a Printing Preset - Windows

Selecting Extended Settings - Windows

Printing Your Document or Photo - Windows

Locking Printer Settings - Windows

Selecting Default Print Settings - Windows

Changing Automatic Update Options

Parent topic: Printing from a Computer

Selecting Basic Print Settings - Windows

Select the basic settings for the document or photo you want to print.

1. Open a photo or document for printing.

2. Select the print command in your application.

   Note: You may need to select a print icon on your screen, the **Print** option in the **File** menu, or another command. See your application's help utility for details.

3. If necessary, select your product name as the printer you want to use.

   Note: You may also need to select **Properties** or **Preferences** to view your print settings.

   You see the **Main** tab of your printer settings window:
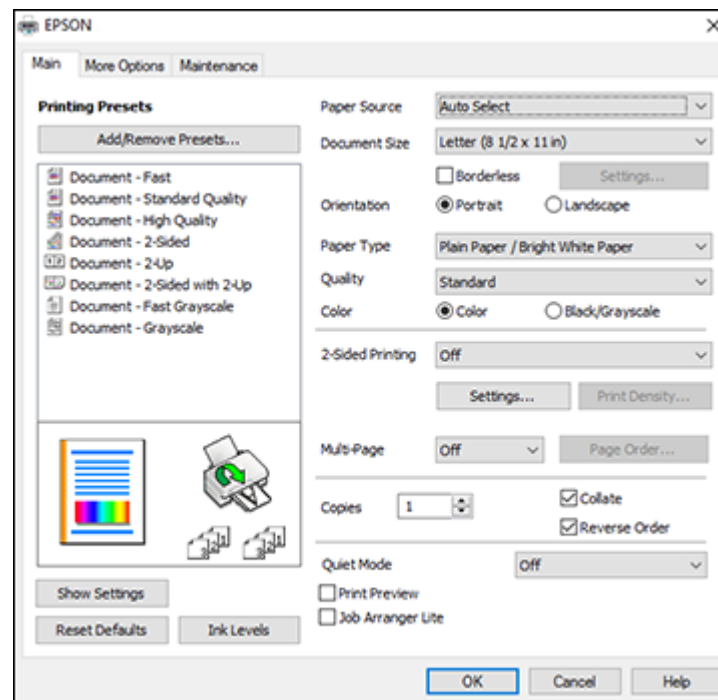
4. For the **Paper Source** setting (EC-4030), select where you loaded the paper you want to print on.

5. Select the size of the paper you loaded as the **Document Size** setting.

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

6. If you are printing a borderless photo, select **Borderless**. You can click **Settings** to access additional options for borderless printing.

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

7. Select the orientation of your document.

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

8. Select the type of paper you loaded as the **Paper Type** setting.

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

9. Select the **Quality** setting that matches the print quality you want to use.

10. Select a Color option:
    *   To print a color document or photo, select the **Color** setting.
    *   To print text and graphics in black or shades of gray, select the **Black/Grayscale** setting.

11. To print on both sides of the paper, select the **2-Sided Printing** setting and select the options you want.

12. To print multiple pages on one sheet of paper, or print one image on multiple sheets of paper, select one of the settings in the **Multi-Page** menu and select the printing options you want.

13. To print multiple copies and arrange their print order, select the **Copies** options.

14. To preview your job before printing, select **Print Preview**.

15. To save your print job as a project that can be modified and combined with other print jobs, select **Job Arranger Lite**.

16. To reduce noise during printing when you select **Plain Paper/Bright White Paper**, select **On** in the Quiet Mode menu.

    Note: Enabling **Quiet Mode** may reduce printing speed.

Parent topic: Printing with Windows

Related references

Borderless Paper Type Compatibility

Related tasks

Selecting Double-sided Printing Settings - Windows

Printing Your Document or Photo - Windows

Paper Source Options - Windows

You can select any of the available options in the Paper Source menu to print on the paper loaded in that source (EC-4030).

Auto Select
Automatically selects the paper source based on the selected paper size.

Paper Cassette 1
Selects the paper in cassette 1 as the paper source.

Paper Cassette 2
Selects the paper in cassette 2 as the paper source.

Parent topic: Selecting Basic Print Settings - Windows

Print Quality Options - Windows

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

Draft
For draft printing on plain paper.

Standard
For everyday text and image printing.

High
For photos and graphics with high print quality.

Parent topic: Selecting Basic Print Settings - Windows

Multi-Page Printing Options - Windows

You can select any of the available options in the Multi-Page menu to set up your multi-page print job.

2-Up and 4-Up
Prints 2 or 4 pages on one sheet of paper. Click the **Page Order** button to select page layout and border options.

2×1 Poster, 2×2 Poster, 3×3 Poster, 4×4 Poster
Prints one image on multiple sheets of paper to create a larger poster. Click the **Settings** button to select image layout and guideline options.

Parent topic:

Selecting Double-sided Printing Settings - Windows

You can print on both sides of the paper by selecting one of the **2-Sided Printing** options on the **Main** tab.

Note: Some options may be pre-selected or unavailable, depending on other settings you have chosen or if you are accessing the product over a network.

2-Sided Printing	Off ∨
	Settings... Print Density...
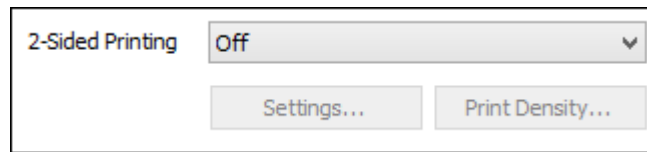
1. Select one of the following options for **2-Sided Printing**:
   - **Auto (Long-edge binding)** to print your double-sided print job by automatically flipping the paper on the long edge.
   - **Auto (Short-edge binding)** to print your double-sided print job by automatically flipping the paper on the short edge.
   - **Manual (Long-edge binding)** to print your double-sided print job by printing one side and prompting you to flip the paper over on the long edge to print the other side (recommended for paper types that do not support automatic duplexing).
   - **Manual (Short-edge binding)** to print your double-sided print job by printing one side and prompting you to flip the paper over on the short edge to print the other side (recommended for paper types that do not support automatic duplexing).

2. Click the **Settings** button.

You see this window:

3. Select the double-sided printing options you want to use.
4. Click **OK** to return to the **Main** tab.

5. Click the **Print Density** button.

   You see this window:
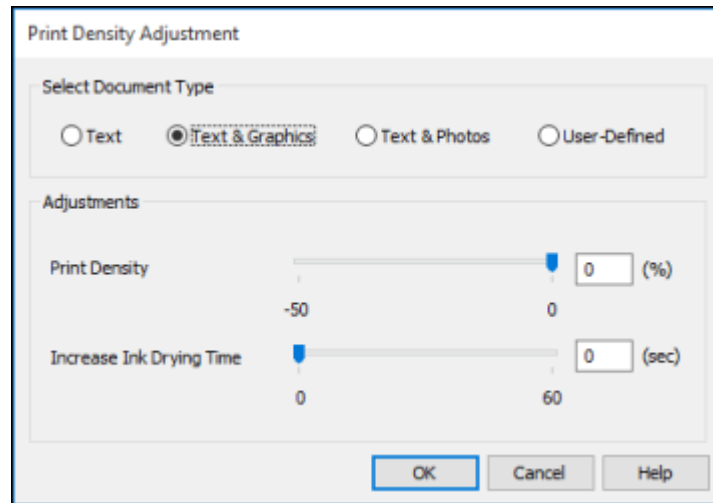
6. Select the type of document you are printing as the Document Type setting. The software automatically sets the **Adjustments** options for that document type.

7. If necessary, select the **Adjustments** options you want to use.

8. Click **OK** to return to the **Main** tab.

9. Print a test copy of your double-sided document to test the selected settings.

10. Follow any instructions displayed on the screen during printing.

Double-sided Printing Options - Windows

Print Density Adjustments - Windows

Parent topic: Printing with Windows

Related references

Double-sided Printing Capacity

Related tasks

Selecting Basic Print Settings - Windows

Double-sided Printing Options - Windows

You can select any of the available options on the Binding Settings window to set up your double-sided print job.

Binding Edge Options
Select a setting that orients double-sided print binding in the desired direction.

Binding Margin Options
Select options that define a wider margin to allow for binding.

Start Page
Selects whether printing starts on the front or back page.

Create Folded Booklet Options
Select the **Booklet** checkbox and a binding option to print double-sided pages as a booklet.

Parent topic: Selecting Double-sided Printing Settings - Windows

Print Density Adjustments - Windows

You can select any of the available options on the Print Density Adjustment window to adjust the print quality of your double-sided print job.

Print Density
Sets the level of ink coverage for double-sided printing.

Increase Ink Drying Time
Sets the amount of time required for drying ink after printing on one side of the paper before printing the other side in double-sided printing to prevent ink smearing.

Parent topic: Selecting Double-sided Printing Settings - Windows

Selecting Additional Layout and Print Options - Windows

You can select a variety of additional layout and printing options for your document or photo on the **More Options** tab.
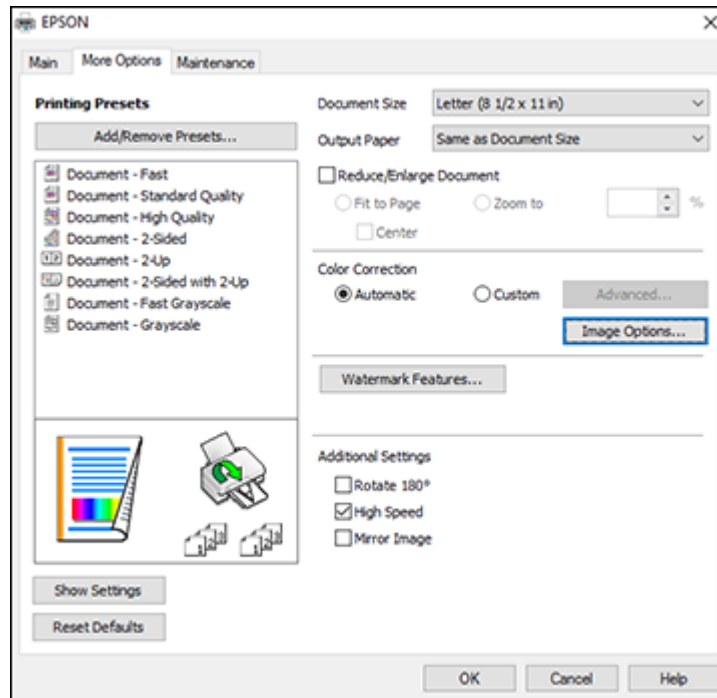
1. To change the size of your printed document or photo, select the **Reduce/Enlarge Document** checkbox and select one of these sizing options:

    *   Select the **Fit to Page** option to size your image to fit the paper you loaded. Select the size of your document or photo as the **Document Size** setting, and the size of your paper as the **Output Paper** setting. If you want to center your image on the paper, select the **Center** option.

    *   Select the **Zoom to** option to reduce or enlarge your document or photo by a specific percentage. Select the percentage in the **%** menu.

2. Select one of the following Color Correction options:

    *   Select **Automatic** to automatically adjust the sharpness, brightness, contrast, and color saturation for your image.

- Select **Custom** and click the **Advanced** button to manually adjust the color correction settings or turn off color management in your printer software.
- Select **Image Options** to access additional settings for improving printed images.

   Note: You can also select **Color Universal Print** settings.

3. To add the following features, click the **Watermark Features** button:
   - **Anti-Copy Pattern**: adds a watermark that only appears when your printout is copied
   - **Watermark**: adds a visible watermark to your printout
   - **Header/Footer**: adds information such as the date and time to the top or bottom of your printout

   Note: Click the **Settings** button to customize the text and location of the header or footer.

4. Select any of the Additional Settings options to customize your print.

Custom Color Correction Options - Windows
Image Options and Additional Settings - Windows
Header/Footer Settings - Windows

Parent topic: Printing with Windows

Related tasks
Printing Your Document or Photo - Windows

Custom Color Correction Options - Windows

You can select any of the available options in the Color Correction window to customize the image colors for your print job.
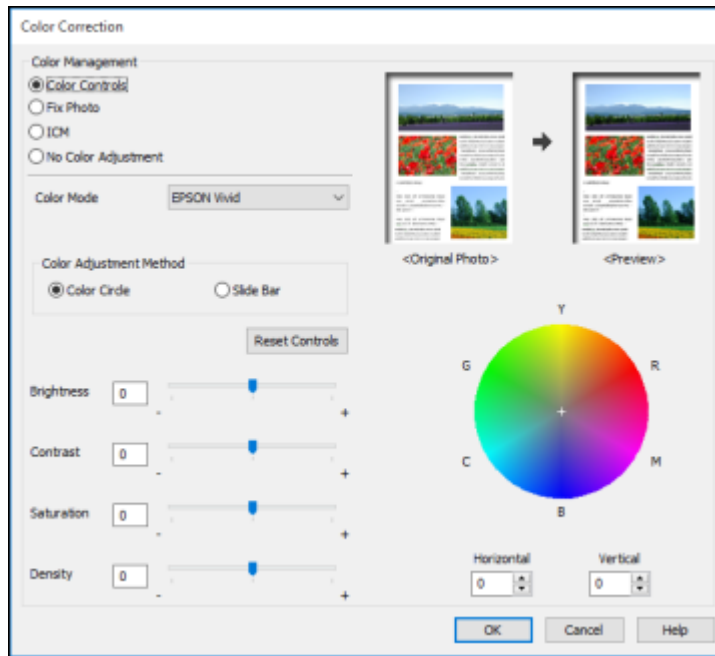
Color Controls
Lets you select a **Color Mode** setting, individual settings for **Brightness**, **Contrast**, **Saturation**, and **Density**, and individual color tones. Depending on the selected color mode, you can also adjust the midtone density using the **Gamma** setting.

Fix Photo
Improves the color, contrast, and sharpness of flawed photos.

Note: Fix Photo uses a sophisticated face recognition technology to optimize photos that include faces. For this to work, both eyes and the nose must be visible in the subject's face. If your photo includes a face with an intentional color cast, such as a statue, you may want to turn off **Fix Photo** to retain the special color effects.

ICM
Lets you manage color using installed color printing profiles.

No Color Adjustment
Turns off color management in your printer software so you can manage color using only your application software.

Parent topic:

Image Options and Additional Settings - Windows

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

Image Options

Emphasize Text
Adjusts the weight of printed text to increase readability.

Emphasize Thin Lines
Adjusts the weight of printed lines to increase visibility.

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

Fix Red-Eye
Reduces or removes red-eye in photos.

Print Text in Black
Prints colored text in black.

For Color Text
Prints colored text on a background pattern or underlined.

For Color Graphs and Images
Prints colored graphics and images with overlay patterns.

For Color Text, Graphs, and Images
Prints colored text, graphics, and images with overlay patterns.

Enhancement Options
Specifies Color Universal Print enhancement settings for text, graphics, and images.

Additional Settings Options

Rotate 180º
Prints the image rotated 180º from its original orientation.

High Speed

Speeds up printing but may reduce print quality.

Mirror Image

Flips the printed image left to right.

Parent topic: Selecting Additional Layout and Print Options - Windows

Header/Footer Settings - Windows

You can select any of the Header/Footer Settings options to add headers or footers when you print. The items are available to print at the top or bottom of your pages, in either the left, right, or center of the page.

Note: These settings are not saved with your document.

You can select to print the following information:

• User Name

• Computer Name

• Date

• Date/Time

• Document Name

Note: The user name, computer name, date, and time come from the Windows Control Panel on your computer.

Parent topic: Selecting Additional Layout and Print Options - Windows

Selecting a Printing Preset - Windows

For quick access to common groups of print settings, you can select a printing preset on the **Main** or **More Options** tab.

Note: You can create your own preset by clicking the **Add/Remove Presets** button.

1. Click the **Main** or **More Options** tab.

   You see the available **Printing Presets** on the left:
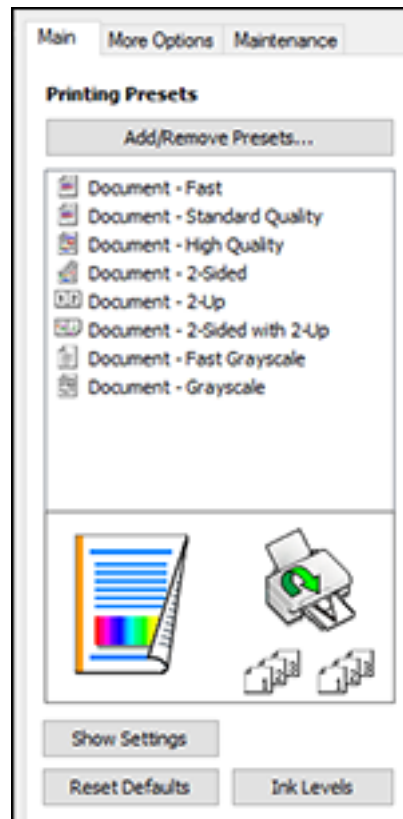
2. Place your cursor over one of the **Printing Presets** to view its list of settings.

3. Click on a preset to change its settings, or use any of the available options on the screen to control your printing presets.

4. To choose a preset for printing, select it.

5. Click **OK**.

Parent topic: Printing with Windows

Selecting Extended Settings - Windows

You can select additional settings that apply to all the print jobs you send to your product.

1. Access the Windows Desktop and right-click the ⬛ icon for your product in the right side of the Windows taskbar, or click the up arrow and right-click ⬛.

2. Select **Printer Settings**.

3. Click the **Maintenance** tab.

You see the maintenance options:
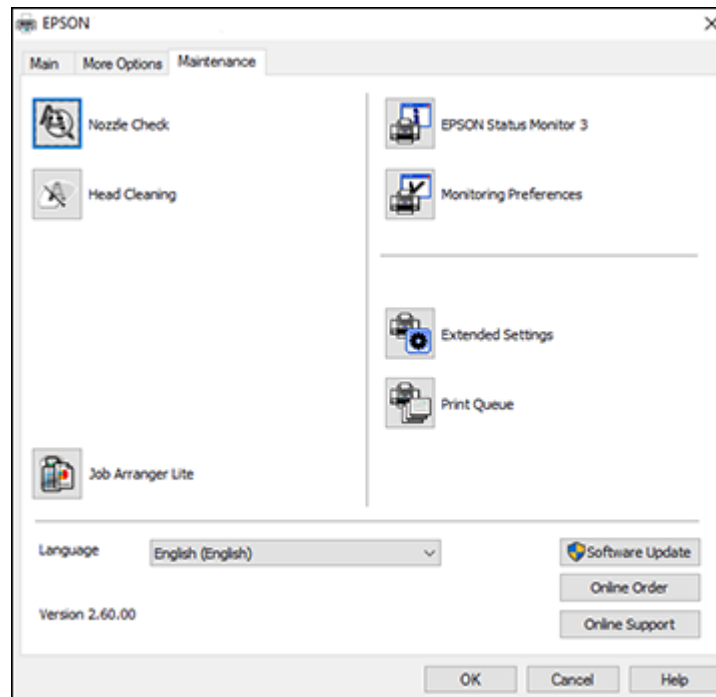
4. Click the **Extended Settings** button.

   You see this window:
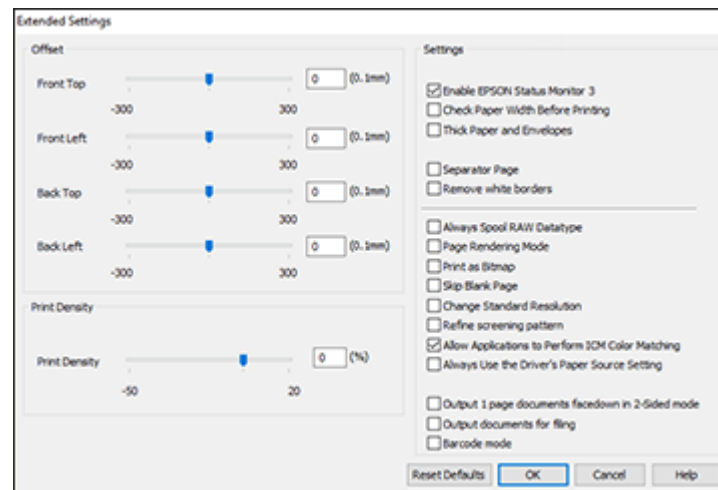
5. Select any of the extended settings to customize your print.

6. Click **OK** to close the Extended Settings window.

7. Click **OK** to close the printer software window.

Extended Settings - Windows

Parent topic: Printing with Windows

Extended Settings - Windows

You can select from these settings on the Extended Settings window.

Enable EPSON Status Monitor 3
Enables product monitoring for ink and paper supplies and other issues.

Check Paper Width Before Printing
Prevents printing beyond the edges of the paper if the paper size setting is incorrect; may reduce print speed.

Thick Paper and Envelopes
Prevents ink from smearing when you print on envelopes or other thick paper.

Separator Page

Before each document, prints a separator page containing the title, user, date, and time.

Remove white borders

Removes white margins that may appear when you print borderless photos.

Always Spool RAW Datatype

Increases print speed and may solve other printing problems.

Page Rendering Mode

Increases print speed when printing is extremely slow or the print head stops during printing.

Print as Bitmap

Increases print speed when printing is extremely slow or the print head stops during printing, and other settings do not help.

Skip Blank Page

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

Change Standard Resolution

Reduces the resolution of print data to correct printing problems.

Refine screening pattern

Prints graphics with a finer screening pattern.

Allow Applications to Perform ICM Color Matching

Allows applications to perform ICM color matching.

Always Use the Driver's Paper Source Setting

Prints using the paper source setting in the printer driver, rather than the setting in your application.

Output 1 page documents facedown in 2-Sided mode

Outputs single-sided pages in a 2-sided print job facedown instead of faceup.

Output documents for filing

Outputs all landscape, portrait, 1-sided, and 2-sided documents in the same orientation for easier filing.

Barcode mode

Reduces bleeding when printing barcodes on plain paper, letterhead paper, recycled paper, preprinted paper, envelopes, and thick paper.

Parent topic: Selecting Extended Settings - Windows

Printing Your Document or Photo - Windows

Once you have selected your print settings, you are ready to save your settings and print.

1. Click **OK** to save your settings.

You see your application's Print window, such as this one:
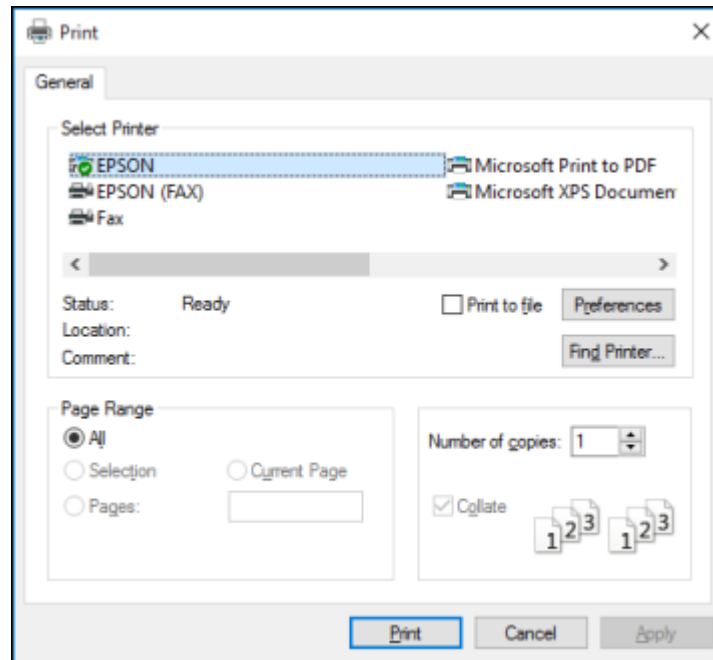
2. Click **OK** or **Print** to start printing.

Parent topic: Printing with Windows

Locking Printer Settings - Windows

Windows administrators can lock access to some printer settings to prevent unauthorized changes.

1. Do one of the following:

   - **Windows 10:** Click [ ] and select [ ] (Settings) > **Devices** > **Printers & scanners**. Select your product name and select **Manage** > **Printer properties**.

   - **Windows 8.x:** Navigate to the **Apps** screen and select **Control Panel** > **Hardware and Sound** > **Devices and Printers**. Right-click your product and select **Printer properties**.

   - **Windows 7:** Click [ ] and select **Devices and Printers**. Right-click your product and select **Printer properties**.

- **Windows Vista:** Click ![icon] and select **Control Panel**. Click **Printer** under **Hardware and Sound**, then right-click your product and select **Properties**.

2. Click the **Optional Settings** tab.

   Note: You can prevent access to the **Optional Settings** tab by changing the user or group permissions in the **Security** tab.

3. Click **Driver Settings**.

   You see this window:
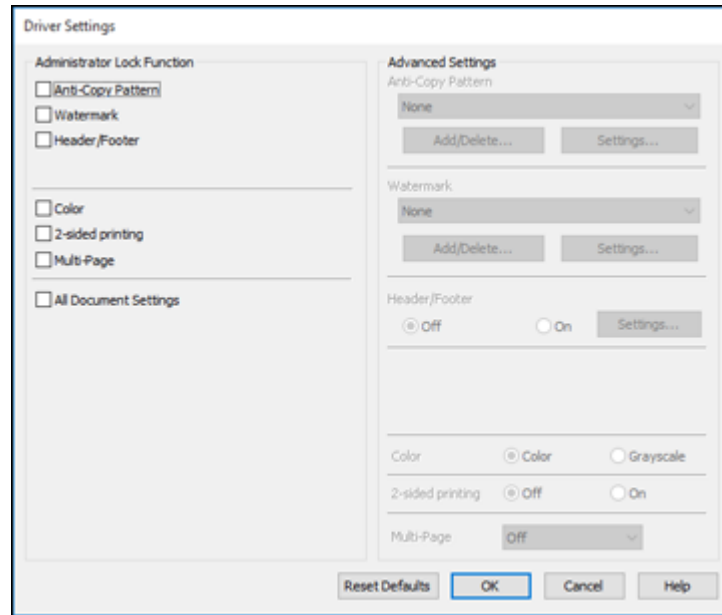
4. Select the checkbox for each setting you want to lock. To lock all print settings, select **All Document Settings**.

5. Under **Advanced Settings**, select the setting option you want to use for each locked setting.

6. Click **OK**.

Locked Setting Options

Parent topic: Printing with Windows

Locked Setting Options

Select the options you want to use for any locked print settings.

Setting	Options	Description
Anti-Copy Pattern	Various data items	Lets you select the data to use for the pattern or prohibit anti-copy patterns
	Add/Delete	Lets you add or delete a customized anti-copy pattern
	Settings	Lets you select the arrangement, size, and other settings for the custom anti-copy pattern
Watermark	Various text watermarks	Lets you select the text for the watermark or prohibit watermarks
	Add/Delete	Lets you add or delete a customized text or image-based watermark
	Settings	Lets you select the size, position, and other watermark settings
Header/Footer	Off	Prohibits headers or footers
	On	Allows headers and footers
	Settings	Lets you select the text and position for printing headers and footers
Color	Color	Allows color printing
	Grayscale	Allows printing in black or shades of gray only
2-sided printing	Off	Allows printing on one side of the paper only
	On	Allows printing on both sides of the paper
Multi-Page	Off	Prohibits multi-page settings
	2-Up	Allows printing of 2 pages on one sheet of paper
	4-Up	Allows printing of 4 pages on one sheet of paper

Parent topic: Locking Printer Settings - Windows

Selecting Default Print Settings - Windows

When you change your print settings in a program, the changes apply only while you are printing in that program session. If you want to change the print settings you use in all your Windows programs, you can select new default print settings.

1. Access the Windows Desktop and right-click the icon for your product in the right side of the Windows taskbar, or click the up arrow and right-click .

2. Select **Printer Settings**.

   You see the printer settings window:
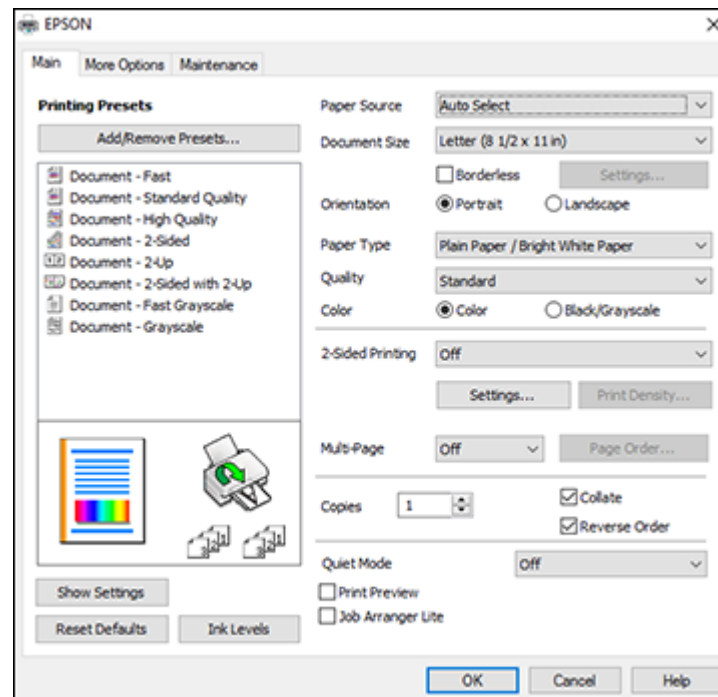
3. Select the print settings you want to use as defaults in all your Windows programs.

4. Click **OK**.

These settings are now the defaults selected for printing. You can still change them as needed for printing in any program session.

Changing the Language of the Printer Software Screens

Parent topic: Printing with Windows

Changing the Language of the Printer Software Screens

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

1. Access the Windows Desktop and right-click the ![icon] icon for your product in the right side of the Windows taskbar, or click the up arrow and right-click ![icon].

2. Select **Printer Settings**.

   You see the printer settings window.

3. Click the **Maintenance** tab.

   You see the maintenance options:
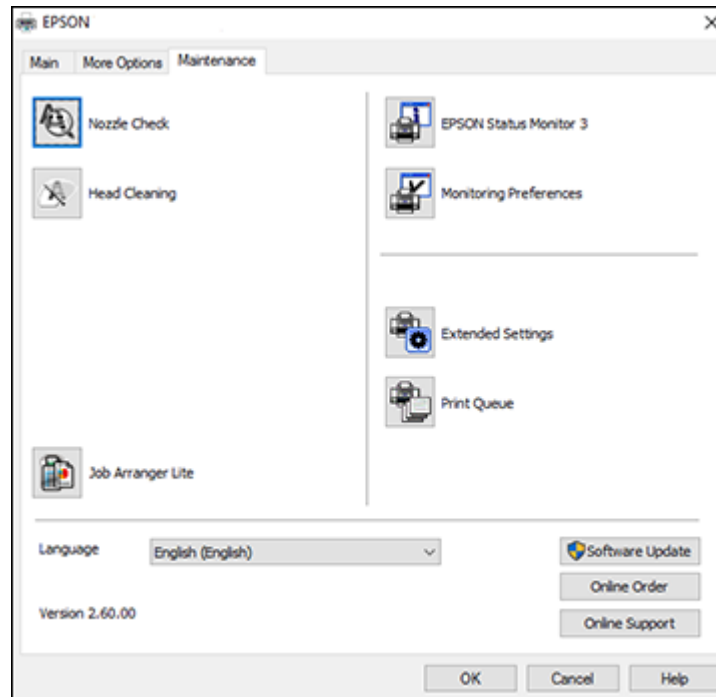
4. Select the language you want to use as the **Language** setting.

5. Click **OK** to close the printer software window.

The printer software screens appear in the language you selected the next time you access them.

Parent topic:

Changing Automatic Update Options

Your printer software for Windows automatically checks for updates to the product software. You can change how often the software checks for updates or disable this feature.

1. Access the Windows Desktop and right-click the ⬚ icon for your product in the right side of the Windows taskbar, or click the up arrow and right-click ⬚.

2. Select **Software Update Settings**.

   You see this window:

```
┌─────────────────────────────────────────────┐
│ Software Update Settings                ✕    │
│ ┌─ Check for Software Updates on the Internet ─┐ │
│ │                                            │ │
│ │  ◉ Check every   [ 2 weeks          ▼ ]   │ │
│ │                                            │ │
│ │                                            │ │
│ │  ○ Never                                   │ │
│ │                                            │ │
│ └────────────────────────────────────────────┘ │
│              [   OK   ]    [ Cancel ]          │
└─────────────────────────────────────────────┘
```
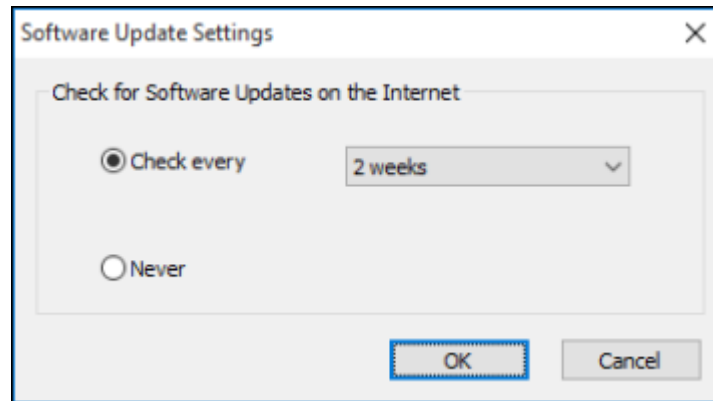
3. Do one of the following:
   - To change how often the software checks for updates, select a setting in the **Check every** menu.
   - To disable the automatic update feature, select the **Never** option.

4. Click **OK** to exit.

Note: If you choose to disable the automatic update feature, you can check for updates manually.

Parent topic:

Printing with the Built-in Epson Driver - Windows 10 S

You can print with the built-in Epson printer driver using any printing program on Windows 10 S, as described in these sections.

Note: The built-in Epson driver in Windows 10 S does not include all the available print settings for your product. To print with additional settings, download and install the Epson Print and Scan utility from the Windows Store. You cannot download and install any Epson product software from the Epson website for use with Windows 10 S; you must obtain software only from the Windows Store.

Selecting Print Settings - Windows 10 S

Parent topic: Printing from a Computer

Selecting Print Settings - Windows 10 S

Select the settings for your print job in your Windows 10 S application.

1. Open a photo or document for printing.

2. Select the print command in your application.

   Note: You may need to select a print icon on your screen, the **Print** option in the **File** menu, or another command. See your application's help utility for details.

3. If necessary, select your product name as the printer you want to use.

   Note: You may also need to select **Properties** or **Preferences** to view your print settings.

You see a window like this:
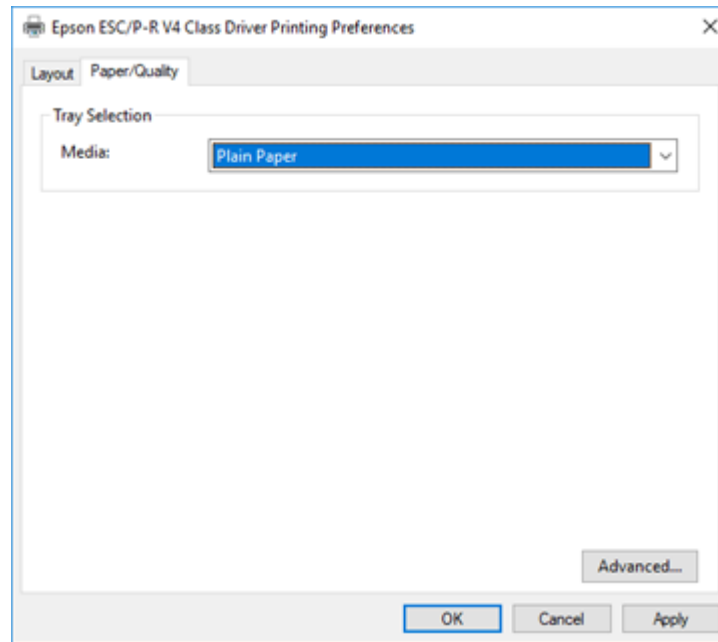
4. Select the type of paper you loaded as the **Media** setting.

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

5. Click the **Advanced** button.

You see a window like this:
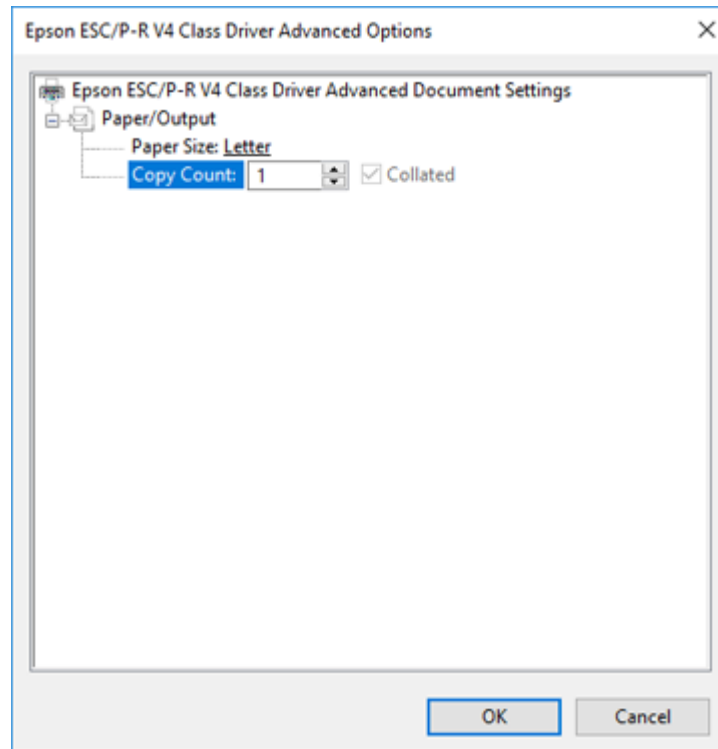
6. Select the size of the paper you loaded as the **Paper Size** setting.

7. To print multiple copies, select or enter the number as the **Copy Count** setting.

8. To print multiple copies of multi-page documents in sets, select the **Collated** checkbox.

9. Click **OK**.

   You return to the printing preferences window.

10. Select the **Layout** tab.
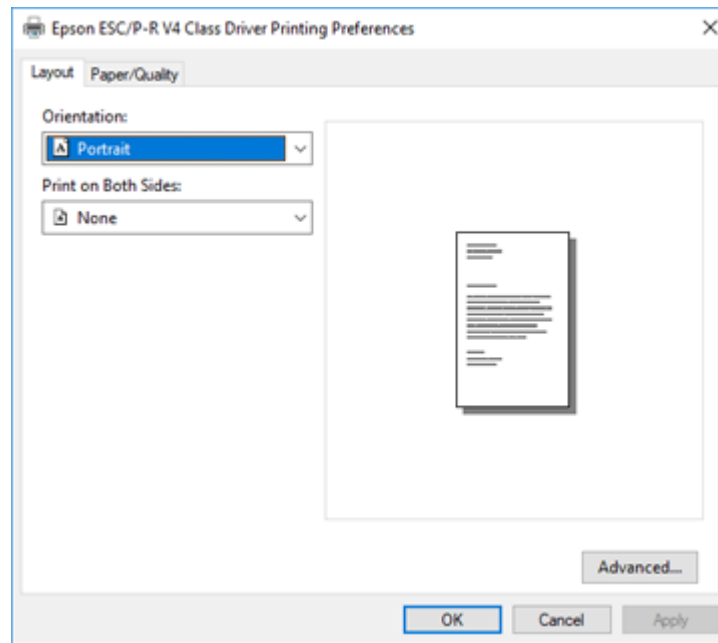
11. Select the orientation of your document as the **Orientation** setting.

12. To print double-sided, select one of the **Print on Both Sides** options, depending on how you want to orient the page layout. The icon next to each option shows the layout.
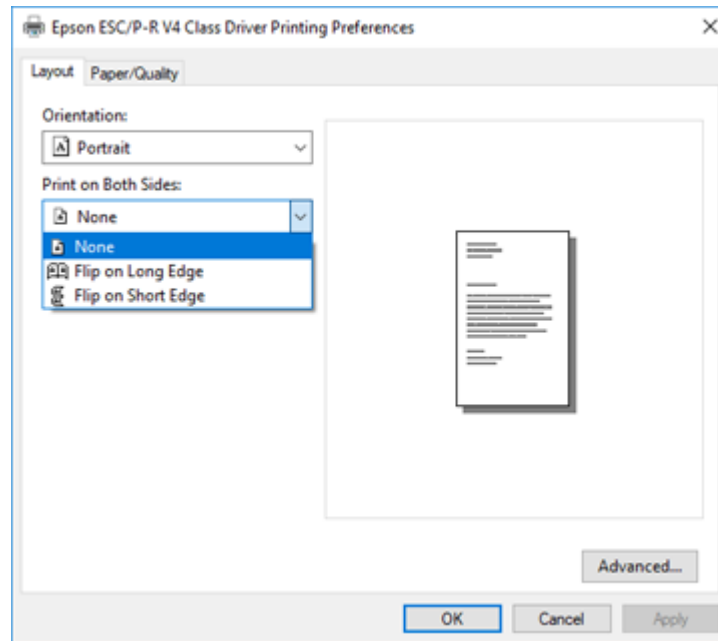
13. Click **OK** to save your settings.

    You see your application's **Print** window.

14. Click **OK** or **Print** to start printing.

Parent topic: Printing with the Built-in Epson Driver - Windows 10 S

Printing on a Mac

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

Note: If you have an Internet connection, it is a good idea to check for updates to your product software on Epson's support website.

Selecting Basic Print Settings - Mac
Selecting Page Setup Settings - Mac

Parent topic: Printing from a Computer

Selecting Basic Print Settings - Mac

Select the basic settings for the document or photo you want to print.

1. Open a photo or document for printing.

2. Select the print command in your application.

   Note: You may need to select a print icon on your screen, the **Print** option in the File menu, or another command. See your application's help utility for details.

3. Select your product as the **Printer** setting.
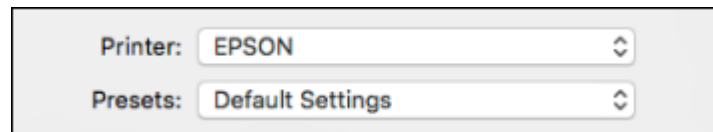
Printer:	EPSON	⌄
Presets:	Default Settings	⌄

4. If necessary, click the arrow next to the Printer setting or the **Show Details** button to expand the print window.

You see the expanded printer settings window for your product:
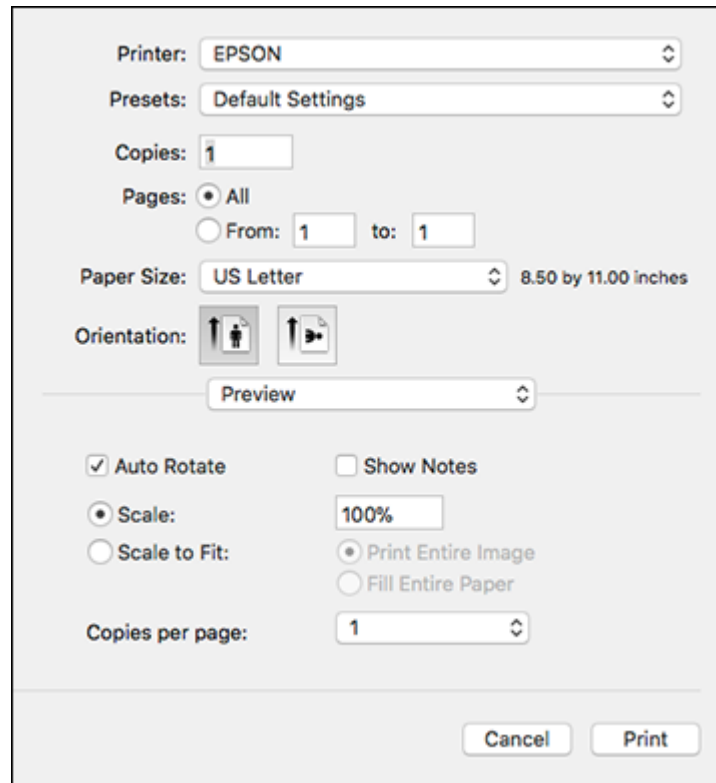
Note: The print window may look different, depending on the Mac OS version and the application you are using.

5. Select the **Copies** and **Pages** settings as necessary.

   Note: If you do not see these settings in the print window, check for them in your application before printing.

6. Select the page setup options: **Paper Size** and **Orientation**.

   Note: If you do not see these settings in the print window, check for them in your application before printing. They may be accessible by selecting **Page Setup** from the File menu.

7. Select any application-specific settings that appear on the screen, such as those shown in the image above for the Preview application.

8. Select **Print Settings** or **Printer Features** from the pop-up menu.
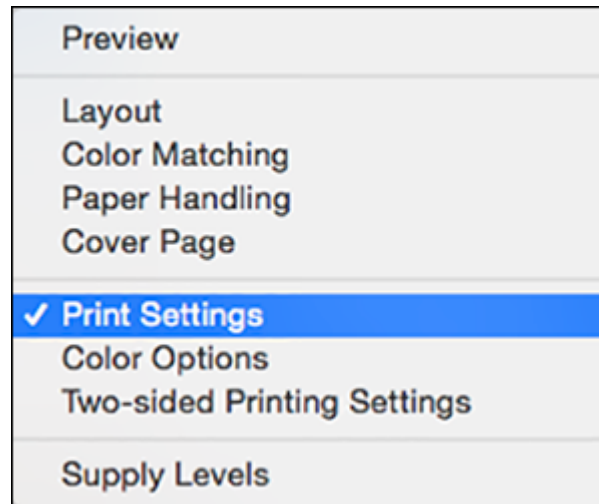
You see these settings:
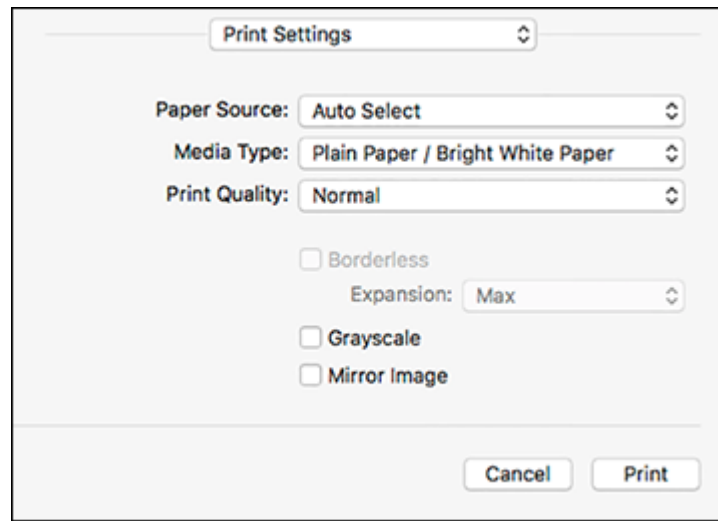
9. Select the **Paper Source** you wish to print from (EC-4030).

10. Select the type of paper you loaded as the **Media Type** setting.

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

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

12. Select the **Borderless** checkbox if you want to print a borderless photo. If the option is grayed out, change the **Media Type** setting to a paper type that supports borderless printing.

13. Select any of the available print options.

Paper Source Options - Mac

Print Quality Options - Mac

Print Options - Mac

Parent topic: Printing on a Mac

Related references

Paper or Media Type Settings - Printing Software

Related tasks

Selecting Page Setup Settings - Mac

Printing Your Document or Photo - Mac

Paper Source Options - Mac

You can select any of the available options in the Paper Source menu to print on the paper loaded in that source (EC-4030).

Auto Select

Automatically selects the paper source based on the selected paper size.

Cassette 1

Selects the paper in cassette 1 as the paper source.

Cassette 2

Selects the paper in cassette 2 as the paper source.

Parent topic: Selecting Basic Print Settings - Mac

Print Quality Options - Mac

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

Draft
For draft printing on plain paper.

Normal
For everyday text and image printing.

Fine
For text and graphics with good quality and print speed.

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

Parent topic: Selecting Basic Print Settings - Mac

Print Options - Mac

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

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

Grayscale
Prints text and graphics in black or shades of gray.

Mirror Image
Lets you flip the printed image horizontally.

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

Parent topic: Selecting Basic Print Settings - Mac

Selecting Page Setup Settings - Mac

Depending on your application, you may be able to select the paper size and orientation settings from the print window.
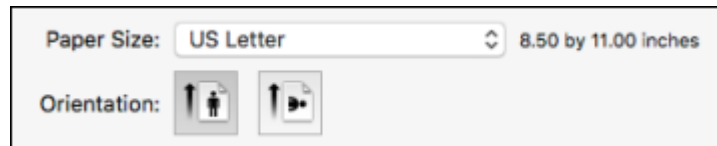
Paper Size:	US Letter	⬍	8.50 by 11.00 inches
Orientation:	[icon] [icon]		

Note: If you do not see these settings in the print window, check for them in your application before printing. They may be accessible by selecting **Page Setup** from the File menu.

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

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

2. Select the orientation of your document or photo as shown in the print window.

   Note: If you are printing an envelope, select the ⬚ icon.

Note: You can reduce or enlarge the size of the printed image by selecting **Paper Handling** from the pop-up menu and selecting a scaling option.

Parent topic: Printing on a Mac

Selecting Print Layout Options - Mac

You can select a variety of layout options for your document or photo by selecting **Layout** from the pop-up menu on the print window.
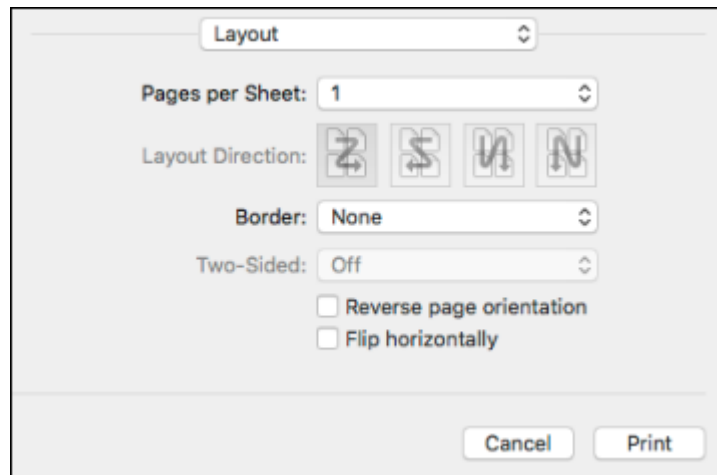
- To print multiple pages on one sheet of paper, select the number of pages in the **Pages per Sheet** pop-up menu. To arrange the print order of the pages, select a **Layout Direction** setting.

- To print borders around each page on the sheet, select a line setting from the **Border** pop-up menu.

- To print on both sides of each page, select a setting from the **Two-Sided** pop-up menu.

- To invert or flip the printed image, select the **Reverse page orientation** or **Flip horizontally** settings.

Parent topic: Printing on a Mac

Selecting Double-sided Printing Settings - Mac

You can print on both sides of the paper by selecting **Two-sided Printing Settings** from the pop-up menu on the print window.
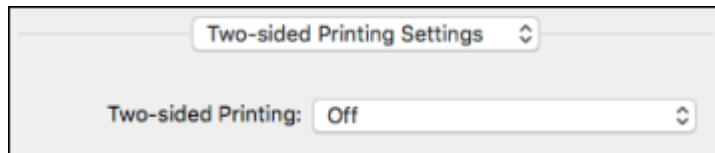
```
                    Two-sided Printing Settings    ↕

     Two-sided Printing:   Off                          ↕
```

Note: Some options may be pre-selected or unavailable, depending on other settings you have chosen or if you are accessing the product over a network. This screen may be different, depending on the Mac OS version you are using.

1. Select one of the **Two-sided Printing** options.

2. Select the type of document you are printing as the **Document Type** setting. The software automatically sets the Adjustments options for that document type.
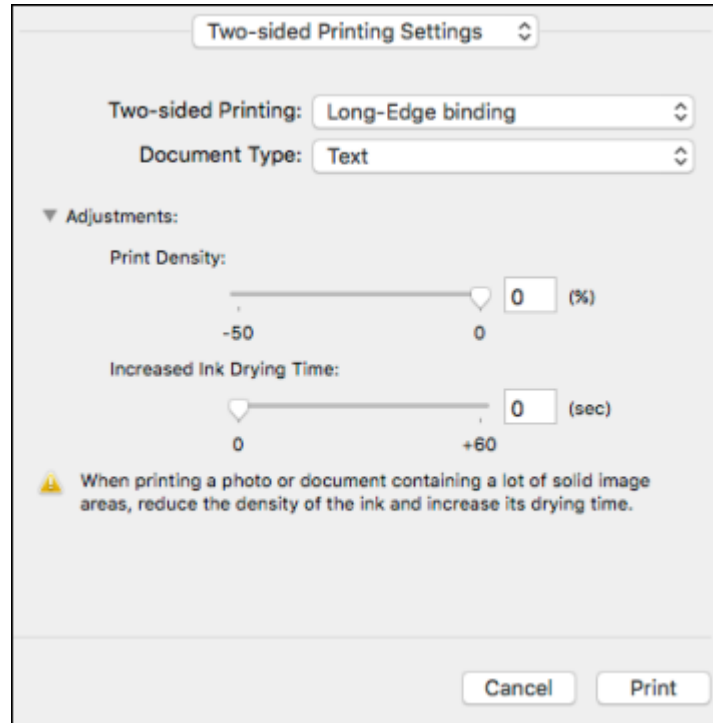
3. If necessary, customize the Adjustments settings as instructed on the screen.

4. Print a test copy of your double-sided document to test the selected settings.

5. Follow any instructions displayed on the screen during printing.

Double-sided Printing Options and Adjustments - Mac

Parent topic: Printing on a Mac

Double-sided Printing Options and Adjustments - Mac

You can select any of the available options in the **Two-sided Printing Settings** or **Output Settings** pop-up menu to set up your double-sided print job.

Long-Edge binding

Orients double-sided printed pages to be bound on the long edge of the paper.

Short-Edge binding
Orients double-sided printed pages to be bound on the short edge of the paper.

Print Density
Sets the level of ink coverage for double-sided printing.

Increased Ink Drying Time
Sets the amount of time required for drying ink after printing on one side of the paper before printing the other side in double-sided printing.

Parent topic: Selecting Double-sided Printing Settings - Mac

Managing Color - Mac

You can adjust the Color Matching and Color Options settings to fine-tune the colors in your printout, or turn off color management in your printer software.

1. Select **Color Matching** from the pop-up menu in the print window.
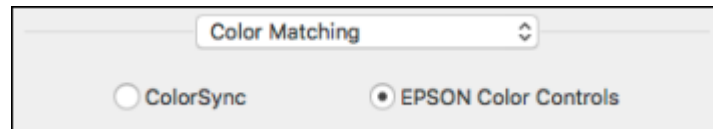
2. Select one of the available options.

3. Select **Color Options** from the pop-up menu in the print window.
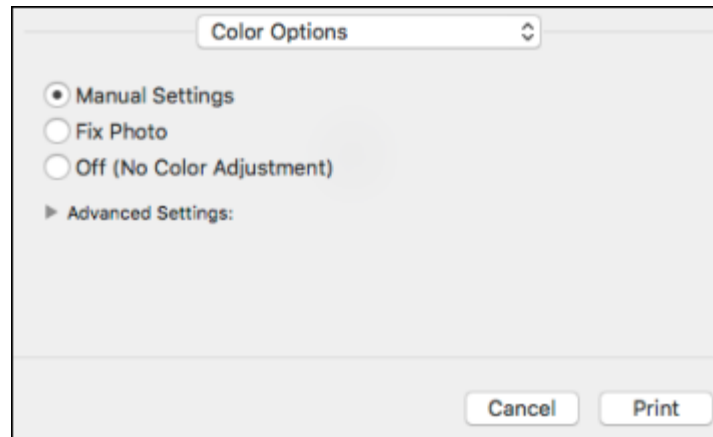
Note: The available settings on the Color Options menu depend on the option you selected on the Color Matching menu.

4. Select one of the available options.

Parent topic: Printing on a Mac

Color Matching and Color Options - Mac

You can select from these settings on the **Color Matching** and **Color Options** menus.

Color Matching Settings

EPSON Color Controls

Lets you manage color using controls in your printer software or turn off color management.

ColorSync

Prints using standard color profiles for your product and paper to help match image colors. You can customize the conversion method and filter settings on the ColorSync pop-up menu in the print window.

Color Options Settings

Manual Settings

Lets you select manual color adjustments. Click the arrow next to **Advanced Settings** and select settings for **Brightness**, **Contrast**, **Saturation**, and individual color tones. You can also select a color **Mode** setting for printing photos and graphics and the **Fix Red-Eye** setting to reduce or remove red-eye in photos. Depending on the selected color mode, you can also adjust the midtone density using the **Gamma** setting.

Fix Photo

Improves the color, contrast, and sharpness of flawed photos. Click the arrow next to **Advanced Settings** and select the **Fix Red-Eye** setting to reduce or remove red-eye in photos.

Note: Fix Photo uses a sophisticated face recognition technology to optimize photos that include faces. For this to work, both eyes and the nose must be visible in the subject's face. If your photo includes a face with an intentional color cast, such as a statue, you may want to turn off **Fix Photo** to retain the special color effects.

Off (No Color Adjustment)

Turns off color management in your printer software so you can manage color using only your application software.

Note: An ICC profile is required if color management is turned off.

Parent topic: Managing Color - Mac

Selecting Printing Preferences - Mac

You can select printing preferences that apply to all the print jobs you send to your product.

1. In the Apple menu or the Dock, select **System Preferences**.

2. Select **Print & Fax**, **Print & Scan**, or **Printers & Scanners**, select your product, and select **Options & Supplies**.

3. Select **Driver** or **Options**.

   You see a screen like this:
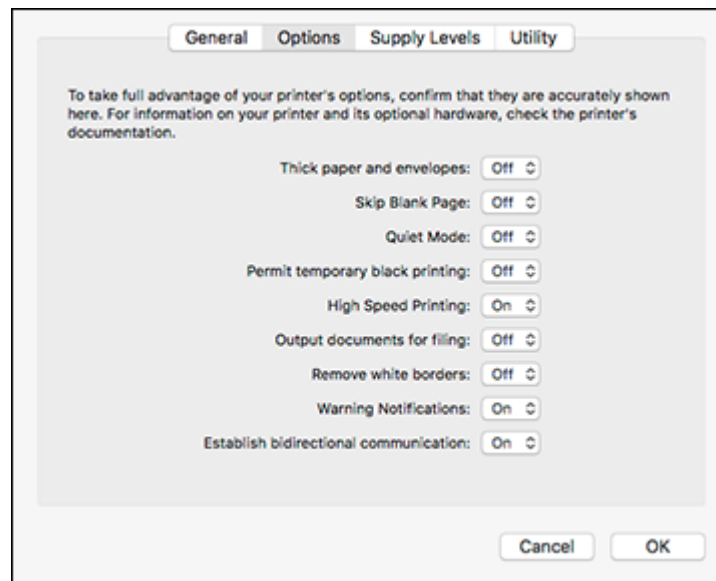
4. Select any of the available printing preferences.

5. Click **OK**.

Printing Preferences - Mac

Parent topic: Printing on a Mac

Printing Preferences - Mac

You can select from these settings on the **Options** or **Driver** tab.

Thick Paper and Envelopes
Prevents ink from smearing when you print on envelopes or other thick paper.

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

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

Permit temporary black printing
Allows you to print using black ink when color ink is expended.

High Speed Printing
Speeds up printing but may reduce print quality.

Output documents for filing
Outputs all landscape, portrait, 1-sided, and 2-sided documents in the same orientation for easier filing.

Remove white borders
Removes white margins that may appear when you print borderless photos.

Warning Notifications
Lets you choose whether or not to receive warning notifications from the printer software for various operating conditions.

Establish bidirectional communication
Allows the product to communicate with the computer. Do not change the default setting unless you experience issues when using a shared printing pool.

Parent topic: Selecting Printing Preferences - Mac

Printing Your Document or Photo - Mac

Once you have selected your print settings, you are ready to print.

Click **Print** at the bottom of the print window.
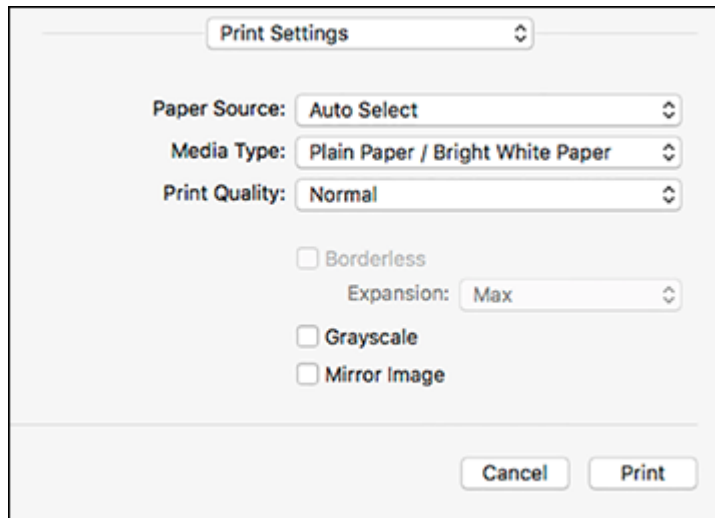
[Checking Print Status - Mac](#)

Parent topic: [Printing on a Mac](#)

Checking Print Status - Mac

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

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

You see the print status window:
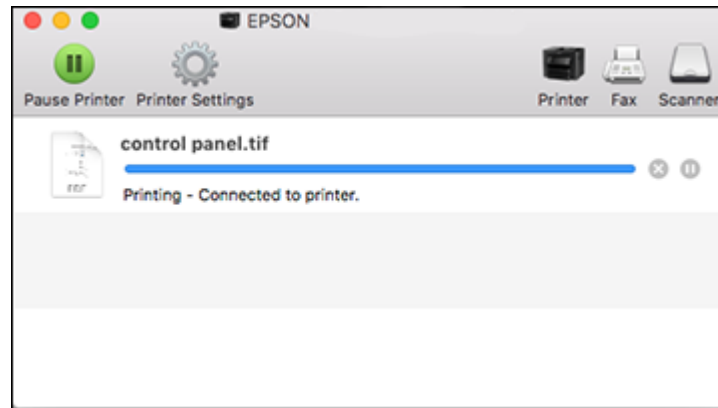
2. Select the following options as necessary for your Mac OS version:

   - To cancel printing, click the print job and click ⊗ or **Delete**.

   - To pause a print job, click the print job and click ⏸ or **Hold**. To resume a print job, click the paused print job and click ↻ or **Resume**.

   - To pause printing for all queued print jobs, click **Pause** or **Pause Printer**.

   - To display other printer information, click **Settings** or **Supply Levels**.

   Parent topic: Printing Your Document or Photo - Mac

Printing From a Chromebook

With a Google Account, you can print from a Chromebook without drivers or cables.

1. Connect your Epson product to your wireless network. See the link below.

2. Turn on your Chromebook and connect it to the same wireless network as your product.

   Note: See your Chromebook's documentation for details on connecting to a network.

3. Do one of the following:

   - Click **Add to Cloud Print** in the notification that appears in the corner of your Chromebook screen.

Note: If you do not see a notification, check to see if a number appears in the status area at the lower-right corner of the screen. Click this number to open the notifications menu, then click **Add to Cloud Print**.

- Open a web browser and enter **chrome://devices** in the address bar. Skip to step 4.
- If you see a registration confirmation screen instead, click **Register**.

4. Click **Add Device**.

5. Click the **Register** button that appears next to your product.

6. Click **Register** on the confirmation screen. Your product's LCD screen displays a confirmation message.

7. Select **OK** or press the **OK** button on your product to confirm the Google Cloud Print connection and print a test page.

8. To print to the connected product, select the print command in your Chrome app.

Your product is now linked to your Google Account and can be accessed from any Chromebook where you are logged in, as long as you have Internet access. Visit Epson Support for Google Cloud Print (U.S) or Epson Support for Google Cloud Print (Canada) for more information on using Google Cloud Print, or the Google Cloud Print website for a list of supported apps.

Parent topic: Printing from a Computer

Related tasks

Using Google Cloud Print

Cancelling Printing Using the Product

If you need to cancel printing, select **Cancel**, then select **Cancel** again to confirm.

Parent topic: Printing from a Computer

Scanning

You can scan your originals and save them as digital files.

Starting a Scan
Scanning in Epson Scan 2

Starting a Scan

After placing your originals on your product for scanning, start scanning using one of these methods.

Starting a Scan Using the Product Control Panel
Setting Up and Scanning to a Network Folder or FTP Server
Changing Default Scan Job Settings
Starting a Scan Using the Epson Scan 2 Icon
Starting a Scan from a Scanning Program
Starting a Scan from a Smart Device

Parent topic: Scanning

Starting a Scan Using the Product Control Panel

You can scan an image to a variety of destinations using your product's control panel.

1. Make sure you installed the product software and connected the product to your computer or network.

    Note: Restart your computer after installing the product software to enable scanning from the control panel.

2. Place your original on the product for scanning.

    Note: To scan a multi-page document, place your originals in the ADF.

3. Press the ⌂ home button, if necessary.

4. Select **Scan**.

You see a screen like this:

5. Select one of the following **Scan to** options:

- **Network Folder/FTP** saves your scan file to a pre-defined folder on a network computer or FTP server. To use this feature, you must first create a shared network folder or obtain the FTP site address, and optionally register the location to your product's contact list.

- **Email** lets you send scanned files through a pre-configured email server.

- **Computer** lets you scan to a connected computer using your saved scan settings.

- **Memory Device** saves your scan file on a USB device and lets you select the file format, quality, and other settings.

- **Cloud** sends your scanned files to a destination that you have registered with Epson Connect.

- **Computer (WSD)** lets you manage network scanning in Windows 10, Windows 8.x, Windows 7, or Windows Vista (English only). To use this feature, you must first set up a WSD (Web Services for Devices) port on your Windows 7 or Windows Vista computer (the port is set up automatically on Windows 10 and Windows 8.x).

6. Follow the instructions in the links below to set up for scanning or complete your scan.

Scanning to Email
Scanning to a Connected Computer
Setting Up a WSD Port (Windows 7/Windows Vista)
Control Panel Scanning Options

Parent topic: Starting a Scan

Related tasks

Using Presets

Entering Characters on the LCD Screen

Using Epson Scan to Cloud

Related topics

Placing Originals on the Product

Scanning to Email

You can scan an original and email the scanned file using your product's control panel. You need to have a preconfigured email server before you can scan to email. You can either enter the email address directly on the product's control panel or select an address from the **Contacts** list. Make sure the date and time are set correctly so the time stamps on your emails are accurate.

1. Place your original on the product for scanning.

    Note: To scan a multi-page document, place all of the pages in the ADF.

2. Press the ⌂ home button, if necessary.

3. Select **Scan**.

    You see a screen like this:

4. Select **Email**.

   Note: If you have not configured an email server, you are prompted to setup the server. Select **Proceed** to open the server settings screen or select **Done** to continue.

   You see a screen like this:
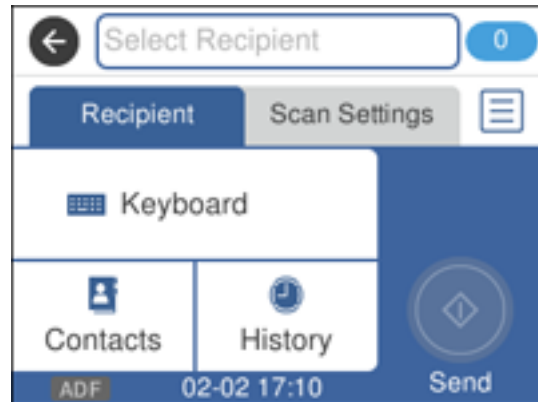
5. Do one of the following:
   - Select **Contacts** and choose an email address from the **Contacts** list.
   - Select **Keyboard** to use the displayed keyboard to enter the address for the recipient and press **OK**.
   - Select **History** to choose an email address from your recent scan history.
6. Select **Scan Settings**.
7. Select **File Format** to choose the file format for your scan.
8. Scroll down and change the **Subject** and **File Name settings** if necessary.
9. Select any additional scan settings as necessary.
10. Press the ★ preset button to save your scan settings.
11. Press the **Send** icon.

    Your product scans your original and emails the scanned file.

Parent topic: Starting a Scan Using the Product Control Panel

Related tasks

Entering Characters on the LCD Screen

Registering Contacts for Email, Network, or FTP Scanning - Control Panel

Selecting the Date and Time

Configuring Email Server Settings

Related topics

Placing Originals on the Product

Scanning to a Connected Computer

You can scan an original and save it to a connected computer using your product's control panel. The computer must be connected using a USB cable or connected to the same network as your product.

You can save the scanned file as a JPEG or PDF file, or attach it to an email. You can also set up custom scan settings using Event Manager and automatically scan using those settings on your product control panel.

Note: Be sure you have installed Epson Scan 2 and Event Manager on your computer before scanning to your computer.

1. Place your original on the product for scanning.

   Note: To scan a multi-page document, place all of the pages in the ADF.

2. Press the ⌂ home button, if necessary.

3. Select **Scan**.

You see a screen like this:

4. Select **Computer**.

You see a screen like this:
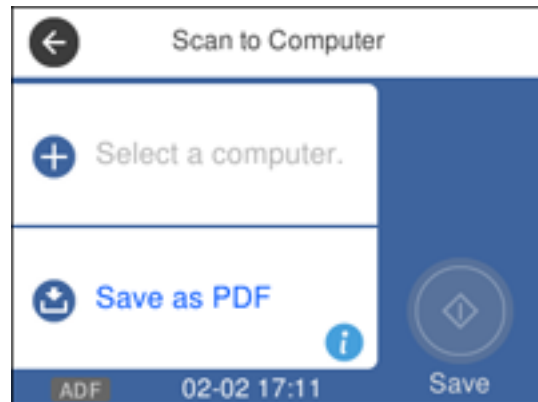
5. Select **OK** to close the information screen, if necessary.
6. Select **Select a computer** and choose one of the following options:
   - If your computer is connected to your product over a network, select a connected computer from the displayed list. (If the computer is not listed, select **Search Again**.)
   - If you computer is connected to your product using a USB cable, select **USB Connection**.

7. Select **Save as PDF** and choose one of the following options:

   - **Save as JPEG** to save the scanned scanned image as a JPEG file.
   - **Save as PDF** to save the scanned document or image as a PDF file.
   - **Attach to email** to open the default email software on your computer and save the scanned document or images as a JPEG email attachment.
   - **Follow custom setting** to save the scanned document or image using custom settings you have selected using the Event Manager custom scan settings option.

   Note: You can customize the settings for each of these options using Event Manager.

8. Select **Save** to start scanning.

   Parent topic: Starting a Scan Using the Product Control Panel

   Related tasks

   Changing Default Scan Job Settings

   Entering Characters on the LCD Screen

   Selecting the Date and Time

   Related topics

   Placing Originals on the Product

Setting Up a WSD Port (Windows 7/Windows Vista)

You can scan to a networked Windows computer using WSD (Web Services for Devices). You must first set up a WSD port on your Windows 7 or Windows Vista system (the port is set up automatically on Windows 10 and Windows 8.x).

Before you set up a WSD port, make sure you installed your product software, and connected your product and computer to the same network.

1. Turn on your product.
2. Print a network status sheet so you can identify the network name and model name for your product on the network.
3. Click or **Start** and select **Computer**.
4. On the left side of the window, select **Network**.
5. Locate your product on the Network screen, right-click it, and select **Install**.

6. When you see the User Account Control screen, click **Continue**.

   Note: If you see an Uninstall screen, click **Uninstall** and repeat these steps as necessary.

7. When you see the message **Your device is ready to use** in the Windows taskbar, click the message.

8. On the Driver Software Installation screen, make sure your product is listed as **Ready to use**. Then click **Close**.

9. Do one of the following:

   • **Windows 7**: Click and select **Devices and Printers**.

   • **Windows Vista**: Click **Start** and select **Control Panel** > **Hardware and Sound** > **Printers**.

10. Make sure that an icon appears for your product's name on the network.

When you use WSD, select your product name to scan over the network.

Parent topic: Starting a Scan Using the Product Control Panel

Control Panel Scanning Options

Select the options you want to use for scanning.

Note: Not all options or settings may be available, depending on the **Scan to** option selected.

Scan to setting	Available options	Description
Edit Location	Communication Mode	Lets you select **Network Folder (SMB)** or **FTP**
	Location	Lets you enter a folder path in which to save scanned images
	User Name	Lets you enter a user name for the selected folder path
	Password	Lets you enter a password for the selected folder path
	Connection Mode	Lets you select the connection mode
	Port Number	Lets you enter a port number
Contacts	—	Select an email address or folder path to send or save scanned images

Scan to setting	Available options	Description
Color Mode	Color	Select whether to scan images in color or black and white
	B&W	
File Format	JPEG	Select for photos. You can also select the **Compression Ratio**.
	PDF	Select for documents. You can also select the **Compression Ratio** and **PDF Settings**.
	TIFF (Single Page)	Select for scanned files that you can print from a device. Multi Page TIFF documents are scanned in black and white.
	TIFF (Multi Page)	
Resolution	200dpi	Select for documents
	300dpi	Select for photos
	600dpi	Select for highest quality printing
Scan Area	Letter	Select the page size for documents, then select the orientation of the original
	A4	
	Legal	
	Half Letter	
	Envelope #10	
	5 × 7	
	4 × 6	
	8 × 10	
	Auto Cropping	Select for photos with dark edges
	Max Area	Select for most photos
Original Type	Text	Specifies the type of original you are scanning
	Text & Image	
	Photo	
Density	−4 to +4	Adjusts the lightness or darkness of scanned images.

Scan to setting	Available options	Description
Remove Shadow	On	Erases the shadows that appear in the center of a document when copying a book or the shadows that appear around a document when copying thick paper
	Off	
Remove Punch Holes	On	Erases the binding holes on a document
	Off	
Subject	—	Lets you enter a subject for your email
Attached File Max Size	Various sizes	Lets you select the maximum file size that can be attached to an email
File Name	—	Lets you enter a prefix, the date, and the time to the file name for your scanned file

Note: When you turn on password settings, you can use the LCD screen keyboard to set the password.

Parent topic: Starting a Scan Using the Product Control Panel

Setting Up and Scanning to a Network Folder or FTP Server

Before you can scan to a network folder on your computer or on an FTP server, you need to create a shared folder and optionally register its location to your product's contact list. Select the links below as necessary to create and register the folder, and to scan to it over the network.

Creating a Shared Network Folder
Registering Contacts for Email, Network, or FTP Scanning - Control Panel
Registering Contacts for Network Folder or FTP Scanning - Web Config
Scanning to a Network Folder or FTP Server

Parent topic: Starting a Scan

Creating a Shared Network Folder

You can create up a shared network folder on your computer or an FTP site and register its location to your product's **Contacts** list.

Note: If you are creating a shared network folder on a Mac, see your product documentation for instructions on creating the folder. The instructions here are for Windows.

First make sure you connected your product and computer to the same network.

Note: If you are running a Home version of the Windows operating system, you cannot create a shared folder on your Windows desktop or in the Documents or Pictures folder unless you have created a Home Group Configuration for sharing. You can, however, create a shared folder in the root of the C: drive on your system.

If you want to scan to a folder on an FTP server, contact the FTP server administrator for the server address and authentication access to a shared folder on the server.

1. If you are scanning to a network folder on your computer, do one of the following to check the format of your computer name:

   • **Windows 10 or Windows 8.x**: Hold down the Windows key on your keyboard and press the **X** key. Select **System** from the list that appears. Check the Computer Name or Device Name listed for your computer on the System window.

   • **Windows 7**: Click , right-click **Computer**, and select **Properties**. Check the Computer Name listed for your computer on the System window.

   Note: The settings in these steps may vary, depending on your version of Windows. See Windows Help for details on your operating system.

2. If the computer's name uses any characters that are not alphanumeric (letters or numbers), do one of the following to change the computer's name:

   • **Windows 10 or 8.x**: Select **Rename this PC** and follow the on-screen prompts.

   • **Windows 7**: Select **Change Settings**, change the computer's name, and click **OK**. (See Windows Help for instructions, if necessary.)

   Note: You need to be logged into Windows as an administrator to change the computer's name. After changing the name, restart your computer.

3. Start File Explorer or Windows Explorer.

4. Create a folder on the Windows desktop with a folder name of 12 characters or less; otherwise, your product may not be able to access the folder.

   Note: You need to be logged into Windows as an administrator to access the desktop folder and the document folder under each User folder.

5. Right-click the folder you created and select **Properties**.

6. On the **General** tab, deselect the **Read-only** checkbox to allow users to access the folder over the network.

7. Select the **Sharing** tab and click the **Advanced Sharing** button.

   Note: You need to be logged into Windows as an administrator to select the **Advanced Sharing** button.

8. On the Advanced Sharing screen, select the **Share this folder** checkbox.

9. Click the **Permissions** button and select the following on the Share Permissions tab:

   • Select **Everyone** under Group or user names.

   • Select the checkbox in the **Allow** column for the **Change** setting.

10. Click **OK** to save the settings, then click **OK** again to close the Advanced Sharing window.

11. Select the **Security** tab and check that the Group or user names list at the top includes the current computer user and the administrators who can now access the folder.

12. Select the **Sharing** tab again and write down the **Network Path** listed under Network File and Folder Sharing at the top. This is the path you will register to your product contacts list so you can select it for network scanning.

13. Click **OK** or **Close**.

Now you can register the path to the folder to your product contacts list.

Parent topic: Setting Up and Scanning to a Network Folder or FTP Server

Related tasks

Registering Contacts for Email, Network, or FTP Scanning - Control Panel
Registering Contacts for Network Folder or FTP Scanning - Web Config
Scanning to a Network Folder or FTP Server

Registering Contacts for Email, Network, or FTP Scanning - Control Panel

You can register a list of contacts for scanning to email or to a network folder or FTP server.

1. Press the ⌂ home button, if necessary.

2. Select **Scan** and do one of the following:

   • To create a contact for scanning to email, select **Email**.

   • To create a location for scanning to a network folder or FTP, select **Network Folder/FTP**.

3. Select **Contacts** > **Add Entry**.

4. Select **Add Contact**, if necessary.

5. Select the number you want to use for the contact you are adding.

6. Select the **Name** field, use the displayed keyboard to enter the contact name (up to 30 characters), and press **OK**.

7. Select the **Index Word** field, use the displayed keyboard to enter a word to use when searching for an entry (up to 30 characters), and press **OK**. (This field is optional.)

8. Do the following as necessary for your contact:

    • For an email contact, select the **Email Address** field, use the displayed keyboard to enter the address, and press **OK**.

    • For a network folder or FTP location, select the **Communication Mode** field and select **Network Folder (SMB)** or **FTP**. Then select the **Location** field, use the displayed keyboard to enter the network path to the shared folder, and select **OK**.

    Enter the folder path name for the **Location** setting in one of the following formats depending on the **Communication Mode** setting you selected:

    • **SMB**: \\host_name\folder

    • **FTP**: ftp://host_name/folder_name

    • For a network folder or FTP location with a password, select the **User Name** field and use the displayed keyboard to enter the user name. Then select the **Password** field and enter the password.

    • For an FTP location, enter the FTP server port number in the **Port Number** field. If there is a firewall between the product and FTP server, select the **Connection Mode** field and select **Passive Mode**.

9. Select **OK**.

Note: If you need to edit or delete scanning contacts, the procedures are the same as for fax contacts.

Parent topic: Setting Up and Scanning to a Network Folder or FTP Server

Related tasks
Entering Characters on the LCD Screen
Scanning to a Network Folder or FTP Server

Registering Contacts for Network Folder or FTP Scanning - Web Config

You can register a list of contacts for scanning to a network folder or FTP server using Web Config and your computer's internet browser.

Before you begin, print a network status sheet and locate the IP address for your product on the sheet.

Note: These instructions use Internet Explorer as an example browser.

1. Start Internet Explorer on a computer that is using the same network as your product.
2. Type your product's IP address into the address bar and press **Enter**.
3. Click **Continue to this website (not recommended)**.
4. Click **Contacts**.
5. Select the number you want to use for the contact you are adding and click **Edit**.
6. Select **Network Folder (SMB)** or **FTP** as the **Type** setting.
7. Enter the following information for the contact:
   - **Name**: The name to display in your product's contact list.
   - **Index Word**: Enter a word to identify this entry when searching for it (up to 30 characters). This field is optional.
   - **Save to**: The network path to the shared folder.

     Enter the folder path name in one of the following formats depending on the **Type** setting you selected:
     - **SMB**: host_name\folder
     - **FTP**: host_name/folder_name
   - **User Name** and **Password**: Enter only if you have set up a password on your computer.
   - **Connection Mode**: For FTP locations, select **Passive Mode** if there is a firewall between the product and FTP server.
   - **Port Number**: For FTP locations, enter the port number.
8. Click **Apply**.

   After a moment, you see a message telling you that contact registration is complete.
9. Close your web browser.

Parent topic: Setting Up and Scanning to a Network Folder or FTP Server

Related tasks
Printing a Network Status Sheet
Scanning to a Network Folder or FTP Server

Scanning to a Network Folder or FTP Server

You can scan an image and save it to a network folder on your computer or on an FTP server using your product's control panel. You can either enter the folder path directly on the product's control panel or select a folder from the **Contacts** list.

Note: Make sure the date and time are set correctly before using this feature.

1. Place your original on the product for scanning.

   **Note:** To scan a multi-page document, place your originals in the ADF.

2. Press the ⌂ home button, if necessary.
3. Select **Scan**.

   You see a screen like this:
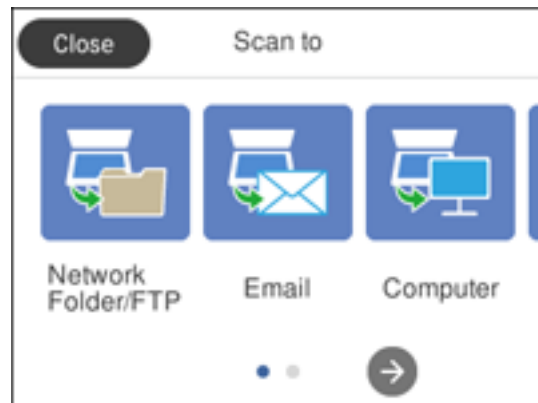
4. Select **Network Folder/FTP**.

You see a screen like this:
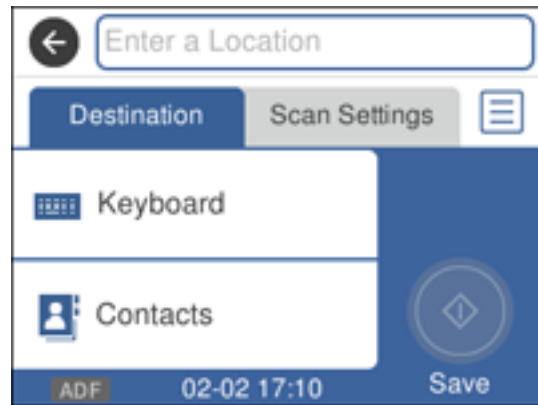
5. Do one of the following:

   • Select **Contacts** and choose a saved location from the **Contacts** list.

   • Select **Keyboard**, then select the **Communication Mode** field and select **Network Folder (SMB)** or **FTP**. Then select the **Location** field and enter the folder location, and press **OK**.

     Enter the folder path name for the **Location** setting in one of the following formats depending on the **Communication Mode** setting you selected:

     • **SMB**: \\host_name\folder

     • **FTP**: ftp://host_name/folder_name

   • For a network folder or FTP location with a password, select the **User Name** field and use the displayed keyboard to enter the user name. Then select the **Password** field and enter the password.

   • For an FTP location, enter the FTP server port number in the **Port Number** field. If there is a firewall between the product and FTP server, select the **Connection Mode** field and select **Passive Mode**.

6. Select **Scan Settings**.

7. Select **File Format** to choose the file format for your scan.

8. If necessary, scroll down and change the **File Name** setting listed under the File Settings heading.

9. Select any additional scan settings as necessary.

10. Press the ★ preset button to save your scan settings.

11. Select **Save**.

Your product scans your original and saves it in the selected location.

Parent topic: Setting Up and Scanning to a Network Folder or FTP Server

Related references
Control Panel Scanning Options

Related tasks
Entering Characters on the LCD Screen
Registering Contacts for Email, Network, or FTP Scanning - Control Panel
Selecting the Date and Time

Related topics
Placing Originals on the Product

Changing Default Scan Job Settings

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

1. Do one of the following to open Event Manager:

   - **Windows 10:** Click and select **EPSON Software** > **Event Manager**.

   - **Windows 8.x**: Navigate to the **Apps** screen and select **Event Manager**.

   - **Windows (other versions)**: Click or **Start** > **All Programs** or **Programs** > **EPSON Software** > **Event Manager**.

   - **Mac**: Open the **Applications** folder, click **Epson Software**, and select **Event Manager**.

2. Open the **Scanner** (Windows) or **Select Scanner** (Mac) drop-down list and select your product, if necessary.

3. Click **Make Job Settings**.

4. Open the **Edit Job Settings** drop-down list and select the scan job settings you want to view or change.

5. Change the settings as necessary.

6. Click **OK**.

7. Click **Close** to close the Event Manager window.

Parent topic: Starting a Scan

Starting a Scan Using the Epson Scan 2 Icon

You can start the Epson Scan 2 program to select scan settings, scan, and save the scanned image to a file.

Note: If you are using your Epson product with the Windows 10 S operating system, you cannot use the software described in this section. You also cannot download and install any Epson product software from the Epson website for use with Windows 10 S; you must obtain software only from the Windows Store.

- **Windows 10:** Click ▦ and select **EPSON** > **Epson Scan 2**.

- **Windows 8.x**: Navigate to the **Apps** screen and select **Epson Scan 2**.

- **Windows (other versions)**: Click 🪟 or **Start**, and select **All Programs** or **Programs**. Select **EPSON** > **Epson Scan 2** > **Epson Scan 2**.

- **Mac:** Open the **Applications** folder, open the **Epson Software** folder, and select **Epson Scan 2**.

You see an Epson Scan 2 window like this:

Parent topic:

Starting a Scan from a Scanning Program

You can start Epson Scan 2 from a TWAIN-compliant scanning program to select scan settings, scan, and open the scanned image in the program.

Note: If you are using your Epson product with the Windows 10 S operating system, you cannot use the software described in this section. You also cannot download and install any Epson product software from the Epson website for use with Windows 10 S; you must obtain software only from the Windows Store.

1. Open your scanning program and select its scanning option. (See your scanning program help for instructions.)

2. Select your product.

   Note: In certain programs, you may need to select your product as the "source" first. If you see a **Select Source** option, choose it and select your product. With Windows, do not select a **WIA** option for your product; not all scan functions will be available.

You see an Epson Scan 2 window like this:
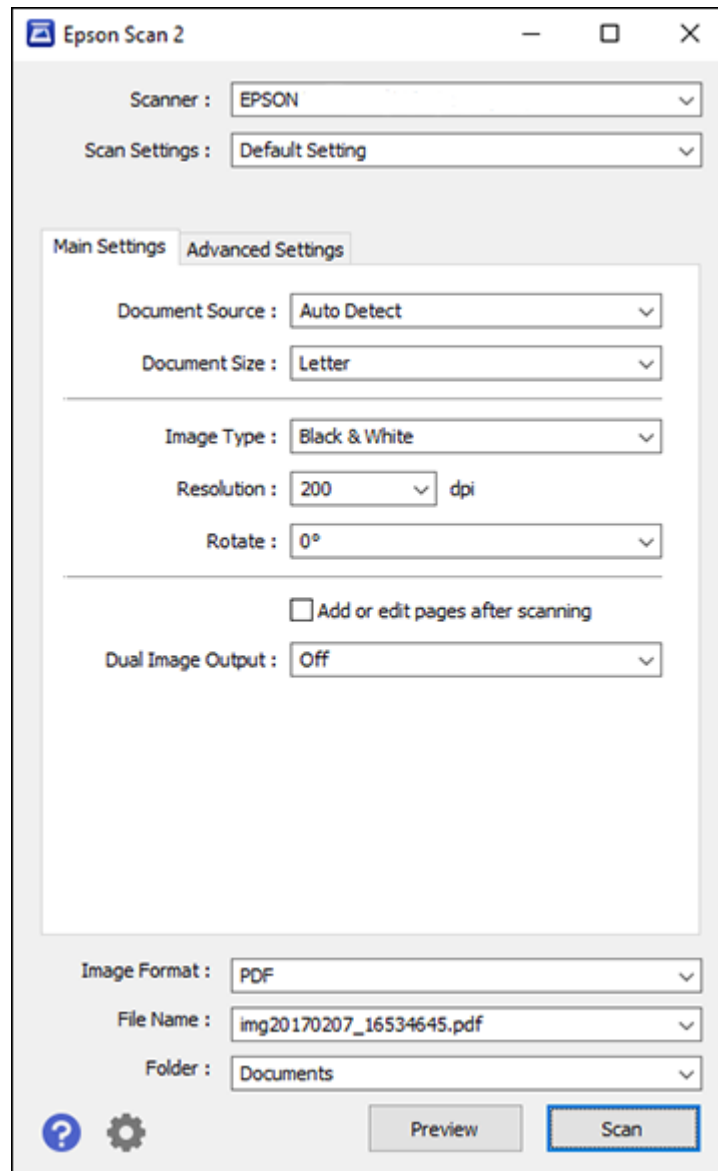
Parent topic:

Starting a Scan from a Smart Device

You can start a scan from a smart device using the Epson iPrint app. You can save the scanned document to your device or a cloud service, e-mail it, or print it.

Note: If you are using your Epson product with the Windows 10 S operating system, you cannot use the software described in this section. You also cannot download and install any Epson product software from the Epson website for use with Windows 10 S; you must obtain software only from the Windows Store.

Note: Your device must be connected to the same wireless network as your Epson product. If you have an NFC-enabled device, you can also scan with the Epson iPrint app by placing the device against the NFC tag on the front of the product.

1. Download the Epson iPrint app from your device's app store or from Epson's website.
2. Place your original on the product for scanning.
3. Open the Epson iPrint app and select your product.
4. Select the scan settings and scan your original.
5. Save your scanned image to a file or cloud location.

Parent topic:

Scanning in Epson Scan 2

Epson Scan 2 automatically scans your document and saves the scanned file in PDF format in your operating system's Documents or My Documents folder, or opens it in your scanning program. You can select settings, preview, and change the scanned file settings as necessary.

Note: If you are using your Epson product with the Windows 10 S operating system, you cannot use the software described in this section. You also cannot download and install any Epson product software from the Epson website for use with Windows 10 S; you must obtain software only from the Windows Store.

1. Start Epson Scan 2.

You see this window:

Epson Scan 2 _ □ ✕

Scanner : EPSON

Scan Settings : Default Setting

Main Settings   Advanced Settings

Document Source : Auto Detect

Document Size : Letter

Image Type : Black & White

Resolution : 200   dpi

Rotate : 0°

☐ Add or edit pages after scanning

Dual Image Output : Off

Image Format : PDF

File Name : img20170207_16534645.pdf

Folder : Documents

Preview   Scan
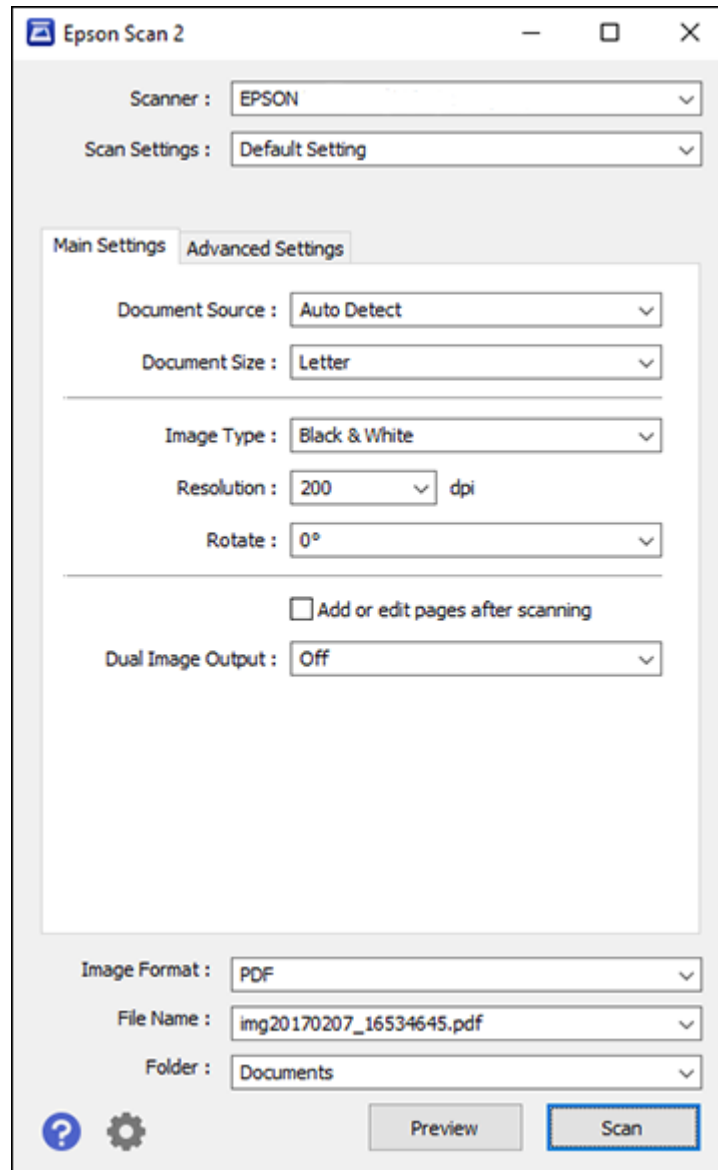
2. Select the **Document Source** setting that matches where you placed your original.

3. Select the **Document Size** setting that matches the size of your original. You can select **Customize** to enter a custom size, if necessary.

4. Select the image type of your original and how you want it scanned as the **Image Type** setting.

5. Select the **Resolution** setting you want to use for your scan.

6. Click the **Preview** button.

   Epson Scan 2 previews your original and displays the results in the Epson Scan 2 window.
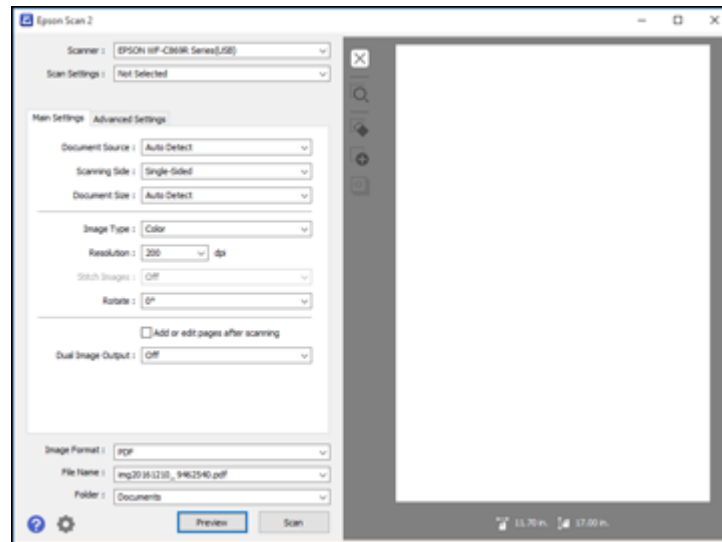
7. Reinsert your original into the ADF, if necessary.

8. Select any of the additional settings that you want to use on the Main Settings tab.

9. Click the **Advanced Settings** tab and select any settings that you want to use.

10. Select the format in which you want to save your scanned file as the **Image Format** setting. If necessary, select **Options** and select any desired format options.

11. Enter the file name for your scanned file in the **File Name** field. If necessary, select **Settings** to modify the file name settings.

12. Select the location in which you want to save your scanned file as the **Folder** setting. If necessary, select **Select** to create a new folder.

13. Click **Scan**.

   The product scans your original and saves the scanned file in the location you specified.

Additional Scanning Settings - Main Settings Tab

You can select these additional scanning settings on the Epson Scan 2 Main Settings tab. Not all adjustment settings may be available, depending on other settings you have chosen.

Dual Image Output
Scans the original image twice using different output settings (Windows only).

Add or edit pages after scanning
Lets you add, remove, or edit the pages in a scan, including rotating pages and changing the page order.

Note: To save multiple pages in a single file, you must select a file format that supports multiple pages such as **PDF** or **Multi-TIFF**. If you select another file format, each scanned image or page is saved as a separate file.

Additional Scanning Settings - Advanced Settings Tab

You can select these additional scanning settings on the Epson Scan 2 Advanced Settings tab. Not all adjustment settings may be available, depending on other settings you have chosen.

Text Enhancement
Sharpens the appearance of letters in text documents.

Auto Area Segmentation
Makes black and white images clearer and text recognition more accurate by separating the text from the graphics.

Threshold
Adjusts the level at which black areas in text and line art are delineated, improving text recognition in OCR (Optical Character Recognition) programs.

Color Enhance

Enhances the shades of the color you select in the scanned image. This setting is available only if you select **Grayscale** or **Black & White** as the Image Type setting.

Brightness

Adjusts the overall lightness and darkness of the scanned image.

Contrast

Adjusts the difference between the light and dark areas of the overall scanned image.

Gamma

Adjusts the midtone density of the scanned image.

Unsharp Mask

Makes the edges of certain image areas clearer. Turn off this option to leave softer edges.

Descreening

Removes the ripple pattern that might appear in subtly shaded image areas, such as skin tones. This option improves results when scanning magazines or newspapers. (The results of descreening do not appear in the preview image, only in your scanned image.)

Edge Fill

Corrects shadowing around the edges of the image by filling the shadows with black or white.

Correct Document Skew

Corrects skewed originals, image contents, or both.

Parent topic: Scanning in Epson Scan 2

Saving Scanned Documents as a Searchable PDF Using Epson Scan 2

You can scan a document and save the text in a searchable PDF. In a searchable PDF, text is recognized using Optical Character Recognition (OCR) and then embedded in the scanned original.

Note: The required Epson Scan 2 OCR Component is installed automatically when you install your product software as instructed on the *Start Here* sheet. If you install your scanner software programs individually, be sure to also install this component if you want to perform OCR.

1. Load your original in the product for scanning.
2. Start Epson Scan 2.
3. Select your scan settings.
4. Click **Preview** and adjust the area you want to scan, if necessary.
5. If you are using the ADF, reload the ejected original.

6. Select **Searchable PDF** as the Image Format setting.

7. Select **Options** from the Image Format list.

   You see this window:
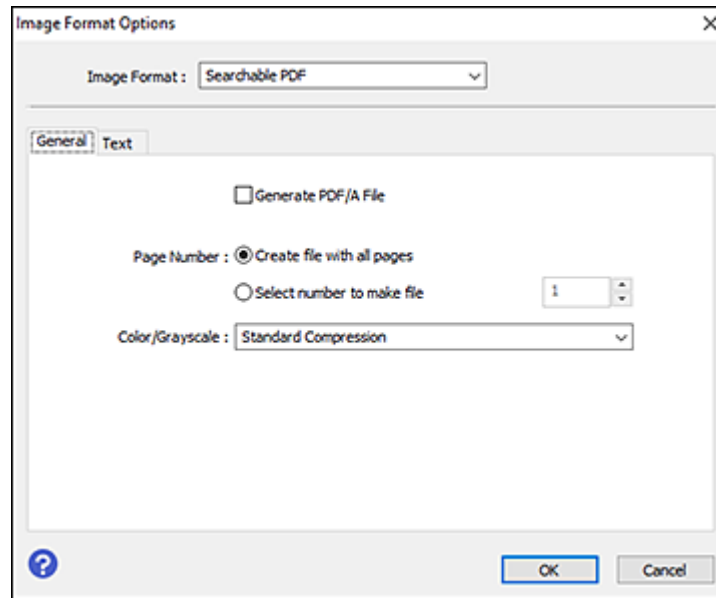
8. Select any of the options on the **General** tab.

9. Select the **Text** tab.

10. Make sure the language used in the document text is selected as the **Text Language** setting.

11. Click **OK**.

12. Confirm the **File Name** setting and select a **Folder** setting for your document.

13. Click **Scan**.

   The scanned image is saved as a searchable PDF.

Parent topic: Scanning in Epson Scan 2

Image Format Options

You can select different image formats and related options. For details on available options, click the **?** icon on the Epson Scan 2 Image Format Options window. Not all image formats have options.

Bitmap (*.bmp)
A standard image file format for most Windows programs.

JPEG (*.jpg)
An image format that lets you highly compress image data. However, the higher the compression, the lower the image quality. (The TIFF format is recommended when you need to modify or retouch your scanned image.)

PNG (*.png)
An image format that does not lose quality during editing.

TIFF (*.tif)
A file format created for exchanging data between many programs, such as graphic and DTP software.

Multi-TIFF (*.tif)
A TIFF file format when multiple pages are saved to the same file, allowing you to edit the images using a compatible program.

PDF (*.pdf)
A document format that is readable by Windows and Mac systems using Adobe Reader, Acrobat, or other programs. You can save multi-page documents in one PDF file.

Searchable PDF (*.pdf)
A document format that is readable by Windows and Mac systems using Adobe Reader, Acrobat, or other programs. You can save multi-page documents in one PDF file. Recognized text in the scanned document can be searched.

Parent topic: Scanning in Epson Scan 2

Scan Resolution Guidelines

The **Resolution** setting, measured in dpi (dots per inch), controls the amount of detail captured in your scans. Increasing the resolution raises the amount of detail captured but comes with the following disadvantages:

• Larger file sizes

• It takes longer to scan your originals, send/receive your scans by email or fax, and to print your scans

• The image may become too large to fit on your display or print on paper

If you plan to enlarge a scanned image so you can print it at a larger size, you may need to increase the resolution from the default resolution set by Epson Scan 2. Follow these guidelines to determine the resolution setting you need:

- You will scan the image at its original size but enlarge it later in an image-editing program.

  Increase the Epson Scan 2 Resolution setting in your scan. Increase the resolution by the same amount you will increase the image size to retain a high image quality. For example, if the resolution is 300 dpi (dots per inch) and you will double the image size later, change the Resolution setting to 600 dpi.

- You will scan the image at 100% or smaller size.

  Select the Epson Scan 2 Resolution setting based on how you will use the scanned image:

  - Email/view on a computer screen/post on the web: 96 to 200 dpi

  - Print/fax/convert to editable text (OCR)/create searchable PDF: 200 to 300 dpi

Parent topic: Scanning in Epson Scan 2

Faxing

See these sections to fax using your product.

Note: This product allows you to store names, telephone numbers, and fax data in its memory even when the power is turned off. Make sure you restore all of the default settings if you give away or dispose of the product. This will erase all of your network settings and fax data.

Note: Your product may look different from the illustrations in this guide, but the instructions are the same.

Connecting a Telephone or Answering Machine
Setting Up Fax Features
Setting Up Contacts and Contact Groups
Sending Faxes
Receiving Faxes
Checking Fax Status
Printing Fax Reports

Connecting a Telephone or Answering Machine

You must connect your product to a telephone wall jack to send or receive faxes. If you want to use the same telephone line to receive calls, you can connect a telephone or answering machine to your product using an additional phone cable.

Note: If you do not connect a telephone to your product, make sure Receive Mode is set to **Auto**. Otherwise, you cannot receive faxes.

1. Connect a phone cable to your telephone wall jack and to the **LINE** port on your product.
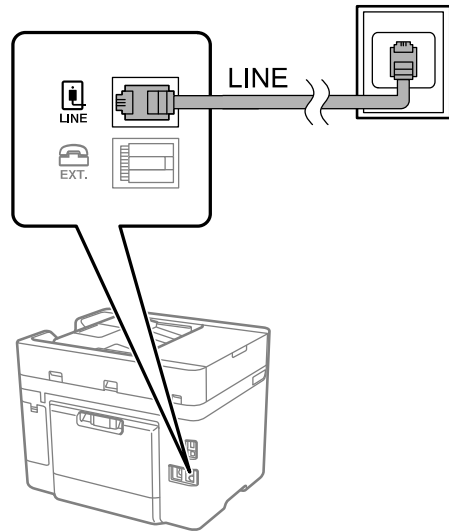
Note: If you have a DSL or ISDN connection, you must connect the appropriate DSL filter, or ISDN terminal adapter or router to the wall jack to be able to use the line for faxing or voice calls using your product. Contact your DSL or ISDN provider for the necessary equipment.
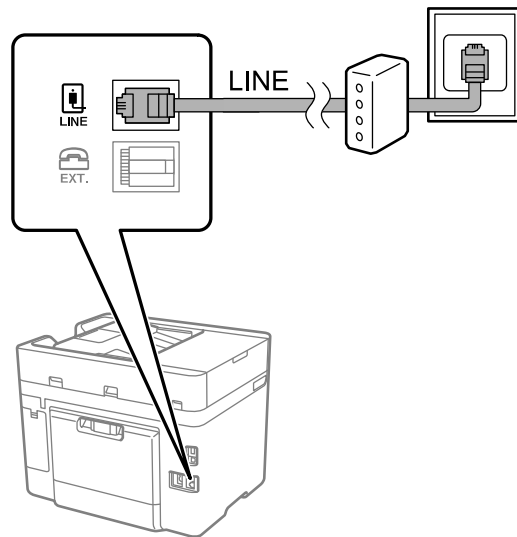
2. If you are connecting a telephone or answering machine to your product using a second phone cable, remove the cap from the **EXT** port on your product.
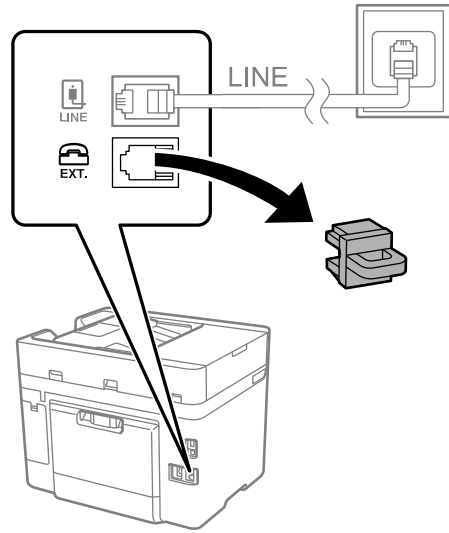
3. Connect a second phone cable to your telephone or answering machine and to the **EXT** port on your product.
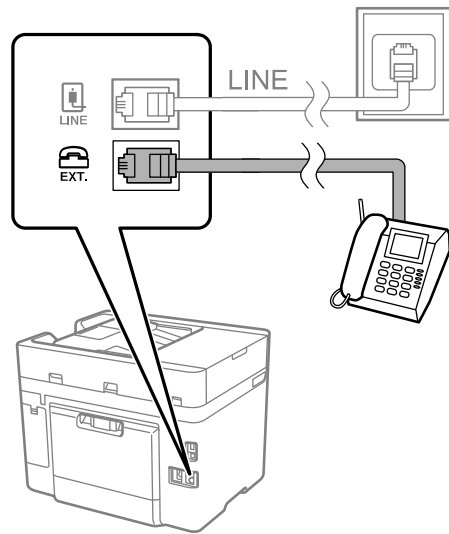
Note: If you connect an answering machine and Receive Mode is set to **Auto**, set the number of rings before your product answers a call to a number that is higher than your answering machine's setting for the number of rings.

Any phone or answering machine must be connected to the **EXT** port for your product to detect an incoming fax call when the phone is picked up. Epson cannot guarantee compatibility with VoIP, cable phone systems, or fiberoptic digital services such as FIOS.

Parent topic: Faxing

Related tasks
Receiving Faxes Automatically

Setting Up Fax Features

Before faxing with your product, set up your fax header and select the fax features you want to use.

Note: If you leave your product unplugged for a long period of time, you may need to reset the date and time settings for faxes.

Setting Up Basic Fax Features
Selecting Advanced Fax Settings
Setting Up the Fax Utility - Windows
Setting Up Fax Features Using the Fax Utility - Mac

Parent topic: Faxing

Setting Up Basic Fax Features

See these sections to select the basic settings you need to use the product's fax features.

Using the Fax Setup Wizard
Selecting the Line Type
Setting the Number of Rings to Answer

Parent topic: Setting Up Fax Features

Using the Fax Setup Wizard

You can setup the product's basic fax settings using the Fax Setting Wizard. This wizard is automatically displayed when the product is turned on for the first time. You can also change these settings individually from the Fax Settings menu.

1. Press the ⌂ home button, if necessary.

2. Select **Settings**.

3. Select **General Settings**.
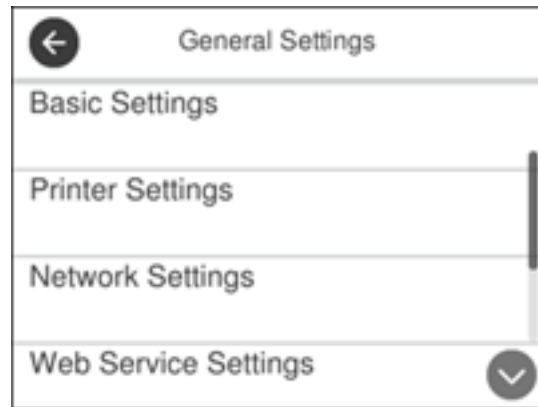
4. Scroll down and select **Fax Settings**.

5. Scroll down and select **Fax Setting Wizard**.

   The Fax Setting Wizard screen appears.

6. Select **Proceed**.

7. On the Fax Header screen, use the displayed keypad to enter the sender name for your fax source, such as your name or a business name. You can enter up to 40 characters.

8. On the Your Phone Number screen, use the displayed keypad to enter your fax number, up to 20 characters.

   Note: The name and phone number in the fax header identifies the source of the faxes you send.

9. On the Distinctive Ring Setting screen, do one of the following:

   • If you have subscribed to a distinctive ring service from your telephone company, select **Proceed**. Select the ring pattern to be used for incoming faxes or select **On**. Go to step 12.

   • If you do not have a distinctive ring service, select **Skip** and go to the next step.

   Note: Distinctive ring services allows you to have several phone numbers on one phone line. Each number is assigned a different ring pattern. You can use one number for voice calls and another for

fax calls. Select the ring pattern assigned to fax calls in the Distinctive Ring Setting. If you select **On** or a ring pattern other than **All**, Receive Mode is automatically set to **Auto**.

10. On the Receive Mode Setting screen, do one of the following:

    • If you have connected an external telephone or answering machine to the product, select **Yes** and go to the next step.

    • If you did not connect an external telephone or answering machine, select **No** and go to step 12. (Receive Mode is automatically set to **Auto**; otherwise you cannot receive faxes.)

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

    Note: If you connect an external answering machine and select to receive faxes automatically, make sure the **Rings to Answer** setting is correct. If you select to receive faxes manually, you need to answer every call and operate the product's control panel or your phone to receive faxes.

12. On the Proceed screen, confirm the displayed settings and select **Proceed**, or press the back arrow to change the settings.

13. On the Run Check Fax Connection screen, select **Start Checking** and follow the on-screen instructions to check the fax connection and print a report of the check result. If there are any errors reported, try the solutions on the report and run the check again.

If the Select Line Type screen appears, select the correct line type.

If the Select Dial Tone Detection screen appears, select **Disable**. However, disabling the dial tone detection function may drop the first digit of a fax number and send the fax to the wrong number.

Parent topic: Setting Up Basic Fax Features

Related tasks

Entering Characters on the LCD Screen

Selecting the Line Type

If you connect the product to a PBX phone system or terminal adapter, you must change the product's line type. PBX (Private Branch Exchange) is used in office environments where an external access code such as "9" must be dialed to call an outside line. The default Line Type setting is PSTN (Public Switched Telephone Network), which is a standard home phone line.

1. Press the 🏠 home button, if necessary.

2. Select **Settings**.

3. Select **General Settings**.
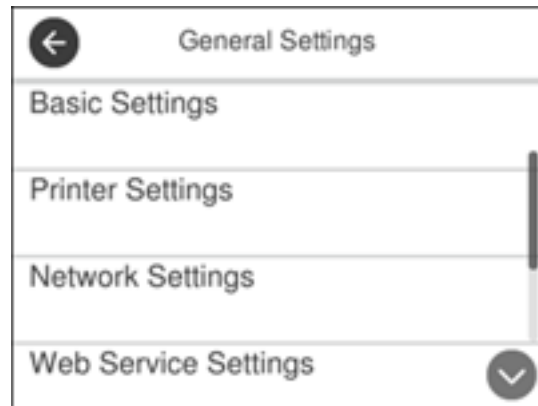
4. Scroll down and select **Fax Settings**.
5. Select **Basic Settings**.
6. Select **Line Type**.
7. Select **PBX**.

   You see a screen like this:
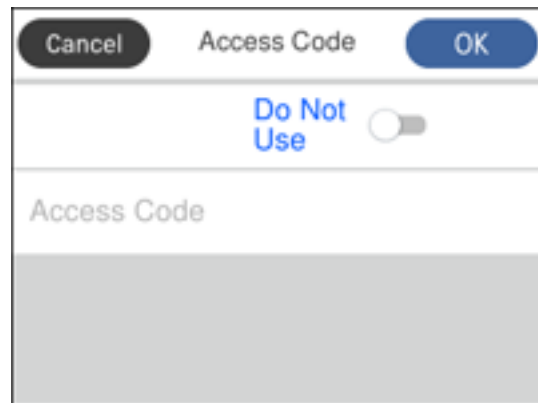
8. Set the switch to **Use** to activate the setting.

9. Select **Access Code**.

10. Use the displayed keypad to enter the access code, such as 9, and select **OK**.

11. Select **OK** to exit.

Parent topic:

Setting the Number of Rings to Answer

If you connect an external answering machine and select to receive faxes automatically, make sure the Rings to Answer setting is correct. The number of rings should be higher than the number of rings your answering machine is set to for answering a call.

1. Press the ⌂ home button, if necessary.

2. Select **Settings**.

3. Select **General Settings**.
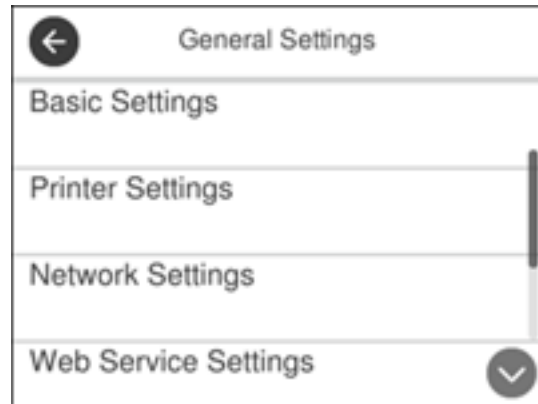
4. Scroll down and select **Fax Settings**.

5. Select **Basic Settings**.

6. Select **Rings to Answer**.
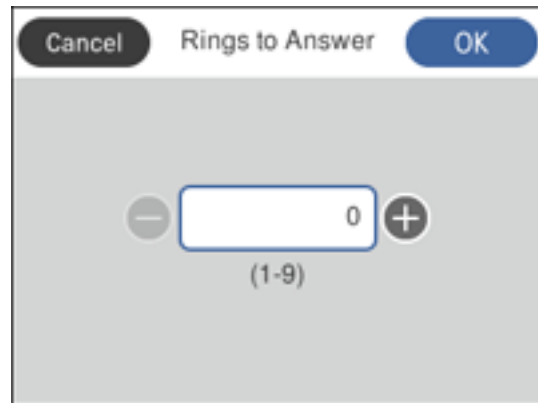
7. Select the number of rings and select **OK**. Make sure to select a number higher than the number of rings your answering machine is set to for answering a call.

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

Parent topic: Setting Up Basic Fax Features

Selecting Advanced Fax Settings

You can select a variety of advanced fax settings.

1. Press the ⌂ home button, if necessary.
2. Select **Settings**.

3. Select **General Settings**
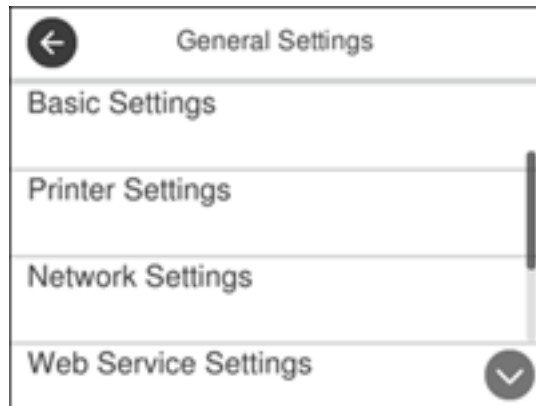
4. Scroll down and select **Fax Settings**.

   You see a screen like this:
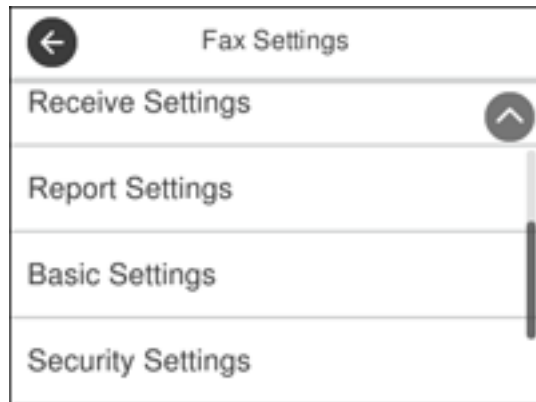
5. Select the group of settings you want to change.

Print Settings - Fax
Basic Settings - Fax
Security Settings - Fax

Print Settings - Fax

Set the print options you want to use for incoming faxes in the **Receive Settings** > **Print Settings** menu.

Setting	Options	Description
Auto Reduction	On	Select to reduce the size of large received faxes to fit on the paper size in the selected paper source.
	Off	Select to print large incoming faxes at their original size on multiple sheets, if necessary.
Split Page Settings	Delete Print Data After Split	Select how to split large incoming faxes across multiple sheets.
	Overlap When Split	
Auto Rotation	On	If you have loaded A5-size paper, select **On** to rotate landscape-oriented incoming faxes so that they print correctly on the paper.
	Off	
Add Reception Information	On	Select **On** to include the date, time, the sender's information, and a page number in your incoming faxes.
	Off	
2-Sided	On	Select **On** to print incoming faxes double sided. You can also select the **Binding Margin**.
	Off	
Print Start Timing	All Pages Received	Select to print incoming faxes after the product receives all of the pages of the document.
	First Page Received	Select to print incoming faxes as soon as the product receives the first page of the document.
Collation Stack	On	Select **On** to print incoming faxes so that the pages are stacked in the correct page order. (When the product is low on memory, this option may not be available.)
	Off	

Setting	Options	Description
Print Suspend Time	Off	Select **On** to set a time period to stop automatic printing of faxes or reports and save received faxes in the product's memory. (Make sure there is enough free memory before using this function.)
	On	
	Time to Stop	
	Time to Restart	
Quiet Mode	On	Select **On** to reduce noise during printing. (Printing speed may be reduced.)
	Off	

Parent topic:

Basic Settings - Fax

Set the basic options you want to use for incoming and outgoing faxes.

Setting	Options	Description
Fax Speed	Fast(33,600bps)	Sets the speed at which you send and receive faxes.
	Medium(14,400bps)	
	Slow(9,600bps)	
ECM	On	Turns on Error Correction Mode (ECM) to automatically correct errors in sent or received fax data.
	Off	Turns off Error Correction Mode (ECM); color faxes cannot be sent or received.
Dial Tone Detection	On	Automatically dials the number you enter for faxing when the product detects a dial tone.
	Off	Turns off automatic dial tone detection, which may be necessary if the product is connected to a PBX (Private Branch Exchange) or a TA (Terminal Adapter). However, turning this setting off may cause the product to drop the first digit of a fax number.

Setting	Options	Description
Line Type	PSTN	Selects a standard phone line (Public Switched Telephone Network).
	PBX	Selects Private Branch Exchange, the type of phone line used in office environments where an access code such as 9 must be used to call an outside line.
Header	Fax Header	Select to enter the header information and your phone number for inclusion on outgoing faxes.
	Your Phone Number	
Receive Mode	Manual	Lets you confirm whether an incoming fax should be printed; a telephone must be connected to the product
	Auto	Automatically receives and prints faxes.
Distinctive Ring	All	If you are using a Distinctive Ring Service on your phone line, your telephone company can assign two or more phone numbers to the same line and assign different ring patterns to each. If you use this service, select the number of rings for your fax number so your product can receive faxes on the correct number of rings. Select **All** for phones lines that do not use this service.
	Single	
	Double	
	Triple	
	Double&Triple	
Rings to Answer	1 to 9	Sets the number of rings before your product receives a fax. If Receive Mode is set to **Auto** and an answering machine is connected to the product, make sure this setting is set higher than the number of rings your answering machine is set to answer a call.
Remote Receive	Off	Lets you start receiving faxes using your phone instead of operating the product (if the Receive Mode is set to **Auto**). When you select **On**, you must also set a **Start Code**. If you are using a cordless handset with its base connected to the product, you can start receiving the fax by entering the code using the handset.
	On	
	Start Code	

Setting	Options	Description
Rejection Fax	Various	Lets you automatically reject faxes from blocked numbers, with blank headers, or from unrecognized contacts.

Security Settings - Fax

Set the security options you want to use for fax data.

Setting	Options	Description
Direct Dialing Restrictions	Off	Does not restrict dialed fax numbers.
	On	Allows faxing only to numbers stored in the contacts list or history.
	Enter Twice	Requires you to enter fax numbers twice to prevent errors.
Confirm Address List	Off	Selects whether or not to display a recipient confirmation screen before a fax is sent.
	On	
Backup Data Auto Clear	Off	Automatically erases sent or received fax data from your product's memory.
	On	
Clear Backup Data	—	Deletes all sent or received fax data remaining in your product's memory; run this function if you are giving away or disposing of your product.

Setting Up the Fax Utility - Windows

You can set up the FAX Utility for Windows for use with your product.

Note: Before using the FAX Utility for Windows, make sure you have set up the fax features on your product using the product control panel. Also first confirm that you can send and receive faxes using the control panel.

1. Do one of the following:

   - **Windows 10:** Click ⊞ and select **EPSON Software**.
   - **Windows 8.x**: Navigate to the **Apps** screen.
   - **Windows (other versions)**: Click ⊞ or **Start** > **Programs** or **All Programs** > **EPSON Software**.

2. Select **FAX Utility**.

   The first time you use the FAX Utility, you see this introduction window:
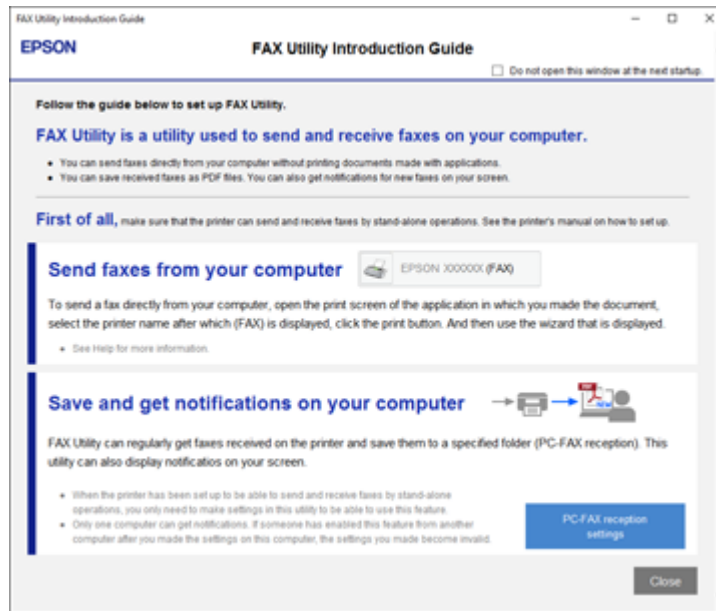
3. Read about the FAX Utility and click **Close** at the bottom of the window.

You see this window:
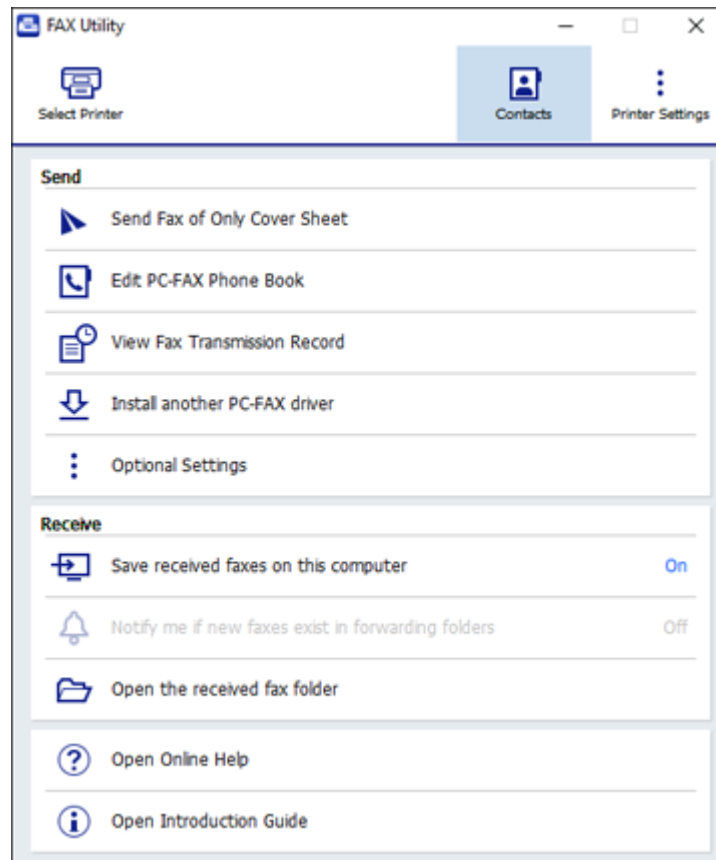
4. Click **Select Printer** and follow the on-screen instructions to transfer your product's fax settings to the FAX Utility.

   Note: For detailed information, click **Help** or **Open Online Help**.

   Parent topic: Setting Up Fax Features

Setting Up Fax Features Using the Fax Utility - Mac

You can set up your fax header and select your fax settings using the FAX Utility for Mac.

1. In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax**, **Print & Scan**, or **Printers & Scanners**, select the **FAX** option for your product, and select **Options & Supplies**. Select **Utility** and select **Open Printer Utility**.

2. Double-click **FAX Utility**, if necessary.

   You see this window:
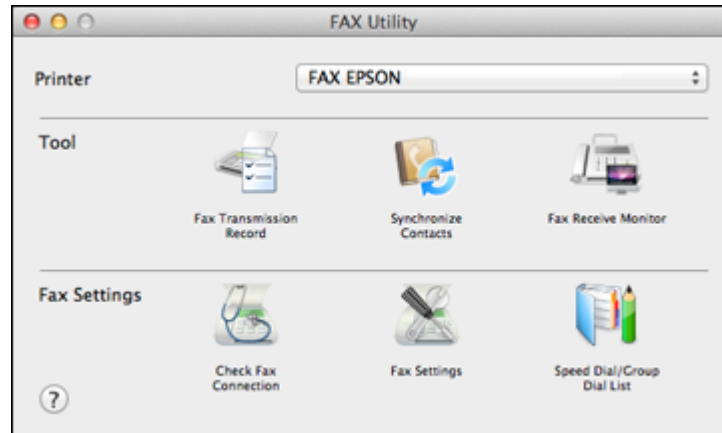
3. Select your **FAX** product in the Printer list.

4. Select **Fax Settings**.

5. Follow the prompts that appear on the screen to enter your fax header information and select your fax settings.

   Note: For detailed information, select the FAX Utility **?** icon.

Parent topic: Setting Up Fax Features

Setting Up Contacts and Contact Groups

You can set up a list of contacts and their fax numbers so you can quickly select them for faxing. You can also set up contact groups to send a fax message to multiple contacts.

Setting Up Contacts Using the Product Control Panel
Importing Contacts Using the Fax Utility - Windows
Setting Up Speed/Group Dial Lists Using the Fax Utility - Mac

Parent topic: Faxing

Setting Up Contacts Using the Product Control Panel

You can set up your contacts and contact groups using the control panel on your product.

Creating a Contact
Editing or Deleting a Contact
Creating a Contact Group
Editing or Deleting a Contact Group

Parent topic: Setting Up Contacts and Contact Groups

Related tasks

Setting Up Speed/Group Dial Lists Using the Fax Utility - Mac

Creating a Contact

You can create a list of contacts to save frequently used fax numbers.

Note: You can create up to 100 contacts and contact groups combined.

1. Press the ⌂ home button, if necessary.

2. Select **Fax**.

   You see a screen like this:
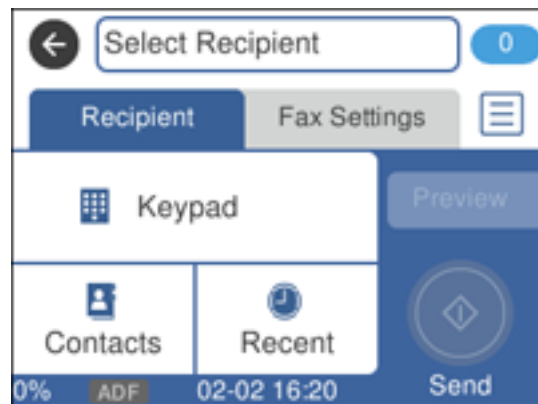
3. Select **Contacts**.

You see a screen like this:
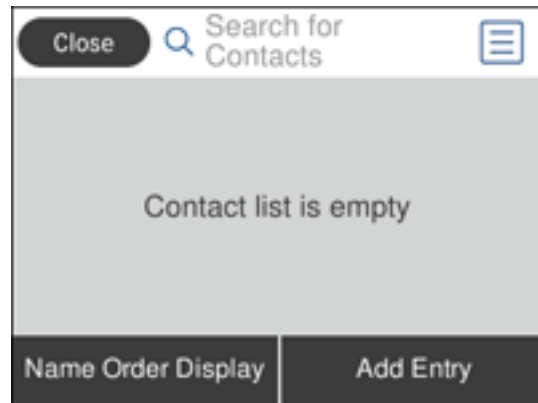
4. Press the **Add Entry** icon.

5. Select **Add Contact**.

You see a screen like this:

6. Select the number you want to use for the contact you are adding.

7. Select the **Contact** field, use the displayed keyboard to enter the contact name (up to 30 characters), and press **OK**.

8. Select the **Index Word** field, use the displayed keyboard to enter a word to use when searching for an entry (up to 30 characters), and press **OK**. (This field is optional.)

9. Select the **Fax Number** field, and use the numeric keypad on the LCD screen or the buttons on the product to enter the fax number. You can enter up to 64 characters.

   Note: If necessary, enter an outside line access code (such as **9**) at the beginning of the fax number. If the access code has been set up in the **Line Type** setting, enter the **#** pound sign instead of the code.

10. Select **Save**.

Editing or Deleting a Contact

You can edit or delete any of the contacts on your list.

1. Press the ⌂ home button, if necessary.

2. Select **Fax**.

   You see a screen like this:
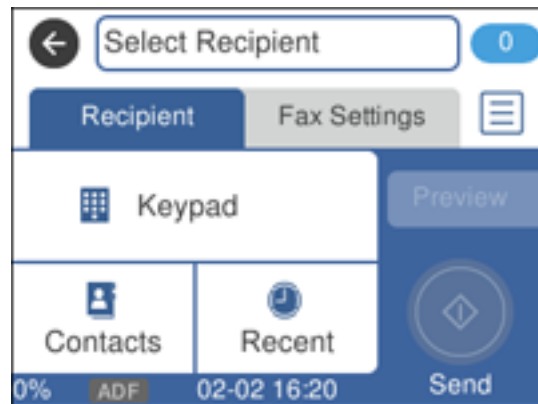
3. Select **Contacts**.

4. Select the ⟩ icon next to the contact you want to edit or delete.

You see a screen like this:

5. Do one of the following:
   - To delete the contact, select **Delete** and select **Yes** on the confirmation screen.
   - To edit the contact, select **Edit**, select the item you want to change, enter the correct information, and select **OK**. When you are finished editing, select **OK**.

   Parent topic: Setting Up Contacts Using the Product Control Panel

Creating a Contact Group

You can create a group of contacts so that you can easily send faxes to multiple recipients.

Note: You can create up to 100 contacts and contact groups combined. You must create a contact before creating a contact group.

1. Press the ⌂ home button, if necessary.
2. Select **Fax**.

You see a screen like this:
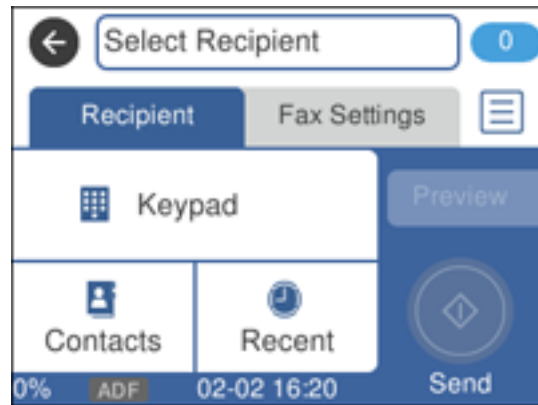
3. Select **Contacts**

4. Press the ![icon] **Add Entry** icon.

5. Select **Add Group**.

You see a screen like this:

6. Select the number you want to use for the group you are adding.

7. Select the **Group Name** field, use the displayed keyboard to enter the group name (up to 30 characters), and press **OK**.

8. Select the **Index Word** field, use the displayed keyboard to enter a word to use when searching for a group (up to 30 characters), and press **OK**. (This field is optional.)

9. Select **Contact(s) Added to the Group**.

    You see your contacts list.

10. Select the number next to each contact you want to include in your group.

    A check mark appears next to each selected contact.

11. Select **OK**.

Parent topic: Setting Up Contacts Using the Product Control Panel

Editing or Deleting a Contact Group

You can edit an existing contact group to add or delete entries. You can also delete the entire contact group.

1. Press the ⌂ home button, if necessary.

2. Select **Fax**.

    You see a screen like this:
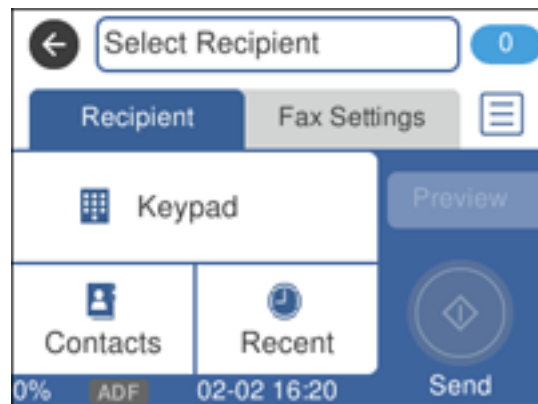
3. Select **Contacts**.

4. Select the [>] icon next to the group you want to edit or delete.

   You see a screen like this:

   Note: If you want to delete the entire group, select **Delete**.

5. To edit the group, select **Edit**.
6. Select **Contact(s) Added to the Group**.

   You see a list of the contacts in your group.

7. To add or delete a contact, select the number next to it.
8. Select **OK**.

Parent topic: Setting Up Contacts Using the Product Control Panel

Importing Contacts Using the Fax Utility - Windows

You can edit contacts stored in your product and import contacts from your Windows Address Book to the PC-FAX Phone Book in the FAX Utility for Windows.

1. Do one of the following:

   • **Windows 10:** Click [icon] and select **EPSON Software**.
   • **Windows 8.x**: Navigate to the **Apps** screen.

- **Windows (other versions)**: Click ![icon] or **Start** > **Programs** or **All Programs** > **EPSON Software**.

2. Select **FAX Utility**.

   The first time you use the FAX Utility, you see this introduction window:
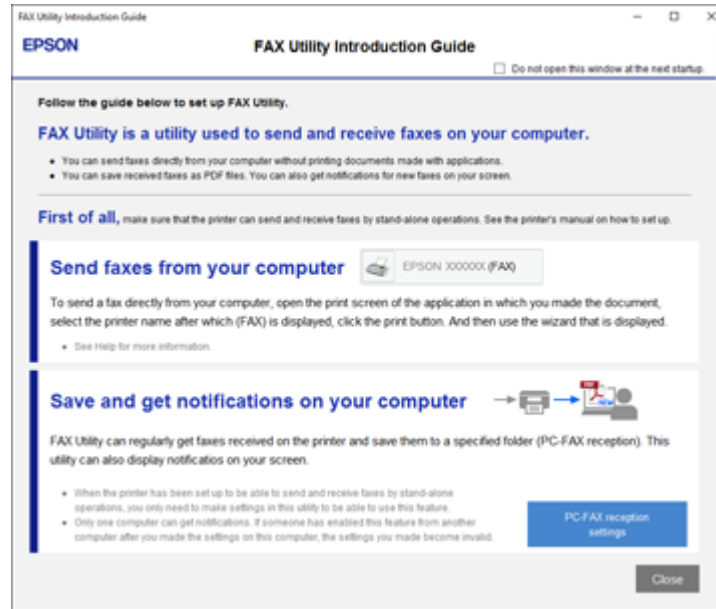
3. Read about the FAX Utility and click **Close** at the bottom of the window.

You see this window:
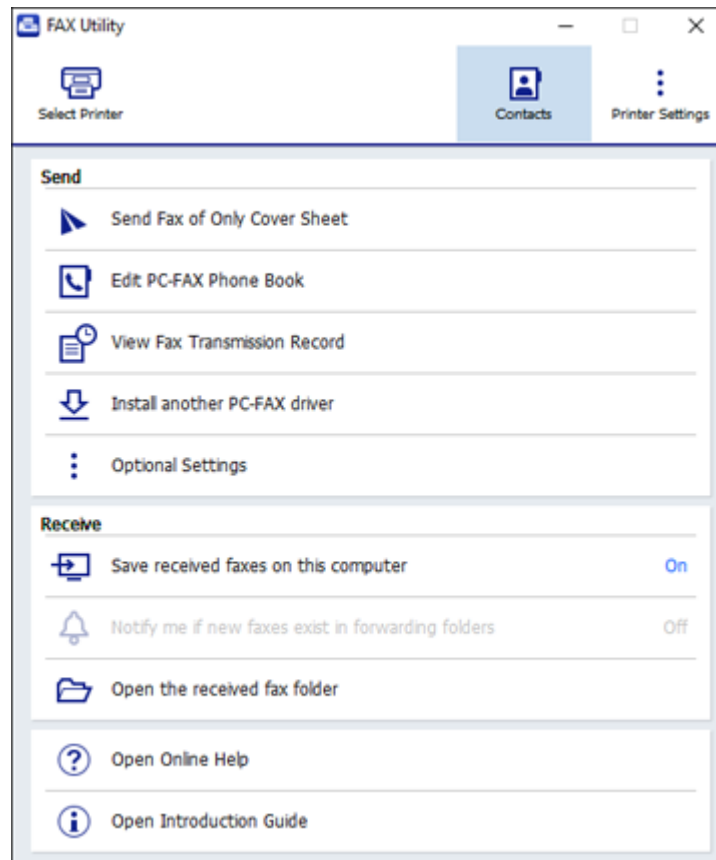
4. To edit the contacts list on your product, click **Contacts**.
5. Do one of the following:
   - To edit a contact, select it in the list and click the 🖊 icon.

   - To delete a contact, select it in the list and click the ✕ icon.
6. To import fax numbers from your Windows Address Book into the FAX Utility PC-FAX Phone Book, select **Edit PC-FAX Phone Book**.

You see this window:
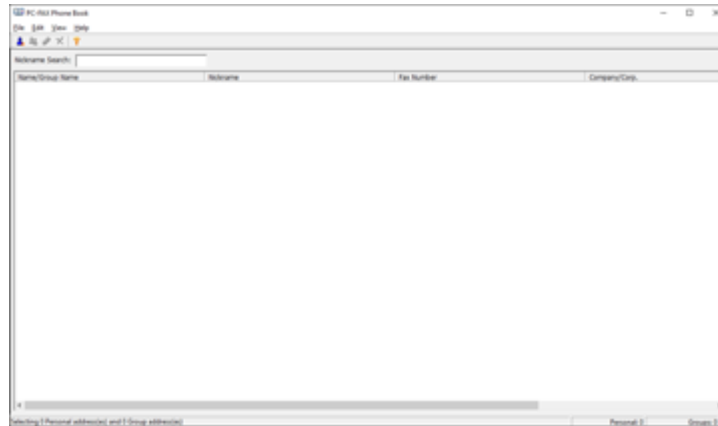
7. Select **File** > **Import From Windows Address Book**.

8. Select the contacts you want to import and click **OK**.

    Note: For detailed information, select **Help** or **Open Online Help**.

Parent topic: Setting Up Contacts and Contact Groups

Setting Up Speed/Group Dial Lists Using the Fax Utility - Mac

You can set up your speed dial and group dial lists using the FAX Utility. The utility also lets you import fax numbers from the MacAddress Book and back up fax numbers to your product's memory.

Note: You can create up to 60 speed dial and group dial entries combined.

1. In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax**, **Print & Scan**, or **Printers & Scanners**, select the **FAX** option for your product, and select **Options & Supplies**. Select **Utility** and select **Open Printer Utility**.

2. Double-click **FAX Utility**, if necessary.
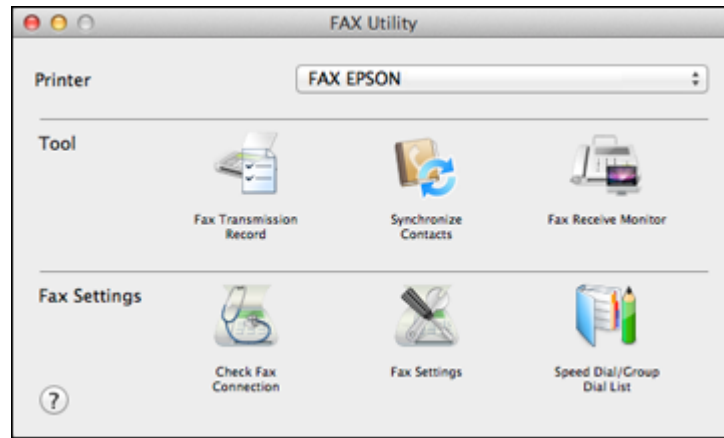
You see this window:

3. Select your **FAX** product in the Printer list.

4. Select **Speed Dial/Group Dial List**.

   You see this window:
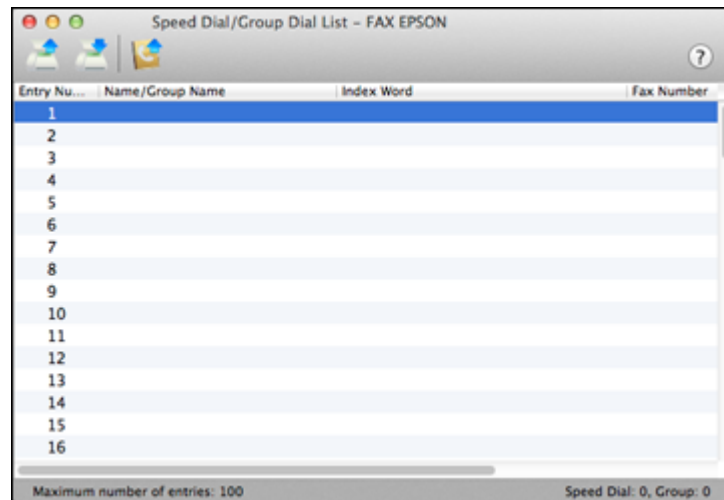
5. To add an entry, double-click an empty entry.

   Note: To edit an entry, select it and change the information. To delete an entry, select it and press the **Delete** key on your keyboard.

6. Do one of the following:

   • To create a speed dial entry, select **Speed Dial**, enter a name and fax number, and click **OK**.

   • To create a group dial entry, select **Group Dial**, enter a name, select your desired fax numbers, and click **OK**.

7. Repeat the previous steps as necessary to add all your speed dial or group dial entries.

8. To import entries from your MacAddress book, click the   icon.

9. When you are finished, click the   icon to save the entries to your product's memory.

   Parent topic: Setting Up Contacts and Contact Groups

Sending Faxes

See these sections to send faxes using your product.

Sending Faxes from the Product Control Panel
Sending Faxes Using the Fax Utility - Windows
Sending Faxes Using the Fax Utility - Mac

Parent topic: Faxing

Sending Faxes from the Product Control Panel

See these sections to send faxes using the product's control panel.

Sending a Fax Using the Keypad, Contact List, or History
Fax Sending Options
Sending a Fax at a Specified Time

Parent topic: Sending Faxes

Sending a Fax Using the Keypad, Contact List, or History

You can send a fax from your product control panel by entering the fax number, or selecting the number from either the contact list or fax history.

Note: You can send a black-and-white fax to up to 100 contacts or 99 groups at a time, or send a color fax to one recipient at a time. If your recipient's fax machine does not print in color, your fax is automatically sent in black-and-white.

1. Place your original on the product for faxing.
2. Press the ⌂ home button, if necessary.
3. Select **Fax**.

   You see a screen like this:
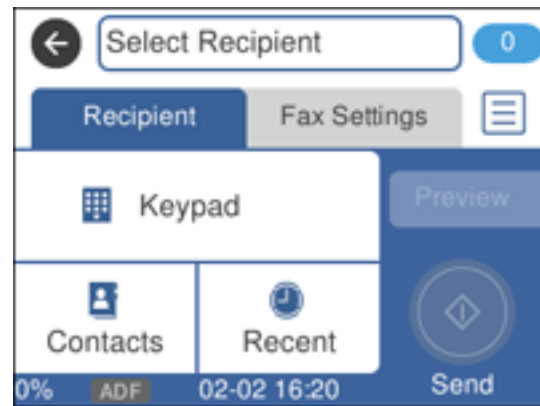
4. Do one of the following to select fax recipients:

   • **Manually enter a fax number**: Select **Keypad** and enter a fax number. Press **OK** when done. To add another fax number, repeat the same steps. You can also use the numeric keypad on the control panel to enter a fax number.

   Note: If direct dialing has been restricted, you can only select the number from the contact list or fax history. If necessary, enter an outside line access code (such as 9) at the beginning of the fax number. If the access code has been set up in the **Line Type** setting, enter the **#** pound sign instead of the code. If your fax number requires a brief pause, select **-** to insert a pause symbol (–).

   • **Select from the contact list**: Select **Contacts** to display the contact list. Select one or more contacts (select the contact again to deselect it). You can also select the **Search for Contacts** field to search for recipients by name, index name, or entry number. Select **Close** when you are finished.

- **Select from the sent fax history**: Select **Recent** to display the sent fax history. Select a recipient from the list.

   Note: To delete entered recipients, select the **Enter Recipient** field, select the recipient you want to delete, and select **Remove**.

5. If you need to change any fax settings, select **Fax Settings** and select your settings.

6. If you want to preview your fax in black-and-white on the LCD, press the ![icon] icon. (If the preview looks incorrect, select **Retry**, reposition the document or change the fax settings, and repeat this step.) You cannot send the fax in color after previewing it.

   Note: If you do not touch the preview screen for 20 seconds, your product sends the fax automatically. You cannot preview images when the **Direct Send** setting is turned on.

7. If you want to save your fax settings for later use, press the ★ preset button and add a new entry.

8. Press the **Send** icon.

   Note: To cancel faxing, select **Cancel**.

   Your product scans your original and prompts you to place additional pages, if necessary.

After scanning your originals, your product dials the number and sends the fax.

Note: Your product does not save sent color faxes to its memory. If the **Save Failure Data** option is enabled, faxes that failed to be sent are stored to the product's memory and you can resend them from the Status Menu screen.

Parent topic: Sending Faxes from the Product Control Panel

Related references
Fax Sending Options

Related tasks
Selecting the Line Type
Using Presets

Related topics
Placing Originals on the Product
Setting Up Contacts Using the Product Control Panel

Fax Sending Options

While sending a fax, you can select **Fax Settings** and select these options.

Setting	Options	Description
Original Size (Glass)	Half Letter	Sets the size for a document placed on the scanner glass
	A5	
	Letter	
	A4	
Color Mode	Color	Select whether to scan images in color or black and white
	Black & White	
Resolution	Standard	Adjusts the scan resolution and print quality of outgoing faxes
	Fine	
	Super Fine	
	Ultra Fine	
	Photo	
Density	Varying levels available	Lets you select from various density levels
Remove Background	Auto	Automatically removes any background color on scanned images
	Varying levels available	Lets you select from various levels of background color adjustment
ADF Continuous Scan	Off	Select **On** to have the product to ask if you want to scan another page after a document in the ADF has finished scanning
	On	
Direct Send	Off	Select **On** to send black-and-white faxes to a single recipient as soon as the connection is made, without saving the scanned image to memory. You cannot use this setting when sending a color fax or sending a fax to multiple recipients.
	On	
Send Fax Later	Off	Select **On** to send the current fax at a selected time
	On	

Setting	Options	Description
Add Sender Information	Off	Lets you include a header, your phone number, or a destination list in the selected location on your outgoing faxes
	Outside of Image	
	Inside of Image	
Transmission Report	Print on Error	Lets you select when to print transmission reports
	Print	
	Do Not Print	

Parent topic:

Sending a Fax at a Specified Time

You can send a fax at a time of your choice.

Note: Make sure the product's date and time settings are correct. You can only send faxes in black-and-white when you use this option.

1. Place your original on the product for faxing.

2. Press the ⌂ home button, if necessary.

3. Select **Fax**.

   You see a screen like this:

4. Enter a fax number or select a number from the Contacts or Recent lists.

5. Select **Fax Settings**.

6. Select **Send Fax Later**.

7. Select **On**.

8. Select **Time**, use the displayed keypad on the LCD screen to enter your desired time, and select **OK**.

9. Select **Send**.

   Note: To cancel faxing, select **Cancel**.

After scanning your originals, your product dials the number and sends the fax at the specified time.

Note: If the product is turned off at the specified time, the fax is sent when it is powered on.

Parent topic: Sending Faxes from the Product Control Panel

Sending Faxes Using the Fax Utility - Windows

You can send a fax from a printing program in Windows. You can fax up to 100 pages at a time, including a cover sheet.

1. Open the file you want to fax and select the print command.

You see a window like this:
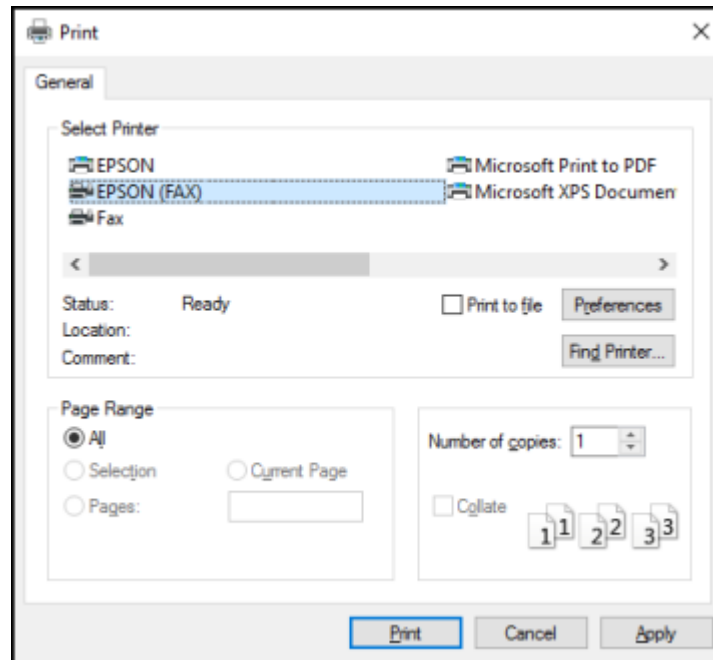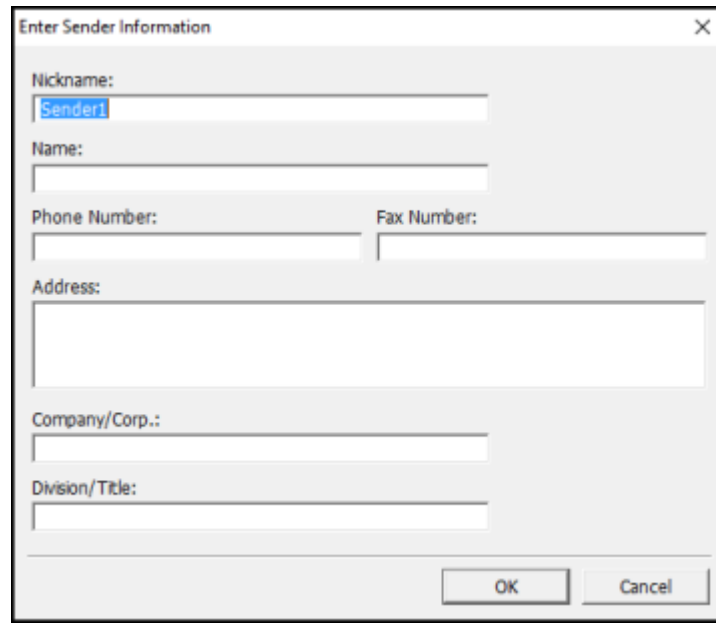
2. Select your product with the **FAX** option as the printer.

3. To change the Paper Size, Orientation, Color, Image Quality, or Character Density settings, click the **Preferences** or **Properties** button.

   Note: If you see a **Setup**, **Printer**, or **Options** button, click it. Then click **Preferences** or **Properties** on the next screen. For more information about selecting fax print settings, click **Help**.

4. Select the Page Range as necessary. (Leave the Number of copies set to **1**.)

5. Click **Print** or **OK**.

If you're faxing for the first time, you see a window like this one:

6. Enter your sender information so that recipients can identify the origin of the fax. Then click **OK** to save the sender information.

You see a window like this:

7. Enter the recipient's name and fax number or select a recipient from the phonebook, then click **Next**.

   Note: For detailed instructions on using the Epson FAX Utility, click **Help**.

8. Select a cover sheet and enter a subject and message, then click **Next**.

9. Click **Send** to transmit your fax.

   Parent topic: Sending Faxes
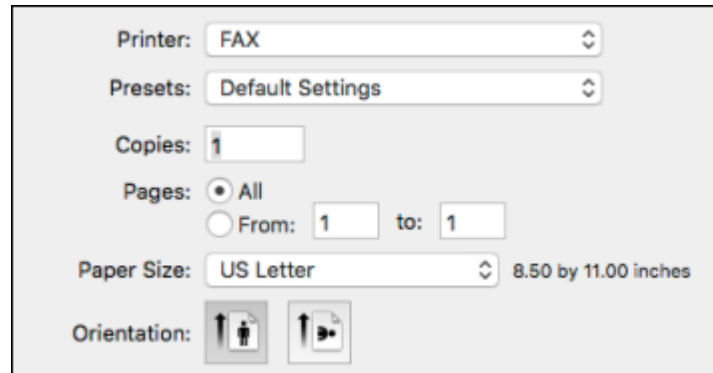
Sending Faxes Using the Fax Utility - Mac

You can send a fax from a Mac printing program using the FAX Utility. You can fax up to 100 pages at a time, including a cover sheet.

1. Open the file you want to fax.

2. Select the print command in your application.

   Note: You may need to select a print icon on your screen, the **Print** option in the **File** menu, or another command. See your application's help utility for details.

Printer:	FAX	
Presets:	Default Settings	
Copies:	1	
Pages:	● All	
	○ From: 1 to: 1	
Paper Size:	US Letter	8.50 by 11.00 inches
Orientation:		

3. Select your product **FAX** option as the **Printer** setting.

4. If necessary, click the arrow next to the Printer setting or the **Show Details** button to expand the print window.

5. Select the number of pages you are faxing as the **Pages** setting.

   Note: Leave the **Copies** setting set to **1**.

6. Select **Recipient Settings** from the pop-up menu.

You see this window:

Recipient Settings

Recipient List:

Name	Company/Corp.	Fax Number

Add:

Name:

Company/Corp.:

Fax Number:

A hyphen (-) is available only at the
beginning of the phone number because it
acts as a pause in dialing.

External Access Prefix:

Cancel   Fax

7. Do one of the following to choose your recipient:
   - Select a name or group from the **Recipient List**.
   - Enter a name, company, and fax number and click the **+** button.
   - Click the ▣ icon and select a recipient from your address book.
8. Select **Fax Settings** from the pop-up menu.

You see this window:
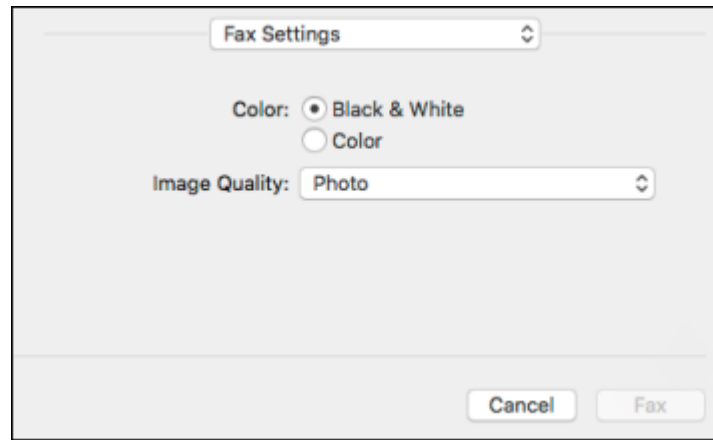
9. Select the **Color** and **Image Quality** settings you want to use for your fax.

10. Click **Fax**.

Parent topic: Sending Faxes

Receiving Faxes

See these sections to receive faxes with your product.

Fax Reception
Receiving Faxes Automatically
Receiving Faxes Manually
Receiving a Fax by Polling
Viewing a Fax on the LCD Screen (Using the Inbox)
Saving Faxes to an External USB Device
Selecting Received Fax Options Using the Fax Utility - Windows

Parent topic: Faxing

Fax Reception

Your product will automatically receive and print faxes when you set the Receive Mode to **Auto**.

If you connected a telephone to your product so you can use the same phone line for faxes and voice calls, you can also set your product to receive faxes manually. This allows you to check for a fax tone using the telephone and press a button on your product to receive the fax.

Make sure to load paper in your product and select your fax settings before receiving a fax.

Note: If you run out of paper during fax printing, load more paper and press the button indicated on your product's LCD screen to continue.

Parent topic: Receiving Faxes

Receiving Faxes Automatically

To receive faxes automatically, make sure Receive Mode is set to **Auto** (the default setting for the product).

To change the Receive Mode if necessary, select **Settings** > **General Settings** > **Fax Settings** > **Basic Settings** > **Receive Mode**.

If an answering machine is connected, make sure the product's **Rings to Answer** setting is set higher than the number of rings your answering machine is set to answer a call. For example, if the answering machine is set to pick up on the fourth ring, set the product to pick up on the fifth ring or later.

Parent topic: Receiving Faxes

Related references
Basic Settings - Fax

Related tasks
Receiving Faxes Manually

Receiving Faxes Manually

You can set up your product to receive faxes manually by setting the Receive Mode to **Manual**. This lets you check for a fax tone on the connected telephone before receiving a fax.

1. To change the Receive Mode, select **Settings** > **General Settings** > **Fax Settings** > **Basic Settings** > **Receive Mode** and select **Manual**.

2. When the connected telephone rings, answer the call.

3. If you hear a fax tone, select **Fax** on the LCD display.

4. Select **Send/Receive**.

5. Select **Receive**.

6. Select **Receive** to start receiving the fax.

7. Hang up the telephone.

Parent topic: Receiving Faxes

Related references
Basic Settings - Fax

Related tasks
Receiving Faxes Automatically

Receiving a Fax by Polling

You can use polling to receive a fax from another fax machine (such as a fax information service).

Note: You cannot use polling to receive a fax from a fax information service that uses audio guidance.

1. Press the ⌂ home button, if necessary.

2. Select **Fax**.

   You see a screen like this:

3. Press the ☰ icon.

4. Set **Polling Receive** to **On**.

5. Select **Close**.

6. Select **Close**.

7. Enter the fax number you expect to receive the fax from.

   Note: If direct dialing has been restricted, you can only select the number from the contact list or fax history.

8. Select **Polling** to start receiving the fax.

Parent topic: Receiving Faxes

Viewing a Fax on the LCD Screen (Using the Inbox)

You can save received faxes in your product's memory and view them on the LCD screen.

1. Press the 🏠 home button, if necessary.

2. Select **Settings**.

3. Select **General Settings**.
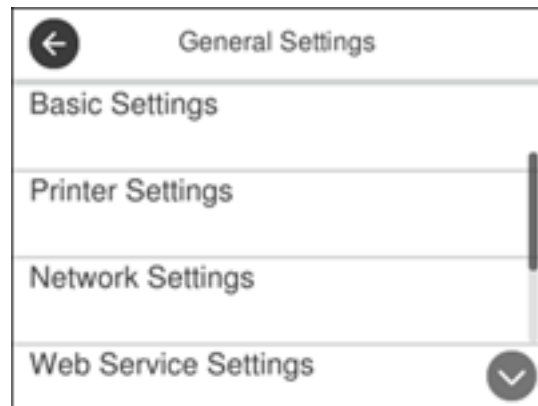
4. Scroll down and select **Fax Settings**.

5. Select **Receive Settings**.

6. Select **Fax Output Settings**.
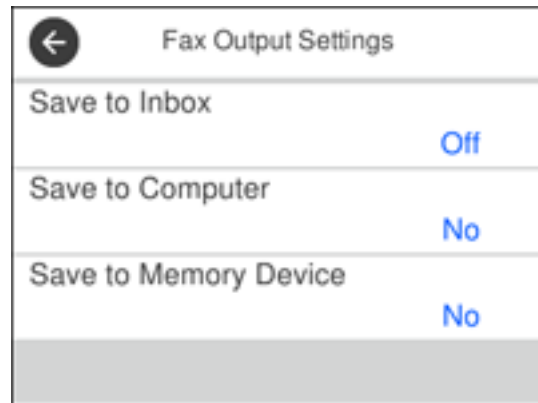
7. Select **Save to Inbox**.
8. Set **Save to Inbox** to **On**.
9. Select **Option When Memory is Full** and choose an option.
10. Select **Inbox Password Settings** to set, change, or reset the password for the inbox.

   Note: You cannot set an Inbox password if you chose to print faxes when the inbox is full.

11. Press the ⌂ home button.
12. Select ↴. Enter the inbox password, if necessary.
13. Select the fax you want to view.

   You see the fax displayed on the screen.

14. Press the ▤ icon.
15. Select one of the printing or deleting options, and follow the on-screen instructions.

Note: Delete faxes after you print or view them to prevent the product's memory from filling up. When the memory is full, you can only print or refuse incoming faxes.

Parent topic: Receiving Faxes

Saving Faxes to an External USB Device

You can save incoming faxes to an external USB device connected to your product.

1. Insert a supported external USB device into the product's USB port.

2. Press the ⌂ home button, if necessary.

3. Select **Settings** > **General Settings** > **Fax Settings** > **Receive Settings** > **Fax Output Settings**. You see a screen like this:
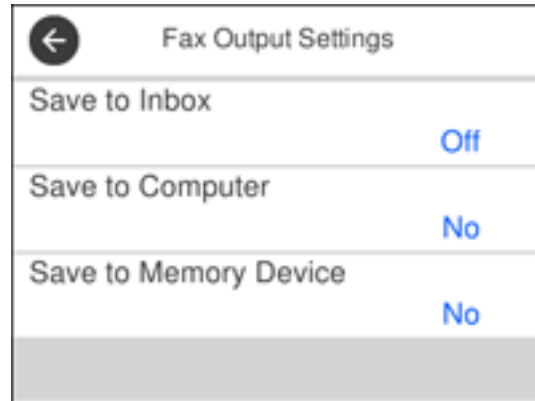
4. Select **Save to Memory Device**

5. Select **Yes** to save the fax or **Yes and Print** to save and print the fax.

Parent topic: Receiving Faxes

Selecting Received Fax Options Using the Fax Utility - Windows

You can select options for use with received faxes using the FAX Utility for Windows.

1. Do one of the following:

    *   **Windows 10:** Click ▦ and select **EPSON Software**.

    *   **Windows 8.x**: Navigate to the **Apps** screen.

    *   **Windows (other versions)**: Click ▦ or **Start** > **Programs** or **All Programs** > **EPSON Software**.

2. Select **FAX Utility**.

The first time you use the FAX Utility, you see this introduction window:
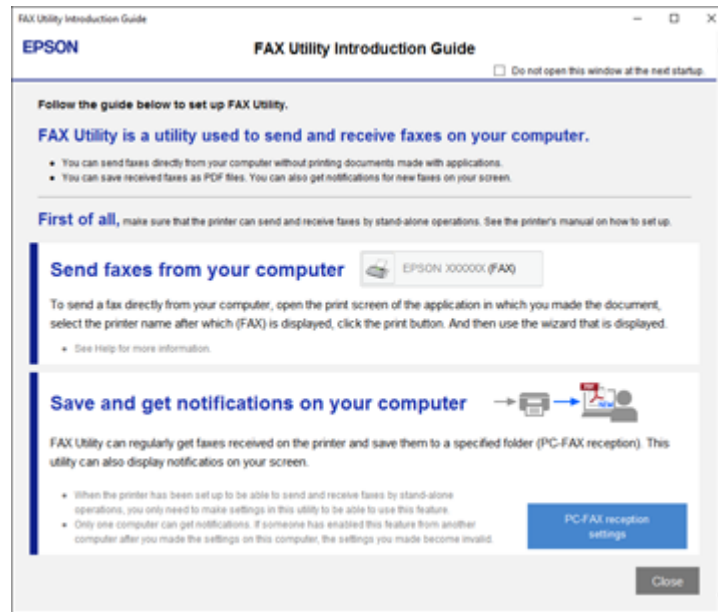
3. Read about the FAX Utility and click **Close** at the bottom of the window.

You see this window:
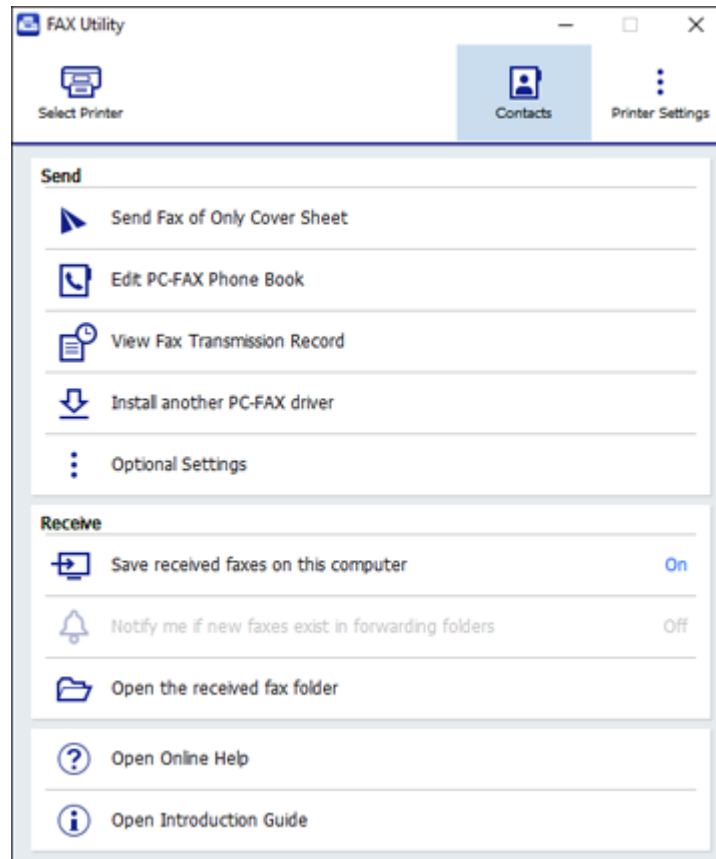
4. To save faxes received by your product on your computer, select **Save received faxes on this computer**.

5. Select the destination folder and other options, and click **OK**.

   You return to the FAX Utility window.

6. To receive notifications when received faxes arrive in the selected destination folder on your computer, select **Notify me if new faxes exist in forwarding folders**.

7. Select how often you want to be notified of received faxes and click **OK**.

    Note: For detailed information, click **Help** or **Open Online Help**.

    Parent topic: Receiving Faxes

Checking Fax Status

You can check the status of current fax jobs, or faxes that have been received or sent on the product control panel.

1. Select **Fax**.

    You see a screen like this:

2. Select the [icon] icon.

3. To check the history of faxes that have been sent, received, or saved, select **Transmission Log** and select the job you want to check.

    Note: If you see a numbered icon above the [icon] icon on your product's LCD screen or the [icon] received fax light is flashing, received faxes have been temporarily saved to the product's memory.

Parent topic: Faxing

Printing Fax Reports

You can print several types of fax reports whenever necessary. You can also print the fax log printed automatically by turning on **Fax Log Auto Print**.

1. Press the ⌂ home button, if necessary.

2. Select **Fax**.

   You see a screen like this:

3. Press the ☰ icon.

4. Select **Fax Report**.

5. Select the fax report you want to print.

Fax Report Options

Parent topic: Faxing

Fax Report Options

Select the fax report or list you want to print.

Fax Log
Prints the fax log automatically. Select On (Every 30) to print the fax log after every 30 faxes. Select On (Time) to print a report at a specific time. Prints automatically if more than 30 faxes arrive.

Attach Fax Image to Report
Prints transmission reports with an image of the first faxed page.

Report Format
Selects the amount of information on fax reports.

Parent topic: Printing Fax Reports

Using External USB Devices with Your Product

Follow the instructions here to work with an external USB device connected to your product.

Connecting a USB Device
Disconnecting a USB Device
Viewing and Printing from the LCD Screen
Transferring Files on a USB Device

Connecting a USB Device

Connect a USB device or its USB cable to the USB port on the front of the product.

Note: Epson cannot guarantee the compatibility of your device. Make sure the files on the device are compatible with the product.

USB Device File Specifications

Parent topic: Using External USB Devices with Your Product

Related tasks

Disconnecting a USB Device

USB Device File Specifications

You can use USB devices with your product containing files that meet these specifications.

File format	JPEG with the DCF (Design Rule for Camera File system) version 1.0 or 2.0 standard*
	TIFF 6.0-compliant uncompressed images: RGB full-color or binary (not CCITT-encoded)
Image size	80 × 80 pixels to 10200 × 10200 pixels
File size	Up to 2GB
Number of files	JPEG: Up to 9990**
	TIFF: Up to 999

* Files stored on digital cameras with built-in memory are not supported.

** If there are more than 999 files, the JPEGs will be displayed in groups.

Parent topic: Connecting a USB Device

Disconnecting a USB Device

After you finish working with a USB device, follow these steps to remove it.

1. If your product is connected to your computer using a USB cable, do one of the following:

    -   **Windows**: Open the **My Computer**, **Computer**, **This PC**, or **Windows Explorer** utility. Then right-click the name of your USB device (listed as a removable disk) and select **Eject**.

    -   **Mac**: Drag the removable disk icon for your USB device from the desktop into the trash.

    Caution: Do not remove a USB device before completing the procedure above or you may lose data from the flash drive.

2. Pull the USB device or cable out of the USB port on the front of the product.

Parent topic: Using External USB Devices with Your Product

Viewing and Printing from the LCD Screen

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

Printing JPEG Photos
Printing TIFF Files
Print Setting Options - Device Mode

Parent topic: Using External USB Devices with Your Product

Printing JPEG Photos

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

1. Press the ⌂ home button, if necessary.

2. Select **Memory Device**.

3. Select **JPEG**.

    Note: If you have more than 999 JPEG images on your device, the images are divided into groups, and you must first select the group you want to display.

4. Do one of the following to select your photos:

- In **Tile View**, select the thumbnail images of the photos you want to print.

- In **Single View**, select the thumbnail image of the photo you want to print, then press the left or right arrow buttons to scroll through and select additional photos, or select **Tile View** to return to the thumbnail image view and select additional photos.

- To select all photos, select the [≡] menu icon and select **Select all photos**.

5. Select **Print Settings** and select the necessary settings.

6. Select **Copies** and use the numeric keypad to select the number of copies (up to 99).

7. When you are ready to print, select the **Print** icon.

Note: To cancel printing, select **Cancel**, then select **Cancel** again to confirm.

Parent topic: Viewing and Printing from the LCD Screen

Related references
Print Setting Options - Device Mode

Printing TIFF Files

You can select and print TIFF files from a USB flash drive.

1. Press the ⌂ home button, if necessary.

2. Select **Memory Device**.

3. Select **TIFF**.

You see a list of the available files.

4. Select the file you want to print.

You see information about the file.

5. To change the print settings, select **Settings and Print** and select the necessary settings.

6. Select **To Check Printing** and select the necessary settings.

7. To print more than one copy, select **Copies** and use the numeric keypad to select the number of copies (up to 99).

8. When you are ready to print, select the **Print** icon.

Note: To cancel printing, select **Cancel**, then select **Cancel** again to confirm.

Parent topic: Viewing and Printing from the LCD Screen

Related references

Print Setting Options - Device Mode

Print Setting Options - Device Mode

Select the print settings you want to use when printing from a USB device.

Note: Not all options or settings may be available, depending on the file format.

Basic Settings

Print settings	Available options	Description
Paper Setting	Various paper size and type settings	Indicates the source that contains the paper size and type you want to print on
Color Mode	B&W	Prints the photo in black and white
	Color	Prints the photo in color

Advanced settings

Print settings	Available options	Description
Layout	Borderless	Expands the image to the edge of the paper (slight cropping may occur)
	With Border	Leaves a small margin around the image
	20-up	Prints 20 images on one page
	Index	Prints thumbnail images with file information
Fit Frame	On	Automatically crops the photo to fit into the selected photo layout
	Off	Turns off automatic cropping
Quality	Standard	Provides good quality for most prints
	Best	Provides the highest quality for special prints
Date	Various date formats	Prints the date the photo was taken on the photo in the format you select

Print settings	Available options	Description
Fix Photo	Auto	Automatically adjusts the brightness, contrast, and saturation of the photo based on the setting that is selected
	People	
	Landscape	
	Night Scene	
	Enhance Off	Turns off automatic adjustments; see **Note** below
Fix Red-Eye	On	Automatically fixes the red-eye effect in photos
	Off	
Print Order	Last Page on Top	Select the order for printing multi-page TIFF files
	First Page on Top	

Note: Fix Photo uses a sophisticated face recognition technology to optimize photos that include faces. For this to work, both eyes and the nose must be visible in the subject's face. If your photo includes a face with an intentional color cast, such as a statue, you may want to turn off **Fix Photo** to retain the special color effects.

Parent topic: Viewing and Printing from the LCD Screen

Transferring Files on a USB Device

You can transfer files to and from a USB device inserted into the USB port on the front of your product.

Setting Up File Sharing for File Transfers from Your Computer
Transferring Files from a USB Device to Your Computer

Parent topic: Using External USB Devices with Your Product

Setting Up File Sharing for File Transfers from Your Computer

Before you transfer files from a computer to a USB device inserted into the USB port on the front of your product, you may need to set up your product's file sharing settings.

Caution: Remove the USB device before you change this setting or you may lose data from the device.

1. Press the ⌂ home button, if necessary.
2. Select **Settings**.

3. Select **General Settings**.

    You see a screen like this:

General Settings
Basic Settings
Printer Settings
Network Settings
Web Service Settings
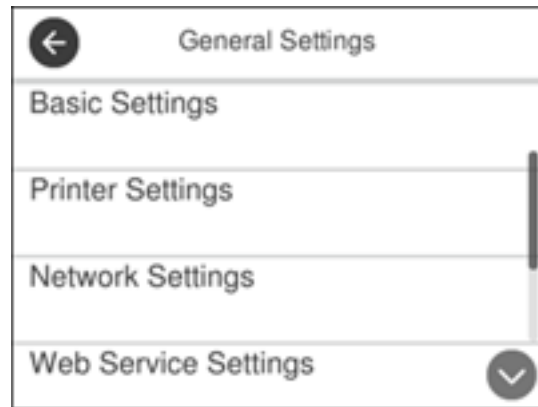
4. Select **Printer Settings**.
5. Select **Memory Device Interface**.

    You see a screen like this:

Memory Device Interface
Memory Device
File Sharing
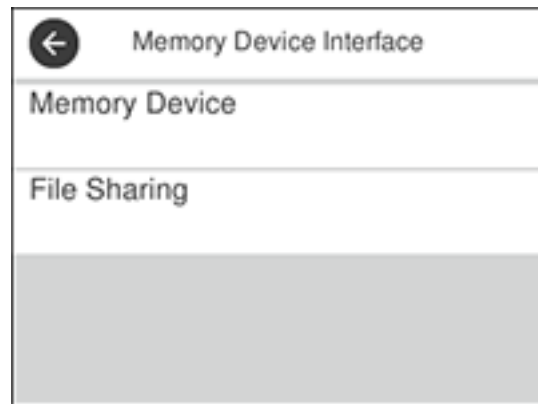
6. Make sure **Memory Device** is set to **Enable**.
7. Select **File Sharing**.

8. Select the way your computer is connected to the product: either **USB** or **Wi-Fi/Network**.

Parent topic:

Transferring Files from a USB Device to Your Computer

You can transfer files to and from a USB device inserted into the USB port on the front of your product and a computer connected to your product.

Note: Do not transfer files to and from a USB device while you are printing from the device.

1. Make sure your product is connected to a computer.

2. Insert a USB device or its USB cable into the USB port on the front of your product.

3. Do one of the following to access your USB device files from your computer:

   - **Windows**: Open the **My Computer**, **Computer**, **This PC**, or **Windows Explorer** utility, then select the removable disk icon.

   - **Mac with a USB connection**: Look for the removable disk icon on your desktop, then select it.

   - **Mac with a network connection**: Select the hard drive icon on your desktop or select **Computer** from the **Go** menu, select your product in the **SHARED** section of the sidebar (you may need to widen the sidebar to see the name), and select the **USBSTORAGE** icon.

4. Select the folder that contains your files.

5. Drag the files you want to transfer to the desired folder on your computer or on your USB device.

Note: Your product's LCD screen does not update to display new information about your USB device after you copy files to it or delete files from it. Remove and insert the USB device to update the information.

Parent topic:

Replacing Ink Cartridges and Maintenance Boxes

The maintenance box stores ink that gets flushed from the system during print head cleaning. When an ink cartridge is expended or the maintenance box is at the end of its service life, you need to replace it.

You may also need to replace a cartridge that is more than six months old if your printouts do not look their best, even after cleaning and aligning the print head.

Note: Please dispose of your used Epson branded ink cartridges and maintenance boxes responsibly and in accordance with local requirements. If you would like to return your used ink cartridges and maintenance boxes to Epson for proper disposal, please go to epson.com/recycle for more information.

Check Cartridge and Maintenance Box Status
Purchase Epson Ink Cartridges and Maintenance Box
Removing and Installing Ink Cartridges
Printing with Black Ink and Expended Color Cartridges
Conserving Low Black Ink with Windows
Replacing the Maintenance Box

Check Cartridge and Maintenance Box Status

Your product and its software will let you know when an ink cartridge is low or expended, or when the maintenance box needs to be replaced.

Checking Cartridge Status on the LCD Screen
Checking Cartridge and Maintenance Box Status - Windows
Checking Cartridge and Maintenance Box Status - Mac

Parent topic: Replacing Ink Cartridges and Maintenance Boxes

Checking Cartridge Status on the LCD Screen

You can check the status of the cartridges and maintenance box using the product's LCD screen.

1.   Press the ◊ supply status button.

You see a screen like this:
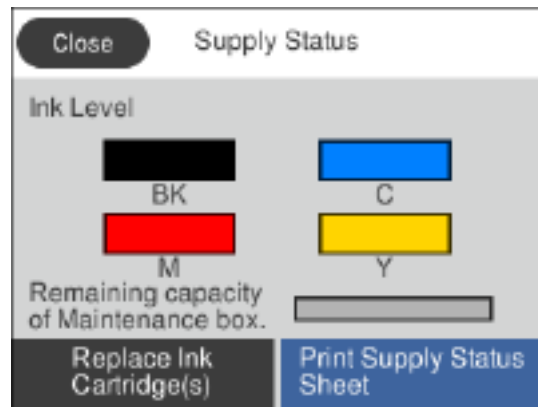
Note: The displayed ink and maintenance box levels are approximate.

2. For more information, select **Print Supply Status Sheet**.

Parent topic: Check Cartridge and Maintenance Box Status

Related tasks
Removing and Installing Ink Cartridges
Replacing the Maintenance Box

Checking Cartridge and Maintenance Box Status - Windows

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

1. To check your status, access the Windows Desktop and double-click the ⊟ icon for your product in the right side of the Windows taskbar, or click the up arrow and double-click ⊟. Then click **Details**.

You see this window:

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

   Note: If any of the cartridges installed in the product is broken, incompatible with the product model, or improperly installed, Epson Status Monitor will not display an accurate cartridge status.

3. To disable the low ink reminder, right-click the product icon in the Windows taskbar and select **Monitoring Preferences**.

You see this window:
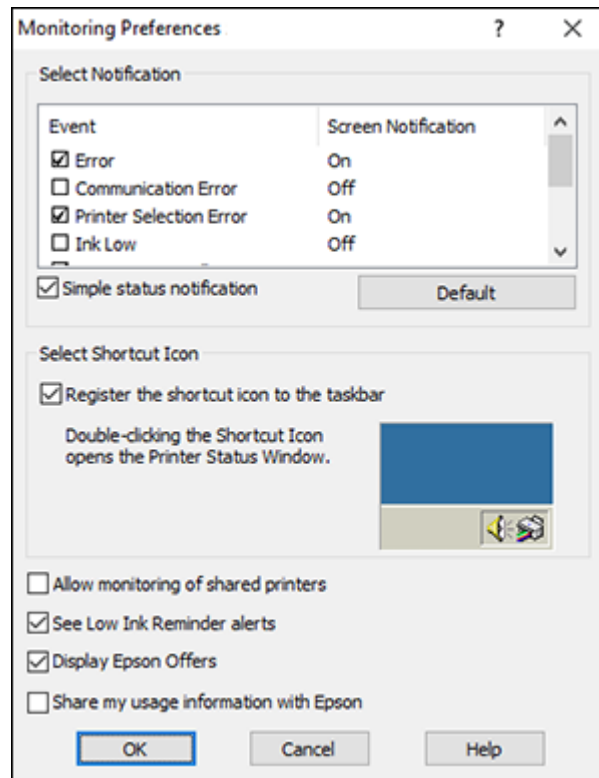
4. Deselect the **See Low Ink Reminder alerts** checkbox at the bottom of the screen.

5. To disable promotional offers, deselect the **Display Epson Offers** checkbox.

6. Click **OK**.

Parent topic: Check Cartridge and Maintenance Box Status

Related tasks

Removing and Installing Ink Cartridges

Replacing the Maintenance Box

Checking Cartridge and Maintenance Box Status - Mac

You can check the status of your ink cartridges and maintenance box using a utility on your Mac.

1. In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax**, **Print & Scan**, or **Printers & Scanners**, select your product, and select **Options & Supplies**. Select **Utility** and select **Open Printer Utility**.

2. Select **EPSON Status Monitor**.

   You see this window:
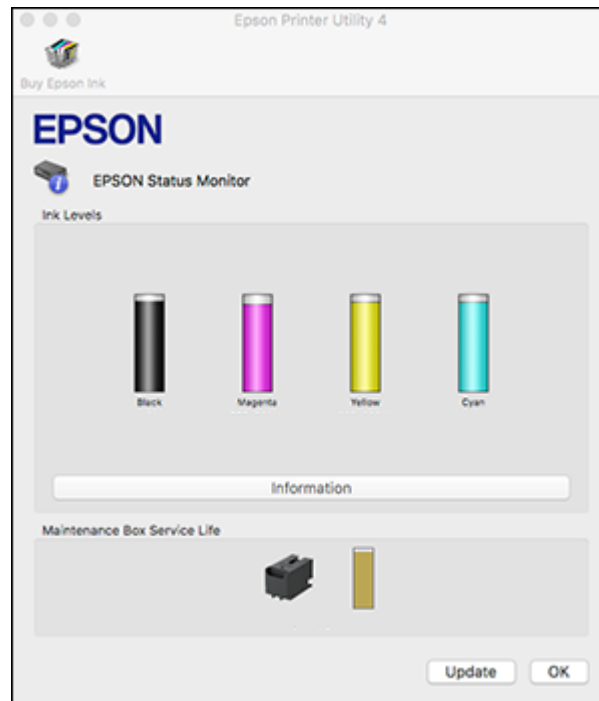
3. Do the following as necessary:

   • You can update the ink cartridge and maintenance box status by clicking **Update**.

   • Replace or reinstall the maintenance box or any ink cartridge as indicated on the screen.

   Note: If any of the cartridges installed in the product is broken, incompatible with the product model, or improperly installed, Epson Status Monitor will not display an accurate cartridge status.

Parent topic:

Related tasks

Purchase Epson Ink Cartridges and Maintenance Box

You can purchase genuine Epson ink, maintenance boxes, and paper at epson.com (U.S. sales), epson.ca (Canadian sales), or epson.com.jm (Caribbean sales). You can also purchase supplies from an Epson authorized reseller. To find the nearest one, call 800-GO-EPSON (800-463-7766) in the U.S. or 800-807-7766 in Canada.

Note: This printer is designed for use with Epson cartridges only, not third-party cartridges or ink. Other brands of ink supplies are not compatible and, if described as compatible, may not function properly or continuously. Such restrictions can be avoided with some other printers such as Epson EcoTank cartridge-free printers.

The included initial cartridges are designed for reliable printer setup and cannot be used as replacement cartridges or resold. After setup, the remaining ink is available for printing. Yields are based on ISO 24711 in default mode, printing continuously. Yields vary due to print images, settings, and temperatures. Printing infrequently or primarily with one color reduces yields. All cartridges must be installed with ink for printing and printer maintenance. For print quality, some ink remains in replaced cartridges.

Parent topic:

Ink Cartridge and Maintenance Box Part Numbers

Use these part numbers when you order or purchase a new maintenance box or ink cartridges.

Maintenance box part number: T67150

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

Ink color	Part number	
	Standard-capacity	**High-capacity**
Black	802	802XL

Ink color	Part number	
	Standard-capacity	**High-capacity**
Cyan	802	802XL
Magenta	802	802XL
Yellow	802	802XL

Parent topic: Purchase Epson Ink Cartridges and Maintenance Box

Removing and Installing Ink Cartridges

Make sure you have your replacement cartridges handy before you begin. You must install new cartridges immediately after removing the old ones.

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

1. Turn on your product.

   • If an ink cartridge is expended, you see a message on the LCD screen. Note which cartridges need to be replaced and select **To cancel errors** > **Yes, replace now**.

   • If you are replacing a cartridge before you see a message on the LCD screen, press the ⌂ home button if necessary, and select **Maintenance** > **Ink Cartridge(s) Replacement** > **Next** > **Start** .

2. Lift up the scanner unit until it clicks.
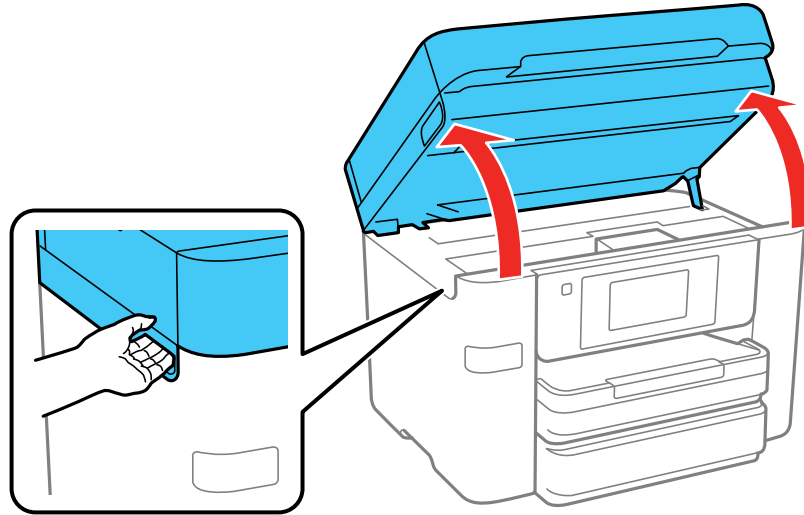
Caution: Do not move the print head by hand; otherwise, you may damage your product. Do not touch the flat white cable inside the printer.

3. Squeeze the tab on the cartridge and lift the cartridge straight up to remove it.
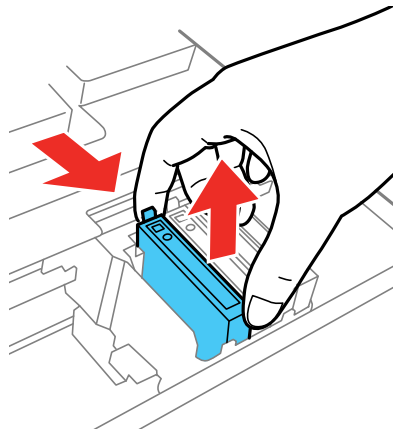
Note: Dispose of used cartridges carefully. Do not take the used cartridge apart or try to refill it.

Warning: If ink gets on your skin, wash it thoroughly with soap and water. If ink gets into your eyes, flush them immediately with water. If ink gets into your mouth, spit it out and see a doctor right away. Keep ink cartridges out of the reach of children.

4. Before opening the new cartridge package, shake it gently four or five times.
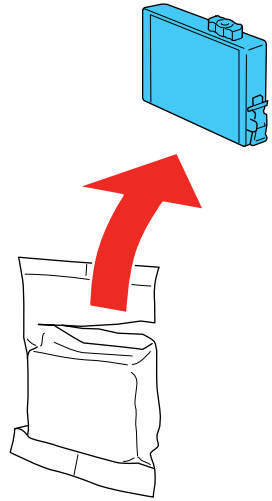
Caution: Do not shake the cartridges after opening the packages, or ink may leak.

5. Remove the cartridge from the package.
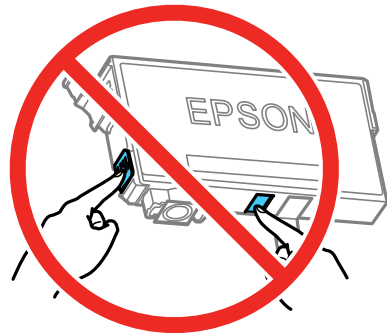
Caution: Do not touch the green chip on the cartridge. Install the new cartridge immediately after removing the old one; if you do not, the print head may dry out and be unable to print.

6. Remove the yellow tape from the cartridge.
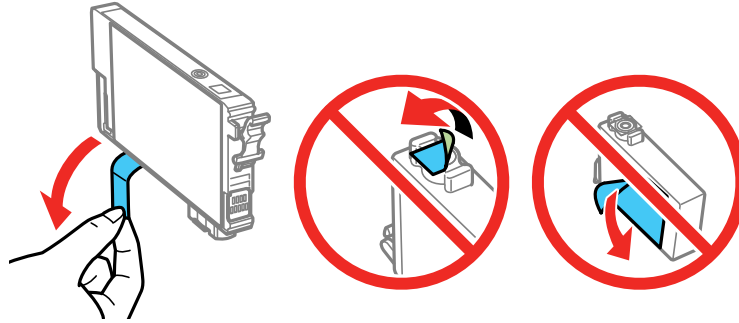
Caution: Do not remove any other labels or seals, or ink will leak.

7. Insert the new cartridge into the holder and push it down until it clicks into place.
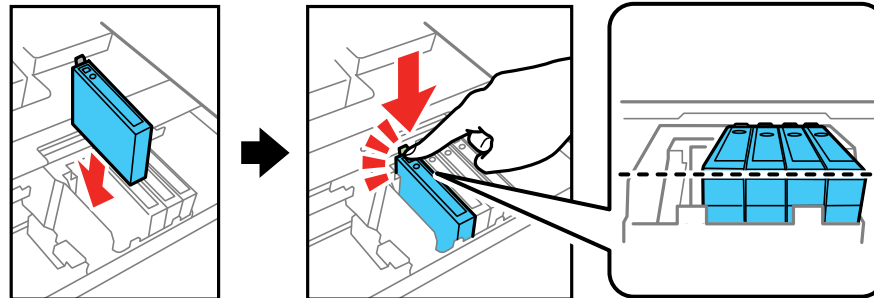
8. Lower the scanner unit, and select **Completed** on the LCD screen if necessary.
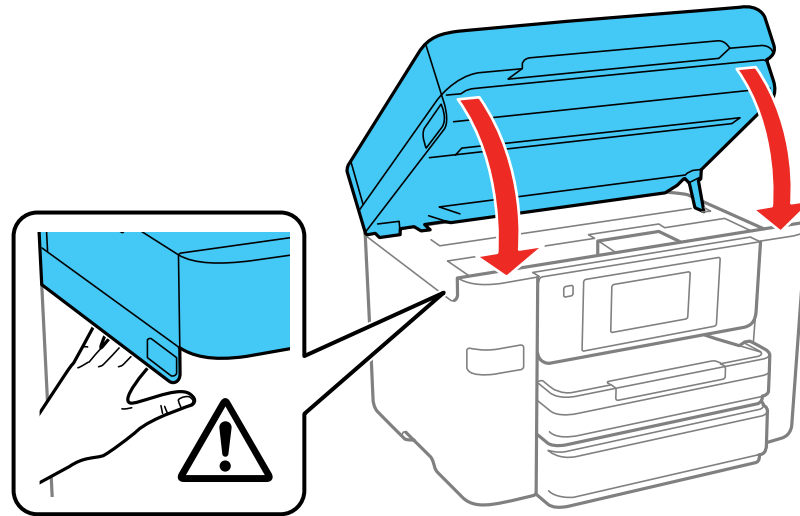
The print head moves to its home position and the printer starts charging the ink. This takes about 90 seconds. When you see a confirmation message on the screen, ink charging is finished.

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

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

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

Caution: If you remove an ink cartridge for later use, protect the ink supply area from dirt and dust and store it in the same environment as the printer. The valve in the ink supply port is designed to contain any excess ink, but do not touch the ink supply port or surrounding area. Always store ink cartridges with the label facing up; do not store cartridges upside-down.

Parent topic: Replacing Ink Cartridges and Maintenance Boxes

Related concepts

Purchase Epson Ink Cartridges and Maintenance Box

Printing with Black Ink and Expended Color Cartridges

When a color ink cartridge is expended, you can temporarily continue printing from your computer using black ink. Replace the expended color cartridge as soon as possible for future printing.

Note: You cannot print with expended color ink cartridges using your product's control panel.

Printing with Expended Color Cartridges - Windows
Printing with Expended Color Cartridges - Mac

Parent topic: Replacing Ink Cartridges and Maintenance Boxes

Printing with Expended Color Cartridges - Windows

If you see a message during printing telling you that you can temporarily print in black ink with an expended color cartridge, you can cancel your print job and select settings to print on plain paper or on an envelope.

Note: If you are using your Epson product with the Windows 10 S operating system, you cannot use the software described in this section. You also cannot download and install any Epson product software from the Epson website for use with Windows 10 S; you must obtain software only from the Windows Store.

Note: To use this feature, Epson Status Monitor must be enabled.

Note: While a color cartridge is expended, you cannot print faxes, make copies, or print from Epson Connect or a mobile device.

1. Click **Cancel** or **Cancel Print** to cancel your print job.

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

2. Load plain paper or an envelope in your product.

3. Access the print settings in your print application.

4. Click the **Main** tab.

5. Select **Plain Paper/Bright White Paper** or **Envelope** as the paper type setting.

6. Select the **Black/Grayscale** checkbox.

7. Click **OK**.

8. Print your document.

   Epson Status Monitor 3 displays a print message.

9. Click **Print in Black** to print your document.

Parent topic: Printing with Black Ink and Expended Color Cartridges

Printing with Expended Color Cartridges - Mac

If printing stops, you can cancel your print job and select settings to temporarily print with only black ink on plain paper or on an envelope.

Note: While a color cartridge is expended, you cannot print faxes, make copies, or print from Epson Connect or a mobile device.

1. Click the printer icon in the Dock.

2. If you see a message telling you that you can temporarily print with only black ink, click the **Delete** or
   ⊠ button to cancel your print job. If you see an error message, click **OK**.

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

3. In the Apple menu or the Dock, select **System Preferences**.

4. Select **Print & Fax**, **Print & Scan**, or **Printers & Scanners**, select your product, and select **Options & Supplies**.

5. Select **Driver** or **Options**.

You see a screen like this:
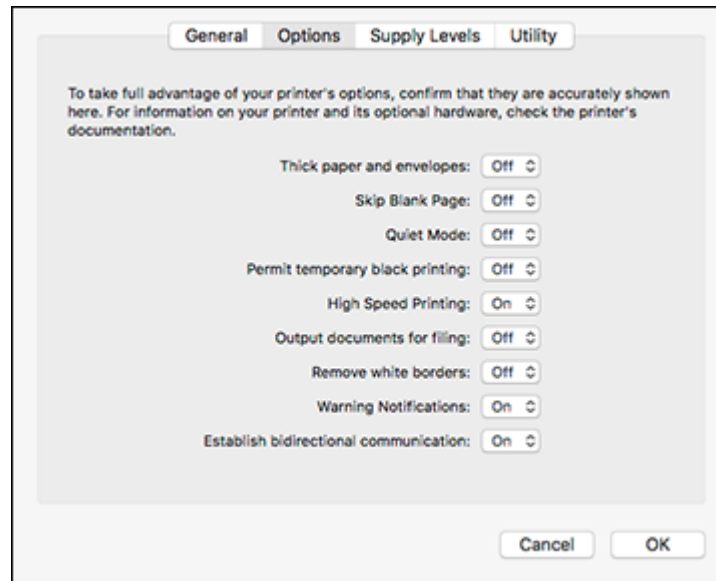
6. Select **On** as the **Permit temporary black printing** setting.

7. Click **OK**.

8. Close the utility window.

9. Load plain paper or an envelope in your product.

10. Access the print settings in your print application.

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

12. Select **Plain Paper/Bright White Paper** or **Envelope** as the paper type setting.

13. Select the **Grayscale** option.

14. Click **Print** to print your document.

Parent topic: Printing with Black Ink and Expended Color Cartridges

Conserving Low Black Ink with Windows

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

```
EPSON Status Monitor 3

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

                        Yes

                        No

                  Disable this feature
```
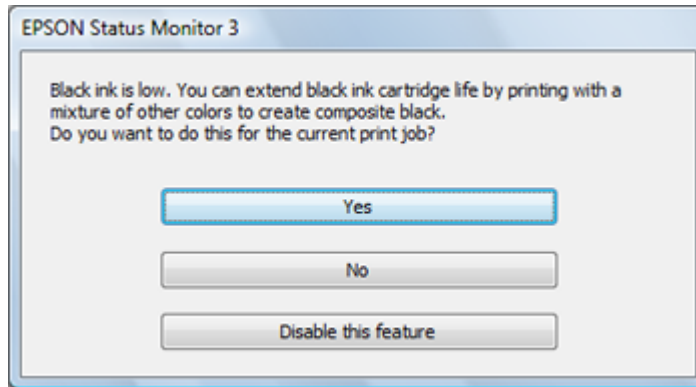
Note: The window appears only when you have selected **Plain Paper/Bright White Paper** as the paper type setting, and depends on other selected print settings. To use this feature, Epson Status Monitor must be enabled.

- Click **Yes** to use a mixture of color inks to create black, or **No** to continue using the remaining black ink for the document you are printing.

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

   Note: If you disable this feature, it remains disabled until you install a new black ink cartridge.

Parent topic: Replacing Ink Cartridges and Maintenance Boxes

Replacing the Maintenance Box

Make sure you have a new maintenance box before you begin.

Caution: Do not reuse a maintenance box that has been removed and left uninstalled for more than a week. Keep the maintenance box away from direct sunlight.

1. Make sure the product is not printing.

2. Remove the new maintenance box from its package.

   Caution: Do not touch the green chip on the maintenance box.

3. Press the tab on the maintenance box cover and remove it.
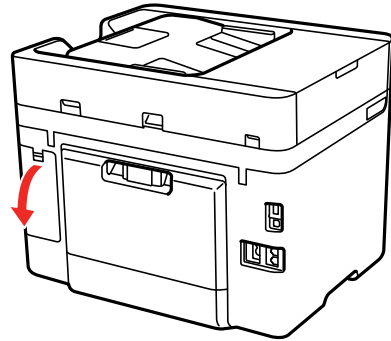
4. Grasp the maintenance box as shown and pull it out of its holder.
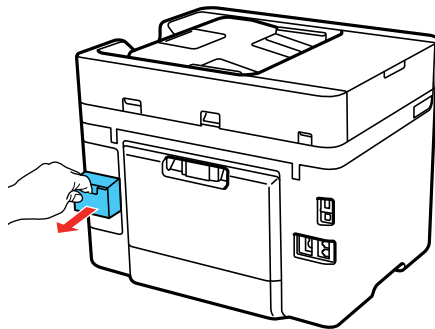
   Note: Do not tilt the used maintenance box or take it apart.

   Warning: If ink gets on your skin, wash it thoroughly with soap and water. If ink gets into your eyes, flush them immediately with water. If ink gets into your mouth, spit it out and see a doctor right away. Keep the maintenance box out of the reach of children and do not drink the ink.

5. Place the used maintenance box in the plastic bag that came with the new maintenance box. Seal the bag and dispose of it carefully.
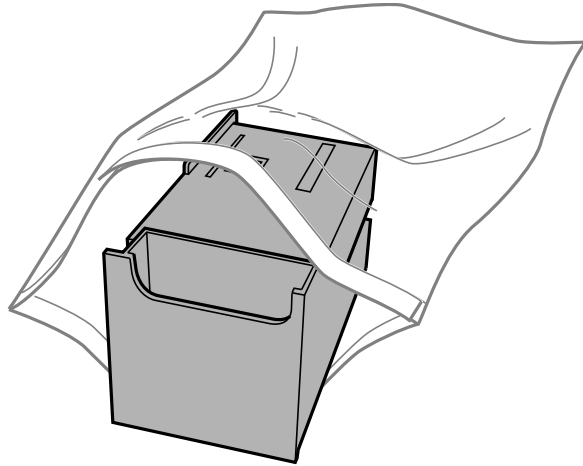
6. Insert the new maintenance box into the holder and push it all the way in.
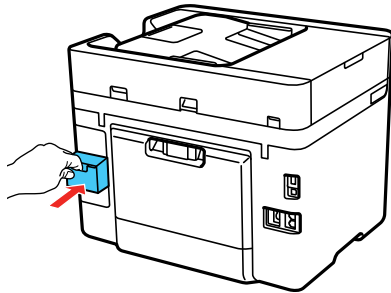
7. Press the tab on the maintenance box cover and reattach it.
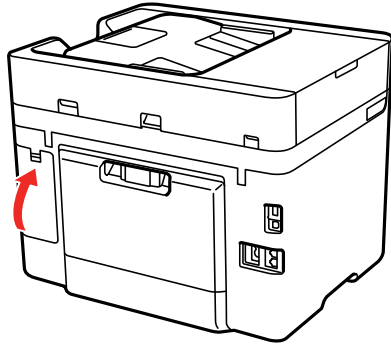
Parent topic: Replacing Ink Cartridges and Maintenance Boxes

Related concepts

Purchase Epson Ink Cartridges and Maintenance Box

Adjusting Print Quality

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

Note: If you are using your Epson product with the Windows 10 S operating system, you cannot use the software described in this section. You also cannot download and install any Epson product software from the Epson website for use with Windows 10 S; you must obtain software only from the Windows Store.

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

Print Head Maintenance

Aligning the Print Head Using the Product Control Panel

Cleaning the Paper Guide

Print Head Maintenance

If your printouts become too light, or you see dark or light bands across them, you may need to clean the print head nozzles. Cleaning uses ink, so clean the nozzles only if print quality declines.

You can check for clogged nozzles before you clean them so you don't clean them unnecessarily.

Note: You cannot clean the print head if an ink cartridge is expended, and may not be able to clean it when a cartridge is low. You must replace the cartridge first.

Print Head Nozzle Check

Print Head Cleaning

Parent topic: Adjusting Print Quality

Related concepts

Purchase Epson Ink Cartridges and Maintenance Box

Print Head Nozzle Check

You can print a nozzle check pattern to check for clogged nozzles.

Checking the Nozzles Using the Product Control Panel

Checking the Nozzles Using a Computer Utility

Parent topic: Print Head Maintenance

Checking the Nozzles Using the Product Control Panel

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

1. Make sure there are no errors on the LCD screen.

2. Load a few sheets of plain paper in the product.

3. Press the ⌂ home button, if necessary.

4. Select **Maintenance**.

You see a screen like this:
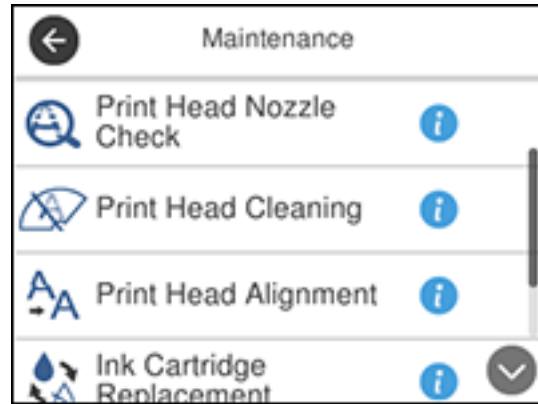
5. Select **Print Head Nozzle Check**.

You see a screen like this:

6. Select **Start**.

The nozzle pattern prints.

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

Print head is clean

Print head needs cleaning

8. Do one of the following:

- If there are no gaps, select **O**.

- If there are gaps or the pattern is faint, select **X** and continue.

9. Follow the instructions on the screen to clean the print head, check the nozzles, and repeat the process as necessary.

   Caution: Never turn off the product or open the front cover during a cleaning cycle or you may not be able to print.

If you don't see any improvement after cleaning the print head up to 4 times, wait at least 6 hours without printing or longer if printing. Then try cleaning the print head again. If quality still does not improve, one of the ink cartridges may be old or damaged and needs to be replaced.

Parent topic: Print Head Nozzle Check

Related concepts

Print Head Cleaning

Checking the Nozzles Using a Computer Utility

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

1. Load a few sheets of plain paper in the product.

2. Do one of the following:

   - **Windows:** Access the Windows Desktop and right-click the ⬚ icon for your product in the right side of the Windows taskbar, or click the up arrow and right-click ⬚.

   - **Mac**: In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax**, **Print & Scan**, or **Printers & Scanners**, select your product, and select **Options & Supplies**. Select **Utility** and select **Open Printer Utility**.

3. Select **Nozzle Check**.

You see a window like this:
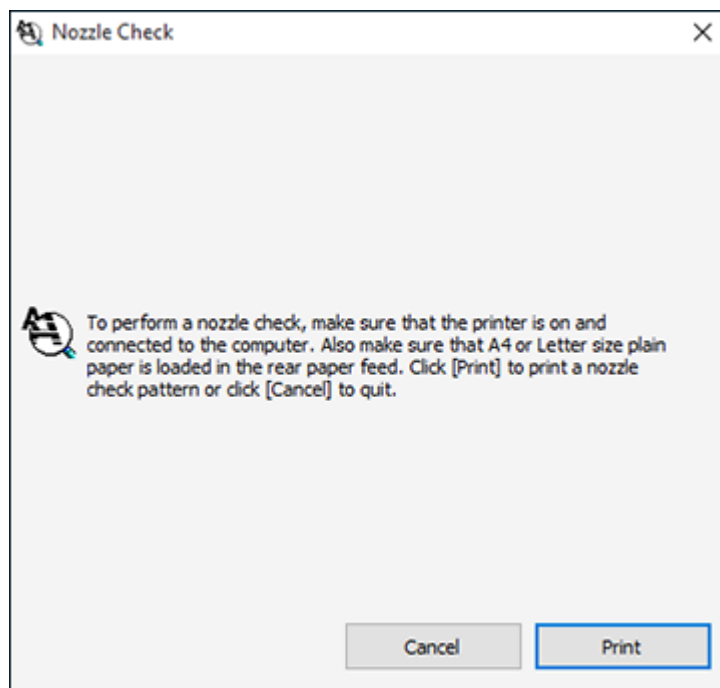
4. Click **Print**.

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

   Print head is clean

   Print head needs cleaning

6. If there are no gaps, click **Finish**.

   If there are gaps or the pattern is faint, clean the print head.

   Parent topic: Print Head Nozzle Check

   Related concepts
   Print Head Cleaning

Print Head Cleaning

If print quality has declined and the nozzle check pattern indicates clogged nozzles, you can clean the print head.

Note: You cannot clean the print head if an ink cartridge is expended, and may not be able to clean it when a cartridge is low. You must replace the cartridge first.

Cleaning the Print Head Using the Product Control Panel
Cleaning the Print Head Using a Computer Utility

Parent topic: Print Head Maintenance

Related concepts
Purchase Epson Ink Cartridges and Maintenance Box

Related tasks

Removing and Installing Ink Cartridges

Cleaning the Print Head Using the Product Control Panel

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

1. Make sure there are no errors on the LCD screen.

2. Load a few sheets of plain paper in the product.

3. Press the ⌂ home button, if necessary.

4. Select **Maintenance**.

   You see a screen like this:
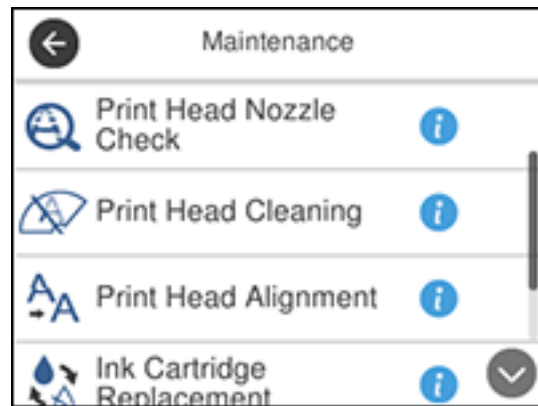
5. Select **Print Head Cleaning**.

You see a screen like this:
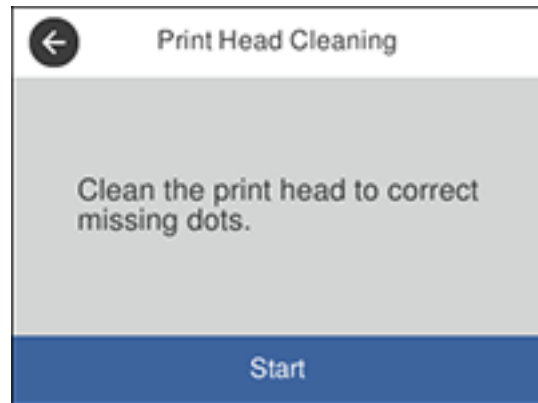
6. Select **Start** to clean the print head.

When the cleaning cycle is finished, you see a message on the screen.

Caution: Never turn off the product or open the front cover during a cleaning cycle or you may not be able to print.

7. Select **Check**.

8. Select **Print** to confirm that the print head is clean.

If you don't see any improvement after cleaning the print head up to 4 times, wait at least 6 hours without printing or longer if printing. Then try cleaning the print head again. If quality still does not improve, contact Epson.

Parent topic: Print Head Cleaning

Related tasks

Loading Paper in the Cassette

Cleaning the Print Head Using a Computer Utility

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

1. Load a few sheets of plain paper in the product.

2. Do one of the following:

- **Windows:** Access the Windows Desktop and right-click the [icon] icon for your product in the right side of the Windows taskbar, or click the up arrow and right-click [icon].

- **Mac**: In the Apple menu or the Dock, select **System Preferences**. Select **Print & Fax**, **Print & Scan**, or **Printers & Scanners**, select your product, and select **Options & Supplies**. Select **Utility** and select **Open Printer Utility**.

3. Select **Head Cleaning**.

You see a window like this:
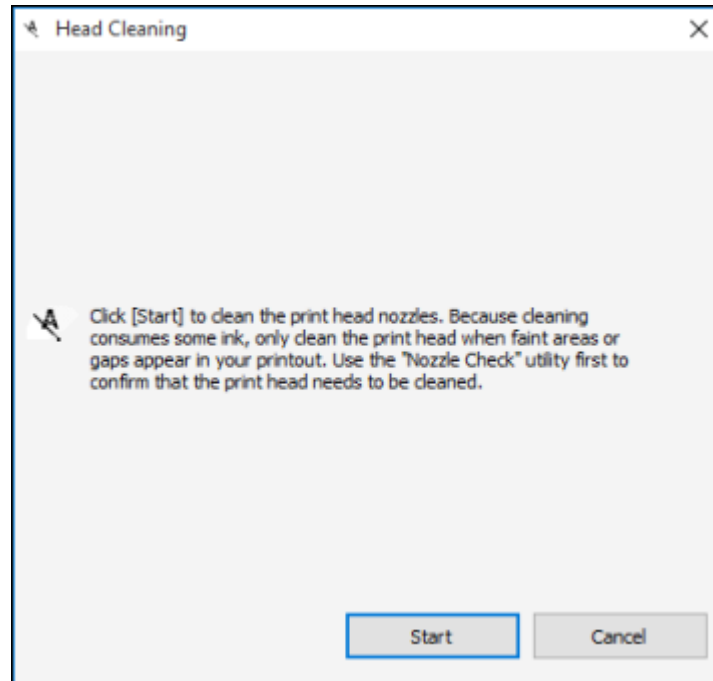
4. Click **Start** to begin the cleaning cycle.

The ⏻ power light flashes throughout the cleaning cycle and stays on when the cleaning cycle is finished.

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

5. When the cleaning cycle is finished, you can check to see if the nozzles are clean; click **Print Nozzle Check Pattern** and click **Print**.

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

   Print head is clean

   Print head needs cleaning

   • If there are no gaps, click **Finish**.

   • If there are gaps or the pattern is faint, click **Clean** to clean the print head again.

If you don't see any improvement after cleaning the print head up to 4 times, wait at least 6 hours without printing. Then try cleaning the print head again. If quality still does not improve, contact Epson.

Parent topic: Print Head Cleaning

Related tasks
Loading Paper in the Cassette

Aligning the Print Head Using the Product Control Panel

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

1. Make sure there are no errors on the LCD screen.

2. Load a few sheets of plain paper in the product.

3. Press the 🏠 home button, if necessary.

4. Select **Maintenance**.

You see a screen like this:
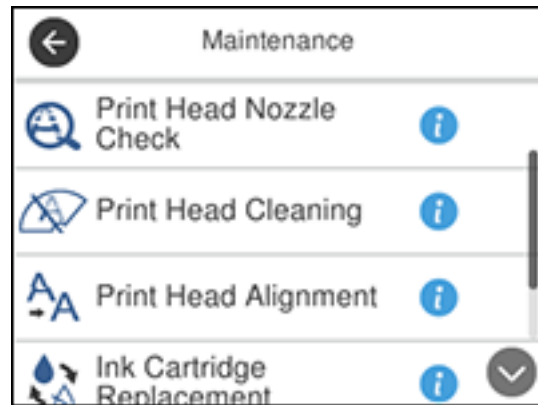
5. Select **Print Head Alignment** .

6. Select one of the following options:

  • **Ruled Line Alignment** if vertical lines in your printout are misaligned.

  • **Vertical Alignment** if your printout is blurry.

  • **Horizontal Alignment** if your printout contains horizontal banding.

7. Follow the on-screen instructions to print an alignment sheet.

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

8. Check the printed patterns on the alignment sheet and select the following on the LCD screen, depending on the alignment pattern you printed:

- **Ruled Line Alignment**: For patterns 1 and 2, select the number representing the pattern with the least misaligned vertical line.
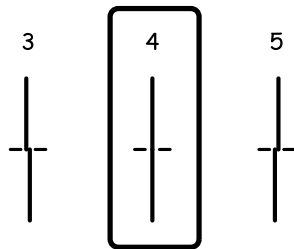
- **Vertical Alignment**: For patterns 1 through 4, select the number representing the pattern with the least amount of separation or overlap.
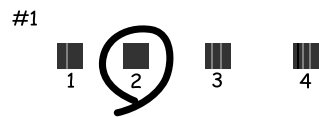
- **Horizontal Alignment**: Select the number representing the pattern with the least amount of separation or overlap.

9. Select **Done**.

Parent topic: Adjusting Print Quality

Related tasks

Loading Paper in the Cassette

Cleaning the Paper Guide

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

1. If printouts are smeared or scuffed, load plain paper in the paper source that you want to clean in this size: Letter (8.5 × 11 inches [216 × 279 mm]) or A4 (8.3 × 11.7 inches [210 × 297 mm]).

2. Select **Settings**.

3. Select **Maintenance**.

   You see a screen like this:
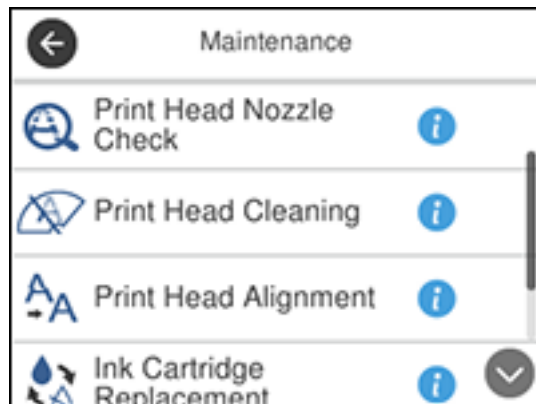
4. Scroll down and select **Paper Guide Cleaning**.

5. Select the paper source you want to clean, if necessary.

6. Follow the on-screen instructions to clean the paper guide.

7. Repeat these steps as necessary until the paper comes out clean.

   Note: If the paper is not clean after cleaning several times, try cleaning the other paper sources (EC-4030).

Parent topic: Adjusting Print Quality

Related tasks
Loading Paper in the Cassette

Cleaning and Transporting Your Product

See these sections if you need to clean or transport your product.

Cleaning Your Product
Transporting Your Product

Cleaning Your Product

To keep your product working at its best, you should clean it several times a year.

Caution: Do not use a hard brush, alcohol, or paint thinner to clean the product or you may damage it. Do not use oil or other lubricants inside the product or let water get inside it.

1. Turn off the product.
2. Unplug the power cord.
3. Disconnect any connected cables.
4. Pull out the paper cassette and remove the paper.

5. Open the document cover.
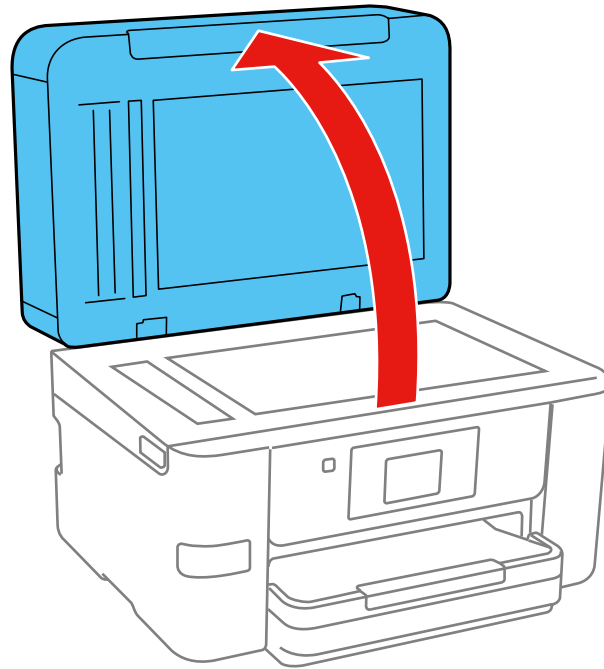
6. Clean the scanner glass and the glass area on the left with a soft, lint-free cloth (microfiber is recommended) moistened with a little glass cleaner.

   Caution: Do not spray glass cleaner directly on the glass and do not press the glass surface with any force.
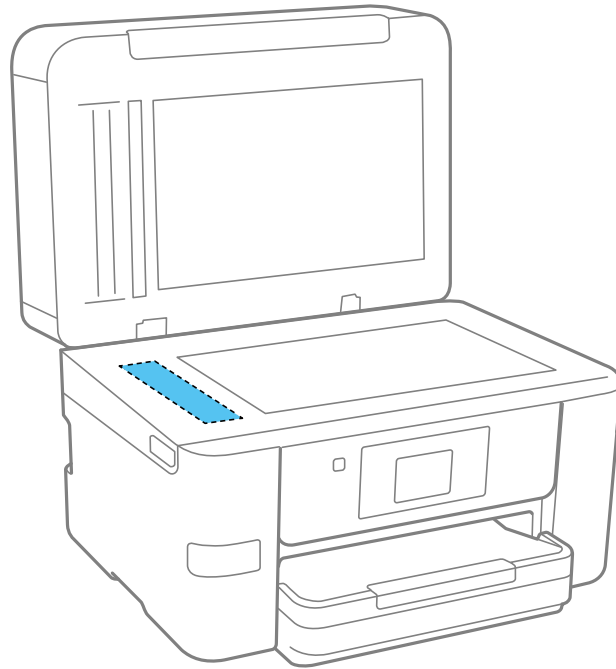
7. Close the document cover.

8. Open the ADF cover.
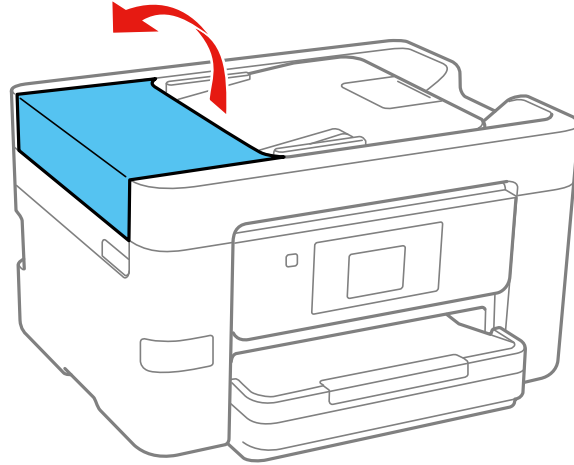
9. Use a soft, dry, lint-free cloth (microfiber is recommended) to clean the rollers and the interior of the ADF.
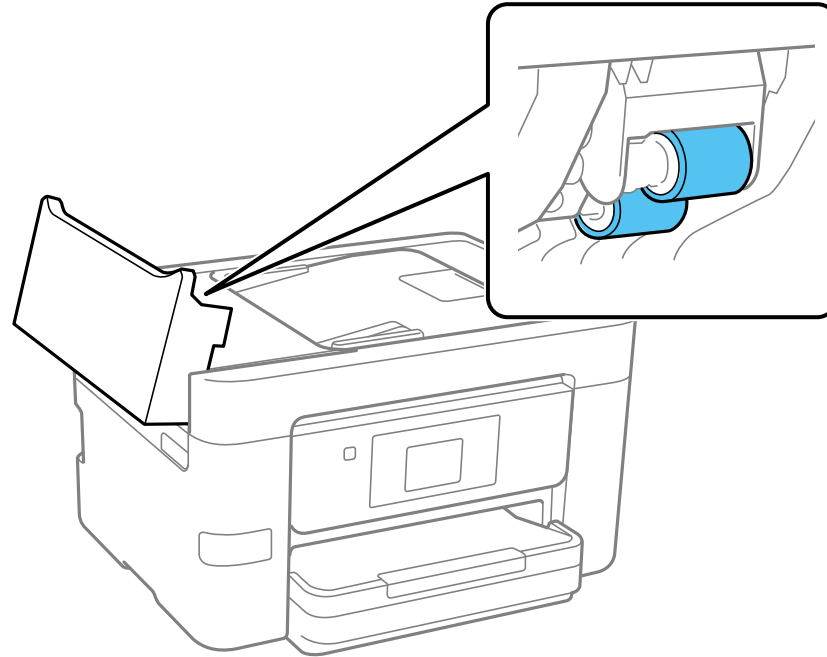
10. Clean the outer case and control panel with a soft, dry cloth. Do not use liquid or chemical cleansers.

Parent topic: Cleaning and Transporting Your Product

Transporting Your Product

If you need to store your product or transport it a long distance, prepare it for transportation as described here.

Caution: During transportation and storage, follow these guidelines:

- Avoid tilting the product, placing it vertically, or turning it upside down; otherwise ink may leak.

- Leave the ink cartridges installed. Removing the cartridges can dry out the print head and may prevent the product from printing.

- Do not carry the product by its control panel; this may damage the product.

Note: Before storing your product for a long period, replace low, expended, or expired ink to help prevent the print head from drying out. Store your product in a cool, dry place.

1. Turn off the product.
2. Wait for the ⏻ power light to go out, then unplug the power cable.
3. Disconnect any connected cables.
4. Remove all the paper from the product.
5. Close the output tray and paper support.
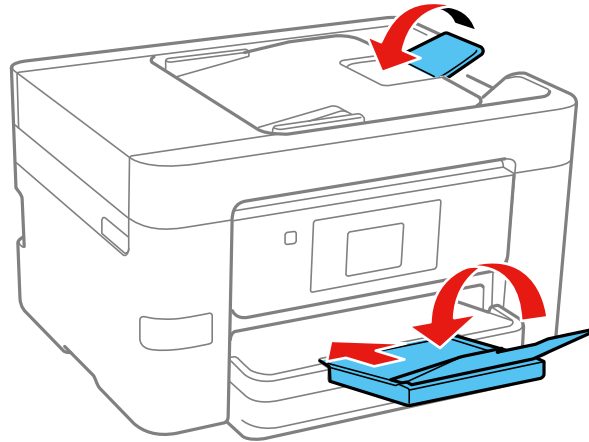
6. Remove any memory device inserted in the product.
7. Lift up the scanner unit and check to see if the print head is in the far right position (the home position). If not, turn on the product, wait for the print head to move, then turn the product off again.

8. Secure the ink cartridge holder to the case with tape.
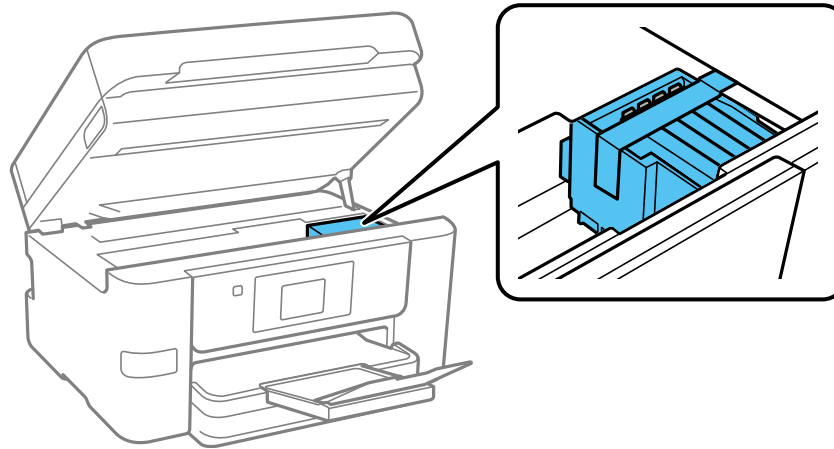
9. Lower the scanner unit.

10. Lower the control panel.

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

Keep the product level during transportation. Be sure to remove the tape from the ink cartridge holder before turning on your product. If print quality has declined when you print again, clean and align the print head.

Parent topic: Cleaning and Transporting Your Product

Related concepts

Print Head Nozzle Check

Print Head Cleaning

Solving Problems

Check these sections for solutions to problems you may have using your product.

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

Checking for Software Updates

It's a good idea to check Epson's support website occasionally for free updates to your product software. Visit epson.com/support (U.S.), epson.ca/support (Canada), or epson.com.jm/support (Caribbean) and select your product.

Note: Epson periodically provides firmware updates to address issues of security, performance, minor bug fixes and ensure your printer functions as designed. Your printer was designed to work only with genuine Epson ink cartridges, therefore some updates may affect the functionality of third-party ink.

- **Windows**: Your printer software automatically checks for updates. You can also manually update the software by selecting **Software Update** here:

  - Accessing the Windows Desktop and right-clicking the icon for your product in the right side of the Windows taskbar, or clicking the up arrow and right-clicking .

  - On the **Maintenance** tab in the printer settings window

  You can also update the software by selecting **EPSON Software Updater** in the **EPSON** or **EPSON Software** program group, accessible by the **Start** button, or on the **Start** or **Apps** screens, depending on your version of Windows.

- **OS X**: You can manually update the software by opening the **Applications** > **Epson Software** folder and selecting **EPSON Software Updater**.

- **macOS 10.12.x or 10.13.x**: You can manually update the software by opening the **App Store**, selecting **Updates**, searching for a software update option for Epson Software, and selecting **Update**.

Parent topic: Solving Problems

Product Status Messages

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

Note: If the screen is dark, press the screen to wake the product from sleep mode.

LCD screen message	Condition/solution
Printer Error. Turn on the printer again. See your documentation for more details	Turn the product off and then back on again. If the error persists, check for and remove any jammed paper or protective materials from the product. If the error still persists, contact Epson for support.
Paper out in XX.	Load paper and insert the cassette all the way.
You need to replace the following ink cartridge(s)	Replace the indicated ink cartridges.
Paper Setup Auto Display is set to Off. Some features may not be available. For details, see your documentation.	AirPrint is not available when the **Paper Setup Auto Display** setting is disabled. Change the **Paper Setup Auto Display** setting to **On**.

LCD screen message	Condition/solution
No dial tone is detected.	Make sure the phone cable is connected correctly and the phone line works. If you connected the product to a PBX (Private Branch Exchange) phone line or Terminal Adapter, change the **Line Type** setting to **PBX**. If you still cannot send a fax, turn off the **Dial Tone Detection** setting. (Turning off the Dial Tone Detection setting may cause the product to drop the first digit of a fax number.)
The combination of the IP address and the subnet mask is invalid. See your documentation for more details	There is a problem with the network connection to your product. Set up your product on the network again.
To use cloud services, update the root certificate from the Epson Web Config utility	Access the Web Config utility and update the cloud service root certificate.
Check that the printer driver is installed on the computer and that the port settings for the printer are correct.	Make sure the printer port is correctly configured. In Windows, make sure the port is set to a **USBXXX** setting for a USB connection or **EpsonNet Print Port** for a network connection.
Check that the printer driver is installed on the computer and that the USB port settings for the printer are correct.	
Recovery mode	An error has occurred during firmware updating. Connect your product using a USB cable and try downloading the Firmware Update from the Epson support site. If you still need help, contact Epson for support.

LCD screen message	Condition/solution
DNS error. Check DNS settings.	A communication error during scanning to a shared folder over a network has occurred. Try the following: • Make sure the computer you are scanning to is turned on and not in sleep mode. • Temporarily disable the computer's firewall and security software, then try saving a scan over the network again. If successful, check your security software settings. • Check the computer's network type to make sure it is not set to Public; you cannot save a scan to a shared folder over a public network. Click the link to "Cannot Save a Scan to a Shared Folder Over a Network" below for instructions. • Make sure the shared folder path matches the path registered to your product contacts list. • Make sure the IP address of the computer is correct. If using DHCP, obtain the IP address again. If using a static IP address, change the computer name in the shared folder path to the IP address and try again. (For example, change \\EPSON02\SCAN to \\192.168.xxx.xxx\SCAN) • Make sure the DNS setting is correct, and that the computer name and IP address match when the DNS server management table is updated. Contact your network administrator.
Authentication error. Check the authentication method, authenticated account, and authenticated password.	An authentication error during scanning to a shared folder over a network has occurred. Make sure the computer's user name and password are correct and match those registered to your product contacts list. Also make sure the password has not expired.

LCD screen message	Condition/solution
Communication error. Check the Wi-Fi/network connection.	A wireless communication error during scanning to a shared folder over a network has occurred. Try the following: • Make sure the path to the shared folder matches the path registered to your product's contact list. • Make sure you enabled access rights to the shared folder in the folder Properties when you created the shared folder. See the link below for instructions on creating a shared folder using the correct properties. • Windows: Make sure the **Use Microsoft network sharing** setting is enabled in Web Config. Select **Network** > **MS Network** to access the setting. See the link below for instructions on accessing Web Config.
The file name is already in use. Rename the file and scan again.	A file of the same name already exists in the shared network folder you are trying to scan to. Change the filename, or move or deleted files as necessary and try scanning to the shared folder again.
Scanned file(s) are too large. Only XX pages have been sent. Check if the Location has enough space.	The storage on the computer you are trying to scan to does not have enough space to store your scan. Increase the free space and try again.

Parent topic: Solving Problems

Related references

Cannot Save a Scan to a Shared Folder Over a Network

Related tasks

Selecting the Line Type

Using AirPrint

Connecting a Telephone or Answering Machine

Checking for Software Updates

Creating a Shared Network Folder

Accessing the Web Config Utility

Related topics

Solving Paper Problems

Wi-Fi or Wired Networking

Running a Product Check

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

1. Disconnect any interface cables connected to your product.

2. Load plain paper in the product.

3. Press the ⌂ home button, if necessary.

4. Select **Maintenance**.

   You see a screen like this:
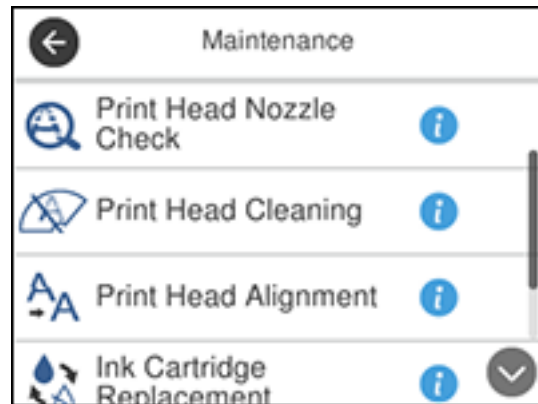
5. Select **Print Head Nozzle Check**.

You see a screen like this:

6. Select **Start**.

   The nozzle pattern prints.

7. Do one of the following, depending on the results of the product check:

   • If the page prints and the nozzle check pattern is complete, the product is operating properly. Any operation problem you may have could be caused by your computer, cable, software, or selected settings. Check the other solutions in this book or try uninstalling and reinstalling your printer software.

   • If the page prints but the nozzle check pattern has gaps, clean the print head.

   • If the page does not print, the product may have a problem. Check the other solutions in this manual. If they do not work, contact Epson.

Parent topic: Solving Problems

Related concepts

Print Head Cleaning

Uninstall Your Product Software

Related tasks

Aligning the Print Head Using the Product Control Panel

Resetting Control Panel Defaults

If you have a problem with settings on the product control panel, you can reset them to their factory defaults. You can choose which settings to reset or reset them all.

1. Press the ⌂ home button, if necessary.

2. Select **Settings**.

3. Scroll down and select **Restore Default Settings**.

   You see a screen like this:

4. Select one of these options:

   • **Network Settings**: Resets all network settings

   • **Copy Settings**: Resets all settings for copying

   • **Scan Settings**: Resets all settings for scanning

   • **Fax Settings**: Resets all settings for faxing

   • **Clear All Data and Settings**: Resets all control panel settings including the contacts list

   You see a confirmation screen.

5. Select **Yes** to reset the selected settings. (Select **No** if you want to cancel the operation.)

Parent topic: Solving Problems

Solving Setup Problems

Check these sections if you have problems while setting up your product.

Product Does Not Turn On or Off

Noise After Ink Installation

Software Installation Problems

Parent topic: Solving Problems

Product Does Not Turn On or Off

If you cannot turn the product on or off, try these solutions:

- If you cannot turn on your product, make sure the power cord is securely connected and hold down the power button a little longer.

- If you cannot turn off your product, hold down the power button a little longer. If you still cannot turn off your product, unplug the power cord, plug the power cord back in, then turn your product on and off again using the power button.

Parent topic: Solving Setup Problems

Noise After Ink Installation

If you hear noises from your product after installing ink, check the following:

- The first time you install the ink cartridges, the product must charge its print head. Wait until charging finishes before you turn off the product, or it may charge improperly and use excess ink the next time you turn it on.

- If the product's print head stops moving or making noise, and the charging process has not finished after approximately 5 minutes, turn off your product. Turn it back on and check to see if charging is still in progress. If it is still in progress, contact Epson for help.

Parent topic: Solving Setup Problems

Software Installation Problems

If you have problems while installing your product software, try these solutions:

- Make sure your product is turned on and any necessary cables are securely connected at both ends. If you still have problems installing software, disconnect the cable and carefully follow the instructions on the *Start Here* sheet. Also make sure your system meets the requirements for your operating system.

- Close any other programs, including screen savers and virus protection software, and install your product software again.

- In Windows, make sure your product is selected as the default printer and the correct port is shown in the printer properties.

- If you see any error message or your software does not install correctly in Windows, you may not have software installation privileges. Contact your system administrator.

Parent topic: Solving Setup Problems

Related concepts

Uninstall Your Product Software

Related references

Windows System Requirements
Mac System Requirements

Solving Network Problems

Check these solutions if you have problems setting up or using your product on a network.

Product Cannot Connect to a Wireless Router or Access Point
Network Software Cannot Find Product on a Network
Product Does Not Appear in Mac Printer Window
Wireless Network Connection is Unstable on a Mac
Cannot Print Over a Network
Cannot Scan Over a Network

Parent topic: Solving Problems

Product Cannot Connect to a Wireless Router or Access Point

If your product has trouble finding or connecting to a wireless router or access point, try these solutions:

- If you are connecting the product via Wi-Fi Protected Setup (WPS) and the Wi-Fi icon on your product's LCD screen is not lit or does not appear, make sure you select one of the WPS options from the product control panel within 2 minutes of pressing the WPS button on your router.

- Make sure to place your product within contact range of your 2.4 GHz router or access point. Avoid placing your product near a microwave oven, 2.4 GHz cordless phone, or large metal object, such as a filing cabinet.

  Note: If you are using a 5 GHz wireless router, set the router to operate in dual band (2.4 GHz and 5 GHz) mode. If your router uses a single network name (SSID) for both the 2.4 GHz and 5 GHz band, give each band its own network name (SSID) instead, such as Home Network 2.4 GHz and Home

Network 5 GHz. See your router documentation or contact your internet service provider for instructions.

- Verify that your router or access point is operating correctly by connecting to it from your computer or another device.

- You may need to disable the firewall and any anti-virus software on your wireless router or access point.

- Try restarting your router following the instructions in your router documentation.

  Note: If you are reading these instructions online, you will lose your Internet connection when you restart your router.

- Check to see if access restrictions, such as MAC address filtering, are set on the router or access point. If access restrictions are set, add your product's MAC address to your router's address list. To obtain your product's MAC address, print a network status sheet. Then follow the instructions in your router or access point documentation to add the address to the list.

- If your router or access point does not broadcast its network name (SSID), follow the instructions that came with your product to enter your wireless network name manually.

- If your router or access point has security enabled, determine the kind of security it is using and any required password or passphrase for connection. Then make sure to enter the exact WEP key or WPA passphrase correctly.

- Check if your computer is restricting the available wireless channels. If so, verify that your wireless access point is using one of the usable channels and change to a usable channel, if necessary.

- If you connected your product to a Windows computer using Wi-Fi Direct and it automatically selected Access Point Mode, you may have trouble accessing a low-priority Internet connection. Check the network connection or adapter settings in the Windows Control Panel and set the **Internet metric** setting to **100** for your version of the Internet Protocol.

Parent topic: Solving Network Problems

Related tasks
Enabling Wi-Fi Direct Mode
Printing a Network Status Sheet
Selecting Wireless Network Settings from the Control Panel
Printing a Network Connection Report

Related topics
Wi-Fi or Wired Networking

Network Software Cannot Find Product on a Network

If EpsonNet Setup cannot find your product on a network, try these solutions:

- Make sure your product is turned on and connected to your network. Verify connection using your product control panel.

- Check if your network name (SSID) contains non-ASCII characters. Your product cannot display non-ASCII characters.

- Make sure your product is not connected to a guest network.

- If necessary, reinstall your product software and try running EpsonNet Setup again:

  1. Reset your product's network settings to their factory defaults.

  2. **Windows only:** Uninstall your product software.

  3. Restart your router following the instructions in your router documentation.

     Note: If you are reading these instructions online, you will lose your Internet connection when you restart your router, so note the next step before restarting it.

  4. Download your product software from the Epson website using the instructions on the *Start Here* sheet.

- If you have replaced your router, reinstall your product software to connect to the new router.

  Note: If you are using a 5 GHz wireless router, set the router to operate in dual band (2.4 GHz and 5 GHz) mode. If your router uses a single network name (SSID) for both the 2.4 GHz and 5 GHz band, give each band its own network name (SSID) instead, such as Home Network 2.4 GHz and Home Network 5 GHz. See your router documentation or contact your internet service provider for instructions.

- Check to see if your wireless router or access point has an enabled Privacy Separator function that is preventing detection of your device over the network. See your router or access point documentation for instructions on disabling the Privacy Separator function.

Parent topic: Solving Network Problems

Related concepts
Uninstall Your Product Software

Related tasks
Printing a Network Connection Report

Related topics
Wi-Fi or Wired Networking

Product Does Not Appear in Mac Printer Window

If your product does not appear in the Mac printer window, try these solutions:

- Turn your product off, wait 30 seconds, then turn it back on again.

- If you are connecting the product via Wi-Fi Protected Setup (WPS) and the Wi-Fi icon on your product's LCD screen is not lit, make sure you select one of the WPS options from the product control panel within 2 minutes of pressing the WPS button on your router.

- If you are connecting the product wirelessly via EpsonNet Setup and you do not see the Wi-Fi antenna icon with connection bars on your LCD screen, make sure your product software was installed correctly. If necessary, reinstall your software.

Note: If you are using a 5 GHz wireless router, set the router to operate in dual band (2.4 GHz and 5 GHz) mode. If your router uses a single network name (SSID) for both the 2.4 GHz and 5 GHz band, give each band its own network name (SSID) instead, such as Home Network 2.4 GHz and Home Network 5 GHz. See your router documentation or contact your internet service provider for instructions.

Parent topic: Solving Network Problems

Related concepts
Uninstall Your Product Software

Wireless Network Connection is Unstable on a Mac

If you connected a device to a USB 3.0 port on your Mac, you may experience wireless network interference between your product and your Mac.

If you cannot connect to your product over the wireless network or the connection becomes unstable, move the device connected to your Mac USB 3.0 port further away from your Mac.

Parent topic: Solving Network Problems

Cannot Print Over a Network

If you cannot print over a network, try these solutions:

- Make sure that your product is turned on.

- Make sure you install your product's network software as described in your product documentation.

- Print a network status sheet and verify that the network settings are correct. If the network status is **Disconnected**, check any cable connections and turn your product off and then on again.

- If you are using TCP/IP, make sure the product's IP address is set correctly for your network. If your network does not assign IP addresses using DHCP, set the IP address manually.

- Make sure your computer and product are both using the same wireless network.

- If network printing is slow, print a network status sheet and check the signal strength. If it is poor, place your product closer to your router or access point. Avoid placing your product near a microwave oven, 2.4 GHz cordless phone, or large metal object, such as a filing cabinet.

  Note: If you are using a 5 GHz wireless router, set the router to operate in dual band (2.4 GHz and 5 GHz) mode. See your router documentation for instructions.

- Try restarting your router following the instructions in your router documentation.

  Note: If you are reading these instructions online, you will lose your Internet connection when you restart your router.

- Check if there are any paused print jobs.

- Make sure your printer is selected as the default printer.

- Check if the selected printer port is correct.

- Check to see if your wireless router or access point has an enabled Privacy Separator function that is preventing printing from a device over the network. See your router or access point documentation for instructions on disabling the Privacy Separator function.

- If you are connecting the product via Wi-Fi Protected Setup (WPS) and the Wi-Fi icon on your product's LCD screen is not lit, make sure you select one of the WPS options from the product control panel within 2 minutes of pressing the WPS button on your router.

- Check your wired LAN router or access point to see if the LED for the port to which your product is connected is on or flashing. If the link LED is off, try the following:

  - Make sure the Ethernet cable is securely connected to your product and to your router, access point, switch, or hub.

  - Try connecting your product to a different port or a different router, access point, switch, or hub.

  - Try connecting with a different Ethernet cable.

  - Try printing to your product from another computer on the network.

Note: If you are using a 5 GHz wireless router, set the router to operate in dual band (2.4 GHz and 5 GHz) mode. See your router documentation for instructions.

• If you are connecting the product via EpsonNet Setup and the Wi-Fi icon does not appear lit on the LCD screen, make sure your product software was installed correctly. If necessary, reinstall your software.

Parent topic: Solving Network Problems

Related concepts

Uninstall Your Product Software

Related tasks

Printing a Network Status Sheet

Printing a Network Connection Report

Related topics

Wi-Fi or Wired Networking

Cannot Scan Over a Network

If you cannot start Epson Scan 2 for scanning over a network, try these solutions:

• If you cannot scan from your product control panel, make sure you restarted your computer after installing the product software. Make sure the Event Manager program is not being blocked by your firewall or security software.

Note: If you are using a 5 GHz wireless router, set the router to operate in dual band (2.4 GHz and 5 GHz) mode. If your router uses a single network name (SSID) for both the 2.4 GHz and 5 GHz band, give each band its own network name (SSID) instead, such as Home Network 2.4 GHz and Home Network 5 GHz. See your router documentation or contact your internet service provider for instructions.

• If you are scanning a large original at a high resolution, a network communication error may occur. Try scanning again at a lower resolution.

• If network communication was interrupted while starting Epson Scan 2, exit Epson Scan 2, wait a few seconds, and restart it. If Epson Scan 2 cannot restart, turn off your product, turn it back on, and try restarting Epson Scan 2 again.

• Check the scanner setting and reset the connection if necessary using Epson Scan 2 Utility:

Windows 10: Click [ ] and select **EPSON** > **Epson Scan 2 Utility**. Make sure your product is selected. If necessary, select the **Other** tab and click **Reset**.

Windows 8.x: Navigate to the **Apps** screen, select **EPSON**, and select **Epson Scan 2 Utility**. Make sure your product is selected. If necessary, select the **Other** tab and click **Reset**.

Windows (other versions): Click ![icon] or **Start** > **All Programs** or **Programs** > **EPSON** > **Epson Scan 2** > **Epson Scan 2 Utility**. Make sure your product is selected. If necessary, select the **Other** tab and click **Reset**.

Mac: Open the **Applications** folder, click **Epson Software**, and click **Epson Scan 2 Utility**. Make sure your product is selected. If necessary, select the **Other** tab and click **Reset**.

- You may need to disable the firewall and any anti-virus software on your wireless router or access point.

Parent topic: Solving Network Problems

Related tasks

Starting a Scan Using the Product Control Panel
Starting a Scan Using the Epson Scan 2 Icon
Starting a Scan from a Smart Device
Starting a Scan from a Scanning Program

Solving Copying Problems

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

Product Makes Noise, But Nothing Copies
Product Makes Noise When It Sits for a While
Originals Do Not Feed From the Automatic Document Feeder

Parent topic: Solving Problems

Product Makes Noise, But Nothing Copies

If your product makes a noise, but nothing copies, try these solutions:

- Run a nozzle check to see if any of the print head nozzles are clogged. Then clean the print head, if necessary.

- If the nozzle check page does not print, but the product's power is on, make sure your product software is installed correctly.

- Make sure your product is level (not tilted).

Parent topic: Solving Copying Problems

Related concepts

Print Head Nozzle Check

Print Head Cleaning

Product Makes Noise When It Sits for a While

Your product is performing routine maintenance. This is normal.

Parent topic: Solving Copying Problems

Originals Do Not Feed From the Automatic Document Feeder

If your originals do not feed when placed in the ADF, try these solutions:

- Make sure the ADF icon appears on the LCD screen. If not, reload the originals.
- Make sure the **ADF** icon lights up on the Copy, Fax, or Scan screen on the LCD screen. If not, reload the originals.
- Make sure the size, weight, and number of your originals are supported by the ADF.
- Make sure the originals are loaded correctly.
- Make sure the document is not curled or creased.
- Try cleaning the inside of the ADF.

- Do not load originals above the arrow mark on the ADF edge guide.
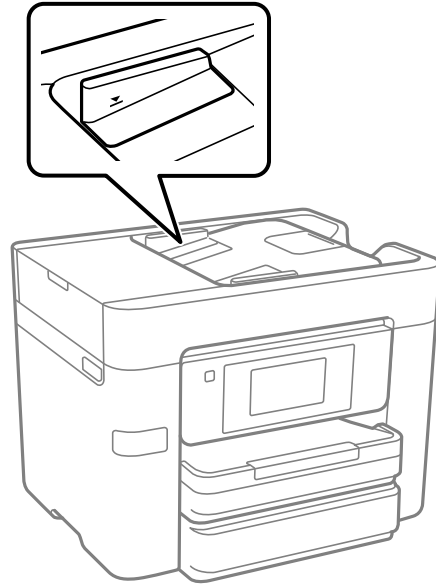
Parent topic: Solving Copying Problems

Related references

Document Jams in the Automatic Document Feeder

ADF Original Document Specifications

Related tasks

Placing Originals in the Automatic Document Feeder

Cleaning Your Product

Solving Paper Problems

Check these sections if you have problems using paper with your product.

Paper Feeding Problems

Paper Jam Problems in the Cassette

Paper Jam Problems in the Rear Cover

Document Jams in the Automatic Document Feeder

Parent topic: Solving Problems

Paper Feeding Problems

If you have problems feeding paper, try these solutions:

- Make sure the paper cassette is inserted all the way in the printer.
- If paper does not feed correctly, remove and reload it in the cassette and adjust the edge guides. Make sure the paper stack is not above the tab on the edge guides inside the cassette.
- If multiple pages feed at once, remove the paper, fan the edges to separate the sheets, and reload it.
- Do not load more than the recommended number of sheets.
- Make sure your paper meets the specifications for your product.
- If paper jams when you print on both sides of the paper, try loading fewer sheets.
- For best results, follow these guidelines:
  - Use new, smooth, high-quality paper that is not curled, creased, old, too thin, or too thick.
  - Load paper in the cassette printable side down.
  - Follow any special loading instructions that came with the paper.

Parent topic: Solving Paper Problems

Related references

Paper Jam Problems in the Cassette
Paper Jam Problems in the Rear Cover
Document Jams in the Automatic Document Feeder

Paper Jam Problems in the Cassette

If paper has jammed in the cassette, follow the steps here to clear the jam.

1. Cancel the print job, if necessary.

2. Pull out the paper cassette.
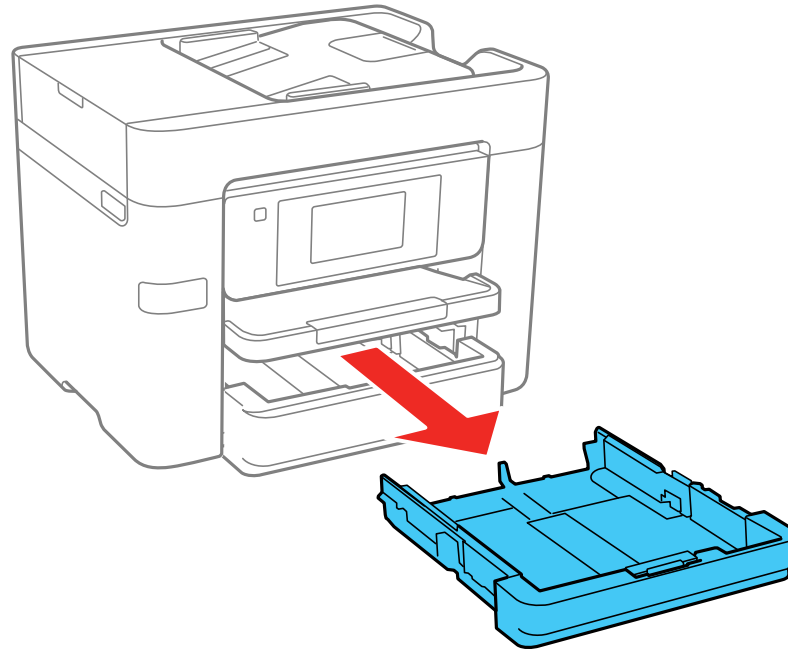
3. Carefully remove any paper jammed inside the product.

4. Carefully follow all paper loading instructions and reload the paper.

5. Keep the cassette flat as you gently insert it.
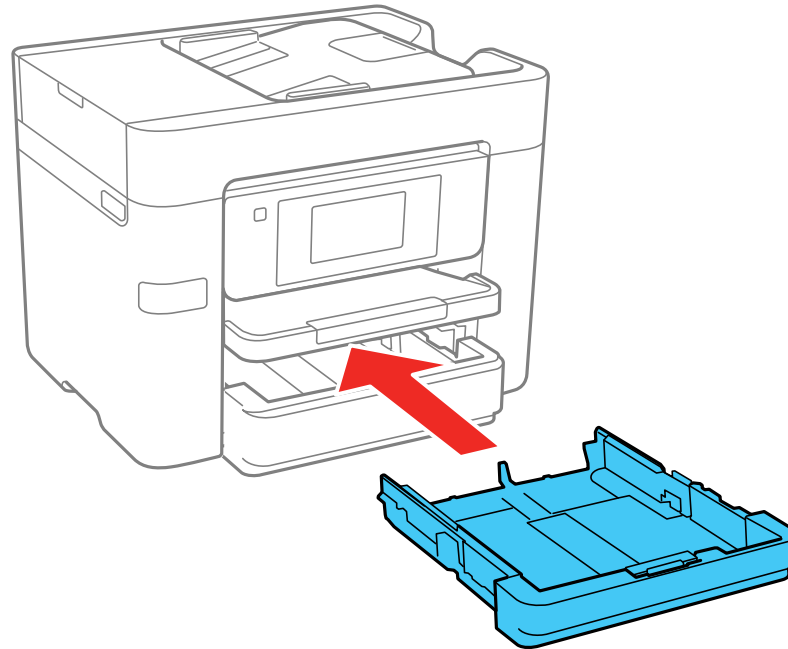
6. Follow the prompts on the LCD screen to clear any error messages. If you still see a paper jam message, check the other paper jam solutions.

Parent topic: Solving Paper Problems

Related references

Paper Jam Problems in the Rear Cover

Document Jams in the Automatic Document Feeder

Related tasks

Loading Paper in the Cassette

Paper Jam Problems in the Rear Cover

If paper has jammed in the rear cover, follow the steps here to clear the jam.

1. Cancel the print job, if necessary.

2. Squeeze the tabs and open the rear cover.

3. Carefully remove any jammed paper from inside the product.

4. Carefully remove any jammed paper from the duplexer.

5. Close the rear cover.

6. Follow the prompts on the LCD screen to clear any error messages. If you still see a paper jam message, check the other paper jam solutions.

Parent topic: Solving Paper Problems

Related references

Paper Jam Problems in the Cassette

Document Jams in the Automatic Document Feeder

Related tasks

Loading Paper in the Cassette

Document Jams in the Automatic Document Feeder

If you have problems with document jams in the automatic document feeder (ADF), follow the steps here to clear the jam.

1. Cancel the print job, if necessary.

2. Remove your originals from the ADF.

3. Open the ADF cover.
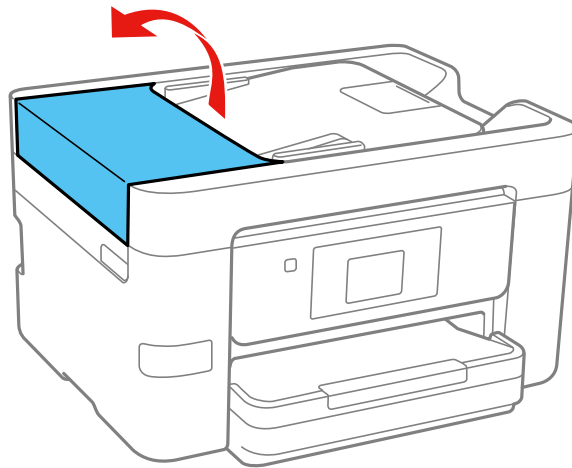
4. Carefully remove any jammed pages from beneath the ADF.

5. Close the ADF cover, then raise the document cover.
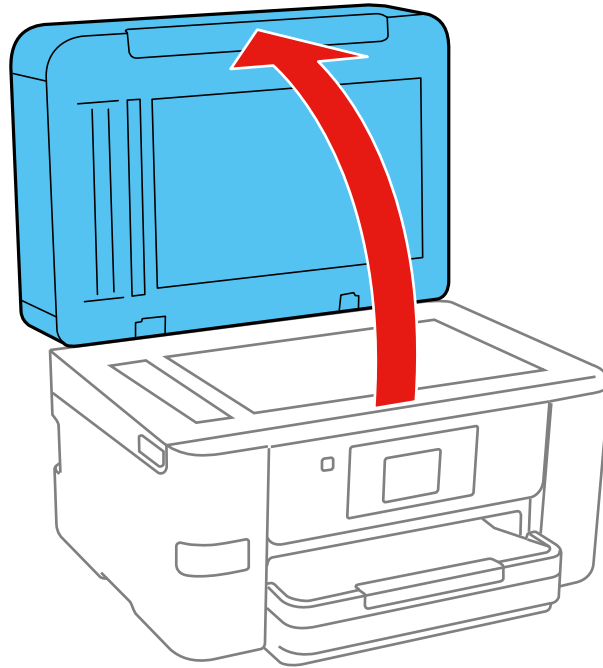
6. Carefully remove any jammed pages.

7. Lower the document cover.

8. Raise the ADF input tray and carefully remove any jammed pages.

9. Lower the ADF input tray.

10. Reload your originals.

Caution: Make sure you do not load the ADF beyond its capacity for your paper size. Also make sure your originals are not bent, folded, or curled and do not have tape, staples, or other materials that could obstruct the feeder.

11. Follow the prompts on the LCD screen to clear any error messages. If you still see a paper jam message, check the other paper jam solutions.

Parent topic: Solving Paper Problems

Related references

Paper Jam Problems in the Cassette

Paper Jam Problems in the Rear Cover

ADF Original Document Specifications

Related tasks

Placing Originals in the Automatic Document Feeder

Paper Ejection Problems

If you have problems with paper ejecting properly, try these solutions:

- If paper does not eject fully, you may have set the wrong paper size. Cancel printing to eject the paper. Select the correct paper size when you reprint.

- If paper is wrinkled when it ejects, it may be damp or too thin. Load new paper and be sure to select the correct paper type setting when you reprint.

Parent topic: Solving Paper Problems

Related references

Paper or Media Type Settings - Printing Software

Related tasks

Cancelling Printing Using the Product

Loading Paper in the Cassette

Solving Problems Printing from a Computer

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

Note: When printing using AirPrint, the available print settings are different from those covered in this manual. See the Apple website for details.

Nothing Prints

Product Icon Does Not Appear in Windows Taskbar

Printing is Slow

Parent topic: Solving Problems

Nothing Prints

If you have sent a print job and nothing prints, try these solutions:

- Make sure your product is turned on and connected to your computer.

- Make sure any interface cables are connected securely at both ends.

- If you connected your product to a USB hub, make sure it is a first-tier hub. If it still does not print, connect your product directly to your computer instead of the hub.

- Make sure the printer status is not offline or pending.

- Run a product check to see if a test page prints. If the test page prints, check to see if your product software is installed correctly.

- In Windows, make sure your product is selected as the default printer.

- In Windows, make sure the printer port setting matches the printer connection port.

- In Windows, delete all jobs from the Windows Spooler. Click **Print Queue** on the Maintenance tab in the printer settings window, and cancel any stalled print jobs.

- On a Mac, make sure the printer is not paused.

Parent topic: Solving Problems Printing from a Computer

Related tasks
Running a Product Check
Using AirPrint

Product Icon Does Not Appear in Windows Taskbar

If you do not see your product icon in the Windows taskbar, first try restarting your computer. If that does not work, try this solution:

1. Do one of the following:

- **Windows 10:** Click ▢ and select ⚙ (Settings) > **Devices** > **Printers & scanners**. Select your product name and select **Manage** > **Printing preferences**.

- **Windows 8.x**: Navigate to the **Apps** screen and select **Control Panel** > **Hardware and Sound** > **Devices and Printers**. Right-click your product name, select **Printing Preferences**, and select your product name again if necessary.

- **Windows 7**: Click ⊞ and select **Devices and Printers**. Right-click your product name, select **Printing Preferences**, and select your product name again if necessary.

- **Windows Vista**: Click , select **Control Panel**, and click **Printer** under **Hardware and Sound**. Right-click your product name, select **Printing Preferences**, and select your product name again if necessary.

2. Click the **Maintenance** tab.

3. Click the **Extended Settings** button.

4. Select **Enable EPSON Status Monitor 3** and click **OK**.

5. Click the **Monitoring Preferences** button.

6. Click the checkbox for the option that adds the shortcut icon to the taskbar.

7. Click **OK** to close the open program windows.

Parent topic: Solving Problems Printing from a Computer

Printing is Slow

If printing becomes slow, try these solutions:

- Make sure your system meets the requirements for your operating system. If you are printing a high-resolution image, you may need more than the minimum requirements. If necessary, increase your system's memory.

- If you are using Windows 7, close the **Devices and Printers** window before you print.

- Make sure **Quiet Mode** is turned off.

- Clear space on your hard drive or run a defragmentation utility to free up existing space.

- Close any programs you are not using when you print.

- If your product is connected to a USB hub, connect it directly to your computer instead.

- If printing becomes slower after printing continuously for a long time, the product may have automatically slowed down to protect the print mechanism from overheating or becoming damaged. Let the product rest with the power on for 30 minutes, then try printing again.

- If you are printing over a wireless network, factors such as interference, network traffic, or weak signal strength may affect your printing speed.

For the fastest printing, select the following settings in your product software:

- Make sure the paper type setting matches the type of paper you loaded.

- Turn on any high speed settings in your product software.

- Select a lower print quality setting.

- Make sure the ink drying time has not been increased for double-sided printing.

- **Windows**: Click the **Maintenance** or **Utility** tab, select **Extended Settings** or **Speed and Progress**, and select the following settings:

  - **Always Spool RAW Datatype**

  - **Page Rendering Mode**

  - **Print as Bitmap**

If printing is still slow and you are using Windows 7 or Windows Vista, try the following:

1. Click ⊞ and select **Computer** or **My Computer**. Double-click the **C:** drive and open these folders: **ProgramData > EPSON > PRINTER**.

   Note: If you do not see the ProgramData folder, open the **Organize** menu and select **Folder and search options**. In the window that appears, click the **View** tab, select **Show hidden files, folders, and drives** in the Advanced settings list, and click **OK**.

2. Right-click the **EPAUDF01.AUD** file and select **Delete**.

3. Restart your computer and try printing again.

Parent topic: Solving Problems Printing from a Computer

Related references

Paper or Media Type Settings - Printing Software

Windows System Requirements

Mac System Requirements

Related tasks

Selecting Basic Print Settings - Windows

Selecting Basic Print Settings - Mac

Selecting Extended Settings - Windows

Solving Page Layout and Content Problems

Check these sections if you have problems with the layout or content of your printed pages.

Note: When printing using AirPrint, the available print settings are different from those covered in this manual. See the Apple website for details.

Inverted Image

Parent topic: Solving Problems

Inverted Image

If your printed image is inverted unexpectedly, try these solutions:

• Turn off any mirror or inversion settings in your printing application.

• Turn off the **Mirror Image**, **Flip horizontally**, or **Reverse page orientation** settings in your printer software. (This option has different names, depending on your operating system version.)

Parent topic: Solving Page Layout and Content Problems

Related tasks

Selecting Basic Print Settings - Mac

Selecting Additional Layout and Print Options - Windows

Too Many Copies Print

Make sure that the **Copies** setting in your printing program or printer software is not set for multiple copies.

Parent topic: Solving Page Layout and Content Problems

Related tasks

Selecting Basic Print Settings - Windows

Selecting Basic Print Settings - Mac

Blank Pages Print

If blank pages print unexpectedly, try these solutions:

• Make sure you selected the correct paper size settings in your printing program and printer software.

• If a blank page exists in a document you are printing and you want to skip printing it, select the **Skip Blank Page** setting in your printer software, if available.

- Run a print head nozzle check to see if any of the nozzles are clogged. Then clean the print head, if necessary.

- Make sure your product is selected as the printer in your printing program.

Parent topic: Solving Page Layout and Content Problems

Related tasks
Selecting Basic Print Settings - Windows
Selecting Extended Settings - Windows
Selecting Basic Print Settings - Mac
Selecting Printing Preferences - Mac

Incorrect Margins on Printout

If your printed page has incorrect margins, try these solutions:

- Make sure you selected the correct paper size settings in your printing program and printer software.

- Make sure you selected the correct margins for your paper size in your printing program.

- Make sure your paper is positioned correctly for feeding into the product.

You can use the preview option in your printer software to check your margins before you print.

Parent topic: Solving Page Layout and Content Problems

Related tasks
Selecting Basic Print Settings - Windows
Selecting Basic Print Settings - Mac

Incorrect Characters Print

If incorrect characters appear in your prints, try these solutions before reprinting:

- Make sure any cables are securely connected at both ends.

- In Windows, delete all jobs from the Windows Spooler. Click **Print Queue** on the Maintenance tab in the printer settings window, and cancel any stalled print jobs.

- If your product is connected to a USB hub, connect it directly to your computer instead.

- If your computer entered sleep mode the last time you printed, the next print job after your computer exits sleep mode may contain garbled characters. Print your document again.

Parent topic: Solving Page Layout and Content Problems

Incorrect Image Size or Position

If your printed image is the wrong size or in the wrong position, try these solutions:

- Make sure you selected the correct paper size and layout settings in your printing program and printer software.

- Make sure you selected the correct paper size on the control panel.

- Make sure your paper is positioned correctly for feeding into the printer.

- Clean the scanner glass and document cover.

- If the edges of a copy are cropped, slightly move the original away from the edges of the scanner glass.

You can use the preview option in your printer software to check your margins before you print.

Parent topic: Solving Page Layout and Content Problems

Related tasks

Selecting Additional Layout and Print Options - Windows
Selecting Basic Print Settings - Windows
Selecting Basic Print Settings - Mac
Selecting Page Setup Settings - Mac
Cleaning Your Product

Slanted Printout

If your printouts are slanted, try these solutions:

- Slide the edge guides against the edges of the paper.

- Select a higher print quality setting in your printer software.

- Turn off any high speed settings in your product software.

- Align the print head.

- Make sure the product is not printing while tilted or at an angle.

Parent topic: Solving Page Layout and Content Problems

Related tasks

Selecting Basic Print Settings - Windows
Selecting Basic Print Settings - Mac
Loading Paper in the Cassette

Solving Print Quality Problems

Check these sections if your printouts have problems with print quality, but your image looks fine on your computer screen.

Note: When printing using AirPrint, the available print settings are different from those covered in this manual. See the Apple website for details.

White or Dark Lines in Printout

Blurry or Smeared Printout

Faint Printout or Printout Has Gaps

Grainy Printout

Incorrect Colors

Parent topic: Solving Problems

White or Dark Lines in Printout

If you notice white or dark lines in your prints (also called banding), try these solutions before you reprint:

- Run a nozzle check to see if any of the print head nozzles are clogged. Then clean the print head, if necessary.

- Make sure the paper type setting matches the type of paper you loaded.

- Make sure you loaded the printable side of the paper correctly for your product.

- Turn off any high speed settings in your product software.

- Align the print head.

Parent topic: Solving Print Quality Problems

Related concepts

Print Head Nozzle Check

Print Head Cleaning

Related references

Paper or Media Type Settings - Printing Software

Related tasks

Aligning the Print Head Using the Product Control Panel

Selecting Additional Layout and Print Options - Windows

Selecting Printing Preferences - Mac

Related topics

Blurry or Smeared Printout

If your printouts are blurry or smeared, try these solutions:

• Make sure your paper is not damp, curled, old, or loaded incorrectly in your product.

• Use a support sheet with special paper, or load special paper one sheet at a time.

• Make sure your paper meets the specifications for your product.

• Use Epson papers to ensure proper saturation and absorption of genuine Epson inks.

• Make sure the paper type setting in your product software matches the type of paper you loaded.

• Make sure you loaded the printable side of the paper correctly for your product.

• If you are printing on thick paper or envelopes, turn on the **Thick Paper** setting from the control panel or select **Thick Paper and Envelopes** in the Extended Settings of the printer software. (Turning this setting on will decrease print speed.)

• Remove each sheet from the output tray as it is printed.

• Avoid handling printouts on glossy paper right after printing to allow the ink to set.

• Turn off any high speed settings in your product software.

• If you print on both sides of a sheet of paper, smudges may appear on the reverse side of heavily saturated or dark images. If one side of a sheet will contain a lighter image or text, print that side first. Make sure the ink has dried before reloading the paper to print on the other side. Adjust the density and/or ink drying time settings.

• If printed copies are smeared, lower the copy density setting on the product control panel.

• Run a nozzle check to see if any of the print head nozzles are clogged. Then clean the print head, if necessary.

• Align the print head.

• Clean the paper path.

Note: Your product will not operate properly while tilted at an angle. Place it on a flat, stable surface that extends beyond the base of the product in all directions.

Parent topic: Solving Print Quality Problems

Related concepts

Print Head Cleaning

Related references

Paper Specifications

Compatible Epson Papers

Related tasks

Aligning the Print Head Using the Product Control Panel

Selecting Double-sided Printing Settings - Windows

Selecting Basic Print Settings - Windows

Selecting Additional Layout and Print Options - Windows

Faint Printout or Printout Has Gaps

If your printouts are faint or have gaps, try these solutions:

- Run a nozzle check to see if any of the print head nozzles are clogged. Then clean the print head, if necessary.

- The ink cartridges may be old or low on ink, and you may need to replace them.

- Make sure the paper type setting matches the type of paper you loaded.

- Make sure your paper is not damp, curled, old, or loaded incorrectly in your product.

- Align the print head.

- Clean the paper path.

Parent topic: Solving Print Quality Problems

Related concepts

Print Head Nozzle Check

Print Head Cleaning

Related references

Paper or Media Type Settings - Printing Software

Related tasks

Aligning the Print Head Using the Product Control Panel

Selecting Basic Print Settings - Windows

Selecting Basic Print Settings - Mac

Loading Paper in the Cassette

Related topics

Grainy Printout

If your printouts are grainy, try these solutions:

- Make sure you loaded the printable side of the paper correctly for your product.
- Select a higher print quality setting and turn off any high speed settings in your product software.
- Run a nozzle check to see if any of the print head nozzles are clogged. Then clean the print head, if necessary.
- Align the print head.
- You may need to increase the image resolution or print a smaller size; see your software documentation.

  Note: Images from the Internet may be low resolution and not result in a high quality printout.

- If you enlarged the image size in an image-editing program, you need to increase the image resolution setting to retain a high image quality. Increase the image resolution by the same amount you increase the image size. For example, if the image resolution is 300 dpi (dots per inch) and you will double the image size for printing, change the resolution setting to 600 dpi.

  Note: Higher resolution settings result in larger file sizes, which take longer to process and print. Consider the limitations of your computer system when selecting a resolution, and select the lowest possible resolution that produces acceptable quality to keep file sizes manageable.

Parent topic: Solving Print Quality Problems

Related concepts

Print Head Nozzle Check

Print Head Cleaning

Related tasks

Aligning the Print Head Using the Product Control Panel

Selecting Basic Print Settings - Windows

Selecting Additional Layout and Print Options - Windows

Selecting Basic Print Settings - Mac

Incorrect Colors

If your printouts have incorrect colors, try these solutions:

• Make sure the paper type setting matches the paper you loaded.

• Make sure the **Black/Grayscale** or **Grayscale** setting is not selected in your printer software.

• Run a nozzle check to see if any of the print head nozzles are clogged. Then clean the print head, if necessary.

• The ink cartridges may be old or low on ink, and you may need to replace them.

• After you print, the colors in your printout need time to set as the ink dries. During this time, the colors may look different than you expect. To speed up drying time, do not stack your printouts on top of each other.

• Your printed colors can never exactly match your on-screen colors. However, you can use a color management system to get as close as possible. Try using the color management options in your printer software.

• For best results, use genuine Epson paper.

Parent topic: Solving Print Quality Problems

Related concepts

Print Head Nozzle Check

Print Head Cleaning

Related references

Compatible Epson Papers

Related tasks

Selecting Basic Print Settings - Mac

Managing Color - Mac

Selecting Basic Print Settings - Windows

Selecting Additional Layout and Print Options - Windows

Related topics

Replacing Ink Cartridges and Maintenance Boxes

Solving Scanning Problems

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

Scanning Software Does Not Operate Correctly

Cannot Start Epson Scan 2

Scanning is Slow

Cannot Save a Scan to a Shared Folder Over a Network

Parent topic: Solving Problems

Scanning Software Does Not Operate Correctly

If your scanning software does not operate correctly, try these solutions:

- Make sure your computer has adequate memory and meets the system requirements for your operating system.

- Make sure your computer is not running in a power-saving mode, such as sleep or standby. If so, wake your system and restart your scanning software.

- If you upgraded your operating system but did not reinstall your scanning software, try reinstalling it.

- In Windows, make sure your product is listed as a valid device in the **Scanners and Cameras** control panel.

Parent topic: Solving Scanning Problems

Related concepts

Uninstall Your Product Software

Cannot Start Epson Scan 2

If you cannot start Epson Scan 2, try these solutions:

- Make sure your product is turned on and any interface cables are securely connected at both ends.

- Make sure Epson Scan 2 is selected as your scanning program.

- Make sure your computer is not running in a power-saving mode, such as sleep or standby. If so, wake your system and restart Epson Scan 2.

- Check the connection setting and test the connection using Epson Scan 2 Utility:

  Windows 10: Click ⊞ and select **EPSON** > **Epson Scan 2 Utility**. Make sure the correct product is selected. If necessary, select the **Other** tab and click **Reset**.

Windows 8.x: Navigate to the **Apps** screen and select **Epson Scan 2 Utility**. Make sure the correct product is selected. If necessary, select the **Other** tab and click **Reset**.

Windows (other versions): Click ![icon] or **Start** > **All Programs** or **Programs** > **EPSON** > **Epson Scan 2** > **Epson Scan 2 Utility**. Make sure the correct product is selected. If necessary, select the **Other** tab and click **Reset**.

Mac: Open the **Applications** folder, click **Epson Software**, and click **Epson Scan 2 Utility**. Make sure the correct product is selected. If necessary, select the **Other** tab and click **Reset**.

- Make sure you do not have multiple versions of Epson Scan 2 installed. If you do, uninstall both versions and install one version.

- If you upgraded your operating system but did not reinstall Epson Scan 2, try reinstalling it.

Parent topic: Solving Scanning Problems

Related concepts

Uninstall Your Product Software

Scanning is Slow

If scanning becomes slow, try these solutions:

- Scan your original at a lower resolution, if possible.

- Make sure your system meets the requirements for your operating system. If you are scanning a high-resolution image, you may need more than the minimum requirements. If necessary, increase your system's memory or reduce the resolution.

- In Epson Scan 2, turn off **Quiet Mode** on the Scan tab.

- If you are scanning over a wireless network, factors such as interference, network traffic, or weak signal strength may affect your scanning speed.

Parent topic: Solving Scanning Problems

Related topics

Wi-Fi or Wired Networking

Cannot Save a Scan to a Shared Folder Over a Network

If you cannot save a scan to a shared folder when scanning over a network, or saving takes a very long time, try these solutions:

- If you cannot scan to a shared folder over the network, make sure you did the following:

  - Created a shared folder on your computer (Windows).

- If you registered the shared folder path to your product's control panel contact list or entered the path manually to scan, make sure you used the correct path.

- Make sure the network folder does not already contain a file of the same name. If so, rename the file and try again.

• If you still cannot scan to the shared folder, your network type may be set to **Public**. You cannot scan to a shared folder when using a public network. Follow the steps here to check and change your network type, if necessary. Be sure to log into your Windows computer as an administrator.

Note: The name of available network types varies in the different Windows versions. For details on selecting Windows network sharing settings, see Windows help.

Windows 10:

1. Click ▦ and select **Settings**.

2. Select **Network & Internet**.

3. Click your network type: **Ethernet** or **Wi-Fi**.

4. Click your network name.

5. Make sure the **Make this PC discoverable setting** is set to **On**. This selects to a private network so you can save a scan to a shared folder; if you select **Off**, you are using a public network and cannot save to a shared folder.

Windows 8.1:

1. At the Start screen, type **PC Settings** to automatically search the system.

2. Click **Network** in the PC Settings window.

3. Click your network name.

4. Make sure **Find devices and content** is set to **On**. This selects to a private network so you can save a scan to a shared folder; if you select **Off**, you are using a public network and cannot save to a shared folder.

Windows 8.0:

1. At the Start screen, type **Settings** to automatically search the system.

2. Select **Settings** when it appears and type **Network** into the search field.

3. Right-click your network name in the window that appears and click **Turn sharing on or off**.

4. When you see this message, select **Yes**:

   Do you want to turn on sharing between the PCs and connect to devices on this network?

This selects to a private network so you can save a scan to a shared folder; if you select **No**, you are using a public network and cannot save to a shared folder.

Windows 7:

1. Click [icon] or press the Windows key on your keyboard.

2. Type **Network and Sharing Center** into the search field.

3. Under View your active networks, make sure **Home** network or **Work** network is selected. (If you need to change the network type, click the network type name.) This selects to a private network so you can save a scan to a shared folder.

- If saving your scan to a shared folder takes a very long time, make sure the DNS setting and the DNS domain name is correct. Contact your network administrator for instructions.

Parent topic: Solving Scanning Problems

Solving Scanned Image Quality Problems

Check these sections if a scanned image on your computer screen has a quality problem.

Image Consists of a Few Dots Only
Line of Dots Appears in All Scanned Images
Straight Lines in an Image Appear Crooked
Image is Distorted or Blurry
Image Colors are Patchy at the Edges
Image is Too Dark
Back of Original Image Appears in Scanned Image
Ripple Patterns Appear in an Image
Scanned Image Colors Do Not Match Original Colors
Scanned Image Edges are Cropped

Parent topic: Solving Problems

Image Consists of a Few Dots Only

If your scanned image consists only of a few dots, try these solutions:

- Make sure you placed your original for scanning facing the correct way.

- If the **Image Type** setting is **Black & White**, adjust the **Threshold** and scan again.

Parent topic: Solving Scanned Image Quality Problems

Line of Dots Appears in All Scanned Images

If a line of dots appears in all your scanned images, clean the scanner glass with a soft, dry, lint-free cloth or use a small amount of glass cleaner on the cloth, if necessary. Paper towels are not recommended.

Caution: Do not spray glass cleaner directly on the scanner glass.

Straight Lines in an Image Appear Crooked

If straight lines in an original appear crooked in a scanned image, make sure to place your original straight when you scan it.

If you are scanning from the ADF, try cleaning the ADF and scan again.

Image is Distorted or Blurry

If a scanned image appears distorted or blurry, try these solutions:

• Do not move your original or your product during scanning.

• Your product will not operate properly while tilted at an angle. Place your product on a flat, stable surface that extends beyond its base in all directions.

• Adjust these Epson Scan 2 settings (if available) and try scanning again:

  • Increase the **Resolution** setting.

  • If the **Image Type** setting is **Black & White**, adjust the **Threshold** setting.

  • If the **Image Type** setting is **Color** or **Grayscale**, select the **Unsharp Mask** setting.

  • If the **Image Type** setting is **Black & White**, select **Text Enhancement**. If the **Image Type** setting is **Color** or **Grayscale**, change the **Text Enhancement** setting to **High**.

Parent topic: Solving Scanned Image Quality Problems

Related references

Additional Scanning Settings - Main Settings Tab

Additional Scanning Settings - Advanced Settings Tab

Image Colors are Patchy at the Edges

If you are scanning a thick or warped original, cover its edges with paper to block external light as you scan it.

Parent topic: Solving Scanned Image Quality Problems

Image is Too Dark

If your scanned image is too dark, try these solutions:

• If the **Image Type** is set to **Color** or **Grayscale**, adjust the **Brightness** setting.

• Check the brightness and contrast settings of your computer monitor.

Parent topic: Solving Scanned Image Quality Problems

Related references

Additional Scanning Settings - Main Settings Tab

Additional Scanning Settings - Advanced Settings Tab

Back of Original Image Appears in Scanned Image

If an image from the back of a thin original appears in your scanned image, try these solutions:

• Place a piece of black paper on the back of the original and scan it again.

• Adjust these Epson Scan 2 settings (if available) and try scanning again:

  • Select the **Advanced Settings** tab and adjust the **Brightness** setting.

  • Select **Text Enhancement**.

Parent topic: Solving Scanned Image Quality Problems

Ripple Patterns Appear in an Image

You may see a ripple pattern (called a moiré) in scanned images of printed documents. This is caused by interference from differing pitches in the scanner's screen and your original's halftone screen. To reduce this effect, adjust these Epson Scan 2 settings (if available) and try scanning again:

• Select the **Descreening** setting.

- Select a lower **Resolution** setting.

Parent topic:

Related references

Scanned Image Colors Do Not Match Original Colors

Printed colors can never exactly match the colors on your computer monitor because printers and monitors use different color systems: monitors use RGB (red, green, and blue) and printers typically use CMYK (cyan, magenta, yellow, and black).

Check the color matching and color management capabilities of your computer, display adapter, and the software you are using to see if they are affecting the palette of colors you see on your screen.

To adjust the colors in your scanned image, adjust these Epson Scan 2 settings (if available) and try scanning again:

- If the **Image Type** setting is **Color** or **Grayscale**, adjust the **Contrast** setting.
- If the **Image Type** setting is **Black & White** or **Grayscale**, adjust the **Color Enhance** setting.

Parent topic:

Related references

Scanned Image Edges are Cropped

If the edges of a scanned image are cropped, make sure your original is placed correctly for scanning. If necessary, move your original away from the edges of the scanner glass slightly.

Parent topic:

Related topics

Solving Faxing Problems

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

Parent topic: Solving Problems

Cannot Send or Receive Faxes

If you cannot send or receive faxes, try these solutions:

- If you are faxing from a computer, use the Epson FAX Utility to send your fax.

- Make sure the recipient's fax machine is turned on and working.

- Make sure paper is loaded correctly in your product.

- Make sure you have set up your header information and have not blocked your caller ID. Otherwise, your faxes might be rejected by the recipient's fax machine.

- Make sure Receive Mode is set to **Auto** so you can receive faxes automatically.

- Check that the cable connecting your telephone wall jack to your product's **LINE** port is secure.

- Print a fax connection report using your product control panel or fax software to help diagnose the problem.

- Verify that the telephone wall jack works by connecting a phone to it and testing it.

- If there is no dial tone and you connected the product to a PBX (Private Branch Exchange) phone line or Terminal Adapter, change the **Line Type** setting to **PBX**. If you still cannot send a fax, turn off the product's dial tone detection setting. (Turning off the dial tone setting may cause the product to drop the first digit of a fax number.)

- If you connected your product to a DSL phone line, you must connect a DSL filter to the phone jack to enable faxing over the line. Contact your DSL provider for the necessary filter.

- Make sure you installed the FAX driver for your product and that it is not paused.

- Try lowering your product's fax speed setting.

- Make sure the error correction mode (ECM) setting is turned on if you are trying to send or receive a color fax.

- If your telephone line uses call waiting and you have trouble receiving faxes, turn off call waiting to prevent disruption of incoming faxes.

- If you have subscribed to a call forwarding service, the product may not be able to receive faxes. Contact your service provider for assistance.

Note: If your product is connected to a VoIP (Voice over Internet Protocol) phone line, keep in mind that fax machines are designed to work over analog phone lines. Epson cannot guarantee that fax transmission will work when using VoIP.

If your phone line includes voice mail answering services, calls or faxes may be inadvertently received by your voice mail service.

Parent topic: Solving Faxing Problems

Related tasks
Connecting a Telephone or Answering Machine
Using the Fax Setup Wizard
Selecting the Line Type
Selecting Advanced Fax Settings
Receiving Faxes Automatically
Printing Fax Reports
Viewing a Fax on the LCD Screen (Using the Inbox)
Loading Paper in the Cassette

Cannot Receive Faxes with a Telephone Connected to Your Product

If you cannot receive faxes when a telephone is connected to your product, try these solutions:

- Make sure your telephone is connected to your product's **EXT** port.
- Make sure the Receive Mode is set to **Manual**.

Note: When answering a call that is a fax, wait until the product's LCD screen displays a message that a connection has been made before you hang up.

Parent topic: Solving Faxing Problems

Related tasks
Connecting a Telephone or Answering Machine
Using the Fax Setup Wizard

Fax Memory Full Error Appears

If you see an error message telling you that the product's fax memory is full, try these solutions:

- If you set the product to save received faxes in the product's memory or inbox, delete any faxes you have already read.

  Note: Your product can store up to 100 faxes before its inbox is full.

- If you set the product to save received faxes on a computer, turn on the selected computer. Once the faxes are saved on the computer, they are deleted from the product's memory.

- If you set the product to save received faxes on a USB device, connect the selected USB device containing the save fax folder to the product. Once the faxes are saved on the USB device, they are deleted from the product's memory.

  Note: Make sure the USB device has enough available memory and is not write protected.

- If the memory is full, try sending a monochrome fax using the **Direct Send** feature or sending your faxes in smaller batches.

- If the product cannot print a received fax due to a product error, such as a paper jam, the memory full error may appear. Clear any product errors, then ask the sender to resend the fax.

Parent topic: Solving Faxing Problems

Related references

Fax Sending Options

Related tasks

Viewing a Fax on the LCD Screen (Using the Inbox)

Saving Faxes to an External USB Device

Selecting Received Fax Options Using the Fax Utility - Windows

Sent Fax Quality is Poor

If the sent fax quality is poor, try these solutions:

- Clean the scanner glass.
- Clean the ADF.
- Try changing the resolution or density setting on the control panel.
- Try changing the original type setting on the control panel.

- If you are sending a monochrome fax to a single recipient, try sending the fax using the **Direct Send** feature.

  Note: If you send a high-resolution monochrome fax without using the **Direct Send** feature, the product may automatically lower the resolution.

- Try enabling the error correction mode (ECM) setting.

Parent topic: Solving Faxing Problems

Related references
Fax Sending Options
Basic Settings - Fax

Related tasks
Cleaning Your Product

Sent Fax is Received in an Incorrect Size

If your recipient receives a fax in an incorrect size, try these solutions:

- If you are sending a fax using the scanner glass, make sure your original is placed correctly and that the correct paper size is selected on the control panel.
- Clean the scanner glass and document cover.

Parent topic: Solving Faxing Problems

Related tasks
Cleaning Your Product

Related topics
Placing Originals on the Product

Received Fax Quality is Poor

If you receive a poor quality fax, try these solutions:

- Try enabling the error correction mode (ECM) setting.
- Contact the fax sender and ask them to send the fax in a higher resolution.
- Try reprinting the received fax.

Parent topic: Solving Faxing Problems

Received Fax is Not Printed

If a received fax is not printed, try these solutions:

- Make sure the product is free of errors. The product cannot print received faxes if an error has occurred with the product, such as a paper jam.

- If the product has been set to save received faxes in the product's memory or inbox, received faxes are not automatically printed. Check the **Receive Settings** options on the product control panel and change them, if necessary.

Parent topic: Solving Faxing Problems

Solving USB Device Problems

Check these solutions if you have problems using USB devices with your product.

Parent topic: Solving Problems

Cannot View or Print from a USB Device

If you cannot view or print photos or documents from a USB device connected to your product, try these solutions:

- Make sure memory devices are enabled on the product.

- Make sure your device is compatible with the product.

- Make sure the files on your device are in the correct format.

- If you see an exclamation point on the photo selection screen, the image file format is not supported.

Parent topic: Solving USB Device Problems

Related references

External USB Device Specifications

USB Device File Specifications

Related tasks

Setting Up File Sharing for File Transfers from Your Computer

Related topics

Viewing and Printing from the LCD Screen

Cannot Save Files on a USB Device

If you cannot save files on a USB device connected to your product, try these solutions:

- To save faxes on a USB device, create a folder in the **Fax Output** settings on the product control panel.

- Make sure the device is not write-protected.

- Make sure the device has enough available space.

- Make sure memory devices are enabled on your product.

- Make sure the device is compatible with the product.

Parent topic: Solving USB Device Problems

Related references

External USB Device Specifications

Related tasks

Saving Faxes to an External USB Device

Selecting Received Fax Options Using the Fax Utility - Windows

Setting Up File Sharing for File Transfers from Your Computer

Cannot Transfer Files To or From a USB Device

If you have problems transferring files to or from a USB device connected to your product, try these solutions:

- Make sure your device is compatible with the product.

- Make sure your product is securely connected to your computer.

- Make sure that the file sharing setting for your product is enabled.

Parent topic: Solving USB Device Problems

Related references

External USB Device Specifications

Related topics

Transferring Files on a USB Device

Uninstall Your Product Software

If you have a problem that requires you to uninstall and re-install your software, follow the instructions for your operating system.

Uninstalling Product Software - Windows

Uninstalling Product Software - Mac

Parent topic: Solving Problems

Uninstalling Product Software - Windows

You can uninstall and then re-install your product software to solve certain problems.

1. Turn off the product.

2. Disconnect any interface cables.

3. Do one of the following:

   - **Windows 10**: Click [ ] and select [ ] (Settings) > **Apps** > **Apps & features**. Then select the program you want to uninstall and select **Uninstall**.

   - **Windows 8.x**: Navigate to the **Apps** screen and select **Control Panel** > **Programs** > **Programs and Features**. Select the uninstall option for your Epson product, then select **Uninstall/Change**.

     Note: If you see a **User Account Control** window, click **Yes** or **Continue**.

     Select your product again, if necessary, then select **OK**, and click **Yes** to confirm the uninstallation.

   - **Windows (other versions)**: Click [ ] or **Start**, and select **All Programs** or **Programs**. Select **EPSON**, select your product, then click **EPSON Printer Software Uninstall**.

     Note: If you see a **User Account Control** window, click **Yes** or **Continue**.

     In the next window, select your product and click **OK**. Then follow any on-screen instructions.

4. Do one of the following to uninstall Epson Event Manager, then follow any on-screen instructions:

   - **Windows 10/8.x**: Select **Epson Event Manager** and click **Uninstall**.

   - **Windows 7/Windows Vista**: Open the Windows **Control Panel** utility. Select **Programs and Features**. (In Classic view, select **Programs** and click **Uninstall a program**.) Select **Epson Event Manager** and click **Uninstall/Change**.

5. Do one of the following to uninstall Epson Scan, then follow any on-screen instructions:

   - **Windows 10**: Select **Epson Scan 2** and click **Uninstall**.

   - **Windows 8.x/Windows 7/Windows Vista:** Select **Epson Scan 2** and click **Uninstall/Change**.

6. Restart your computer, then see the *Start Here* sheet to re-install your software.

Note: If you find that re-installing your product software does not solve a problem, contact Epson.

Parent topic: Uninstall Your Product Software

Uninstalling Product Software - Mac

In most cases, you do not need to uninstall your product software before re-installing it. However, you can download the Uninstaller utility from the Epson support website to uninstall your product software as described here.

Note: If you find that re-installing your product software does not solve a problem, contact Epson.

1. To download the Uninstaller utility, visit epson.com/support (U.S.), epson.ca/support (Canada), or epson.com.jm/support (Caribbean) and select your product.

2. Click **Downloads**.

3. Select your operating system, click **Utilities**, locate the Uninstaller utility, and click **Download**.

4. Run the file you downloaded.

5. Double-click the **Uninstaller** icon.

6. In the Epson Uninstaller screen, select the checkbox for each software program you want to uninstall.

7. Click **Uninstall**.

8. Follow the on-screen instructions to uninstall the software.

9. Reinstall your product software.

Note: If you uninstall the printer driver and your product name remains in the **Print & Fax**, **Print & Scan**, or **Printers & Scanners** window, select your product name and click the **–** (remove) icon to remove it.

Parent topic: Uninstall Your Product Software

Where to Get Help

If you need to contact Epson for technical support services, use the following support options.

Internet Support

Visit Epson's support website at epson.com/support (U.S.), epson.ca/support (Canada), or epson.com.jm/support (Caribbean) and select your product for solutions to common problems. You can download drivers and documentation, get FAQs and troubleshooting advice, or e-mail Epson with your questions.

Speak to a Support Representative

Before you call Epson for support, please have the following information ready:

- Product name
- Product serial number (located on a label on the product)
- Proof of purchase (such as a store receipt) and date of purchase
- Computer configuration
- Description of the problem

Then call:

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

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

Purchase Supplies and Accessories

You can purchase genuine Epson ink and paper at epson.com (U.S. sales), epson.ca (Canadian sales), or epson.com.jm (Caribbean sales). You can also purchase supplies from an Epson authorized reseller. To find the nearest one, call 800-GO-EPSON (800-463-7766) in the U.S. or 800-807-7766 in Canada.

Parent topic: Solving Problems

Technical Specifications

These sections list the technical specifications for your product.

Note: Epson offers a recycling program for end of life Epson products. Please go to this site (U.S) or this site (Canada) for information on how to return your Epson products for proper disposal.

Windows System Requirements

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

• Windows 10

• Windows 8.x

• Windows 7

• Windows Vista

• Windows Server 2016

• Windows Server 2012 R2

- Windows Server 2012

- Windows Server 2008 R2

- Windows Server 2008

- Windows Server 2003 R2

- Windows Server 2003

- Windows Server 2003 SP2 or later

Note: For the latest product software available for your operating system, visit the Epson support site at epson.com/support (U.S.), epson.ca/support (Canada), or epson.com.jm/support (Caribbean), select your product, and select **Downloads**.

Parent topic: Technical Specifications

Mac System Requirements

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

- macOS 10.13.x

- macOS 10.12.x

- OS X 10.11.x

- OS X 10.10.x

- OS X 10.9.x

- OS X 10.8.x

- OS X 10.7.x

- OS X 10.6.8

Note: For the latest product software available for your operating system, visit the Epson support site at epson.com/support (U.S.), epson.ca/support (Canada), or epson.com.jm/support (Caribbean), select your product, and select **Downloads**.

Parent topic: Technical Specifications

Paper Specifications

Note: Since the quality of any particular brand or type of paper may be changed by the manufacturer at any time, Epson cannot guarantee the quality of any non-Epson brand or type of paper. Always test a sample of paper stock before purchasing large quantities or printing large jobs.

Single-sheets

Size	A4 (8.3 × 11.7 inches [210 × 297 mm])
	A6 (4.1 × 5.8 inches [105 × 148 mm])
	Letter (8.5 × 11 inches [216 × 279 mm])
	Legal (8.5 × 14 inches [216 × 356 mm])
	4 × 6 inches (102 × 152 mm)
	5 × 7 inches (127 × 178 mm)
	8 × 10 inches (203 × 254 mm)
	3.5 × 5 inches (89 × 127 mm)
	16:9 wide (4 × 7.1 inches [102 × 181 mm])
	Half Letter (5.5 × 8.5 inches [140 × 216 mm])
Paper types	Plain paper
	Note: Your product also supports compatible papers distributed by Epson. See the link at the end of this topic for a list of compatible Epson papers.
Weight	Plain paper: 17 lb (64 g/m^2) to 24 lb (90 g/m^2)

Envelopes

Size	No. 10 (4.1 × 9.5 inches [105 × 241 mm])
Weight	20 lb (75 g/m^2) to 24 lb (90 g/m^2)

Parent topic: Technical Specifications

Related references

Compatible Epson Papers

Printable Area Specifications

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

Single sheets
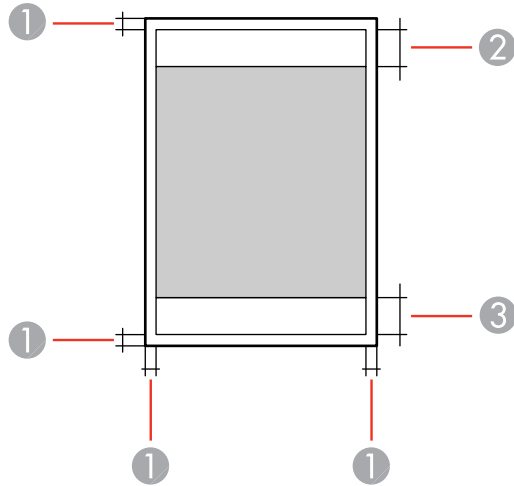
1	Top and sides: 0.12 inch (3 mm)
2	Reduced print quality area/top: 1.85 inch (47 mm)
3	Reduced print quality area/bottom: 1.77 inch (45 mm)

Borderless
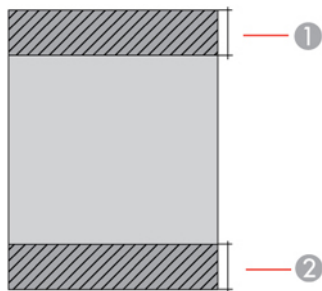
1   Reduced print quality area/top: 1.97 inch (50 mm)

2   Reduced print quality area/bottom: 1.89 inch (48 mm)

Envelopes
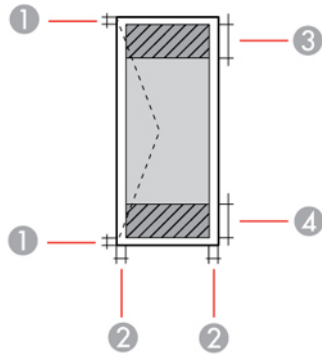
1   Sides: 0.12 inch (3 mm)

2   Top/bottom: 0.20 inch (5 mm)

3   Reduced print quality area/right: 0.71 inch (18 mm)

4   Reduced print quality area/left: 1.85 inch (47 mm)

Parent topic: Technical Specifications

Automatic Document Feeder (ADF) Specifications

Paper size	US letter, legal, or A4
Paper type	Plain paper
Paper weight	17 lb (64 g/m^2) to 24 lb (95 g/m^2)
Sheet feeding capacity	Total thickness: 0.15 inch (3.85 mm)
	Approximately 35 sheets except for legal (10 sheets)

Parent topic: Technical Specifications

Scanning Specifications

Scanner type	Flatbed, color
Photoelectric device	CIS
Effective pixels	10200 × 14040 pixels at 1200 dpi
Document size	Maximum: 8.5 × 11.7 inches (216 × 297 mm)
	Scanner glass: US letter or A4
Scanning resolution	1200 dpi (main scan)
	2400 dpi (sub scan)
Output resolution	50 to 9600 dpi in 1 dpi increments
Color depth	Color:
	48 bits per pixel internal (16 bits per pixel per color internal)
	24 bits per pixel external (8 bits per pixel per color external)
	Grayscale:
	16 bits per pixel internal
	8 bits per pixel external
	Black and white:
	16 bits per pixel internal
	1 bit per pixel external
Light source	LED

Parent topic: Technical Specifications

Fax Specifications

Fax type	Black-and-white and color fax capability (ITU-T Super Group 3)
Supported lines	Standard analog (household) telephone lines
	PBX (Private Branch Exchange) telephone systems
Speed	Up to 33.6 kbps

Resolution	**Monochrome**:
	Standard: 203 pixels per inch × 98 lines per inch
	Fine: 203 pixels per inch × 196 lines per inch
	Super Fine: 203 pixels per inch × 392 lines per inch
	Ultra Fine: 406 pixels per inch × 392 lines per inch
	Photo: 203 pixels per inch × 196 lines per inch
	Color:
	200 × 200 dpi
Page memory	Up to 180 pages (ITU-T No. 1 chart in monochrome draft mode)
Redial	2 times (with 1 minute intervals); specifications may differ by country or region
Interface	RJ-11 Phone Line
	RJ-11 Telephone set connection

Parent topic:

Ink Cartridge Specifications

Note: This printer is designed for use with Epson cartridges only, not third-party cartridges or ink. Other brands of ink supplies are not compatible and, if described as compatible, may not function properly or continuously. Such restrictions can be avoided with some other printers such as Epson EcoTank cartridge-free printers.

The included initial cartridges are designed for reliable printer setup and cannot be used as replacement cartridges or resold. After setup, the remaining ink is available for printing. Yields are based on ISO 24711 in default mode, printing continuously. Yields vary due to print images, settings, and temperatures. Printing infrequently or primarily with one color reduces yields. All cartridges must be installed with ink for printing and printer maintenance. For print quality, some ink remains in replaced cartridges.

Color	Cyan, Magenta, Yellow, Black
Cartridge life	Opened package: 6 months
	Unopened package: do not use if the date on the package has expired

Temperature	Storage: –22 to 104 °F (–30 to 40 °C)
	1 month at 104 °F (40 °C)
	Ink freezes at 3.2 °F (–16 °C)
	Ink thaws and is usable after 3 hours at 77 °F (25 °C)

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

Parent topic: Technical Specifications

Related references

Ink Cartridge and Maintenance Box Part Numbers

Dimension Specifications

Height	**EC-4020**:
	Stored: 9.8 inches (249 mm)
	Printing: 9.8 inches (249 mm)
	EC-4030:
	Stored: 12.8 inches (324 mm)
	Printing: 12.8 inches (324 mm)
Width	Stored: 16.7 inches (425 mm)
	Printing: 16.7 inches (425 mm)
Depth	**EC-4020**:
	Stored: 14.9 inches (378 mm)
	Printing: 14.9 inches (378 mm)
	EC-4030:
	Stored: 15.3 inches (388 mm)
	Printing: 19.8 inches (503 mm)

Weight	**EC-4020**:
(without ink cartridges and power cord)	20.1 lb (9.1 kg)
	EC-4030:
	24.5 lb (11.1 kg)

Parent topic: Technical Specifications

Electrical Specifications

Power supply voltage	100 to 120 V
Rated frequency range	50 to 60 Hz
Rated current	0.6 A
Power consumption	**EC-4020**:
	Standalone copying: Approximately 15 W (ISO/IEC24712)
	Ready mode: Approximately 6.1 W
	Sleep mode: Approximately 1.2 W
	Power off mode: Approximately 0.2 W
	EC-4030:
	Standalone copying: Approximately 15 W (ISO/IEC24712)
	Ready mode: Approximately 6.6 W
	Sleep mode: Approximately 1.2 W
	Power off mode: Approximately 0.2 W

Parent topic: Technical Specifications

Environmental Specifications

Temperature	Operating: 50 to 95 °F (10 to 35 °C)
	Storage: –4 to 104 °F (–20 to 40 °C)
	1 month at 104 °F (40 °C)

| Humidity | Operating: 20 to 80% RH |
| (without condensation) | Storage: 5 to 85% RH |

Parent topic: Technical Specifications

Interface Specifications

| Interface type | Hi-Speed USB for computer |
| | Hi-Speed USB (for external USB device) |

Note: Epson cannot guarantee the operation of externally connected devices.

Parent topic: Technical Specifications

External USB Device Specifications

Do not use devices with the following requirements:

• Dedicated driver

• Security settings (such as passwords, encryption, etc.)

• Built-in USB hub

Note: Use only external storage devices with independent AC power sources. External storage devices that are powered via USB are not recommended. Epson cannot guarantee the operation of externally connected devices.

Magneto-optical drive	1.3GB
Hard disk drives and USB flash drives	2TB
	Formatted in FAT, FAT32, or exFAT.

Parent topic: Technical Specifications

Network Interface Specifications

Wi-Fi

Standards	IEEE 802.11 b/g/n; complies with either IEEE 802.11 b/g or IEEE 802.11 b/g/n, depending on purchase location
Security	WPA-PSK (AES); complies with WPA2 with support for WPA/WPA2 Personal
	WEP (64/128 bit)
Frequency range	2.4 GHz
Maximum Radio-Frequency Power Transmitted	19.8 dBm (EIRP)
Coordination modes	Infrastructure mode
	Wi-Fi Direct (Simple AP); not supported for IEEE 802.11b

Ethernet

Standard	IEEE802.3i/u (10BASE-T); use a category 5e or higher STP (Shielded twisted pair) cable to prevent risk of radio interference
	IEEE802.3u (100BASE-TX)
	IEEE802.3az (Energy Efficient Ethernet); the connected device should be IEEE802.3az compliant
Communication mode	Auto, 10Mbps Full duplex, 10Mbps Half duplex, 100Mbps Full duplex, 100Mbps Half duplex
Connector	RJ-45

Security Protocol

SSL/TLS

HTTPS Server/Client, IPPS

SMTPS (STARTTLS, SSL/TLS)

Parent topic: Technical Specifications

Safety and Approvals Specifications

United States	Safety: UL60950-1
	EMC: FCC part 15 Subpart B class B
Canada	Safety: CAN/CSA C22.2 No. 60950-1
	EMC: CAN/CSA-CEI/IEC CISPR 22 Class B

This equipment contains the following wireless module:

• Manufacturer: Askey Computer Corporation.

• Type: WLU6320-D69 (RoHS)

This product conforms to Part 15 of FCC Rules and RSS-210 of the IC Rules. Epson cannot accept responsibility for any failure to satisfy the protection requirements resulting from a non-recommended modification of the product. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation of the device.

To prevent radio interference to the licensed service, this device is intended to be operated indoors and away from windows to provide maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.

This equipment complies with FCC/IC radiation exposure limits set forth for an uncontrolled environment and meets the FCC radio frequency (RF) Exposure Guidelines in Supplement C to OET65 and RSS-102 of the IC radio frequency (RF) Exposure rules. This equipment should be installed and operated so that the radiator is kept at least 7.9 inches (20 cm) or more away from a person's body (excluding extremities: hands, wrists, feet and ankles).

Parent topic: Technical Specifications

Notices

Check these sections for important notices about your product.

Note: Epson offers a recycling program for end of life Epson products. Please go to this site (U.S) or this site (Canada) for information on how to return your Epson products for proper disposal.

Important Safety Instructions
FCC Compliance Statement
Binding Arbitration and Class Waiver
Trademarks
Copyright Notice

Important Safety Instructions

Before using your Epson product, read and follow these safety instructions.

General Product Safety Instructions
Ink Cartridge Safety Instructions
LCD Screen Safety Instructions
Wireless Connection Safety Instructions
Telephone Equipment Safety Instructions

Parent topic: Notices

General Product Safety Instructions

- Be sure to follow all warnings and instructions marked on the product.

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

- Use only the power cord that comes with the product. Use of another cord may cause fires or shock. Do not use the cord with any other equipment.

- Make sure the AC power cord meets the relevant local safety standard.

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

- Avoid plugging the product into an outlet on the same circuit as a photo copier or air control system that regularly switches on and off, or on an outlet controlled by a wall switch or timer.

- Do not let the power cord become damaged or frayed. Place it to avoid abrasions, cuts, fraying, crimping, and kinking. Do not place objects on top of it and do not allow it to be stepped on or run over. Be careful to keep the cord straight at each end.
- If you use an extension cord with the product, make sure the total ampere rating of the devices plugged into the extension cord does not exceed the cord's ampere rating. Also, make sure the total ampere rating of all devices plugged into the wall outlet does not exceed the wall outlet's ampere rating.
- Always turn off the product using the power button, and wait until the power light stops flashing before unplugging the product or cutting off power to the electrical outlet.
- If you will not be using the product for a long period, unplug the power cord from the electrical outlet.
- Place the product on a flat, stable surface that extends beyond its base in all directions. It will not operate properly if it is tilted or at an angle.
- Allow space behind the product for the cables, and space above the product so that you can fully raise the document cover.
- Leave enough space in front of the product for the paper to be fully ejected.
- Avoid locations that are subject to rapid changes in heat or humidity, shocks or vibrations, or dust.
- Do not place or store the product outdoors.
- Do not place the product near excessive heat sources or in direct sunlight.
- Leave enough room around the product for sufficient ventilation. Do not block or cover openings in the case or insert objects through the slots.
- Keep the product away from potential sources of electromagnetic interference, such as loudspeakers or the base units of cordless telephones.
- When connecting the product to a computer or other device with a cable, ensure the correct orientation of the connectors. Each connector has only one correct orientation. Inserting a connector in the wrong orientation may damage both devices connected by the cable.
- Do not touch the flat white cable inside the product.
- Do not move the print head by hand; this may damage the product.
- Do not spill liquid on the product or use the product with wet hands.
- Do not use aerosol products that contain flammable gases inside or around the product. Doing so may cause fire.
- Do not press too hard on the document table when placing originals.

- Do not open the scanner section while the product is copying, printing, scanning, or performing any other functions.

- Be careful not to trap your fingers when closing the document cover or scanner.

- Except as specifically explained in your documentation, do not attempt to service or disassemble the product yourself.

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

- Leave the ink cartridges installed. Removing the cartridges can dehydrate the print head and may prevent the product from printing.

- Before transporting the product, make sure that the print head is in the home (far right) position and the ink cartridges are in place.

- When storing or transporting the product, do not tilt it, stand it on its side, or turn it upside down; otherwise, ink may leak.

Parent topic: Important Safety Instructions

Ink Cartridge Safety Instructions

- Keep ink cartridges out of the reach of children and do not drink the ink.

- Be careful when you handle used ink cartridges; there may be ink remaining around the ink supply port. If ink gets on your skin, wash it off with soap and water. If it gets in your eyes, flush them immediately with water.

- Do not put your hand inside the product or touch any cartridges during printing.

- Install a new ink cartridge immediately after removing an expended one. Leaving cartridges uninstalled can dry out the print head and may prevent the product from printing.

- Do not remove or tear the label on the cartridge; this can cause leakage.

- Do not remove the transparent seal from the bottom of the cartridge. This may cause the cartridge to become unusable.

- Do not break the hooks on the side of the cartridge when removing it from the packaging.

- Do not touch the green IC chip on the side of the cartridge. This may prevent normal operation.

- Do not shake cartridges after opening their packages; this can cause them to leak.

- If you remove an ink cartridge for later use, protect the ink supply area from dirt and dust and store it in the same environment as the product. Note that there is a valve in the ink supply port, making covers

or plugs unnecessary, but care is needed to prevent the ink from staining items that the cartridge touches. Do not touch the ink cartridge ink supply port or surrounding area.

- Use an ink cartridge before the date printed on its package.

- Do not dismantle an ink cartridge. This could damage the print head.

- Store ink cartridges in a cool, dark place.

- 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.

- Store ink cartridges with their labels facing upward. Do not store cartridges upside down.

Parent topic: Important Safety Instructions

LCD Screen Safety Instructions

- Use only a dry, soft cloth to clean the LCD screen. Do not use liquid or chemical cleansers.

- If the LCD screen is damaged, contact Epson. 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.

- Do not press too hard on the LCD screen or subject it to heavy impacts.

- Do not use a pointy or sharp object, such as a pen or your fingernail, to operate the LCD screen.

- If the LCD screen chips or cracks, do not touch or attempt to remove the broken pieces; contact Epson for support.

- Do not subject your product to sudden changes in temperature or humidity; this may cause condensation to develop inside the LCD screen and degrade its performance.

Parent topic: Important Safety Instructions

Wireless Connection Safety Instructions

Radio waves from this product may adversely affect the operation of medical equipment or automatically controlled devices, such as pacemakers, automatic doors or fire alarms. When using this product near such devices or inside a medical facility, follow the directions from authorized staff members at the facility, and follow all posted warnings and directions on the device to avoid causing an accident.

Parent topic: Important Safety Instructions

Telephone Equipment Safety Instructions

When using telephone equipment, you should always follow basic safety precautions to reduce the risk of fire, electric shock, and personal injury, including the following:

• Do not use the Epson product near water.

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

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

Caution: To reduce the risk of fire, use only a No. 26 AWG or larger telecommunication line cord.

Parent topic: Important Safety Instructions

FCC Compliance Statement

For United States Users

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments ("ACTA") . On the surface of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

Applicable certification jack Universal Service Order Codes ("USOC") for the equipment: RJ11C.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001 , the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If you have problems with this product and require technical or customer support, please visit www.epson.com for more information.

This product is not intended to be repaired by the customer. If you experience trouble connecting this equipment to a telephone line, please contact:

Name: Epson America, Inc.

Address: 3840 Kilroy Airport Way, Long Beach, CA 90806 U.S.A.

Telephone: (562) 981-3840

If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

This equipment may not be used on coin service provided by the telephone company. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

In order to program this information into your fax machine, click the link below for instructions on entering fax header information.

According to the FCC's electrical safety advisory, we recommend that you may install an AC surge arrester in the AC outlet to which this equipment is connected. Telephone companies report that electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources and that this is a major nationwide problem.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful

interference to radio or television reception. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio and television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

• Reorient or relocate the receiving antenna.

• Increase the separation between the equipment and receiver.

• Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

• Consult the dealer or an experienced radio/TV technician for help.

WARNING

The connection of a non-shielded equipment interface cable to this equipment will invalidate the FCC Certification or Declaration of this device and may cause interference levels which exceed the limits established by the FCC for this equipment. It is the responsibility of the user to obtain and use a shielded equipment interface cable with this device. If this equipment has more than one interface connector, do not leave cables connected to unused interfaces. Changes or modifications not expressly approved by the manufacturer could void the user's authority to operate the equipment.

For Canadian Users

1. This product meets the applicable Innovation, Science and Economic Development Canada technical specifications.

2. The Ringer Equivalence Number indicates the maximum number of devices allowed to be connected to a telephone interface. The termination of an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

CAN ICES-3(B)/NMB-3(B)

Le présent produit est conforme aux spécifications techniques applicables d'Innovation, Sciences et Développement économique Canada.

L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de dispositifs qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme des IES de tous les dispositifs n'excède pas cinq.

CAN ICES-3(B)/NMB-3(B)

Parent topic: Notices

Related tasks

Using the Fax Setup Wizard

Binding Arbitration and Class Waiver

1. DISPUTES, BINDING INDIVIDUAL ARBITRATION, AND WAIVER OF CLASS ACTIONS AND CLASS ARBITRATIONS

1.1 **Disputes**. The terms of this Section 1 shall apply to all Disputes between you and Epson. The term "Dispute" is meant to have the broadest meaning permissible under law and includes any dispute, claim, controversy or action between you and Epson arising out of or relating to this Agreement, Epson branded products (hardware and including any related software), or other transaction involving you and Epson, whether in contract, warranty, misrepresentation, fraud, tort, intentional tort, statute, regulation, ordinance, or any other legal or equitable basis. "DISPUTE" DOES NOT INCLUDE IP CLAIMS, or more specifically, a claim or cause of action for (a) trademark infringement or dilution, (b) patent infringement, (c) copyright infringement or misuse, or (d) trade secret misappropriation (an "IP Claim"). You and Epson also agree, notwithstanding Section 1.6,that a court, not an arbitrator, may decide if a claim or cause of action is for an IP Claim.

1.2 **Binding Arbitration**. You and Epson agree that all Disputes shall be resolved by binding arbitration according to this Agreement. **ARBITRATION MEANS THAT YOU WAIVE YOUR RIGHT TO A JUDGE OR JURY IN A COURT PROCEEDING AND YOUR GROUNDS FOR APPEAL ARE LIMITED**. Pursuant to this Agreement, binding arbitration shall be administered by JAMS, a nationally recognized arbitration authority, pursuant to its code of procedures then in effect for consumer related disputes, but excluding any rules that permit joinder or class actions in arbitration (for more detail on procedure, see Section 1.6 below). You and Epson understand and agree that (a) the Federal Arbitration Act (9 U.S.C. §1, et seq.) governs the interpretation and enforcement of this Section 1, (b) this Agreement memorializes a transaction in interstate commerce, and (c) this Section 1 shall survive termination of this Agreement.

1.3 **Pre-Arbitration Steps and Notice**. Before submitting a claim for arbitration, you and Epson agree to try, for sixty (60) days, to resolve any Dispute informally. If Epson and you do not reach an agreement to resolve the Dispute within the sixty (60) days), you or Epson may commence an arbitration. Notice to Epson must be addressed to: Epson America, Inc., ATTN: Legal Department, 3840 Kilroy Airport Way, Long Beach, CA 90806 (the "Epson Address"). The Dispute Notice to you will be sent to the most recent address Epson has in its records for you. For this reason, it is important to notify us if your address changes by emailing us at EAILegal@ea.epson.com or writing us at the Epson Address above. Notice of the Dispute shall include the sender's name, address and contact information, the facts giving rise to the Dispute, and the relief requested (the "Dispute Notice"). Following receipt of the Dispute Notice, Epson and you agree to act in good faith to resolve the Dispute before commencing arbitration.

1.4 **Small Claims Court**. Notwithstanding the foregoing, you may bring an individual action in the small claims court of your state or municipality if the action is within that court's jurisdiction and is pending only in that court.

1.5 **WAIVER OF CLASS ACTIONS AND CLASS ARBITRATIONS. YOU AND EPSON AGREE THAT EACH PARTY MAY BRING DISPUTES AGAINST THE OTHER PARTY ONLY IN AN INDIVIDUAL CAPACITY, AND NOT AS A PLAINTIFF OR CLASS MEMBER IN ANY CLASS OR REPRESENTATIVE PROCEEDING, INCLUDING WITHOUT LIMITATION FEDERAL OR STATE CLASS ACTIONS, OR CLASS ARBITRATIONS. CLASS ACTION LAWSUITS, CLASS-WIDE ARBITRATIONS, PRIVATE ATTORNEY-GENERAL ACTIONS, AND ANY OTHER PROCEEDING WHERE SOMEONE ACTS IN A REPRESENTATIVE CAPACITY ARE NOT ALLOWED. ACCORDINGLY, UNDER THE ARBITRATION PROCEDURES OUTLINED IN THIS SECTION, AN ARBITRATOR SHALL NOT COMBINE OR CONSOLIDATE MORE THAN ONE PARTY'S CLAIMS WITHOUT THE WRITTEN CONSENT OF ALL AFFECTED PARTIES TO AN ARBITRATION PROCEEDING.**

1.6 **Arbitration Procedure**. If you or Epson commences arbitration, the arbitration shall be governed by the rules of JAMS that are in effect when the arbitration is filed, excluding any rules that permit arbitration on a class or representative basis (the "JAMS Rules"), available at http://www.jamsadr.com or by calling 1-800-352-5267, and under the rules set forth in this Agreement. All Disputes shall be resolved by a single neutral arbitrator, and both parties shall have a reasonable opportunity to participate in the selection of the arbitrator. The arbitrator is bound by the terms of this Agreement. The arbitrator, and not any federal, state or local court or agency, shall have exclusive authority to resolve all disputes arising out of or relating to the interpretation, applicability, enforceability or formation of this Agreement, including any claim that all or any part of this Agreement is void or voidable. Notwithstanding this broad delegation of authority to the arbitrator, a court may determine the limited question of whether a claim or cause of action is for an IP Claim, which is excluded from the definition of "Disputes" in Section 1.1 above. The arbitrator shall be empowered to grant whatever relief would be available in a court under law or in equity. The arbitrator may award you the same damages as a court could, and may award declaratory or injunctive relief only in favor of the individual party seeking relief and only to the extent necessary to provide relief warranted by that party's individual claim. In some instances, the costs of arbitration can exceed the costs of litigation and the right to discovery may be more limited in arbitration than in court. The arbitrator's award is binding and may be entered as a judgment in any court of competent jurisdiction.

You may choose to engage in arbitration hearings by telephone. Arbitration hearings not conducted by telephone shall take place in a location reasonably accessible from your primary residence, or in Orange County, California, at your option.

a) Initiation of Arbitration Proceeding. If either you or Epson decides to arbitrate a Dispute, both parties agree to the following procedure:

(i) Write a Demand for Arbitration. The demand must include a description of the Dispute and the amount of damages sought to be recovered. You can find a copy of a Demand for Arbitration at http://www.jamsadr.com ("Demand for Arbitration").

(ii) Send three copies of the Demand for Arbitration, plus the appropriate filing fee, to: JAMS, 500 North State College Blvd., Suite 600 Orange, CA 92868, U.S.A.

(iii) Send one copy of the Demand for Arbitration to the other party (same address as the Dispute Notice), or as otherwise agreed by the parties.

b) Hearing Format. During the arbitration, the amount of any settlement offer made shall not be disclosed to the arbitrator until after the arbitrator determines the amount, if any, to which you or Epson is entitled. The discovery or exchange of non-privileged information relevant to the Dispute may be allowed during the arbitration.

c) Arbitration Fees. Epson shall pay, or (if applicable) reimburse you for, all JAMS filings and arbitrator fees for any arbitration commenced (by you or Epson) pursuant to provisions of this Agreement.

d) Award in Your Favor. For Disputes in which you or Epson seeks $75,000 or less in damages exclusive of attorney's fees and costs, if the arbitrator's decision results in an award to you in an amount greater than Epson's last written offer, if any, to settle the Dispute, Epson will: (i) pay you $1,000 or the amount of the award, whichever is greater; (ii) pay you twice the amount of your reasonable attorney's fees, if any; and (iii) reimburse you for any expenses (including expert witness fees and costs) that your attorney reasonably accrues for investigating, preparing, and pursuing the Dispute in arbitration. Except as agreed upon by you and Epson in writing, the arbitrator shall determine the amount of fees, costs, and expenses to be paid by Epson pursuant to this Section 1.6d).

e) Attorney's Fees. Epson will not seek its attorney's fees and expenses for any arbitration commenced involving a Dispute under this Agreement. Your right to attorney's fees and expenses under Section 1.6d) above does not limit your rights to attorney's fees and expenses under applicable law; notwithstanding the foregoing, the arbitrator may not award duplicative awards of attorney's fees and expenses.

1.7 **Opt-out. You may elect to opt-out (exclude yourself) from the final, binding, individual arbitration procedure and waiver of class and representative proceedings specified in this Agreement by sending a written letter to the Epson Address within thirty (30) days of your assent to this Agreement (including without limitation the purchase, download, installation of the Software or other applicable use of Epson Hardware, products and services) that specifies (i) your name, (ii) your mailing address, and (iii) your request to be excluded from the final, binding individual arbitration procedure and waiver of class and representative proceedings specified in this Section 1. In the event that you opt-out consistent with the procedure set forth above, all other terms shall continue to apply, including the requirement to provide notice prior to litigation.**

1.8 **Amendments to Section 1**. Notwithstanding any provision in this Agreement to the contrary, you and Epson agree that if Epson makes any future amendments to the dispute resolution procedure and class action waiver provisions (other than a change to Epson's address) in this Agreement, Epson will obtain your affirmative assent to the applicable amendment. If you do not affirmatively assent to the applicable amendment, you are agreeing that you will arbitrate any Dispute between the parties in accordance with the language of this Section 1 (or resolve disputes as provided for in Section 1.7, if you timely elected to opt-out when you first assented to this Agreement).

1.9 **Severability**. If any provision in this Section 1 is found to be unenforceable, that provision shall be severed with the remainder of this Agreement remaining in full force and effect. **The foregoing shall not apply to the prohibition against class or representative actions as provided in Section 1.5. This means that if Section 1.5 is found to be unenforceable, the entire Section 1 (but only Section 1) shall be null and void.**

Parent topic: Notices

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EXCEED YOUR VISION

Parent topic: Notices

Copyright Notice

accident, misuse, or abuse of this product or unauthorized modifications, repairs, or alterations to this product, or (excluding the U.S.) failure to strictly comply with Seiko Epson Corporation's operating and maintenance instructions.

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Seiko Epson Corporation shall not be held liable for any damage resulting from electromagnetic interference that occurs from the use of any interface cables other than those designated as Epson approved Products by Seiko Epson Corporation.

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A Note Concerning Responsible Use of Copyrighted Materials
Default Delay Times for Power Management for Epson Products
Copyright Attribution

Parent topic: Notices

libTIFF Software Acknowledgment

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Parent topic: Copyright Notice

A Note Concerning Responsible Use of Copyrighted Materials

Epson encourages each user to be responsible and respectful of the copyright laws when using any Epson product. While some countries' laws permit limited copying or reuse of copyrighted material in certain circumstances, those circumstances may not be as broad as some people assume. Contact your legal advisor for any questions regarding copyright law.

Parent topic: Copyright Notice

Default Delay Times for Power Management for Epson Products

This product will enter sleep mode after a period of nonuse. This is to ensure that the product meets Energy Star standards of energy efficiency. More energy savings can be achieved by setting the time to sleep to a shorter interval.

Parent topic: Copyright Notice

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